



# ALAGAPPA UNIVERSITY

[ACCREDITED WITH 'A+' Grade by NAAC (CGPA:3 .64) in the Third Cycle  
and Graded as Category-I University by MHRD-UGC]  
(A State University Established by the Government of Tamilnadu)



**KARAIKUDI – 630 003**

**DIRECTORATE OF DISTANCE EDUCATION**

## **SYLLABUS**

# **Under Graduate**

Content:

<b>S.No</b>	<b>Subject</b>	<b>Page No</b>
1	B.A (Tamil)	4
2	Bachelor of Arts(English)	36
3	Bachelor of Arts (History)	88
4	Bachelor of Arts (Economics)	135
5	Bachelor of Arts(Public Administration)	173
6	Bachelor of Science (Mathematics)	214
7	B.Sc (Information Technology)	263
8	Bsc.Computer Science	307
9	Bachelor of Computer Applications	347
10	Bachelor of Science (Psychology)	393
11	Bachelor of Commerce (1)	457
12	BBA	512
13	BBA Banking	561
14	Bachelor of Commerce (Computer Applications) (1)	612
15	Bachelor of Library and information Science	664

இளங்கலை - தமிழ் ( பி.ஏ - தமிழ்)

பாடத்திட்ட வடிவமைப்பு

பருவம்	தாள் எண்	தாள் குறியீட்டு எண்	பாடங்கள்	அக மதிப்பெண்கள்	தேர்வு மதிப்பெண்கள்	மொத்த மதிப்பெண்	மதிப்பீடுகள்
<b>முதலாமாண்டு</b>							
I	1	13711	பகுதி - 1- தமிழ் - I	25	75	100	5
	2	13712	பகுதி - 2- ஆங்கிலம்- I	25	75	100	6
	3	13713	இக்கால இலக்கியம்	25	75	100	6
	4	13714	தமிழக வரலாறு	25	75	100	6
<b>மொத்தம்</b>				<b>100</b>	<b>300</b>	<b>400</b>	<b>23</b>
II	5	13721	பகுதி - 1- தமிழ் -II	25	75	100	5
	6	13722	பகுதி - 2 - ஆங்கிலம் -II	25	75	100	6
	7	13723	அற இலக்கியம்	25	75	100	6
	8	13724	தமிழிலக்கிய வரலாறு	25	75	100	6
<b>மொத்தம்</b>				<b>100</b>	<b>300</b>	<b>400</b>	<b>23</b>
<b>இரண்டாமாண்டு</b>							
III	9	13731	பகுதி - 1- தமிழ் -III	25	75	100	5
	10	13732	பகுதி - 2 - ஆங்கிலம் -III	25	75	100	6
	11	13733	சமய இலக்கியம்	25	75	100	6
	12	13734	இலக்கணம் நன்னூல் - எழுத்து	25	75	100	6
<b>மொத்தம்</b>				<b>100</b>	<b>300</b>	<b>400</b>	<b>23</b>
IV	13	13741	பகுதி - 1- தமிழ் -IV	25	75	100	5
	14	13742	பகுதி - 2 - ஆங்கிலம் -IV	25	75	100	6
	15	13743	காப்பிய இலக்கியம்	25	75	100	6
	16	13744	இலக்கணம் நன்னூல் - சொல்	25	75	100	6
<b>மொத்தம்</b>				<b>100</b>	<b>300</b>	<b>400</b>	<b>23</b>
<b>மூன்றாமாண்டு</b>							
	17	13751	சிறுநூல்களும்	25	75	100	6

V	18	13752	இலக்கணம் – அகப்பொருளும் யாப்பும்	25	75	100	6
	19	13753	தமிழ் மொழி வரலாறு	25	75	100	6
	20	13754	இதழியல்	25	75	100	6
மொத்தம்				100	300	400	24
VI	21	13761	பண்டை இலக்கியம்	25	75	100	6
	22	13762	இலக்கணம் புறப்பொருளும் அணியிலக்கணமும்	25	75	100	6
	23	13763	ஒப்பிலக்கியம்	25	75	100	6
	24	13764	ஊடகவியல்	25	75	100	6
மொத்தம்				100	300	400	24
				600	1800	2400	140

**Programme Code**

B.A. Tamil	137
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முதலாமாண்டு முதல் பருவம்

Course Code	Title of the Paper
13711	பகுதி - 1- தமிழ் - I

மதிப்பெண் :75+ 25  
மதிப்பீடு : 5

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு -1 : இசைப்பாடல்

கூறு 1

1. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
  1. புல்லாங்குழல் கொடுத்த-
  2. குருவாயூருக்கு வாருங்கள்

கூறு 2

1. கோகுலத்துப் பசுக்கள்
2. கோகுலத்தில் ஒரு நாள் ராதை
3. ஆயர்பாடி மாளிகையில்

கூறு 3

- பட்டுக்கோட்டை கல்யாண சுந்தரம்
1. நெஞ்சில் குடியிருக்கும்
  2. செய்யும் தொழிலே தெய்வம்

கூறு 4

1. பாரதியார்  
கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

1. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
2. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு
3. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

1. வல்லிக் கண்ணன் - வெறும் புகழ்
2. கு.ப.இராஜகோபாலன் - எதற்காக?
3. மீரா - பதினைந்து

கூறு 7

1. சிற்பி - சர்ப்ப யாகம்
2. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8

1. அப்துல் ரகுமான் - கண்ணும் எழுதேம்
2. சண்முக சுப்பையா - வயிறு

பிரிவு - 3 : காப்பியம்

கூறு 9

1. சிலப்பதிகாரம் - வழக்குரை காதை
2. கம்பராமாயணம் - அயோத்தியா காண்டம்

பிரிவு - 4 : காப்பியம்

கூறு 10

1. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி )

1. இன்னவாயில்
2. கொழுந்துறும்
3. பஞ்சு அரங்கில்

**கூறு 12**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)
1. எண்ணுளே
  2. ஒண்தலங்கள்
  3. இரவியேந்த கஞ்சக்

**கூறு 13**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)
1. கன்னியாயதாயும்
  2. ஏந்தி ஓங்கு உளத்து
  3. ஆவ தேமுனர்
  4. கொல்லும் வேலொடும்

**கூறு 14**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)
1. என்ற வாசகம்
  2. அம்பினால்
  3. வேண்டும் ஓர் வினை

**பகுதி - 2- ஆங்கிலம்- I**

Course Code	Title of the Course
13712	PART-II : ENGLISH PAPER - I

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

**Learning objective:**

1. To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**Outcome:**

1. The Students mastered the different topics prescribed in the Prose, Grammar and Composition.

**Prose**

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough
<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

**Grammar**

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition-Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**Composition**

<b>Unit – XIII</b>	- Letter writing - Precise writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

## References:

1. Sebastian D K, *Prose for the Young Reader*, Macmillan.
2. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
3. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

### தாள் 13713 - இக்கால இலக்கியம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

நோக்கம் :

கவிதை, சிறுகதை, புதினம்,நாடகத்தின் மூலம் தமிழ் உணர்வை வளர்த்தல்.

பிரிவு - 1: கவிதை

கூறு 1 : பாரதியார் - குயில்பாட்டு

கூறு 2 : பாரதிதாசன் தமிழ் குறித்த கவிதைகள் - தமிழின் இனிமை, இன்பத்தமிழ், தமிழ்உணவு – தமிழ்ப்பேறு

கூறு 3 : கண்ணதாசன் - மாங்கனி

பிரிவு - 2: புதுக்கவிதை

கூறு 4 : புதுக்கவிதைகள் - கவிஞர்கள், மீரா – ஊசிகள், மு.மேத்தா – ஊர்வலம்

கூறு 5 : இளம்பிறை – நீ எழுத மறுக்கும் எனதழகு. ஆ.வெண்ணிலா – யுத்தம்பற்றி. கவிஞர் சீராளன் ஜெயந்தன்- இடைவேளை. கவிஞர்பிருந்தாசாரதி – ஞாயிற்றுக் கிழமை பள்ளிக்கூடம்

கூறு 6 : தேனம்மைலட்சுமணன் - சூலும் சூலமும் அன்னப்பட்டசி கவிதை - தங்கம்மூர்த்தி கவிதைகள் - என் பண்டிகையின்நாட்குறிப்பிலிருந்து.

கூறு 7 : தமிழ் ஹைக்கூ ஆயிரம் - இரா.மோகன் (தொகுப்பு) - முதல் பத்து கவிதைகள்

பிரிவு - 3: உரைநடை, நாடகம், சிறுகதை

கூறு 8 : வ.சுப. மாணிக்கனார் - கம்பர்

கூறு 9 : அய்க்கண் - நாடகம் - இன்னொரு காந்திக்காக.

கூறு 10 : சிறு கதைகள் - புதுமைப்பித்தன் - பொன்னகரம், ஜெயகாந்தன்- தமிழ்ச்சி , இராஜம்கிருஷ்ணன் - களம், பிரபஞ்சன் - இரண்டு நண்பர்களின் கதை, வண்ணதாசன் - பற்பசைக்குழாயும் நாவல் பழங்களும்.

கூறு 11 : பாரதிபாலன் - மாறுதலம் (இலக்கியச் சிந்தனை பரிசு பெற்றது)

பிரிவு - 4 : புனைகதை

கூறு 12 : அகிலன் கண்ணன் - திருஷ்டி பரிகாரம்

அம்பை - வீட்டின் மூலையில் சமையலறை

கூறு 13 : எஸ்.இராமகிருஷ்ணன்-சிறு கதை – காந்தியோடு பேசுவேன்

கூறு 14 : புதினம் -சு.தமிழ்ச் செல்வி - அளம்

### தாள் 13714 - தமிழக வரலாறு

மதிப்பெண் :75+ 25

மதிப்பீடு :6

நோக்கம் :

தமிழக வரலாற்றைச் சான்றுகள், அயல்நாட்டார் குறிப்புகள் மூலம் தெளிவாக எடுத்துரைத்தல்.

பிரிவு - 1 : தமிழகம் - தொன்மை

- கூறு 1 : தமிழக வரலாற்றுக்குரிய சான்றுகள் - பல்லவர் சோழர் பாண்டியர் - செப்பேடுகள் கல்வெட்டுகள்
- கூறு 2 : இலக்கியங்கள் - அயல் நாட்டார் குறிப்புகள். சிந்துவெளி நாகரிகங்கள் , தமிழகத்தின் தொன்மை - தமிழர் யார்? -சங்ககாலச் சேர சோழ பாண்டியர் - சங்ககால அரசியல்
- கூறு 3 : சங்ககாலக் கல்வி நிலை - பெண்டிர் நிலை -ஐந்து திணைப்பகுப்பும் அமைப்பும்
- பிரிவு - 2 : களப்பிரர், பல்லவர்
- கூறு 4 : பாண்டிய நாட்டில் களப்பிரர் - களப்பிரர் வரலாறு -களப்பிரர் ஆட்சியால் தமிழகம் பெற்ற நன்மை தீமை
- கூறு 5 : பல்லவர் தோற்றம் - முற்கால இடைக்கால பிற்காலப் பல்லவர்கள் வரலாறு - புதிய பல்லவர் மரபு - பல்லவரின் வீழ்ச்சியும் மறைவும் - பல்லவர் பாண்டியர் போர் பல்லவர் சாளுக்கிய தொடர்பு
- கூறு 6 : பல்லவராட்சி முறை - பல்லவர் காலக் கல்வி நிலை - பெண்டிர் நிலை - சமூக வாழ்க்கை - பல்லவர் காலக் கட்டிடக் கலை - இசைக்கலை
- பிரிவு - 3 : சோழர், பாண்டியர்
- கூறு 7 : பிற்காலச் சோழப் பேரரசின தோற்றம் - திரும்புறம்பியம் போர் - பிற்காலச் சோழர் வரலாறு
- கூறு 8 : முதலிராசராசன் முதல் இராசேந்திரன் தனிச்சிறப்பு - சோழராட்சியில் புதிய மரபு தோன்றல் - அம்மரபினர் வரலாறு - சோழரின் வீழ்ச்சியும் பாண்டியர் எழுச்சியும்
- கூறு 9 : சோழராட்சி முறை - ஊராட்சி முறை - சமூக வாழ்க்கை - சோழர்களின் கடல் கடந்த வெற்றி - சோழர்களின் கட்டிடக்கலை வளர்ச்சி - கல்வி நிலை - பெண்டிர் நிலை - இசை வளர்ச்சி
- கூறு 10 : இரண்டாம் பாண்டியப் பேரரசு - பாண்டியர் சோழர் தொடர்பு - பாண்டியர் வீழ்ச்சியில் இசுலாமியர் எழுச்சி
- பிரிவு - 4 : இந்திய விடுதலை - தமிழகத்தின் பங்கு
- கூறு 11 : மார்க்கோ போலோவின் குறிப்புகள் - மதுரை நாயக்கர் வரலாறு - பாளையப்பட்டு ஆட்சி முறை
- கூறு 12 : மராட்டியர் ஆட்சியும் தமிழகமும் - பூலித்தேவன் கட்டபொம்மன் - மருதுபாண்டியர் ஆகியோரின் விடுதலைப்போர்
- கூறு 13 : இந்திய விடுதலைப் போரும் தமிழ்நாடும் - வேதாரண்யம் உப்பு சத்தியாகிரகம் - தமிழகக் கலைஞர்கள் கவிஞர்கள் இந்திய விடுதலைப் போரில் பங்கு பெறலும் தூண்டலும்
- கூறு 14 : ஆங்கிலேயராட்சியால் தமிழகத்துக்குக் கிடைத்த நன்மைகள் தீமைகள் - பெண்ணிய இயக்கம்

பார்வை நூல்கள் :

1. தென்னிந்திய வரலாறு - கே.கே. பிள்ளை
2. தமிழக வரலாறும் பண்பாடும் - கே.கே.பிள்ளை
3. பிற்காலச் சோழர் வரலாறு - டி.வி சதாசிவப் பண்டாரத்தார்
4. பாண்டியர் வரலாறு - டி.வி சதாசிவப் பண்டாரத்தார்
5. சேரர் வரலாறு - திருமந்திரமணி அ. துடிகைக்கிழார்
6. பல்லவர் வரலாறு - டாக்டர் - மு.இராசமாணிக்கனார்
7. பாண்டியர் வரலாறு - இராசசேகர தங்கமணி
8. பெண்ணியம் - கதிர். மகாதேவன்

முதலாமாண்டு இரண்டாம் பருவம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 5

Course Code	Title of the Paper
13721	பகுதி - 1- தமிழ் -II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: பக்தி இலக்கியம்



கூறு 1

திருஞான சம்பந்தர் தேவாரம் - கோளறுபதிகம்

கூறு 2

ஆண்டாள் திருப்பாவை -முதல் 15 பாடல்கள்

கூறு 3

மீனாட்சியம்மை பிள்ளைத்தமிழ் வருகைப்பருவம் - முதல் ஐந்து பாடல்கள்

### பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

### பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

1. முதலெழுத்துகள், சார்பெழுத்துகள்
2. மொழி முதலெழுத்துகள் , மொழி இறுதி எழுத்துகள்

கூறு 7

1. ஒற்றெழுத்து மிகவும் மிகாமையும்,
2. ஆகு பெயர் , அன்மொழித் தொகை.
3. வினா-விடை வகைகள்

கூறு 8

1. தமிழ்ச் சொல்லமைப்பின் சிறப்பு – பெயர் , வினை, இடை, உரி வடிவங்கள் ,
2. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9

3. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்
4. திணை, பால் , எண் , இட இயைபு.

### பிரிவு 4: தமிழ் இலக்கிய வரலாறு

கூறு 10

1. இக்கால இலக்கிய வகைகள்  
அ) மரபுக் கவிதை  
ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

கூறு 11

1. உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்  
அ) கட்டுரை ஆ) சிறுகதை  
இ) புதினம் ஈ) நாடகம்

கூறு 12

1. இக்கால இலக்கியக் களங்கள்  
திரைப்படம் , தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

கூறு 13

1. தமிழும் சமயங்களும் :  
அ) சைவம் ஆ)வைணவம் இ)சமணம் ஈ)பௌத்தம் உ)இசுலாம்  
ஊ) கிறித்துவம்

கூறு 14

1. இணையம் - பற்றிய செய்திகள் 9

Course Code	Title of the Course
13722	பகுதி – 2 -ஆங்கிலம் -II

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

### Learning objective:

- To make the students master the different topics prescribed in the Poetry and Language use Sections.

### Outcome:

- The students mastered the different topics prescribed in the Poetry and Language use Sections.

#### Poetry

<b>Unit – I</b>	Sonnet	- William Shakespeare
<b>Unit – II</b>	Lines Composed upon Westminster Bridge	-William Wordsworth
<b>Unit – III</b>	Grecian Urn	- John Keats (1795-1827)
<b>Unit – IV</b>	Andrea Del Sarto	- Robert Browning (1812-1889)
<b>Unit – V</b>	The Road Not Taken	- Robert Frost (1874-1963)
<b>Unit – VI</b>	Strange Meeting	- Wilfred Owen (1813-1918)
<b>Unit – VII</b>	Gitanjali	- Rabindranath Tagore (1861-1946)
<b>Unit – VIII</b>	The Coromandel Fishers	- Sarojini Naidu
<b>Unit – IX</b>	The Express	- Stephen Spender
<b>Unit – X</b>	<b>Shakespeare :</b>	- The Merchant of Venice

#### Language Use:

<b>Unit – XI</b>	Essay writing
<b>Unit – XII</b>	Note Making
<b>Unit – XIII</b>	Report writing
<b>Unit – XIV</b>	Comprehension

### References:

- The Golden Quill*, P.K. Seshadri, Macmillan.
- The Merchant of Venice*, Shakespeare. (Any overseas edition).
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

தாள்- 13723 - அற இலக்கியம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

நோக்கம் :

இலக்கியங்கள் நேர்முகமாக உணர்த்தும் வாழ்வியல் அறங்களை மாணாக்கர் மனத்துள் ஊன்றச் செய்தல்

#### பிரிவு 1: திருக்குறள் - குடிமை – மானம்

கூறு 1	: வாழ்வியல் நூல் - திருக்குறள்
கூறு 2	: குடிமை
கூறு 3	: மானம்

#### பிரிவு 2: திருக்குறள் - பெருமை – சான்றாண்மை – பண்புடைமை

கூறு 4	: பெருமை
கூறு 5	: சான்றாண்மை
கூறு 6	: பண்புடைமை

#### பிரிவு 3: நாலடியார் - பழமொழி – நானூறு

கூறு 7	: நாலடியார்- அறன் வலியுறுத்தல்
கூறு 8	: நாலடியார்-அறிவுடைமை - பிறர் மன நயவாமை

கூறு 9 : நாலடியார் -பழமொழி நானூறு : 52 முதல் 75  
கூறு 10 : பழமொழி நானூறு 76 முதல் 101 வரையிலான பாடல்கள்

**பிரிவு 4: திருமந்திரம் - நீதிநெறி - விளக்கம்**

கூறு 11 : திருமந்திரம் : யாக்கை நிலையாமை  
கூறு 12 : திருமந்திரம் - செல்வம் நிலையாமை  
கூறு 13 : திருமந்திரம் -இளமை நிலையாமை  
கூறு 14 : நீதி நெறி விளக்கம் - முதல் 51 பாடல்கள் (கடவுள் வாழ்த்துடன் சேர்த்து)

**தாள் 13724 - தமிழிலக்கிய வரலாறு**

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

நோக்கம்:

பண்டைய காலம் முதல் தற்காலம் வரை, தமிழகத்தில் இலக்கியங்கள் வளர்ந்த வரலாற்றைத் தொகுத்துக் கூறுதல்

**பிரிவு 1: தமிழின் தொன்மை**

கூறு 1 : தமிழின் தொன்மை - தொல்காப்பியம் அமைப்பும் நூல் பொருளும் எழுத்து சொல் பொருள் என்ற மூன்றிலக்கணம் ஐந்தாக வளருதல் - பாட்டியல் இலக்கண நூல்கள்.  
கூறு 2 : தமிழகத்தில் சங்கமிருந்தமையின் வரலாறு - சங்கமிருந்தமைக்குச் சான்று - பதினெண்மேல் கணக்கு நூல்களும் அவற்றைபற்றிய குறிப்புகளும் - சங்க இலக்கியங்களின் தனிச்சிறப்பு  
கூறு 3 : பதினெண் கீழ்க்கணக்கு நூல்கள் - அறநூல்கள் தோற்றத்திற்கான காரணங்கள் - வச்சிர நந்தியின் தமிழ்ச்சங்கம் - சமணர்களின் தமிழ்ப்பணி  
கூறு 4 : தமிழ்க் காப்பியத்தின் தோற்றமும் வளர்ச்சியும் - ஐம்பெருங் காப்பியம் - ஐஞ்சிறு காப்பியம் - பௌத்தர்களின் தமிழ்ப்பணி - பிறகாலச் சோழர் காலத்தில காப்பிய வளர்ச்சி

**பிரிவு 2: தமிழ்ப் பணி**

கூறு 5 : முதலாழ்வார்கள் - திருமழிசையாழ்வார்கள் - திருமங்கையாழ்வார்கள் - பெரியாழ்வார் - ஆண்டாளர் - குலசேகரர் - தொண்டரடிப் பொடியாழ்வார் - திருப்பாணாழ்வார் - நம்மாழ்வார் - மதுரகவி  
கூறு 6 : ஆழ்வார்களின் தமிழ்ப்பணி. பன்னிருதிருமுறை - சம்பந்தர் - திருநாவுக்கரசர் - சுந்தரர் திருமூலர் - மாணிக்கவாசகர்  
கூறு 7 : காரைக்காலம்மையார் - திருமுறைகண்ட வரலாறு - பாட்டியல் இலக்கண நூல்கள்  
கூறு 8 : பிள்ளைத்தமிழின் தோற்றமும் வளர்ச்சியும் - பரணியின் தோற்றமும் வளர்ச்சியும் - கலம்பகத்தின் தோற்றமும் வளர்ச்சியும்

**பிரிவு 3: சிற்றிலக்கியம் - உரைநடை - சிறுகதை**

கூறு 9 : அந்தாதி மடல் கோவை போன்ற சிற்றிலக்கியங்களின் அமைப்பும் தோற்றமும் இசுலாமியரின் சிற்றிலக்கியத் தமிழ்த் தொண்டு  
கூறு 10 : உரைநடையின் தோற்றம் - உரை நூல்கள் தோன்றல் - நாடக இலக்கிய வளர்ச்சி - கீர்த்தனை, குறவஞ்சி நாடகங்கள் - தமிழிலக்கியங்களில் நாட்டுப்புறக்

கூறுகளின் தாக்கம் இசைத்தமிழ் வளர்ச்சி - மேடை நாடகங்கள்

கூறு 11 : சிறுகதைகளின் வளர்ச்சி - வ.வே.சு அய்யர் - புதுமைப்பித்தன் சிறுகதை வரலாற்றில் பெறுமிடம், ஜெயகாந்தன் சிறுகதைப் பணி பத்திரிக்கைகளும் சிறுகதை வளர்ச்சியும்

**பிரிவு 4: புதினம் - கவிதை - புதுக்கவிதை**

கூறு 12 : மேலைநாட்டார் தொடர்பால் தமிழுக்குப் பரவிய இலக்கிய வடிவங்களில் நாவல் பெறும் முதன்மை - வேதநாயகம் பிள்ளையின் புதினங்கள் - புதினங்கள் வெவ்வேறு வகையான வடிவங்கள்

கூறு 13 : இருபதாம் நூற்றாண்டு தமிழ்க் கவிதை - மரபுக் கவிதை - பாரதியார் பாரதிதாசன் நாமக்கல் கவிஞர் வெ.இராமலிங்கம் பிள்ளை

கூறு 14 : கவிஞர் முடியரசன் புதுக்கவிதை - ந.பிச்சமுர்த்தி, நா.காமராசன், கவிஞர் மேத்தா, அப்துல் ரஹ்மான் ,வைரமுத்து

## இரண்டாமாண்டு

### மூன்றாம்பருவம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 5

Course Code	Title of the Paper
13731	பகுதி - 1- தமிழ் -III

**நோக்கம் :** மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு 1: இலக்கியம் - 1**

கூறு 1: பத்துப்பாட்டு - முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை - ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்சைப்பத்து - முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை - பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

**பிரிவு 2: இலக்கியம் - 2**

கூறு 6: நற்றிணை - பெருங்குன்றூர்கிழார் - பா. எண். 5

பெருவழுதியார் - பா. எண். 55

பெருங்கௌசிகனார் - பா. எண். 139

கூறு 7: நற்றிணை - கருவூர்க்கோசிகனார் - பா. எண். 214

உலோச்சனார் - பா. எண் 249

கூறு 8: அகநானூறு - சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு - மறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

**பிரிவு 3: பதினெண்கீழ்க்கணக்கு**

கூறு 10: பதினெண் கீழ்க்கணக்கு - திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),

அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை - எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணி அறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

12  
**பிரிவு 4: நாடகம் - புதினம்**

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
13732	பகுதி - 2 -ஆங்கிலம் -III

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

### Learning objective:

1. To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

### Outcome:

1. The students mastered the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

### Short Stories

- Unit – I A Hero - R.K. Narayanan  
Unit – II The Diamond Necklace - Guy de Maupassant  
Unit – III The Verger - Somerset Maugham  
Unit – IV The Postmaster - Rabindranath Tagore

### One Act Plays

- Unit – V The Proposal - Anton Chekhov  
Unit – VI The Boy Comes Home - A.A. Milne  
Unit – VII The Silver Idol - James R. Waugh  
Unit – VIII Progress - St. John Ervine  
Unit – IX The Pie and the Tart - Huge Chesterman  
Unit – X Reunion - W.st. Joh Tayleur  
Unit – XI A kind of Justice - Margaret Wood  
Unit – XII The Refugee - Asif Currimbhoy

### Grammar

- Unit – XIII Parts of speech-Noun- Pronoun- Adjective  
Degrees of Comparison- Verb- Adverb

### Composition

- Unit – XIV Agenda- Minutes- Notice- Descriptive Writing

### References:

1. *Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
2. *Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
3. *One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
5. *English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.

தாள் 13733 - சமய இலக்கியம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

நோக்கம்:

சமய இலக்கியங்களில் பெரும் புகழ் பெற்ற திருமந்திரம், தேவாரம் திருவாசகம் போன்றவற்றிலும், இன்னும் பல சமய இலக்கிய நூல்களில் இடம்பெற்றுள்ள செய்திகளைப்

பற்றி மாணாக்கர்களுக்கு எடுத்துக் கூறுதல்.

பிரிவு 1: திருமந்திரம் - பாண்டிய நாட்டுப் பதிகங்கள்

கூறு 1 : திருமூலர் - திருமந்திரம் - திருமூலர் தம் வரலாறு கூறுதல் - கழக வெளியீடு (135 - 156)

கூறு 2 : ஆண்டாள் - திருப்பாவை முழுவதும்(30பாடல்கள்)

கூறு 3 : திருநாவுக்கரசர் - பாண்டிய நாட்டு பதிகங்கள்

கூறு 4 : திருவாலவாய் 'வேதியாவேத'-

திருவாலவாய் - 'முளைத்தானை'

பிரிவு 2: பதிகங்கள்

கூறு 5 : திருப்பத்தூர் 'புரிந்த அமரர்'

கூறு 6 : திருஇராமேச்சுரம் - 'பாசமுங்'

கூறு 7 : திருப்புவணம் - 'வடிவேறு'- என்று தொடங்கும்

பதிகங்கள் ஆக 1 முதல் 27 பாடல்கள்

மட்டும்

கூறு 8 : திருப்புவணம் - 'வடிவேறு'- என்று தொடங்கும்

பதிகங்கள் ஆக 28 முதல் 53 பாடல்கள்

மட்டும்

பிரிவு 3: திருவாசகம்

கூறு 9 : மாணிக்கவாசகர் - திருவாசகம் -

திருவார்த்தை (10 பாடல்கள்)

கூறு 10 : திருவாசகம் - எண்ணப்பதிகம் (10 பாடல்கள்)

கூறு 11 : திருவாசகம் - யாத்திரை பத்து (10 பாடல்கள்)

பிரிவு 4: சித்தர் - வள்ளலார் - மஸ்தான் சாகிபு - இரட்சண்ய மனோகரம்

கூறு 12 : குதம்பைச்சித்தர் பாடல்கள் (32 கண்ணிகள்)

கூறு 13 : சிவப்பிரகாசர் - சோணசைல மாலை (முதல் 30 பாடல்) -

இராமலிங்க வள்ளலார் - தெய்வமணி மாலை

கூறு 14 : மஸ்தான் சாகிபு : பராபரக் கண்ணி -

எச்.ஏ. கிருஷ்ண பிள்ளை : இரட்சண்ய மனோகரம்

(முதல் 50 பாடல்கள்)

### தாள் 13734- இலக்கணம் -நன்னூல் - எழுத்து

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

**நோக்கம் :**

நன்னூல் -எழுத்து,பாயிரம் புணரியல் ஆகியவற்றை கற்பித்துப்,பிழையற எழுதச் செய்தல்.

**பிரிவு - 1 : பாயிரம் வரலாறு**

கூறு 1 : நன்னூல் - ஆசிரியர்வரலாறு - சிறப்புப்பாயிரம்

கூறு 2 : பொதுப்பாயிரம் - நூல்வரலாறு

கூறு 3 : ஆசிரியர் வரலாறு

கற்பிக்கும் வரலாறு

**பிரிவு - 2 : பொது இலக்கணம், எழுத்தியல்**

கூறு 4 : மாணாக்கர் வரலாறு,கற்கும் வரலாறு

கூறு 5 : நன்னூல் - எழுத்தியல்-எழுத்து-பொது இலக்கணம்

கூறு 6 : சார்பெழுத்து-- இனவெழுத்து- வகைகள்

கூறு 7 : பிறப்புபொது இலக்கணம்

கூறு 8 : போலி-நன்னூலார் விதி

**பிரிவு - 3 : பதவியல், புணரியல்**

கூறு 9 : நன்னூல் - பதவியல்

கூறு 10 : நன்னூல் உயிரீற்றுப் புணரியல்

கூறு 11 : நன்னூல் - மெய்யீற்றுப் புணரியல்

**பிரிவு - 4 : உருபு புணரியல், மொழிப்பயிற்சி**

கூறு 12 : நன்னூல் - உருபு புணரியல் நன்னூல் - நடைமுறைத் தமிழ்

கூறு 13 : மொழிப்பயிற்சி - பிழையற எழுத்துதல் (ஒற்றுப் பிழை, தொடர்பிழை, பொருள்

மயக்கம் முதலிய இல்லாமை)  
கூறு 14 : கடிதம் அல்லது வரவேற்பிதழ் எழுதும் முறை.

பார்வை நூல்கள் :

1. நன்னூல் - காண்டிகையுரை

Course Code	Title of the Paper
13741	பகுதி - 1- தமிழ் -IV

13741- பொதுத்தமிழ்

பாடத்திட்டம் - பொருளடக்கம்

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: செய்யுள் உறுப்புகள்

கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,

கூறு 2: யாப்பு - தளை, அடி, தொடை

கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,

கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை

கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

பிரிவு 2: அகப்பொருள் - புறப்பொருள்

கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்

கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,

உடன்போக்கு

கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறுஉ

பிரிவு 3: அணி

கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,

கூறு 10: தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை. நிறுத்தல் குறிகள்.

பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,

பதினெண்கீழ்க்கணக்கு.

கூறு 12 ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -

பெரியபுராணம்.

கூறு 13: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின் பாண்டியன் பரிசு -

கூறு 14: கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.



Course Code	Title of the Course
13742	பகுதி - 2 -ஆங்கிலம் -IV

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

**Learning objective:**

1. To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, and Tales from Shakespeare, Biographies, Grammar and Composition.

**Outcome:**

1. The students mastered the different topics prescribed in the Short Stories, Drama, Fiction, and Tales from Shakespeare, Biographies, Grammar and Composition.

**Short Stories**

- Unit – I** Lalajee - Jim Corbelt  
**Unit – II** A Day’s Wait - Hemmingway  
**Unit – III** Two old Men - Leo Tolstoy  
**Unit –IV** Little Girls wiser than - Men Tolstoy  
**Unit – V** Boy who wanted more Cheese - William Elliot Griffir

**Drama**

- Unit – VI** Pygmalion - G.B. Shaw

**Fiction**

- Unit – VII** Swami and Friends - R.K. Narayanan

**Tales from Shakespeare**

- Unit – VIII** - The Merchant of Venice  
**Unit – IX** - Romeo and Juliet  
**Unit – X** - The Winter’s Tale

**Biographies**

- Unit – XI** - Martin-Luther king - R.N. Roy  
**Unit – XII** - Nehru - A.J. Toynbee

**Grammar**

- Unit – XIII** - Concord- Phrases and Clauses-Question Tag

**Composition**

- Unit – XIV** - Expansion of Proverbs  
- Group Discussion  
- Conversation (Apologizing, Requesting, Thanking )

**References:**

1. *Sizzlers*, by the Board of Editors, Publishers:- Manimekala Publishing House, Madurai.
2. *Pygmalion* – G.B. Shaw.
3. *Swami and Friends* – R.K. Narayan.
4. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
5. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

தாள் 13743 - காப்பிய இலக்கியம்

மதிப்பெண் :75+ 25  
மதிப்பீடு : 6

நோக்கம்:

காப்பியங்களில் இலக்கியத்தின் பயன்பாடு பற்றி அறிதல்

பிரிவு 1: சிலப்பதிகாரம்

- கூறு 1 : இளங்கோவடிகள் - சிலப்பதிகாரம் - புகார்க்காண்டம்  
கூறு 2 : இளங்கோவடிகள் - சிலப்பதிகாரம் - புகார்க்காண்டம்  
கூறு 3 : இளங்கோவடிகள் - சிலப்பதிகாரம் - மதுரைக்காண்டம்  
கூறு 4 : இளங்கோவடிகள் - சிலப்பதிகாரம் - வஞ்சிக்காண்டம்  
கூறு 5 : இளங்கோவடிகள் - சிலப்பதிகாரம் - வஞ்சிக்காண்டம்

பிரிவு 2: சீவகசிந்தாமணி

- கூறு 6 : திருத்தக்கத் தேவர் - சீவகசிந்தாமணி  
கூறு 7 : சீவகசிந்தாமணி -கேமசரியார் இலம்பகம்  
கூறு 8 : சீவகசிந்தாமணி அறக்கருத்துகள்

பிரிவு 3: கம்பராமாயணம் - திருத்தொண்டர் புராணம்

- கூறு 9 : கம்பர் - கம்பராமாயணம் - அயோத்தியா காண்டம்  
கூறு 10 : கம்பராமாயணம் - அயோத்தியா காண்டம்  
கூறு 11 : சேக்கிழார் -திருத்தொண்டர் புராணம் - பூசலார் புராணம்

பிரிவு 4: தேம்பாவணி - சீறாப்புராணம்

- கூறு 12 : வீரமாமுனிவர் - தேம்பாவணி - பாலைபுகுபடலம்  
கூறு 13 : உமறுப்புலவர் - சீறாப்புராணம் - குறிப்பு  
கூறு 14 : மானுக்குப் பிணைநின்ற படலம்

தாள் 13744 - இலக்கணம் - நன்னூல் - சொல்

மதிப்பெண் :75+ 25  
மதிப்பீடு : 6

நோக்கம் :

நன்னூல் சொல்லதிகாரத்தில் பெயர், வினை . இடை ,உரி ,பொதுவியலை விளக்கி நிறுத்தற் குறிகள்,இடவேண்டிய நெறிமுறைகளை விளக்குதல்.

பிரிவு 1: நன்னூல் பெயரியல்

- கூறு 1 : நன்னூல் - பெயரியல்-சொல் பொது இலக்கணம்  
கூறு 2 : திணை பால்- வழக்கு-சொற்கள் வகை  
கூறு 3 : பெயர்ச்சொல் -பொது இலக்கணம்- விளக்கம்  
கூறு 4 : ஆகுபெயர்

பிரிவு 2: நன்னூல் வினையியல்

- கூறு 5 : வேற்றுமை  
கூறு 6 : நன்னூல் - வினையியல் -வினைசொல் -பொது இலக்கணம்- விளக்கம்  
கூறு 7 : வினைச்சொல் - வகை  
கூறு 8 : வினை முற்று - வகைகள்

பிரிவு 3: நன்னூல் - இடையியல்

- கூறு 9 : எச்சம் - வகை - ஒழிப்பு  
கூறு 10 : நன்னூல் - பொதுவியல்

- கூறு 11 : நன்னூல் - இடையியல்  
 பிரிவு 4: நன்னூல் - உரியியல் - நடைமுறைத்தமிழ்  
 கூறு 12 : நன்னூல் - உரி இயல்  
 கூறு 13 : நன்னூல் - நடைமுறைத் தமிழ் -நிறுத்தற்குறியிடல் - அரைப்புள்ளி - முக்காற்புள்ளி  
 கூறு 14 : மேற்கோள் குறி வியப்பு வினா குறிகள் ஆகியன இடுதலும் அவற்றின் தேவையும் -  
 இட வேண்டிய நெறிமுறை

பார்வை நூல்கள் :

1. நன்னூல் - காண்டிகையுரை
2. சந்திக்குறியீட்டு விளக்கம் - மர்ரே பதிப்பகம்

மூன்றாமாண்டு ஐந்தாம்பருவம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

தாள் :13751 - சிற்றிலக்கியம்

**நோக்கம் :**

கல்லாடம் - கலம்பகம், பரணி இலக்கியம், உலா, பிள்ளைத் தமிழ் போன்ற சிற்றிலக்கியங்களை விளக்குதல்.

**பிரிவு - 1 : கல்லாடம், கலம்பகம்**

- கூறு 1 : கல்லாடர் - கல்லாடம் - முதல் மூன்று கடவுள் வாழ்த்துப் பாடல்கள்  
 கூறு 2 : பூமணியானை - பகையுடன் கிடந்த எனத் தொடங்கும் இரண்டு பாட்டுகள் மட்டும்  
 கூறு 3 : நந்திக் கலம்பகம் -முதல் பாதி

**பிரிவு - 2 : பாசுரங்கள்**

- கூறு 4 : நந்திக் கலம்பகம் -அடுத்தபாதி  
 கூறு 5 : பெரியாழ்வார் - திருப்பல்லாண்டு  
 கூறு 6 : வண்ணமாடங்கள்- பெரியாழ்வார் திருமொழி  
 கூறு 7 : மாணிக்கங்கட்டி -பெரியாழ்வார் திருமொழி

**பிரிவு - 3 : பரணி**

- கூறு 8 : சீதக்கடல் -பெரியாழ்வார் திருமொழி  
 கூறு 9 : தன்முகத்து -பெரியாழ்வார் திருமொழி  
 கூறு 10 : செயங்கொண்டார் - கலிங்கத்துப்பரணி - முதல் பாதி  
 கூறு 11 : செயங்கொண்டார் - கலிங்கத்துப்பரணி - அடுத்த பாதி

**பிரிவு - 4 : உலா - பிள்ளைத்தமிழ்**

- கூறு 12 : ஒட்டக்கூத்தர் - குலோத்துங்கச் சோழனுலா - முதல் பாதி  
 கூறு 13 : ஒட்டக்கூத்தர் - குலோத்துங்கச் சோழனுலா- அடுத்தபாதி  
 கூறு 14 : குமரகுருபர் - மீனாட்சியம்மை பிள்ளைத் தமிழ் முழுவதும்

தாள்: 13752 - இலக்கணம் - அகப்பொருளும் யாப்பும்

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

நோக்கம்:

இலக்கியங்களில் யாப்பு இலக்கணம் எவ்வாறு பயன்படுத்தப் பட்டுள்ளது என்பதைப் பற்றி விளக்குதல்

**பிரிவு 1: நம்பியகப் பொருள்**

- கூறு 1 : நம்பியகப் பொருள் - அகத்திணையியல் -அகப்பொருள்-வகை-ஐந்திணை  
கூறு 2 : நம்பியகப் பொருள் - கருப்பொருள்- முதற்பொருள்-விளக்கம் -அட்டவணை  
கூறு 3 : நம்பியகப் பொருள்- பிரிவு-இலக்கணம்- வாயில்கள்-அகப் பொருள் மாந்தர்  
கூறு 4 : நம்பியகப் பொருள் - களவியல்-கைக்ககிளை - வகை-பாங்கிமதி உடன்பாடு

**பிரிவு 2: மடல் ஏறுதல் - வரைவியல் - கற்பியல்**

- கூறு 5 : நம்பியகப் பொருள் -மடல் ஏறுதல்- மடல்விலக்குதல்  
கூறு 6 : நம்பியகப் பொருள் -இரவுக்குறியிடையீடு வரைவு வேட்கை-வரைவு கடாதல்-  
பொருள்வயிற்பிரிதல்  
கூறு 7 : நம்பியகப் பொருள் - வரைவியல் -வரைவுமலிதல். அறத்தொடுநிறுதல்  
கூறு 8 : நம்பியகப் பொருள் - வரைவியல் - உடன்போக்கு—மீட்சி  
கூறு 9 : நம்பியகப் பொருள் - கற்பியல்-கற்பின் இலக்கணம்.- பிரிவுகள்

**பிரிவு 3: யாப்பெருங்கலம்**

- கூறு 10 : யாப்பெருங்கலக்காரிகை -விளக்கம்  
கூறு 11 : யாப்பெருங்கலக்காரிகை - உறுப்பியல் - எழுத்து - அசை - சீர்- தளை - அடி -தொடை

**பிரிவு 4: செய்யுளியல் - ஒழிபியல்**

- கூறு 12 : யாப்பெருங்கலக்காரிகை - செய்யுளியல் - பாக்கள் - வகைகள்-  
கூறு 13 : யாப்பெருங்கலக்காரிகை - செய்யுளியல் - வண்ணகம் - தரவு - சரிதகம் -  
அம்போதரங்கம்  
கூறு 14 : யாப்பெருங்கலக்காரிகை - ஒழிபியல்

பார்வை நூல்கள் :

1. நம்பியகப் பொருள் -மூலம்
2. யாப்பெருங்கலக்காரிகை : மூலமும் உரையும் - அண்ணாமலைப் பல்கலைக் கழகம்
3. யாப்பெருங்கலக்காரிகை :சைவ சித்தாந்த நூற்பதிப்புக்கழக வெளியீடு

13753 - தமிழ் மொழி வரலாறு

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

நோக்கம் :

தொன்மைக் காலத்திலிருந்து இக்காலம் வரை தமிழின் ஒலி வரி வடிவ மாற்றங்களை உணர்த்துதல் காலம் தோறும் தமிழ் இலக்கணக் கூறுகள் அடைந்த மாற்றங்களை உணர்த்துதல்.

**பிரிவு 1: சங்கம் - இடைக்காலம் , பல்லவர்காலம்**

- கூறு 1 : மொழி வரலாற்றுச் சான்றுகள் - தொல் திராவிடம்  
கூறு 2 : தொல்காப்பியத் தமிழ் - சங்ககாலத் தமிழ்  
கூறு 3 : தமிழ் பிராமிக் கல்வெட்டுத் தமிழ்

- கூறு 4 : இடைக்காலத்தமிழ் - பல்லவர் காலத் தமிழ்  
**பிரிவு 2: சோழர் - நாயக்கர் - இக்காலம் - மொழிபெயர்ப்பு**  
 கூறு 5 : சோழர்காலத் தமிழ் - நாயக்கர் காலத் தமிழ் - மராட்டியத் தமிழ்  
 கூறு 6 : இக்காலத் தமிழ் - உரைநடையில் பிற மொழிச் சொற்கள்  
 கூறு 7 : அறிவியல் தமிழ் - கலைச் சொல்லாக்கம்  
 கூறு 8 : மொழிபெயர்ப்பு  
**பிரிவு 3: கல்வெட்டுத்தமிழ் - மாற்றங்கள்**  
 கூறு 9 : வானொலி- தொலைக்காட்சித் தமிழ்.  
 கூறு 10 : கல்வெட்டுத் தமிழ் - உயிரொலி மாற்றங்கள்  
 கூறு 11 : மெய்யொலி மாற்றங்கள் - தமிழகக் கிளைமொழிகள்  
**பிரிவு 4: தமிழ் - எழுத்துச் சீர்திருத்தம்**  
 கூறு 12 : தமிழ் வரிவடிவ வரலாறு  
 கூறு 13 : தொல்காப்பியர் காலம் - இடைக்காலம் - எழுத்துச் சீர்திருத்தம்  
 கூறு 14 : வீரமாமுனிவரும் - பெரியாரும் - வா.செ.குழந்தைசாமி

பார்வை நூல்கள்

1. தெ.பொ.மீ. தமிழ் மொழி வரலாறு – சர்வோதய  
இலக்கிய பண்ணை – மதுரை
2. டாக்டர். மு.வ. மொழி வரலாறு – பாரிநிலையம் ,59.  
பிராட்வே,சென்னை – 1

**தாள் 13754 - இதழியல்**

**மதிப்பெண் :75+ 25**

**மதிப்பீடு : 6**

நோக்கம் :

இலக்கியத்தோடு மிக நெருங்கிய தொடர்பினைக் கொண்டுள்ள இதழியல் பற்றி மாணவர்கள் அறியச் செய்தல்.

**பிரிவு 1: இதழியல்**

- கூறு 1 : இதழியல் விளக்கம் - மக்கள் தொடர்பு சாதனங்கள்  
 கூறு 2 : மக்கள் தொடர்புக் கருவிகளில் பத்திரிக்கைகள் - பத்திரிக்கைகளின் பணிகள்  
 கூறு 3 : இதழியல் விதிகள் - பத்திரிக்கைகளின் பொறுப்புக்களும் கடமைகளும்  
 கூறு 4 : மக்களாட்சியில் பத்திரிக்கைகளின் பங்கு

**பிரிவு 2: செய்தி வகை**

- கூறு 5 : செய்தித்தாளின் தோற்றம் - இந்திய இதழியல்  
 கூறு 6 : இந்திய விடுதலைப் போராட்டத்தில் இதழ்களின் பங்கு – தமிழ் இதழ்கள்  
 கூறு 7 : செய்தி வகைகள் - களங்கள்  
 கூறு 8 : செய்தியாளர்கள் - செய்தி சேகரிப்பு – செய்திகள் எழுதும் முறை – பேட்டி

**பிரிவு 3: இதழியல் சட்டம்**

- கூறு 9 : தலைப்பு – தலையங்கம் - பக்க அமைப்பு – செய்தி நிறுவனங்கள்  
 கூறு 10 : இதழியல் சட்டங்கள்  
 கூறு 11 : பத்திரிக்கைக் கவுன்சில் - இதழ்களின் சுதந்திரம்

**பிரிவு 4: இதழ்கள் - நிர்வாக அமைப்பு**

- கூறு 12 : இதழ்கள் - இன்றைய இதழியல் - நிர்வாக அமைப்பு  
 கூறு 13 : இதழ்களின் பகுப்பும் அமைப்பும் - இதழ்களில் இடம்பெறுவன

கூறு 14 : விளம்பரங்கள் - புலனாய்வு இதழ்கள் - நச்சு இதழ்கள்

பார்வை நூல்கள் :

1. மா.பா.குருசாமி இதழியல் கலை, குரு. தேமொழி, 117, சன்னதி  
தெரு, திருச்செந்தூர் - 628 215
2. டாக்டர். வெ.கிருட்டிணசாமி தகவல் தொடர்பியல் , மணிவாசகர் பதிப்பகம் , 31  
சிங்கர் தெரு, பாரிமுனை, சென்னை - 600 108

### மூன்றாமாண்டு ஆறாம்பருவம்

தாள் 13761 - பண்டை இலக்கியம்

மதிப்பெண் :75+ 25

மதிப்பீடு : 6

### பாடத்திட்டம்

நோக்கம் :

பண்டைய இலக்கியங்களைப் பற்றி எடுத்துரைத்தல்

பிரிவு 1: அகம்- புறம் - நெடுநல்வாடை- பதிற்றுப்பத்து

கூறு 1 : ஆவூர் மூலங்கிழார் பாடல்கள் - அகம் 24 156 341 -

புறம் 38 40 166 177 178 196 261 301.

கூறு 2 : கந்தரத்தனார் பாடல்கள் - அகம் 23 95 191 -

குறு 155 நற் 116 146 238 306

கூறு 3 : நக்கீரர் - நெடுநல்வாடை

கூறு 4 : குமட்டுர்க் கண்ணனார் -

பதிற்றுப்பத்து - இரண்டாம் பத்து

பிரிவு 2: கலித்தொகை - பரிபாடல் - நெடுநல்வாடை

கூறு 5 : நல்லந்துவனார் - கலித்தொகை -

நெய்தற்கலி முதல் 5 பாடல்கள்

கூறு 6 : ஓதலாந்தையார் - நெடுநல்வாடை -

பாலை முதல் மூன்று பத்து

(செலவமுங்குவித்த பத்து செலவுப்பத்து இடைச்சுரப்பத்து)

கூறு 7 கீரந்தையார் பரிபாடல் 2 -

திருமால் - பரிபாடல் 9 – செவ்வேள்.

**பிரிவு 3: திருக்குறள்**

- கூறு 8 : திருவள்ளுவர் - திருக்குறள் -  
ஒழிபியல் - பொருட்பால் - 13  
அதிகாரம்.-விளக்கம்
- கூறு 9 : குடிமை, மானம்
- கூறு 10 : பெருமை, சான்றாண்மை
- கூறு 11 : பண்புடைமை, நன்றியில் செல்வம்

**பிரிவு 4: திருக்குறள் -**

- கூறு 12 : நாணுடைமை, குடிசெயல் வகை
- கூறு 13 : உழவு, நல்குரவு
- கூறு 14 : இரவு, இரவச்சம். கயமை

**தாள் - 13762 - இலக்கணம் - புறப்பொருளும் அணியிலக்கணமும்**

**மதிப்பெண் :75+ 25**

**மதிப்பீடு : 6**

நோக்கம்: புறப்பொருளையும் அணியிலக்கணத்தையும் மாணவர்களுக்கு விரிவாக எடுத்துரைத்தல்.

**பிரிவு: 1**

- கூறு: 1 – கடவுள் வாழ்த்து – சிறப்புப் பாயிரம் - வெட்சிப்படலம்
- கூறு: 2 – கரந்தைப்படலம்
- கூறு: 3 – வஞ்சிப்படலம்
- கூறு: 4 – காஞ்சிப்படலம்

**பிரிவு - 2**

- கூறு: 5 – நொச்சிப்படலம்
- கூறு: 6 – உழிஞைப்படலம்
- கூறு: 7 – தும்பைப்படலம்
- கூறு: 8 – வாகைப்படலம்

**பிரிவு - 3**

**கூறு: 9 – பாடாண்படலம்**

- கூறு: 10 – பொதுவியல்
- கூறு: 11 – உவமை அணி, உருவக அணி, தீவகஅணி
- பிரிவு - 4**

கூறு: 12 –பின்வருநிலையணி முதல் அதிசயவணி வரை  
கூறு: 13– ஏதுவணி முதல் சுவையணி வரை  
கூறு: 14– தன்மேம்பாட்டுரையணி முதல் பாவிக அணி வரை  
பார்வை நூல்கள்:  
புறப்பொருள் வெண்பாமாலை – உ. வே. சாமிநாதையர் ( ப. ஆ )  
தண்டியலங்காரம் - கு. சுந்தரமூர்த்தி ( ப. ஆ )

மதிப்பெண் :75+ 25  
மதிப்பீடு : 6

### தாள் 13763 - ஒப்பிலக்கியம்

**பாட நோக்கம் :**

இந்திய உலக ஒருமைப்பாடு நோக்கி மாணவர்களின் சிந்தனையைத் திருப்புதல் - தாய் மொழியளவில் மாணவர்களின் சிந்தனையைத் தேங்கவிடாமல் பிற மொழி இலக்கியங்களையும் கற்றிடும் , ஆய்ந்திடும் வேட்கையை உண்டாக்குதல்.

#### பிரிவு 1: ஒப்பாய்வு

- கூறு 1 : ஒப்பிலக்கியம் - விளக்கம் - வரையறை  
கூறு 2 : ஒப்பாய்வின் வரலாறு – பெயரும் பெருமையும் -ஆங்கிலத்தில் ஒப்பிலக்கியம் பிரெஞ்சில் ஒப்பிலக்கியம்  
கூறு 3 : தமிழில் ஒப்பிலக்கியம் -ஒப்பிலக்கியம் பற்றி அறிஞர்களின் கருத்து  
கூறு 4 : பிரெஞ்சுக் கோட்பாடு – அமெரிக்க கோட்பாடு - கூர்தலறக் கோட்பாடு – அடிக்கருத்துக் கோட்பாடு

#### பிரிவு 2: ஏற்றல் கொள்கை

- கூறு 5 : மாற்று வடிவங்களும் மீட்டுருவங்களும் - ஒப்பிலக்கியமும் மொழி பெயர்ப்பும் - தர்க்கக் கோட்பாடு  
கூறு 6 : ஏற்றல் கொள்கை - இலக்கிய ஒருமைப்பாடு - இலக்கியமும் உளவியலும்  
கூறு 7 : இலக்கியமும் இசையும் கூத்தும் - இலக்கியமும் ஓவியமும் - வாய்மொழியும் வரிவடிவமும்  
கூறு 8 : வீரயுகப்பாடல்கள் - சங்கப் பாடல்களும் கிரேக்க வீரயுகப் பாடல்களும் - படைமடம் - நிரை கவருதல்

#### பிரிவு 3: அறநெறி

- கூறு 9 : அறநெறிப்பாடல்கள் - அறநெறிக்காலம் - அறநெறிக்கோட்பாடுகள் - இறைநெறிப் பாடல்கள் - தோற்றம் - உள்ளீடு  
கூறு 10 : புதுச்செந்நெறி இலக்கியங்கள் - தோற்றம் - தமிழில் சிற்றிலக்கியத் தோற்றம் - வளர்ச்சி – புதுச்செந்நெறி  
கூறு 11 : இலக்கியப் போக்கு – வீறுணர்ச்சிப் பாடல்கள் - கவிதை இயக்கம் - தனிமனிதம்

#### பிரிவு 4: இலக்கிய ஒப்பீடு

- கூறு 12 : அக வெளியீட்டுக் கொள்கை – வீறுணர்ச்சிக் கவிஞரின் கற்பனை – சமுதாயப் பார்வை – பாரதியும் வால்விடமனும் ஒப்பீடு  
கூறு 13 : ஒப்பிலக்கியப் பண்பும் பயனும் - இலக்கிய ஒருமைப்பாடு - இலக்கிய ஒப்பீடு – உணர்வும் அறிவும்  
கூறு 14 : தேசிய இலக்கியம் - பொது இலக்கியம் - உலகப் பொதுமை இலக்கியம் - ஒப்பிலக்கியத்தின் ஆய்வுப்பரப்பு

பார்வை நூல்கள் :

- 1 க. கைலாசபதி ஒப்பியல் இலக்கியம்  
2 வை. சச்சிதானந்தன் ஒப்பிலக்கியம் - ஓர்



- 3 . டாக்டர்.ம.திருமலை  
4 தமிழண்ணல்

அறிமுகம்  
ஒப்பிலக்கியக் கொள்கைகள்  
ஒப்பிலக்கிய அறிமுகம்

தாள் 13764 - ஊடகவியல்

மதிப்பெண் :75+ 25  
மதிப்பீடு : 6

நோக்கம் :

ஊடகவியலின் தோற்றம் வளர்ச்சி தகவல் தொடர்பியல் தற்காலத்தில் உள்ள தொடர்பு சாதனங்களைப் பற்றி விரிவாக கூறுதல்.

பிரிவு 1: தகவல் தொடர்பு

கூறு 1 : ஊடகவியல் விளக்கம் - தகவல் தொடர்பியல் (Mass Communication) - இதழியல்(Journalism)

கூறு 2 : ஊடகவியல் (Media) –சொற்பொருள் விளக்கம் - வரையறை

கூறு 3 : அறிஞர்களின் கருத்துக்கள் - தோற்றம் - வளர்ச்சி - வரலாறு –வகைகள் - பணிகள் - இன்றைய நிலை

கூறு 4 : வார, மாத, காலாண்டு, அரையாண்டு, ஆண்டு இதழ்கள் - சிறுவர் - மகளிர் - இலக்கியம்

பிரிவு 2: இதழ்கள் - செய்தி - சிறப்பு நிகழ்வுகள்

கூறு 5 : வணிகம் - மருத்துவம் - அரசியல் ஆன்மீகம் - சினிமா - நிறுவன இதழ்கள்

கூறு 6 : இதழ்களின் உள்ளடக்கம் - செய்தி விளக்கம் - சேகரிப்பு - செய்தியாக்கம் - செய்தி வகைகள்

கூறு 7 : அரசியல் - திரைப்படம் - இலக்கியம் - மருத்துவம் - ஆன்மீகம் - வேலைவாய்ப்பு - விளையாட்டுச் செய்திகள் - நிருபர்கள் தகுதிகள்

கூறு 8 : ஆசிரியர்கள் - தலைப்பு - முகப்பு - உடல்பகுதி - பக்க ஒருங்கமைப்பு - தலையங்கம் - சிறப்பு நிகழ்வுகள்

பிரிவு 3: பத்திரிக்கைச் சட்டம்

கூறு 9 : விளம்பரம் - சொற்பொருள் வரையறை - இலக்கணம் - வகைகள் - பத்திரிக்கைச் சட்டங்கள் - பதிப்புரிமை

கூறு 10 : இந்திய, உலகச் செய்தி நிறுவனங்கள் - பத்திரிக்கை மன்றம்

கூறு 11 : ஊடகங்கள் - மரபு வழி - அச்சு வழி - மின் வழி - அஞ்சல் - தந்தி - வானொலி - சினிமா - தொலைநகலி

பிரிவு 4: கணினியியல் - இணையம்

கூறு 12 : தொலைக்காட்சி - செயற்கைக்கோள் (Satellite)–கணினி - இணையம் - வலைத்தளம் - முகநூல் (Face Book)– மின்னஞ்சல் (E-Mail)–மின்னணு இதழ் (E-Journal)

கூறு 13 : கைபேசி - வாட்ஸ்அப் (Whats app) - குறுஞ்செயலி (Mobile App) - பிற சாதனங்கள்

கூறு 14 : மின் தமிழ் - இணையத்தில் இணைந்த தமிழ் - இணையவழி தமிழ்க் கல்வி - கணினியியலில் தமிழ் - தமிழில் தகவல் தொடர்பியல்

பார்வை நூல்கள் :

1. எஸ். கலைவாணி - இதழியல் உத்திகள்,பராசக்தி வெளியீடு, பராசக்தி மகளிர் கல்லூரி, குற்றாலம் .
2. இரா. கோதண்டபாணி - இதழியல் கற்பக நூலகம் - மதுரை - 2
3. அ. ஆலிஸ் - மக்கள் தகவல் தொடர்பியல் கலைச்சொல் அகராதி மதுமதி

- வெளியீடு, திருச்சி.
4. அ. சாந்தா  
வீ. மோகன் - மக்கள் ஊடகத் தொடர்பியல், மீடியா பப்ளிகேசன்ஸ் மதுரை – 17.
  5. என். வி.கலைமணி - இதழியல் கலை அன்றும் இன்றும், சாரதா பதிப்பகம் சென்னை.
  6. ச. ஈஸ்வரன்  
இரா . சபாபதி - இதழியல், பாவை பப்ளிகேசன்ஸ், இராயப்பேட்டை, சென்னை.
  7. இரா. குமார் - நடைமுறை இதழியல், முல்லையகம் வெளியீடு, சென்னை- 78.
  8. டி. லெனின் - செல்வம் தரும் இதழியல், வானவில் புத்தகாலயம், சென்னை – 17.
  9. க. அபிராமி - தமிழ்ப் புத்தகாலயம், தி.நகர், சென்னை.
  10. வை.சு.ச.கண்ணன் - மின் - தமிழ் - தாணு பதிப்பகம், காரைக்குடி – 1.
  11. பா.குருசாமி - இதழியல் கலை, குரு தேமொழி -ஆதித்தனார் கல்லூரி, திருச்செந்தூர்.
  12. ஈஸ்வரன்  
ரா. சபாபதி - தகவல் தொடர்புகளும் நெறிமுறைகளும், சாரதா பதிப்பகம், சென்னை – 14.

# ***B.A ENGLISH***

## FIRST SEMESTER

Course Code	Title of the Course
11211	PART-I : TAMIL - I

மதிப்பெண் :75+ 25

மதிப்பீடு : 5

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு -1 : இசைப்பாடல்

கூறு 1

1. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
2. புல்லாங்குழல் கொடுத்த-
3. குருவாயூருக்கு வாருங்கள்

கூறு 2

1. கோகுலத்துப் பசுக்கள்
2. கோகுலத்தில் ஒரு நாள் ராதை
3. ஆயர்பாடி மாளிகையில்

கூறு 3

- 1.பட்டுக்கோட்டை கல்யாண சுந்தரம்
2. நெஞ்சில் குடியிருக்கும்
3. செய்யும் தொழிலே தெய்வம்

கூறு 4

1. பாரதியார்
2. கண்ணன் என் விளையாட்டுப்பிள்ளை
3. பாரத மாதா திருப்பள்ளி எழுச்சி

### பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

- |                    |   |                        |
|--------------------|---|------------------------|
| 1. பாரதிதாசன்      | - | உலகப்பன் பாட்டு (5)    |
| 2. நாமக்கல் கவிஞர் | - | நோயற்ற வாழ்வு 7 பாட்டு |
| 3. பெ.தூரன்        | - | நிலா பிஞ்சு            |

கூறு 6

- |                     |   |              |
|---------------------|---|--------------|
| 1. வல்லிக் கண்ணன்   | - | வெறும் புகழ் |
| 2. கு.ப.இராஜகோபாலன் | - | எதற்காக?     |
| 3. மீரா             | - | பதினைந்து    |

கூறு 7

- |                 |   |                   |
|-----------------|---|-------------------|
| 1. சிற்பி       | - | சர்ப்ப யாகம்      |
| 2. ஞானக்கூத்தன் | - | தோழர் மோசிகீரனார் |

கூறு 8

- |                    |   |                 |
|--------------------|---|-----------------|
| 1. அப்துல் ரகுமான் | - | கண்ணும் எழுதேம் |
| 2. சண்முக சுப்பையா | - | வயிறு           |

### பிரிவு - 3 : காப்பியம்

கூறு 9

- |                  |   |                   |
|------------------|---|-------------------|
| 1. சிலப்பதிகாரம் | - | வழக்குரை காதை     |
| 2. கம்பராமாயணம்  | - | அயோத்தியா காண்டம் |

### பிரிவு - 4 : காப்பியம்

கூறு 10

- |                  |   |                               |
|------------------|---|-------------------------------|
| 1. சீறாப்புராணம் | - | ஈத்தங்குலை வரவழைத்த படலம் (1) |
|------------------|---|-------------------------------|

கூறு 11

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி )

1. இன்னவாயில்
2. கொழுந்துறும்
3. பஞ்சு அரங்கில்

கூறு 12

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

1. எண்ணுளே
2. ஒண்தலங்கள்
3. இரவியேந்த கஞ்சக்

கூறு 13

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

1. கன்னியாயதாயும்
2. ஏந்தி ஓங்கு உளத்து
3. ஆவ தேமுனர்
4. கொல்லும் வேலொடும்

கூறு 14

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

1. என்ற வாசகம்
2. அம்பினால்
3. வேண்டும் ஓர் வினை

Course Code	Title of the Course
11211B	PART-I : COMMUNICATION SKILLS - I

**Learning objectives:**

1. To make students to understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types  
Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout – Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV** Group Discussion–Quality of Content-Participation –Logical Presentation  
–Behavioural Skills

**References:**

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and Influence People, 1981.
5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
11212	PART-II : ENGLISH PAPER - I

**Learning objective:**

- To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**BLOCK I: PROSE I**

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

**BLOCK II: PROSE II**

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

**BLOCK III: DEVELOPING GRAMMATICAL SKILLS**

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition-Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**BLOCK IV: DEVELOPING WRITING SKILLS**

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

**References:**

- Sebastian D K, *Prose for the Young Reader*, Macmillan.
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.



Course Code	Title of the Course
11213	LITERARY FORMS

**Learning objective:**

- To enrich the knowledge of the students with different literary forms.

**BLOCK I: POETRY - I**

- Unit – I** - Lyric  
**Unit – II** - Ode  
**Unit – III** - Sonnet  
**Unit – IV** - Elegy  
**Unit – V** - Epic

**BLOCK II: POETRY- II**

- Unit – VI** - Ballad  
**Unit – VII** - Mock epic  
**Unit – VIII** - Satire

- Unit – IX** - Idyll

**BLOCK III: DRAMA**

- Unit – X** - Tragedy –Comedy-Tragic Comedy-Farce –Masque  
**Unit – XI** - One act Plays-Absurd drama-Melodrama

**BLOCK IV: FICTION AND ESSAY**

- Unit – XII** - Historical –Social –Picaresque –Regional novel –Sentimental – Psychological epistolary- Gothic- Detective – Dramatic –Science fiction

- Unit – XIII** - Essay – Aphoristic –Character –Critical –periodical – personnel, 20<sup>th</sup> Century essay.

- Unit – XIV** - Short story –Biography –Auto biography

**References:**

- Abrahams, M.H, *A Glossary of Literary Terms*, California, Wadsworth Publishing, 2011.
- Boulton, Marjorie, *Anatomy of the Novel*, New Delhi, Kalyani Publishing, 2006.
- Rees, R, J., *English Literature: An Introduction for Foreign Readers*, London, Macmillan, 1973.
- Seturaman, V.S., Indra, C.T, *Practical Criticism*, Madras, Macmillan, 1990.

## FIRST SEMESTER

Course Code	Title of the Course
11214	ELIZABETHAN LITERATURE

### Learning objective:

- To acquaint the students with the British prose, poetry and drama written during the Elizabethan, Jacobean, Caroline and the Pre-Restoration years.

### ***BLOCK I: POETRY - I***

**Unit – I** Shakespeare’s England (1564-1616) I

Shakespeare’s England II

The England of Charles and Cromwell

**Unit –II** Edmund Spenser : Prologue to Faerie Queen

**Unit – III** Sir Philip Sidney : The Nightingale

**Unit – IV** Thomas Nashe : A Litany in time of plague

### ***BLOCK II: POETRY –II***

**Unit – V** John Donne : The Funeral

**Unit – VI** Andrew Marvel : To his Coy Mistress

**Unit – VII** George Herbert : The Pulley

**Unit – VIII** William Shakespeare’s : When to the sessions of sweet silent  
Thought

**Unit – IX** Robert Herrick : Delight in Disorder

### ***BLOCK III: ESSAY AND NOVEL***

**Unit – X** Bacon’s Essay : Of Truth, Of Nobility, Of Ambition, Of  
Simulation and Dissimulation

**Unit – XI** Thomas More : Utopia Book I&II

### ***BLOCK IV: DRAMA***

**Unit – XII** Christopher Marlowe : Edward II

**Unit – XIII** Ben Johnson : The Alchemist

**Unit – XIV** Thomas Dekker : The Shoemaker’s Holiday

## References:

1. "Elizabethan Literature", Encyclopedia Britannica.
2. "Elizabeth I, Queen of England 1533–1603", *Anthology of British Literature*, Peterborough: Broadview, 2009, p. 683.
3. Nicholl, Charles (1990). "'Faustus' and the Politics of Magic". *London Review of Books*. pp. 18–19. Retrieved 11 May 2015.
4. John O'Connell (2008). "Sex and books: London's most erotic writers". *Time Out*. Retrieved 26 November 2015.
5. *The Norton Anthology of English Literature: Sixteenth/Early Seventeenth Century*, Volume B, 2012, p. 647.
6. Poetry, LII (1939). *Elizabethan Poetry. Modern Essays in Criticism*. Oxford: Oxford University Press, 1967.
7. Poetry, LII (1939). *Elizabethan Poetry. Modern Essays in Criticism*. Oxford: Oxford University Press, 1967: 98.
8. *The Oxford Companion to English Literature* (1996), pp. 266–7.

**SECOND SEMESTER**

Course Code	Title of the Course
11221A	PART-I : TAMIL - II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு 1: தேம்பாவணி**

**கூறு 1**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

4. சொல் தவிர்ந்த
5. அன்னை
6. அஞ்சுவார்
7. சொல்லக் கேட்டனள்
8. மற்றசெய்கை
9. மண்கனியப்
10. அழுது ஆர்ந்த

**கூறு 2**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

11. பொய் பொதுளும்
12. இன்பு அருந்தி
13. வழுதாயின இன்பு
14. மறம் ஏவினர்

**கூறு 3**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

15. மண்ணோர்கள்
16. பொய்யா விதியோய்
17. விடியா இருள்
18. அழுவார் எவரும்

**பிரிவு 2: சிறுகதை, உரைநடை**

**கூறு 4**

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

**கூறு 5**

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

**பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்**

**கூறு 6**

3. முதலெழுத்துகள், சார்பெழுத்துகள்
4. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

**கூறு 7**

4. ஒற்றெழுத்து மிகலும் மிகாமையும்,
5. ஆகு பெயர் , அன்மொழித் தொகை.
6. வினா-விடை வகைகள்

கூறு 8

5. தமிழ்ச் சொல்லமைப்பின் சிறப்பு – பெயர் , வினை, இடை, உரி வடிவங்கள் ,
6. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9

7. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்
8. திணை, பால் , எண் , இட இயைபு.

#### பிரிவு 4: தமிழ் இலக்கிய வரலாறு

கூறு 10

2. இக்கால இலக்கிய வகைகள்
  - அ) மரபுக் கவிதை
  - ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

கூறு 11

1. உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்
  - அ) கட்டுரை
  - ஆ) சிறுகதை
  - இ) புதினம்
  - ஈ) நாடகம்

கூறு 12

2. இக்கால இலக்கியக் களங்கள்
 

திரைப்படம் , தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

கூறு 13

1. தமிழும் சமயங்களும் :
  - அ) சைவம்    ஆ)வைணவம்    இ)சமணம்    ஈ)பௌத்தம்    உ)இசுலாம்
  - ஊ) கிறித்துவம்

கூறு 14

1. பிற்காலக் காப்பியங்கள் :
  - அ) கம்பராமாயணம்    ஆ) பெரியபுராணம்
2. இணையம் - பற்றிய செய்திகள்

## SECOND SEMESTER

Course Code	Title of the Course
11221B	<b>PART-I : COMMUNICATION SKILLS - II</b>

### Learning objectives:

1. To make students understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

#### ***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

- Unit – I** Code and Content of Communication Skills  
**Unit– II** Stimulus and Response of Communication Skills

#### ***BLOCK II: SPEAKING SKILLS***

- Unit – III** Effective Speaking Guidelines  
**Unit – IV** Pronunciation Etiquette of Communication Skills  
**Unit – V** Phonetics in Communication Skills

#### ***BLOCK III: LANGUAGE SKILLS***

- Unit – VI** A self Assessment of Communicating Soft Skills  
**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities  
**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills  
**Unit – IX** Conversation Skills –Modes  
**Unit – X** Presentation Skills - Preparing –Planning-Presentation

#### ***BLOCK IV: WRITING SKILLS***

- Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph  
**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing  
**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing –  
Letters, Proposals, Resume  
**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters-  
Interviewing skills

**References:**

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books, 1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

## SECOND SEMESTER

Course Code	Title of the Course
11222	PART-II : ENGLISH PAPER - II

### Learning objective:

1. To make the students master the different topics prescribed in the Poetry and Language use Sections.

#### **BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge  
-William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

#### **BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

#### **BLOCK III: DRAMA**

**Unit – X** **Shakespeare : The Merchant of Venice**

#### **BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

#### References:

1. *The Golden Quill*, P.K. Seshadri, Macmillan.
2. *The Merchant of Venice*, Shakespeare. (Any overseas edition).
3. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.



## SECOND SEMESTER

Course Code	Title of the Course
11223	RESTORATION LITERATURE

### Learning objective:

1. To make the students study the literary trends and new classical movement through the poems, prose and plays written during the Restoration and the past restoration years.

### ***BLOCK I: POETRY - I***

- Unit – I** Restoration Period : Religious, Politics, and Class
- Unit – II** John Milton : ‘L’ Allegro, –Penseroso
- Unit – III** Alexander Pope : Atticus from Epistle to Arbuthnot
- Unit – IV** John Dryden : A Song for St. Cecilia’s Day

### ***BLOCK II: POETRY - II***

- Unit – V** Thomas Grey : Elegy Written in a Country Churchyard
- Unit – VI** William Collins : Ode to Evening
- Unit – VII** William Cowper : The Castaway
- Unit – VIII** William Blake : The Lamb

### ***BLOCK III: POETRY - III***

- Unit – IX** William Blake : The Tiger
- Unit – X** Richard Street : The Spectator
- Unit – XI** Joseph Addison : Westminster Abbey

### ***BLOCK IV: FICTION AND PLAYS***

- Unit – XII** Henry Fielding : Joseph Andrews
- Unit – XIII** Richard Sheridan : The School for Scandal
- Unit – XIV** Oliver Goldsmith : She Stoops to Conquer

## References:

1. Holman, C. Hugh and Harmon, William (eds.) (1986). *A Handbook to Literature*. New York: Macmillan Publishing.
2. Dryden, John (1670). *The Works of John Dryden*, Volume 04, Project Gutenberg. Prepared from Walter Scott's edition. Retrieved 18 June 2005.
3. Holman, C. Hugh and Harmon, William (eds.) (1986). *A Handbook to Literature*. New York: Macmillan Publishing.
4. Howe, Elizabeth (1992). *The First English Actresses: Women and Drama 1660–1700*. Cambridge: Cambridge University Press.
5. Tillotson, Geoffrey and Fussell, Paul (eds.) (1969). *Eighteenth-Century English Literature*. New York: Harcourt, Brace, and Jovanovich.
6. Todd, Janet (2000). *The Secret Life of Aphra Behn*. London: Pandora Press.
7. Ward, A. W, & Trent, W. P. et al. (1907–21). *The Cambridge History of English and American Literature*. New York: G.P. Putnam's Sons. Retrieved 11 June 2005.

## SECOND SEMESTER

Course Code	Title of the Course
11224	ROMANTIC LITERATURE

### Learning objectives:

1. To make the students study and appreciate Romantic literature.
2. To acquaint students with the important features of the Romantic age.

### ***BLOCK I: HISTORY OF ROMANTIC LITERATURE***

**Unit – I** The Romantic Movement in England-Romantic Revival-The Writing of the Lyrical Ballad-The Concept of Nature, Reason and Imagination

**Unit – II** The Return to Nature- Realism-Concept of Introversion-English drama during the Romantic Age-The decline of drama-The Lyric-The Ode

**Unit – III** The Theory of Poetic Diction-Women's writing - The spread of education-The historical Novel

### ***BLOCK II: POETRY - I***

**Unit – IV** Thomas Grey : Elegy Written in a Country Churchyard

**Unit – V** William Blake : The Tiger

**Unit – VI** Robert Burns : Highland Mary

**Unit –VII** Wordsworth : Ode on Intimations of Immortality

### ***BLOCK III: POETRY - II***

**Unit –VIII** S.T. Coleridge : The Rime of Ancient Mariner

**Unit –IX** Shelley : Ode to the West Wind –Ode to a Skylark

**Unit –X** John Keats : Ode to a Nightingale

**Unit –XI** John Keats : Ode on a Grecian Urn

### ***BLOCK IV: FICTION***

**Unit –XII** Oliver Goldsmith : The Vicar of Wakefield

**Unit –XIII** Sir Walter Scott : The Talisman

**Unit –XIV** Jane Austen : Emma

## References:

1. Abrams, M.H. and Stephen Greenblatt, eds. *The Norton Anthology of English Literature, Seventh Edition, Volume 2*. New York: W.W. Norton & Company, 2000.
2. Bloom, Harold and Lionel Trilling. *Romantic Poetry and Prose...* New York: Oxford University Press, 1973.
3. Longley Arthur, Paul. -Capturing the Antipodes: Imaginary Voyages and the Romantic Imagination." *Journal of Australian Studies* (2001).
4. Richardson, Alan. *British Romanticism and the Science of the Mind*. Cambridge, England: Cambridge University Press, 2001.

### THIRD SEMESTER

Course Code	Title of the Course
11231A	PART-I : TAMIL - III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

#### பிரிவு 1: இலக்கியம் - 1

- கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு  
கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு  
கூறு 3: கபிலர் - குறிஞ்சித்திணை  
கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்  
கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

#### பிரிவு 2: இலக்கியம் - 2

- கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5  
பெருவழுதியார் - பா. எண். 55  
பெருங்கௌசிகனார் - பா. எண். 139  
கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214  
உலோச்சனார் - பா. எண். 249  
கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207  
கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்  
பா. எண். 37, 39, 126, 226, 280

#### பிரிவு 3: பதினெண்கீழ்க்கணக்கு

- கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),  
அறிவுடைமை (43), பிரிவாற்றாமை (116)  
கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),  
கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

#### பிரிவு 4: நாடகம் - புதினம்

- கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்  
கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

### THIRD SEMESTER

Course Code	Title of the Course
11231B	PART-I : HUMAN SKILLS DEVELOPMENT - I

#### Learning objective:

1. To Make the Students develop human skills.

#### ***BLOCK I: HUMAN SKILLS AND HABITS***

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features-Interpersonal Behaviour

#### ***BLOCK II: PERSONALITY AND SELF CONCEPT***

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy-Self- acceptance-Meaning-Importance - Etiquette-Meaning-Etiquettes in using mobile, telephones-Dais Etiquette

#### ***BLOCK III: TYPES OF SKILLS***

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

#### ***BLOCK IV: HUMAN RELATIONS***

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change  
Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts-Meaning-Types-  
Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger-Meaning-Causes-Consequences-Anger Management

**References:**

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

### THIRD SEMESTER

Course Code	Title of the Course
11232	PART-II : ENGLISH PAPER - III

#### Learning objective:

1. To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

#### ***BLOCK I: SHORT STORIES***

- Unit – I** A Hero - R.K. Narayanan  
**Unit – II** The Diamond Necklace - Guy de Maupassant  
**Unit – III** The Verger - Somerset Maugham  
**Unit – IV** The Postmaster - Rabindranath Tagore

#### ***BLOCK II: ONE ACT PLAYS - I***

- Unit – V** The Proposal - Anton Chekhov  
**Unit – VI** The Boy Comes Home - A.A. Milne  
**Unit – VII** The Silver Idol - James R. Waugh  
**Unit – VIII** Progress - St. John Ervine

#### ***BLOCK III: ONE ACT PLAYS - II***

- Unit – IX** The Pie and the Tart - Huge Chesterman  
**Unit – X** Reunion - W.st. Joh Tayleur  
**Unit – XI** A kind of Justice - Margaret Wood  
**Unit – XII** The Refugee - Asif Currimbhoy

#### ***BLOCK IV: GRAMMAR AND COMPOSITION***

- Unit – XIII** Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb  
**Unit – XIV** Agenda- Minutes- Notice- Descriptive Writing



**References:**

1. *Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
2. *Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
3. *One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
5. *English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.

### THIRD SEMESTER

Course Code	Title of the Course
11233	VICTORIAN LITERATURE

#### Learning objective:

1. To make the students study and appreciate Victorian literature.

#### ***BLOCK I: POETRY - I***

- Unit – I** Victorian Age : Social, Political, Economic, Religious and Literary tendencies
- Unit – II** R.Browning : Andrea Del Sarto
- Unit – III** Alfred Tennyson : Ulysses
- Unit – IV** Matthew Arnold : The Scholar Gipsy

#### ***BLOCK II: POETRY - II***

- Unit – V** G.M. Hopkins : The Wreck of Deutschland
- Unit – VI** W.B. Yeats : Sailing to Byzantium
- Unit – VII** T.S. Eliot : The Waste Land

#### ***BLOCK III: CRITICISM***

- Unit – VIII** Mathew Arnold : The Study of Poetry
- Unit – IX** T.S. Eliot : Tradition and the Individual Talents

#### ***BLOCK IV: FICTION AND PLAYS***

- Unit – X** Charles Dickens : Great Expectations
- Unit – XI** Thomas Hardy : Tess of the d'Urbervilles
- Unit – XII** D.H. Lawrence : Sons and Lovers
- James Joyee : A Portrait of the Artist as a Young Man
- Unit – XIII** T.S. Eliot : Murder in the Cathedral
- Bernnardshaw : Pygmalion
- Unit – XIV** J.M. Synge : Riders to the Sea
- Oscar Wilde : The Importance of Being Earnest

## References:

1. *Introduction and Notes for The Tenant of Wildfell Hall*. Penguin Books. 1996.
2. Stedman, Jane W. (1996). W. S. Gilbert, *A Classic Victorian & His Theatre*, pp. 26–29. Oxford University Press.
3. Evans, Denise; Onorato, Mary. "Nineteenth-Century Literary Criticism". Enotes. Gale Cengage. Retrieved 16 June 2014.
4. Khale, Brewster. "Early Children's Literature". Children's Books in the Victorian Era. International Library of Children's Literature. Retrieved 16 June 2014.
5. Dawson, Carl (1979). *Victorian High Noon: English Literature in 1850*. Baltimore: Johns Hopkins U. Press.

### THIRD SEMESTER

Course Code	Title of the Course
11234	INDIAN ENGLISH LITERATURE

#### Learning objectives:

1. To initiate the learners to the varied genres of Indian English Literature as a distinct part of Indian Literature.
2. To inculcate in the learners the values enshrined in this two – hundred – year old literature which has grown in volume, variety, scope, scholarship and depth.

#### **BLOCK I: PROSE**

- Unit – I** Jawaharlal Nehru : The Discovery of India
- Unit – II** Swami Vivekananda : Addresses at the Parliament of World Religions

#### **BLOCK II: POETRY**

- Unit – III** Toru Dutt : Our Casuarina Tree
- Unit – IV** Rabindranath Tagore : The Heaven of Freedom
- Unit – V** Aurobindo Ghose : Satyavan and Savitri
- Unit – VI** Nissim Ezekiel : Night of the Scorpion
- Unit – VII** Kamala Das : An Introduction

#### **BLOCK III: NOVEL**

- Unit – VIII** Mulk Raj Anand : Untouchable
- Unit – IX** R.K. Narayanan : The English Teacher
- Unit – X** Kamala Markandaya : A Handful of Rice
- Unit – XI** Anita Desai : Fire on the Mountain

#### **BLOCK IV: DRAMA AND FICTION**

- Unit – XII** Vijay Tendulkar : Silence! The Court is in Session!
- Unit – XIII** Girish Karnad : Tughlaq
- Unit – XIV** Ruskin Bond : Tiger in the Tunnel

#### References:

1. K.R. Srinivasa Iyengar. *Indian Writing in English*. Sterling Publishers Pvt. Ltd.
2. M.K. Naik. *A History of Indian English Literature*. Sahitya Akademi.
3. C.D. Narasimhaiah. *The Swan and the Eagle*. Indian Institute of Advanced Study.
4. Paul C. Verghese. *Problems of the Indian Creative Writer in English*. Somaiya Publications.

5. M.K. Naik. *Perspectives on Indian Prose & Drama in English*.
6. Haq, Kaiser (ed.). *Contemporary Indian Poetry*. Columbus: Ohio State University Press, 1990.
7. Mehrotra, Arvind Krishna (ed.). *A History of Indian Literature in English*. New York: Columbia University Press, 2003. Distributed in India by Doaba Books Shanti Mohan House 16, Ansari Road, New Delhi.

## FOURTH SEMESTER

Course Code	Title of the Course
11241A	PART-I : TAMIL - IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறூஉ

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

## FOURTH SEMESTER

Course Code	Title of the Course
11241B	PART-I : HUMAN SKILLS DEVELOPMENT - II

### Learning objective:

1. To Make the Students develop human skills.

#### ***BLOCK I: GUIDENCE AND COUNSELLING***

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

#### ***BLOCK II: TECHNICAL SKILLS***

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

#### ***BLOCK III: UNDERSTANDING SKILLS***

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

#### ***BLOCK IV: SOCIETY BASED SKILLS***

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

**References:**

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.



## FOURTH SEMESTER

Course Code	Title of the Course
11242	PART-II : ENGLISH PAPER - IV

### Learning objective:

1. To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, and Tales from Shakespeare, Biographies, Grammar and Composition.

### ***BLOCK I: SHORT STORIES***

- Unit – I** Lalajee - Jim Corbett  
**Unit – II** A Day's Wait - Hemmingway  
**Unit – III** Two old Men - Leo Tolstoy  
**Unit –IV** Little Girls wiser than - Men Tolstoy  
**Unit – V** Boy who wanted more Cheese - William Elliot Griffir

### ***BLOCK II: DRAMA AND FICTION***

- Unit – VI** Pygmalion - G.B. Shaw  
**Unit – VII** Swami and Friends - R.K. Narayanan

### ***BLOCK III: SHAKESPEARE***

- Unit – VIII** - The Merchant of Venice  
**Unit – IX** - Romeo and Juliet  
**Unit – X** - The Winter's Tale

### ***BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION***

- Unit – XI** - Martin-Luther king - R.N. Roy  
**Unit – XII** - Nehru - A.J. Toynbee  
**Unit – XIII** - Concord- Phrases and Clauses-Question Tag  
**Unit – XIV** - Expansion of Proverbs  
- Group Discussion  
- Conversation (Apologizing, Requesting, Thanking )

**References:**

1. *Sizzlers*, by the Board of Editors, Publishers-: Manimekala Publishing House, Madurai.
2. *Pygmalion* – G.B. Shaw.
3. *Swami and Friends* – R.K. Narayan.
4. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
5. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

## FOURTH SEMESTER

Course Code	Title of the Course
11243	SHAKESPEARE

### Learning objectives:

1. To make the students study and appreciate select plays of Shakespeare.
2. To provide the students a first-hand knowledge of the plays of Shakespeare and to create in them an awareness of the genius of Shakespeare as a playwright.

### ***BLOCK I: SHAKESPEARE'S PLAYS - I***

**Unit – I** - A Midsummer Night's Dream

**Unit – II** - As You Like It

**Unit – III** - Richard II-Tragedy

### ***BLOCK II: SHAKESPEARE'S PLAYS - II***

**Unit – IV** - Richard II-Political Play

**Unit – V** - Julius Caesar

**Unit – VI** - winter's Tale

### ***BLOCK III: CHARACTERISTICS OF SHAKESPEARE'S PLAYS***

**Unit – VII** - Shakespeare's Theatre and Audience

**Unit – VIII** - Shakespeare's Comedy

**Unit – IX** - Shakespeare's Tragedy

**Unit – X** - Shakespeare's Historical Plays

### ***BLOCK IV: CRITICAL REFLECTION ON SHAKESPEARE'S PLAYS***

**Unit – XI** - Shakespeare Criticism

**Unit – XII** - Shakespeare's Women's Characters

**Unit – XIII** - Shakespeare's Songs – Music in - Shakespeare's Plays

**Unit – XIV** - Clowns and Fools in Shakespeare's Plays

## References:

1. A.C. Bradley: Shakespearean Tragedy.
2. H. Granville-Barker: Preface to Shakespeare.
3. G.W. Knight: The Imperial Theme.
4. E.M.W. Tillyard: Shakespeare's Last Plays.
5. B. Evans: Shakespeare's Comedies.
6. E.K. Chambers: Shakespeare: A Survey.
7. K. Muir: Shakespeare: The Comedies.
8. A.L. Rouse: Shakespeare's Sonnets.
9. Wilson Knight: The Wheel of Fire.

## FOURTH SEMESTER

Course Code	Title of the Course
11244	MODERN AND POST- MODERN LITERATURE

### Learning objective:

1. To make the students acquaint with modern and post-modern literature.

### ***BLOCK I: POETRY***

**Unit – I** W.B. Yeats : A Prayer for my Daughter

**Unit – II** W.B. Yeats : The Second Coming

**Unit – III** T.S. Eliot : The Journey of the Magi

### ***BLOCK II: DRAMA***

**Unit – IV** W.H. Auden : The Unknown Citizen

**Unit – V** Seamus Heaney : Death of a Naturalist

**Unit – VI** Ibsen : A Doll's House

**Unit – VII** Samuel Beckett : Waiting for Godot

### ***BLOCK III: NOVEL***

**Unit – VIII** Virginia Woolf : To the lighthouse- The window

**Unit – IX** Virginia Woolf : To the lighthouse - Time passes

**Unit – X** Virginia Woolf : To the lighthouse (Chapters I to X)

**Unit – XI** George Orwell : Animal Farm

**Unit – XII** Murray Leinster : Sidewise in Time

**Unit – XIII** Salman Rushdie : Midnight's Children

### ***BLOCK IV: PROSE (SPEECHES)***

**Unit – XIV** World Famous Speeches

## References:

1. Fowler, Alastair. *The History of English Literature*, p. 372 Harvard University Press, Cambridge, MA (1989).
2. Childs, Peter (2008). *Modernism*. Routledge.
3. J. H. Dettmar "Modernism" in *the Oxford Encyclopedia of British Literature* ed. by David Scott Kastan. Oxford University Press, 2006.
4. Pratt, William. *The Imagist Poem, Modern Poetry in Miniature* (Story Line Press, 1963, expanded 2001).
5. *McHale, Brian. "Postmodernist Fiction". Methuen, 1987.*
6. Hutcheon, Linda. *A Poetics of Postmodernism: History, Theory, Fiction*. NY: Routledge, 2004.
7. Hans-Peter Wagner, *A History of British, Irish and American Literature*, Trier 2003.

## FIFTH SEMESTER

Course Code	Title of the Course
11251	<b>AMERICAN AND COMMONWEALTH LITERATURE</b>

### Learning objectives.

1. To make the students study and appreciate select works from American and Commonwealth literature.
2. To introduce the students to the literary works of the major American writers.
3. To enable them to understand the American life and culture against the background of American history.
4. To provide the learners to know about a knowledge of different aspects of American Commonwealth literature.

### **BLOCK I: POETRY**

<b>Unit – I</b>	Walt Whitman	: Crossing Brooklyn Ferry
	Robert Frost	: Mending wall
<b>Unit – II</b>	Wallace Stevens	: The Emperor of ice-Cream
	Marianne Moore	: Poetry
<b>Unit – III</b>	Sylvia Plath	: Mirror
<b>Unit – IV</b>	A.J.M. Smith	: Like an Old Proud King in a Parable
	Judith Wright	: The Harp and the King
<b>Unit – V</b>	Derek Walcott	: A Far Cry from Africa
	Chinua Achebe	: Refugee Mother and Child
<b>Unit – VI</b>	Jean Arasanayagam	: In the month of July

### **BLOCK II: PROSE (ESSAY)**

<b>Unit – VII</b>	Ralph Waldo Emerson	: The American Scholar
	Irving Babbitt	: The Critic and American life

### **BLOCK III: FICTION**

<b>Unit – VIII</b>	Katherine Mansfield	: Bliss
<b>Unit – IX</b>	Ernest Hemingway	: The Old Man and the Sea
<b>Unit – X</b>	Patrick White	: Voss
<b>Unit – XI</b>	Margaret Atwood	: The Blind Assassin

## **BLOCK IV: ENRICHING VOCABULARY**

**Unit – XII** O.Neill : The Emperor Jones

**Unit – XIII** Wole Soyinka : The Lion and the Jewell

**Unit – XIV** Sharon Pollock : Blood Relations

### **References:**

1. *American Literature*. Volume 2, Ed. William E.Cair.Newyork: Penguin Academics 2004.
2. William J Fisher Ed.: *American Literature of the Nineteenth Century*.
3. William J Fisher Ed.: *American Literature: 1890-1965*.
4. Spiller: *Literary History of the United States*.
5. Edward H Davidson: *Poe: A Critical Study*.
6. Richard Chase: *Emily Dickinson*.
7. J. M. Cox: *Robert Frost: A Collection of Critical Essays*.
8. Rushdie, Salman. "Commonwealth Literature Does not exist." *Imaginary Homelands: Essays and Criticism. 1981-1991*. by Salman Rushdie. London: Granta, 1991. 63-70.
9. Tiffin, Helen. "Commonwealth Literature: Comparison and Judgment." *The History and Historiography of Commonwealth Literature*. Ed. Dieter Riemenschneider. Tübingen: Gunter Narr, 1983. 19-35.
10. Symons Report. *Learning from Each Other: Commonwealth Studies for the 21st Century*. London: Report of the Commission on Commonwealth Studies, Commonwealth Secretariat.



## FIFTH SEMESTER

Course Code	Title of the Course
11252	<b>ENGLISH FOR COMPETITIVE EXAMINATIONS</b>

### Learning objective:

1. To make the students learn modern English grammar and prepare for competitive examinations.

### **BLOCK I: BASICS OF ENGLISH**

**Unit – I** Basics of English : Sentence, Clause, Phrase Word, and Morpheme

### **BLOCK II: GRAMMAR**

**Unit – II** Tenses : Importance - Uses- Kinds of tenses

**Unit – III** Voices : Passive voice - Active voice, Interpersonal Passive voice

**Unit – IV** Degrees of Comparison : Four Types

**Unit – V** The transformation of Sentence

### **BLOCK III: WRITING SKILLS**

**Unit – VI** Punctuation : Meaning –Importance - Marks of Punctuation use of Punctuation - Use of Capital letters

**Unit – VII** Précis writing : Note making

**Unit – VIII** Paragraph writing - Essay writing

**Unit – IX** Comprehension - Letter writing - Report writing

### **BLOCK IV: ENRICHING VOCABULARY**

**Unit – X** Words often confused

**Unit – XI** Abbreviations - Use of appropriate tense forms - Use of one word substitution

**Unit – XII** Spelling - Use of Correct Spelling - Synonyms and antonyms

**Unit – XIII** Match words with their meanings-Spotting common errors in English grammar, appropriate use of prepositions

**Unit – XIV** Conversion of diagrams into Literal language - Word formation - Idioms and

## Phrases - Intelligence test

### References:

1. Krishnaswamy, N. *Modern English: A Book of Grammar, Usage and Composition*. India Laxmi Publishers, 2000.
2. Prasad, Hari M, and Uma R. Shina. *Objective English for Competitive Examination*.  
New Delhi: TataMcGraw-Hill Education Pvt. Ltd., 2005.
3. Pillai, Radhakrishna. G. *English Grammar and Composition*. Emerald Publishers, 2002.
4. Bhatnagar, R. P. *English for Competitive Examination*. New Delhi: Laxmi Publishers India, 2009.

## **FIFTH SEMESTER**

<b>Course Code</b>	<b>Title of the Course</b>
<b>11253</b>	<b>INTRODUCTION TO MASS COMMUNICATION</b>

### **Learning objective:**

1. To make the students acquaint with the principles of mass communication.

### **BLOCK I: INTRODUCTION TO MASS COMMUNICATION**

**Unit – I** Mass communication – Definition, Needs and Significance

**Unit – II** Types – Theories

**Unit – III** Nature and Function

**Unit – IV** Mass Media –Definition – Functions and Modes

### **BLOCK II: JOURNALISM**

**Unit – V** Types and Features

**Unit – VI** Journalism – Journalist Functions

**Unit – VII** News paper Departments – functions

**Unit – VIII** News Agencies

### **BLOCK III: MASS MEDIA**

**Unit – IX** Broadcasting Journalism - Television and its Programmes

**Unit – X** Radio and its Programmes – Films

**Unit – XI** Mass Media – Uses and Misuses in Modern Society

**Unit – XII** Mass Media - Government control and Regulatory measures

### **BLOCK IV: MASS COMMUNICAION**

**Unit – XIII** Mass Communication –Training – Needs

**Unit – XIV** Future of Mass Communication

## References:

1. *The Professional Journalism*: John Hohenberg (Oxford and IBH).
2. *Basic Journalism*: Rangasamy Parthasarathy (MacMillan).
3. *Professional Journalism*: M.V.Kamath.
4. *Mass Communication and Journalism in India*: D.S.Mehta (Allied Publishers).
5. *Theory and Practice of Journalism in India*: B.N.Ahuja, (Surjeet Publications).
6. *News Editing*: Bruce, Wesley, (Oxford and IBH).
7. *Professional Journalism*: Patanjali Sethi: (Orient Longman).
8. *Mass Communication in India*: Keval J Kumar.
9. *Radio and TV Journalism*, K M Srivatsava.

## FIFTH SEMESTER

Course Code	Title of the Course
11254	<b>HISTORY OF ENGLISH LITERATURE</b>

### Learning objectives:

1. To make the students study and appreciate select works from History of English literature.
2. To provide the learners to know about a knowledge of different aspects of English literature.

### **BLOCK I: PERIODS OF SHAKESPEARE, MILTON AND BRYDE**

- Unit – I**      The Age of Shakespeare      – Verse, Drama
- Unit – II**      The Age of Shakespeare      – Prose
- Unit – III**      The Age of Milton      – Milton
- Unit – IV**      The Age of Dryden      - Verse, Drama and Prose

### **BLOCK II: PERIODS OF POPE AND JOHNSON**

- Unit – V**      The Age of Pope      - Verse, Drama and Prose
- Unit – VI**      The Age of Johnson      -General Prose
- Unit – VII**      The Age of Johnson      -Novel

### **BLOCK III: PERIODS OF WORDSWORTH, TENNYSON AND HARDY**

- Unit –VIII**      The Age of Wordsworth      - General Prose and the Novel
- Unit – IX**      The Age of Wordsworth      -The older Poets, the Younger Poets
- Unit –X**      The Age of Tennyson      -Verse, General Prose
- Unit – XI**      The Age of Tennyson      -Novel

## **BLOCK IV: MODERN AGE**

**Unit – XII** The Age of Hardy

**Unit –XIII** The Present Age

**Unit –XIV** Modern Age

### **References:**

1. An Outline History of English Literature, by William Henry Hudson, B.I Publications Pvt. Ltd.
2. History of English Literature, by Edward Albert, OUP, New Delhi.
3. A History of English Literature Ed. by Board of Editors, Harrows Publications, Chennai.

## SIXTH SEMESTER

Course Code	Title of the Course
11261	ENGLISH LANGUAGE TEACHING

### Learning objectives:

1. To acquaint student with the history of the English Language.
2. To help Students learn the essential aspects of ELT and the different types of language Teaching.
3. The students will be trained to teach lessons in English Prose, Poetry and Grammar at the Secondary School level.

### BLOCK I: ENGLISH LANGUAGE AND ENGLISH TEACHER

**Unit – I** Present position of English in India- English Language and School Curriculum- Aims and Objectives of Teaching English

**Unit – II** Qualities of Good English Teacher – Principles of Language Teacher- Principles of Practice – Oral work, Grading, Grouping, Repetition - Principles of Attitude, Interest, and Motivation-Immediate Correction- Using Mother Tongue

### BLOCK II: METHODS AND APPROACHES OF ELT

**Unit – III** Methods of Teaching English Grammar- Grammar – Translation Method, Direct Method, Audio- Lingual Method

**Unit – IV** Approaches of Teaching English – Structural Approach – Situational Approach – Oral Approach

### BLOCK III: SPOKEN ENGLISH

**Unit – V** The Organs of Speech – Production of Sounds – Description of Vowels – Diphthongs - Consonants - Description of Consonants

**Unit – VI** Phoneme – Syllable – Word Stress – Sentence Stress – Rhythm – Intonation

**Unit – VII** Teaching of English Pronunciation – Objectives – Causes – Reasons – Methods

## **BLOCK IV: ENGLISH LANGUAGE TEACHING STRATEGIES**

- Unit – VIII** Teaching of English Vocabulary – Definitions – Meaning – Procedures
- Unit – IX** Teaching of English Grammar – Characteristics – Objectives – Methods - Principles
- Unit – X** Teaching of Spelling – Importance – Characteristics – Methods – Rules
- Unit – XI** Teaching of Writing – Aspects – Characteristics - Teaching of Composition – Meaning - Characteristics – Objectives – Principles
- Unit – XII** Teaching of English Prose – Definition – Characteristics – Procedures
- Unit – XIII** Teaching of English Poetry – Definition – Importance – Objectives - Procedures
- Unit – XIV** Audio-Visual Aids, Types – Advantages of Audio-Visual Aids

### **References:**

1. Baruah, T.C. *The English Teacher's Handbook*. New Delhi: Sterling Publishers, 1991.
2. Bright, John A., and G.P. McGregor. *Teaching English as a Second Language*. Longmans, 1970.
3. Language Teaching: *A Description and Analysis*. Cambridge: CUP, 1986.
4. Varghese, Paul. *Teaching English as a Second Language*. New Delhi: Sterling Publishers, 1990.
5. Jack C.Richards & Theorde S.Rodgers. *Approaches and Methods in Language Teaching*.
6. Harria David. P *Testing English as Second Language*.
7. Howatt.AP.R.A *A History of English Language Teaching*.
8. Wilkins, D.A.*Notional Syllabus*.
9. Little word, W.T. *Communicative Language Teaching*.



## SIXTH SEMESTER

Course Code	Title of the Course
11262	INDIAN WRITING IN ENGLISH

### Learning objective:

1. To expose students to a wide range of Indian Writing in English.
2. To help students learn the meaning of -Indianness|| through representative works.

### BLOCK I: POETRY

Unit - I	Sir Aurobindo	: The Fear of Life and Death
Unit - II	Rabindranath Tagore	: Where the Mind is Without Fear
Unit - III	Sarojini Naidu	: Love and Death
Unit - IV	Toru Dutt	: Lakshman
Unit - V	Nissim Ezekiel	: Goodbye Party for Miss Pushpa. T.S
Unit - VI	Kamala Das	: A Hot Noon in Malabar

### BLOCK II: PROSE

Unit - VII	Mahatma Gandhi	: Tolstoy and the Youth
Unit - VIII	Sir C.V. Raman	: Water the Elixir of Life
Unit - IX	Jawaharlal Nehru	: Kamala Nehru

### BLOCK III: DRAMA

Unit - X	Mahesh Dattani	: Seven Steps Around Fire
Unit - XI	Vijay Tendulkar	: Silence the Court is in Session
Unit - XII	Chetan Bhagat	: The Three Mistakes of my Life.

### BLOCK IV: FICTION

Unit - XIII	R.K.Narayan	: Sweets for Angels
Unit - XIV	Raja Rao	: Kanthapura

**References:**

1. Hoskote, Ranjit. *Reasons for Belonging: Fourteen Contemporary Indian Poets*. Viking Penguin Books India, New Delhi, 2002.
2. King, Bruce Alvin. *Modern Indian Poetry in English: Revised Edition*. New Delhi: Oxford University Press, 1987.
3. Srikanth, Rajini. *The World Next Door: South Asian American Literature and the Idea of America'*. Asian American History and Culture. Philadelphia: Temple UP, 2004.
4. *Silence the Court is in Session- Vijay Tendulkar* (Macmillan).
5. *Indian Verse in English* by Srinath (Macmillan).
6. *Coolie* by Mulk Raj Anand (any edition).

## SIXTH SEMESTER

Course Code	Title of the Course
11263	WOMEN'S WRITING IN ENGLISH

### Learning objective:

1. To acquaint the students with the works of select women's writers in English.

### BLOCK I: PROSE

- Unit - I** Virginia Woolf - A Room of One's Own  
**Unit - II** Elaine Showalter - Towards a Feminist Poetics

### BLOCK II: POETRY

- Unit - III** Kamala Das - A Hot Noon in Malabar  
**Unit - IV** Sarojini Naidu - The Soul's Prayer  
**Unit - V** E.B. Browning - How do I love thee? Let me count the ways  
**Unit - VI** Sylvia Plath - Daddy  
**Unit - VII** Maya Angelo - Still I Rise

### BLOCK III: DRAMA

- Unit - VIII** Manjula Padmanapan - Harvest  
**Unit - IX** Lorraine Hansberry - A Raisin in the Sun

### BLOCK IV: FICTION

- Unit - X** Margaret Atwood - The Surfacing  
**Unit - XI** Alice Walker - The Colour Purple  
**Unit - XII** Katherine Mansfield - A Cup of Tea  
**Unit - XIII** Geetha Goswami - The Lost Shore  
**Unit - XIV** Alice Munro - Silence

**References:**

1. Blain, Virginia, Isobel Grundy, and Patricia Clements, Eds. *The Feminist Companion to Literature in English*. New Haven and London: Yale UP, 1990.
2. Todd, Janet, ed. *British Women Writers: a critical reference guide*. London: Rutledge, 1989.
3. Lonsdale, Roger ed. *Eighteenth-Century Women Poets*. New York: Oxford University Press, 1989.
4. Blain et al. Todd xv; Spender, Dale, and Janet Todd. *Anthology of British Women Writers*. Harper Collins, 1989.
5. Black, Helen C. *Notable Women Authors of the Day: Biographical Sketches* Glasgow: David Bryce & Son, 1893.

## SIXTH SEMESTER

Course Code	Title of the Course
11264	REMEDIAL ENGLISH GRAMMAR

### Learning objectives:

1. To enable to understand the basic of grammar.
2. To help learners write effective paragraphs and essays.
3. To help students understand how grammatical structures are systematically related to meaning.
4. To give practice in clause analysis.
5. To enable students write correct English.

### BLOCK I: BASCI GRAMMAR

**Unit – I** The Sentence- Parts of Speech- Nouns.

**Unit – II** Adjectives- Comparison of Adjectives- Articles- Pronouns.

**Unit – III** Verbs- Mood and Tense –Non-finite Verbs – Strong and Weak Verbs.

**Unit – IV** Auxiliaries- Anomalous Finites- Adverbs.

**Unit – V** Prepositions – Conjunction- Interjections.

### BLOCK II: SENTENCE PATTERN

**Unit – VI** Simple, Compound, Complex and Compound Complex Sentences – Analysis of Simple Sentences- Clauses- Analysis of Sentences- Synthesis of Sentences – Transformation of Sentences.

**Unit – VII** Direct and Indirect Speech- Punctuation and Capitals.

### BLOCK III: ENRICHING VOCABULARY

**Unit – VIII** Verb Patterns – Structures- Word – Formation.

**Unit – IX** The Use of Prefixes, the Use of Suffixes, Compound Words- Synonyms and Antonyms – Words often Confused – Words with Appropriate Prepositions.

### BLOCK IV: WRITING SKILLS

**Unit – X** Paragraph Writing – Letter Writing.

**Unit - XI** Précis Writing – Expansion of Passages.

**Unit – XII** Essay Writing- Writing Stories from Outlines.

**Unit – XIII** Writing Stories from Outlines.

**Unit – XIV** Concord, Tag Questions.

**References:**

1. Modern English – *A book of Grammar Usage and Composition* by N.Krishnaswamy.
2. *A Remedial English Grammar for Foreign Students* – F.T.Wood – Macmillan India Ltd.
3. Barbara Strong- *Modern English Structure*.
4. *Grammar* – Palmer.

***Bachelor of Arts (History)***

## FIRST SEMESTER

Course Code	Title of the Course
10811 A	Part-I: Tamil Paper - I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு -1 : இசைப்பாடல

கூறு 1

2. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
3. புல்லாங்குழல் கொடுத்த
4. குருவாயூருக்கு வாருங்கள்

கூறு 2

4. கோகுலத்து பசுக்கள்
5. கோகுலத்தில் ஒரு நாள் ராதை
6. ஆயர்பாடி மாளிகையில்

கூறு 3

- பட்டுக்கோட்டை கல்யாண சுந்தரம்
3. நெஞ்சில் குடியிருக்கும்
4. செய்யும் தொழிலே தெய்வம்

கூறு 4

2. பாரதியார்
- கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

### பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

4. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
5. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு
6. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

4. வல்லிக் கண்ணன் - வெறும் புகழ்
5. கு.ப.இராஜகோபாலன் - எதற்காக?
6. மீரா - பதினைந்து

கூறு 7

3. சிற்பி - சர்ப்ப யாகம்
4. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8

3. அப்துல் ரகுமான் - கண்ணும் எழுதேம்
4. சண்முக சுப்பையா - வயிறு

### பிரிவு - 3 : காப்பியம்

கூறு 9

3. சிலப்பதிகாரம் - வழக்குரை காதை
4. கம்பராமாயணம் - அயோத்தியா காண்டம்



பிரிவு - 4 : காப்பியம்

கூறு 10

2. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
19. இன்னவாயில்  
20. கொழுந்தறும்  
21. பஞ்சு அரங்கில்

கூறு 12

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
22. எண்ணுளே  
23. ஒண்தலங்கள்  
24. இரவியேந்த கஞ்சக்

கூறு 13

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
25. கன்னியாயதாயும்  
26. ஏந்தி ஓங்கு உளத்து  
27. ஆவ தேமுனர்  
28. கொல்லும் வேலொடும்

கூறு 14

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
29. என்ற வாசகம்  
30. அம்பினால்  
31. வேண்டும் ஓர் வினை

**FIRST SEMESTER**

Course Code	Title of the Course
10811B	<b>PART-I : COMMUNICATION SKILLS - I</b>

**Learning objectives:**

3. To make students to understand the basic skills of Communication.
4. To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout – Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV**    Group Discussion–Quality of Content-Participation–Logical  
Presentation –Behavioural Skills

***References:***

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and Influence People, 1981.
5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.

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APPENDIX C

**PART-II : ENGLISH PAPER SYLLABI**

***FIRST SEMESTER***

Course Code	Title of the Course
10812	PART-II : ENGLISH PAPER - I

**Learning objective:**

- To make the students master the different topics prescribed in the Prose, Grammar and Composition.

***BLOCK I: PROSE I***

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

***BLOCK II: PROSE II***

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

***BLOCK III: DEVELOPING GRAMMATICAL SKILLS***

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition-Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences-Active and passive voice.

***BLOCK IV: DEVELOPING WRITING SKILLS***

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

***References:***

- Sebastian D K, *Prose for the Young Reader*, Macmillan.
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

## SEMESTER - I

Course Code	Title of the Course
10813	HISTORY OF INDIA (Beginning to 1707 A.D.)

### Course Objectives:

- To able to understand the Geographical features and ancient Indian History.
- To understand the religion and decline the Empire.
- To know the foreign invasion to India and the Vijayanagar dynasty.
- To learn the Mughal ruler and Maratha Shivaji growth.

### *Course Outcome:*

- Acquired the knowledge from the sources in TamilNadu.
- Analysis the religious policy and know the important in Mughal period.
- Estimate the foreign invasion and the achievement of Vijayanagar rulers.
- Rethink of the Mughal origin, Art and Architectures, Marathas administration.

### ***BLOCK I: GEOGRAPICAL FEATURES AND INDUS CIVILIZATION***

#### ***UNIT- I***

Geographical features –Impact of geography on Indian History.

#### ***UNIT- II***

Races –Languages – UNITY and Diversity.

#### ***UNIT- III***

Sources of ancient Indian History- Indus Valley and Later Vedic Civilization.

### ***BLOCK II: RISE OF NEW RELIGIONS AND ASOKA'S CONTRIBUTION***

#### ***UNIT- IV***

Rise of Buddhism and Jainism

#### ***UNIT- V***

The doctrines –Progress and decline –Asoka great.

### ***BLOCK III: THE GOLDEN AGE OF GUPTAS – PUSHYABHUSI DYNASTY(VARDHA DYNASTY)***

#### ***UNIT- VI***

Samtra Gupta-His carrier and achievements - The administration under the Guptas-Social and economic condition-The golden age.

#### ***UNIT- VII***

The decline –HarshaVardhana –His achievement-Social and economic condition under his rule-Estimate.

### ***BLOCK IV: THE FOREIGN INVASION AND ESTIMATE OF DELHI SULTANATE***

#### ***UNIT- VIII***

The foreign invasion –Arab conquest of sind –Mahmud of Ghazni– Mahmud of Ghor- Establishment of the Delhi Sultanate –Kutbuddin Aibak.

**UNIT- IX**

Alauddin Khilji –Mohamed –Bin Tuqlag –Ibrahim Lodi –Administration –Dovisl and economic condition –Downfall –Bhakthi movement.

**BLOCK V: ORIGIN OF VIJAYANAGAR – MUGHAL EMPIRE AND MARATHA RULARS**

**UNIT- X**

Vijayanagar Empire –Origin –Krishnadevaraya –Achievements - The battle of Talaiakotta- Administration –Art and Architecture –Social and economic condition.

**UNIT- XI**

The establishment of Mughal rule – Babur.

**UNIT- XII**

Sher shah –Akbar –Shahjajan –Aurangazeb-Administration

**UNIT- XIII**

Mughals –Religious condition-Art and literature –Social and economic condition.

**UNIT- XIV**

Downfall of the Mughal empire –The Marathas –Shivaji-carrier and achievements.

**MAPS**

1. Sites of the Indus Valley civilization.
2. Asoka's Empire
3. The Gupta Empire
4. Harshna's Empire
5. Akbar \_s Empire

**Reference Books:**

1. SathianathaIyer R, Political & Cultural History of India (Volumes I and II)
2. NilakandaSastriKA, Advanced history of India.
3. IswariPrasad, A Short History of Muslim Rule in India.
4. Mahajan VD, Ancient India.

Course Code	Title of the Course
10814	PRINCIPLES OF ECONOMICS

**Course Objectives:**

- To able to understand the introduction of Economics, laws, methods and analysis.
- To understand the competition, consumption demand, supply and consumers..
- To know the market system, monopoly and oligopoly
- To learn the wages, trades theorists of interest and profits growth.

**Course Outcome**

- Acquired the knowledge from the economic policies
- Analysis the distribution policy and know the supply of goods

**BLOCK I: NATURE DEFINITION AND UTILITY OF ECONOMICS**

**UNIT- I**

Introduction –Nature and scope of economics

**UNIT- II**

Definition of economic-Economics laws-Methods of economic analysis.

**UNIT- III**

Consumption –Utility –Law of diminishing marginal utility –Equimarginal utility.

**BLOCK II: DEMAND, PRODUCTION AND POPULATION THEORIES**

**UNIT- IV**

Demand –law of demand Elasticity of demand –Indifference curve analysis -Consumer's surplus.

**UNIT- V**

Production –Factors of production –Laws of returns.

**UNIT- VI**

Theories of population

**BLOCK III: OPTIMUM THEORIES LAW OF SUPPLY**

**UNIT- VII**

Malthusian and optimum theories.

**UNIT- VIII**

Division of labour –Capital formation-functions of an entrepreneur.

**UNIT- IX**

Internal and External economics –Cost of production –Average and marginal cost.

**BLOCK IV: TIME MANAGEMENT AND THEORIES OF WAGES AND DISTRIBUTION**

**UNIT- X**

Exchange (Theory of pricing)-Market average revenue and marginal revenue – Law of supply.

***UNIT- XI***

Marshall's time analysis –perfect competition –Price determination –monopoly.

***UNIT- XII***

Discriminating monopoly –Monopolistic competition –Selling cost –Oligopoly.

***UNIT- XIII***

Distribution (Theory of Factor Pricing) –Marginal productivity theory of distribution.

***UNIT- XIV***

Rircadian theory of rent –Quasi rent –Theories of wages –Trade union and wages-  
Theories of interest –Theories of profit.

**Reference Books:**

1. DeweltKK,Modern Economic Theory.
2. Sundram KPM ,Principles of Economics
3. Dr.Sankaran, Economics
4. Watson ,Price and its applications.



## SECOND SEMESTER

Course Code	Title of the Course
10821A	Part-I: Tamil Paper - II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

32. சொல் தவிர்ந்த
33. அன்னை
34. அஞ்சுவார்
35. சொல்லக் கேட்டனள்
36. மற்றசெய்கை
37. மண்கனியப்
38. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

39. பொய் பொதுளும்
40. இன்பு அருந்தி
41. வழுதாயின இன்பு
42. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

43. மண்ணோர்கள்
44. பொய்யா விதியோய்
45. விடியா இருள்
46. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

5. முதலெழுத்துகள், சார்பெழுத்துகள்
6. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

7. ஒற்றெழுத்து மிகலும் மிகாமையும்,



## SECOND SEMESTER

Course Code	Title of the Course
10811B	PART-I : COMMUNICATION SKILLS - II

### Learning objectives:

1. To make students understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

### ***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

**Unit – I** Code and Content of Communication Skills

**Unit– II** Stimulus and Response of Communication Skills

### ***BLOCK II: SPEAKING SKILLS***

**Unit – III** Effective Speaking Guidelines

**Unit – IV** Pronunciation Etiquette of Communication Skills

**Unit – V** Phonetics in Communication Skills

### ***BLOCK III: LANGUAGE SKILLS***

**Unit – VI** A self Assessment of Communicating Soft Skills

**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities

**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills

**Unit – IX** Conversation Skills –Modes

**Unit – X** Presentation Skills - Preparing –Planning-Presentation

### ***BLOCK IV: WRITING SKILLS***

**Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph

**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing

**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing –  
Letters, Proposals, Resume

**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters-  
Interviewing skills

***References:***

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books, 1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

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## **SECOND SEMESTER**

Course Code	Title of the Course
10822	<b>PART-II : ENGLISH PAPER - II</b>

### **Learning objective:**

2. To make the students master the different topics prescribed in the Poetry and Language use Sections.

### **BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge  
-William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

### **BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

### **BLOCK III: DRAMA**

**Unit – X** Shakespeare : The Merchant of Venice

### **BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

### **References:**

1. *The Golden Quill*, P.K. Seshadri, Macmillan.
2. *The Merchant of Venice*, Shakespeare. (Any overseas edition).
3. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
10823	HISTORY OF INDIA (From 1707 to 1947 A.D.)

**Course Objectives:**

- To able to understand the Later Mughal, Marathas, Third Battle of Panipat and Europeans growths.
- To understand the revolt of 1857, freedom struggle and Home rule movement.

**Course Outcome:**

- Acquired the knowledge from British rule and advantages of Indian unification administration.
- Analysis the Independence movements and struggle in freedom, Gandhiji and other leaders roles.

**BLOCK I: LATER MUGHALS AND ADVENT OF THE EUROPEANS**

**UNIT - I**

Later Mughal – Maratha confederacy–Rise of Maratha power –Third battle of Panipat.

**UNIT- II**

The advent of the Europeans- the Portuguese –The Dutch –The French –The English.

**UNIT- III**

The Anglo –French rivalry in the Carnatic –The rise of British power.

**BLOCK II: GOVERNER GENERALS OF INDIA IN 1757 TO 1857**

**UNIT- IV**

Robert Clive -the administration, Warren Hastings –Lord Cornwallis.

**UNIT- V**

Wellesley – Lord Hastings –Lord William Bentinck –Lord Dalhousie.

**UNIT- VI**

The revolt of 1857- the causes and results-the first phase of freedom struggle.

**BLOCK III: THE FIRST PHASE OF INDIAN NATIONAL CONGRESS 1885 – 1919 AND SOME PERSONALITIES IN INDIA**

**UNIT- VII**

The Indian National Congress –the moderates-the rise of extremists.

**UNIT- VIII**

The partition of Bengal – the home rule movement –some personalities.

**UNIT- IX**

Tilak, Gokale, Lajpat Raj, V.O.Chidambaram –Impact of first world war.

**BLOCK IV: THE SECOND PHASE OF INDIAN NATIONAL MOVEMENT (1919 – 1947)**

**UNIT- X**

The second phase –Jallianwalabag tragedy –Noncooperation movement.

**UNIT- XI**

The Swarajist part – The Civil disobedience movement –The Second World War.

**UNIT- XII**

The Quite India movement –The partition and Independence –some personalities.Motilal Nehru, Mohamed Ali Jinna, Jawaharlal Nehru,Gandhiji, and Rajaji.

**BLOCK V: SOCIAL AND ADMINISTRATIVE REFORMS UNDER THE BRITISH RULE**

**UNIT- XIII**

Social reforms under the British –Economic condition of the people-religious and social conditions.

**UNIT- XIV**

Development of education –Growth of Local Self –government of education.

**MAPS**

1. Early European Settlements
2. Centers of 1857 Revolt
3. India at the time of Independence
4. India after Independence

**REFERENCE BOOKS**

1. SathinathaIyer, Political & Cultural History of India (Volumes II and III)
2. Roberts ,PE.British India
3. 3.MajumdarRC,Advanced History of India.
4. 4.Srivastava,The Mughal Empire.
5. 5.Rajayya,K. History of FreedomStruggle.

Course Code	Title of the Course
10824	HISTORY OF EUROPE (From 1453 to 1789 A.D.)

**Course Objectives:**

- To able to understand the Renaissance in Europe and the reformation in Germany growths.
- To understand the France, Poland, Russia war and politics.

**Course Outcome**

- Acquired the knowledge from the Europe and other countries.
- Analysis the Independence movements and struggle in freedom roles.

**BLOCK I: MARITIME AND DISCOVERIES OF THE 15<sup>TH</sup> AND 16<sup>TH</sup> CENTURIES**

**UNIT- I**

Europe at the end of the middle ages.

**UNIT- II**

Renaissance in Europe-Results-Maritime and discoveries of the 15<sup>th</sup> and 16<sup>th</sup> centuries.

**UNIT- III**

Indian wars-Holy Roman Emperor-Charles V-Carrer and achievements.

**BLOCK II: HOLY ROMAN EMPERORS AND DEFORMATION**

**UNIT- IV**

The reformation in Germany-Other countries.

**UNIT- V**

The counter Reformation-Effects-Philip II of Spain.

**UNIT- VI**

Internal and foreign policies-Dutch war of Independence-Divide of Spain.

**BLOCK III: REFORMS OF HENRY IV AND LOUIS XIII**

**UNIT- VII**

France under Henry IV-Reforms.

**UNIT- VIII**

Louis XIII-The Thirty Year's War-Treatise of Westphalia.

**UNIT- IX**

Rise of Russia-Peter, the Great – Catherine.

**UNIT- X**

II Partition of Poland-Russia's war.



***BLOCK IV: STATUS OF PRUSSIA AND AUSTRIA IN THE PERIOD OF FRENCH REVOLUTION***

***UNIT- XI***

Turkey-Louis XIV-Domestic and foreign policies.

***UNIT- XII***

Rise of Prussia-Frederick, The Great – His wars-Maria Theresa.

***UNIT- XIII***

War of Austrian Succession-Diplomatic revolution.

***UNIT- XIV***

The seven years war-Joseph II of Austria-Louis XV and Louis XVI-French revolution- Causes-Courses and results.

***Reference Books***

1. Grant AJ, History of Europe.
2. Fisher HAL, History of Europe.
3. Hayes and Moon, Ancient and Medieval History.
4. Soputh Gate, A Text book of Modern European History.

**Bachelor of Arts (History)**  
**THIRD SEMESTER**

Course Code	Title of the Course
10831A	Part-I: Tamil Paper - III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு 1: இலக்கியம் - 1**

கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

**பிரிவு 2: இலக்கியம் - 2**

கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5

பெருவழுதியார் - பா. எண். 55

பெருங்கௌசிகனார் - பா. எண். 139

கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214

உலோச்சனார் - பா. எண் 249

கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

**பிரிவு 3: பதினெண்கீழ்க்கணக்கு**

கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),

அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

**பிரிவு 4: நாடகம் - புதினம்**

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

### THIRD SEMESTER

Course Code	Title of the Course
10831 B	PART-I : HUMAN SKILLS DEVELOPMENT - I

#### Learning objective:

2. To Make the Students develop human skills.

#### **BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-  
Features- Interpersonal Behaviour

#### **BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors  
influencing personality, Ways of developing personality -  
Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy-Self-  
acceptance-Meaning-Importance - Etiquette-Meaning-Etiquettes in  
using mobile, telephones-Dais Etiquette

#### **BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive  
Negotiation

#### **BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of  
change Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts-Meaning-  
Types- Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress -  
Anger- Meaning-Causes-Consequences-Anger Management

#### **References:**

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

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**THIRD SEMESTER**

Course Code	Title of the Course
10832	PART-II : ENGLISH PAPER - III

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

**BLOCK I: SHORT STORIES**

<b>Unit – I</b>	A Hero	- R.K. Narayanan
<b>Unit – II</b>	The Diamond Necklace	- Guy de Maupassant
<b>Unit – III</b>	The Verger	- Somerset Maugham
<b>Unit – IV</b>	The Postmaster	- Rabindranath Tagore

**BLOCK II: ONE ACT PLAYS - I**

<b>Unit – V</b>	The Proposal	- Anton Chekhov
<b>Unit – VI</b>	The Boy Comes Home	- A.A. Milne
<b>Unit – VII</b>	The Silver Idol	- James R. Waugh
<b>Unit – VIII</b>	Progress	- St. John Ervine

**BLOCK III: ONE ACT PLAYS - II**

<b>Unit – IX</b>	The Pie and the Tart	- Hume Chesterman
<b>Unit – X</b>	Reunion	- W.st. Joh Tayleur
<b>Unit – XI</b>	A kind of Justice	- Margaret Wood
<b>Unit – XII</b>	The Refugee	- Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

<b>Unit – XIII</b>	Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb
<b>Unit – XIV</b>	Agenda- Minutes- Notice- Descriptive Writing

**References:**

- Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
- Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
- English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.

Course Code	Title of the Course
10833	HISTORY OF EUROPE (From 1789 to 1945 A.D.)

***Course Objectives:***

- To able to understand the Napoleon Bonaparte, Civil administration Wars, Continental system-Failure, The Congress of Vienna and Revolutions of 1830 and 1848-NapoleonIII.
- To understand the Unification of Germany-Bismarck and The Greek War of Independence.

***Course Outcome***

- Acquired the knowledge from the Nation's France, Germany, Greek and Europe.
- Analysis the national movements and struggle in freedom and other leaders roles.

***BLOCK I: REFORMS OF NAPOLEON BONAPART TO NAPOLEON III***

***UNIT- I***

Napoleon Bonaparte-Civil administration-Wars-Continental system-Failure-The Congress of Vienna.

***UNIT - II***

The Holy alliance-Concrete of Europe-Revolutions of 1830 and 1848-Napoleon III- Achievements-National movement in Europe.

***UNIT - III***

Unification of Italy-Unification of Germany-Bismarck-Carrier and achievements.

***BLOCK II: WARS OF GREEK INDEPENDENCE, EGYPTIAN, C RIMEAN AND BALKAN WARS***

***UNIT- IV***

The eastern question – The Greek War of Independence.

***UNIT- V***

The Turko-Egyptian War.

***UNIT- VI***

The Crimean War-The Russo-Turkish War-The Young Turk Movement.

***BLOCK III: THE FIRST WORLD WAR, LEAGUE OF NATIONS***

***UNIT- VII***

The Balkan Wars-The First World War-Causes – Course- Results.

***UNIT- VIII***

The Paris Conference – The Peace Treaties – The 14 principles of Woodrow Wilson.

***UNIT- IX***

The Russian Revolution of 1917-Causes-Courses-Results-Lenin.

**UNIT- X**

The League of Nations-Structure-Functions-Achievements-Failure.

**BLOCK IV: THE RISE OF NAZISM, FASCISM AND THE SECOND WORLD WAR AND ITS RESULTS**

**UNIT- XI**

The rise of Nazism in Germany-The rise of Fascism in Italy-Rome-Berlin-Tokyo axis.

**UNIT- XII**

The Second World War.

**UNIT - XIII**

Causes – Courses – Results – Peace Settlement.

**UNIT- XIV**

The U.N.O.-Organizational aspects-Achievements and failure.

**Reference Books**

1. Giant AJ, History of Europe.
2. South Gate, A Textbook of Modern European History.
3. Ketelby C.D.H. History of Modern European from 1789.

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Course Code	Title of the Course
10834	CONTEMPORARY POLITICAL SYSTEMS

***Course Objectives:***

- To able to understand the Constitution Classification of the constitution and types
- To understand the Presidential, Quasi Presidential, Council form-Assembly form.

***Course Outcome***

- Acquired the knowledge from constitution classification types of administration.
- Analysis the Government systems and Parliamentary, Assembly formation and Legislators roles.

***BLOCK I: KINDA OF CONSTITUTION***

***UNIT - I***

Constitution-Classification of the constitution

***UNIT- II***

Written – Unwritten Rigid.

***UNIT- III***

Flexible-Typology of Governments: Parliamentary.

***UNIT- IV***

Presidential-Quasi Presidential-Council form-Assembly form.

***BLOCK II: PRESIDENTIAL OF U.S.A & U.K***

***UNIT- V***

Legislators of U.K.

***UNIT- VI***

Legislators of U.S.A. - France and Switzerland

***UNIT- VII***

Executives of U.K.

***BLOCK III: EXECUTIVE SYSTEM OF USA & UK***

***UNIT- VIII***

Executives of U.S.A. France and Switzerland

***UNIT- IX***

Judiciary of U.K.

***BLOCK IV: JUDICIARY SYSTEM AND POLITICAL PARTIES***

***UNIT- X***

Judiciary of U.S.A. – France and Switzerland

***UNIT- XI***

Political parties-Pressure.

***UNIT- XII***

Groups-Direct Democracy

***UNIT- XIII***

Representation Democracy.

***UNIT- XIV***

Merits and Demerits

**Reference Books**

1. Jhari JC, Comparative Government and Politics.
2. BlondelS.Comparative Government.



## FOURTH SEMESTER

Course Code	Title of the Course
10841A	Part-I: Tamil Paper - IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறாஉ

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

## FOURTH SEMESTER

Course Code	Title of the Course
10841 B	<b>PART-I : HUMAN SKILLS DEVELOPMENT - II</b>

### Learning objective:

2. To Make the Students develop human skills.

#### **BLOCK I: GUIDANCE AND COUNSELLING**

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

#### **BLOCK II: TECHNICAL SKILLS**

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

#### **BLOCK III: UNDERSTANDING SKILLS**

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

#### **BLOCK IV: SOCIETY BASED SKILLS**

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

### **References:**

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

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## **FOURTH SEMESTER**

Course Code	Title of the Course
10842	<b>PART-II : ENGLISH PAPER - IV</b>

### **Learning objective:**

2. To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, and Tales from Shakespeare, Biographies, Grammar and Composition.

### **BLOCK I: SHORT STORIES**

<b>Unit – I</b>	Lalajee	- Jim Corbett
<b>Unit – II</b>	A Day's Wait	- Hemmingway
<b>Unit – III</b>	Two old Men	- Leo Tolstoy
<b>Unit –IV</b>	Little Girls wiser than	- Men Tolstoy
<b>Unit – V</b>	Boy who wanted more Cheese	- William Elliot Griffir

### **BLOCK II: DRAMA AND FICTION**

<b>Unit – VI</b>	Pygmalion	- G.B. Shaw
<b>Unit – VII</b>	Swami and Friends	- R.K. Narayanan

### **BLOCK III: SHAKESPEARE**

<b>Unit – VIII</b>	- The Merchant of Venice
<b>Unit – IX</b>	- Romeo and Juliet
<b>Unit – X</b>	- The Winter's Tale

### **BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

<b>Unit – XI</b>	- Martin-Luther king	- R.N. Roy
<b>Unit – XII</b>	- Nehru	- A.J. Toynbee
<b>Unit – XIII</b>	- Concord- Phrases and Clauses-Question Tag	
<b>Unit – XIV</b>	- Expansion of Proverbs	
	- Group Discussion	
	- Conversation (Apologizing, Requesting, Thanking )	

### **References:**

1. *Sizzlers*, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
2. *Pygmalion* – G.B. Shaw
3. *Swami and Friends* – R.K. Narayan
4. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
5. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

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Course Code	Title of the Course
10843	CONTEMPORARY INDIA SINCE 1947 A.D.

**Course Objectives:**

- To able to understand the eve of independence.partition, integration and reorganization.
- To understand the internal and external policy, nationalized the banks and Pakistan war.
- To know theemergency, blue star operation, Janata party rule and Mandal commission.
- To learn the Globalization, Privatization, Liberalization and human rights to the society.

**Course Outcome:**

- Acquired the knowledge from India development after the independence and foreign policy.
- Analysis the Independence and important activities in all the parts of the country effects and results.

**BLOCK I: INTEGRATION OF INDIAN STATES AND FOREIGN POLICY**

**UNIT - I**

India on the eve of Independence - Partition of India – Integration of Indian States – Sardar Vallabai Patel.

**UNIT- II**

Features of the Indian Constitution – Reorganization of States on Linguistic basis – Foreign policy of India.

**UNIT- III**

Nehru Era – Internal and External policy – LalBahadurShastri – India- Pakistan war of 1968.

**BLOCK II: PRIME MINISTER OF INDIA AND THEIR ACHIEVEMENTS**

**UNIT- IV**

Indira Gandhi – Nationalisation of Banks – India – Pakistan war of 1971 – Declaration of Emergency.

**UNIT- V**

Janata Party and Moraji Desai - Charansingh – Election of 1980 – Blue-star Operation.

**UNIT- VI**

Rajiv Gandhi – Internal and External Reforms – V.P.Singh and Mandal Commission.

**BLOCK III: ADMINISTRATION OF NARASHIMHAROO VAJPAYEE AND MANMOHAN SINGH**

**UNIT- VII**

Administration of Narashimharao – Globalisation- Privatesation – Liberalisation.

**UNIT- VIII**

Emergence of BJP – A.B.Vajpayee and his developmental programmes.

**UNIT- IX**

Manmohan Singh and his Administrative Reforms – NarendraModi and his progressive Reforms.

**BLOCK IV: PLANNING COMMISSION DEVELOPMENT**

**UNIT- X**

Planning Commission – Five Year Plans-Industrial Development.

**UNIT- XI**

Development of Science and Technology – Green Revolution – White Revolution.

**UNIT- XII**

Blue Revolution – Nuclear Research – Space Research – Information Technology.

**BLOCK V: INDIAN SPACE RESEARCH AND SOCIAL CHALLENGES**

**UNIT- XIII**

Contemporary Challenges – Communalism – Terrorism – Liberalization – Privatization.

**UNIT- XIV**

Globalization – Human Rights violations – Environmental Threats – impact on the society.

**Reference Books**

- |                   |   |   |
|-------------------|---|---|
| 1. Appadurai, A.  | - | India : Studies in Social and Political Development |
| 2. Deshmukh, C.D, | - | Economic Development of India, 1946-56              |
| 3. Ghai . U.R.    | - | Foreign Policy of India.                            |
| 4. KuldipNayar    | - | India After Nehru.                                  |
| 5. Bipan Chandra  | - | India Since Independence.                           |

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Course Code	Title of the Course
10844	HISTORY OF SCIENCE AND TECHNOLOGY

**Course Objectives:**

- To able to understand the origin of science and technology in ancient period and the position
- To understand the other nations are in the field and scientific progress and the modern science.

**Course Outcome**

- Acquired the knowledge from British rule and advantages of Indian unification administration.
- Analysis the Independence movements and struggle in freedom, Gandhiji and other leaders roles.

**BLOCK I: ANCIENT AND MEDIEVAL SCIENCE AND TECHNOLOGY – A SURVEY**

**UNIT- I**

Origin of Science and Technology in Ancient Period – Science and Technology in Greece – Pythagoras – Hippocrates – Plato and Aristotle.

**UNIT - II**

Science and Technology in Rome – Galen and Ptolemy – Arab Science - Avicenna.

**UNIT- III**

Legacy of Indian Science – Aryabhata and Varahamihira and Bhaskara – Science and Technology in China.

**BLOCK II: BIRTH OF MODERN SCIENCE AND TECHNOLOGY IN EUROPE (15<sup>TH</sup> AND 16<sup>TH</sup> CENTURIES)**

**UNIT- IV**

Scientific Progress in Medieval Europe – Roger Bacon - Birth of Modern science – Renaissance Scientists – Copernicus – Kepler.

**UNIT- V**

Galileo –Gutenberg – Foundation of Scientific Academies – IssacNewon – William Harvey.

**UNIT- VI**

Science and Technology in 18<sup>th</sup> and 19<sup>th</sup> Century – Progress of Science – Charles Darwin – Michael Faraday – James Clerk Maxwell.

**BLOCK III: SCIENCE AND TECHNOLOGY IN THE 17<sup>TH</sup> AND 18<sup>TH</sup> CENTURIES**

**UNIT- VII**

Dalton – Mandeleev – James Simpson – Edward Jenner – Louis Pasteur.

**UNIT- VIII**

Sigmend Freud - Progress in Technology – Textile and Transport Industry – James Watt - Steam Engine.

**UNIT- IX**

Modern Chemical Industry – Dynamite – Telephone – Telegraphs – Thomas Alva Edison – Electric Lamp.

**BLOCK IV: SCIENCE AND TECHNOLOGY IN THE 19<sup>TH</sup> AND 20<sup>TH</sup> CENTURIES**

**UNIT- X**

Science and Technology in the 20<sup>th</sup> Century – Albert Einstein –Roentgen – Marie Curie – Rutherford – Atom Bomb.

**UNIT- XI**

Hydrogen Bomb and Atomic Energy - Radio – Radar – Television – Computer – Internet - Email – Wifi – ad their multipurpose use.

**UNIT- XII**

Progress of Science and Technology in Modern India – Progress in Astronomy – space Research – Atomic Energy Commission – DRDO.

**BLOCK V: PROGRESS OF SCIENCE AND TECHNOLOGY IN MODERN INDIA**

**UNIT- XIII**

Pioneers in Modern Science in India - J.C.Bose – P.C.Ray - SrinivasaRamanujam – C.V.Raman.

**UNIT- XIV**

Homi Jahangir Bhaba – Hargobind Khorana – S.Chandrasekar – VikramSarabai – A.P.J. Abdul Kalam – Chandrayan and Mangalyan projects.

**Reference Books**

1. Varghese Jeyaraj.S - History of Science andTechnology.
2. Venkataraman.R. - History of Science andTechnology.
3. Kalpana, - Science and Technology in India.
4. Kawrebce.M.Levin(ed) - The Book of Popular Science.
5. Bernal. J.D. - Science in History Vol. 1, Vol. II, Vol.III, Vol.IV,
6. Vairavel.N - History of Science and Technology(Tamil)

Course Code	Title of the Course
10851	HISTORY OF TAMIL NADU (Beginning to 1947 to AD)

**Course Objectives:**

- To able to understand the sources of study in sangam age and condition of the people.
- To understand the ruled from many kings and the contribution of art architectures to the society.

**Course Outcome**

- Acquired the knowledge from the sources and reflects the king admirations
- Analysis the Independence movements and struggle in TamilNadu and other leaders roles.
- Estimate the development and involvement of the leader's participation of independence in India.

**BLOCK I: SOURCES AND RACES OF TAMILNADU**

**UNIT - I**

Sources for the study of Tamil Nadu – Sangam age.

**UNIT- II**

Social and economic conditions – Religion.

**UNIT- III**

The Kalabhras – The early Pandyas.

**BLOCK II: THE IMPERIAL CHOLAS AND THEIR ACHIEVEMENTS**

**UNIT- IV**

The imperial Cholas-Raja Raja I – Rajendra I – Achievements.

**UNIT- V**

Administration – Development of Art and Architecture-Chalukya-Cholas-Kulothunga I – Kulothunga III – Achievements – Development of Literature.

**UNIT- VI**

The later Pandyas.

**BLOCK III: SOCIAL AND ECONOMIC CONDITION OF MADURAI SULTANATE AND LATER PANDYAS**

**UNIT- VII**

Muslim invasion.

**UNIT- VIII**

Madurai Sultanate - Social and economic condition.

**BLOCK IV: NAYAKS OF MADURAI, SENJI AND TANJORE**

**UNIT- IX**

The Nayaks-the Nayaks of Madurai.



**UNIT- X**

Senji and Tanjore – Administration of palayam.

**BLOCK V: THE ADVENT OF EUROPEANS AND THE ANGLO – FRENCH RIVALRY**

**UNIT- XI**

The beginning of European influence – The Portuguese – The Dutch – The Danes – The English – The French – The Anglo – French rivalry – Anglo Mysore wars.

**UNIT- XII**

The administration of the Nawabs – The Anti-British rebellions – The Poligar rebellion  
VerapandyaKattapomman – The South Indian rebellion – Causes – Courses-Results – The  
Vellore Mutiny.

**BLOCK VI: POLITICAL PARTIES AND FREEDON STRUGGLE**

**UNIT- XIII**

The British Administration – The introduction of English education – The development of  
Tamil – The rise of political parties – The rise and fail on the Justice party – The self  
respect movement.

**UNIT- XIV**

The role of Tamil Nadu in freedom struggle – The early phase – V.O.C.  
SubramanniaBharathi–Vanchinathan – Subramania Siva – The later phase – Rajaji,  
Sathiamurthy, Kamaraj.

**Reference Books**

1. Subramanina N. History of Tamil Nadu.
2. Rajayyar K. History of Tamil Nadu.
3. SathyanathaIyer, History of the Nayaks of Madurai.

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Course Code	Title of the Course
10852	HISTORY OF RUSSIA (FROM 1800 TO 1970 A.D.)

*Course Objectives:*

- To able to understand the Condition of Russia in the 17<sup>th</sup> Century, The early Romanovs and Peter the Great
- To understand the Domestic Policy, Foreign Policy, Crimean War and Congress of Berlin

*Course Outcome*

- Acquired the knowledge from Russia and the Romanos, holy alliance and Nicholes roles.
- Analysis the Independence movements and struggle in freedom and other leaders roles.

**BLOCK I: THE CONDITION OF RUSSIA IN THE 17<sup>TH</sup> CENTURY AND EARLY ROMANAVS**

**UNIT- I**

The Condition of Russia in the 17<sup>th</sup> Century – The early Romanovs - Peter the Great( 1682 - 1725)

**UNIT - II**

Domestic Policy – Foreign Policy- Catherine II (1762-95) Domestic Policy – Foreign Policy.

**UNIT - III**

Alexander I (1801-25) –Internal Reforms – Foreign Policy- Holy Alliance.

**BLOCK II: REFORMS TO NICHOLAS I – NICHOLAS II**

**UNIT - IV**

Nicholas I (1825-55) - Domestic Policy – Foreign Policy- Crimean War.

**UNIT - V**

Alexander II(1855-81) Internal Reforms – Emancipation of Serfs – Foreign Policy –Congress of

Berlin.

**UNIT - VI**

Alexander III(1881-94) – Domestic Policy – Foreign Policy – Nicholas II (1894-1917).

**BLOCK III: THE REVALUATIONS OF 1905 &1917**

**UNIT - VII**

Domestic Policy – the Revolution of 1905 – Foreign Policy – Russo – Japanse War 1904-05.

## **UNIT - VIII**

The Russian Revolution of 1917- Causes – Course and Results .

## **UNIT - IX**

Russia under Lenin – the Civil War – War Communism – the New Economic Policy.

## **BLOCK IV: FIVE YEAR PLANS AND USSR**

### **UNIT - X**

Russia under Stalin – Five Year Plans – The Constitution of 1936.

### **UNIT - XI**

USSR and the II World War – Foreign Policy of USSR between 1945 and 1953.

### **UNIT - XII**

Domestic and Foreign Policy of Russia 1953 -1991- Policy under Malenkov.

## **BLOCK V: KURUSHEHEV AND COLDWAR**

### **UNIT - XIII**

Bulgarian and Khrushchev –Policy under Breznev and Gorbachev.

### **UNIT - XIV**

End of Cold War – Disintegration of the USSR.

#### **Book for Reference:**

1. Majumdar R.K. &Srivastava.A.N. – History of Russia and USSR.
2. Srivastava L.S.&Joshi.V.P – International Relations(from 1914 to present day)
3. Mahajan V.D. – International Relations
4. Mahajan V.D. – History of Modern Europe since 1789.
5. Devanesan .A – History of Russia (Tamil)

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Course Code	Title of the Course
10853	INTERNATIONAL RELATIONS (From 1914 A.D. Till Present)

**Course Objectives:**

- To able to understand the causes of First World War and treaties', League of nations roles.
- To know the Second World War and after the position the nations and its relation.
- To learn the organization and the role of peaceful coordination agencies through the era.

**Course Outcome:**

- Acquired the knowledge reasons the wars and loses and crisis of enmity in the world.
- Analysis the Rise of Fascism in Italy and other nation's foreign policy, established nationalism.

**BLOCK I: THE FIRST WORLD WAR AND PEACE TREATIES**

**UNIT - I**

The First World War – Causes – Courses and Results – Peace treaties.

**UNIT - II**

Treaty of Versailles and other treaties.

**UNIT - III**

League of Nations.

**BLOCK II: PERIOD BETWEEN I & II WORLD WAR**

**UNIT - IV**

Wilson's fourteen points – Security and disarmament – Locorno-KellogBriant Pact.

**UNIT - V**

German revival – Rise of Hitler.

**UNIT - VI**

Rise of Fascism in Italy – British foreign policy – Russian foreign policy.

**BLOCK III: RISE OF JAPAN AND CHINA**

**UNIT - VII**

U.S., Foreign policy – Rise of Japan – Rise of Chienese nationalism.

**UNIT - VIII**

Rome – Berlin – Tokyo Axis.

**UNIT - IX**

The middle east nationalism

**BLOCK IV: THE SECOND WORLD WAR AND ITS IMPACT**

**UNIT - X**

Zionism and the Arab – The second World war.

**UNIT - XI**

Causes – course and results – U.N.O. – organs-specialized agencies.

**BLOCK V: COLDWAR AND DISARMAMENT**

**UNIT - XII**

Cold war – NATO – SEATO – CEATO – Relations between U.S. and U.S.S.R.

**UNIT - XIII**

The awakening of Asia – The awakening of Africa – The common wealth of nations – India's foreign

policy – Post-war Disarmament problem – Sino-Soviet Cold War.

**UNIT - XIV**

The problem of World peace – Role of Middle east oil in world politics – globalization.

**Book for Reference:**

1. Adam RG, A History of the Foreign Policy of the United Nations.
2. South Gate, A Textbook of Modern European History.
3. Mahajan, International Relations.
4. Mahajan, VD, International Relations.

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Course Code	Title of the Course
10854	COMPUTERS AND DATA PROCESSING

***Course Objectives:***

- To be able to understand the fundamentals of computer system
- To be able to know different software and storage system
- To be able to work with internet and its applications

***Course Outcome***

- Acquired knowledge about the computers and its applications
- Attained information about the data processing cycle

***BLOCK I : COMPUTER SYSTEM FUNDAMENTALS***

***UNIT- I – Computer Basics***

Computer System fundamentals: Hardware – Software – evolution of computers – Classifications- Basic components of a digital computer.

***UNIT- II – Storage Devices***

Internal and Auxiliary storages – Remote data entry devices – Characteristics of internal storage – Auxiliary storage

***UNIT- III – Data Processing Methods***

Processing methods – Batch, real time and timeshared processing.

**BLOCK II : DATA PROCESSING SYSTEMS AND TOOLS**

***UNIT- IV Data Processing Tools fundamentals***

Data processing systems and tools: Types of data processing system – Extend of data processing system – Data processing cycle

***UNIT- V Data Processing Components***

Components of a data processing system – Problem definition – Planning – Algorithm – Program flowcharts – Decision table.

**BLOCK III : FUNDAMENTALS OF PROGRAMMING**

***UNIT- VI Programming techniques***

Top-Down programming techniques – Structured programming.

***UNIT- VII Batch Processing***

Batch Processing: A typical batch processing application – Master file – Transaction file – File update – Direct access storage and retrieval

***UNIT- VIII Program development and Reports***

File organization techniques – Report generation – Examples of flow charts and programs for the above functions.

**BLOCK : IV DATA PROCESSING APPLICATIONS**

***UNIT- IX Basic Applications***

Applications: Inventory control and accounting – Payroll – Production planning and control.

***UNIT- X Online Applications***

Interactive Processing: On-line processing controls – Examples of specific on-line applications – Airline reservation – Railway reservation

***UNIT- XI Management and Business applications***

Management of stores – Query packages – Real time business applications.

**BLOCK V : BASICS OF INTERNET**

***UNIT- XII Overview of Internet***

Basic Internet Concepts: Connecting to the Internet – Domain Name System – E-mail

***UNIT- XIII Working with Internet***

The World Wide Web – Internet Search Engines – Web Browsers – Chatting and conferencing on the Internet

***UNIT XIV***

Online Chatting –Messaging – Usenet Newsgroup – Internet Relay chat (IRC) – FTP – Telnet.

**Reference Books:**

1. Wilson T, Price, Third Edition, Holt-Saunders, Introduction to Computer Data Processing, International Editions.
2. Robert J, Verzello and John reutter III, Data Processing Systems and Concepts, McGraw Hill International Book Co.
3. Carol Beech and Janice Burn, Applications in Business Data Processing, Pitman Publishing Ltd.,
4. William F, Fouri and Lawrence J.Aifiero, Computers and Information Processing, Prentice Hall (1986)

Course Code	Title of the Course
10861	SOCIAL REFORMERS OF MODERN INDIA

**Course Objectives:**

- To able to understand the Historical Background, Indian Social Structure and the impacts.
- To understand the Christians movements and their contribution to the down rotten people.
- To know the emancipate and role of social thinkers from all the fields and the modification.
- To learn the prominent leaders ideas, and education, economic growth.

**Course Outcome**

- Acquired the knowledge Origin and Growth of Caste System, Indian Society before of the British, Social Customs, sati, child marriage and Untouchability.
- Analysis the leaders roles regarding the social reforms and upliftment of the social positions.

**BLOCK I: ORIGIN OF CASTE SYSTEM AND SOCIAL CUSTOMS**

**UNIT - I**

Historical Background – Indian Social Structure- Origin and Growth of Caste System- Indian Society before of the British-Social Customs- sati, child marriage-Untouchability.

**UNIT - II**

Impact of British Education – Christian Missionaries & their contributions.

**UNIT - III**

Jyotirao GovindPhule: (1827 – 1890) & B.R. Ambedkar, (1891 – 1956)Transformation along revolutionary lines –Destruction of caste, superstition and inequality-Determined to emancipate the lower castes and women from social oppression –Satya Shodak Samaj (Society for the search of Truth) – Principles and achievements.

**BLOCK II: UNTOUCHABILITY AND SOME SPECIAL REFORMS**

**UNIT - IV**

Dr.B.R.AMBEDKAR, life and education – Crusader for the rights of the oppressed – the maker of the Indian Constitution .-Sainik Dal (Social Equality Army) – its aims and work – President of the All India Depressed Classes Association –ways and means to abolish the practice of untouchability Ambedkar and Buddhism

**UNIT - V**

Shri Narayana Guru (1854 – 1928) &Ayyankali (1863 – 1941)  
Social revolutionary of Kerala – Early life and career – Founded the SNDP Yogam in 1903 – Social Reforms – Vaikomsatyagraha –New temples for commonworship - The last days of Guru.

**UNIT - VI**

Ayyakali(1863-1941)  
Early life – Chaliyar Riot – School Entry struggle – Struggle for social Justice – PulayaTemple Entry Movement – Meeting with Gandhiji – Principles and achievements.

**UNIT - VII**

VaikundaSwami(1808-1851)&Vallalar: (1823- 1874)  
VaikundaSwamigal – life and teachings – struggle for Social Equality – SamattvaSamajam- Nizhalthankals- Sacred Well – Equal status for women - Birth of a New sect Ayyavazhi- Principles and achievements .



**BLOCK III: VALLALARS PRINCIPLES AND SELF RESPECT MOVEMENT**

**UNIT - VIII**

Vallalar (1823 – 1874 )

Life and Principles – SathyaDharmasalai – Samaraja Suddha Sanmarga Sangam –  
DeepaJothi worship- Spirtual love and unity – ThiruArutpa.

**UNIT - IX**

Periyar E.V.Ramaswamy (1879 – 1973)

Periyar's early life and association with the Indian National Congress – Vaikom .

**UNIT - X**

Self-Respect Movement -its aims and work – Periyar and Justice party.

**BLOCK IV: DRAVIDA KAZHAGAM AND ITS CONTRIBUTION TO DEPRESSED CLASS**

**UNIT - XI**

DravidaKazhagam – Aim and principles - Split in DravidaKazhagam .

**UNIT - XII**

Services of Periyar to Tamil Society.

**UNIT - XIII**

AyothidasPandithar (1845- 1914) Early life – Pioneer of the Dravidian Movement –  
DravidaMahajanaSabha in 1891 – Principles and Reforms – Oru Paisa Tamilan.

**UNIT - XIV**

Ayothidas and Buddhism – his contribution to Depressed class Movement.

**Books for Reference:**

- |                   |   |
|-------------------|---|
| 1. Krishna Gupta  | – Social Equality and the Indian Constitution,              |
| 2. Ganguli B.N    | – Concept of Equality: The Nineteenth Century Indian Debate |
| 3. Heimsath, C.H. | – Indian Nationalism and Hindu Social Reform,               |
| 4. Kuber, W.N.    | – Dr.Ambedkar:A Critical study                              |
| 5. DhananjayKeer, | – Dr.Ambedkar: -Life and Mission                            |

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Course Code	Title of the Course
10862	<b>HISTORY OF INDIAN NATIONAL MOVEMENT From 1885 to 1947 A.D.</b>

***Course Objectives:***

- To able to understand the rise of National Movement and participated the coordinated role of leaders.
- To understand the revolt of 1857, freedom struggle and Home rule movement.
- To know the jallianwalabagh tragedy, Noncooperation movement and First and Second World war.
- To learn the Independence struggle, role of prominent leaders, and education, economic growth.

***Course Outcome***

- Acquired the knowledge from British rule and advantages of Indian unification administration.
- Analysis the Independence movements and struggle in freedom, Gandhiji and other leaders roles.

**BLOCK I: RISE OF NATIONAL MOVEMENT OF NATIONALISM**

**UNIT - I**

Rise of National Movement - Impact of the Revolt of 1857.

**UNIT - II**

Bristish Indian Association – Bombay Association – Madras Native Association –

**UNIT - III**

Madras Mahajana Sabha – Bombay Presidency Association- Indian National Association  
Causes for the Rise of Nationalism.

**BLOCK II: INDIAN NATIONAL CONGRESS AND SPLIT OF CONGRESS**

**UNIT - IV**

Indian National Congress – Aims and Principles- A.O.Hume, Dadabai Naoroji , W.C. Bannerje,  
, Vijayaragavachariar.

**UNIT - V**

Important Sessions of Indian National Congress.

**UNIT - VI**

The Moderates – Demands and achievements.

**UNIT - VII**

Rise of Extremism - causes – Bal, Pal, Lal, - Swadeshi Movement

## **BLOCK III: FORMATION OF MUSLIM LEAGUE ROLE OF GANDHI IN FREEDOM STRUGGLE**

### **UNIT - VIII**

Formation of Muslim League - Surat split- Home Rule movement.

### **UNIT - IX**

Gandhiji and mass movement- Rowlat Satyagraha.

### **UNIT - X**

JallianWalabagh massacre- Non- Cooperation Movement – Chauri – Chaura Incident -

## **BLOCK IV: OVERVIEW OF INDIA’S FREEDOM STRUGGLE MOVEMENTS (1923 – 1947) IMPORTANT ISSUES**

### **UNIT - XI**

Swaraj Party- Simon commission Report- Nehur Report -Jinnah’s 14points – Poornaswaraj Resolution.

### **UNIT - XII**

Civil Disobedience Movment- Dandi March.

### **UNIT - XIII**

Round Table Conferences- Poona Pact -Act of 1935- Individual Satyagraha- Cripp’s Mission.

### **UNIT - XIV**

Quit India Movement- Indian National Army – Cabinet Mission Plan- Direct Action Day - Mountbatten plan – Partition of India.

#### **Books for Reference:**

- |                        |   |                                     |
|------------------------|---|-------------------------------------|
| 1. Mahajan V.D.        | – | Modern Indian History               |
| 2. Khurana K.L.        | – | Indian National Movement.           |
| 3. KalpanaRajaRam (ed) | – | A brief History of Modern India     |
| 4. Venkatesan .G       | – | History of India 1757- 1947 (Tamil) |
| 5. Sharma L.P          | – | History of Modern India             |

Course Code	Title of the Course
10863	INTRODUCTION TO HISTORIOGRAPHY

**Course Objectives:**

- To able to understand the meaning and definitions of the history and historiography.
- To understand the history is an art and science and historical relations in all subjects.

**Course Outcome**

- Acquired the knowledge of history and historiography, philosophy of history.
- Analysis the changes in historical relativism, historical determinism.

**BLOCK I: CONCEPT OF HISTORY**

**UNIT I** Meaning and Definitions of History and Historiography

**UNIT II** Scope and purpose of History -History and Allied Subjects -Kinds of History.

**UNIT II** History an Art or Science.

**UNIT III** Lessons of History- Uses and Abuses of History – Philosophy of History.

**BLOCK II: CAUSATION AND CHANGE, EMINENT FOREIGN**

**UNIT IV** Causation and change - Historicism and Historical Relativism- Historical Determinism.

**UNIT V** Eminent Foreign Historians: Herodotus – Thucydides- Edward Gibbon.

**UNIT VI** ArnaldJ.Toynbee - Karl Marx –Ranke - Hegal - V.A. Smith.

**BLOCK III: FAMOUS INDIAN HISTORIANS**

**UNIT VII** Eminent Indian Historians: Kalhana – Alberuni - AbulFazal.

**UNIT VIII** Jadunath Sarkar - K.A.NilakantaSastri – K.K. Pillai - D.D. Kosambi .

**UNIT IX** R. Sathianathaier - T.V. SadasivaPandarathar - N. Subramanian - K. Rajayyan.

**BLOCK IV: RESEARCH METHODOLOGY ESPECIALLY SOURCES AND OBJECTIVITY**

**UNIT X** Research Methodology

**UNIT XI** Sources – Primary – secondary – Internet sources

**UNIT XII** Selection of Topic – Objectivity – Subjectivity.

**BLOCK V: CRITICISM AND BIBLIOGRAPHY**

**UNIT XIII** Criticism – Internal criticism – External criticism.

**UNIT XIV** Foot Notes – Bibliography.

**Books for Reference:**

1. Carr E.H. – What is History?
2. Thompson J.W. – History of Historical Writing.
3. Rouse A.L. – The Use of History.
4. Collingwood R.G. – Idea of History.
5. Rajayyan. K. – History in Theory and Method.

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Course Code	Title of the Course
10864	TOURISM MANAGEMENT

*Course Objectives:*

- To able to understand the definition of tourism and its developments for the society.
- To understand the tourism is the industry related organization role and their development.

*Course Outcome*

- Acquired the knowledge from the tourism and advantage of the field positions.
- Analysis the income and expenditure conditions in the field and established the new thoughts.

**BLOCK I: DEFINITION OF TOURISM**

**UNIT- I** Definition of Tourism – Defined by various factors and agencies.

**UNIT – II** Types forms and volume of tourism.

**UNIT – III** Tourism through the ages – Tourism in ancient times.

**BLOCK II: TOURISM IN MIDDLE AGES AND INDUSTRIAL REVOLUTION**

**UNIT – IV** Tourism in middle ages – Tourism and industrial revolution – Tourism in modern period – Between two world wars.

**UNIT – V** Tourism in contemporary period – World Tourism – Organization (WTO) – Pacific Area Travel Association (PATA).

**UNIT – VI** Development of modern tourism – Economic and social factors – Progress in transport and technology – Promotion of Tourism.

**BLOCK III: PROMOTION AND ECONOMIC IMPORTANCE OF TOURISM**

**UNIT – VII** Advertising – Public relations – Evolution of modern trends.

**UNIT – VIII** Economic importance of tourism – Tourism as an economic activity.

**UNIT – IX** Internal Tourism and international trade.

**BLOCK IV: ADVANTAGES AND DEVELOPMENT OF TOURISM**

**UNIT – X** Tourism as an instrument of achieving economic gain – cultural and social aspect.

**UNIT – XI** Tourism of India – A land for all seasons.

**UNIT – XII** Development of Tourism In India.

**BLOCK V: MINISTRY OF TOURISM AND TOURIST OFFICES**

**UNIT – XIII** The Sargeant Committee – tourism information offices.

**UNIT – XIV** Ministry of Tourism – The role of Indian Tourism Development Corporation – Cultural tourism in India.

## Bachelor of Arts (Economics)

### e. 2. Detailed Syllabi:

#### FIRST SEMESTER

Course Code	Title of the Course
13611	Part-I: Tamil Paper - I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

#### பிரிவு -1 : இசைப்பாடல்

கூறு 1

3. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
5. புல்லாங்குழல் கொடுத்த
6. குருவாயூருக்கு வாருங்கள்

கூறு 2

7. கோகுலத்து பசுக்கள்
8. கோகுலத்தில் ஒரு நாள் ராதை
9. ஆயர்பாடி மாளிகையில்

கூறு 3

- பட்டுக்கோட்டை கல்யாண சுந்தரம்
5. நெஞ்சில் குடியிருக்கும்
  6. செய்யும் தொழிலே தெய்வம்

கூறு 4

3. பாரதியார்
- கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

#### பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

7. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
8. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு
9. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

7. வல்லிக் கண்ணன் - வெறும் புகழ்
8. கு.ப.இராஜகோபாலன் - எதற்காக?
9. மீரா - பதினைந்து

கூறு 7

5. சிற்பி - சர்ப்ப யாகம்  
6. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8

5. அப்துல் ரகுமான் - கண்ணும் எழுதேம்  
6. சண்முக சுப்பையா - வயிறு

பிரிவு - 3 : காப்பியம்

கூறு 9

5. சிலப்பதிகாரம் - வழக்குரை காதை  
6. கம்பராமாயணம் - அயோத்தியா காண்டம்

பிரிவு - 4 : காப்பியம்

கூறு 10

3. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
47. இன்னவாயில்  
48. கொழுந்தறும்  
49. பஞ்சு அரங்கில்

கூறு 12

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
50. எண்ணுளே  
51. ஒண்தலங்கள்  
52. இரவியேந்த கஞ்சக்

கூறு 13

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
53. கன்னியாயதாயும்  
54. ஏந்தி ஓங்கு உளத்து  
55. ஆவ தேமுனர்  
56. கொல்லும் வேலொடும்

கூறு 14

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
57. என்ற வாசகம்  
58. அம்பினால்  
59. வேண்டும் ஓர் வினை

Course Code	Title of the Course
13611	Part-I: Communication Skills - I

### Objectives:

On completion of the course the students will be able to

- ❖ Make students to understand the basic skills of Communication.
- ❖ Acquaint students with the important features of Communication skills.

#### ***BLOCK I: COMMUNICATION: AN INTRODUCTION***

**Unit-1:** Communication - Meaning - Types- Importance.

**Unit-2:** Barriers to Effective Communication - Principles - Principles of Effective Communication.

#### ***BLOCK II: ORAL COMMUNICATION***

**Unit-3:** Oral Communication - Meaning - Importance - Forms of Oral Communication.

**Unit-4:** Intonation - Meaning - Function - Types Preparation of Speech- Steps Involved.

**Unit-5:** Principles of Effective Oral Communication.

#### ***BLOCK III: WRITTEN COMMUNICATION***

**Unit-6:** Written Communication - Meaning - Steps - Importance - Advantages - Use of words and Phrases.

**Unit-7:** Sentence - Meaning - Sentence formation - Characteristics of an Effective Sentence.

**Unit-8:** Paragraph Writing - Essay Writing - Steps Involved - Outline-Layout - Contents - Drafting-Correction - Final Draft.

#### ***BLOCK IV: OFFICIAL COMMUNICATION***

**Unit-9:** Application for Employment and Curriculum Vitae - Steps involved.

**Unit-10:** Non-Verbal Communication - Meaning - Types - Body Language - Postures - Gestures - Facial Expressions - Eye Contact.

**Unit-11:** Report Writing - Report - Types of Reports - Format of a Report.

**Unit-12:** Essentials of a Good Report - Preparation of Report - Procedure Involved.

**Unit-13:** Meetings - Purpose of the Meeting - Procedure.

**Unit-14:** Group Discussion - Quality of Content - Participation - Logical Presentation - Behavioural Skills.

### References:

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and Influence People, 1981.
5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.



Course Code	Title of the Course
13612	PART-II : English Paper - I

### Objective:

- ❖ To make the students master the different topics prescribed in the Prose, Grammar and Composition.

### Prose

- Unit-1:** Water-the Elixir of life - C.V. Raman
- Unit-2:** Mrs. Packletide's Tiger - SAKI
- Unit-3:** A Deed of Bravery - Jim Carbett
- Unit-4:** The Cat - Catharine M. Willson
- Unit-5:** On Letter Writing - Alpha of the Plough
- Unit-6:** Our Ancestors - Carl Sagan
- Unit-7:** Our Civilization - C.E. Foad
- Unit-8:** A Hero on Probation - B.R. Nanda
- Unit-9:** Dangers of Drug Abuse - Hardin B. Fones
- Unit-10:** Food - J.B.S. Haldane

### Grammar

- Unit-11:** Articles - Gerunds – Participles – Infinitives – Modals - Proposition - Tenses.
- Unit-12:** Direct and Indirect Speech - Transformation of sentences - Active and passive voice.

### Composition

- Unit-13:** Letter writing - Precis writing - Developing hints.
- Unit-14:** Dialogue writing - Paragraph writing.

### References:

1. Sebastian D K, *Prose for the Young Reader*, Macmillan.
2. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
3. *Modern English – A Book of Grammar Usage and Composition* by N. Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
13613	Micro Economics - I

### Objectives:

On completion of the course the students will be able to

- ❖ Acquire in-depth knowledge on basic theoretical foundations in micro-economics to the students.
- ❖ Understand different market structure and price determination.

#### **BLOCK I: Basic of Micro Economics**

**Unit-1:** Basic Economic Problem - Choice and Scarcity; Distinction between Micro and Macro Economics.

**Unit-2:** Methods of Analysis: Deductive and Inductive Methods of Analysis - Economic Statics and Dynamics.

#### **BLOCK II: Consumer Behaviour and Demand Analysis**

**Unit-3:** Consumer Behaviour - Cardinal and Ordinal Utility - Law of Diminishing Marginal Utility - Law of Equi - Marginal Utility.

**Unit-4:** Demand: Demand Schedule and Demand Curve - Determinants of Demand.

**Unit-5:** Elasticity of Demand: Definition and Types of Elasticity of Demand.

**Unit-6:** Measurement of Elasticity: Measurement of Price Elasticity of Demand: Determinants of Price Elasticity of Demand - Demand and Supply Equilibrium.

**Unit-7:** Factors of Production - Production Function - Short Run and Long Run.

#### **BLOCK III: Production and Cost**

**Unit-8:** Production Function - Law of Variable Proportions - Laws of Returns - Iso-Quants - Producer's Equilibrium.

**Unit-9:** Cost Function: Meaning - Types - Cost in Short and Long Run - Importance.

**Unit-10:** Revenue Function: Meaning - Types - Short and Long Run Revenue - Price - Profit.

#### **BLOCK IV: Different Market Structures**

**Unit-11:** Market Structure: Characteristics - Market Schedule- Perfect Competition and Imperfect Competition.

**Unit-12:** Market Pricing: Pricing under Different Market Structure.

**Unit-13:** Monopoly - Monopolistic Competition - Meaning - Features - Price Discrimination.

**Unit-14:** Duopoly and Oligopoly - Concepts - Features - Price Determination under Duopoly and Oligopoly.

### Reference:

1. Jhingan, M.L. (2011), **-Micro Economic Theory**||, Vikas Publishing House, Delhi.
2. Dewett, K.K. (1985), **-Modern Economic Theory**||, S. Chand and Company, Delhi.
3. Ahuja, H.L. (2004), **-Micro Economics**||, S. Chand and Company, Delhi.
4. Koutsyiannis, A. (2000), **-Modern Microeconomics**||, (2nd Edition), Macmillan

- press, London.
5. Layard, P.R.G. and A.W. Walters (1978), -**Microeconomic Theory**||, McGraw Hill, London.
  6. Sen, A. (1999), -**Micro Economics: Theory and Application**||, Oxford University Press, New Delhi.
  7. Stigler, G. (1996), -**Theory of Price**||, PHI, New Delhi.
  8. Varian, H.R. (2000), -**Microeconomic Analysis**||, W.W. Norton, New York.

Course Code	Title of the Course
13614	Indian Economy

### Objectives:

On completion of the course the students will be able to

- ❖ Provide the essential components of various sectors of Indian economy over a period of time.
- ❖ Understand the importance of international trade organisations.

#### **BLOCK I: Basics of Indian Economy**

**Unit-1:** Indian Economy: Nature - Scope and Features of Less Developed and Developing Economies.

**Unit-2:** Economic and Non-Economic Factors Impeding Economic Development - Factors Determining Economic Development.

#### **BLOCK II: Planning and Sectoral Development**

**Unit-3:** Planning and Economic Development - Objectives of Planning - Types of Planning- Indian Planning Since Independence.

**Unit-4:** Agriculture: Role and importance - Agriculture Development under Five Year Plans - Productivity - Measures.

**Unit-5:** Industry: Role of Small - Medium and Cottage Industries - Industrial policy of 1948 - Problems - Industrial Development under Five Year Plans - LPG.

#### **BLOCK III: Planning and Infrastructural Development**

**Unit-6:** Appraisal of Planning: An Appraisal of India's Economic Reforms - NITI Aayog.

**Unit-7:** Capital Formation - Human and Physical - Savings and Investment.

**Unit-8:** National Income - Methods - Recent Trends in National Income.

**Unit-9:** Human Resources - Population Growth - Population Policy 2010.

**Unit-10:** Infrastructure Development: Importance of Transport to Economic Growth - Transport Coordination - Road - Railways - Shipping and Civil Aviation.

**Unit-11:** Poverty in India: Meaning - Types - Poverty and Unemployment Eradication Programmes in India.

#### **BLOCK IV: India's Foreign Trade and Financial Commission**

**Unit-12:** Foreign Trade: Meaning - India's Foreign Trade and Balance of Payments - EXIM Policy.

**Unit-13:** Finance Commission: Evolution - Function - Principles - Central and State Relations - Recent Finance Commission.

**Unit-14:** Macro Policy: National Agricultural Policy - GATT, WTO and India's Foreign Trade.

### Reference:

1. Dutt and Sundaram (2014), **-Indian Economy**, S. Chand and Company, New Delhi.
2. Misra, S.K. and V.K. Puri (2014), **-Indian Economy**, Himalaya Publishing House, New Delhi.

Kapila, U. (2012), -**Indian Economy since Independence**||, Academic Foundation, New Delhi.

3 Joshi, V. and I.M.D. Little (1996), -**India's Economic Reforms: 1991-2001**||, Oxford University Press, New Delhi.

4 Economic Survey (2014-15), Government of India, New Delhi.

## SECOND SEMESTER

Course Code	Title of the Course
13621	Part-I: Tamil Paper - II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

60. சொல் தவிர்ந்த
61. அன்னை
62. அஞ்சுவார்
63. சொல்லக் கேட்டனள்
64. மற்செய்கை
65. மண்கனியப்
66. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

67. பொய் பொதுளும்
68. இன்பு அருந்தி
69. வழதாயின இன்பு
70. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

71. மண்ணோர்கள்
72. பொய்யா விதியோய்
73. விடியா இருள்
74. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

7. முதலெழுத்துகள், சார்பெழுத்துகள்
8. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

10. ஒற்றெழுத்து மிகலும் மிகாமையும்,
11. ஆகு பெயர், அன்மொழித் தொகை.
12. வினா-விடை வகைகள்.

கூறு 8

13. தமிழ்ச் சொல்லமைப்பின் சிறப்பு - பெயர் , வினை, இடை, உரி வடிவங்கள் ,
14. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

#### கூறு 9

15. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்
16. திணை, பால் , எண் , இட இயைபு.

#### பிரிவு 4: தமிழ் இலக்கிய வரலாறு

#### கூறு 10

4. இக்கால இலக்கிய வகைகள்
  - அ) மரபுக் கவிதை
  - ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

#### கூறு 11

1. உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்
  - அ) கட்டுரை
  - ஆ) சிறுகதை
  - இ) புதினம்
  - ஈ) நாடகம்

#### கூறு 12

4. இக்கால இலக்கியக் களங்கள்
 

திரைப்படம் , தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

#### கூறு 13

1. தமிழும் சமயமும் :
  - அ) சைவம்
  - ஆ) வைணவம்
  - இ) சமணம்
  - ஈ) பௌத்தம்
  - உ) இசுலாம்
  - ஊ) கிறித்துவம்

#### கூறு 14

1. பிற்காலக் காப்பியங்கள் :
  - அ) கம்பராமாயணம்
  - ஆ) பெரியபராணம்
2. இணையம் - பற்றிய செய்திகள்

Course Code	Title of the Course
13621	Part-I: Communication Skills - II

**Objectives:**

- ❖ To make students understand the basic skills of Communication.
- ❖ To acquaint students with the important features of Communication skills.

***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

**Unit-1:** Code and Content of Communication Skills.

**Unit-2:** Stimulus and Response of Communication Skills.

***BLOCK II: SPEAKING SKILLS***

**Unit-3:** Effective Speaking Guidelines.

***Unit-4: Pronunciation Etiquette of Communication Skills.***

**Unit-5:** Phonetics in Communication Skills.

***BLOCK III: LANGUAGE SKILLS***

**Unit-6:** A Self-Assessment of Communicating Soft Skills.

**Unit-7:** Language Skills - Ability - Skill Selected Need - Learner Centre activities.

**Unit-8:** Listening Skills - Importance - Types of Listening - Interview Skills.

**Unit-9:** Conversation Skills - Modes.

***Unit-10: Presentation Skills - Preparing - Planning - Presentation.***

***BLOCK IV: WRITING SKILLS***

**Unit-11:** Written Communication - Structure of Effective Sentences - Paragraph.

**Unit-12:** Technical Writing - Creative Writing - Editing and Publishing.

**Unit-13:** Corporate Communication Skills - Internal - Effective business writing -Letters, Proposals, Resume.

**Unit-14:** Corporal Communication Skills - External - Press release - Newsletters- Interviewing skills.

**References:**

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai:



JAICO Publishing House.

7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

Course Code	Title of the Course
13622	PART-II : English Paper - II

**Learning objective:**

3. To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge

-William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

**BLOCK III: DRAMA**

**Unit – X** Shakespeare : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

**References:**

1. *The Golden Quill*, P.K. Seshadri, Macmillan.
2. *The Merchant of Venice*, Shakespeare. (Any overseas edition).
3. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
13623	Micro Economics - II

### Objectives:

On completion of the course the students will be able to

- ❖ Provide theoretical foundation of the macro-economic theory especially about the basic concepts such as scarcity, choice, efficiency, equity, equilibrium and uncertainty.
- ❖ Understand the rent theories, wage theories, interest and profit theories.

#### **BLOCK I: Economics of Scale, Cost and Revenue**

**Unit-1:** Economies of Scale: Meaning and Its Usefulness.

**Unit-2:** Different Concepts of Costs - Types of Cost.

**Unit-3:** Concept of Revenue - Types of Revenue.

#### **BLOCK II: Market and Various Market Structure**

**Unit-4:** Market - Concept and Classification - Different Market Structures.

**Unit-5:** Perfect Competition and Market Equilibrium.

**Unit-6:** Monopoly: Meaning - Features of Monopoly - Price and Output Determination under Monopoly.

**Unit-7:** Monopolistic Competition - Features - Price and Output Determination under Monopolistic Competition.

**Unit-8:** Oligopoly - Meaning - Features - Kinked Demand Curve.

#### **BLOCK III: Marginal Productivity and Adding Up Theorem**

**Unit-9:** Marginal Productivity Theory of Distribution.

**Unit-10:** Theory Concept of Adding up Theorem.

#### **BLOCK IV: Theories of Interest, Profit and Innovation**

**Unit-11:** Theories of Rent - Ricardian Theory of Rent - Modern Theory of Rent - Quasi-Rent.

**Unit-12:** Theories of Wages - The Subsistence Theory of Wages - Wage Fund Theory- Marginal Productivity Theory of Wages.

**Unit-13:** Theories of Interest and Profit: Classical Theory of Interest - Neo-Classical's Loanable Funds Theory - Modern Theory of Interest.

**Unit-14:** Innovation Theory - Schumpeter's Innovation Theory.

### Reference:

1. Sankaran, S. (2000), **-Micro Economics**||, Margham Publications, Chennai.
2. Ahuja, H.L. (1996), **-Principles of Micro Economics**||, A New Look at Economic Theory, S. Chand and Company Ltd., New Delhi.
3. Misra and Puri, (1996), **-Advanced Micro Economics**||, Himalaya Publishing House, Mumbai,.
4. Jhingan, M.L. (2002), **-Micro Economic Theory**||, Vrinda Publications Ltd., New Delhi.
5. Lokanathan, V. (2003), **-Principles of Economics, Economic Analysis**|| S. Chand & Co., New Delhi.
6. Seth, M.L. (2001), **-Principles of Economics**||, Lakshmi Narain Agarwal, Agra.
7. Dutt & Sundaram (1990), **-Micro Economics**||, S. Chand & Co Ltd, New Delhi.

Course Code	Title of the Course
13624	Elements of Statistics

### Objectives:

On completion of the course the students will be able to

- ❖ Be familiar the importance of the application of statistical methods in socio-economic analysis among the students.
- ❖ Understand difference between census, sample methods and techniques of sampling.

### **BLOCK I: Basic statistics and Index Numbers**

**Unit-1:** Statistics: Definition - Nature - Scope - Role and Importance of Statistics.

**Unit-2:** Index Numbers: Definition - Uses - Problems in Construction - Methods - Simple and Weighted.

**Unit-3:** Index Numbers in Economics: Laspeyer's and Paache's Index Numbers - Fishers Ideal Index Number - Marshall and Edgeworths Index Numbers.

### **BLOCK II: Census and Samplings**

**Unit-4:** Census and Sampling: Meaning - Features - Population and Sample.

**Unit-5:** Sampling: Meaning - Types of Sampling.

**Unit-6:** Sampling Design: Meaning - Types - Challenges.

**Unit-7:** Design of Questionnaire.

**Unit-8:** Sampling Errors.

### **BLOCK III: Collection and Tabulation of Data**

**Unit-9:** Collection of data: Meaning - types of data: Primary and Secondary - Qualitative and Quantitative.

**Unit-10:** Tabulation of Data: Meaning - Objectives - Classification of Tabulation - Types of Tables - Presentation of Tables.

### **BLOCK IV: Measures of Central Tendency, Dispersion and Diagrammatics**

**Unit-11:** Measures of Central Tendency: Characteristics - Median - Mode - Harmonic Mean - Geometric Mean - Simple Problems.

**Unit-12:** Measures of Dispersion-I: Features - Quartile Deviation - Mean Deviation - Standard Deviation - Its usefulness.

**Unit-13:** Measures of Dispersion-II: Range - Quartiles - Deciles - Percentiles - Characteristics - Simple Problems.

**Unit-14:** Diagrammatic and Graphic Representation - Bar Diagrams - Pie Diagrams - Histograms - Pictograms - Cartograms - Frequency Graphs - Ogives – LorenzCurve.

### Reference:

1. Gupta, S.P. (1993), **-Introduction to Statistical Methods**||, S. Chand and Company, New Delhi.
2. Gupta, S.P. (1993), **-Fundamentals of Applied Statistics**||, S. Chand and Company, New Delhi.
3. Pillai, R.S.N. and Bagavathi (2014), **-Statistics: Theory and Practices**|| S. Chand and Company, New Delhi.
4. Nagar. A.L. and R.K. Das (1983), **-Basic Statistics**||, Oxford University Press, Bombay.
5. Speigal, M.R. (1992), **-Theory and Problems of Statistics**||, Mcgraw Hill Book Co., London.

## THIRD SEMESTER

Course Code	Title of the Course
13631	Part-I: Tamil Paper - III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: இலக்கியம் - 1

- கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு  
கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு  
கூறு 3: கபிலர் - குறிஞ்சித்திணை  
கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்  
கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

### பிரிவு 2: இலக்கியம் - 2

- கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5  
பெருவழுதியார் - பா. எண். 55  
பெருங்கௌசிகனார் - பா. எண். 139  
கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214  
உலோச்சனார் - பா. எண் 249  
கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207  
கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்  
பா. எண். 37, 39, 126, 226, 280

### பிரிவு 3: பதினெண்கீழ்க்கணக்கு

- கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),  
அறிவுடைமை (43), பிரிவாற்றாமை (116)  
கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),  
கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

### பிரிவு 4: நாடகம் - புதினம்

- கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்  
கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
13631	Part-I: Human Skills Development - I

**Learning objective:**

3. To Make the Students develop human skills.

**BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features-  
Interpersonal Behaviour

**BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing  
personality, Ways of developing personality -Building positive  
personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy-Self- acceptance-  
Meaning-Importance - Etiquette-Meaning-Etiquettes in using mobile,  
telephones-Dais Etiquette

**BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

**BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change  
Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts-Meaning-Types-  
Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger-  
Meaning-Causes-Consequences-Anger Management

**References:**

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
13632	PART-II : English Paper - III

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

**BLOCK I: SHORT STORIES**

<b>Unit – I</b>	A Hero	- R.K. Narayanan
<b>Unit – II</b>	The Diamond Necklace	- Guy de Maupassant
<b>Unit – III</b>	The Verger	- Somerset Maugham
<b>Unit – IV</b>	The Postmaster	- Rabindranath Tagore

**BLOCK II: ONE ACT PLAYS - I**

<b>Unit – V</b>	The Proposal	- Anton Chekhov
<b>Unit – VI</b>	The Boy Comes Home	- A.A. Milne
<b>Unit – VII</b>	The Silver Idol	- James R. Waugh
<b>Unit – VIII</b>	Progress	- St. John Ervine

**BLOCK III: ONE ACT PLAYS - II**

<b>Unit – IX</b>	The Pie and the Tart	- Hume Chesterman
<b>Unit – X</b>	Reunion	- W.st. Joh Tayleur
<b>Unit – XI</b>	A kind of Justice	- Margaret Wood
<b>Unit – XII</b>	The Refugee	- Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

<b>Unit – XIII</b>	Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb
<b>Unit – XIV</b>	Agenda- Minutes- Notice- Descriptive Writing

**References:**

- Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
- Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
- English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.

Course Code	Title of the Course
13633	Macro Economics - I

### Objectives:

On completion of the course the students will be able to

- ❖ Understand about various Macro-economic concepts and theories.
- ❖ Explain different Macro-economic policies.
- ❖ Analyse Macro-economic problems.

### **BLOCK I: INTRODUCTION OF MACRO ECONOMICS, NATIONAL INCOME AND MACRO ECONOMICS THEORIES**

**Unit-1:** Nature and Scope of Macro Economics - Distinguish between Micro and Macro Economics.

**Unit-2:** Circular Flow of Income: Stock and Flow Concepts - Two Sector Model.

**Unit-3:** National Income - Definition - Concepts - Measurement - Social Accounting - Its Uses.

**Unit-4:** Classical Theory of Employment and Income - Say's Law of Market.

**Unit-5:** Post Keynesian Macro Analysis: Concepts - Contribution of Hicks - Hanson: ISLM - Diagram

### **BLOCK II: MACRO ECONOMIC FUNCTIONS**

**Unit-6:** Consumption Function: Meaning - Theories of Consumption Function.

**Unit-7:** Investment Function: Meaning - Determinants of Investment - MEC – MEI.

**Unit-8:** Keynesian Model: Simple Keynesian Model of Income and Employment Determination.

### **BLOCK III: MULTIPLIER AND ACCELERATOR**

**Unit-9:** Multiplier: Assumptions - Leakages - Static and Dynamic Multipliers - Its Importance.

**Unit-10:** Accelerator: Concepts - Principles of Acceleration - Operation of the Acceleration Principle - Its use.

**Unit-11:** The Employment Multiplier: Concepts - The Interaction Principle Basics of Income and Employment Multiplier.

### **BLOCK IV: MACRO ECONOMIC POLICIES AND GROWTH**

**Unit-12:** Macro Economic Policy and Goals: Full Employment, Price, Stability.

**Unit-13:** Growth and Distribution: Meaning - Economic Growth - Distribution of Income and Wealth.

**Unit-14:** Monetary, Fiscal and Income Policies in Developing Nation.

### Reference:

1. Mithani, D.M. (2003), –**Modern Economic Analysis**||, Himalaya Publishing House, Mumbai.
2. Ahuja, H.L. (2000), –**Macro Economics**||, S. Chand and Company, New Delhi.
3. Vaish, M.C. (2005), –**Macro Economic Theory**||, Vikas Publishing House, New Delhi.
4. Shapiro, E. (2008), –**Macro Economic Analysis**||, Galyotia Publications, New Delhi.
5. Seth, M.L. (1999), –**Macro Economics**||, Lakshmi Narayan Agarwal Publishers, New Delhi.



Course Code	Title of the Course
13634	Fiscal Economics

### Objectives:

On completion of the course the students will be able to

- ❖ Provide the conceptual framework, theoretical dimensions and policy underpinnings of core public and fiscal economics.
- ❖ Understand the public economic concepts, importance, instruments and objectives of fiscal economics.

### **BLOCK I: PUBLIC FINANCE AND TAXATION**

**Unit-1:** Introduction: Meaning and Scope - Functions - Private and Public Finance.

**Unit-2:** Principle of Maximum Social Advantage: Assumptions - Marginal Social Sacrifice (MSS) - Marginal Social Benefit (MSB).

**Unit-3:** Public Finance: Financial Needs of Central - State and Local Finance.

**Unit-4:** Taxation: Meaning - Features - Direct and Indirect Taxes - Incidence of Taxation.

### **BLOCK II: PUBLIC EXPENDITURE AND GROWTH**

**Unit-5:** Public Expenditure: Meaning and Importance - Effects of Public Expenditure.

**Unit-6:** Growth of Public Expenditure: Growth of Public Expenditure in Recent Times - Public Expenditure in India - Control of Public Expenditure.

### **BLOCK III: PUBLIC DEBT AND BORROWINGS**

**Unit-7:** Public Debt: Forms, Need - Classification and Burden of Public Debt - Role of Public Debt in a Developing Economy.

**Unit-8:** Public Debt in India: Public Debt Recent Trends - Causes of Growth - Public Debt of the Centre and State Governments.

**Unit-9:** Public Borrowing: Meaning - Important - Sources of Public Borrowings and Development Finance in India.

### **BLOCK IV: FEDERAL FINANCE AND INDIAN FISCAL ECONOMICS**

**Unit-10:** Federal Finance - Principles - Analysis of Division of Revenue Expenditure other Powers between Union, State and Local Governments.

**Unit-11:** Finance Commission - Analysis of Latest Finance Commission's Recommendation.

**Unit-12:** Local Finance: Sources of Finance to Local Bodies - Functions - Importance.

**Unit-13:** Fiscal Policy - Objectives and Instruments - Uses and Limitations.

**Unit-14:** Fiscal Policy in India: Budget - Structure - Centre, State and Local Bodies Budget - Fiscal Policy in a Developing Economy with reference to India.

### Reference:

1. Musgrave, R.A. and P.B. Musgrave (1976), **-Public Finance in Theory and Practicell**, McGraw Hill, Kogakusha, Tokyo.
2. Sundharam, K.P.M. (2003), **-Public Financell**, S. Chand and Sons, New Delhi.
3. Agarwal, R.C. (2007), **-Public Financell**, Lakshmi Narain Agarwal, Agra.
4. Sankaran, K. (2002), **-Fiscal Economicsll**, Kamala Publication, Chennai.
5. Tyagi, B.P. (2012), **-Public Financell**, Jai Prakash Nath and Co., Meerut.

## FOURTH SEMESTER

Course Code	Title of the Course
13641	Part-I: Tamil Paper - IV

**நோக்கம் :** மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு 1: செய்யுள் உறுப்புகள்**

**கூறு 1:** செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,

**கூறு 2:** செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை

**கூறு 3:** வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,

**கூறு 4:** புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை

**கூறு 5:** புதுக்கவிதையில் குறியீடு - படிமம்.

**பிரிவு 2: அகப்பொருள் - புறப்பொருள்**

**கூறு 6:** அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்

**கூறு 7:** அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,

உடன்போக்கு

**கூறு 8:** புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறாஉ

**பிரிவு 3: அணி**

**கூறு 9:** அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,

தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.

**கூறு 10:** நிறுத்தல் குறிகள்.

**பிரிவு 4: காப்பியம் - சங்க இலக்கியம்**

**கூறு 11:** தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,

**கூறு 12:** பதினெண்கீழ்க்கணக்கு.

**கூறு 13:** ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் - பெரியபுராணம்.

**கூறு 14:** இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின் பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

Course Code	Title of the Course
13641	Part-I: Human Skills Development - II

### Objective:

- ❖ To Make the Students develop human skills.

#### ***BLOCK I: GUIDENCE AND COUNSELLING***

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

#### ***BLOCK II: TECHNICAL SKILLS***

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

#### ***BLOCK III: UNDERSTANDING SKILLS***

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

#### ***BLOCK IV: SOCIETY BASED SKILLS***

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

### References:

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
13642	PART-II : English Paper - IV

**Learning objective:**

3. To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, and Tales from Shakespeare, Biographies, Grammar and Composition.

**BLOCK I: SHORT STORIES**

<b>Unit – I</b>	Lalajee	- Jim Corbett
<b>Unit – II</b>	A Day’s Wait	- Hemmingway
<b>Unit – III</b>	Two old Men	- Leo Tolstoy
<b>Unit –IV</b>	Little Girls wiser than	- Men Tolstoy
<b>Unit – V</b>	Boy who wanted more Cheese	- William Elliot Griffir

**BLOCK II: DRAMA AND FICTION**

<b>Unit – VI</b>	Pygmalion	- G.B. Shaw
<b>Unit – VII</b>	Swami and Friends	- R.K. Narayanan

**BLOCK III: SHAKESPEARE**

<b>Unit – VIII</b>	- The Merchant of Venice
<b>Unit – IX</b>	- Romeo and Juliet
<b>Unit – X</b>	- The Winter’s Tale

**BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

<b>Unit – XI</b>	- Martin-Luther king	- R.N. Roy
<b>Unit – XII</b>	- Nehru	- A.J. Toynbee
<b>Unit – XIII</b>	- Concord- Phrases and Clauses-Question Tag	
<b>Unit – XIV</b>	- Expansion of Proverbs	
	- Group Discussion	
	- Conversation (Apologizing, Requesting, Thanking )	

**References:**

1. *Sizzlers*, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
2. *Pygmalion* – G.B. Shaw
3. *Swami and Friends* – R.K. Narayan
4. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
5. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
13643	Macro Economics - II

### Objectives:

On completion of the course the students will be able to

- ❖ Provide theoretical foundation of the Macro-economic theory especially about the basic concepts such as growth, money, trade cycles, equilibrium and Macro-economic policy.
- ❖ Understand the concepts of employment, inflation, deflation and model of economic growth.

### **BLOCK I: MACRO ECONOMICS APPROACHES**

**Unit-1:** Derivations of the IS and LM Functions; IS - LM and Aggregate Demand; Shifts in the AD curve.

**Unit-2:** Economic Growth - Meaning - Steady Growth - Rostow, Lewis, Rosenstien - Roden, Harrod - Domer Models.

**Unit-3:** Macroeconomic Equilibrium, Flow Equilibrium and Stock Equilibrium, Full Equilibrium.

**Unit-4:** Demand for Money - Classical, Neoclassical and Keynesian Approaches, The Keynesian Liquidity Trap and its Implications.

**Unit-5:** Supply of Money - Classical and Keynesian Approaches, The Theory of Money Supply Determination - Measures of Money Supply in India.

### **BLOCK II: INFLATION AND DEFLATION**

**Unit-6:** Theories of Employment: Classical and Keynesian Theory of Employment and Income Determination - Comparison between the Classical View and the Keynesian View

**Unit-7:** The Principles of Effective Demand: Meaning - Demand - Supply - Importance of Effective Demand.

**Unit-8:** Concept of Inflation: Determinants of Inflation - Relationship between Inflation and Unemployment - Phillips Curve in Short Run and Long Run.

**Unit-9:** Deflation: Meaning - Causes - Anti-Deflationary Measures; - Depression and Stagflation; Inflation vs. Deflation.

### **BLOCK III: GROWTH MODELS**

**Unit-10:** General Equilibrium: Hicks - Hansen Analysis.

**Unit-11:** Endogenous Growth Models - AK Models, Lucas Model of Human Capital, Romer Model of Endogenous Innovation.

### **BLOCK IV: TRADE CYCLE AND MACRO ECONOMIC DEVELOPMENTS**

**Unit-12:** Trade Cycle: Definition and Phases of Trade Cycle - Monetary and Non- Monetary Theories of Trade Cycle.

**Unit-13:** Macro Economic Research and Development; Human Capital and Externalities; Empirical Issues; Real Business Cycle Dynamics.

**Unit-14:** Macro Economic Policy - Objectives - Instruments - Economic Growth.

## Reference:

1. Cauvery, R.; U.K. Sudhnanyak; M. Girira and R. Meenakshi (2004), -**Macro Economics**||, S. Chand & Company Pvt. Ltd.
2. Ahuja, H.L. (1992), -**Macro Economics Theory and Policy**||, S. Chand & Company Pvt. Ltd.
3. Shapiro, E. (2000), -**Macro Economic Analysis**|| Oxford University press.
4. Mankiw, G. (2009), -**Macro economics'** - 6th Edn.||, Tata McGraw Hill.
5. Sankaran, S. (2004), -**Macro Economics**||, Margham Publications, Chennai.
6. Jhingan, M.L.(2006), -**Macro Economics**||, Konark Publishers Pvt. Ltd., New Delhi,

Course Code	Title of the Course
13644	Economics for Competitive Examinations

### Objectives:

On completion of the course the students will be able to

- ❖ Compete with the competitors in the forthcoming competitive examinations in the realm of economics.
- ❖ Understand the national and international important economic organisations.

### **BLOCK I: ECONOMIC DEVELOPMENT AND ENVIRONMENT**

**Unit-1:** Economic Development - Measurement of Development - Causes of under Development.

**Unit-2:** Development and the New Economic Policy.

**Unit-3:** Development and the Environment.

### **BLOCK II: POPULATION – POVERTY AND SOCIAL WELFARE**

**Unit-4:** Population: Population Growth - Age Composition of Population.

**Unit-5:** National Population Policy - objectives - targets.

**Unit-6:** Poverty: Measurement of Poverty - Types - Poverty Line - Disadvantages.

**Unit-7:** Social Welfare Programmes: Policies for Poverty and Unemployment Problems.

### **BLOCK III: PRICE, MONETARY AND FISCAL POLICY IN INDIA**

**Unit-8:** Price Policy and Inflation History to Price Rise in India - Causes of Inflation.

**Unit-9:** Price Control Mechanism in the Post - Reform Period.

**Unit-10:** Monetary Policy in India - importance - effects.

**Unit-11:** Fiscal Policy in India - importance - effects.

### **BLOCK IV: INTERNATIONAL ECONOMIC AND ORGANISATIONS**

**Unit-12:** International Economic Co-operation: OECD - SAARC - EEU - BRICS.

**Unit-13:** International Finance Institutions: World Bank - IMF - ADB.

**Unit-14:** International Trade Organizations: UNCATD - GATT - WTO - OPEC.

### Reference:

1. Datt and Sundharam (2014), **-Indian Economy**||, S. Chand and Company, New Delhi.
2. Dhingra, S. (2010), **-The Indian Economy, Environment and Policy**||, S. Chand and Sons. New Delhi.
3. Dewett, K.K.; J.D. Varma and M.L. Sharma (2004), **-Indian Economics**||, S. Chand and Company, New Delhi.
4. Agarwal, A.N. (2009), **-Indian Economy**||, New Age International, New Delhi.
5. General Studies Manual for the UPSC Civil Services Preliminary Examination (Latest edition).
6. Indian Economy, Praitiyogita Darpan, (Latest edition).

## FIFTH SEMESTER

Course Code	Title of the Course
13651	Development Economics

### Objectives:

On completion of the course the students will be able to

- ❖ Explore into concepts and issues of economic growth and development, models and theories and developmental policies.
- ❖ Understand various social-economic welfare concepts - Agricultural policy and state level marketing

### **BLOCK I: INTRODUCTION OF DEVELOPMENT ECONOMICS**

**Unit-1:** Concept of Economic Growth and Economic Development - Factors Determining Economic Development.

**Unit-2:** Economic and Non-Economic Factors.

**Unit-3:** Economic Development - Features of Indian Economy.

**Unit-4:** Capital Formation: Meaning - Savings and Investment Pattern - Importance.

**Unit-5:** Sectoral Growth: Share in National Income - Contributions since 1991.

### **BLOCK II: HUMAN AND SOCIAL DEVELOPMENT**

**Unit-6:** Concept of Human Resources - Role of Human Capital - Demographic Change.

**Unit-7:** Social Development Index: Human Development Index (HDI), Gender Development Index, Global Hunger Index - Health and Education.

### **BLOCK III: INDUSTRIAL DEVELOPMENT**

**Unit-8:** Industry and Infrastructure - Its Contribution to Economic Development.

**Unit-9:** MSME- Startup Programmes (New Industrial Policy).

### **BLOCK IV: AGRICULTURAL DEVELOPMENT**

**Unit-10:** Green Revolution: Role of Technology - Agricultural Productivity.

**Unit-11:** Food Security: Problem and Recent Trends in Agriculture Production.

**Unit-12:** New Agricultural Policy - objectives - importance - scope.

**Unit-13:** Agricultural Marketing of Tamil Nadu - meaning - types of marketing.

**Unit-14:** Regulated Markets and Uzhavar Sandhai in Tamil Nadu.

### Reference:

- 1 Datt, R. and Sundharam, K.P.M. (2014), **-Indian Economy**||, S. Chand and Company, New Delhi.
- 2 Dhingra, S. (2010), **-The Indian Economy, Environment and Policy**||, S. Chand and Sons, New Delhi.
- 3 Dewett, K.K.; J.D. Varma and M.L. Sharma (2004), **-Indian Economics**||, S. Chand and Company, New Delhi.
- 4 Agarwal, A.N. (2009), **-Indian Economy**||, New Age International, New Delhi.



Course Code	Title of the Course
13652	Money and Banking

### Objectives:

On completion of the course the students will be able to

- ❖ Understand the importance of banks in modern monetary economies and financial markets, the role of banks in financial intermediation, and the significance of bank behaviour in monetary policy.
- ❖ Understand various types of theory of money and role and importance of money in national development.

### **BLOCK I: EVOLUTION OF MONEY AND CURRENCIES**

**Unit-1:** Money: Definitions - Concept and Functions.

**Unit-5:** Paper Currency - Systems of Note Issue - Gold Standard.

**Unit-6:** Indian Currency System - Development and Problems.

**Unit-7:** Definition of Money - Evolution of Money - Functions of Money.

### **BLOCK II: MONEY STANDARD FORM AND ROLE OF MONEY**

**Unit-4:** Monetary Standards: Meaning.

**Unit-8:** Forms of Money - Qualities of a Good Money Material.

**Unit-9:** Role of Money: Capitalist, Socialist and Mixed Economies.

### **BLOCK III: THEORIES OF ECONOMICS**

**Unit-2:** Theory of Money-I: Fisher's Quantity - Cambridge Equation.

**Unit-3:** Theory of Money-II: General Evaluation of the Quantity Theory of Money.

**Unit-10:** Money Supply - Money Supply and Price Level - Keynesian Approach - Neutrality of Money - Classical Dichotomy - Real Balance Effect.

**Unit-11:** Friedman's Restatement of Quantity Theory.

### **BLOCK IV: INFLATION, TRADE CYCLE AND MONETARY POLICY OF RBI**

**Unit-12:** Inflation: Causes - Types and Remedies - Inflationary Trends in India.

**Unit-13:** Trade Cycle - meaning - importance.

**Unit-14:** Monetary Policy of RBI.

### Reference:

1. Mishkin, F. (2008), **-The Economics of Money, Banking, and Financial Markets**, Pearson Addison Wesley, New York.
2. Pierce D.G. and P.J. Tysome (1985), **-Monetary Economics: Theories, Evidence and Policy**, Butterworths, London.
3. Rangarajan, C. and B. H. Dholakia (1979), **-Principles of Macroeconomics**, Tata-McGraw Hill Publishing Company Limited, New Delhi.
4. Prasad, K. N. (2001), **-Developments in India's Financial System**, Sarup and Sons, New Delhi.
5. Reddy, Y.V. (2000), **-Monetary and Financial Sector Reforms in India: A Central Banker's Perspective**, UBSPD, New Delhi.
6. Reserve Bank of India: **-Report on Currency and Finance**, various issues.

Course Code	Title of the Course
13653	Agricultural Economics

### Objectives:

- On completion of the course the students will be able to
- ❖ Provide a detailed account on the development of agricultural economy and the related issues with a special focus on Indian agriculture.
  - ❖ Understand the agricultural economics models, marketing system, agricultural finance and role of government in agricultural development.

### **BLOCK I: INTRODUCTION OF AGRICULTURAL ECONOMICS**

**Unit-1:** Agricultural Economics: Definition, Scope and Nature - Need for a Separate Study of Agricultural Economics - Agricultural Linkages with other Sectors.

**Unit-2:** Agriculture and Economic Development: Role of Agriculture Development - Declining of Agriculture in Economic Development.

**Unit-3:** Transforming Traditional Agriculture: Ranis and Fei - Schultz and Mellor Models.

**Unit-4:** Lewis Model of Unlimited Supply of Labour.

### **BLOCK II: FARMING SYSTEM**

**Unit-5:** Land Holding Pattern and Land Reforms - Impact on Agriculture Production.

**Unit-6:** Farming System: System of Farming - Farm Size and Productivity Relationship.

**Unit-7:** Agricultural Price Policy: MSP.

**Unit-8:** Agricultural Taxation: Scope and Importance.

**Unit-9:** New Agricultural Strategy and Green Revolution.

**Unit-10:** Small Farmers and Agricultural Labourers: Meaning - Characteristics - Trends - Problems.

### **BLOCK III: AGRICULTURAL MARKETING AND AGENCIES**

**Unit-11:** Agricultural Marketing - Structure and Function - Margin and Efficiency - Measures to Improve Marketing Efficiency - Marketing System in India- Finances of Agricultural Marketing.

**Unit-12:** Role of FCI, State Agencies - Price Expectation and Price Uncertainties, Price Stabilization.

### **BLOCK IV: AGRICULTURAL CREDIT**

**Unit-13:** Agricultural Credit: Importance of Agriculture Finance - Need for Government Intervention.

**Unit-14:** Agricultural Credit System in India - NABARD - RRBs - Co-operatives.

### Reference:

1. Hanumantha Rao C.H. (1965), **-Agricultural Production Function, Costs and Returns in India**, Tata McGraw Hill, Bombay.

- 2 Joshi P.C. (1975), **-Land Reforms in India: Trends and Prospects**||, Allied Publishers, New Delhi.
- 3 Shultz T.W. (1965), **-Transforming Traditional Agriculture**||, New Haven, London Yale University Press.
- 4 Mellor J.W. (1969), **-The Economics of Agriculture Development**||, Vora and Co Bombay.
- 5 Hanumantha Rao, C.H. (2005), **-Agriculture, Food Security, Poverty and Environment: Essays on Post-reform India**||, Oxford University Press, New Delhi.
- 6 Bhalla G.S. (2007), **-Indian Agriculture since Independence**||, National Book Trust, New Delhi.

Course Code	Title of the Course
13654	History of Economic Thought

### Objectives:

On completion of the course the students will be able to

- ❖ Provide the in-depth knowledge about the History of Economic Thought, Significance of History of Economic Thought, and Difficulties in the Study.
- ❖ Understand the Indian thoughts on economics given by various economists.

**Unit-1:** Introduction: Nature - Approaches - Significance of History of Economic Thought.

**Unit-2:** Mercantilism: Main Characteristics - Thomas Mun.

**Unit-3:** Physiocracy: Natural Order - Primary of Agriculture - Social Classes - Tableau Economique - Taxation.

**Unit-4:** Classical School -I: Adam Smith - T.R. Malthus - David Ricardo - J.S. Mill - J.B. Say.

**Unit-5:** Classical School -II: Alfred Marshall - J.A. Schumpeter - Pigou.

**Unit-6:** Socialism: Introduction - Role - Karl Marx.

**Unit-7:** Schools of Socialism: Different Schools of Socialism: Utopian - Christian.

**Unit-8:** Fabian - Syndicalism - Guild Socialism.

**Unit-9:** Institutional Economics: Gunnar Myrdal - Thorstein Veblen.

**Unit-10:** Romesh Dutt - Wesley Clair Mitchell.

**Unit-11:** John Maurice Clark - John Kenneth Galbraith.

**Unit-12:** Indian Economic Thought I: Thiruvalluvar - Gokale - Nauroje - Ranade.

**Unit-13:** Indian Economic Thought II: Nehru - Gandhi - E.V. Ramasamy - Amartya Sen.

**Unit-14:** Welfare Economics: Meaning - Education - Health - Poverty.

### Reference:

1. Hagela, (2000), **-History of Economic Thought**||, Konark Publications, New Delhi.
2. Loganathan, V. (1998), **-History of Economic Thought**||, S. Chand and Company, New Delhi.
3. Sankaran, S. (2000), **-History of Economic Thought**||, Margham Publications, Chennai.
4. Desai and N. Bhalerao (1999), **-Economic History of Indian**||, Himalaya Publishing House, New Delhi.
5. Neelakantan, S. (2012), **-Aatam Smith Mutal Karl Marx Varai: Cevviyal Araciyaal Porulataaram (in Tamil)**||, Kalachuvadu Publications Private Limited, Nagercoil, Tamil Nadu.

## SIXTH SEMESTER

Course Code	Title of the Course
13661	Tamil Nadu Economy

### Objectives:

On completion of the course the students will be able to

- ❖ Understand the process of growth in Tamil Nadu economy and to expose them to specific economic issues pertaining to the region.
- ❖ Understand the performance of various sectors and welfare programmes.

### **BLOCK I: BASIC PERFORMANCE OF TAMILNADU ECONOMY**

**Unit-1:** Tamil Nadu - Salient Features - Land Area - Distribution of Occupational Structure in Tamil Nadu.

**Unit-2:** Demographic Trends: Population - Growth - National Family Health Survey - Human Development India Index - Gender Development Index.

**Unit-3:** Trends in State Income - Structural Growth Before and After Reforms - Dynamism of the Economy.

**Unit-4:** State Planning Commission: Targets and Achievements - Financing of Plans: Revenue, Expenditure, and Debt - Current Year Budget.

### **BLOCK II: AGRICULTURAL DEVELOPMENT IN TAMILNADU**

**Unit-5:** Agricultural Sector: Sources of Irrigation - Cropping Pattern - Productivity and Yield of Major Crops.

**Unit-6:** Agriculture Marketing: Agricultural Marketing - Regulated Markets - Uzhavar Sandhai - Agricultural Finance - Livestock.

### **BLOCK III: INDUSTRY AND INFRASTRUCTURAL DEVELOPMENT**

**Unit-7:** Industrial Sector: Trends and Patterns in Industrial Growth - Large Scale and Small Scale Industries - Industrial Estate - KVIC and DIC - Labour Welfare Measures.

**Unit-8:** Industrial Financial Institutions – TIIC, SIDCO, SIPCOT, Industrial Estate, DIC, EPZ, SPZ, SEZ (Export Processing Zone, Special Processing Zone, Special Economic Zone).

**Unit-9:** Infrastructure-I: Rural - Urban Education, Health, Banking, Power, Transport and Communication.

**Unit-10:** Infrastructure -II: Transport: Road, Rail, Air and Sea.

**Unit-11:** Energy Sector: Hydro, Thermal and Nuclear Power Systems - Energy Policy.

### **BLOCK IV: DEVELOPMENT PROGRAMMES IN TAMILNADU**

**Unit-12:** State Finance & Development Programmes: State Finance - Revenue and Expenditure of the State - Tamil Nadu's recent Budget

**Unit-13:** Welfare Programmes of the State Government: Education and Health - ICDS - Unemployment - Anti-Poverty Strategies -PDS - Women Development.

**Unit-14:** Self - Employment - Micro Financing and Self Help Groups - Entrepreneurial Development in Tamil Nadu.

## References:

1. Leonard(2006), -**Tamil Nadu Economy**||, Mac Millian, New Delhi.
2. Rajalakshmi, N. (1999), -**Tamil Nadu Economy**||, Business Publishers, Mumbai.
3. Perumalsamy, S. (1990), -**Economic Development of Tamil Nadu**||, S. Chand & Co. Ltd, New Delhi.
4. Perumalsamy, S. (1988), -**Tamil Nadu Economy Performance and Issues**||, Oxford and IBH.
5. Veeramani A.R. (2005), -**Tamil Nadu Agricultural Economy**||, Divyasre, Chennai.
6. Manickam, S. (2007), -**Economic Development of Tamil Nadu in Perspective**||, Uyirmmmai Publication, Chennai.

Course Code	Title of the Course
13662	Environmental Economics

### Objectives:

On completion of the course the students will be able to

- ❖ Understand the Nature and Scope of Environmental Economics in India.
- ❖ Understand the environmental issues related with national and international level.

### **BLOCK I: SCOPE AND ECOLOGY OF ENVIRONMENTAL ECONOMICS**

**Unit-1:** Definition and Scope of Environmental Economics: Concepts - Relationship with other Sciences - Problems in Pollution - Approaches in Environmental Economics - Environment and Economics

**Unit-2:** Environmental Ecology: Biotic and Ecosystem - Limiting Factors and Law of Tolerance - Economics, Environmental and Ecology - Inter Linkages.

### **BLOCK II: NATURAL RESOURCES, POLLUTION, GROWTH AND ENERGY CONSERVATION**

**Unit-3:** Natural Resources: Conservation of Natural Resources - Green House Effect - Ozone Depletion - Acid Rain - Tragedy of Commons.

**Unit-4:** Environmental Pollution: Air, Water and Noise Pollution - Clean Development Mechanism (Swachh Bharath).

**Unit-5:** Economic Growth and Environment: Environmental Quality - Environmental Problem in Developed and Developing Countries.

**Unit-6:** Energy Conservation: Meaning of Energy - Types - Features - Sustainable Economic Development Conservation.

### **BLOCK III: ENVIRONMENTAL EDUCATION, WELFARE & COST BENEFIT ANALYSIS**

**Unit-7:** Environmental Education: Valley Environmental Awareness - Environmental Awareness Movements in India - Silent value and Narmada Bachao Movements.

**Unit-8:** Welfare Economics and Environmental Economics - Pareto Theory - Environment Quality as Public Good - Optimum Theory - Private and Social Cost - Problem of Second Cost.

**Unit-9:** Cost Benefit Analysis - Environmental Cost of Economic Growth - Limits to Growth - Pollution Cost Distribution - Effects - Plans - Total and Marginal Benefits of Pollution Control - Efficiency in Pollution-

**Unit-10:** Environment and Urbanisation: Land - Air and Water Pollution - Noise Pollution.

### **BLOCK IV: HEALTH MANAGEMENT AND GLOBAL ISSUE IN ENVIRONMENT**

**Unit-11:** Environment and Health: Human Development and Human Productivity

**Unit-12:** Management of Environment: Centre and State - Environmental Protection Laws- National and International - Recent conference on Environmental Issues.

**Unit-13:** Measures of Pollution Control: Measures of Pollution Control - Fiscal and Direct control measures - Taxes and Subsidies - Pollution Control Methods

**Unit-14:** Global Issues in Environmental Quality - Role of Government Voluntary and Consumer Organization - Treaties and Agreements at Global Level.

## Reference:

1. Kolstad, C.D. (2007), **-Environmental Economics**||, Oxford University Press, New Delhi.
2. Hanley, N.; J.F. Shogren and B. White (2007), **-Environmental Economics: Theory and Practice**||, Palgrave MacMillan.
3. Singh, K. and A. Sisodia (2007), **-Environmental Economics: Theory and Application**||, Sage Publications, New Delhi.
4. Karpagam (2008), **-Environmental Economics**||, Sterling Publishers, New Delhi.
5. R.K. Lekhi et al. (2008), **-Development and Environmental Economics**||, Kalyani Publishers, Ludhiana.
6. S.P. Misra & S.N. Pandey (2008), **-Essential Environmental Studies**||, Ane Books, New Delhi.
7. Maureen L.C. and W.E. Oates (1992) **-Environmental Economics: A Survey**||, *Journal of Economic Literature*, Vol. 30, pp. 675-740.
8. Kolstad, H. (2010), **-Intermediate Environmental Economics**||, Oxford University Press, 2nd edition.



Course Code	Title of the Course
13663	International Economics

### Objectives:

On completion of the course the students will be able to

- ❖ Understand some vital international trade theories and the practical aspects of international economics.
- ❖ Understand the importance of foreign trade, monetary system and various trade policies.

### **BLOCK I: INTRODUCTION AND THEORIES OF INTERNATIONAL TRADE**

**Unit-1:** Introduction to International Trade: Meaning - Nature and Scope - Distinction between Internal and International Trade.

**Unit-2:** Theories of International Trade - Classical - Theories of Trade - Adam Smith - Ricardo - Hicksler and Ohlin

**Unit-3:** Instruments of Trade Policy - Political Economy of Trade Policy - Controversies in Trade Policy.

**Unit-4:** Firms in the Global Economy - Outsourcing and Multinational Enterprises.

### **BLOCK II: EXCHANGE RATE AND THEORIES OF EXCHANGE RATE**

**Unit-5:** Exchange Rate and Types of Exchange Rate: Fixed versus Flexible Exchange Rates.

**Unit-6:** Theories of Foreign Exchange Rate - The Mint-Parity Theory - The Purchasing Power Parity.

**Unit-7:** Balance of Payments: Concept - Importance - Structure - Distinction between Balance of Trade and Balance of Payments.

**Unit-8:** Balance of Trade: Concept - Importance - Short Run and Long Run - Causes.

### **BLOCK III: FREE TRADE AND DISEQUILIBRIUM IN BALANCE OF PAYMENTS**

**Unit-9:** Devaluation of Currency: Convertibility of Currency - Partial Account and Full Account.

**Unit-10:** Free Trade versus Protection: Tariffs - Meaning - Types and Effects; Quotas - Meaning - Types - Effects; Dumping - Effects - Anti-Dumping Measures.

**Unit-11:** Disequilibrium in Balance of Payment: Causes for Disequilibrium in Balance of Payments - Methods of Correcting the Disequilibrium.

### **BLOCK IV: INDIA'S FOREIGN TRADE AND BRICS BANK**

**Unit-12:** India's Foreign Trade - Foreign Trade and Economic Development - Composition - Direction - Trends - Foreign Trade Policy.

**Unit-13:** International Trade and Monetary System: International Liquidity - IMF - IBRD - Asian Development Bank - SAARC - WTO and India.

**Unit-14:** New Development Bank (BRICS Development Bank).

### References:

1. Jhingan, M.L. (2013), **-International Economics**||, Vrinda Publications (P) Ltd, Delhi.
2. Raheem, A. and Vagheesan (2006), **-International Economics**||, Learntech Press, Trichy.
3. Desai, S.S. and N. Bhalerao (2003), **-International Economics**||, Himalaya Publishing House, Mumbai.
4. Mithani, D.M. (2003), **-International Economics**||, Himalaya Publishing House, Mumbai.
5. Cherunilam, F. (2006), **-International Economics**||, Tata McGraw, Hill Publishing Company, New Delhi.
6. Bhatia, H.L. (2006), **-International Economics**||, Vikas Publishing House Pvt. LTD, New Delhi.

Course Code	Title of the Course
13664	Computers and Data Processing

### Objectives:

On completion of the course the students will be able to

- ❖ Provide an in-depth exposure about the use of computer in economic analysis.
- ❖ Understand the basic level of computers, use of computers in statistics and analysis.

### **BLOCK I: INTRODUCTION OF COMPUTERS, HARDWARE AND SOFTWARES**

**Unit-1:** Computer System Concepts: Components and Functions.

**Unit-2:** Input and Output Devices.

**Unit-3:** Hardware and Software: Assembly and Languages.

**Unit-4:** Operating Systems - Usage of Programming Languages.

### **BLOCK II: DATA BASE AND DATA BASE MANGEMENT**

**Unit-5:** Database: Advantages and Types.

**Unit-6:** Data Base Management Systems-I: Data Manipulation Language (DML), Query Language (QL), and Report Generator.

**Unit-7:** Data Base Management System-II: Creating and Using a Database (Fox Pro) - Relational Database Management System (RDBMS).

### **BLOCK III: DATA PROCESSING AND COMPUTING**

**Unit-8:** Data Processing Techniques: Basic Features of Microsoft Excel.

**Unit-9:** Data Computing-I: Mean - Variance - Correlation Coefficient - Regression Coefficient in Two Variable Models - Multiple Regressions

**Unit-10:** Using Statistical Packages: SPSS - STATA.

### **BLOCK IV: INTERNET AND BUSINESS COMMUNICATIONS**

**Unit-11:** Business Communication: Introduction - Importance - Its Uses.

**Unit-12:** Internet and Intranet - Electronic Mailing (Email) - Google Search - MSN - Yahoo.

**Unit-13:** Internet Banking and Finance: ECS - RTGS - NEFT - Online Account-Mobile Account.

**Unit-14:** E-Commerce - Cyber Crime (Economic Offences).

### Reference:

1. Sanders, D.H. (1988), **-Computers Today**||, McGraw Hill, New York.
2. Sinha P.K. (2007), **-Computer Fundamentals**||, BPB Publications, New Delhi.
3. Rajaraman, V. (1999), **-Fundamentals of Computers**||, Prentice Hall of Indian, New Delhi.
4. Lipschutz, M.M. and S. Lipschultz (1982), **-Theory and Problems of Data Processing**||, Schum's Outline Series, McGeaw Hill, New York.

***Bachelor of Arts(Public Administration)***

**DETAILED SYLLABI OF B.A-PUBLIC  
ADMINISTRATION  
FIRST SEMESTER**

Course Code	Title of the Paper
10611A	Part-I: Tamil -I

**நோக்கம் :** மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு -1 : இசைப்பாடல்**

**கூறு 1**

4. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்  
7. புல்லாங்குழல் கொடுத்த  
8. குருவாயூருக்கு வாருங்கள்

**கூறு 2**

10. கோகுலத்து பசுக்கள்  
11. கோகுலத்தில் ஒரு நாள் ராதை  
12. ஆயர்பாடி மாளிகையில்

**கூறு 3**

- பட்டுக்கோட்டை கல்யாண சுந்தரம்**  
7. நெஞ்சில் குடியிருக்கும்  
8. செய்யும் தொழிலே தெய்வம்

**கூறு 4**

4. பாரதியார்  
கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

**பிரிவு - 2 : கவிதை, புதுக்கவிதை**

**கூறு 5**

10. பாரதிதாசன் - உலகப்பன் பாட்டு (5)  
11. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு  
12. பெ.தாரன் - நிலா பிஞ்சு

**கூறு 6**

10. வல்லிக் கண்ணன் - வெறும் புகழ்  
11. கு.ப.இராஜகோபாலன் - எதற்காக?  
12. மீரா - பதினைந்து

**கூறு 7**

7. சிற்பி - சர்ப்ப யாகம்  
8. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

**கூறு 8**

7. அப்துல் ரகுமான் - கண்ணும் எழுதேம்  
8. சண்முக சுப்பையா - வயிறு

**பிரிவு - 3 : காப்பியம்**

**கூறு 9**

7. சிலப்பதிகாரம் - வழக்குரை காதை  
8. கம்பராமாயணம் - அயோத்தியா காண்டம்

**பிரிவு - 4 : காப்பியம்**

**கூறு 10**

4. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

**கூறு 11**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
75. இன்னவாயில்

76. கொழுந்துறும்  
77. பஞ்சு அரங்கில்

**கூறு 12**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
78. எண்ணுளே  
79. ஒண்தலங்கள்  
80. இரவியேந்த கஞ்சக்

**கூறு 13**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
81. கன்னியாயதாயும்  
82. ஏந்தி ஓங்கு உளத்து  
83. ஆவ தேமுனர்  
84. கொல்லும் வேலொடும்

**கூறு 14**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
85. என்ற வாசகம்  
86. அம்பினால்  
87. வேண்டும் ஓர் வினை

Course Code	Title of the Course
10611B	Part-I: Communication Skills - I

**Learning objectives:**

- To make students to understand the basic skills of Communication.
- To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types  
Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages  
Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout –  
Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language –  
Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV** Group Discussion–Quality of Content-Participation–Logical  
Presentation –Behavioural Skills

**References:**

- Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
- Geetha Nagaraj, Write to Communicate, 2004.
- Wren & Martin, English Grammar and Composition, 2002.
- Dale Carnegie, How to Win Friends and in fluence People, 1981.
- Dale R Jordan, Language Skills and Use.
- Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
- Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
- Wallace, Michael J, Study Skills in English.
- Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
10612	Part-II: English - I

**Learning objective:**

3. To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**BLOCK I: PROSE I**

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

**BLOCK II: PROSE II**

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

**BLOCK III: DEVELOPING GRAMMATICAL SKILLS**

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals- Proposition- Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**BLOCK IV: DEVELOPING WRITING SKILLS**

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

**References:**

1. Sebastian D K, *Prose for the Young Reader*, Macmillan.
2. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
3. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Paper</b>
10613	<b>Business Communication</b>

### **BLOCK I: MEANING, NATURE, SCOPE AND ESSENTIAL OF BUSINESS COMMUNICATION**

#### **Unit - I**

Meaning, Nature, Scope and Importance of Communication - Purpose of Communication - Process of Communication

#### **Unit -II**

Essential of Communication-Basics of English Grammar-Structure of Business Letters

### **BLOCK II: ORAL AND WRITTEN COMMUNICATION**

#### **Unit - III**

Listening Skills - Listening Process - Classification of Listening - Purpose of Listening - Common Barriers in Listening

#### **Unit - IV**

Language For Communication - General Principles of Writing - Improving Writing Skills - Essentials of Good Style

### **BLOCK III: CHANNELS, NETWORKS, FORMS AND DIMENSION OF COMMUNICATION**

#### **Unit - V**

Communication in Organizations -Channels of internal Communication and External Communication.

#### **Unit - VI**

Communication Process-Channels- Barriers and Problems

### **BLOCK IV: BUSINESS LETTERS**

#### **Unit - VII**

Writing of Business Letter - Importance of Business Letters - Differences Between Personal and Business Letters - Structure and Format of Business Letters - Types of Business Letters.

#### **Unit – VIII**

Collection Letters-Sales Letters-Agency Letters-Banking Letters-Insurance Letters

#### **Unit - IX**

Letter of Enquiry-Offers and Quotations-Orders-Trade References -Status Enquiries- Confirmation

#### **Unit - X**

Writing E-Mail - Principles of E-Mail - E-Mail Etiquette - Overcoming Problems in E- Mail Communication.

### **BLOCK V: PRESENTATION, MEETING, DRAFTING OF REPORTS AND LETTERS**

#### **Unit - XI**

Oral Communication Skills -Oral Business Presentation - Purpose –Audience - Steps in Making Presentation - Delivering A Presentation.



## **Unit - XII**

Meetings - Types of Meetings - Importance of Business Meetings - Different Types of Business Meetings - Conducting Meetings and Conferences

## **Unit - XIII**

Drafting of Minutes-Reports and Office Notes-Drafting of Short Speeches

## **Unit - XIV**

Application For Employment and Bio Data-Preparation-Covering Letter

## **Reference Books**

1. Premavathi.N, Business Communication & Correspondence (3rd Edition), Sultan Chand & Sons, New Delhi. 2010.
2. Rajendra Pal Korahill,. Essentials of Business Communication Sultan Chand & Sons, New Delhi, 2006.
3. Ramesh, M.S and Pattanshetti C.C, Business Communication Sultan Chand & Sons, New Delhi, 2003
4. Reddy And Appannaiah, Rajendrapal And Korlahalli Js, Essentials Of Business Communication
5. Premavathi.N. Business Communication & Correspondence (3rd Edition), Sultan Chand & Sons, New Delhi, 2010.

Course Code	Title of the Paper
10614	Indian Constitution

## **BLOCK I: HISTORICAL BACKGROUND AND MAKING OF THE CONSTITUTION**

### **Unit-I**

The Company Rule (1773-1858)-Crown Rule(1858-1947)-Interim Government(1946)

### **Unit-II**

Composition of the Constituent Assembly-Committees of The Constituent Assembly-Enactment of the Constitution

## **BLOCK II: SALIENT FEATURES OF THE CONSTITUTION**

### **Unit-III**

Salient Features of the Indian Constitution-Preamble-Fundamental Rights-Directive Principles of State Policy-Fundamental Duties

### **Unit-IV**

Parliamentary Government Features-Merits and Demerits

### **Unit-V**

Emergency Provisions-President Rule-Financial Emergency

### **Unit-VI**

Citizenship-Meaning and Significance- Citizenship Act 1955 - Single Citizenship-Dual Citizenship

### **Unit-VII**

Procedure For Amendment-Types of Amendments-Criticism of The Amendment Procedure

### **Unit-VIII**

Inter- State Councils-Zonal Councils-Interstate Trade and Commerce

## **BLOCK III: PARLIAMENTARY SYSTEM**

### **Unit-IX**

Organisation and Composition of Parliament- Privileges of Parliament

### **Unit-X**

Parliamentary Forums-Objectives-Composition-Functions

## **BLOCK IV: SPECIAL PROVISIONS FOR SOME STATES**

### **Unit-XI**

Special Status of Jammu and Kashmir-Features of Jammu and Kashmir Constitution

### **Unit-XII**

Special Provisions For Some States of Maharastra-Gujarat-Nagaland-Manipur

### **Unit-XIII**

Creation and Administration of Union Territories-Special Provisions For Delhi

## **BLOCK V: FOREIGN POLICY**

### **Unit-XIV**

Principles of Indian Foreign Policy-Objectives of Indian Foreign Policy-Nuclear Doctrine of India

### **References**

- 2.M.Laxmikanth,Indian Polity,Mcgraw Hill Education(India) Private Ltd,2013
3. M.V.Pylee, introduction To The Constitution of India,Vikas Publishing House ,New Delhi,2011
- 4.D.C.Gupta,Indian Government,Vikas Publications Ltd,2014

## SECOND SEMESTER

Course Code	Title of the Paper
10621A	Part-I: Tamil Paper-II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
88. சொல் தவிர்ந்த  
89. அன்னை  
90. அஞ்சுவார்  
91. சொல்லக் கேட்டனர்  
92. மற்செய்கை  
93. மண்கனியப்  
94. அழுது ஆர்ந்த

கூறு 2

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
95. பொய் பொதுளும்  
96. இன்பு அருந்தி  
97. வழுதாயின இன்பு  
98. மறம் ஏவினர்

கூறு 3

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
99. மண்ணோர்கள்  
100. பொய்யா விதியோய்  
101. விடியா இருள்  
102. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

9. முதலெழுத்துகள், சார்பெழுத்துகள்  
10. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

13. ஒற்றெழுத்து மிகலும் மிகாமையும்,  
14. ஆகு பெயர், அன்மொழித் தொகை.  
15. வினா-விடை வகைகள்

கூறு 8



Course Code	Title of the Course
10621B	PART I: COMMUNICATION SKILLS – II

**Learning objectives:**

5. To make students understand the basic skills of Communication.
6. To acquaint students with the important features of Communication skills.

***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

- Unit – I** Code and Content of Communication Skills  
**Unit– II** Stimulus and Response of Communication Skills

***BLOCK II: SPEAKING SKILLS***

- Unit – III** Effective Speaking Guidelines  
**Unit – IV** Pronunciation Etiquette of Communication Skills  
**Unit – V** Phonetics in Communication Skills

***BLOCK III: LANGUAGE SKILLS***

- Unit – VI** A self Assessment of Communicating Soft Skills  
**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities  
**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills  
**Unit – IX** Conversation Skills –Modes  
**Unit – X** Presentation Skills - Preparing –Planning-Presentation

***BLOCK IV: WRITING SKILLS***

- Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph  
**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing  
**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing –  
Letters, Proposals, Resume  
**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters-  
Interviewing skills

**References:**

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.

5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, in c., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal interviews. Mumbai: JAICO Publishing House.
7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

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Course Code	Title of the paper
10622	PART-II : English Paper - II

**Learning objective:**

4. To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge  
-William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen

Spender

**BLOCK III: DRAMA**

**Unit – X** **Shakespeare** : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay

writing **Unit – XII** Note

Making **Unit – XIII** Report

writing

**Unit – XIV** Comprehension

**References:**

1. *The Golden Quill*, P.K. Seshadri, Macmillan.
2. *The Merchant of Venice*, Shakespeare. (Any overseas edition).
3. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.



Course Code	Title of the Paper
10623	Administrative Theory

### **BLOCK I: PUBLIC ADMINISTRATION: AN INTRODUCTION**

#### **Unit-I**

Meaning, Scope and Significance of Public Administration-Evolution of The Discipline and its Present Status-New Public Administration

#### **Unit-II**

New Public Management Perspective-Minnow Brook Conferences-State Vs Market Debate

### **BLOCK II: MANAGEMENT**

#### **Unit-III**

Scientific Management Theory-Classical Theory-Bureaucratic Theory-Systems Theory

#### **Unit-IV**

Decision Making –Leadership-Motivation Theories

#### **Unit-V**

Ministries and Departments-Public Corporations-Government Companies

#### **Unit-VI**

Head Quarters and Field Relationship-Regulatory Authorities-Public-Private Partnership

### **BLOCK III: ACCOUNTABILITY AND CONTROL**

#### **Unit-VII**

Control Over Public Administration-Legislative-Executive-Judiciary

#### **Unit-VIII**

Citizen and Administration-Role of Media-Interest Groups

#### **Unit-IX**

Civil Society-Citizen Charter-Right To information Act

### **BLOCK IV: ADMINISTRATIVE TECHNIQUES**

#### **Unit-X**

Organisation and Methods-Work Study-Work Management

#### **Unit-XI**

Management Tools-Network Analysis-Management Information System

### **BLOCK V: ECOLOGY AND GOVERNANCE**

#### **Unit-XII**

Ecology and Administration –F.W.Riggssian Model

#### **Unit-XIII**

Concept of Development-Changing Role of Development Administration

#### **Unit-XIV**

Good Governance Concept and Application- Impact of Globalization On Public administration

#### **References:** References:

1.B.L.Fadia and Kuldeep Fadia, Public Administration, Sahitya Bhawan,Agra,2011 2.Mohit Bhattacharya, New Horizons of Public Administration, Jawahar Publishers, New Delhi,2011

3.M.P.Sharma and B.L.Sadana, Public Administration in Theory and Practice, Kitab Mahal,2014

Course Code	Title of the Paper
10624	Indian Administration

### BLOCK I: EVOLUTION AND CONSTITUTIONAL SETTING

#### Unit-I

Administrative System of the Period of Kautilya-Mughal-British

#### Unit-II

Salient Features of Indian Administration-Parliamentary Democracy in India-Administrative Culture

### BLOCK II: THE UNION EXECUTIVE

#### Unit-III

President-Powers and Position-Prime Minister Powers and Functions-Council of Ministers at Central

#### Unit-IV

Ministries and Departments of Central Government-Cabinet Secretariat-Central Secretariat

#### Unit-V Public Sector Undertakings -Forms and Autonomy

Unit-VI All India Services-Central Services-Union Public Service Commission

### BLOCK III: STATE ADMINISTRATION

#### Unit-VII

Governor-Powers and Position-Chief Minister-Council of Ministers at State

#### Unit-VIII

Chief Secretary-State Secretariat-Directorate-Field Offices

Unit-IX District Collectorate-Changing Role of District Collector

#### Unit-X

State Public Services-State Public Service Commission –Training in State Public Services

### BLOCK IV: FEDERAL SYSTEM

#### Unit-XI

Indian Federal System-Centre and States Legislative, Financial and Administrative Relations

#### Unit-XII

Relationship between Specialist and Generalist Administrators-Minister-Civil Servant Relationship

#### Unit-XIII

Indian Parliament Composition Role and Functioning-State Assembly composition, Role and Functioning

### BLOCK V: ISSUE AREAS

#### Unit-XIV

Globalisation and Indian Administration-Impact of Information Communication Technology On Indian Administration

#### References

- 1.B.L.Fadia and Kuldeep Fadia,Indian Administration,Sahitya Bhawan Publications,Agra
- 2.S.R.Maheswari,Indian Administration,Laxmi Narayan Agarwal,New Delhi
3. Ramesh K.Arora and Rajni Goyal,Indian Public Administration:Institutions and Issues,New Age International Publishers

## SECOND YEAR

Course Code	Title of the Paper
10631A	Part-I: Tamil Paper-III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: இலக்கியம் - 1

கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

### பிரிவு 2: இலக்கியம் - 2

கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5

பெருவழுதியார் - பா. எண். 55

பெருங்கெளசிகனார் - பா. எண். 139

கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214

உலோச்சனார் - பா. எண். 249

கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

### பிரிவு 3: பதினெண்கீழ்க்கணக்கு

கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),

அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணி அறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

### பிரிவு 4: நாடகம் - புதினம்

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of Paper
10631B	Part-I: Human Skills Development - I

### Objectives:

❖ To Make the Students develop human skills.

#### **BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features- Interpersonal Behaviour

#### **BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy-Self-acceptance-Meaning-Importance - Etiquette-Meaning-Etiquettes in using mobile, telephones-Dais Etiquette

#### **BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

#### **BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts-Meaning-Types- Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger-Meaning-Causes-Consequences-Anger Management

### References:

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and in fluence People by Public Speaking.

Course Code	Title of the Paper
10632	PART-II : English Paper - III

### Objective:

- ❖ To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

#### **BLOCK I: SHORT STORIES**

<b>Unit – I</b>	A Hero	- R.K. Narayanan
<b>Unit – II</b>	The Diamond Necklace	- Guy de Maupassant
<b>Unit – III</b>	The Verger	- Somerset Maugham
<b>Unit – IV</b>	The Postmaster	- Rabindranath Tagore

#### **BLOCK II: ONE ACT PLAYS - I**

<b>Unit – V</b>	The Proposal	- Anton Chekhov
<b>Unit – VI</b>	The Boy Comes Home	- A.A. Milne
<b>Unit – VII</b>	The Silver Idol	- James R. Waugh
<b>Unit – VIII</b>	Progress	St. John Ervine

#### **BLOCK III: ONE ACT PLAYS - II**

<b>Unit – IX</b>	The Pie and the Tart	- Hume Chesterman
<b>Unit – X</b>	Reunion	- W.st. Joh Tayleur
<b>Unit – XI</b>	A kind of Justice	- Margaret Wood
<b>Unit – XII</b>	The Refugee	- Asif Currimbhoy

#### **BLOCK IV: GRAMMAR AND COMPOSITION**

**Unit – XIII** Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb

**Unit – XIV** Agenda- Minutes- Notice- Descriptive Writing

### References

1. *Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
2. *Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
2. *One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
3. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
4. *English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai

<b>Course Code</b>	<b>Title of the Paper</b>
10633	<b>Principles of Management</b>

## **BLOCK I: MEANING, NATURE, FUNCTIONS AND IMPORTANCE**

### **UNIT - I**

Management: Definition – Nature – Scope - Functions – Administration and Management

### **UNIT - II**

Planning: Nature, Importance and Strategic Considerations of Planning – Planning Premises – Objectives - Planning Process – Methods of Planning

### **Unit - III**

Policies, Strategies, Procedures, Methods, Rules, Projects and Budgets

### **UNIT-IV**

Decision Making – Meaning – Importance – Types – Process – Elements

## **BLOCK II: ORGANISATION AND ITS PRINCIPLES**

### **UNIT - V**

Organizing: Nature, Purpose and Kinds of Organization – Structure – Formal Organization

–

Informal Organization-Bases of Organisation

### **UNIT-VII**

Hierarchy-Span of Control – Line and Staff Functions – Authority and Responsibility – Centralisation and Decentralization – Co-ordination.

### **Unit - VI**

Delegation - Importance of Delegation – Types of Delegation – Problems of Delegation – Effective Delegation.

### **UNIT - VII**

Staffing – Elements of Staffing – Functions of Staffing

## **BLOCK III: ORGANISATIONAL BEHAVIOUR**

### **UNIT-VIII**

Motivation: Meaning – Importance – Types – Theories.

### **UNIT - IX**

Communication: Meaning – Types – Process – Barriers – Overcoming Barriers  
Leadership: Meaning – Styles –Theories-Essential Qualities.

## **BLOCK IV: MANAGERIAL CONTROL**

### **UNIT - X**

Controlling: Objectives and Process of Control – Devices of Control – integrated Control – Special Control Techniques.

**UNIT – XI:** Directing – Principles of Direction – Techniques of Direction – Importance of Direction – Characteristics of Direction

## **BLOCK V: MANAGEMENT AUDIT AND SYSTEM**

**UNIT – XII:** Management Audit – Definition – Objectives – Scope – Need For Management Audit – Advantages of Management Audit.

### **UNIT - XIII**

Management information System – Objectives of MIS – Importance of MIS – Process of MIS  
– Advantages of MIS

### **UNIT - XIV**

Recent Trends and New Perspectives in Management - Strategic Alliances – Core

## Competence

– Business Process Reengineering – Total Quality Management – Bench Marking-Brain Storming

### References

1. Ramaswamy.T, Principles of Management [Eight Edition] Himalaya Publishing Home Pvt Ltd, Mumbai. 2012,
2. L.M .Prasad,Principles and Practice of Management,Sultan Chand&Sons 2015
3. Koontz and O'Donnell,Management:A Global Perspective.McGrawHill,1998

<b>Course Code</b>	<b>Title of the Course</b>
10634	<b>Administrative thinkers</b>

**Unit-I**

Kautilya

**Unit-II**

Woodrow Wilson

**Unit-III**

F.W.Taylor

**Unit-IV**

Maxweber

**Unit-V**

Maslow

**Unit-VI**

Henry Fayol

**Unit-VII**

M.P.Follet

**Unit-VIII**

Herbert A.Simon

**Unit-IX**

C.I.Barnard

**Unit-X**

EltonMayo

**Unit-XI**

F.W.Riggs

**Unit-XII**

Chris Argris

**Unit-XIII**

Rensis Likert

**Unit-XIV**

Yezkel Dror

**References**

1. Ravindra Prasad,D,Prasad,Sathyanarayana.P,Administrative Thinkers,Sterling Publishers Pvt Ltd,2008
2. Maheswari,Administrative Thinkers, Millon Publishers India Ltd,2003
- 3.S.L.Goel,Administrative and Management Thinkers Relevance in New Millenium,Deep and Deep publications,New delhi,2008



## FOURTH SEMESTER

Course Code	Title of the Paper
10641A	Part-I: Tamil Paper-IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,

கூறு 2: யாப்பு - தளை, அடி, தொடை

கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,

கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை

கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்

கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,

உடன்போக்கு

கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறாஉ

### பிரிவு 3: அணி

கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,

தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.

கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,

கூறு 12: பதினெண்கீழ்க்கணக்கு.

கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் - பெரியபுராணம்.

கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

பாரதிதாசனின் பாண்டியன் பரிசு -

Course Code	Title of the Paper
10641B	Part-I: Human Skills Development - II

### Objective:

- ❖ To Make the Students develop human skills.

#### ***BLOCK I: GUIDANCE AND COUNSELLING***

**Unit-1:** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling.

**Unit-2:** Managerial skill- Need – Importance.

**Unit-3:** Human relational skills-Communication-Attention.

#### ***BLOCK II: TECHNICAL SKILLS***

**Unit-4:** Conceptual skills-Meaning-Importance.

**Unit-5:** Technical skills-Techniques-Practices-Tools-Procedures.

**Unit-6:** Presentation skills-Planning-Preparation-Delivery.

**Unit-7:** Organization skills-Meaning-Nature-Importance-Types.

**Unit-8:** Multi-Tasking skills Responsibilities-Causes.

**Unit-9:** Leader- Qualities of a good leader.

#### ***BLOCK III: UNDERSTANDING SKILLS***

**Unit-10:** Understanding Skills -Human systems: in dividual, Group, organization, and their major interactions.

**Unit-11:** Understanding Skills -Human systems: Community and Society, and their major interactions.

#### ***BLOCK IV: SOCIETY BASED SKILLS***

**Unit-12:** Problem solving skills – Handling –Facing – Importance.

**Unit-13:** Cooperative Learning Skills.

**Unit-14:** Making Social Responsibilities-Causes.

### References:

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and in fluence People by Public Speaking.

Course Code	Title of the Paper
10642	PART-II : English Paper - IV

### Objective:

- ❖ To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

#### **BLOCK I: SHORT STORIES**

**Unit-1:** Lalajee - Jim

Corbalt **Unit-2:** A Day's Wait -

Hemmingway **Unit-3:** Two old Men -

Leo Tolstoy **Unit-4:** Little Girls wiser

than - Men Tolstoy

**Unit-5:** Boy who wanted more Cheese - William Elliot Griffir

#### **BLOCK II: DRAMA AND FICTION**

**Unit-6:** Pygmalion - G.B. Shaw

#### **Fiction**

**Unit-7:** Swami and Friends - R.K. Narayanan

#### **BLOCK III: SHAKESPEARE**

**Unit-8:** The Merchant of

Venice **Unit-9:** Romeo and

Juliet

**Unit-10:** The Winter's Tale

#### **BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

**Unit-11:** Martin-Luther king - R.N. Roy

**Unit-12:** Nehru - A.J. Toynbee

#### **Grammar**

**Unit-13:** Concord- Phrases and Clauses-Question Tag

#### **Composition**

**Unit-14:** Expansion of Proverbs

- Group Discussion

- Conversation (Apologizing, Requesting, Thanking)

### References:

1. *Sizzlers*, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
2. *Pygmalion* – G.B. Shaw
3. *Swami and Friends* – R.K. Narayan
4. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
5. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Paper</b>
10643	<b>Organisational Behaviour</b>

## **BLOCK I: AN INTRODUCTION TO ORGANISATIONAL BEHAVIOUR**

### **Unit - I**

Introduction To Organizational Behaviour – Nature– Basic Objectives – Elements – Importance of Organizational Behaviour.

### **Unit - II**

Foundations of Individual Behaviour – Positive Individual Behaviour – Negative Individual Behaviour – Factors Influencing Individual Behaviour – Personal Factors – Environmental Factors

### **Unit - III**

Personality – Definitions – Determinants of Personality – Influence of Personality on Behaviour – Influencing Behaviour – Personality Development

### **Unit - IV**

Perception – Definitions – Sensation and Perception – Process of Perception – Determinants of Perception.

### **Unit - V**

Attitude and Values – Definitions – Nature and Characteristics of Attitude and Values  
– Measurement of Attitude – Functions of Attitude – Attitude Change – Values and Attitudes

## **BLOCK II: GROUPS AND WORK STRESS IN ORGANISATION**

### **Unit - VI**

Groups in Organization – Meaning – Characteristics – Reasons for Formation of Groups  
– Types of Groups – Different Stages of Groups – Individual and Group Decisions.

### **Unit - VII**

Work Stress – Causes of Stress – Personal Factors – Organizational Factors – Stress-Performance Relationship – Psychological Problems – Behavioural Changes

## **BLOCK III: ORGANISTIONAL CHANGE AND DEVELPOMENT**

### **Unit - VIII**

Organizational Change – Meaning – Factors Influencing Change – Internal Factors – External Factors

### **Unit-IX**

Organizational Development – Objectives of Od – Evaluation and Follow Up – Organizational Development – Merits and Demerits.

## **BLOCK IV: ORGANISATION AND ITS ENVIRONMENT**

### **Unit - X**

Organizational Culture and Climate – Types – Determinants – Changing Organizational Culture – Organizational Climate – Determinants of Organizational Culture

### **Unit - XI**

Organizational Conflicts – Definitions – Causes of Conflicts – Different Stages of Conflict – Conflict and Performance – Measures To Stimulate Conflicts – Conflict Outcomes.

### **Unit - XII**

Career Planning – Meaning and Characteristics – Need For Career Planning – Process of Career Planning – Evaluation of Career Planning Limitations.

## **BLOCK V: EMOTIONS AND POWER POLITICS IN ORGANISATION**

### **Unit - XIII**

Emotional Intelligence –Types of Emotions – Managing Emotions – Emotional Intelligence – Dimensions of Emotional Intelligence – Advantages and Limitations of Emotional Intelligence.

### **Unit - XIV**

Power, Politics and Impression Management – Power, Authority and influence – Sources – Organizational Politics – Nature of Organizational Politics

## **References**

1. Khanka S. S, Organisational Behaviour Sultan Chand & Sons Publications, New Delhi, 2012
2. Aswathappa K, Organisational Behaviour, Himalaya Publications, New Delhi ,2011
3. Varma, –Organisational Behaviour, Forward Book Depot, New Delhi, 2013
4. Sharma, –Organisational Behaviour, Tata Mcgraw-Hill Publications, New Delhi ,2012.
5. Stephen.P.Robbins, Timothy,A.Judge, Organisational Behaviour, Prentice Hall Pvt.,Ltd.New Delhi,2007

<b>Course Code</b>	<b>Title of the Course</b>
10644	<b>Modern Administrative System</b>

## **BLOCK I: ADMINISTRATIVE SYSTEM OF USA**

### **Unit-I**

Administrative System of USA-Constitution and Government-Congress

### **Unit-II**

American President-Executive Office of The President-American Civil Service

## **BLOCK II: ADMINISTRATIVE SYSTEM OF BRITAIN**

### **Unit-III**

Administrative System of Britain- Constitution and Government-British Crown-Prime Minister- Cabinet

### **Unit-IV**

British Parliamentary Commissioner-Treasury-British Civil Service

## **BLOCK III: ADMINISTRATIVE SYSTEM OF FRANCE AND JAPAN**

### **Unit-V**

Administrative System of France-Constitution and Government-French President

### **Unit-VI**

French Civil Service-Administrative Courts-Local Government

### **Unit-VII**

Administrative System of Japan-Constitution and Government-Constitutional Monarchy-Prime Minister-Diet

### **Unit-VIII**

Organisation of Japan Central Government-Civil Service-Central Personnel Agency

## **BLOCK IV: ADMINISTRATIVE SYSTEM OF SWITZERLAND AND CHINA**

### **Unit-IX**

Administrative System of Switzerland-Federal Legislature-Federal Council

### **Unit-X**

Direct Democracy in Switzerland-Political Parties in Switzerland-Cantonal Government

### **Unit-XI**

Administrative System of People's Republic of China-Constitutional Structure of China-Standing Committee of National People's Congress

### **Unit-XII**

The President of China-State Council-Communist Party of China

## **BLOCK V: ADMINISTRATIVE SYSTEM OF CANADA**

### **Unit-XIII**

Administrative System of Canada-Constitution-Dominion Executive

### **Unit-XIV**

The Canadian Dominion Parliament-Judicial System-Canadian Federalism

## Reference

1. Vishnubhagwan, Vidhyabhushan, World Constitutions, Sterling Publishers Private Limited, New Delhi, 2009
2. Jhari JC, New Comparative government, Lotus Press, New Delhi, 2010
3. Vishnu Bhagavan, Select World Constitution-A Comparative Study, Sterling Publishers Pvt Ltd, New Delhi, 2009
4. Sewa Singh Dahiya and Ravindra Sing, Comparative Public Administration, Sterling Publishers Pvt Ltd, 2001
5. William Siffin, Towards Comparative Study of Public Administration, Macmillon Publishers, New York, 1989

**THIRD YEAR  
FIFTH SEMESTER**

<b>Course Code</b>	<b>Title of The Paper</b>
10651	<b>Public Financial Administration</b>

**BLOCK I: MEANING, NATURE AND SIGNIFICANCE**

**Unit-I**

Financial Administration-Meaning-Nature and Significance **Unit-II**

Budget and its Types-Social and Economic Implications.

**BLOCK II: BUDGETARY PRINCIPLES AND TYPES**

**Unit-III**

Different Principles of Budget-Types of Budget **Unit-IV**

Performance Budgeting: Growth of The Concept-Meaning-Objectives - Advantages

**Unit-V**

Zero Based Budgeting: Growth of The Concept-Meaning-Objectives - Advantages

**Unit-VI**

Plan Programme Budgeting System : Growth of The Concept-Meaning-Objectives - Advantages

**BLOCK III: BUDGET PREPARATION AND ENACTMENT**

**Unit-VII**

Preparation of The Budget Process -Enactment of The Budget Process **Unit-VIII**

Execution of The Budget Process -Public Borrowings and Deficit Financing

**Unit-IX**

Sunset legislation – Top-Down Budgeting

**BLOCK IV: CONTROL OVER PUBLIC FUND**

**Unit-X**

Composition, Powers and Functions of Public Accounts Committee-Estimates Committee **Unit-XI**

Organisation and Functions of Central Finance Ministry in India

**BLOCK V: AUDIT AND ACCOUNTS OF PUBLIC FUND**

**Unit-XII**

Collection, Custody and Disbursement of Public Funds **Unit-XIII**

Accounting and Audit-Meaning-Role-Separation of Accounts and Audit System



## **Unit-XIV**

Comptroller and Auditor General of India- Comptroller General of Accounts- Role and Functions

### **References**

1. B.L.Fadia and Kuldeep Fadia, Public Administration, Sahitya Bhawan, Agra, 2011
2. M.P.Sharma and B.L.Sadana, Public Administration in Theory and Practice, Kitab Mahal, 2014
3. M.J.K. Thavaraj, Financial Management of Government, Sultan Chand Publishers
4. .S.L.Goel, Public Financial Administration, Deep and Deep Publications, New Delhi, 2008
5. S.K.Singh, Public Finance in Theory and Practice, S, Chand & Company Ltd, New Delhi, 2001

Subject Code	Title of The Paper
10652	Human Rights Administration in India

### **BLOCK I: MEANING, NATURE, CONCEPTS AND EVOLUTION**

#### **Unit-I**

Human Rights: Meaning, Nature and Concept-Classification of Human Rights

**Unit-** Evolution of The Concept of Human Rights-Human Rights - League of Nations

### **II BLOCK II: UNIVERSAL DECLARATION OF HUMAN RIGHTS AND ITS COVENANT**

**Unit-** Universal Declaration of Human Rights Act of 1948-Fundamental Rights of Indian

### **III**

Constitution

#### **Unit-IV**

International Covenant On Political and Civil Rights-Optional Protocol to political and Civil Rights

#### **Unit-V**

International Covenant on Socio-Economic and Cultural Rights-Optional Protocol To Socio-Economic and Cultural Rights

#### **Unit-VI**

United Nations Human Rights Council-Powers and Functions

### **BLOCK III: HUMAN RIGHTS ADMINISTRATION**

#### **Unit-VII**

National Humanrights Commission in India-Composition-Powers and Functions **Unit-VIII**

State Human Rights Commission in India-Composition-Powers and Functions

#### **Unit-IX**

Human Rights Police Stations - Human Rights Courts

### **BLOCK IV: HUMAN RIGHTS ISSUES IN INDIA**

#### **Unit-X**

Human Rights of Dalits – Minorities-Age old in India

#### **Unit-XI**

Issues and Rights: Child Labourers-Bonded Labourers-Domestic Workers

### **BLOCK V: HUMAN RIGHTS LAW AND ITS PROTECTION**

#### **Unit-XII**

Right To Education Act-Protection of Civil Liberties Act-Child Labour Abolition Act

#### **Unit-XIII**

20  
National Commission For Women - Child-Composition,Powers and Functions

#### **Unit-XIV**

## Role of Voluntary and Non-Governmental Organisations in Protection of Human Rights in India

### References

- 1.T.P.Tripathi,An introduction To The Study of Humanrights, Allahabad Law Agency Publications,2012
- 2.Sivagami Paramasivam, Human Rights-A Study, Thai Pathipagam,Salem,2010
- 3.U.N.Gupta,The Humanrights Conventions and Indian Law, Atlantic Publishers and Distributors,Delhi,2004
- 4.Ramesh K.Arora and Rajni Goyal, Indian Public Administration: Institutions and Issues, New Age international Publishers, 2014

Course Code	Title of The Paper
10653	Development Administration in India

## **BLOCK I: BASIC CONCEPTS AND APPROACHES OF DEVELOPMENT**

### **Unit-I**

Concept of Development-Emergence-Definition

### **Unit-II**

Characteristics of Development Administration-Traditional Administration

### **Unit-III**

Various Approaches To The Study of Development Administration-  
Significance of Development Administration

## **BLOCK II: BUREAUCRACY AND DEVELOPMENT**

### **Unit-IV**

Concept of Development-Views of Fred W.Riggs On Development Administration

### **Unit-V**

Indian Bureaucracy and Development-Role and Functions

## **BLOCK III: RURAL DEVELOPMENT AND PLANNING**

### **Unit-VI**

Rural Development Programme Key Features- Issues and Challenges in India

### **Unit-VII**

Urban Transport - Housing Development in India

### **Unit-VIII**

Micro Level Planning –Participatory Approach-Panchayatraj System in India

### **Unit-IX**

Machinery For Developmental Planning At Central-State - District Level

## **BLOCK IV: DEVELOPMENTAL POLICIES**

### **Unit-X Unit-**

**X**

Land Reforms, Agriculture and Cooperation Policies in India

Poverty Alleviation, Health and Nutrition Policies in India

## **BLOCK V: AGENCIES INVOLVED IN DEVELOPMENT ADMINISTRATION**

### **Unit-XI**

Role of Voluntary and Non-Governmental Organizations in Promoting Development Administration

### **Unit-XII**

United Nations Development Programmes ( Undp)-United Nation Millennium Development Goals

### **Unit-XIII**

World Bank-International Monetary Fund-Asian Development Bank: Role and Functions

### **Unit-XIV**

Role of international Organizations in Promoting Development Administration

## References

- 1.S.L.Goel,Development Administration:.,Potentialities and Prospects,Sujanya Book Publishers,Newdelhi,2009
- 2.S,Bhatnagar,S.L.Goel,Development Planning and Administration,Sajanya Book Publishers,New Delhi,2009
- 3.R.K.Sapru,Development Administration,Sterling Publishers Pvt Ltd,New Delhi,2008
- 4.Relevent Issues of Indian Journal of Public Administration,New Delhi
- 5.Suresh Kumar Sharma, Development Administration in India,Theory and Practice,International Book Company,Michigan,1971

Course Code	Title of The Paper
10654	Citizen and Administration

### **BLOCK I: VALUES AND ETHICS IN PUBLIC SERVICES**

Unit-I

Integrity in Administration-Ethics and Values in Public Services

Unit-II

Indian Model of Ombudsman:Lokpal and Lokayuktas

### **BLOCK II: ACCOUNTABILITY AND POPULAR CONTROL**

Unit-III

Concept of Accountability-Popular Control Over Administration

Unit-IV

Peoples Participation in Administration-Meaning-Mechanism-Challenges

Unit-V

Role of Civil Society-Social Audit:Meaning-Benefits-Methodology

### **BLOCK III: OPENNESS AND TRANSPERANCY**

Unit-VI

Openness and Right To information-Right To information Act: Key

Contents Unit-VII

Citizens Charter-Evolution and Experience in

India Unit-VIII

Pressure and Interest Groups-Meaning-Definition-Classification-

Features

### **BLOCK IV: GOOD GOVERNANCE**

Unit-IX

Good Governance: Concepts and Applications-Features-Characteristics-Application in India

Unit-X

Good Governance: Concept-Applications-Parameters

Unit-XI

E-Governance-Concepts-Success Story in

India

### **BLOCK V: ANTI-CORRUPTION AND REDRESSAL**

#### **MECHANISM**

Unit-XII Legal and institutional Frame Work To

Check Anti -Corruption in India

Unit-XIII Central Vigilance Commission-Central Bureau of Investigation: Powers and Functions

Unit-XIV Grievances Redressal Mechanism At District –State - Central Level in India

#### **References**

1.B.L.Fadia and Kuldeep Fadia,Public Administration,Sahitya Bhawan:Agra,2011

2.Ramesh K.Arora and Rajni Goyal,Indian Public Administration:Instutions and Issues,New Age international Publishers,2014

## SIXTH SEMESTER

Course Code	Title of The Paper
10661	Computers and Data Processing

### BLOCK I: FUNDAMENTALS OF COMPUTER SYSTEM

**Unit-I** Computer System Fundamentals:Hardware and Software-Evaluations of Computers-

Classification

#### Unit-II

Basic Components of A Digital Computer-Internal and Auxiliary Storages-Remote Data Entry Devices

#### Unit-III

Characteristics of internal Storage-Auxiliary Storage-Processing Methods-Batch,Real-Time and Time Shared Processing

### BLOCK II: DATA PROCESSING SYSTEM

#### Unit-IV

Data Processing Systems and Tools:Types of Data Processing System-Extend of Data Processing Systems-Data Processing Cycle

#### Unit-V

Components of A Data Processing Systems-Problem Definition-Planning-Alogritham

#### Unit-VI

Program Flowcharts-Decision Table-Top-Down Programming Techniques-Structure Programming

#### Unit-VII

Batch Processing:A Typical Batch Processing Application-Master File-Transaction File-File Update

### BLOCK III: DATA STORAGE

#### Unit-VIII

Direct Access Storage and Retrieval-File Organization Techniques-Report Generation

#### Unit-IX

Examples of Flow Charts - Programs For The Functions

**Unit-X** Applications: Inventory Control And Accounting-Payroll-Production, Planning And Control

### BLOCK IV: ONLINE PROCESSING AND CONTROL

#### Unit-XI

Online Processing Controls-Examples of Specific Online Applications

#### Unit-XII

Air Line Reservation-Railway Reservation

## **BLOCK V: MANAGEMENT OF BUSINESS APPLICATION**

### **Unit-XIII**

Management of Stores-Query Package

### **Unit-XIV**

Real Time Business Applications-On Line Business Transactions

### **References**

1. Wilson T.Price,Third Edition,Holt-Saunders,Introduction To Computer Data Processing,International Editions.
2. Robert J.Verzello and John Reutter, Data Processing Systems and Concepts, Mcgraw Hill International Books Company
3. Carol Beech and Janice Burn,Applications in Business Data Processing,Pitman Publishing Ltd
4. William F.Fouri and Lawrence J.Aifero,Computers and information Processing, Prentice Hall(1986)



<b>Course Code</b>	<b>Title of The Paper</b>
10662	<b>Public Personnel Administration</b>

## **BLOCK I: MEANING, IMPORTANCE AND FUNCTIONS OF PERSONNEL ADMINISTRATION**

### **Unit-I**

Meaning, Importance and Objectives of Personnel Administration-Functions of Personnel Administration-Position Classification

**Unit-II** Human Resource Development- Scope – Importance-Current Status

### **Unit-III**

Evolution of Civil service in India-Constitutional Provisions of Civil Service

## **BLOCK II: RECRUITMENT AND TRAINING**

### **Unit-IV**

Recruitment-Process-Methods

### **Unit-V**

Training-Objectives-Types and Techniques

### **Unit-VI**

Composition and Functions of Union Public Service Commission-State Public Service Commission-Staff Selection Commission

### **Unit-VII**

Promotion-Promotion System in India

## **BLOCK III: PAY AND SERVICE CONDITIONS**

### **Unit-VIII**

Pay and Compensation Structure in India- Other Benefits and Allowances

### **Unit-IX**

Whitley Councils - Whitleyism in India-Central Administrative Tribunal

### **Unit-X**

Conduct and Discipline-Political Activities of Public Servants

## **BLOCK IV: RIGHTS OF CIVIL SERVANTS**

### **Unit-XI**

Employees Associations and Unions-Strikes and Political Affiliations

### **Unit-XII**

All India Services: Training and Promotion

## **BLOCK V: CIVIL SERVICE ETHICS AND MORALE**

### **Unit-XIII**

Politicisation of Higher Civil Services in India-Morale in Civil Service

### **Unit-XIV**

Administrative Ethics-Meaning-Elements-Importance- Hindarances

### **References**

1. Stalin O Glenn,Public Personnel Administration,Herpet and Brothers,New York,1986
- 2.B.L.Fadia and Kuldeep Fadia,Public Administration,Sahitya Bhawan,Agra,2011
- 3.M.P.Sharma and B.L.Sadana,Public Administration in Theory and Practice,Kitab Mahal,2011
- 4.Shalinirajesh and S.L.Goel,Public Personnel Administration,Theory and Practice,Deep and Deep Publications Pvt Ltd,New Delhi,2008

<b>Course Code</b>	<b>Title of the Paper</b>
10663	<b>Public Policy Analysis</b>

## **BLOCK I: CONCEPTS OF PUBLIC POLICY**

### **Unit-I**

Concepts of Public and Policy-Scope of The Policy-Significance

### **Unit-II**

Policy Types-Institutional Development for Policy

### **Unit-III**

Meaning, Nature and Utility of Policy Sciences

## **BLOCK II: MODELS FOR POLICY ANALYSIS**

### **Unit-IV**

Meaning and Issues of Policy Analysis-Evolution

### **Unit-V**

Rational Policy Making of H.I.Simon Model-Dror's Normative - Optimum Model

### **Unit-VI**

Systems Model For Policy Analysis-Institutional Approach To Policy Analysis

## **BLOCK III: PUBLIC POLICY MAKING PROCESS**

### **Unit-VII**

Forces in Policy Making Process-Individual Citizen-Electorate Power-Electoral Pledges-Media-Pressure Groups

### **Unit-VIII**

Official Policy Maker Legislature-Executive-Bureaucracy

## **BLOCK IV: POLICY IMPLEMENTATION AND EVALUATION**

### **Unit-IX**

Policy Implementation-Meaning and Elements in Implementation

**Unit-X** Approaches to the Policy Implementation-Top-Town Model-Bottom -Up Model

**Unit-XI** Policy Evaluation-Criteria for Evaluation

## **BLOCK V: PUBLIC POLICY OF INDIA – AN ANALYSIS**

### **Unit-XII**

Health Care Policy of India –Evaluation and Analysis

### **Unit-XIII**

New Education Policy of India- Evaluation and Analysis

### **Unit-XIV**

Agricultural Policy of India-Evaluation and Analysis

References

1.R.K.Sapru,Public Policy,Sterling Publishers Pvt Ltd,2011

2. Thomas Dye.R,Understanding Public Policy,Prentice Hall Publishers,2014

Course Code	Title of the Paper
10664	Local Self Government Administration in India

### **BLOCK I: MEANING, SCOPE AND EVOLUTION OF LOCAL SELF GOVERNMENT**

#### Unit-I

Meaning, Scope and Importance - Evolution of Local Self Government in India

#### Unit-II

Community Development Programmes-National Extension Service-Balwantray Mehta Committee Report-Ashok Mehta Committee Report

### **BLOCK II: ORGANISATION STRUCTURE AND ITS FUNCTIONS**

#### Unit-III

Organisation and Functions of Three Tier Structure Panchayat Raj Institutions –Gram Panchayat -Panchayat Ssmi- Zila Parishad

#### Unit-IV

Organisations and Functions of Three Forms of Urban Institutions –Corporation-Municipality-Town Panchayat

### **BLOCK III: CONSTITUTIONAL AMENDMENT ACT AND ITS IMPLEMENTATION**

#### Unit-V

Salient Features of 73<sup>rd</sup> Constitutional Amendment Act of 1992-Key Features and its Implementation

#### Unit-VI

Salient Features of 74<sup>th</sup> Constitutional Amendment Act of 1992-Key Features and Its Implementation

#### Unit-VII

State Election Commission-Electoral Process of Local Self Government Institutions

### **BLOCK IV: PERSONNEL AND FINANCE IN LOCAL SELF GOVERNMENT**

#### Unit-VIII

Personnel in Panchayat Raj Institutions-Block Development Officer-Extension Officer

#### Unit-IX

Municipal Personnel Administration-Central Council of Local Government

#### Unit-X

Sources of Income for Panchayat Raj in stitutions-State Control over Panchayat Raj institutions-Social Audit

#### Unit-XI

Sources of Income for Urban Local Self Government-State Control over Urban Local Self Government in stitutions

### **BLOCK V: ISSUES AND CHALLENGES IN LOCAL SELF GOVERNMENT**

Unit-XII Rural Development Programmes –Challenges and Issues in India

Unit-XIII Panchayat Raj Institutions Issues and Challenges-Causes for Failures of Panchayat Institutions

Unit-XIV Urbanisation Process –Challenges and Issues in India

### **References**

- 1.Shriram Maheswari,Local Government in India,Laxmi Narayan Agarwal,Agra,2014
- 2.B.L.Fadia and Kuldeep Fadia,Indian Administration,Sahitya Bhawan Publications,2008
- 3.Shriram Maheswari, Public Administration in India,Laxmi Narayan Agarwal,Agra,2008

***Bachelor of Science (Mathematics)***

## FIRST SEMESTER

Course Code	Title of the Course
11311A	Part-I: Tamil Paper - I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு -1 : இசைப்பாடல்

கூறு 1

5. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்  
9. புல்லாங்குழல் கொடுத்த  
10. குருவாயூருக்கு வாருங்கள்

கூறு 2

13. கோகுலத்து பசுக்கள்  
14. கோகுலத்தில் ஒரு நாள் ராதை  
15. ஆயர்பாடி மாளிகையில்

கூறு 3

- பட்டுக்கோட்டை கல்யாண சுந்தரம்  
9. நெஞ்சில் குடியிருக்கும்  
10. செய்யும் தொழிலே தெய்வம்

கூறு 4

5. பாரதியார்  
கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

13. பாரதிதாசன் - உலகப்பன் பாட்டு (5)  
14. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு  
15. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

13. வல்லிக் கண்ணன் - வெறும் புகழ்  
14. கு.ப.இராஜகோபாலன் - எதற்காக?  
15. மீரா - பதினைந்து

கூறு 7

9. சிற்பி - சர்ப்ப யாகம்1  
10. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8

9. அப்துல் ரகுமான் - கண்ணும் எழுதேம்  
10. சண்முக சுப்பையா - வயிறு

பிரிவு - 3 : காப்பியம்

கூறு 9

9. சிலப்பதிகாரம் - வழக்குரை காதை  
10. கம்பராமாயணம் - அயோத்தியா காண்டம்

பிரிவு - 4 : காப்பியம்

கூறு 10

5. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
103. இன்னவாயில்  
104. கொழுந்தறும்  
105. பஞ்சு அரங்கில்

**கூறு 12**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
106. எண்ணுளே  
107. ஒண்தலங்கள்  
108. இரவியேந்த கஞ்சக்

**கூறு 13**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
109. கன்னியாயதாயும்  
110. ஏந்தி ஓங்கு உளத்து  
111. ஆவ தேமுனர்  
112. கொல்லும் வேலொடும்

**கூறு 14**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
113. என்ற வாசகம்  
114. அம்பினால்  
115. வேண்டும் ஓர் வினை

Course Code	Title of the Course
11311B	Part-I: Communication Skills - I

**Objectives:**

On completion of the course the students will be able to

- ❖ Make students to understand the basic skills of Communication.
- ❖ Acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit-1:** Communication - Meaning - Types- Importance.

**Unit-2:** Barriers to Effective Communication - Principles - Principles of Effective Communication.

**BLOCK II: ORAL COMMUNICATION**

**Unit-3:** Oral Communication - Meaning - Importance - Forms of Oral Communication.

**Unit-4:** Intonation - Meaning - Function - Types Preparation of Speech- Steps Involved.

**Unit-5:** Principles of Effective Oral Communication.

**BLOCK III: WRITTEN COMMUNICATION**

**Unit-6:** Written Communication - Meaning - Steps - Importance - Advantages - Use of words and Phrases.

**Unit-7:** Sentence - Meaning - Sentence formation - Characteristics of an Effective Sentence.

**Unit-8:** Paragraph Writing - Essay Writing - Steps Involved - Outline-Layout - Contents -Drafting-Correction - Final Draft.

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit-9:** Application for Employment and Curriculum Vitae - Steps involved.

**Unit-10:** Non-Verbal Communication - Meaning - Types - Body Language - Postures -Gestures - Facial Expressions - Eye Contact.

**Unit-11:** Report Writing - Report - Types of Reports - Format of a Report.

**Unit-12:** Essentials of a Good Report - Preparation of Report - Procedure Involved.

**Unit-13:** Meetings - Purpose of the Meeting - Procedure.

**Unit-14:** Group Discussion - Quality of Content - Participation - Logical Presentation - Behavioural Skills.

**References:**

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and Influence People, 1981.
5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
11312	PART-II : ENGLISH PAPER - I

**Learning objective:**

- To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**BLOCK I: PROSE I**

Unit – I	Water-the Elixir of life	- C.V. Raman
Unit – II	Mrs. Packletide’s Tiger	- SAKI
Unit – III	A Deed of Bravery	- Jim Carbett
Unit – IV	The Cat	- Catharine M. Willson
Unit – V	On Letter Writing	- Alpha of the Plough

**BLOCK II: PROSE II**

Unit – VI	Our Ancestors	- Carl Sagan
Unit – VII	Our Civilization	- C.E.Foad
Unit – VIII	A Hero on Probation	- B.R. Nanda
Unit – IX	Dangers of Drug Abuse	- Hardin B. Fones
Unit – X	Food	- J.B.S. Haldane

**BLOCK III: DEVELOPING GRAMMATICAL SKILLS**

Unit – XI - Articles-Gerunds-Participles-Infinitives-Modals-Proposition –Tenses.

Unit – XII - Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**BLOCK IV: DEVELOPING WRITING SKILLS**

Unit – XIII - Letter writing - Precis writing - Developing hints.

Unit – XIV - Dialogue writing - Paragraphwriting.

**References:**

- Sebastian D K, *Prose for the Young Reader*, Macmillan.
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.



<b>Course Code</b>	<b>Title of the Course</b>
<b>11313</b>	<b>PART-III : CLASSICAL ALGEBRA</b>

**Course Objectives:**

The general objectives of the course is

1. To introduce the concepts-What is sequence?. Convergent, Divergent and Oscillating sequences.
2. To make the knowledge about Series of positive terms, D'Alembert test, Comparison test, Ratio test, Root test, Conditional convergence and Alternating series.
3. To introduce the concept of Binomial theorem for rational index, Binomial series, Exponential series, Logarithmic series and Summation of series using binomial, exponential and logarithmic series.
4. To understand the concept of Theory of equations, Relation between the roots and coefficients, Symmetric functions of the roots and Sum of the power of the roots of the equation, Removal of terms and Multiple roots.
5. To make the knowledge about Inequalities, Matrices and determinants, Adjoint of a square matrix, system of equations, Cramer's rule, Eigen values.

**Course Description:**

**BLOCK I: SUMMATION OF SERIES AND THEORY OF EQUATIONS**

**UNIT- I**

Introduction, Binomial theorem for rational index, other forms of Binomial Expansion, Summation of series using binomial theorem.

**UNIT -II**

Theory of equations - Introduction and basic theorems, Relation between the roots and coefficients, Symmetric functions of the roots.

**UNIT -III**

Sum of the powers of the roots of the equation, Transformation of equation by given quantity, formation of equations whose roots are diminished by h, formation of equations whose roots are equal in magnitude and opposite insign.

**UNIT -IV**

Multiple Roots – Nature and position of roots – Descarte's rule of Signs, Rolle's theorem – Sturm's functions – Problems.

**BLOCK II: REMOVAL OF TERMS, INEQUALITIES AND DETERMINANTS**

**UNIT -V**

Removal of terms – Introduction, Reciprocal roots, Newton's and Horner's methods.

**UNIT -VI**

Finding number and position of the real roots – Finding the nature and position of the roots (Cardans&Ferrar's method not included).

**UNIT -VII**

Inequalities – Arithmetic and geometric means, Weierstrass inequality.

**UNIT -VIII**

Determinants - Definition, Expansion of determinants, Properties of determinants

**BLOCK III: MATRICES AND SYSTEM OF EQUATIONS****UNIT -IX**

Matrices- Operation on matrices, adjoint of a square matrix- Problems.

**UNIT -X**

Singular and Non singular matrices-Inverse of a non-singular matrix.

**UNIT -XI**

System of equations - Cramer's rule, problems using Cramer's rule-Problems.

**BLOCK IV: CONSISTENCY OF EQUATIONS, EIGEN VALUES AND EIGEN VECTORS****UNIT -XII**

Rank of a matrix, Consistency of equations-related problems.

**UNIT -XIII**

Eigen values, Eigen vectors- Some problems

**UNIT -XIV**

Cayley Hamilton theorem – Statement, Verification of Cayley Hamilton theorem, finding inverse using Cayley Hamilton theorem.

**REFERENCES:**

1. Arumugam & Issac, Sequences and Series, New Gamma Publishing House, 2002 Edition.
2. Arumugam & Issac, Set Theory & Number System and Theory of Equations.
3. Venkataraman & Manorama, Algebra, National Publishing House, Chennai.
4. T.K.Manickavasagam Pillai & Others, Algebra Vol.I & Vol.II S.Viswanathan (Printers & Publishers) Pvt. Ltd, 1985-Revised Edition.

**Learning Outcomes:**

At the end of the module student should be able to...

1. Understand concept of sequences, series and its various types with examples.
2. Understand the types of tests with examples.
3. Understand Binomial theorem, binomial, logarithmic and exponential series and its applications in various fields.
4. Understand theory of equations, inequalities, matrices and determinants with examples and its uses in real world problems.

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Course Code	Title of the Course
11314	PART-III : CALCULUS

### Course Objectives:

The general objectives of the course is students will be able to:

1. To introduce the concept of Differentiation and Integration. Successive differentiation, Partial differentiation, Maxima and minima of functions of two variables.
2. To make the knowledge about Tangents, normal, curvature, envelope and evolute.
3. To understand the concept of Integration by parts: Definite integrals and their properties, Reduction formulae.
4. To know about Differential equations of homogeneous equations in  $x$  and  $y$ , First order linear equations, Linear equations of order 2 with constant coefficients.
5. To introduce the concepts of Laplace transform, Inverse Laplace transform, solving differential equations using Laplace transforms. Partial differential equations of first order, some standard forms and Charpit's method.

### Course Description:

#### **BLOCK I: DIFFERENTIATION, POLAR CO-ORDINATES AND ASYMPTOTES**

##### **UNIT- I**

Differentiation – Introduction, Parametric differentiation, Logarithmic differentiation, differentiation of implicit functions.

##### **UNIT –II**

Successive differentiation – Introduction,  $n^{\text{th}}$  derivative of some standard functions, problems using higher order derivatives.

##### **UNIT –III**

Partial differentiation – Homogeneous functions, Euler's theorem, verification of Euler's theorem, Maxima and minima of functions of one variable and two variables.

##### **UNIT –IV**

Polar Coordinates – Radius of curvature in polar coordinates,  $p-r$  equation of a curve – Asymptotes – Method of finding asymptotes – problems

#### **BLOCK II: ENVELOPES, EVOLUTES AND INTEGRALS**

##### **UNIT –V**

Tangents and normal angle of intersection, curvature, Envelopes and Evolutes, working method to find envelope and involutes.

##### **UNIT –VI**

Integration – Substitution methods,  $1/(x_2 - a_2)$ ,  $1/(x_2 + a_2)$ ,  $1/(a_2 - x_2)$ ,  $1/(x_2 - a_2)^{1/2}$ ,  $(x_2 - a_2)^{1/2}$ ,  $(x_2 + a_2)^{1/2}$ ,  $(a_2 - x_2)^{1/2}$ .

##### **UNIT –VII**

Definite Integrals and their properties – problems – Integration by parts — Reduction formulae – Bernoulli's formula.

## **UNIT -VIII**

Double and triple integrals and their properties – Jacobian – Change of order of integration.

## **BLOCK III: BETA, GAMMA FUNCTIONS AND SOLUTION OF DIFFERENTIAL EQUATIONS**

### **UNIT -IX**

Beta and Gamma functions – properties – problems

### **UNIT -X**

Differential equations – Solution of differential equations, variable separable methods.

### **UNIT -XI**

Homogeneous equations in  $x$  and  $y$ -Methods and problems, First order linear equations.

## **BLOCK IV: VARIATION OF PARAMETERS, LAPLACE TRANSFORMS AND STANDARD FORMS OF PARTIAL DIFFERENTIAL EQUATIONS**

### **UNIT -XII**

Linear equations of order 2 with constant and variable coefficients, Variation of parameters.

### **UNIT -XIII**

Laplace transform, Inverse Laplace transform, Solving differential equations using Laplace transforms.

### **UNIT -XIV**

Partial differential equations – Forming differential equations by eliminating arbitrary constants and variables, First order partial order equations. Some standard forms – Charpit's method, Clairaut's form, Lagrange's multiplier method and problems.

## **REFERENCES:**

1. Arumugam & Issac, Calculus, New Gamma Publishing House, 2005.
2. Arumugam & Issac, Differential Equations and Applications, New Gamma Publishing House, 2003.
3. A.K.Sharma, Text book of Differential Calculus, Discovery publishing house, New Delhi.
4. S.Narayanan & T.K. Manickavasagam Pillai, Differential Equations and its applications, S.Viswanathan(Printers & Publishers) Pvt. Ltd, 2009,Chennai.
5. Calculus and Fourier series by Dr. M.K.Venkataraman and Mrs. Manorama Sridhar, The National Publishing Company, Chennai.

## Learning Outcomes:

At the end of the module student should be able to...

1. Understand concept of differentiation, partial differentiation, maxima and minima with examples.
2. Understand tangent, normal, curvature, envelope and evolute with examples.
3. Understand the concept of integration, reduction formulae, definite integral and its properties.
4. Understand Differential equations of homogeneous equations in  $x$  and  $y$ , First order linear equations, Linear equations of order 2 with constant coefficients.
5. Understand Laplace transform, Inverse Laplace transform, solving differential equations using Laplace transforms, Partial differential equations of first order, some standard forms and Charpit's method with its applications in various fields.

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## SECOND SEMESTER

Course Code	Title of the Course
11321A	Part-I: Tamil Paper - II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

116. சொல் தவிர்ந்த
117. அன்னை
118. அஞ்சுவார்
119. சொல்லக் கேட்டனள்
120. மற்செய்கை
121. மண்கனியப்
122. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

123. பொய் பொதுளும்
124. இன்பு அருந்தி
125. வழுதாயின இன்பு
126. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

127. மண்ணோர்கள்
128. பொய்யா விதியோய்
129. விடியா இருள்
130. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

11. முதலெழுத்துகள், சார்பெழுத்துகள்
12. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

16. ஒற்றெழுத்து மிகலும் மிகாமையும்,
17. ஆகு பெயர், அன்மொழித் தொகை.



Course Code	Title of the Course
11321B	Part-I: Communication Skills - II

**Objectives:**

- ❖ To make students understand the basic skills of Communication.
- ❖ To acquaint students with the important features of Communication skills.

**BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS**

**Unit-1:** Code and Content of Communication Skills.

**Unit-2:** Stimulus and Response of Communication Skills.

**BLOCK II: SPEAKING SKILLS**

**Unit-3:** Effective Speaking Guidelines.

**Unit-4:** Pronunciation Etiquette of Communication Skills.

**Unit-5:** Phonetics in Communication Skills.

**BLOCK III: LANGUAGE SKILLS**

**Unit-6:** A Self-Assessment of Communicating Soft Skills.

**Unit-7:** Language Skills - Ability - Skill Selected Need - Learner Centre activities.

**Unit-8:** Listening Skills - Importance - Types of Listening - Interview Skills.

**Unit-9:** Conversation Skills - Modes.

**Unit-10:** Presentation Skills - Preparing - Planning - Presentation.

**BLOCK IV: WRITING SKILLS**

**Unit-11:** Written Communication - Structure of Effective Sentences - Paragraph.

**Unit-12:** Technical Writing - Creative Writing - Editing and Publishing.

**Unit-13:** Corporate Communication Skills - Internal - Effective business writing -Letters, Proposals, Resume.

**Unit-14:** Corporal Communication Skills - External - Press release - Newsletters- Interviewing skills.

**References:**

12. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
13. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
14. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
15. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
16. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
17. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
18. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
19. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
20. Geetha Nagaraj, Write to Communicate, 2004.
21. Wren & Martin, English Grammar and Composition, 2002.Rajendra Pal and Kortahalli J S, Essentials of Business Communication.



Course Code	Title of the Course
11322	PART-II : ENGLISH PAPER - II

**Learning objective:**

- To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

Unit – I Sonnet - William Shakespeare

Unit – II Lines Composed upon Westminster Bridge  
-William Wordsworth

Unit – III Grecian Urn - John Keats (1795-1827)

Unit – IV Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

Unit – V The Road Not Taken - Robert Frost (1874-1963)

Unit – VI Strange Meeting - Wilfred Owen (1813-1918)

Unit – VII Gitanjali - Rabindranath Tagore (1861-1946)

Unit – VIII The Coromandel Fishers - Sarojini Naidu

Unit – IX The Express - Stephen Spender

**BLOCK III: DRAMA**

Unit – X **Shakespeare** : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

Unit – XI Essay writing

Unit – XII Note Making

Unit – XIII Report writing

Unit – XIV Comprehension

**References:**

- The Golden Quill*, P.K. Seshadri, Macmillan.
- The Merchant of Venice*, Shakespeare. (Any overseas edition).
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
11323	<b>PART-III : ANALYTICAL GEOMETRY AND VECTOR CALCULUS</b>

### Course Objectives:

The general objectives of the course is students will be able to:

1. Understand and appropriately use the technical vocabulary of the topics covered such as vector, vector-valued function, tangent vector, space curve, tangential components, normal components, neighborhood in the plane, gradient, angle of inclination, iterated integral, double integral, triple integral, Lagrange multipliers, and Jacobian
2. Perform vector operations and interpret the results geometrically.
3. Use vectors to solve problems involving force, velocity, work, and real-life problems and analyze vectors in space
4. Find the angle between two vectors using the dot product
5. Find the direction cosines and cross product of two vectors in space
6. Use the triple scalar product of three vectors in space
7. Find the distance between points, planes, and lines in space
8. Recognize and write equations for different surfaces
9. Use cylindrical and spherical coordinates to represent surfaces in space, analyze and sketch a space curve given by a vector-valued function
10. Differentiate and integrate a vector-valued function.
11. Understand Divergent, Curl, Vector integration, Line integral, Problems using Greens' theorem, Stokes' theorem and Gauss theorem.

### Course Description:

#### **BLOCK I: STRAIGHT LINES, SYSTEM OF CIRCLES AND DIRECTION COEFFICIENTS**

##### **UNIT -I**

Two dimension analytical geometry – Pair of straight lines, angle between pair of lines-Problems.

##### **UNIT -II**

Circle, System of circles, Radical axis– co axial system of circles.

##### **UNIT -III**

Polar coordinates-Equation of line in polar co-ordinates - Pole and polar conics.

##### **UNIT -IV**

Three dimension analytical geometry – Introduction, Direction ratios and direction coefficients – angle between the lines

#### **BLOCK II: PLANES AND CONES**

##### **UNIT -V**

Plane – Plane equation – Angle between two planes – Length of the perpendicular –

Distance between two planes

#### **UNIT -VI**

Straight lines- Equation of a straight line in various forms – problems – Image of a point, Image of a line about a plane.

#### **UNIT -VII**

Plane and straight lines – Coplanar lines-Problems.

#### **UNIT -VIII**

Cone – Definition – Equation of the Cone in various forms – Equation of a right circular Cone-problems

### **BLOCK III: CYLINDER AND SPHERE**

#### **UNIT -IX**

Cylinder – Definition – Equation of a right circular cylinder – simple problems.

#### **UNIT -X**

Skew lines – Shortest distance between two skew lines – Problems

#### **UNIT -XI**

Sphere – Equation of a sphere, Tangent plane – Problems

### **BLOCK IV: VECTOR DIFFERENTIATION, LINE AND SURFACE**

### **INTEGRALS**

#### **UNIT -XII**

Equation of a circle on a sphere – Intersection of two spheres.

#### **UNIT -XIII**

Vector Calculus – Vector Differentiation– Vector Algebra – Differentiation of vectors - Gradient – Divergence and Curl – Solenoidal – irrotational – Harmonic Vector.

#### **UNIT -XIV**

Line and Surface Integrals – Line Integrals – Surface Integrals - Theorems of GREEN, GAUSS and STOKE‘S(Statements only) problems.

#### **REFERENCES:**

1. Arumugam & Issac, Analytical Geometry 3D and Vector Calculus.
2. Analytical Geometry 3D and Vector Calculus by Dr. M.K.Venkataraman and Mrs. Manorama Sridhar, National Publishing Company, Chennai, 2001..
3. T.K. Manickavasagam Pillai & T.Natarajan, A text book of Analytical Geometry Part II- 3D, S.Viswanathan(Printers & Publishers) Pvt. Ltd., 2001.
4. S.Narayanan & T.K. Manickavasagam Pillai, Vector Algebra & Analysis, S.Viswanathan(Printers & Publishers) Pvt. Ltd. 1995.

## Learning Outcomes:

After the completion of the course the student will be able to:

1. Understand the distance between points, the distance from a point to a line, and the distance from a point to a plane in the three-dimensional coordinate system.
2. Sketch and describe regions in space and perform algebraic operations with vectors in two and three dimensions.
3. Find the length of a vector and compute dot and cross product of vectors.
4. Find scalar and vector projections of a vector onto another and the angle between two vectors.
5. Determine if vectors are parallel and orthogonal and determine if a vector field is conservative and find a potential function if conservative.
6. Evaluate line integrals in the plane and in space, including line integrals of vector fields.
7. Use the Fundamental Theorem of Line Integrals and determine if a line integral is independent of path.
8. Use Green's, Stoke's and Gauss theorem and compute the curl and divergence of a vector field.

Course Code	Title of the Course
11324	<b>PART-III : SEQUENCES AND SERIES</b>

**Course Objectives:**

The general objectives of the course is students will be able to:

1. Define sequences and identify the different kinds of sequences.
2. Find the  $n$ th term or the general term of a sequence for which some initial terms are given.
3. Find the types of sequence and series with suitable examples.
4. Find the common ratio of a geometric sequence.
5. Find arithmetic means, harmonic means and geometric means.
6. Find the sum of a finite arithmetic series, harmonic series and geometric series.
7. Find the sum of an infinite geometric series.
8. Find the tests such as Comparison test, Kummer's test, Root test, Cauchy's condensation Test, Cauchy's root test.

**Course Description:**

**BLOCK I: CONVERGENT AND DIVERGENT OF SEQUENCES AND ALGEBRA OF LIMITS**

**UNIT -I**

Sequences – bounded sequences – Monotonic sequences.

**UNIT -II**

Convergent sequences – Cauchy's general principle of convergence - Cauchy's first theorem on Limits.

**UNIT -III**

Divergent and Oscillating sequences – Some problems.

**UNIT -IV**

The algebra of limits- Limit superior and Limit inferior.

**BLOCK II: MONOTONE AND CAUCHY SEQUENCES AND SERIES OF POSITIVE TERMS**

**UNIT -V**

Behaviour of monotonic sequences – Some Theorems on limits

**UNIT -VI**

Subsequences – limit points –Some problems.

**UNIT -VII**

Cauchy sequences – The upper and lower limits of a sequence.

**UNIT -VIII**

Series of positive terms –infinite series – Some related problems.

### **BLOCK III: TYPES OF TESTS AND ALTERNATING SERIES**

#### **UNIT -IX**

Comparison test – Kummer's test – Root test – Simple problems

#### **UNIT -X**

Cauchy's condensation Test, Cauchy's root test and their simple problems – Integral test – Problems.

#### **UNIT -XI**

Series of arbitrary terms – Alternating series – Problems.

### **BLOCK IV: TEST FOR CONVERGENCE AND SUMMATION OF SERIES**

#### **UNIT -XII**

Absolute convergence – Tests for convergence of series of arbitrary terms

#### **UNIT -XIII**

Rearrangement (Derangement) of Series – Multiplication of series.

#### **UNIT -XIV**

General summation of series including successive difference and recurring series.

#### **REFERENCES:**

1. Sequences and Series by Dr. S.Arumugam and Prof. A.ThangapandiIssac, New Gamma Publishing House, Palayamkottai, December 2015.
2. M.K.Singal & Asha Rani Singal, A first course in Real Analysis, R. Chand & Co. 1999.
3. Dr.S.Arumugam, Sequences & Series, New Gamma Publishers, 1999.

#### **Learning Outcomes:**

At the end of the module student should be able to...

- a. Work within an axiomatic framework.
- b. Understand how Cauchy's criterion for the convergence of real and complex sequences and series follow from the completeness.
- c. Understand concept of sequences, series and its various types with examples.
- d. Understand the types of tests with examples.
- e. Understand how the elementary functions can be defined by power series, with an ability to deduce some of their easier properties.
- f. Understand behavior of monotone sequences and its applications in various fields.
- g. Understand theory of equations, inequalities, matrices and determinants with examples and its uses in real world problems

### THIRD SEMESTER

Course Code	Title of the Course
11331A	Part-I: Tamil Paper - III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

#### பிரிவு 1: இலக்கியம் - 1

- கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு  
கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு  
கூறு 3: கபிலர் - குறிஞ்சித்திணை  
கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்  
கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

#### பிரிவு 2: இலக்கியம் - 2

- கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5  
பெருவழுதியார் - பா. எண். 55  
பெருங்கௌசிகனார் - பா. எண். 139  
கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214  
உலோச்சனார் - பா. எண். 249  
கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207  
கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்  
பா. எண். 37, 39, 126, 226, 280

#### பிரிவு 3: பதினெண்கீழ்க்கணக்கு

- கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),  
அறிவுடைமை (43), பிரிவாற்றாமை (116)  
கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),  
கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

#### பிரிவு 4: நாடகம் - புதினம்

- கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்  
கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
11331B	Part-I: Human Skills Development - I

### Objectives:

- ❖ To Make the Students develop human skills.

#### **BLOCK I: HUMAN SKILLS AND HABITS**

**Unit-1:** Human Skills - Developing skills - Types.

**Unit-2:** Mind-Levels of functions - Habits - Meaning - Types - Merits of good habits - Interpersonal Relationship - Features - Interpersonal Behaviour.

#### **BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit-3:** Thinking ahead - Significance of thinking ahead.

**Unit-4:** Developing Personality - Meaning - Need - Factors influencing personality, Ways of developing personality - Building positive personality.

**Unit-5:** Self-concept - Self-esteem - Meaning-Importance - Self-efficacy - Self-acceptance -Meaning-Importance - Etiquette - Meaning - Etiquettes in using mobile, telephones - Dais Etiquette.

#### **BLOCK III: TYPES OF SKILLS**

**Unit-6:** Goal - setting Skills - Meaning - Types - Importance.

**Unit-7:** Decision-making skills - Meaning - Types - Steps in decision-making

**Unit-8:** Negotiating Skills - Styles - Structure - Creating negotiation - Competitive Negotiation.

#### **BLOCK IV: HUMAN RELATIONS**

**Unit-9:** Attitudes - Meaning - Types - Importance - Developing positive attitudes.

**Unit-10:** Coping with Change - Meaning - Characteristics - Importance of change Resistance to change - Dealing with change.

**Unit-11:** Leadership - Meaning - Importance - Characteristics - Styles.

**Unit-12:** Human Relations Skill - Need - Canons of good human relations.

**Unit-13:** Counselling - Meaning - Importance - Forms - Conflicts - Meaning - Types - Causes - Effects - Managements of conflicts

**Unit-14:** Stress-Meaning - Types - Causes - Effects - Managing the stress - Anger - Meaning - Causes - Consequences - Anger Management.

### References:

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.



Course Code	Title of the Course
11332	PART-II : ENGLISH PAPER - III

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

**BLOCK I: SHORT STORIES**

- Unit – I      A Hero                                      - R.K. Narayanan
- Unit – II      The Diamond Necklace                      - Guy de Maupassant
- Unit – III      The Verger                                        - Somerset Maugham
- Unit – IV      The Postmaster                                 - Rabindranath Tagore

**BLOCK II: ONE ACT PLAYS - I**

- Unit – V      The Proposal                                    - Anton Chekhov
- Unit – VI      The Boy Comes Home                        - A.A. Milne
- Unit – VII      The Silver Idol                                 - James R. Waugh
- Unit – VIII     Progress                                         - St. John Ervine

**BLOCK III: ONE ACT PLAYS - II**

- Unit – IX      The Pie and the Tart                         - Huge Chesterman
- Unit – X      Reunion                                         - W.st. Joh Tayleur
- Unit – XI      A kind of Justice                              - Margaret Wood
- Unit – XII      The Refugee                                    - Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

- Unit – XIII     Parts of speech-Noun- Pronoun- Adjective

Degrees of Comparison- Verb- Adverb

- Unit – XIV     Agenda- Minutes- Notice- Descriptive Writing

**REFERENCES:**

- Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
- Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
- English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.

Course Code	Title of the Course
11333	<b>PART-III : DIFFERENTIAL EQUATIONS AND ITS APPLICATIONS</b>

**Course Objectives:**

The general objectives of the course is students will be able to:

1. Identify an ordinary differential equation and its order
2. Verify whether a given function is a solution of a given differential equation (as well as verifying initial conditions when applicable)
3. Classify ordinary differential equations into linear and nonlinear equations
4. Solve first order linear differential equations
5. Find solutions of separable differential equations
6. Model population dynamics using first order autonomous equations
7. Find solutions of exact equations
8. Understand the notion of linear independence and the notion of a fundamental set of solutions
9. Use the method of reduction of order to find a second linearly independent solution of a second order, linear homogeneous equation when one solution is given
10. Find the general solution of second order linear homogeneous equations with constant coefficients
11. Use the method of undetermined coefficients to solve second order, linear homogeneous equations with constant coefficients
12. Use the method of variation of parameters to find particular solutions of second order, linear homogeneous equations
13. Use second order linear equations with constant coefficients to model mechanical vibrations

**Course Description:**

**BLOCK I: EXACT, HOMOGENEOUS AND LINEAR DIFFERENTIAL EQUATIONS**

**UNIT - I**

Exact Differential Equations – Conditions for equation to be exact –Working rule for solving it – problems

**UNIT - II**

Equations of the first order but of higher degree – Equations solvable for p, x, y, clairaut's form-Equations that do not contain (i) x explicitly (ii) y explicitly.

**UNIT – III** Equations homogenous in x and y - Linear Equation with constant coefficients- Problems.

**UNIT- VI**

Linear equations with variable coefficients – Equations reducible to the linear equations.

**BLOCK II: SIMULTANEOUS AND TOTAL DIFFERENTIAL EQUATIONS**

**UNIT - V**

Simultaneous Differential Equations – First order and first degree – Simultaneous linear Differential Equations.

**UNIT – VI** Linear equations of the second order – Complete Solution given a nown integral- Problems.

**UNIT – VII** Reduction to Normal form – Change of the independent variable-Problems.

**UNIT – VIII** Variation of parameters – Total Differential Equations – Problems.

**BLOCK III: PARTIAL DIFFERENTIAL EQUATIONS**

**UNIT - IX**

Necessary and Sufficient condition of integrability of  $Pdx + Qdy + Rdz = 0$   
-Rules - Problems.

**UNIT - X**

Partial Differential Equations of the First order – classifications of integrals

**UNIT - XI**

Derivations of Partial Differential Equations – Special methods – Problems.

**BLOCK IV: STANDARD FORMS OF PARTIAL DIFFERENTIAL EQUATIONS AND TRAJECTORIES****UNIT – XII:**

Standard forms of partial differential equations – charpit's method-problems

**UNIT - XIII**

Flow of water from an Orifice – Falling bodies and other rate problems – Brachistochrone Problem

**UNIT- XIV**

Tautochronous property of the Cycloid – Trajectories-Problems.

**REFERENCE BOOKS:**

1. Differential Equations and its Applications by S.Narayanan&T.K.ManickavachagomPillay, S.Viswanathan (Printers& Publishers) Pvt. Ltd., 2015.
2. Differential Equations and its Applications by Dr. S.Arumugam and Mr. A.Thangapandi Issac, New Gamma Publishing House, Palayamkottai, Edition, 2014.

Course Code	Title of the Course
11334	PART-III : MECHANICS

### Course Objectives:

The general objectives of the course is students will be able to:

1. Draw complete and correctly labeled Free Body Diagrams of rigid bodies or systems of rigid bodies in static equilibrium, ability to compute the resultant of any number of concurrent forces in 2- or 3- dimensions.
2. Compute the dot product and cross product of two vectors, and demonstrate, understanding of the meaning of the results.
3. Solve particle equilibrium problems in 2- or 3- dimensions, ability to compute the moment generated by a force about any point in 2-D space and ability to find support reactions for truss and frame/machine problems.
4. Reduce a system of forces acting on a rigid body to a single equivalent force and compute its point of application.
5. Solve rigid body equilibrium problems in 2- or 3-dimensions for statically determinate systems, ability to compute frictional forces for sliding motion and for belts/pulleys.
6. Solve the tip/slip problem, ability to compute the centroid and the area moment of inertia of 2-D bodies using the method of composite areas.
7. Construct shear force and bending moment diagrams for systems of concentrated forces and/or distributed loads acting on statically determinate beams.
8. Solve for the internal forces acting on any member of a pin-jointed truss structure or a frame/machine component.
9. Find the centroid and area moment of inertia for 2-D shapes by the method of integration and ability to compute the moment about any axis in 3-D space generated by a force or a system of forces.
10. Find friction, coefficient of friction, angle of friction, cone of friction, path of projectiles is a parabola, range of a particle projected on a incline plane, Impact, Impulses, Impact in a fixed plane, direct and oblique impact.
11. Find equation of motion, composition of S.H.M's Central orbits, components of velocity and acceleration along and perpendicular to the radius vector and differential equation of a central-pedal equation.

### Course Description:

#### **BLOCK I: LOW OF FORCES AND RESULTANT OF FORCES**

##### **UNIT -I**

Forces acting at a point – Resultant and Components – Definition – Simple cases of finding the resultant – Parallelogram law of forces – Analytical Expression for the resultant of two forces acting at a point

##### **UNIT -II**

Triangle of forces – Perpendicular Triangle of forces – Converse of Triangle of forces.

### **UNIT- III**

The polygon of forces – Lami's Theorem – An Extended form of the parallelogram law of forces

### **UNIT -IV**

Resolution of a force – Theorems on resolved parts – Resultant of any number of coplanar forces – Condition of equilibrium.

## **BLOCK II: PARALLEL FORCES, COUPLES AND FRICTIONS**

### **UNIT -V**

Forces acting on a rigid body: Parallel forces – Resultant of two like and unlike parallel forces – Moment of a force – Varignon's theorem

### **UNIT -VI**

Couples– Equivalence of two couples- couples in parallel planes-Resultant of a couple and a plane.

### **UNIT -VII**

Three forces acting on a rigid body –Three coplanar forces, conditions of equilibrium- two trigonometrical theorems and simple problems.

### **UNIT -VIII**

Friction- Statical, dynamical and limiting friction-Laws of friction –Coefficient of friction – Angle of friction – Cone of friction –Problems.

## **BLOCK III: CATENARY, PROJECTILES AND IMPULSIVE FORCES**

### **UNIT -IX**

Uniform string under the action of gravity – Equation of the common catenary – axis, vertex, directrix, span and sag – Tension at any point – Important formulae – Geometrical properties of the Common Catenary

### **UNIT -X**

Projectile – Definition – fundamental principles – path of the projectile – Characteristics of the motion of a projectile – Range on an inclined plane – greatest distance maximum range

### **UNIT -XI**

Impulsive force – Impulse – Impact of two bodies – Loss of Kinetic energy in Impact – Collision of elastic bodies – Fundamental laws of Impact – Newton's experimental law – Impact of a smooth sphere on a fixed smooth plane,

## **BLOCK IV: IMPACT OF SPHERES, SIMPLE HARMONIC MOTION AND CENTRAL ORBITS**

### **UNIT -XII**

Direct Impact of two smooth spheres – Loss of kinetic energy due to direct impact – Oblique impact of two smooth spheres – Loss of kinetic energy due to oblique impact.

### **UNIT -XIII**

Motion under the action of Central forces – S.H.M – Equation of motion – Velocity and acceleration – Equation of motion in Polar Coordinates – Note on equiangular spiral – Motion under a central force

### **UNIT -XIV**

Central Orbits - Differential Equation of Central Orbits – Perpendicular from the pole on the tangent. Formulae in Polar Coordinates – Pedal Equation of the central orbit – Pedal equation of some of the well known curves – Velocities in a central orbit – Two folded problems.

### **REFERENCE BOOKS:**

1. Dr. M.K. Venkataraman, Statics, Agasthiar Publications, 17<sup>th</sup> Edition, 2014.
2. Dr. M.K. Venkataraman, Dynamics, Agasthiar Publications, 13<sup>th</sup> Edition, 2009.
3. P. Duraipandian, Laxmi Duraipandian & Muthamizh Jayapragasam, Mechanics, S.Chand & Co. Pvt. Ltd, 2014.

## FOURTH SEMESTER

Course Code	Title of the Course
11341A	Part-I: Tamil Paper - IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறூஉ

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

Course Code	Title of the Course
11341B	Part-I: Human Skills Development - II

**Objective:**

- ❖ To Make the Students develop human skills.

**BLOCK I: GUIDENCE AND COUNSELLING**

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

**BLOCK II: TECHNICAL SKILLS**

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

**BLOCK III: UNDERSTANDING SKILLS**

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

**BLOCK IV: SOCIETY BASED SKILLS**

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

**.References:**

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.



Course Code	Title of the Course
11342	PART-II : ENGLISH PAPER - IV

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

**BLOCK I: SHORT STORIES**

Unit – I	Lalajee	- Jim Corbelt
Unit – II	A Day’s Wait	- Hemmingway
Unit – III	Two old Men	- Leo Tolstoy
Unit –IV	Little Girls wiser than	- Men Tolstoy
Unit – V	Boy who wanted more Cheese	- William Elliot Griffir

**BLOCK II: DRAMA AND FICTION**

Unit – VI	Pygmalion	- G.B. Shaw
Unit – VII	Swami and Friends	- R.K. Narayanan

**BLOCK III: SHAKESPEARE**

Unit – VIII	- The Merchant of Venice
Unit – IX	- Romeo and Juliet
Unit – X	- The Winter’s Tale

**BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

Unit – XI	- Martin-Luther king	- R.N. Roy
Unit – XII	- Nehru	- A.J. Toynbee
Unit – XIII	- Concord- Phrases and Clauses-Question Tag	
Unit – XIV	- Expansion of Proverbs	
	- Group Discussion	
	- Conversation (Apologizing, Requesting, Thanking )	

**REFERENCES:**

- Sizzlers*, by the Board of Editors, Publishers- :Manimekala Publishing House, Madurai.
- Pygmalion* – G.B. Shaw
- Swami and Friends* – R.K. Narayan
- Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
11343	PART-III : ANALYSIS

**Course Objectives:**

The general objectives of the course is students will be able to:

1. Introduce the fundamentals of mathematical analysis and to reading and writing mathematical proofs.
2. Use results and techniques involving these concepts to solve a variety of problems, including types of problems that they have not seen previously.
3. Know how completeness, continuity, and other notions are generalized from the real line to metric spaces and appreciate the Contraction Principle in abstract metric space theory as a powerful tool to solve concrete problems.
4. Analyze the use the concept of convergence of sequences of functions and series of functions.
5. To attain a basic level of competency in developing their own mathematical arguments and communicating them to others in writing.

**Course Description:**

**BLOCK I: SET, FUNCTIONS AND METRIC SPACES**

**UNIT -I**

Introduction – Sets and functions – Countable and Uncountable sets – Inequalities of Holder and Minkowski.

**UNIT -II**

Metric spaces: Definition and examples – Limits in metric spaces – Continuous functions on metric spaces.

**UNIT -III**

Functions continuous at a point in the real line – Reformulation -Bounded sets in Metric space- Problems.

**UNIT -IV**

Subspace – Interior of a set – Open sets- Closed sets – Closure – limit point – Dense sets –Problems

**BLOCK II: CONTINUITY AND POWER SERIES**

**UNIT –V** Complete Metric spaces: Introduction- Completeness - Baire's Category theorem.

**UNIT –VI** Continuity – Homeomorphism – Uniform continuity.

**UNIT- VII**

Differentiability of a function –Derivability & Continuity –Algebra of derivatives – Inverse Function Theorem – Daurboux's Theorem on derivatives.

## **UNIT -VIII**

Rolle's Theorem –Mean Value Theorems on derivatives- Taylor's Theorem with remainder- Power series expansion .

## **BLOCK III: INTEGRAL FUNCTIONS AND CONTRACTION MAPPING THEOREM**

### **UNIT - IX**

Riemann integration –definition – Daurboux's theorem –conditions for integrability – Integrability of continuous & monotonic functions.

### **UNIT - X**

Integral functions –Properties of Integrable functions - Continuity & derivability of integral functions –The First Mean Value Theorem and the Fundamental theorem of Calculus.

### **UNIT -XI**

Contraction mapping - Definitions and Examples - Contraction mapping theorem- Applications.

## **BLOCK IV: CONNECTED AND COMPACT METRIC SPACES**

### **UNIT - XII**

Connectedness: Introduction - Connectedness definition and examples- Connected subsets of R- Connectedness and Continuity.

### **UNIT - XIII**

Compactness: Introduction- Compact metric spaces – Continuous functions on compact metric spaces – Continuity of the inverse function – Uniform continuity.

### **UNIT - XIV**

Sequence of functions and Series of functions- Pointwise convergent-Cauchy criterion for uniform convergence.

## **REFERENCE BOOKS:**

1. Arumugam & Issac, Modern Analysis, New Gamma Publishing House, Palayamkottai, 2010.
2. Richard R. Goldberg, Methods of Real Analysis, Oxford & IBH Publishing Company, New Delhi.
3. D.Somasundaram & B.Choudhary, A first course in Mathematical Analysis, Narosa Publishing House, Chennai.
4. M.K,Singhal & Asha Rani Singhal , A First Course in Real Analysis, R.Chand & Co., June 1997 Edition.
5. Shanthi Narayan, A Course of Mathematical Analysis, S. Chand & Co., 1995

Course Code	Title of the Course
11344	<b>PART-III : STATISTICS</b>

**Course Objectives:**

The general objectives of the course is students will be able to:

1. Organize, present and interpret statistical data, both numerically and graphically use various methods to compute the probabilities of events.
2. Analyze and interpret statistical data using curve fitting.
3. Construct correlation and regression table for finding missing data.
4. Organize and interpret Index numbers in various applications.
5. Perform parameter testing techniques, including single and multi-sample tests for means, standard deviations and proportions.
6. Perform a time series analysis using time series components.

**Course Description:**

**BLOCK I: MEAN, MEASURES OF DISPERSION AND MOMENTS**

**UNIT- I**

Central Tendencies – Introduction – Arithmetic Mean – Partition Values – Median-Mode

**UNIT- II**

Geometric Mean and Harmonic Mean – Related problems

**UNIT- III**

Measures of Dispersion-Problems.

**UNIT- IV**

Moments – Skewness and Kurtosis

**BLOCK II: CURVE FITTING, CORRELATION AND REGRESSION**

**UNIT-V**

Curve fitting – Goodness of fit-Problems

**UNIT-VI**

Principle of least squares.

**UNIT- VII**

Correlation – Rank correlation–Related problems

## **UNIT- VIII**

Regression – Problems

### **BLOCK III: CORRELATION COEFFICIENT, INTERPOLATION AND ATTRIBUTES**

## **UNIT-IX**

Correlation Coefficient for a Bivariate Frequency Distribution.

## **UNIT-X**

Interpolation – Finite Differences – Newton’s Formula – Lagrange’s Formula- Problems

## **UNIT-XI**

Attributes – Consistency of Data – Independence and Association of Data –Problems

### **BLOCK IV: INDEX NUMBERS AND TIME SERIES**

**UNIT-XII** Index Numbers – Consumer Price Index Numbers – Problems.

**UNIT –XIII** Analysis of Time series – Time series– Components of a Time series

**UNIT- XIV** Measurement of Trends-Related problems.

### **REFERENCE BOOKS:**

1. Arumugam & Issac, Statistics, New Gamma Publishing House, 2007.
2. S.P.Gupta, Statistical Methods, Sultan Chand & Sons, 37<sup>th</sup> Edition, 2008.
3. Statistics by Dr. S. Arumugam and Mr. A.Thangapandi Issac, New Gamma Publishing House, Palayamkottai, June 2015.

### **Learning Outcomes:**

After completion of this course the students will:

1. Recognize the role of statistics in the applications of many different fields.
2. Define and illustrate the concepts of mean, median and mode compute the Harmonic and Geometric mean.
3. Define, illustrate and apply the concepts of curve fitting and principles of least square.
4. Define, illustrate and apply finite difference methods using Newton’s and Lagrange’s formulae.
5. Illustrate and apply attributes, consistency of data and Independence and Association of Data.
6. Define and examine Index numbers, Time series and measurement of trends.

## SEMESTER – V

Course Code	Title of the Course
11351	PART-III : MODERN ALGEBRA

### Course Objectives:

The general objectives of the course is students will be able to:

1. Formulate a rigorous mathematical proof.
2. Analyze the concept of sets, groups, subgroups, cosets, homomorphism and isomorphism theorems.
3. Analyze the concept of permutations an order of an element, relations, partial orders and binary operations.
4. Determine whether a subset of a ring is an ideal, prime ideal, or maximal ideal.
5. Perform operations with ring homomorphism.
6. Compute with polynomials and determine their reducibility.
7. Demonstrate understanding of key concepts with integral domains.
8. Demonstrate understanding of (abstract) vector spaces, determine whether a subset is a subspace, and determine whether a set of vectors is linearly independent.
9. Analyze the similarities and differences between finite fields and characteristic zero fields.

### Course Description:

#### **BLOCK I: GROUP AND AUBGROUPS**

##### **UNIT- I**

Set theory- Sets and mappings- concept of a set – Set inclusion- union, intersection of sets- Difference of sets- Complement of a set- Symmetric difference of two sets – Cartesian product of sets

##### **UNIT- II**

Relations – Equivalence relations – Partial order relations – Functions - Binary operations

##### **UNIT- III**

Group theory: Definition and examples – Properties – Permutation groups, Examples and problems

##### **UNIT- IV**

Subgroups – Cyclic groups – Order of an element-Problems.

#### **BLOCK II: GROUP ISOMORPHISM AND RINGS**

##### **UNIT- V**

Cosets – Lagrange's theorem – Index of a subgroup- Euler's theorem- Fermat's theorem-Problems

##### **UNIT-VI**

Normal subgroups and Quotient groups - Homomorphism – Fundamental theorem of homomorphism

##### **UNIT -VII**

Isomorphism-Cayley's theorem- Automorphism-Problems.

##### **UNIT -VIII**

Ring theory: Definition and examples – Properties of rings– Isomorphism – Types of rings.

#### **BLOCK III: FIELDS, QUOTIENT, RINGS AND IDEALS**

**UNIT -IX**

Integral domains – Fields – Characteristic of a ring – Subrings.

**UNIT- X**

Quotient Ring– Maximal and prime ideals –Ring homomorphism-Fundamental theorem of Ring homomorphism

**UNIT- XI**

Quotient field – Euclidean ring – Properties – Polynomial rings- Gauss lemma- Eisenstein‘ criterion.

**BLOCK IV: VECTOR SPACES****UNIT -XII**

Vector spaces: Definition and examples – Properties of vector space-Problems.

**UNIT- XIII**

Subspaces – Linear independence – Span of a set – Basis and dimension – Rank and nullity of a linear transformation

**UNIT -XIV**

Inner product spaces: Definition and examples– Orthogonality –Orthogonal complement.

**REFERENCES:**

1. Arumugam & Issac, Modern Algebra, Scitech Publications(India) Pvt. Ltd. , 2008.
2. A.R. Vasistha, Modern Algebra, Krishna Prakashan Mandir, Meerut, 1994-95.
3. T.K.Manickavasagam Pillai, T.Nagarajan & K.S.Ganapathy, Algebra Vol.I, S.Viswanathan(Printers & Publishers) Pvt. Ltd., 2012.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11352</b>	<b>PART-III : OPERATIONS RESEARCH</b>

**Course Objectives: The general objectives of the course is students will be able to:**

1. Formulate and model a linear programming problem from a word problem and solve them graphically in 2 and 3 dimensions, while employing some convex analysis.
2. Place a Primal linear programming problem into standard form and use the Simplex Method or Revised Simplex Method to solve it.
3. Find the dual, and identify and interpret the solution of the Dual Problem from the final tableau of the Primal problem.
4. Modify a Primal Problem, and use the Fundamental Insight of Linear Programming to identify the new solution, or use the Dual Simplex Method to restore feasibility.
5. Interpret the dual variables and perform sensitivity analysis in the context of economics problems as shadow prices, imputed values, marginal values, or replacement values.
6. Explain the concept of complementary slackness and its role in solving primal/dual problem pairs.
7. Classify and formulate integer programming problems and solve them with cutting plane methods, or branch and bound methods.
8. Formulate and solve a number of problems in game theory using various methods.

**Course Description:**

**BLOCK I: SIMPLEX, BIG M AND TWO PHASE METHODS IN LPP**

**UNIT -I**

Introduction – Origin and Development of O.R – Nature and features of O.R. – Scientific Methods in O.R. – Modeling in O.R. – Advantages and Limitations of Models – General solution methods of O.R. models – Applications of Operations Research

**UNIT -II**

Linear Programming problem – Mathematical formulation of the problem – Illustration on Mathematical formulation of linear programming problems – Graphical solution method – Some exceptional cases.

**UNIT- III**

General linear programming problem – Canonical and Standard forms of L.P.P – Simplex method.

**UNIT- IV**

Linear programming using artificial variables- Big M method – Two Phase method- Problems

**BLOCK II: DUALITY AND INTEGER PROGRAMMING**

**UNIT -V**

Duality in linear programming – General primal and dual pair – Formulating a Dual problem – Primal – Dual pair in matrix form – Duality Theorems – Complementary Slackness Theorem.



## **UNIT -VI**

Integer Programming – Cutting plane technique, Dual simplex method.

## **UNIT -VII**

Introduction – L.P. formulation of T.P. – Existence of solution in T.P. – The Transportation table – Loops in T.P. – Solution of a Transportation problem – Finding an initial basic – feasible solution (NWCM – LCM – VAM).

## **UNIT -VIII**

Degeneracy in TP – Transportation Algorithm (MODI Method) – Unbalanced T.P – Maximization T.P.

## **BLOCK III: ASSIGNMENT AND SEQUENCING PROBLEM**

### **UNIT- IX**

Assignment problem – Introduction – Mathematical formulation of the problem – Test for optimality by using Hungarian method – Maximization case in Assignment problem

### **UNIT- X**

Sequencing problem – Introduction – problem of sequencing – Basic terms used in Sequencing– n jobs to be operated on two machines – problems - n jobs to be operated on K machines–problems–Two jobs to be operated on K machines (Graphical method)–problems.

### **UNIT -XI**

Game Theory – Two person Zero – Sum Games – Basic terms – Maximin – Minimax Principle.

## **BLOCK IV: DOMINANCE IN GAMES AND NETWORK ANALYSIS**

### **UNIT -XII**

Games without saddle points – Mixed strategies – Graphical solution of  $2 \times n$  and  $m \times 2$  games

### **UNIT -XIII**

Dominance Property – General solution of  $m \times n$  rectangular games-Problems.

### **UNIT -XIV**

Network Scheduling by PERT / CPM – Network Basic components – Drawing network – Critical path Analysis – PERT Analysis – Distinction between PERT and CPM.

## **REFERENCES:**

1. R.S.Arumugam, Operations Research, New Gamma Publications, 2006.
2. V.Sundaresan, K.S.Ganapathy & K.Ganesan, Resource Management Techniques(Operations Research), A.R.Publications.
3. Kanti Swarup, P.K. Gupta & Man Mohan, Sultan Chand & Sons, 13<sup>th</sup> Edition, 2007.

Course Code	Title of the Course
11353	PART-III : NUMERICAL ANALYSIS

**Course Objectives:**

The general objectives of the course is students will be able to:

1. Find numerical approximations to the roots of an equation by Newton method, Bisection Method, Secant Method, etc.
2. Find numerical solution to a system of linear equations by Gaussian Elimination and Gauss-Siedel methods.
3. Apply several methods of numerical integration, including Romberg integration.
4. Apply Taylor and Maclaurin Series to numerical problems.
5. Find the Lagrange Interpolation Polynomial for any given set of points.
6. Find numerical solution of a differential equation by Euler's, Modified Euler's, Predictor Corrector and Runge-Kutta Methods.
7. Use finite differences for interpolation, differentiation, etc.

**Course Description:**

**BLOCK I: POLYNOMIAL EQUATIONS AND SYSTEM OF LINEAR EQUATION**

**UNIT -I**

Algebraic & Transcendental and polynomial equations: Bisection method, Iteration method, Method of false position, Newton-Raphson method.

**UNIT -II**

System of linear equations: Matrix inversion method, Cramer's rule, Gauss elimination method, Gauss-Jordan elimination method, Triangularisation method.

**UNIT- III**

Solutions to Linear Systems –Jacobi & Gauss Siedal iterative methods – Theory & problems.

**UNIT -IV**

Interpolation: Graphic method- Finite differences – Forward and Backward differences – Central differences- Fundamental theorem of finite differences.

**BLOCK II: INTERPOLATIONS**

**UNIT- V**

Interpolating Polynomials using finite differences- Other difference operators.

**UNIT -VI**

Lagrange and Newton interpolations-Applications.

**UNIT -VII**

Divided differences and their properties – Application of Newton's General Interpolating formula.

**UNIT -VIII**

Central differences Interpolation formulae - Gauss formulae, Stirlings formula, Bessel's formula, Everett's formula, Hermite's formula.

**BLOCK III: NUMERICAL DIFFERENCIATION AND INTEGRATION**

**UNIT -IX**

Numerical differentiation - Methods based on interpolation-Problems.

**UNIT -X**

Numerical differentiation - Methods based on finite differences-Problems.

**UNIT -XI**

Numerical integration, Trapezoidal rule, Simpson's 1/3 rule, Simpson's 3/8 rule, Weddle's rule, Cote's method.

**BLOCK IV: NUMERICAL SOLUTIONS OF ODE**

**UNIT -XII**

Numerical solutions of ordinary differential equations: Taylor's series method, Picard's method, Euler's method, Runge-Kutta method

**UNIT -XIII**

Numerical solutions of ordinary differential equations using Runge Kutta 2<sup>nd</sup> and 4<sup>th</sup> order methods (Derivation of the formula not needed) - Theory & problems

**UNIT- XIV**

Predictor-Corrector methods-Milne's Predictor Corrector Methods-Adam's Predictor Corrector Method

**REFERENCES:**

1. Arumugam, Issac & Somasundaram, Numerical Methods, Scitech Publications(India) Pvt. Ltd., 2<sup>nd</sup> Edition, 2010.
2. P.P.Gupta & G.S.Malik, Calculus of finite differences and Numerical Analysis, Krishnaprakasham Mandhir, Meerut.
3. Dr.M.K.Venkatraman, Numerical Methods in Science and Engineering.

Course Code	Title of the Course
11354	PART-III : TRANSFORM TECHNIQUES

**Course Objectives:**

The general objectives of the course is students will be able to:

1. Find the Laplace Transforms, Fourier series and Z-Transforms using various examples.
2. Understand a solid mathematical foundation in complex variables and common engineering transforms, including intuition in their use, and tools and techniques for applying them to a variety of problems.

**Course Description:**

**BLOCK I: LAPLACE TRANSFORMS**

**UNIT- I**

Laplace Transform –Definition – Laplace Transform of Standard functions – Elementary Theorems.

**UNIT- II**

Laplace Transform of periodic functions – problems.

**UNIT- III**

Inverse Laplace Transforms – Standard formulae – Basic Theorems –Problems.

**BLOCK II: SOLUTION OF ODE AND FOURIER SERIES**

**UNIT- IV**

Solving Ordinary Differential Equations with constant coefficients using Laplace Transform- Problems.

**UNIT- V**

Solving Ordinary Differential Equations variable coefficients -using Laplace Transform-Problems.

**UNIT- VI**

Solving Simultaneous linear equations using Laplace Transform-Problems.

**UNIT- VII**

Fourier Series – Definition – To find the Fourier coefficients of Periodic functions of period  $2\pi$ .

**UNIT- VIII**

Even and odd functions in Fourier series – Half range Fourier series – problems.

**BLOCK III: FOURIER TRANSFORMS**

**UNIT- IX**

Fourier Transforms – Complex form of Fourier Integral Formula – Fourier Integral theorem.

**UNIT- X**

Properties of Fourier Transform – Fourier sine and cosine Transforms – Properties.

**UNIT- XI**

Parsival's Identity In Fourier Transforms- Problems.

**BLOCK IV: Z - TRANSFORMS**

**UNIT- XII**

Z Transforms – Definition – Proprieties – Z Transforms of some basic functions –

Problems.

### UNIT- XIII

Inverse Z Transforms – Methods to find the inverse Z Transform – Use of Z Transforms.

UNIT- XIV Transforms to solve finite Difference Equations – problems.

### REFERENCES:

1. Calculus Volume III by S.Narayanan and T.K.ManicavachagomPillay, S.Viswanathan (Printers & Publishers) Pvt. Ltd., 2014.
2. Engineering Mathematics 3<sup>rd</sup> Edition by T.Veerarajan, Tata McGraw Hill Publishing Company Limited, New Delhi.

## SEMESTER – VI

Course Code	Title of the Course
11361	PART-III : DISCRETE MATHEMATICS

**Course Objectives:** The general objectives of the course is students will be able to:

1. Simplify and evaluate basic logic statements including compound statements, implications, inverses, converses, and contrapositives using truth tables and the properties of logic.
2. Express a logic sentence in terms of predicates, quantifiers, and logical connectives.
3. Apply the operations of sets and use Venn diagrams to solve applied problems.
4. Solve problems using the principle of inclusion, exclusion.
5. Apply rules of inference, tests for validity, and methods of proof including direct and indirect proof forms, proof by contradiction, proof by cases, and mathematical induction and write proofs using symbolic logic and Boolean Algebra.
6. Identify the base step and the recursive or inductive step in applied problems and give a recursive and a non -recursive definition for an iterative algorithm.
7. Solve problems using recurrence relations and recursion to analyze algorithms and programs such as finding Fibonacci numbers, the Ackerman function and Tower of Hanoi problems.
8. Determine if a given graph is simple or a multigraph, directed or undirected, cyclic or acyclic, and determine the connectivity of a graph.
9. Represent a graph using an adjacency list and an adjacency matrix and apply graph theory to application problems such as computer networks.
10. Determine if a graph has an Euler or a Hamilton path or circuit.
11. Determine if a graph is a binary tree, N -ary tree, or not a tree; use the properties of trees to classify trees, identify ancestors, descendants, parents, children, and siblings; determine the level of a node, the height of a tree or subtree and apply counting theorems to the edges and vertices of a tree.
12. Perform tree traversals using preorder, inorder, and postorder traversals and apply these traversals to application problems; use binary search trees or decision trees to solve problems.

13. Evaluate Boolean functions and simplify expression using the properties of Boolean algebra.
14. Apply Boolean algebra to circuits and gating networks.
15. Use finite-state machines to model computer operations

**Course Description:**

**BLOCK I: LOGIC, TAUTOLOGY AND THEORY OF INFERENCE**

**UNIT –I** Logic introduction – Connectives – Atomic and compound statements – Truth table – Problems.

**UNIT- II**

Tautology – Tautological implications and equivalence of formulae – Replacement Process- Law of duality- Tautological implications.

**UNIT –III** Normal forms – Principal normal forms-Problems.

**UNIT- IV** Theory of inference- Rules of inference-Open statements –Problems

**BLOCK II: QUANTIFIERS, LATTICES AND CODING THEORY**

**UNIT- V** Quantifiers – bound and free variables -Theory of inference for predicate calculus.

**UNIT-VI** Relations – Representation of a relation – Operations on relations – Equivalence relation.

**UNIT -VII**

Lattices – Some properties of Lattices, New Lattices – Modular and Distributive Lattices -Boolean Algebra, Boolean Polynomials.

**UNIT -VIII**

Coding theory – Introduction – Hamming Distance – Encoding a message – Group codes – Procedure for Generating Group codes – Decoding and Error correction.

**BLOCK III: MATRIX OF A GRAPH AND CHROMATIC NUMBERS**

**UNIT -IX**

Definition of a Graph – finite & infinite graphs – incidence, degree isolated & pendent vertices – isomorphisms –sub graphs – walks , paths & circuits –Connected & disconnected graphs.

**UNIT -X**

Matrix representation of a graph – Incidence matrix –Circuit Matrix - Fundamental Circuit Matrix and rank of the circuit matrix – Cut set matrix – adjacency matrix.

**UNIT- XI** Chromatic Number - Chromatic partitioning – Chromatic polynomial-Problems.

**BLOCK IV: TREES AND CUT SETS**

**UNIT –XII** Trees –properties of trees –pendent vertices in a tree – distances & centres in a tree – Rooted & binary trees.

**UNIT -XIII**

Spanning trees –Fundamental circuits – Finding all spanning trees of a Graph – Spanning trees in a weighted graph.

**UNIT -XIV**

Cut sets – Properties of a Cut set – all Cut sets in a graph – Fundamental circuits & Cut sets – Connectivity & separability - Eulerian and Hamiltonian graphs –Problems.

## REFERENCES:

1. Venkatraman, Sridharan and Chandrasekaran, Discrete Mathematics, National Publishing House, Chennai, 2003.
2. J.P. Trembley and R.P. Manohar, Discrete Mathematics Structures with applications to Computer Science, Mc.Graw Hill Interamericana,, 1975.
3. S.Arumugam & S.Ramachandran, Scitech Publications, Chennai, 2001.
4. V.K.Balakrishnan, Introductory Discrete Mathematics, Dover Publications, INC. Newyork.
5. A First course in Graph Theory by S.A. Choudum, Macmillan India Ltd. New Delhi, 1987.

Course Code	Title of the Course
11362	PART-III : FUZZY ALGEBRA

**Course Objectives: The general objectives of the course is students will be able to:**

1. Understand the basic mathematical elements of the theory of fuzzy sets.
2. Find the differences and similarities between fuzzy sets and classical set theories.
3. Find the relations in fuzzy sets.
4. Find the types of measures and operations in fuzzy sets.
5. Understand the meaning of uncertainty in practical situations.

**Course Description:**

**BLOCK I: FUZZY SETS AND OPERATIONS ON FUZZY SETS**

**UNIT-I**

Fuzzy sets – Basic types – Basic concepts -  $\square$  - cuts – Additional properties of  $\square$  - cuts  
– Extension principle for Fuzzy sets.

**UNIT- II** Operations on Fuzzy sets – Types of operations – Fuzzy complements – Fuzzy Union and intersections.

**UNIT- III** Combinations of operations – Fuzzy Arithmetic – Fuzzy numbers

**UNIT- IV** Arithmetic operations on intervals – Arithmetic operations on Fuzzy numbers.

**BLOCK II: FUZZY RELATIONS AND FUZZY MEASURES**

**UNIT- V**

Fuzzy relations – Binary fuzzy relations – Fuzzy equivalence and similarity relations  
– Fuzzy compatibility relations.

**UNIT- VI** Fuzzy ordering relations – fuzzy morphisms.

**UNIT- VII** Fuzzy measures-Belief and Plausibility measures- Probability measures- Problems.

**UNIT- VIII** Possibility measures- Necessity measures- Relationship among classes of fuzzy measures.

**BLOCK III: UNCERTAINTY AND MEASURES OF DISSONANCE**

**UNIT- IX** Types of uncertainty- Measures of fuzziness-Problems.

**UNIT- X** Classical measures of uncertainty-Hartley information-Shannon Entropy-Boltzmann Entropy.

**UNIT- XI** Measures of Dissonance- Body of evidence-Consonant body of evidence-Problems.

**BLOCK IV: MEASURE OF CONFUSION, UNCERTAINTY AND INFORMATION**

**UNIT- XII** Measures of confusion-entropy like measures-Problems.

**UNIT- XIII** Measures of nonspecificity - U- uncertainty –Problems.

**UNIT- XIV** Uncertain and Information- syntactic, semantic, pragmatic-Problems.

**REFERENCES:**

1. George J.Klir and Bo Yuan, Fuzzy Sets and Fuzzy Logic, Theory and Applications, Prentice Hall Inc., New Jersey. 1995.
2. George J.Klir and Tina A. Folger, Fuzzy sets, Uncertainty and Information, Prentice Hall of India, New Delhi, 2007.
3. H.J.Zimmermann, Fuzzy Set Theory and its Applications, Allied Publishers Limited, New Delhi, 1991.



Course Code	Title of the Course
11363	PART-III : COMPLEX ANALYSIS

### Course Objectives:

The general objectives of the course is students will be able to:

1. Understand how complex numbers provide a satisfying extension of the real numbers;
2. Appreciate how throwing problems into a more general context may enlighten one about a specific context (e.g. solving real integrals by doing complex integration; Taylor series of a complex variable illuminating the relationship between real function that seem unrelated -- e.g. exponentials and trigfunctions);
3. Learn techniques of complex analysis that make practical problems easy (e.g. graphical rotation and scaling as an example of complex multiplication);
4. Continue to develop proof techniques;
5. Appreciate how mathematics is used in design (e.g. conformal mapping);
6. Unlearn (if ever learned) the notion that mathematics is all about getting "the right answer";
7. Hone the ability to do reality checks on calculations;
8. Hone the ability to communicate mathematics.

### Course Description:

#### ***BLOCK I: COMPLEX NUMBERS AND POWER SERIES***

##### **UNIT- I**

The geometric representation of a complex number – the spherical representation and stereographic projection.

##### **UNIT- II**

Definitions of complex analytic function-Complex differentiation. - The Cauchy- Riemann equations.

##### **UNIT-III**

Orthogonal trajectories and harmonic functions- Harmonic and Conjugate harmonic – To find an analytic function  $f(z)=u+iv$  if a harmonic function  $u$  is given – Milne Thomson method–Problems.

##### **UNIT- IV**

Power series – radius of convergence – Abel’s limit theorem-Examples.

#### ***BLOCK II: CONFORMAL MAPPING AND BILINEAR TRANSFORMATIONS***

##### **UNIT- V**

Generating functions - Fibonacci numbers - An application of power series.

##### **UNIT- VI**

Conformal mappings – Bilinear transformations – Fixed point of bilinear transformations – Cross ratio.

##### **UNIT- VII**

General bilinear transformations which transforms unit disk onto the unit disk; half plane  $\text{Im}(z) \geq 0$  onto the unit disk.

#### ***BLOCK III: COMPLEX INTEGRATION, ZEROS AND POLES***

##### **UNIT -VIII**

Complex integration – Cauchy’s theorem for a rectangle and for a disk – The index of a point with respect to a closed curve – Cauchy’s integral formula-Problems.

**UNIT- IX**

Higher derivatives in complex integration– Taylor’s theorem – Problems.

**UNIT- X**

Zeros and poles– The local mapping theorem – The maximum principle – Schwarz’s lemma – Morera’s theorem – Cauchy’s estimate – Liouville’s theorem.

**UNIT- XI**

The minimum- maximum theorem, Fundamental theorem of algebra.

***BLOCK IV: SERIES OF EXPANSION, SINGULARITIES AND EVALUATION OF DEFINITE INTEGRALS***

**UNIT -XII**

Series expansions – Taylor’s Series , Laurent series – Laurent’s theorem- Problems.

**UNIT- XIII**

Singularities – Cauchy’s residue theorem – The argument principle – Rouché’s theorem –Problems.

**UNIT- XIV**

Evaluation of definite integrals for unit circles, Poles lie in the upper half of the plane and realaxis.

**REFERENCES:**

1. Arumugam, Issac & Somasundaram, Complex Analysis, Scitech Publications(India) Pvt. Ltd., 2004.
2. T.K.Manickavasagam Pillai & others, S.Viswanathan(Printers & Publishers) Pvt. Ltd., Chennai, 1997.
3. P.Duraipandian & others, Complex Analysis, Emerald Publishers, Chennai.
4. V.Karunakaran, Complex Analysis, Alpha Science International Ltd., Harrow, U.K, Second Edition, 2005.
5. P.P Gupta – Kedarnath & Ramnath, Complex Variables, Meerut-Delhi
6. J.N. Sharma, Functions of a Complex variable, Krishna Prakasan Media (P) Ltd, 13th Edition, 1996-97.

Course Code	Title of the Course
11364	PART-III : COMBINATORICS

**Course Objectives: The general objectives of the course is students will be able to:**

1. Familiar with fundamental combinatorial structures that naturally appear in various other fields of mathematics and computer science.
2. Understand the concept of Recurrence relations, Binary operations on Permutation groups.
3. Understand the concept of Inclusion and Exclusion principle
4. Learn how to use these structures to represent mathematical and applied questions, and they will become comfortable with the combinatorial tools commonly used to analyze such structures.
5. Learn how to prove the existence or non-existence of the object, compute the number of such objects, and understand their underlying structure.

**Course Description:**

***BLOCK I: COMBINATION OF NUMBERS AND***

***GENERATING FUNCTIONS***

**UNIT-I**

Basic Combinatorial Numbers – Stirling Numbers of the First kind

– Stirling Numbers

**UNIT-II**

Recurrence Formula for  $S_n^m$  – Recurrence formula for  $P_n^m$ .

**UNIT-III**

Patterns of Distributions-Problems.

**UNIT-IV**

Generating Functions – The Algebra of Formal Power Series – Generating functions for Permutations – Generating functions for Partitions.

***BLOCK II: RECURRENCE RELATIONS AND SYMMETRIC FUNCTIONS***

**UNIT-V** Inventory of Maps – Recurrence Relations.

**UNIT-VI**

Symmetric functions – The Monomial Symmetric functions  $K_{\square}$  –  
The complete Homogeneous Symmetric Functions  $h_{\square}$ .

**UNIT-VII** The Elementary Symmetric Functions  $a_{\square}$  – The Power sum Symmetric Function  $s_{\square}$ .

**UNIT-VIII** Multinomials- Basic concepts- Problems.

***BLOCK III: PRINCIPLES, PERMUTATIONS AND POLYA THEORY***

**UNIT-IX** Inclusion and Exclusion Principle –Theorems and Problems.

**UNIT-X** Permutations with Forbidden Positions – The Menage problem

**UNIT-XI** Problem of Fibonacci – Polya Theory – Problems

***BLOCK IV: PERMUTATION GROUPS***

**UNIT-XII** Necklace problem and Burnside's Lemma – Cyclic Index of a Permutation Group.

**UNIT-XIII** Polya's Theorems and their Immediate Applications – Related problems.

**UNIT-XIV** Binary operations on Permutation Groups.

**REFERENCES:**

1. Combinatorics Theory and Applications by V.Krishnamurthy, Affiliated East-West Press Private Limited, New Delhi, 1985.
2. A First Course in Combinatorial Mathematics by Ian Anderson, Oxford Applied Mathematics and Computing Science Series, U.K., 1974
3. Combinatorics by V.K.Balakrishnan, Schuam Series, 1996

***B.Sc (Information Technology)***

**FIRST YEAR  
SEMESTER I**

Course Code	Title of the Course
12911A	PART I: TAMIL PAPER I

பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75+25  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு -1 : இசைப்பாடல்**

- கூறு 1
6. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
11. புல்லாங்குழல் கொடுத்த
  12. குருவாயூருக்கு வாருங்கள்

- கூறு 2
16. கோகுலத்து பசுக்கள்
  17. கோகுலத்தில் ஒரு நாள் ராதை
  18. ஆயர்பாடி மாளிகையில்

- கூறு 3
- பட்டுக்கோட்டை கல்யாண சுந்தரம்
11. நெஞ்சில் குடியிருக்கும்
  12. செய்யும் தொழிலே தெய்வம்

- கூறு 4
6. பாரதியார்
- கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

**பிரிவு - 2 : கவிதை, புதுக்கவிதை**

- கூறு 5
- |                     |   |                        |
|---------------------|---|------------------------|
| 16. பாரதிதாசன்      | - | உலகப்பன் பாட்டு (5)    |
| 17. நாமக்கல் கவிஞர் | - | நோயற்ற வாழ்வு 7 பாட்டு |
| 18. பெ.தூரன்        | - | நிலா பிஞ்சு            |

- கூறு 6
- |                      |   |              |
|----------------------|---|--------------|
| 16. வல்லிக் கண்ணன்   | - | வெறும் புகழ் |
| 17. கு.ப.இராஜகோபாலன் | - | எதற்காக?     |
| 18. மீரா             | - | பதினைந்து    |

- கூறு 7
- |                  |   |                    |
|------------------|---|--------------------|
| 11. சிற்பி       | - | சர்ப்ப யாகம்       |
| 12. ஞானக்கூத்தன் | - | தோழர் மோசிகீர்னார் |

- கூறு 8
- |                     |   |                 |
|---------------------|---|-----------------|
| 11. அப்துல் ரகுமான் | - | கண்ணும் எழுதேம் |
| 12. சண்முக சுப்பையா | - | வயிறு           |

**பிரிவு - 3 : காப்பியம்**

- கூறு 9
- |                   |   |                   |
|-------------------|---|-------------------|
| 11. சிலப்பதிகாரம் | - | வழக்குரை காதை     |
| 12. கம்பராமாயணம்  | - | அயோத்தியா காண்டம் |

**பிரிவு - 4 : காப்பியம்**

- கூறு 10
- |                  |   |                               |
|------------------|---|-------------------------------|
| 6. சீறாப்புராணம் | - | ஈத்தங்குலை வரவழைத்த படலம் (1) |
|------------------|---|-------------------------------|
- கூறு 11
- |           |   |               |
|-----------|---|---------------|
| தேம்பாவணி | - | காட்சிப்படலம் |
|-----------|---|---------------|

- பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
 131. இன்னவாயில்  
 132. கொழுந்தறும்  
 133. பஞ்சு அரங்கில்

கூறு 12

- தேம்பாவணி** - காட்சிப்படலம்  
 பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
 134. எண்ணுளே  
 135. ஒண்தலங்கள்  
 136. இரவியேந்த கஞ்சக்

கூறு 13

- தேம்பாவணி** - காட்சிப்படலம்  
 பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
 137. கன்னியாயதாயும்  
 138. ஏந்தி ஓங்கு உளத்து  
 139. ஆவ தேமுனர்  
 140. கொல்லும் வேலொடும்

கூறு 14

- தேம்பாவணி** - காட்சிப்படலம்  
 பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
 141. என்ற வாசகம்  
 142. அம்பினால்  
 143. வேண்டும் ஓர் வினை

Course Code	Title of the Course
12911B	PART I: COMMUNICATION SKILLS – I

**Learning objectives:**

7. To make students to understand the basic skills of Communication.  
 8. To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

- Unit - I** Communication – Meaning – Types- Importance  
**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

- Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication  
**Unit – IV** Intonation –Meaning – Function- Types Preparation of Speech- Steps Involved  
**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

- Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases  
**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

- Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline- Layout – Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

- Unit – IX** Application for Employment and Curriculum Vitae –Steps involved  
**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

- Unit – XI** Report Writing –Report –Types of Reports –Format of a Report  
**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure  
Involved  
**Unit – XIII** Meetings-Purpose of the Meeting – Procedure  
**Unit–XIV** Group Discussion–Quality of Content-Participation–  
Logical Presentation –Behavioural Skills

**References:**

10. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
11. Geetha Nagaraj, Write to Communicate, 2004.
12. Wren & Martin, English Grammar and Composition, 2002.
13. Dale Carnegie, How to Win Friends and Influence People, 1981.
14. Dale R Jordan, Language Skills and Use.
15. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
16. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
17. Wallace, Michael J, Study Skills in English.
18. Editors of Readers Digest, Super Word Power.

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Course Code	Title of the Course
12912	Part II: ENGLISH – Paper I

**Learning objective:**

4. To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**BLOCK I: PROSE I**

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide's Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

**BLOCK II: PROSE II**

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E. Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

**BLOCK III: DEVELOPING GRAMMATICAL SKILLS**

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition- Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**BLOCK IV: DEVELOPING WRITING SKILLS**

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

**References:**

1. Sebastian D K, *Prose for the Young Reader*, Macmillan.
2. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
3. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>12913</b>	<b>PRINCIPLES OF INFORMATION TECHNOLOGY</b>

### Course Objects

To understand the revolution in computers and communications

To know about various application software

To understand the information systems and software development

**Course Outcome** To know the latest trends in information technology

Unit No.	Contents
	<b>BLOCK 1 : AN OVERVIEW OF THE REVOLUTION IN COMPUTERS AND COMMUNICATIONS:</b>
<b>1</b>	<b>From the analog to the digital age :</b> The — New Story of computers and communications - The six Elements of a Computer & Communications System
<b>2</b>	<b>Communications:</b> Development in Computer Technology, Developments in Communications Technology
<b>3</b>	<b>Computer and Communications Technology Combined:</b> Connectivity and Interactivity - The Ethics of Information Technology.
	<b>BLOCK 3 : NUMBER SYSTEM</b>
<b>4</b>	<b>Introduction:</b> Binary, Octal, Decimal and Hexadecimal number systems – Conversion from one base to another base – Use of complements – binary arithmetic – Numeric and Character codes.
<b>5</b>	<b>Boolean algebra:</b> Fundamental concepts of Boolean Algebra – De Morgan’s theorems – Simplification of expressions – Sum of products and products of sums
<b>6</b>	<b>Karnaugh map simplification</b> – Quine - McCluskey method – two level implementation of Combinational Circuits
	<b>BLOCK 2 : SOFTWARE</b>
<b>7</b>	<b>Application Software:</b> Kinds of Software - The five types of applications software - Word processing - Spreadsheets
<b>8</b>	<b>Other Software:</b> Database software, Presentation graphics software - Communications software  <b>Programming Languages</b> - Object Oriented and Visual Programming - Internet Programming - HTML, XML, JAVA and ActiveX.
<b>9</b>	<b>Desktop accessories and personal information managers</b> - integrated software and suites - Groupware - Internet Web browsers - Specialised software - Ethics and Intellectual property rights.

<b>BLOCK 4 : COMMUNICATIONS</b>	
<b>10</b>	<b>Communications:</b> The practical uses of communications and connectivity - Telephone related communications services - Video/voice communication: Video conferencing and picture phones - online information services - The Internet - Shared resources : Workgroup computing, Electronic Data Interchange, and Intranets - Telecomputing and virtual offices -
<b>11</b>	<b>Using computer to communicate:</b> Analog and Digital Signals - modems and communication Software, ISDN lines, and Cable Modems
<b>12</b>	<b>Communications Channels:</b> Communications Networks - Local Networks - Factors affecting Data transmission - Cyberethics: Netiquette, Controversial material and censorship, and privacy issues.
<b>BLOCK 5 : STORAGE AND DATABASE</b>	
<b>13</b>	<b>Storage fundamentals</b> - Compression and Decompression - Criteria for Rating Secondary Storage Devices - Diskettes - Hard Disks - Optical Disks - Magnetic Tapes
<b>14</b>	<b>Organising Data in Secondary Storage:</b> Databases, Data Storage - Hierarchy and the concept of the key field - File Management: Basic concepts - File Management Systems .Data Management Systems - Types of Database Organization - Features of a DBMS.

**Text Books**

1. Stacey C Sawyer, Brain K Williams, Sarah E Hutchinson Using Information Technology – Brief Version A Practical Introduction to Computer and Communications Second Edition, The McGraw Hill Companies 2009.
2. Stacey C Sawyer, Brain K Williams, Sarah E Hutchinson Using Information Technology – Brief Version A Practical Introduction to Computer and Communications Third Edition, McGraw Hill Companies 2011

**Book for Reference:**

1. J Hames O’Brien – Introduction to Information systems.
2. Digital Computer Fundamentals, 6th Edition, Thomas C. Bartee, Tata McGraw Hill, 2008.
3. Digital Logic and Computer Design, M. Morris Mano, Pearson Education, 2008.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>12914</b>	<b>OFFICE AUTOMATION LAB</b>

### Course Objectives

- To create, edit, save and print documents with list tables, header, footer, graphic, spellchecker, mail merge and grammar checker
- To be able to attain the knowledge about spreadsheet with formula, macros, spell checker etc.
- To be able to prepare presentation.

### Course Outcome

- Attained total automation experience of the office using office automation software.

<b>Unit No.</b>	<b>Contents</b>
<b>BLOCK 1 : MS-WORD</b>	
<b>1</b>	<b>Working with Files</b> – Creating and opening documents, Saving documents, Renaming documents, working on multiple documents. Working with Text – Formatting, Moving, copying and pasting text
<b>2</b>	Styles – Apply a style, Apply from the Style dialog box, Create a new style from a model, Modify or rename a style, Delete style. Lists – Bulleted and numbered lists, Nested lists, Formatting lists.
<b>3</b>	<b>Table Manipulations.</b> Graphics – Adding clip Art, Add an image from a file, Editing graphics, Spelling and Grammar, AutoCorrect
<b>4</b>	<b>Page formatting</b> -Page margins, page size and orientation, Header and footers, page numbers, Mail Merge. Macros – Recording a macro, Running a macro- Web wizard – Using the Web Wizard, Creating & Saving web pages, Hyper links. Mail Merge.
<b>BLOCK 2 : MS-EXCEL</b>	
<b>5</b>	<b>Modifying a Worksheet</b> – Moving through cells, Adding worksheets, rows and columns Resizing rows and columns, Selecting cells, Moving and copying cells, Freezing panes - Macros – recording and running.
<b>6</b>	<b>Formatting cells</b> – Formatting toolbar, Dates and times, Auto formatting. Formula and Functions. Linking worksheets – Relative, absolute and mixed referencing
<b>7</b>	<b>Sorting and Filling</b> – Basic ascending and descending sorted, Complex sorts, Alternating text and numbers with Auto fill, Autofilling functions.
<b>8</b>	<b>Graphics</b> – Adding clip art, add an image from a file, Charts – Using chart Wizard, Copy a chart to Microsoft Word
<b>BLOCK 3 : MS-POWER POINT</b>	
<b>9</b>	<b>Create a Presentation from a template.</b> Working with Slides – Insert a new slide, Applying a design template, Changing slide layouts
<b>10</b>	<b>Slides:</b> Reordering slides, Hide slides, Create a Custom slide show. Adding Content – Resizing a text box, Text box properties, Delete a text box.
<b>11</b>	<b>Video and Audio effects,</b> Color Schemes & Backgrounds Adding clip art, Adding an image from a file, Save as a web page.
<b>BLOCK 4 : MS-ACCESS</b>	
<b>12</b>	<b>Using Access database wizard, pages and projects.</b> Creating Tables – Create a Table in design view, Primary key, Indexes, Field validation rules.
<b>13</b>	<b>Datasheet Records</b> – Adding, Editing, Deleting records, Adding and

	deleting columns Resizing rows and columns, Finding data in a table & replacing, Print a datasheet.Declaring Table Relationships. Sorting and Filtering – Sorting, Filter by selection, by form, saving & removing a filter. Queries – Create a query in design view, Query Wizard, Find duplicates query
	<b>BLOCK 5 : FORMS IN MS ACCESS</b>
<b>14</b>	<b>Forms</b> – Create a form using the wizard, Create a form in Design View. Form Controls. Sub forms-Create a form and sub form at once, Sub form wizard, Drag and drop method. Reports – Using the wizard, Create in Design View, Printing reports. Importing, Exporting, Linking.

**REFERENCE BOOKS:**

1. Laura Acklen et al, Microsoft Office 97 Professional Essentials, Prentice-Hall India (1998).

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## SEMESTER II

Course Code	Title of the Course
12921A	PART I: TAMIL PAPER I

-பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75+25  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
144. சொல் தவிர்ந்த  
145. அன்னை  
146. அஞ்சுவார்  
147. சொல்லக் கேட்டனள்  
148. மற்செய்கை  
149. மண்கனியப்  
150. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
151. பொய் பொதுளும்  
152. இன்பு அருந்தி  
153. வழுதாயின இன்பு  
154. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
155. மண்ணோர்கள்  
156. பொய்யா விதியோய்  
157. விடியா இருள்  
158. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

13. முதலெழுத்துகள், சார்பெழுத்துகள்  
14. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

19. ஒற்றெழுத்து மிகலும் மிகாமையும்,  
20. ஆகு பெயர், அன்மொழித் தொகை.  
21. வினா-விடை வகைகள்

கூறு 8

25. தமிழ்ச் சொல்லமைப்பின் சிறப்பு - பெயர், வினை, இடை, உரி வடிவங்கள்,  
26. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9

27. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்  
28. திணை, பால், எண், இட இயைபு.

பிரிவு 4: தமிழ் இலக்கிய வரலாறு

கூறு 10

7. இக்கால இலக்கிய வகைகள்

- அ) மரபுக் கவிதை  
ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

கூறு 11

1. உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்

- அ) கட்டுரை  
ஆ) சிறுகதை  
இ) புதினம்  
ஈ) நாடகம்

கூறு 12

7. இக்கால இலக்கியக் களங்கள்

திரைப்படம், தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

கூறு 13

1. தமிழும் சமயங்களும் :

- அ) சைவம் ஆ) வைணவம் இ) சமணம் ஈ) பௌத்தம் உ) இசுலாம்  
ஊ) கிறித்துவம்

கூறு 14

1. பிற்காலக் காப்பியங்கள் :

- அ) கம்பராமாயணம் ஆ) பெரியபுராணம்

2. இணையம் - பற்றிய செய்திகள்

Course Code	Title of the Course
12921B	<b>PART I: COMMUNICATION SKILLS – II</b>

**Learning objectives:**

7. To make students understand the basic skills of Communication.
8. To acquaint students with the important features of Communication skills.

***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

- Unit – I** Code and Content of Communication Skills  
**Unit– II** Stimulus and Response of Communication Skills

***BLOCK II: SPEAKING SKILLS***

- Unit – III** Effective Speaking Guidelines  
**Unit – IV** Pronunciation Etiquette of Communication Skills  
**Unit – V** Phonetics in Communication Skills

***BLOCK III: LANGUAGE SKILLS***

- Unit – VI** A self Assessment of Communicating Soft Skills  
**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities  
**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills  
**Unit – IX** Conversation Skills –Modes  
**Unit – X** Presentation Skills - Preparing –Planning-Presentation

***BLOCK IV: WRITING SKILLS***

- Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph  
**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing  
**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing – Letters, Proposals, Resume  
**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters- Interviewing skills

**References:**

22. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
23. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
24. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
25. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
26. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
27. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.



28. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
29. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
30. Geetha Nagaraj, Write to Communicate, 2004.
31. Wren & Martin, English Grammar and Composition, 2002.
32. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

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Course Code	Title of the Course
12922	Part II: ENGLISH – PAPER II

**Learning objective:**

- To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge

-William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

**BLOCK III: DRAMA**

**Unit – X** Shakespeare : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

**References:**

- The Golden Quill*, P.K. Seshadri, Macmillan.
- The Merchant of Venice*, Shakespeare. (Any overseas edition).
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

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Course Code	Title of the Course
12923	PROGRAMMING IN C AND DATA STRUCTURES

**Course Objectives:**

- To design, implement and apply the basic C programming concepts.
- To understand the linear and non linear data structures available in solving problems

**Course Requirements:**

- Before studying this course, the student has knowledge about
- Basic principles of programming
- Concepts of stack, queue and array

**Course Outcome:** After the completion of this course, the student will able to

- To write programs using structures, strings, arrays, pointers and strings for solving complex computational problem.
- Use the data structures real time applications
- analyze the efficiency of Data Structures

Unit no.	Description
<b>BLOCK 1 : INTRODUCTION TO C</b>	
1	<b>Program Development styles and Basics of C.</b> Introduction to C – Character set – Identifiers and keywords – Data types – constants – Variables – declarations – Declaring variables, - Rules for defining variables. Initializing variables - Type conversion. Operator and Expressions
2	<b>Data input, output</b> and Preliminaries – single character input and output – Entering input data – Writing output data – gets and puts functions –
3	<b>control statements:</b> Branching and looping – Nested control structures .
4	Switch – Break – Continue and Goto.
<b>BLOCK 2 : FUNCTIONS, ARRAYS AND POINTERS</b>	
5	<b>Function:</b> defining a function – Accessing a function – Passing arguments to a function – Recursion – Library function – Macros – C preprocessor – Program structure: Storage classes – Automatic variables – Global variables – Static variables– Multiple programming – Bitwise operation.
6	<b>Arrays</b> – Array initialization, Definition of Array, Characteristic of Array, One dimensional array, Two dimensional array, Multidimensional arrays, Character array and strings – string handling functions.
7	<b>Pointers</b> – Features of Pointers, Pointer declaration, Arithmetic operation with pointers, Pointers and Arrays, Pointers and two dimensional arrays, Array of Pointers, Pointers to Pointers, Pointers and strings.
<b>BLOCK 3 : STRUCTURE UNION AND FILES</b>	
8	Structures and Unions: defining a structure – Processing a structure – Structures and pointers– Passing structures to functions – Self referential structures – Bit fields – Unions – Enumerations.
9	Data file: Opening and Closing a data file – Creating a data file – Processing a data file – Unformatted data file – Command line parameters.
<b>BLOCK 4 : LINEAR DATA STRUCTURE</b>	
10	<b>Introduction to Data Structure,</b> Stack, Stack related terms, operation on a stack, Representation of Stack, Implementation of a stack - Polish notation. Queues, Various Positions of Queue, Representation of Queues.
11	<b>List,</b> Merging lists, Linked list, Single linked list, Double Linked List, Header

	Linked list, Insertion and Deletion of linked list, Traversing a linked list. Representation of Linked list
	<b>BLOCK 5 : NON-LINEAR DATA STRUCTURE</b>
<b>12</b>	<b>Introduction</b> – Trees, Binary Trees, Types of Binary trees,
<b>13</b>	<b>Binary Tree Representation</b> , Traversing Binary Trees,
<b>14</b>	<b>Binary Search tree</b> , Insertion and Deletion operations, trees and their applications Hashing Techniques.

**TEXT BOOKS:**

1. Programming in ANSI C, Fifth Edition, E.Balagurusamy, Tata McGraw-Hill Publishing Company Ltd, 2011
2. Data Structures, Seymour Lipschutz, G.A.Vijayalakshmi Pai, Second Edition , Schaum's Outlines, Tata Mc-Graw Hill Private Ltd., 2006.

**REFERENCE BOOKS :**

1. Fundamentals of Data structures in C, Second edition, Ellis Horowitz and Sartaj Sahini, Universities press, 2007.
2. Programming and Data Structure, Pearson Edition, Ashok N Kamthane, 2007.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>12924</b>	<b>C AND DATA STRUCTURE LAB</b>

### Course Objectives

- To be able to solve data structure problems using C language
- To learn and implement C language programming techniques

### Course Outcome

- Students can develop programming knowledge
- Students can solve any kind of problems using C language
- Data Structure based problems can be solved

### Experiments based on C programming and Data Structures

Unit No.	Contents
	<b>BLOCK 1 : C PROGRAM FUNDAMENTALS</b>
<b>1</b>	Simple C Programs
<b>2</b>	Using if and switch constructs Programs
<b>3</b>	Looping statements Problems
	<b>BLOCK 2 : FUNCTIONS,ARRAYS,STRINGS,FILEAND POINTERS</b>
<b>4</b>	Functions and Recursive programs
<b>5</b>	Arrays ,Strings and Matrices Programs
<b>6</b>	File Handling Programs
<b>7</b>	Pointers and Arrays Programs programs
	<b>BLOCK 3 – STRUCTURE , UNION AND FILES</b>
<b>8</b>	Structure and union : Programs using structure and union
<b>9</b>	Files : Programs based on file handling
	<b>BLOCK 4 : LINEAR DATA STRUCTURE PROGRAMS</b>
<b>10</b>	Stacks, queues ,expression evaluation programs
<b>11</b>	Infix to postfix conversion
<b>12</b>	Linked List programs: List, Merging lists, Linked list, Single linked list, Double Linked List, Header Linked list, Insertion and Deletion of linked list, Traversing a linked list.
	<b>BLOCK 5 : NON LINEAR DATA STRUCURE EXPERIMENTS</b>
<b>13</b>	Tree Programs : Trees, Binary Trees, Types of Binary trees, Binary Tree Representation,
<b>14</b>	Traversing Binary Trees, Binary Search tree, Insertion and Deletion operations,

### REFERENCE BOOKS:

1. Programming in ANSI C, Fifth Edition, E.Balagurusamy, Tata McGraw-Hill Publishing Company Ltd, 2011
2. Data Structures, Seymour Lipschutz, G.A.Vijayalakshmi Pai, Second Edition , Schaum's Outlines, Tata Mc-Graw Hill Private Ltd., 2006.
3. Fundamentals of Data structures in C, Second edition, Ellis Horowitz and Sartaj Sahini, Universities press, 2007.
4. Programming and Data Structure, Pearson Edition, Ashok N Kamthane, 2007.

**SECOND YEAR  
SEMESTER III**

Course Code	Title of the Course
12931A / 13131A	PART I: TAMIL PAPER I

பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75+25  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு 1: இலக்கியம் - 1**

கூறு 1: பத்துப்பாட்டு - முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை - ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்சைப்பத்து - முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை - பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

**பிரிவு 2: இலக்கியம் - 2**

கூறு 6: நற்றிணை - பெருங்குன்றூர்கிழார் - பா. எண். 5

பெருவழுதியார் - பா. எண். 55

பெருங்கௌசிகனார் - பா. எண். 139

கூறு 7: நற்றிணை - கருவூர்க்கோசிகனார் - பா. எண். 214

உலோச்சனார் - பா. எண். 249

கூறு 8: அகநானூறு - சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு - மறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

**பிரிவு 3: பதினெண்கீழ்க்கணக்கு**

கூறு 10: பதினெண் கீழ்க்கணக்கு - திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),  
அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை - எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

**பிரிவு 4: நாடகம் - புதினம்**

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
12931B / 13131B	<b>PART I: HUMAN SKILL DEVELOPMENT – I</b>

**Learning objective:**

4. To Make the Students develop human skills.

**BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features- Interpersonal Behaviour

**BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy- Self- acceptance-Meaning-Importance - Etiquette-Meaning- Etiquettes inusing mobile, telephones-Dais Etiquette

**BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

**BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts- Meaning-Types- Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger- Meaning-Causes-Consequences-Anger Management

**References:**

7. Les Giblin, Skill with People, 1995.
8. Shiv Khera, You Can Win, 2002.
9. Christian H Godefroy, Mind Power.
10. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
11. Natalie H Rogers, How to Speak without Fear, 1982.
12. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
12932 / 13132	Part II: ENGLISH - PAPER- III

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

**BLOCK I: SHORT STORIES**

<b>Unit – I</b>	A Hero	- R.K. Narayanan
<b>Unit – II</b>	The Diamond Necklace	- Guy de Maupassant
<b>Unit – III</b>	The Verger	- Somerset Maugham
<b>Unit – IV</b>	The Postmaster	- Rabindranath Tagore

**BLOCK II: ONE ACT PLAYS - I**

<b>Unit – V</b>	The Proposal	- Anton Chekhov
<b>Unit – VI</b>	The Boy Comes Home	- A.A. Milne
<b>Unit – VII</b>	The Silver Idol	- James R. Waugh
<b>Unit – VIII</b>	Progress	- St. John Ervine

**BLOCK III: ONE ACT PLAYS - II**

<b>Unit – IX</b>	The Pie and the Tart	- H. G. Wells
<b>Unit – X</b>	Reunion	- W. Somerset Maugham
<b>Unit – XI</b>	A kind of Justice	- Margaret Wood
<b>Unit – XII</b>	The Refugee	- Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

<b>Unit – XIII</b>	Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb
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<b>Unit – XIV</b>	Agenda- Minutes- Notice- Descriptive Writing
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**References:**

- Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
- Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
- English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.



<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12933 / 13133</b>	<b>INTERNET AND JAVA PROGRAMMING</b>

**Course Objectives:**

- To provide an overview of working principles of internet, web related functionalities
  - To understand and apply the fundamentals core java, packages, database connectivity for computing

**Course Requirements:**

- Basic knowledge of internet and programming principles

**Course Outcome:**

- Able to understand the internet standards and recent web Technologies
- Able to implement, compile, test and run Java program,
- Able to make use of hierarchy of Java classes to provide a solution to a given set of requirements found in the Java API

<b>Unit No.</b>	<b>Contents</b>
<b>BLOCK 1 : INTRODUCTION</b>	
<b>1</b>	<b>Basic Internet Concepts:</b> Connecting to the Internet – Domain Name System – E-mail
<b>2</b>	<b>The World Wide Web</b> – Internet Search Engines – Web Browsers – Chatting and conferencing on the Internet
<b>3</b>	<b>Online Chatting</b> –Messaging – Usenet Newsgroup – Internet Relay chat (IRC) – FTP – Telnet.
<b>BLOCK 2 : FUNDAMENTALS OF OBJECT-ORIENTED PROGRAMMING:</b>	
<b>4</b>	<b>Basic concepts</b> of OOP – Benefits – Applications
<b>5</b>	<b>Java Evolution:</b> Features – how java differs from C and C++ - java and internet- java support system – java environment -
<b>6</b>	<b>Overview of Java Language</b> –constants variables and data types- Operators and Expressions - Decision Making and Branching - Looping
<b>BLOCK 3 : CLASSES, OBJECTS AND METHODS</b>	
<b>7</b>	<b>class:</b> Defining a class –fields –methods –creating objects – accessing class members – constructors – methods overloading –static members –nesting of methods – Inheritance –overriding methods –final variables-classes –methods
<b>8</b>	<b>Arrays, Strings and Vectors</b> :One dimensional Arrays –creating of array – Two dimensional arrays- strings –vectors –Wrapper classes – Enumerated Types - Interfaces: Multiple Inheritance
<b>9</b>	<b>Packages:</b> Defining interface –Extending interfaces – Implementing Interfaces - Putting Classes Together
<b>BLOCK 4: MULTITHREADING , EXCEPTION AND APPLETS</b>	
<b>10</b>	<b>Multithreaded Programming</b> – Creating Threads –Extending the thread class –Stopping and Blocking a thread –Life cycle of a thread –using thread methods –Thread Exceptions –Priority –Synchronization –Implementing the ‘_Runnable’ Interface
<b>11</b>	<b>Managing Error and Exceptions:</b> Types of errors –Exceptions –Syntax of Exception Handling code – Multiple Catch statements –using finally statement – Throwing our own Exceptions – using exceptions for Debugging - Graphics

	Programming: The Graphics Class – Lines and Rectangles – Circles and Ellipses – Drawing Arcs – Drawing Polygons – Line Graphs – Using Control Loops in Applets – Drawing Bar Charts.
<b>12</b>	<b>Applet Programming:</b> How applets differ from Applications – preparing to write applets – Building Applet Code – Applet life cycle – creating an Executable Applet – Designing a Web Page – Applet Tag – Adding Applet to HTML file – Running the Applet – Passing parameters to Applets – Displaying Numerical values – Getting input from the user
	<b>BLOCK 5 : MANAGING INPUT/OUTPUT FILES IN JAVA</b>
<b>13</b>	<b>Introduction</b> – concept of streams –stream classes – byte stream classes – character Stream
<b>14</b>	<b>I/O classes:</b> –using stream –using the file class –Input / output Exceptions – creation of files – Reading / writing characters – reading writing bytes Random access files- Interactive input and output –Other stream classes

### Text Books:

1. R. Krishnamoorthy and S. Prabhu, Internet and Java Programming, New Age International Publishers, 2004 (Unit I).
2. Programming with Java, 4e, E. Balagurusamy, Tata McGraw-Hill, 2010.

### Reference books:

1. Deitel, Deitel and Nieto, Internet and World Wide Web – How to program, Pearson Education, 2000.
2. Naughton and H.Schildt, Java 2 - The complete reference, Tata McGraw-Hill, Fourth edition, 2006.
3. Elliotte Rusty Harold, Java Network Programming, O'Reilly Publishers, 2000.
4. B.Mohamal Ibrahim, Java : J2SE – A Practical Approach, Firewall media, 2006.
5. Cay S. Horstmann, Gary Cornell, Core Java, Volume I and II, 5th Edition, Pearson Education, 2003.
6. Topley, J2ME in A Nutshell, O'Reilly Publishers, 2002.
7. Hunt, Guide to J2EE Enterprise Java, Springer Publications, 2004.
8. Ed Roman, Enterprise Java Beans, Wiley Publishers, 1998.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12934 / 13134</b>	<b>INTERNET AND JAVA PROGRAMMING LAB</b>

**Course Objective:**

- To understand and practice markup languages
- To understand and practice embedded dynamic scripting on client side Internet Programming
- To understand and practice web development techniques on client-side.

**Course Requirement:**

- Basic concepts of Web and Java programming

**Course Outcome:**

- Explore markup languages features and create interactive web pages using them
- Learn and design Client side validation using scripting languages
- Acquire knowledge about Open source JavaScript libraries
- Able to design front end web page and connect to the back end databases.

**Experiments based on Internet Programming Theory**

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 : JAVA FUNDAMENTAL PROBLEMS</b>
<b>1</b>	Simple Java Problems
<b>2</b>	class and objects
<b>3</b>	Conditional control using java
<b>4</b>	Looping using java
	<b>BLOCK 2 : OOP CONCEPTS</b>
<b>5</b>	Function overloading programs
<b>6</b>	Operator overloading programs
<b>7</b>	Inheritance programs, Packages
<b>8</b>	Polymorphism programs Message passing programs
	<b>BLOCK 3 : THREAD &amp; VIRTUAL FUNCTION</b>
<b>9</b>	Threads
<b>10</b>	Virtual function programs
	<b>BLOCK 4 : I/O AND EXCEPTION HANDLING</b>
<b>11</b>	Exception handling programs
<b>12</b>	I/O manipulation programs,
	<b>BLOCK 4 :NETWORK PROGRAMMING</b>

<b>13</b>	Applet programs
<b>14</b>	Implementation of simple network programs using java

**Reference books:**

1. R. Krishnamoorthy and S. Prabhu, Internet and Java Programming, New Age International Publishers, 2004).
2. Programming with Java, 4e, E. Balagurusamy, Tata McGraw-Hill, 2010.
3. Deitel, Deitel and Nieto, Internet and World Wide Web – How to program, Pearson Education, 2000.
4. Naughton and H.Schildt, Java 2 - The complete reference, Tata McGraw-Hill, Fourth edition, 2006.
5. Elliotte Rusty Harold, Java Network Programming, O'Reilly Publishers, 2000.
6. B.Mohamal Ibrahim , Java : J2SE – A Practical Approach, Firewall media, 2006.

## SEMESTER IV

Course Code	Title of the Course
12941A / 13141A	PART I: TAMIL PAPER IV

பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75+25  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நிறறல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறாஉ

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன மயக்கங்கள்.

Course Code	Title of the Course
12941B / 13141B	<b>PART I: HUMAN SKILL DEVELOPMENT – II</b>

**Learning objective:**

- To Make the Students develop human skills.

***BLOCK I: GUIDENCE AND COUNSELLING***

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

***BLOCK II: TECHNICAL SKILLS***

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

***BLOCK III: UNDERSTANDING SKILLS***

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

***BLOCK IV: SOCIETY BASED SKILLS***

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

**References:**

- Les Giblin, Skill with People, 1995.
- Shiv Khera, You Can Win, 2002.
- Christian H Godefroy, Mind Power.
- Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
- Natalie H Rogers, How to Speak without Fear, 1982.
- Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
12942 / 13142	Part II: ENGLISH –PAPER – IV

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

**BLOCK I: SHORT STORIES**

<b>Unit – I</b>	Lalajee	- Jim Corbelt
<b>Unit – II</b>	A Day's Wait	- Hemmingway
<b>Unit – III</b>	Two old Men	- Leo Tolstoy
<b>Unit –IV</b>	Little Girls wiser than	- Men Tolstoy
<b>Unit – V</b>	Boy who wanted more Cheese	- William Elliot Griffir

**BLOCK II: DRAMA AND FICTION**

<b>Unit – VI</b>	Pygmalion	- G.B. Shaw
<b>Unit – VII</b>	Swami and Friends	- R.K. Narayanan

**BLOCK III: SHAKESPEARE**

<b>Unit – VIII</b>	- The Merchant of Venice
<b>Unit – IX</b>	- Romeo and Juliet
<b>Unit – X</b>	- The Winter's Tale

**BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

<b>Unit – XI</b>	- Martin-Luther king	- R.N. Roy
<b>Unit – XII</b>	- Nehru	- A.J. Toynbee
<b>Unit – XIII</b>	- Concord- Phrases and Clauses-Question Tag	
<b>Unit – XIV</b>	- Expansion of Proverbs - Group Discussion - Conversation (Apologizing, Requesting, Thanking )	

**References:**

- Sizzlers*, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
- Pygmalion* – G.B. Shaw
- Swami and Friends* – R.K. Narayan
- Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12943 / 13143</b>	<b>OPEN SOURCE SOFTWARE</b>

**Course Objectives:**

- To understand the need, advantages and applications of open source software
- To work with open source database and open source programming languages

**Course Outcome**

- Attained to know and work with open source software like Linux, MySql etc
- Able to do programming in open source programming languages

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 : INTRODUCTION</b>
<b>1</b>	Introduction to Open sources – Need of Open Sources – Advantages of Open Sources–Application of Open Sources.
<b>2</b>	Open source operating systems: LINUX: Introduction– General Overview– Kernel Mode and user mode–Process–
<b>3</b>	Advanced Concepts–Scheduling – Personalities – Cloning – Signals – Development with Linux. .
	<b>BLOCK 2 : OPEN SOURCE DATABASE</b>
<b>4</b>	MySQL: Introduction Setting up account Starting, terminating and writing your own SQL programs
<b>5</b>	Record selection Technology– Working with strings – Date and Time
<b>6</b>	Sorting Query Results – Generating Summary – Working with metadata – Using sequences – MySQL and Web.
	<b>BLOCK 3 :OPEN SOURCE PROGRAMMING LANGUAGE - PHP</b>
<b>7</b>	PHP: Introduction – Programming in web environment – variables – constants– data types – operators –Statements
<b>8</b>	Functions– Arrays – OOP –String Manipulation and regular expression –File handling and data storage
<b>9</b>	PHP and SQL database – PHP and LDAP – PHP Connectivity –Sending and receiving E-mails –Debugging and error handling – Security – Templates.
	<b>BLOCK 4 :OPEN SOURCE PROGRAMMING LANGUAGE - PYTHON</b>
<b>10</b>	Syntax and Style – Python Objects – Numbers – Sequences – Strings –Lists and Tuples – Dictionaries –Conditionals and Loops .
<b>11</b>	Files – Input and Output –Errors and Exceptions – Functions – Modules – Classes and OOP – Execution Environment.
	<b>BLOCK 5 :OPEN SOURCE PROGRAMMING LANGUAGE - PERL</b>



<b>12</b>	Perl backgrounder – Perl overview– Perl parsing rules – Variables and Data – Statements
<b>13</b>	Control structures – Subroutines
<b>14</b>	Packages, and Modules-Working with Files –Data Manipulation.

**Text Books:**

- 1 Remy Card, Eric Dumas and Frank Mevel, —The Linux Kernel Book, Wiley Publications, 2003
- 2 Steve Suchring, –MySQL Bible, John Wiley, 2002

**Books for Reference:**

- 1 Rasmus Lerdorf and Levin Tatroe, –Programming PHP, O‘Reilly, 2002
- 2 Wesley J. Chun, –Core Python Programming, Prentice Hall, 2001
- 3 Martin C. Brown, –Perl: The Complete Reference, 2nd Edition, Tata McGraw-Hill Publishing Company Limited, Indian Reprint 2009.
- 4 Steven Holzner, –PHP: The Complete Reference, 2nd Edition, Tata McGraw-Hill Publishing Company Limited, Indian Reprint 2009.
- 5 Vikram Vaswani, –MYSQL: The Complete Reference, 2nd Edition, Tata McGraw-Hill Publishing Company Limited, Indian Reprint 2009.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12944 / 13144</b>	<b>OPEN SOURCE LAB</b>

**Course Objectives:**

- To understand the need, advantages and applications of open source software
- To work with open source database and open source programming languages
- To develop applications in PHP using various concepts like arrays, udf's, Sessions and make the students to understand and to establish the connectivity between PHP and MySQL and develop programs to add records, retrieve records and delete records from a table.

**Course Outcome**

- Attained to know and work with open source software like Linux, MySQL etc.,
- Able to do programming in open source programming languages.

<b>Unit No.</b>	<b>Contents</b>
<b>BLOCK 1 : INTRODUCTION TO LINUX</b>	
<b>1</b>	<b>Kernel</b> configuration, compilation and installation.
<b>2</b>	<b>Install various software</b> on Linux. Install and configure XAMP.Unix Commands and shell programming.
<b>BLOCK 2 : MYSQL</b>	
<b>3</b>	<b>Creating simple table</b> with constraints Insertion, Updation and Deletion of rows in MYSQL tables Searching of data by different criteria,Sorting of data
<b>4</b>	<b>Demonstration of joining tables</b> Usage of subqueries,aggregate functions Working with set operators Working with string, numeric and date functions
<b>5</b>	<b>Database connectivity</b> in PHP with MySQL Validating Input Formatting the Output.
<b>BLOCK 3 : PHP</b>	
<b>6</b>	<b>PHP Simple Programs</b> PHP program to perform the arithmetic operation. PHP program Adding numbers using function.
<b>7</b>	<b>PHP Web programs arrays and functions</b> Creating simple webpage using PHP Use of conditional statements in PHP Use of looping statements in PHP

	Creating different types of arrays Usage of array functions Creating user defined functions
<b>8</b>	<b>File manipulation using PHP</b> Creation of files,sessions and cookies Creating simple applications using PHP Creating simple table with constraints
	<b>BLOCK 4 : PERL AND PYTHON PROGRAMMING</b>
<b>9</b>	<b>PERL programs</b> : Simple programs using PERL
<b>10</b>	<b>Python Programming:</b> Use of conditional statements Use of looping statements
<b>11</b>	<b>Python Programming: Arrays</b> Creating different types of arrays Usage of array functions Creating user defined functions
<b>12</b>	<b>Python Programming: String:</b> String Handling
	<b>BLOCK 5 : APPLICATION DEVELOPMENT</b>
<b>13</b>	<b>Connect to a MYSQL</b> database with PHP, PERL and Python.
<b>14</b>	<b>Developing simple applications</b> using PHP and MYSQL

**Books for Reference:**

- Remy Card, Eric Dumas and Frank Mevel, -The Linux Kernel Book, Wiley Publications, 2003
- Steve Suchring, -MySQL Bible, John Wiley, 2002.
- Rasmus Lerdorf and Levin Tatroe, -Programming PHP, O'Reilly, 2002.
- Wesley J. Chun, -Core Python Programming, Prentice Hall, 2001
- Martin C. Brown, -Perl: The Complete Reference, 2nd Edition, Tata McGraw-Hill Publishing Company Limited, Indian Reprint 2009.

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### THIRD YEAR SEMESTER V

<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
12951 / 13151	DISCRETE MATHAMATICS

**Course Objectives:**

- To understand the concepts and operations Set theory, Graph Theory
- To understand and apply the Mathematical Logic in computer science.

**Course Requirements:**

- Knowledge about Logics and graphs

**Course Outcome:**

- Acquire the basic knowledge of matrix, set theory, functions and relations concepts needed for designing and solving problems
- Acquire the knowledge of logical operations and predicate calculus needed for computing skill
- Able to design and solve Boolean functions for defined problems

Unit No.	Contents
<b>BLOCK 1 : MATHEMATICAL LOGIC</b>	
<b>1</b>	<b>Mathematical Logic:</b> Statements and Notation - connectives -normal forms – The theory of inference for the statement calculus -
<b>2</b>	<b>Predicate Calculus:</b> The predicate calculus - Inference theory and predicate calculus.
<b>3</b>	<b>Set theory:</b> Sets – Basic concepts – notation - inclusion and equality of sets - the power set
<b>BLOCK 2 : RELATIONS</b>	
<b>4</b>	<b>Relations and ordering</b> properties – relation matrix and graph of a relation
<b>5</b>	<b>Relations</b> Partition – equivalence and compatibility relations
<b>6</b>	<b>Composition and partial ordering:</b> Composition – partial ordering – partially ordered set
<b>BLOCK 3 : FUNCTIONS</b>	
<b>7</b>	<b>Functions</b> – definition – composition – inverse – binary and n-ary operations
<b>8</b>	<b>Other Functions</b> : Characteristic function – hashing function.
<b>BLOCK 4 : ALGEBRAIC STRUCTURES</b>	
<b>9</b>	<b>Algebraic Structures:</b> Algebraic Systems: Examples and General Properties
<b>10</b>	<b>Semigroups and Monoids:</b> Definitions and Examples - Homomorphism of Semigroups and Monoids - Subsemigroups and Submonoids
<b>11</b>	<b>Groups:</b> Definitions and Examples - Cosets and Lagrange’s Theorem
<b>12</b>	<b>Normal Subgroups</b> – Algebraic Systems with two Binary Operations.
<b>BLOCK 5 : GRAPH AND FINITE PROBABILITY</b>	
<b>13</b>	<b>Graph theory:</b> Basic concepts – definition – paths - reach - ability and connectedness – matrix representation of graphs - trees.
<b>14</b>	<b>Finite Probability</b> – Probability Distributions – Conditional Probability Independence – Bayes’ Theorem – Mathematical Expectation

**TEXT BOOKS:**

1. J.P. Tremblay and R. Manohar Discrete mathematical structures with applications to Computer Science TMH Publishing Company 2003.

2. Judith L. Gersting, Mathematical Structures for Computer Science, 5th Edition, W.H. Freeman and Company, 2003.

**REFERENCE BOOKS:**

1. Venkatraman M K, Sridharan N and Chandrasekaran N, Discrete Mathematics, The National Publishing Company, 2004.
2. Narsingh Deo, Graph Theory with Applications to Engineering and Computer Science PHI, 2003.
3. Ramasamy, Discrete Mathematical Structures with application to combinatorics, Universities Press, 2006.
4. Bernard Kolman, Robert C. Busby, Sharon Cutter Ross, Discrete Mathematical Structures, Pearson Education, 2006.
5. Richard Johnsonbaugh, Discrete Mathematics, Fifth Edition, Pearson Education. 2001.
6. Garry Haggard and others, Discrete Mathematics for Computer science, Thomson.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
12952 / 13152	OPERATING SYSTEMS

### Course Objective

- Able to understand the operating system principles
- Able to know the Principles of Deadlock, processor scheduling and memory management.

### Course Requirements:

- To be aware of the evolution and fundamental principles of operating system, processes and their communication

### Course Outcome

- Students have acquired the knowledge about the types of operating systems
- Students have acquired the knowledge about the functions of operating system

Unit No.	Contents
	<b>BLOCK 1 : INTRODUCTION</b>
1	<b>Introduction:</b> Definition of Operating Systems – Computer System Organization
2	<b>Computer System Architecture</b> – Operating System Structure – Operating System Operations
3	<b>System Structures:</b> Operating System Services – System Calls – System Programs – Operating System Design and Implementation.
	<b>BLOCK 2 : PROCESS CONCEPT</b>
4	<b>Process Concept:</b> Process Scheduling – Operations on Processes – Inter Process Communication
5	<b>Process Scheduling:</b> Scheduling Concepts – Scheduling Criteria – Scheduling Algorithms – Multiple Processor Scheduling
	<b>BLOCK 3 : SYNCHRONIZATION</b>
6	<b>Synchronization:</b> The Critical Section Problem – Synchronization Hardware – Semaphores – Classic Problems of Synchronization – Monitors
7	<b>Deadlocks:</b> Deadlocks Characterization – Methods for Handling Deadlocks
8	<b>Deadlock</b> Prevention – Avoidance – Detection – Recovery from Deadlock.
	<b>BLOCK 4 : MEMORY MANAGEMENT</b>
9	<b>Memory Management Strategies:</b> Swapping – Contiguous Memory Allocation – Paging – Segmentation
	<b>BLOCK 5 : FILE SYSTEM</b>
10	<b>File Concept</b> – Access Methods – Directory
11	<b>Structure</b> – File System Mounting – File Sharing – Protection.
12	<b>Implementing File Systems:</b> File System Structure – File System Implementation
13	<b>Directory Implementation</b> – Allocation Methods – Free Space Management
14	<b>Secondary Storage Structure:</b> Overview of Mass Storage Structure – Disk Structure – Disk Attachment – Disk Scheduling – Disk Management.

### TEXT BOOK:

1. Abraham Silberschatz, Peter Baer Galvin and Greg Gagne, –Operating System Principles, 7th Edition, Wiley India Edition, 2008.

### REFERENCE BOOKS:

1. Andrew S.Tanenbaum, Operating Systems Design and Implementation, 3rd edition, Prentice Hall, 2006.
2. Harvey M. Deitel, An Introduction to Operating Systems, 3<sup>rd</sup> Edition, Addison Wesley 2007.

COURSE CODE	TITLE OF THE COURSE
12953 / 13153	RELATIONAL DATABASE MANAGEMENT SYSTEMS (RBDMS)

**Course Objectives:**

- To understand the fundamentals of data models
- To make a study of SQL and relational database design.
- To know about data storage techniques and query processing.
- To impart knowledge in transaction processing, concurrency control techniques and External storage

**Course Requirements:** Knowledge about the basic concepts of the database.

**Course Outcome:**

- Design a database using ER diagrams and map ER into Relations and normalize the relations
- Acquire the knowledge of query evaluation to monitor the performance of the DBMS.
- Develop a simple database applications using normalization.

Unit No	Contents
<b>BLOCK 1 INTRODUCTION</b>	
1	<b>Data base System Applications</b> , data base System VS file System – View of Data – Data Abstraction – Instances and Schemas – data Models – the ER Model
2	<b>Model</b> :Relational Model – Other Models – Database Languages – DDL – DML – database Access for applications Programs – data base Users and Administrator – Transaction Management – data base System Structure – Storage Manager – the Query Processor.
3	<b>History of Data base Systems</b> - Data base design and ER diagrams – Beyond ER Design Entities, Attributes and Entity sets – Relationships and Relationship sets – Additional features of ER Model – Concept Design with the ER Model – Conceptual Design for Large enterprises.
<b>BLOCK 2 : RELATIONAL MODEL</b>	
4	<b>Introduction</b> – Integrity Constraint Over relations – Enforcing Integrity constraints – Querying relational data – Logical data base Design – Introduction to Views – Destroying / altering Tables and Views.
5	<b>Relational Algebra</b> – Selection and projection set operations – renaming – Joins – Division – Examples of Algebra overviews –
6	<b>Relational calculus</b> – Tuple relational Calculus – Domain relational calculus – Expressive Power of Algebra and calculus.
<b>BLOCK 3 : SQL QUERY</b>	
7	<b>Form of Basic SQL Query</b> – Examples of Basic SQL Queries – Introduction to Nested Queries – Correlated Nested Queries Set – Comparison Operators – Aggregative Operators – NULL values – Comparison using Null values – Logical connectivity's – AND, OR and NOT – Impact on SQL Constructs – Outer Joins – Disallowing NULL values – Complex Integrity Constraints in SQL Triggers and Active Data bases. Schema refinement
8	<b>Normal forms</b> :Problems Caused by redundancy – Decompositions – Problem related to decomposition – reasoning about FDS – FIRST, SECOND, THIRD Normal forms – BCNF–
9	<b>Join</b> : Lossless join Decomposition – Dependency preserving Decomposition – Schema refinement in Data base Design – Multi valued Dependencies –

	FORTH Normal Form.
	<b>BLOCK 4 TRANSACTION</b>
<b>10</b>	<b>Introduction :</b> Transaction Concept- Transaction State- Implementation of Atomicity and Durability – Concurrent – Executions – Serializability- Recoverability – Implementation of Isolation – Testing for serializability
<b>11</b>	<b>Protocols :</b> Lock Based Protocols – Timestamp Based Protocols- Validation- Based Protocols – Multiple Granularity.
<b>12</b>	<b>Recovery and Atomicity</b> – Log – Based Recovery – Recovery with Concurrent Transactions – Buffer Management – Failure with loss of nonvolatile storage-Advance Recovery systems- Remote Backup systems
	<b>BLOCK 5 STORAGE</b>
<b>13</b>	<b>Data on External Storage</b> – File Organization and Indexing – Cluster Indexes, Primary and Secondary Indexes – Index data Structures – Hash Based Indexing – Tree base Indexing – Comparison of File Organizations – Indexes
<b>14</b>	<b>Performance Tuning-</b> Intuitions for tree Indexes – Indexed Sequential Access Methods (ISAM) – B+ Trees: A Dynamic Index Structure.

**Text Books:**

1. Raghurama Krishnan, Johannes Gehrke, Data base Management Systems, 3rd Edition, TATA McGrawHill.2003.
2. Silberschatz, Korth, Data base System Concepts, 6th Edition, Tata McGraw Hill, 2011.

**Reference Books:**

1. Relational Database Principles 2nd Edition, Colin Ritchie, 2004
2. Sharad Maheswari and Ruchin Jain, Database management systems Complete Practical Approach,Firewall media, 2006
3. Peter Rob & Carlos Coronel, Data base Systems design, Implementation, and Management, 7th Edition.
4. Elmasri Navrate , Fundamentals of Database Systems, Pearson Education.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12954 / 13154</b>	<b>RELATIONAL DATABASE MANAGEMENT SYSTEMS (RDBMS) - LAB</b>

Use the concepts like data normalization, link between table by means of foreign keys and other relevant database concepts for the following applications. The implementation of each should have necessary input screen (forms) Menu-driven query processing and reports. Necessary validations should be made for each table;

<b>Unit No.</b>	<b>Contents</b>
<b>BLOCK 1 : TABLE MANIPULATION</b>	
1	<b>Table creation</b> , Renaming a Table, Copying another table, Dropping a Table
2	<b>Table Description:</b> Describing Table Definitions, Modifying Tables
<b>BLOCK 2 : SQL QUERIES AND SUB QUERIES</b>	
3	<b>SQL Queries:</b> Queries, Sub Queries, and aggregate functions
4	<b>DDL:</b> Experiments using database DDL SQL statements
5	<b>DML:</b> Experiment using database DML SQL statements
6	<b>DCL:</b> Experiment using database DCL SQL statements
<b>BLOCK 3 : INDEX AND VIEW</b>	
7	<b>Index :</b> Experiment using database index creation, Renaming a index, Copying another index, Dropping a index
8	<b>Views:</b> Create Views, Partition and locks
<b>BLOCK 4 : EXCEPTION HANDLING AND PL/SQL</b>	
9	<b>Exception Handling:</b> PL/SQL Procedure for application using exception handling
10	<b>Cursor:</b> PL/SQL Procedure for application using cursors
11	<b>Trigger:</b> PL/SQL Procedure for application using triggers
12	<b>Package:</b> PL/SQL Procedure for application using package
13	<b>Reports:</b> DBMS programs to prepare report using functions
<b>BLOCK 5 : APPLICATION DEVELOPMENT</b>	
14	<b>Design and Develop Application:</b> Library information system, Students mark sheet processing, Telephone directory maintenance, Gas booking and delivering, Electricity bill processing, Bank Transaction, Pay roll processing. Personal information system, Question database and conducting Quiz and Personal diary

#### Reference Books:

1. Raghurama Krishnan, Johannes Gehrke, Data base Management Systems, 3rd Edition, TATA McGrawHill.2003.
2. Silberschatz, Korth, Data base System Concepts, 6th Edition, Tata McGraw Hill, 2011.
3. Relational Database Principles 2nd Edition, Colin Ritchie, 2004
4. Sharad Maheswari and Ruchin Jain, Database management systems Complete Practical Approach, Firewall media, 2006
5. Peter Rob & Carlos Coronel, Data base Systems design, Implementation, and Management, 7th Edition.
6. Elmasri Navrate , Fundamentals of Database Systems, Pearson Education.

**SEMESTER VI**

<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12961 / 13161</b>	<b>• NET PROGRAMMING</b>
<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 – INTRODUCTION</b>
<b>1</b>	<b>Overview of Microsoft .NET Framework</b> - The .NET Framework components-The Common Language Runtime (CLR) Environment-The .NET Framework class Library
<b>2</b>	<b>Getting Started with Visual Basic .net IDE</b> : Set up of work environment, start page, the menu system, toolbars, the new project dialog box, graphical designers, code designers, the object explorer, the toolbox, the solution explorer, the class view window, the properties window, the dynamic help window, the server explorer, the output window, the command window.
<b>3</b>	<b>Visual basic language concept</b> : variables, Constants, Data Types, Operators, Control Structures and loops - Arrays : single and multidimensional array, declaring, dynamic array.
	<b>BLOCK 2 : INTRODUCTION TO WINDOWS COMMON CONTROLS</b>
<b>4</b>	<b>Working with Form</b> - Properties : appearance, behaviour, layout, windows style etc,
<b>5</b>	<b>methods and events</b> - Differentiate procedure oriented, object oriented and event driven programming – Input box- Message box
<b>6</b>	<b>Working with Common Tool Box Controls:</b> Label , button, Textbox , NumericUpDown , Check Box, Radio Button , Group Box , control and all important methods and events.
	<b>BLOCK 3 : ADDITIONAL CONTROLS AND MENUS OF WINDOWS</b>
<b>7</b>	Working with other controls of toolbox: Date Time Picker, List Box, Combo box, Picture Box, Rich Text Box, Progress bar, Masked Text box, Link Label, Checked List box
<b>8</b>	Working with Menus: creating menu,inserting,deleting,assigning short cut keys, popup menu.
	<b>BLOCK 4 : INBUILT FUNCTIONS, DIALOG BOX,MDI &amp; EXCEPTION</b>
<b>9</b>	<b>Inbuilt Functions</b> : Mathematical Functions-String manipulation - Dialog Boxes: OpenFileDialog, SaveFileDialog, FontDialog, ColorDialog, PrintDialog
<b>10</b>	<b>Sub Procedures and functions</b> : declaring, passing and returning arguments, exiting from it, pass by value and pass by ref
<b>11</b>	<b>Exception Handling and MDI:</b> Structured Error Handling (Try ....Catch ....finally), Unstructured Error Handling (On error go to line, goto 0, goto -1, resume next ) - Multiple document interface (MDI) : MDI Parent form and child form.
	<b>BLOCK 5 : DATABASE ACCESS USING ADO.NET</b>
<b>12</b>	<b>ADO .NET Object Model:</b> Dataprovider - Dataset - ADO .NET Programming : Creating a Database Application
<b>13</b>	<b>Creating Connection to a Database using ADO.NET</b> , Populating

	Data in ADO.NET,
<b>14</b>	<b>Browsing Records</b> , Datagrid view, Editing, Saving, Adding and Deleting Records using bounded and unbounded.

**Text Books:**

1. Shelly, cashman, Quasney \_ Microsoft Visual Basic .NET : Comprehensive Concepts And Techniques \_ Cengage learning, 2012
2. StevenHolzner , Visual Basic .NET Programming Black Book , Dreamtech Press Publications, New Delhi

**Book for Reference:**

1. Julia Case Bradley and Anita C Millsbaugh Programming in Visual Basic.NET McGraw Hill Higher Education (September 2002)

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12962 / 13162</b>	<b>SYSTEM ANALYSIS AND DESIGN</b>

### Course Objectives

To understand about the system and its Development life cycle

To be able to analyze, design, develop, implement and maintain software system.

**Course Outcome** On Successful completion of the course the students should have:

- Understood the life cycle of the software development.
- Able to prepare software system documentation

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 : SYSTEM CONCEPTS AND SYSTEM DEVELOPMENT LIFE CYCLE</b>
<b>1</b>	<b>System Concepts</b> - Characteristics - Elements of a system - Types of Systems: Abstract, Physical, Open, Closed and Man-made Information system - Computer Based Information Systems: MIS, DSS, TPS and OAS
<b>2</b>	<b>System Development Life Cycle</b> - Problem Definition - Feasibility Study - Analysis - Design - Development - Implementation - Post Implementation and Maintenance
<b>3</b>	<b>System Analyst</b> : Interpersonal Skills - Technical Skill - Communication Skills - Role of Systems Analyst.
	<b>BLOCK 2 : SYSTEM ANALYSIS</b>
<b>4</b>	<b>System Analysis</b> : Bases for planning in System Analysis - Preliminary Investigation - Determining the User's information requirements, Case Scenario, Problem Definition and Project Initiation, Background Analysis
<b>5</b>	<b>Fact Finding Techniques</b> : Interview - Questionnaire - Record Review - Observation. Systems Analysis: Analysing Systems data - Feasibility Study: Technical, Economical and Operational - Steps in Feasibility Analysis, Feasibility Report, Oral Presentation
<b>6</b>	<b>Systems Costs &amp; Benefits:</b> Categories of Cost - Benefits - Cost Benefit Analysis: Break Even, Present Value, Pay Back and Cash Flow. <b>Analysis Tools</b> : Data flow concept - Data Flow Diagram - Data Dictionary - Decision Table - Decision Tree - Structured English.
	<b>BLOCK 3 : SYSTEM DESIGN</b>
<b>7</b>	<b>System Design</b> : Process and stages of System Design : Logical and Physical Design. Design Methodologies: Structured design - Form Driven Methodology - Major Development Activities
<b>8</b>	<b>Input Output and Form Design:</b> Input Design : Capturing Data for input - Input Validation - Input Design of on-line systems. Output Design - Printed, Display and Audio.
<b>9</b>	<b>Forms Design</b> : Definition - Classification of Forms, Requirements of Forms Design - Types of Forms - Forms Control.

	<b>BLOCK 4 : FILE AND DATABASE DESIGN:</b>
<b>10</b>	<b>File concepts</b> - Types of Files - Methods of File Organization - Sequential - Direct - Indexed - Database Design: Database concept
<b>11</b>	<b>Types of Databases</b> : Hierarchical, Network and Relational.
<b>12</b>	<b>System Development:</b> Software Design - Top Down Approach - Flow Chart: System Flow Chart - Program Flow Chart - HIPO - IPO - VTOC - Warnier Orr Diagram - Structured Walkthrough - Quality Assurance - Levels of Assurance - System Testing - Special Systems Tests
	<b>BLOCK 4 : SYSTEM EVALUATION,IMPLEMENTATION AND MAINTENANCE</b>
<b>13</b>	<b>System Evaluation and Implementation</b> Training Personnel - Training Methods - Conversion: Conversion Methods - Parallel, Direct, Pilot and Phase-in. Conversion Plan - Site Preparation - Data and File Preparation - Post Implementation Review -
<b>14</b>	<b>System Maintenance</b> : Corrective - Adaptive - Hardware and Software Selection : Computer Industry - Software Industry - Procedure of Hardware and Software Selection: Major phases in Hardware and Software selection - Evaluation Process - Financial considerations.

**Text Book**

Elias M.Awad, Systems Analysis and Design, 1990, Galgotia Publication Pvt. Ltd.

**Reference Book:**

1. James A. Sen, Analysis and Design of Information System, 1985, McGraw Hill.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
12963 / 13163	MULTIMEDIA AND ITS APPLICATIONS

**Course Objective:**

- To acquire knowledge about Text, Images & Animation.
- To enable the students to learn the concepts of Multimedia.

**Course Requirements:**

- Basic concepts of Images, Audio and Video

**Course Outcome:** On Successful completion of the course the students should have:

- Understood the Multimedia animation and Desktop Computing.

Unit No.	Contents
<b>BLOCK 1 : FUNDAMENTAL CONCEPTS</b>	
1	<b>Fundamental concepts</b> in Text and Image: Multimedia and hypermedia, world wide web, overview of multimedia software tools.
2	<b>Graphics and image</b> data representation graphics/image data types, file formats
3	<b>Color in image and video:</b> color science, color models in images, color models in video.
<b>BLOCK 2 : FUNDAMENTAL CONCEPTS IN VIDEO AND DIGITAL AUDIO</b>	
4	Fundamental concepts in video and digital audio: Types of video signals, analog video, digital video
5	<b>Digitization of sound, MIDI</b>
6	<b>Quantization</b> and transmission of audio
<b>BLOCK 3 : MULTIMEDIA DATA COMPRESSION:</b>	
7	<b>Lossless compression algorithm:</b> Run-Length Coding, Variable Length Coding, Dictionary Based Coding, Arithmetic Coding
8	Lossless Image Compression, Lossy compression algorithm: Quantization.
<b>BLOCK 4 : BASIC VIDEO COMPRESSION TECHNIQUES</b>	
9	<b>Introduction</b> to video compression, video compression based on motion compensation
10	<b>search for motion vectors, MPEG</b>
11	<b>Basic Audio Compression</b> Techniques.
<b>BLOCK 5 : MULTIMEDIA NETWORKS:</b>	
12	<b>Multimedia Networks:</b> Basics of Multimedia Networks, Multimedia Network.
13	<b>Communications and Applications:</b> Quality of Multimedia Data Transmission, Multimedia over IP
14	<b>Multimedia over ATM Networks,</b> Transport of MPEG-4, Media-on-Demand(MOD).

**Text Book:**

1. Fundamentals of Multimedia by Ze-Nian Li and Mark S. Drew PHI/Pearson Education 2004

**Reference Books:**

1. Digital Multimedia, Nigel chapman and jenny chapman, Wiley-Dreamtech 2009
2. Multimedia and Communications Technology, Steve Heath, Elsevier (Focal Press) 1999

<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>12964 / 13164</b>	<b>• NET PROGRAMMING LAB</b>

**Course objectives**

- To be able to understand the fundamentals of windows GUI
- To be able to run variable applications on windows
- To be able to understand .NET Programming concepts

**Course outcome**

- Students can develop GUI based applications using .NET

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1</b>
<b>1</b>	Building simple applications, Observe and draw visual .net IDE layout and hands on practice to create, save and open the project.
<b>2</b>	Working with intrinsic controls ,Control Arrays,Sub Procedures and functions
	<b>BLOCK 2</b>
<b>3</b>	Application with multiple forms
<b>4</b>	Application with dialogs
<b>5</b>	Application with Menus
<b>6</b>	Application using data controls
<b>7</b>	Application using Common Dialogs
	<b>BLOCK 3</b>
<b>8</b>	Drag and Drop Events,Inbuild functions, Mathematical and string functions
<b>9</b>	Database Management
<b>10</b>	Creating ActiveX Controls
<b>11</b>	Database object (DAO) and properties
<b>12</b>	Active Data Objects (ADO) ADO and OLE DB
	<b>BLOCK 4</b>
<b>13</b>	<b>Database : Bounded and Unbounded Mode :</b> Connecting to the database ,Retrieving a recordset Creating a query dynamically Using a parameterized query using action queries - Adding records Editing records closing the database connection
	<b>BLOCK 5</b>
<b>14</b>	<b>Simple Application development:</b> 1. Library information system

	<ol style="list-style-type: none"><li>2. Students mark sheet processing</li><li>3. Telephone directory maintenance</li><li>4. Gas booking and delivering</li><li>5. Electricity bill processing</li><li>6. Bank Transaction</li><li>7. Pay roll processing</li><li>8. Personal information system</li><li>9. Question database and conducting Quiz</li><li>10. Personal diary</li></ol>
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### **Text Books**

1. Gary Cornwell Visual basic 6 , Tata McGraw Hill
2. Shelly, cashman, Quasney \_ Microsoft Visual Basic .NET : Comprehensive Concepts And Techniques \_Cengage learning, 2012
3. StevenHolzner , Visual Basic .NET Programming Black Book , Dreamtech Press Publications, New Delhi



*Bsc.Computer Science*

## SEMESTER I

Course Code	Title of the Course
13011A	Part I: Tamil - Paper I

### PART- I TAMIL

#### பொதுத்தமிழ்

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

#### பிரிவு -1 : இசைப்பாடல்

கூறு 1

7. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்

13. புல்லாங்குழல் கொடுத்த

14. குருவாயூருக்கு வாருங்கள்

கூறு 2

19. கோகுலத்து பசுக்கள்

20. கோகுலத்தில் ஒரு நாள் ராதை

21. ஆயர்பாடி மாளிகையில்

கூறு 3

பட்டுக்கோட்டை கல்யாண சுந்தரம்

13. நெஞ்சில் குடியிருக்கும்

14. செய்யும் தொழிலே தெய்வம்

கூறு 4

7. பாரதியார்

கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

#### பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

19. பாரதிதாசன் - உலகப்பன் பாட்டு (5)

20. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு

21. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

19. வல்லிக் கண்ணன் - வெறும் புகழ்

20. கு.ப.இராஜகோபாலன் - எதற்காக?

21. மீரா - பதினைந்து

கூறு 7

13. சிற்பி - சர்ப்ப யாகம்

14. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8

13. அப்துல் ரகுமான் - கண்ணும் எழுதேம்

14. சண்முக சுப்பையா - வயிறு

#### பிரிவு - 3 : காப்பியம்

கூறு 9

13. சிலப்பதிகாரம் - வழக்குரை காதை

14. கம்பராமாயணம் - அயோத்தியா காண்டம்

பிரிவு - 4 : காப்பியம்

கூறு 10

7. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

159. இன்னவாயில்

160. கொழுந்துறும்

161. பஞ்சு அரங்கில்

கூறு 12

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

162. எண்ணுளே

163. ஒண்தலங்கள்

164. இரவியேந்த கஞ்சக்

கூறு 13

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

165. கன்னியாயதாயும்

166. ஏந்தி ஓங்கு உளத்து

167. ஆவ தேமுனர்

168. கொல்லும் வேலொடும்

கூறு 14

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

169. என்ற வாசகம்

170. அம்பினால்

171. வேண்டும் ஓர் வினை

Course Code	Title of the Course
13011B	PART- I : COMMUNICATION SKILLS I

**Learning objectives:**

- a. To make students to understand the basic skills of Communication.
- b. To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types  
Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout – Contents- Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV** Group Discussion–Quality of Content-Participation –Logical Presentation – Behavioural Skills

**References:**

19. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
20. Geetha Nagaraj, Write to Communicate, 2004.
21. Wren & Martin, English Grammar and Composition, 2002.
22. Dale Carnegie, How to Win Friends and Influence People, 1981.
23. Dale R Jordan, Language Skills and Use.
24. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
25. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
26. Wallace, Michael J, Study Skills in English.
27. Editors of Readers Digest, Super Word Power.

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Course Code	Title of the Course
13012	Part- II: English Paper I

**Learning objective:**

To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**BLOCK I: PROSE I**

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

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<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

**BLOCK III: DEVELOPING GRAMMATICAL SKILLS**

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition- Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**BLOCK IV: DEVELOPING WRITING SKILLS**

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

**References:**

- Sebastian D K, Prose for the Young Reader, Macmillan.
- Active English Grammar, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
13013	Programming in C

**Course Objectives:**

- To provide an overview of working principles of C language.
- To understand and apply the functions, arrays, pointers.
- To implement the features of C language in real world applications

**Course Outcome:**

- Able to understand the C programming techniques

Unit No.	Contents
	<b>BLOCK 1: INTRODUCTION</b>
1	<b>Introduction and Features:</b> History of C, Importance of C, Basic Structure of C program, character set, Tokens, keywords and identifiers
2	<b>Constants and variables and data types:</b> declaration of variables, defining symbolic constants, declaring a variable as a constant
3	<b>Operators and expressions:</b> arithmetic, relational, logical, assignment operators, arithmetic expression, Evaluation of expressions, precedence of arithmetic operators
	<b>BLOCK 2 : I/O OPERATIONS AND DECISION MAKING</b>
4	<b>Managing I/O operations:</b> reading and writing a character, formatted input, output
5	<b>Decision making and branching:</b> IF statement, If..else statement, nesting if else statement, else if ladder, switch statement, goto statement, while statement, do statement, for statement
6	<b>arrays:</b> one-dimensional arrays, declaration, initialization, two dimensional arrays, multi dimensional arrays, dynamic arrays
7	<b>Strings :</b> Declaration, Initialization of string variables, reading and writing strings, string handling functions
	<b>BLOCK 3 : USER DEFINED FUNCTIONS</b>
8	<b>Functions basics:</b> Elements of user defined functions, definitions, return values and their types, function calls, declaration, nesting of functions, recursion
9	<b>Structures and Unions:</b> Defining a structure, declaring a structure variable, accessing structure members, array of structures, array within structures, structures within structures, structures and functions
	<b>BLOCK 4 : POINTERS</b>
10	<b>pointers:</b> Basics, declaring, initialization of pointer variables, address of variable, accessing a variable through its pointer
11	<b>Pointer as Functions:</b> Chain of pointers, pointer increments and scale factors
12	<b>Strings with Pointer:</b> pointers and character strings, pointers and structures
	<b>BLOCK 5 : FILES</b>
13	<b>Introduction:</b> Introduction, Defining, opening and closing files, I/O operations on files
14	<b>Error Handling methods:</b> Error Handling during I/O operations, command line arguments

**TEXT BOOK:**

1. Programming with C, Schaum outline series, Gottfried, TataMcHill,2006
2. Programming with ANSI and Turbo C, Ashok N Kamthane, Pearson Education, 2006

**REFERENCE BOOK:**

1. C: The complete reference,H Schildt, TMH Edition, 2000
2. Kanetkar, Let Us C, BPB publications, 1999.



Course Code	Title of the Course
13014	Lab : Programming in C

### Course Objectives

- To be able to solve real world problems using C language
- To learn and implement C language programming techniques

### Course Outcome

- Students can develop programming knowledge
- Students can solve any kind of problems using C language

Unit No.	Contents
	<b>BLOCK 1: C PROGRAM FUNDAMENTALS</b>
1	Simple C programs
2	Using IF and switch constructs programs
3	Looping related problems
	<b>BLOCK 2 : FUNCTIONS, ARRAYS, STRINGS</b>
4	Programs using functions
5	IF statement, If..else statement, nesting if else statement, else if ladder, switch statement, goto statement, while statement, do statement, for statement
6	One-dimensional arrays, two dimensional arrays, multi dimensional arrays
7	Initialization of string variables, reading and writing strings, string handling functions
	<b>BLOCK 3 : STRUCTURE AND UNIONS</b>
8	Programs using structures
9	Programs using unions
	<b>BLOCK 4 : POINTERS</b>
10	Initialization of pointer variables, address of variable, accessing a variable through its pointer
11	Pointer as Functions
12	Strings with Pointer: pointers and character strings, pointers and structures
	<b>BLOCK 5 : FILES</b>
13	Programs based on file handling
14	Error Handling methods: Error Handling during I/O operations, command line arguments

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## II SEMESTER

Course Code	Title of the Course
13021 A	Part I: Tamil Paper - II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

172. சொல் தவிர்ந்த
173. அன்னை
174. அஞ்சுவார்
175. சொல்லக் கேட்டனள்
176. மற்செய்கை
177. மண்கனியப்
178. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

179. பொய் பொதுளும்
180. இன்பு அருந்தி
181. வழுதாயின இன்பு
182. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

183. மண்ணோர்கள்
184. பொய்யா விதியோய்
185. விடியா இருள்
186. அழுவார் எவரும்

### பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

### பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

15. முதலெழுத்துகள், சார்பெழுத்துகள்
16. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

22. ஒற்றெழுத்து மிகலும் மிகாமையும்,
23. ஆகு பெயர் , அன்மொழித் தொகை.
24. வினா-விடை வகைகள்

கூறு 8

29. தமிழ்ச் சொல்லமைப்பின் சிறப்பு – பெயர் , வினை, இடை, உரி வடிவங்கள் ,
30. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9

31. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்
32. திணை, பால் , எண் , இட இயைபு.

#### பிரிவு 4: தமிழ் இலக்கிய வரலாறு

கூறு 10

8. இக்கால இலக்கிய வகைகள்  
அ) மரபுக் கவிதை  
ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

கூறு 11

1. உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்

- |            |            |
|------------|------------|
| அ) கட்டுரை | ஆ) சிறுகதை |
| இ) புதினம் | ஈ) நாடகம்  |

கூறு 12

8. இக்கால இலக்கியக் களங்கள்  
திரைப்படம் , தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

கூறு 13

1. தமிழும் சமயங்களும் :  
அ) சைவம் ஆ)வைணவம் இ)சமணம் ஈ)பௌத்தம் உ)இசுலாம்  
ஊ) கிறித்துவம்

கூறு 14

1. பிற்காலக் காப்பியங்கள் :

- |                 |                 |
|-----------------|-----------------|
| அ) கம்பராமாயணம் | ஆ) பெரியபுராணம் |
|-----------------|-----------------|

2. இணையம் - பற்றிய செய்திகள்

Course Code	Title of the Course
13021 B	PART-I : COMMUNICATION SKILLS - II

**Learning objectives:**

1. To make students understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

**BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS**

- Unit – I** Code and Content of Communication Skills  
**Unit– II** Stimulus and Response of Communication Skills

**BLOCK II: SPEAKING SKILLS**

- Unit – III** Effective Speaking Guidelines  
**Unit – IV** Pronunciation Etiquette of Communication Skills  
**Unit – V** Phonetics in Communication Skills

**BLOCK III: LANGUAGE SKILLS**

- Unit – VI** A self Assessment of Communicating Soft Skills  
**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities  
**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills  
**Unit – IX** Conversation Skills –Modes  
**Unit – X** Presentation Skills - Preparing –Planning-Presentation

**BLOCK IV: WRITING SKILLS**

- Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph  
**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing  
**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing – Letters, Proposals, Resume  
**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters- Interviewing skills

**References:**

33. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
34. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
35. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
36. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
37. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
38. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
39. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
40. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
41. Geetha Nagaraj, Write to Communicate, 2004.
42. Wren & Martin, English Grammar and Composition, 2002.
43. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

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Course Code	Title of the Course
13022	Part II: English Paper- II

**Learning objective:**

2. To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge -William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

**BLOCK III: DRAMA**

**Unit – X** **Shakespeare** : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

**References:**

4. The Golden Quill, P.K. Seshadri, Macmillan.

5. The Merchant of Venice, Shakespeare. (Any overseas edition).

6. Active English Grammar, Ed. by the Board of Editors, Macmillan.

4. Modern English – A Book of Grammar Usage and Composition by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
<b>13023</b>	<b>OBJECT ORIENTED PROGRAMMING and C++</b>

**Course Objectives:**

- To provide an overview of working principles of object oriented paradigm
- To understand and apply the OOPs fundamentals
- To implement the features of OOP in real world applications

**Course Outcome:**

- Able to understand the object oriented programming techniques
- Able to write real world problems with C++

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1: INTRODUCTION</b>
<b>1</b>	<b>Introduction and Features:</b> Evolution of Object Oriented Language, Object oriented Paradigm, Basic concept of object-oriented programming- objects, classes, encapsulation and data abstraction, inheritance, polymorphism, dynamic binding, message passing
<b>2</b>	<b>Popular OOP languages.</b> Moving from C to C++ Introduction – Predefined console streams, hierarchy of console stream classes,
<b>3</b>	<b>I/O operations;</b> Unformatted I/O operations, formatted console I/O operations, manipulators, custom/user-defined manipulators.
	<b>BLOCK 2 : CLASSES AND OBJECTS</b>
<b>4</b>	<b>Classes and Objects:</b> Introduction, class specification, class objects, accessing class members, defining member functions, accessing member functions within a class, outside member functions as inline, private member function,
<b>5</b>	<b>Memory allocation for objects:</b> array of objects, function prototype, call by reference, return by reference, objects as function arguments, inline function, friend function, constant parameter and member function.
<b>6</b>	<b>Object Initialization:</b> Introduction - constructors, default constructor, parameterized constructors, multiple constructors in a class, dynamic initialization through constructors, copy constructor, dynamic constructor, destructor. Dynamic Objects: Introduction, pointers to objects, array of pointers to objects, this pointer.
	<b>BLOCK 3 : INHERITANCE, POLYMORPHISM AND DATA CONVERSION</b>
<b>7</b>	<b>Inheritance:</b> Introduction, derived class declaration, forms of inheritance, inheritance and member accessibility, multilevel inheritance, multiple inheritance, hierarchical inheritance, hybrid inheritance.
<b>8</b>	<b>Polymorphism:</b> Introduction, Function overloading, Operator overloading introduction, unary operator overloading, binary operator overloading, assignment operator overloading, overloading with friend functions.
<b>9</b>	<b>Data conversion:</b> conversion between basic data types, conversion between objects and basic types, conversion between objects of different classes. Virtual function: Introduction, need for virtual functions, pure virtual functions, abstract classes.
	<b>BLOCK 4 : TEMPLATES AND FILES</b>

<b>10</b>	<b>Generic Programming with Templates:</b> Introduction - class templates – class template with multiple arguments
<b>11</b>	<b>Function template:</b> function template with multiple arguments. Inheritance of class template.
<b>12</b>	<b>Streams with Files:</b> Introduction, hierarchy of file stream classes, opening and closing of files, file pointers and their manipulators, sequential access to a file, file input/output with stream class, random access to a file.
<b>BLOCK 5 : EXCEPTION HANDLING</b>	
<b>13</b>	<b>Exception Handling:</b> Introduction – Basics of exception handling, exception handling mechanism, throwing mechanism, catching mechanism. Exceptions in constructors and destructors
<b>14</b>	<b>Other Exception Handling methods:</b> Handling uncaught exceptions, exceptions in operator overloaded functions, exception in inheritance tree, exceptions in class templates, memory allocation failure exception.

#### **TEXT BOOK:**

- a. E.Balagurusamy, Object oriented programming in C++, Third Edition, Tata McGraw Hill Publications, 2007.
- b. Mastering C++, K.R Venugopal and Rajkumar, T.Ravishankar, Tata McGraw Hill Publishing Company Ltd., 2006.

#### **REFERENCE BOOK:**

- i. Object Oriented Programming in C++, Fourth Edition, Robert Lafore, Galgotia Publications Pvt. Ltd., New Delhi. 2010.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>13024</b>	<b>LAB: OBJECT ORIENTED PROGRAMMING and C++</b>

**Course Objectives:**

- To understand and apply the OOPs fundamentals
- To implement the features of OOP in real world applications

**Course Outcome:**

- Able to write real world problems with C++

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1: INTRODUCTION</b>
<b>1</b>	Writing simple C++ programs
<b>2</b>	Using if and switch constructs Programs
<b>3</b>	<b>Looping , Arrays ,Structure statements:</b> for, while, do-while, Strings and Matrices Programs Problems
	<b>BLOCK 2 : OOPs CONCEPT</b>
<b>4</b>	<b>Functions:</b> static function, friend function ,constructor , destructor and operator overloading and Recursive programs
<b>5</b>	<b>Inheritance :</b> Inheritance types
<b>6</b>	<b>Polymorphism :</b> polymorphism types, Virtual function
	<b>BLOCK 3 : FILE AND POINTERS</b>
<b>7</b>	<b>File:</b> File Handling C++ Programs, opening and closing a data file - creating a data file, processing a data file.
<b>8</b>	<b>Pointers :</b> Pointers and Pointers with Arrays Programs
<b>9</b>	<b>Virtual functions:</b> Pure virtual functions
	<b>BLOCK 4 : TEMPLATES AND FILES</b>
<b>10</b>	<b>Generic Programming with Templates:</b> Demonstrating class templates, class template with multiple arguments
<b>11</b>	<b>Function template:</b> Demonstrating function template with multiple arguments. Inheritance of class template.
<b>12</b>	<b>Streams with Files:</b> opening and closing of files, file pointers and their manipulators, sequential access to a file, file input/output with stream class, random access to a file.
	<b>BLOCK 5 : EXCEPTION HANDLING</b>
<b>13</b>	<b>Exception Handling:</b> programs using exception handling, Exceptions in constructors and destructors
<b>14</b>	<b>Other Exception Handling methods:</b> Handling uncaught exceptions, exceptions in operator overloaded functions, exception in inheritance tree, exceptions in class templates, memory allocation failure exception.

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### III SEMESTER

Course Code	Title of the Course
13031 A	Part I: Tamil Paper- III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

#### பிரிவு 1: இலக்கியம் - 1

கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

#### பிரிவு 2: இலக்கியம் - 2

கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5

பெருவழுதியார் - பா. எண். 55

பெருங்கௌசிகனார் - பா. எண். 139

கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214

உலோச்சனார் - பா. எண் 249

கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

#### பிரிவு 3: பதினெண்கீழ்க்கணக்கு

கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),  
அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

#### பிரிவு 4: நாடகம் - புதினம்

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
13031B	PART-I : HUMAN SKILLS DEVELOPMENT - I

**Learning objective:**

1. To Make the Students develop human skills.

**BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features- Interpersonal Behaviour

**BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy-Self-acceptance-Meaning-Importance - Etiquette-Meaning-Etiquettes inusing mobile, telephones- Dais Etiquette

**BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

**BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change  
Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts-Meaning-Types- Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger- Meaning-Causes-Consequences-Anger Management

**References:**

13. Les Giblin, Skill with People, 1995.

14. Shiv Khera, You Can Win, 2002.

15. Christian H Godefroy, Mind Power.

16. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.

17. Natalie H Rogers, How to Speak without Fear, 1982.

18. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
13032	Part II: English Paper- III

**Learning objective:**

2. To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

***BLOCK I: SHORT STORIES***

- Unit – I** A Hero - R.K. Narayanan  
**Unit – II** The Diamond Necklace - Guy de Maupassant  
**Unit – III** The Verger - Somerset Maugham  
**Unit – IV** The Postmaster - Rabindranath Tagore

***BLOCK II: ONE ACT PLAYS - I***

- Unit – V** The Proposal - Anton Chekhov  
**Unit – VI** The Boy Comes Home - A.A. Milne  
**Unit – VII** The Silver Idol - James R. Waugh  
**Unit – VIII** Progress - St. John Ervine

***BLOCK III: ONE ACT PLAYS - II***

- Unit – IX** The Pie and the Tart - Hume Chesterman  
**Unit – X** Reunion - W.st. Joh Tayleur  
**Unit – XI** A kind of Justice - Margaret Wood  
**Unit – XII** The Refugee - Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

**Unit – XIII** Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb

**Unit – XIV** Agenda- Minutes- Notice-

Descriptive Writing

**References:**

2. Aroma, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
2. Six Short Stories, Ed. by the Board of Editors, Harrows Publications, Chennai.
3. One Act Plays, Ed. by the Board of Editors, Harrows Publications, Chennai.
4. Modern English – A Book of Grammar Usage and Composition by N.Krishnaswamy, Macmillan Publishers.
5. English for Communication, Ed. by the Board of Editors, Harrows Publications, Chennai.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>13033</b>	<b>DATA STRUCTURES AND ALGORITHMS</b>

**Course Objectives:**

- The learner should be well versed with the fundamentals of Algorithms, learn various data structures, should be able to use them appropriately as per need during development of programs.
- Also, the learner should know different sorting and searching techniques so that correct techniques can be used in different programs so that the complexity of the program does not increase due the sorting/ search technique employed.

**Course Outcome**

After the completion of this course, the student will able to

- To write programs using structures, strings, arrays, pointers and strings for solving complex computational problem.
- Using the data structures real time applications
- Able to analyze the efficiency of Data Structures

<b>Unit No</b>	<b>Contents</b>
	<b>BLOCK 1 : INTRODUCTION</b>
<b>1</b>	<b>Introduction to Data Structure :</b> Types of Data Structure , Primitive data types
	<b>Algorithms:</b> –Time and space Complexity of algorithms
<b>2</b>	<b>Arrays:</b> Array initialization, Definition of Array, Characteristic of Array ,One-dimensional Array, Two-dimensional array and Multi dimensional array
	<b>BLOCK 2 : LINEAR DATA STRUCTURE</b>
<b>3</b>	<b>Stack :</b> Stack related terms, Operations on a stack,
<b>4</b>	<b>Representation of Stack:</b> Implementation of a stack – application of Stack. Expression Evaluation Polish notation.
<b>5</b>	<b>Queues:</b> Operations on queue Circular Queue, Representation of Queues, Application of Queues
<b>6</b>	<b>List:</b> Merging lists, Linked list, Single linked list, Double Linked List, Header Linked list
<b>7</b>	<b>Operation on Linked List :</b> Insertion and Deletion of linked list
<b>8</b>	<b>Traversal:</b> Traversing a linked list , Representation of linked list.
	<b>BLOCK : 3 NON-LINEAR DATA STRUCTURE</b>
<b>9</b>	<b>Trees:</b> Binary Trees, Types of Binary trees, Binary Tree Representation
<b>10</b>	<b>Binary Tree operations / Applications :</b> Traversing Binary Trees, Binary Search tree,
<b>11</b>	<b>Operations on Binary Tree:</b> Insertion and Deletion operations, Hashing Techniques.
	<b>BLOCK 4 : SEARCHING TECHNIQUES</b>
<b>12</b>	<b>Searching :</b> Introduction, Searching, Linear Search, Binary Search
	<b>BLOCK 5 : SORTING TECHNIQUES</b>
<b>13</b>	<b>Sorting:</b> Bubble sort, Insertion sort, Radix sort
<b>14</b>	<b>Other sorting Techniques:</b> Selection sort, Quick sort, Tree sort.

**Text Books:**

1. Fundamentals of Data structures , Second edition, Ellis Horowitz and Sartaj Sahini, Universities press, 2007.
2. Data Structures, Seymour Lipschutz, G.A.Vijayalakshmi Pai, Second Edition , Schaum's Outlines, Tata Mc-Graw Hill Private Ltd., 2006.

**Reference Books:**

1. Programming and Data Structure, Pearson Edition, Ashok N Kamthane, 2007.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>13034</b>	<b>Lab : Data Structures and Algorithms</b>

### Course Objectives

- To be able to solve data structure problems using C++ language
- To learn and implement C++ language programming techniques
- To introduce the efficiency of the algorithm

### Course Outcome

- Students can develop programming knowledge/
- Students can solve any kind of problems using C++ language
- Data Structure based problems can be solved

### Experiments based on c++ programming and Data Structures

Unit No.	Contents
<b>BLOCK 1 : SIMPLE C++ PROGRAMS</b>	
<b>1</b>	<b>Introduction</b> Simple C++ Programs
<b>2</b>	<b>Control Structures:</b> Using if and switch constructs Programs
<b>3</b>	<b>Looping , Arrays ,Structure statements:</b> for, while, do-while, Strings and Matrices Programs Problems
<b>BLOCK 2 : OOPs CONCEPTS</b>	
<b>4</b>	<b>Functions:</b> static function, friend function ,constructor , destructor and operator overloading and Recursive programs
<b>5</b>	<b>Inheritance and polymorphism:</b> Inheritance types and polymorphism types, Virtual function
<b>6</b>	<b>File:</b> File Handling C++ Programs, opening and closing a data file - creating a data file, processing a data file.
<b>7</b>	<b>Pointers :</b> Pointers and Pointers with Arrays Programs
<b>BLOCK 3: LINEAR DATA STRUCTURE</b>	
<b>8</b>	<b>Stacks :</b> Stack Implementation, expression evaluation, Polish notation
<b>9</b>	<b>Queues:</b> Queue Implementation, Applications of Queue
<b>10</b>	<b>Linked List programs:</b> List, Merging lists, Linked list, Single linked list, Double Linked List, Header Linked list, Insertion and Deletion of linked list, Traversing a linked list.
<b>BLOCK 4 : NON LINEAR DATA STRUCTURE</b>	
<b>11</b>	<b>Tree Programs :</b> Trees, Binary Trees, Types of Binary trees, Binary Tree Representation, Traversing Binary Trees, Binary Search tree, Insertion and Deletion operations,
<b>12</b>	<b>Graphs:</b> Shortest Path Algorithms o Dijkstra's Algorithm o Graphs with Negative Edge costs o Acyclic Graphs o All Pairs Shortest Paths Algorithm <b>Minimum cost Spanning Trees</b> o Kruskal's Algorithm o Prims's Algorithm o Applications □ Breadth First Search

	<b>BLOCK 5 : SEARCHING AND SORTING ALGORITHMS</b>
<b>13</b>	<b>Searching Techniques:</b> Linear and Binary search Programs
<b>14</b>	<b>Sorting techniques:</b> Bubble sort, Quick sort, Insertion sort, Merge sort

**Reference Books:**

1. Data Structures, Seymour Lipschutz, G.A.Vijayalakshmi Pai, Second Edition , Schaum's Outlines, Tata Mc-Graw Hill Private Ltd., 2006.
2. Fundamentals of Data structures in C, Second edition, Ellis Horowitz and Sartaj Sahini, Universities press, 2007.
3. Programming and Data Structure, Pearson Edition, Ashok N Kamthane, 2007.

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## IV SEMESTER

Course Code	Title of the Course
13041 A	Part I: Tamil Paper - IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு - படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறாஉ-

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன  
மயக்கங்கள்.



Course Code	Title of the Course
13041 B	PART-I : HUMAN SKILLS DEVELOPMENT - II

**Learning objective:**

3. To Make the Students develop human skills.

**BLOCK I: GUIDANCE AND COUNSELLING**

**Unit – I** Guidance & Counselling – Role of Counsellor -  
Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

**BLOCK II: TECHNICAL SKILLS**

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

**BLOCK III: UNDERSTANDING SKILLS**

**Unit – X** Understanding Skills -Human systems: Individual, Group,  
organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and  
Society, and their major interactions

**BLOCK IV: SOCIETY BASED SKILLS**

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

**References:**

13. Les Giblin, Skill with People, 1995.
14. Shiv Khera, You Can Win, 2002.
15. Christian H Godefroy, Mind Power.
16. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
17. Natalie H Rogers, How to Speak without Fear, 1982.
18. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

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Course Code	Title of the Course
13042	Part II: English Paper - IV

**Learning objective:**

- To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

**BLOCK I: SHORT STORIES**

- |                   |                            |                          |
|-------------------|----------------------------|--------------------------|
| <b>Unit – I</b>   | Lalajee                    | - Jim Corbelt            |
| <b>Unit – II</b>  | A Day's Wait               | - Hemmingway             |
| <b>Unit – III</b> | Two old Men                | - Leo Tolstoy            |
| <b>Unit –IV</b>   | Little Girls wiser than    | - Men Tolstoy            |
| <b>Unit – V</b>   | Boy who wanted more Cheese | - William Elliot Griffir |

**BLOCK II: DRAMA AND FICTION**

- Unit – VI** Pygmalion - G.B. Shaw
- Unit – VII** Swami and Friends - R.K. Narayanan

**BLOCK III: SHAKESPEARE**

- Unit – VIII** - The Merchant of Venice
- Unit – IX** - Romeo and Juliet
- Unit – X** - The Winter's Tale

**BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

- Unit – XI** - Martin-Luther king - R.N. Roy
- Unit – XII** - Nehru - A.J. Toynbee
- Unit – XIII** - Concord- Phrases and Clauses-Question Tag
- Unit – XIV** - Expansion of Proverbs  
Group Discussion  
Conversation (Apologizing, Requesting, Thanking )

**References:**

- Sizzlers, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
- Pygmalion – G.B. Shaw
- Swami and Friends – R.K. Narayan
- Tales from Shakespeare Ed. by the Board of Editors, Harrows Publications, Chennai.
- Modern English – A Book of Grammar Usage and Composition by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
13043	JAVA PROGRAMMING

### Course objective

- To understand the basics of Java programming
- To understand Java packages, multithreaded programming

### Course outcome

- Able to learn, write Java programs
- Able to develop applets graphics programs

Unit No	Contents
<b>BLOCK 1 INTRODUCTION</b>	
1	<b>Java Evolution:</b> Java history, features, java and Internet, WWW, web browsers
2	<b>Overview :</b> simple java program, program structure, tokens, statements
3	<b>Writing Java programs:</b> JVM, constants, variables, data types, type casting
<b>BLOCK 2 : OPERATORS AND EXPRESSIONS</b>	
4	<b>Operators :</b> arithmetic, relational, logical, assignment, increment and decrement, conditional, bitwise, special operators
5	<b>Expressions :</b> arithmetic, Evaluation of expression, operator precedence and associativity
6	<b>Decision making and branching:</b> If, If..Else, nesting of If..Else, else..if, switch, ? Operators, while..do, for jump in loops
<b>BLOCK 3 : CLASSES,OBJECTS</b>	
7	<b>Defining a class:</b> adding variables, methods, creating objects, accessing members, constructors, method overloading, nesting of methods, inheritance, overriding methods, final classes
8	<b>Arrays, strings and vectors:</b> arrays, one dimensional arrays, two dimensional arrays, strings, vectors, wrapper classes
9	<b>Interfaces :</b> multiple inheritance, defining interfaces, extending interfaces, implementing interfaces, accessing interface variables
<b>BLOCK 4 PACKAGES AND MULTITHREADED PROGRAMMING</b>	
10	<b>API packages :</b> using system packages, naming conventions, creating packages, accessing packages, using a package, adding a class to a package
11	<b>Basics :</b> creating threads, extending the thread class, stopping and blocking a thread, life cycle of a thread, using thread methods, thread exceptions, synchronization, implementing the <code>Runnable</code> interface
12	<b>Managing Errors :</b> types of errors, exception handling code, multiple catch statements, using finally statement
<b>BLOCK 5 APPLLET AND GRAPHICS PROGRAMMING</b>	
13	<b>INTRODUCTION:</b> preparing to write applets, applet life cycle, applet tag, adding applet to a HTML file, running the applet
14	<b>The Graphics class:</b> lines and rectangles, circles and ellipses, drawing arcs, drawing polygons, line graphs

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<b>Course Code</b>	<b>Title of the Course</b>
<b>13044</b>	<b>LAB : JAVA PROGRAMMING</b>

**Course Objectives:**

To understand and apply the fundamentals of Java, Packages

**Course requirement**

Basic knowledge in programming principles

**Course outcomes**

- Able to create, test and run Java programs
- Able to write applet programs

<b>Unit No</b>	<b>Contents</b>
	<b>BLOCK 1 JAVA FUNDAMENTALS</b>
<b>1</b>	<b>Simple Java programs</b>
<b>2</b>	<b>Programs using classes and objects</b>
<b>3</b>	<b>Conditional statements using Java</b>
<b>4</b>	<b>Looping statements using Java</b>
	<b>BLOCK 2 : OOP CONCEPTS</b>
<b>5</b>	Operator overloading programs
<b>6</b>	Function overloading programs
<b>7</b>	Inheritance, packages
<b>8</b>	Polymorphism and message passing programs
	<b>BLOCK 3 : VIRTUAL FUNCTION &amp; THREADS</b>
<b>9</b>	Threads
<b>10</b>	Virtual functions
	<b>BLOCK 4 : I/O AND EXCEPTION HANDLING</b>
<b>11</b>	Exception handling programs
<b>12</b>	I/O manipulation programs
	<b>BLOCK 5 : APPLLET AND NETWORK PROGRAMMING</b>
<b>13</b>	Simple applet programs
<b>14</b>	Simple network programs using Java

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## SEMESTER V

<b>Course Code</b>	<b>Title of the Course</b>
<b>13051</b>	<b>OPERATING SYSTEMS</b>

### Course objective

- To understand the operating system basics
- To understand the real and virtual memory management

### Course outcome

- Able to know the memory organization, memory management
- Able to file and disk management

Unit No	Contents
<b>BLOCK 1 INTRODUCTION</b>	
<b>1</b>	Introduction, components and goals, operating system architecture
<b>2</b>	Process concepts: Introduction, process states, process management
<b>3</b>	Interrupts, Interprocess communication
<b>BLOCK 2 : ASYNCHRONOUS CONCURRENT EXECUTION</b>	
<b>4</b>	Introduction, mutual exclusion, implementing mutual exclusion primitives
<b>5</b>	Software solution to the mutual exclusion problem, hardware solution to mutual exclusion problem, semaphores
<b>6</b>	Concurrent Programming, introduction, monitors
<b>BLOCK 3 : DEADLOCK AND INFINITE POSTPONEMENT</b>	
<b>7</b>	Introduction : Examples of deadlock, Related problem indefinite postponement, resource concepts
<b>8</b>	<b>Conditions for Deadlock:</b> Deadlock solution, prevention, avoidance with Dijkstra's banker algorithm, Deadlock detection, Recovery
<b>9</b>	Processor scheduling: Introduction, scheduling levels, preemptive vs nonpreemptive scheduling priorities, scheduling criteria, scheduling algorithms
<b>BLOCK 4 REAL MEMORY AND VIRTUAL MEMORY MANAGEMENT</b>	
<b>10</b>	Introduction, memory organization, memory management, hierarchy, management strategies
<b>11</b>	Contiguous vs non-contiguous memory allocation, fixed partition multiprogramming, variable partition multiprogramming
<b>12</b>	Virtual memory management Introduction, page replacement, strategies, page fault frequency, page replacement, page release, page size
<b>BLOCK 5 DISK PERFORMANCE &amp; FILE, DATABASE SYSTEMS</b>	
<b>13</b>	Introduction, disk scheduling strategies, rotational optimization
<b>14</b>	File and database system introduction, data hierarchy, files, file systems, file optimization, file allocation, free space management, file access control

Text Book:

- i. Operating Systems, Deital&Deital, Pearson Education,Third Edition, 2008

### Reference Books

1. An Introduction to operating system concepts and practice, Pramod Chandra, PHI,2008
2. Operating system concepts, Abraham silberschatz peter Galvin, Wiley India, 2007.

Course Code	Title of the Course
13052	<b>RELATIONAL DATABASE MANAGEMENT SYSTEMS (RDBMS)</b>

**Course Objectives:**

- To understand the fundamentals of data models
- To make a study of SQL and relational database design.
- To know about data storage techniques and query processing.
- To impart knowledge in transaction processing, concurrency control techniques and External storage

**Course Requirements:**

- Knowledge about the basic concepts of the database.

**Course Outcome:**

- Design a database using ER diagrams and map ER into Relations and normalize the relations
- Acquire the knowledge of query evaluation to monitor the performance of the DBMS.
- Develop a simple database applications using normalization.

Unit No	Contents
<b>BLOCK 1 INTRODUCTION</b>	
1	<b>Data base System Applications</b> , data base System VS file System – View of Data – Data Abstraction –Instances and Schemas – data Models – the ER Model
2	<b>Model</b> :Relational Model – Other Models – Database Languages – DDL – DML – database Access for applications Programs – data base Users and Administrator – Transaction Management – data base System Structure – Storage Manager – the Query Processor.
3	<b>History of Data base Systems</b> - Data base design and ER diagrams – Beyond ER Design Entities, Attributes and Entity sets – Relationships and Relationship sets – Additional features of ER Model – Concept Design with the ER Model – Conceptual Design for Large enterprises.
<b>BLOCK 2 : RELATIONAL MODEL</b>	
4	<b>Introduction</b> – Integrity Constraint Over relations – Enforcing Integrity constraints – Querying relational data – Logical data base Design – Introduction to Views – Destroying / altering Tables and Views.
5	<b>Relational Algebra</b> – Selection and projection set operations – renaming – Joins – Division – Examples of Algebra overviews –
6	<b>Relational calculus</b> – Tuple relational Calculus – Domain relational calculus – Expressive Power of Algebra and calculus.
<b>BLOCK 3 : SQL QUERY</b>	
7	<b>Form of Basic SQL Query</b> – Examples of Basic SQL Queries – Introduction to Nested Queries – Correlated Nested Queries Set – Comparison Operators – Aggregative Operators – NULL values – Comparison using Null values – Logical connectivity’s – AND, OR and NOT – Impact on SQL Constructs – Outer Joins – Disallowing NULL values – Complex Integrity Constraints in SQL Triggers and Active Data bases. Schema refinement
8	<b>Normal forms</b> :Problems Caused by redundancy – Decompositions – Problem related to decomposition – reasoning about FDS – FIRST, SECOND,

	THIRD Normal forms – BCNF–
<b>9</b>	<b>Join:</b> Lossless join Decomposition – Dependency preserving Decomposition – Schema refinement in Data base Design – Multi valued Dependencies – FORTH Normal Form.
	<b>BLOCK 4 TRANSACTION</b>
<b>10</b>	<b>Introduction :</b> Transaction Concept- Transaction State- Implementation of Atomicity and Durability – Concurrent – Executions – Serializability- Recoverability – Implementation of Isolation – Testing for serializability
<b>11</b>	<b>Protocols :</b> Lock Based Protocols – Timestamp Based Protocols- Validation- Based Protocols – Multiple Granularity.
<b>12</b>	<b>Recovery and Atomicity</b> – Log – Based Recovery – Recovery with Concurrent Transactions – Buffer Management – Failure with loss of nonvolatile storage-Advance Recovery systems- Remote Backup systems
	<b>BLOCK 5 STORAGE</b>
<b>13</b>	<b>Data on External Storage</b> – File Organization and Indexing – Cluster Indexes, Primary and Secondary Indexes – Index data Structures – Hash Based Indexing – Tree base Indexing – Comparison of File Organizations – Indexes and
<b>14</b>	<b>Performance Tuning-</b> Intuitions for tree Indexes – Indexed Sequential Access Methods (ISAM) – B+ Trees: A Dynamic Index Structure.

**Text Books:**

3. Raghurama Krishnan, Johannes Gehrke, Data base Management Systems, 3rd Edition, TATA McGrawHill.2003.
4. Silberschatz, Korth, Data base System Concepts, 6th Edition, Tata McGraw Hill, 2011.

**Reference Books:**

5. Relational Database Principles 2nd Edition, Colin Ritchie, 2004
6. Sharad Maheswari and Ruchin Jain, Database management systems Complete Practical Approach, Firewall media, 2006
7. Peter Rob & Carlos Coronel, Data base Systems design, Implementation, and Management, 7th Edition.
8. Elmasri Navrate , Fundamentals of Database Systems, Pearson Education.

<b>Course Code</b>	<b>Title of the Course</b>
<b>13053</b>	<b>COMPUTER ARCHITECTURE</b>

Course objective:

- To understand the computer design
- To understand the addressing modes

Course outcome:

- Able to know the storage devices
- Able to know the memory, I/O cache performance

<b>Unit No</b>	<b>Contents</b>
	<b>BLOCK 1 INTRODUCTION</b>
<b>1</b>	Fundamentals: Measuring and reporting performance, quantitative principles of computer design, classifying instruction set architecture
<b>2</b>	Memory addressing, addressing modes, types and size of operands, operations in the instruction set, operands and operations for media and signal processing
<b>3</b>	Instructions for control flow, Encoding an instruction set, Example architecture, MIPS and TM32
	<b>BLOCK 2 : INSTRUCTION LEVEL PARALLELISM</b>
<b>4</b>	Instruction Level Parallelism: Pipelining and Hazards - Concepts of ILP - Dynamic scheduling
<b>5</b>	Dynamic Hardware prediction - Multiple issues - Hardware based speculation
<b>6</b>	Limitations of ILP - Case studies: IP6 Micro architecture
	<b>BLOCK 3 : ILP WITH SOFTWARE APPROACH</b>
<b>7</b>	Instruction Level Parallelism With Software Approaches: Compiler techniques for exposing ILP - Static branch prediction
<b>8</b>	Static multiple issue : VLIW - Advanced compiler support - Hardware support for exposing parallelism
<b>9</b>	Hardware Vs software speculation. Mechanism - IA 64 and Itanium Processor.
	<b>BLOCK 4 MEMORY AND I/O</b>
<b>10</b>	Memory And I/O: Cache performance - Reducing cache miss penalty and miss rate - Reducing hit time - Main memory and performance - Memory technology
<b>11</b>	Types of storage devices - Buses - RAID - Reliability, availability and dependability
<b>12</b>	I/O performance measures - Designing I/O system.
	<b>BLOCK 5 MULTIPROCESSOR AND THREAD LEVEL PARALLELISM</b>
<b>13</b>	Multiprocessors And Thread Level Parallelism: Symmetric and distributed shared memory architectures - Performance issues - Synchronization
<b>14</b>	Models of memory consistency - Multithreading.

### TEXT BOOKS

John L. Hennessey and David A. Patterson, " Computer Architecture: A Quantitative Approach", Third Edition, Morgan Kaufmann, 2003.

D. Sima, T. Fountain and P. Kacsuk, " Advanced Computer Architectures: A Design Space Approach", Addison Wesley, 2000.



### **REFERENCE BOOKS**

- a. Kai Hwang "Advanced computer architecture Parallelism Scalability Programmability"  
Tata Mcgraw Hill Edition 2001.
- b. Vincent P.Heuring, Harry F.Jordan, -Computer System Design and Architecture,,  
Addison Wesley, 2nd Edition 2004.

Course Code	Title of the Course
13054	RELATIONAL DATABASE MANAGEMENT SYSTEMS (RDBMS) LAB

Course objective:

- To understand the SQL commands
- To understand the cursor, triggers, packages

Course outcome:

- Able to write from simple SQL queries to PL/SQL statements
- Able to write database applications using SQL

Unit No.	Contents
	<b>BLOCK 1 : TABLE MANIPULATION</b>
1	<b>Table creation</b> , Renaming a Table, Copying another table, Dropping a Table
2	<b>Table Description:</b> Describing Table Definitions, Modifying Tables, Joining tables, Number and Date functions.
	<b>BLOCK 2 : SQL QUERIES AND SUB QUERIES</b>
3	<b>SQL Queries:</b> Queries, Sub Queries, and aggregate functions
4	<b>DDL:</b> Experiments using database DDL SQL statements
5	<b>DML:</b> Experiment using database DML SQL statements
6	<b>DCL:</b> Experiment using database DCL SQL statements
	<b>BLOCK 3 : INDEX AND VIEW</b>
7	<b>Index :</b> Experiment using database index creation, Renaming a index, Copying another index, Dropping a index
8	<b>Views:</b> Create Views, Partition and locks
	<b>BLOCK 4 : EXCEPTION HANDLING AND PL/SQL</b>
9	<b>Exception Handling:</b> PL/SQL Procedure for application using exception handling
10	<b>Cursor:</b> PL/SQL Procedure for application using cursors
11	<b>Trigger:</b> PL/SQL Procedure for application using triggers
12	<b>Package:</b> PL/SQL Procedure for application using package
13	<b>Reports:</b> DBMS programs to prepare report using functions
	<b>BLOCK 5 : APPLICATION DEVELOPMENT</b>
14	<b>Design and Develop Application:</b> Library information system, Students mark sheet processing, Telephone directory maintenance, Gas booking and delivering, Electricity bill processing, Bank Transaction, Pay roll processing. Personal information system, Question database and conducting Quiz and Personal diary

#### Reference Books:

7. Raghurama Krishnan, Johannes Gehrke, Data base Management Systems, 3rd Edition, TATA McGrawHill.2003.
8. Silberschatz, Korth, Data base System Concepts, 6th Edition, Tata McGraw Hill, 2011.
9. Relational Database Principles 2nd Edition, Colin Ritchie, 2004
10. Sharad Maheswari and Ruchin Jain, Database management systems Complete Practical Approach, Firewall media, 2006
11. Peter Rob & Carlos Coronel, Data base Systems design, Implementation, and Management, 7th Edition.
12. Elmasri Navrate , Fundamentals of Database Systems, Pearson Education.

## SEMESTER VI

<b>Course Code</b>	<b>Title of the Course</b>
<b>13061</b>	<b>COMPUTER NETWORKS</b>

### Course Objectives:

- To understand applications of computer networks
- To provide in-depth knowledge of OSI layer, multiple access protocols

### Course Outcome:

- Enhance the perspective of routing algorithms, remote procedure call
- Able to gain the knowledge in network security, symmetric/asymmetric key cryptography.

Unit No.	Contents
<b>BLOCK 1 : INTRODUCTION</b>	
<b>1</b>	<b>Introduction</b> : computer networks applications, line configuration, topology, transmission modes
<b>2</b>	<b>Categories of Networks:</b> LAN, WAN, MAN, OSI layers
<b>3</b>	<b>Physical Layer:</b> analog and digital signals performance, transmission media
<b>BLOCK 2 : DATA LINK LAYER</b>	
<b>4</b>	<b>Introduction:</b> Error detection and correction, block coding, cyclic redundancy check, framing, flow and error control
<b>5</b>	<b>Data link layer protocols:</b> stop and wait protocol, sliding window protocol, ARQ, go-back-n ARQ, selective-repeat ARQ
<b>6</b>	<b>Multiple access protocols:</b> ALOHA, CSMA, CSMA/CD, CSMA/CA
<b>BLOCK 3 : NETWORK LAYER</b>	
<b>7</b>	<b>Introduction:</b> Circuit switching, Packet switching, Message switching, virtual circuit and datagram subnets
<b>8</b>	<b>Routing Algorithms:</b> state routing, shortest path routing, dynamic routing, distance vector routing
<b>9</b>	<b>Multicast Routing: algorithms, congestion, control algorithms</b>
<b>BLOCK 4 : TRANSPORT LAYER</b>	
<b>10</b>	<b>introduction:</b> process to process delivery, UDP, TCP, connection oriented vs connection less services
<b>11</b>	<b>Application and Services:</b> Domain Name system, Remote login, Mail exchange, File transfer, RPC, Remote file access, WWW and HTTP, SNMP
<b>BLOCK 5 : NETWORK SECURITY</b>	
<b>12</b>	<b>Introduction:</b> cryptography, Encryption models, Transposition and substitution chipers, Cryptographic principles
<b>13</b>	<b>Symmetric key cryptography:</b> DES, AES
<b>14</b>	<b>Asymmetric key cryptography:</b> RSA, security services

### Text Books:

1. Computer Networks, 3<sup>rd</sup> Edition, Andrew S Tanenbaum, 2010
2. Data Communication and Networking, 4<sup>th</sup> edition, Behrouz A. Forouzan, 2008

### Reference Books:

1. Data and computer communication , 8<sup>th</sup> edition, William stallings, prentice Hall
2. An Engineering approach to computer networks, 2<sup>nd</sup> edition, S.Keshav, Pearson education,2008

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<b>Course Code</b>	<b>Title of the Course</b>
<b>13062</b>	<b>VISUAL BASIC PROGRAMMING</b>

<b>Unit No</b>	<b>CONCEPTS</b>
	<b>BLOCK 1: VISUAL BASIC CONCEPTS</b>
<b>1</b>	<b>Introduction to GUI</b> - Visual Basic : Starting and Exiting Visual Basic Project Explorer Working with Forms Properties Window
<b>2</b>	<b>Using the Toolbox</b> Toolbars Working with Projects Programming Structure of Visual Basic applications Event and Event driven Procedures
<b>3</b>	<b>Program Design</b> - Form and Controls - Writing the Code - Saving, Running and Testing - Making EXE File - Printouts
	<b>BLOCK 2 : VISUAL BASIC CODE,EVENTS AND CONTROLS</b>
<b>4</b>	<b>Adding code and using events:</b> Using literals data types - declaring and using variables using the operator subroutines and functions
<b>5</b>	<b>Looping and decision control structures:</b> if then else, structure select structure, for next, do.. loop and while.. wend.
<b>6</b>	<b>Using intrinsic Visual basic Controls with methods and Properties:</b> Label ,Text box, Command button, Frame, Checkbox, option button, List box, Combo box, Drive List box, directory List box and file list box Formatting controls control arrays, Tab order
	<b>BLOCK 3 : VISUAL BASIC PROCEDURES, FUNCTIONS AND ARRAYS</b>
<b>7</b>	<b>Creating Procedures, functions</b> - String functions, date and Time function , numeric functions- Recursive Functions
<b>8</b>	<b>Multiple Forms</b> - Startup Forms - SubMain Procedure
<b>9</b>	<b>Arrays</b> - Control Arrays - Indexing and Event Handling - Graphics
	<b>BLOCK 4 : MENUS AND MDI FORMS</b>
<b>10</b>	<b>Menus:</b> creating menus, adding code to menus
<b>11</b>	<b>Using MDI forms</b> - MDI form basic building MDI form creating MDI Child Forms
	<b>BLOCK 5: DATABASE OBJECT (DAO) AND PROPERTIES</b>
<b>12</b>	Database object (DAO) and properties -accessing Recordset objects- Move first, MoveLast, MovePrevious and MoveNext methods Begin, Commit and Rollback transaction accessing Microsoft Access files.
<b>13</b>	Active Data Objects (ADO) ADO and OLE DB and ADO Primer What are OLE DB and ADO? ADO object Model Converting DAO Code to Use ADO.
<b>14</b>	Connecting to the database Retrieving a recordset Creating a query dynamically Using a parameterized query using action queries - Adding records Editing records closing the database connection.

**Text Books**

1. Gary Cornwell Visual basic 6 , Tata McGraw Hill

**Reference Books:**

1. Scott warner Teach yourself Visual basic 6 , Tata McGraw-Hill
2. Noel Jerke The Complete Reference , Tata McGraw-Hill
3. Eric A. Smith, Valar Whisler, and Hank Marquis Visual Basic 6 programming

<b>Course Code</b>	<b>Title of the Course</b>
<b>13063</b>	<b>SOFTWARE ENGINEERING</b>

**Course Objective:**

- To know of how to do project planning for the software process.
- To learn the cost estimation techniques during the analysis of the project.
- To understand the quality concepts for ensuring the functionality of the software

**Course Requirement:**

- Fundamental concepts of Software Engineering

**Course Outcome:**

- Understand the activities during the project scheduling of any software application.
- Learn the risk management activities and the resource allocation for the projects.
- Able to create reliable, replicable cost estimation that links to the requirements of project planning and managing.

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 : INTRODUCTION</b>
<b>1</b>	<b>Software:</b> Role of software, Software myths. Generic view of process: A layered technology, a process framework, The Capability Maturity Model Integration (CMMI)
<b>2</b>	<b>Process patterns,</b> Process assessment, Personal and Team process models.
<b>3</b>	<b>Process model:</b> The waterfall model, Incremental process models, Evolutionary process models, The Unified process.
	<b>BLOCK 2 : REQUIREMENT ENGINEERING:</b>
<b>4</b>	Design and Construction, Requirement Engineering Tasks, Requirements Engineering Process, Validating Requirements.
<b>5</b>	<b>Building the Analysis Model:</b> Requirement analysis, Data Modeling concepts, Object-Oriented Analysis
<b>6</b>	<b>Modeling:</b> Scenario-Based Modeling, Flow-Oriented Modeling Class-Based Modeling, Creating a Behavioral Model.
	<b>BLOCK 3 : SYSTEM DESIGN</b>
<b>7</b>	<b>Design Engineering:</b> Design process and quality, Design concepts, the design model.
<b>8</b>	<b>Architectural Design:</b> Software architecture, Data design, Architectural styles and patterns, Architectural Design.
<b>9</b>	<b>User interface design:</b> The Golden rules, User interface analysis and design, Interface analysis, Interface design steps, Design evaluation.
	<b>BLOCK 4 : SYSTEM TESTING</b>
<b>10</b>	<b>Testing Strategies:</b> Approach to Software Testing, Unit Testing, Integration Testing, Test strategies for Object-Oriented Software, Validation Testing, System Testing, the art of Debugging, Black-Box and White-Box testing.
<b>11</b>	<b>Product Metrics:</b> Software Quality, Product Metrics, Metrics for Analysis Model, Design Model, Source code and Metrics for testing, Metrics for maintenance. Metrics for Process and Projects Domains: Software Measurement, Metrics for Software Quality and Software Process.
	<b>BLOCK 5 : RISK and QUALITY MANAGEMENT</b>
<b>12</b>	Risk Strategies: Reactive vs. Proactive Risk strategies, software risks, Risk identification
<b>13</b>	<b>Risk Protection and refinement:</b> Risk projection, Risk refinement, Risk Mitigation, Monitoring and Management, RMMM Plan.

<b>14</b>	<b>Quality Management:</b> Quality concepts, Software quality assurance, Software Reviews, Formal Technical reviews, Statistical Software quality Assurance, Software reliability, The ISO 9000 quality standards.
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**TEXT BOOK:**

1. Roger S. Pressman Software Engineering - A practitioner's Approach McGraw-Hill 6<sup>th</sup> Edition (2010)

**REFERENCE BOOKS:**

1. Richard Fairlay Software Engineering Concepts McGraw Hill Book Company (2005)
2. Pankaj Jalote An Integrated Approach to Software Engineering Narosa Publishing House 3<sup>rd</sup> Edition (2005)
3. Software Engineering, Somzerville, 8th Edition, Pearson Education 2007.
4. Software Engineering K.K. Agarwal & Yogesh Singh, 3rd Edition New Age International Publishers 2007.
5. Software Engineering an Engineering Approach James F. Peters, Witold Pedrycz - John Wiley & Sons 2000.
6. Software Engineering Principles and Practice Waman S Jawadekar, , Tata McGraw-Hill 2004.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>13064</b>	<b>LAB : VISUAL BASIC PROGRAMMING</b>

### Course objectives

- To be able to understand the fundamentals of windows GUI
- To be able to run variable applications on windows
- To be able to understand visual Basic Programming concepts

### Course outcome

- Students can develop GUI based applications using VB

<b>Unit No.</b>	<b>Contents</b>
<b>1</b>	Building simple applications
<b>2</b>	Working with intrinsic controls ,Control Arrays
<b>3</b>	Application with multiple forms
<b>4</b>	Application with dialogs
<b>5</b>	Application with Menus
<b>6</b>	Application using data controls
<b>7</b>	Application using Common Dialogs
<b>8</b>	Drag and Drop Events
<b>9</b>	Database Management
<b>10</b>	Creating ActiveX Controls
<b>11</b>	Database object (DAO) and properties
<b>12</b>	Active Data Objects (ADO) ADO and OLE DB
<b>13</b>	Connecting to the database ,Retrieving a record set Creating a query dynamically Using a parameterized query using action queries - Adding records Editing records closing the database connection
<b>14</b>	<b>Simple Application development:</b> 1. Library information system 2. Students mark sheet processing 3. Telephone directory maintenance 4. Gas booking and delivering 5. Electricity bill processing 6. Bank Transaction 7. Pay roll processing 8. Personal information system 9. Question database and conducting Quiz 10. Personal diary

### Text Books

4. Gary Cornwell Visual basic 6 , Tata McGraw Hill

### Reference Books:

1. Scott warner Teach yourself Visual basic 6 , Tata McGraw-Hill
2. Noel Jerke The Complete Reference, Tata McGraw-Hill
3. Eric A. Smith, Valar Whisler, and Hank Marquis Visual Basic 6 programming



*Bachelor of Computer  
Applications*

**FIRST YEAR  
SEMESTER I**

Course Code	Title of the Course
10111A	PART 1 : TAMIL - PAPER -1

பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு -1 : இசைப்பாடல்**

- கூறு 1
8. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்
15. புல்லாங்குழல் கொடுத்த
16. குருவாயூருக்கு வாருங்கள்

- கூறு 2
22. கோகுலத்து பசுக்கள்
23. கோகுலத்தில் ஒரு நாள் ராதை
24. ஆயர்பாடி மாளிகையில்

- கூறு 3
- பட்டுக்கோட்டை கல்யாண சுந்தரம்
15. நெஞ்சில் குடியிருக்கும்
16. செய்யும் தொழிலே தெய்வம்

- கூறு 4
8. பாரதியார்
- கண்ணன் என் விளையாட்டுப்பிள்ளை
- பாரத மாதா திருப்பள்ளி எழுச்சி

**பிரிவு - 2 : கவிதை, புதுக்கவிதை**

- கூறு 5
22. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
23. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு
24. பெ.தூரன் - நிலா பிஞ்சு

- கூறு 6
22. வல்லிக் கண்ணன் - வெறும் புகழ்
23. கு.ப.இராஜகோபாலன் - எதற்காக?
24. மீரா - பதினைந்து

- கூறு 7
15. சிற்பி - சர்ப்ப யாகம்
16. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

- கூறு 8
15. அப்துல் ரகுமான் - கண்ணும் எழுதேம்
16. சண்முக சுப்பையா - வயிறு

**பிரிவு - 3 : காப்பியம்**

- கூறு 9
15. சிலப்பதிகாரம் - வழக்குரை காதை
16. கம்பராமாயணம் - அயோத்தியா காண்டம்

**பிரிவு - 4 : காப்பியம்**

- கூறு 10
8. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
187. இன்னவாயில்  
188. கொழுந்துறும்  
189. பஞ்சு அரங்கில்

**சூறு 12**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
190. எண்ணுளே  
191. ஒண்தலங்கள்  
192. இரவியேந்த கஞ்சக்

**சூறு 13**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
193. கன்னியாயதாயும்  
194. ஏந்தி ஓங்கு உளத்து  
195. ஆவ தேமுனர்  
196. கொல்லும் வேலொடும்

**சூறு 14**

**தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
197. என்ற வாசகம்  
198. அம்பினால்  
199. வேண்டும் ஓர் வினை

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Course Code	Title of the Course
10111B	PART 1 : COMMUNICATION SKILLS - I

**Learning objectives:**

- To make students to understand the basic skills of Communication.
- To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout – Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV** Group Discussion–Quality of Content-Participation–Logical Presentation –Behavioural Skills

**References:**

- Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
- Geetha Nagaraj, Write to Communicate, 2004.
- Wren & Martin, English Grammar and Composition, 2002.
- Dale Carnegie, How to Win Friends and Influence People, 1981.
- Dale R Jordan, Language Skills and Use.
- Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
- Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
- Wallace, Michael J, Study Skills in English.
- Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
10112	PART II : ENGLISH – I

**Learning objective:**

- To make the students master the different topics prescribed in the Prose, Grammar and Composition.

**BLOCK I: PROSE I**

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

**BLOCK II: PROSE II**

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

**BLOCK III: DEVELOPING GRAMMATICAL SKILLS**

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition- Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**BLOCK IV: DEVELOPING WRITING SKILLS**

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

**References:**

- Sebastian D K, *Prose for the Young Reader*, Macmillan.
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10113</b>	<b>C AND DATA STRUCTURE</b>

### Course Objectives:

- To design, implement and apply the basic C programming concepts.
- To understand the linear and non linear data structures available in solving problems

### Course Requirements:

- Before studying this course, the student has knowledge about
- Basic principles of programming
- Concepts of stack, queue and array

### Course Outcome:

After the completion of this course, the student will able to

- To write programs using structures, strings, arrays, pointers and strings for solving complex computational problem.
- Use the data structures real time applications
- analyze the efficiency of Data Structures

<b>Unit no.</b>	<b>Contents</b>
	<b>BLOCK 1 : INTRODUCTION TO C</b>
<b>1</b>	<b>Program Development styles and Basics of C.</b> Introduction to C – Character set – Identifiers and keywords – Data types – constants – Variables – declarations – Declaring variables, - Rules for defining variables. Initializing variables - Type conversion. Operator and Expressions
<b>2</b>	<b>Data input, output</b> and Preliminaries – single character input and output – Entering input data – Writing output data – gets and puts functions –
<b>3</b>	<b>control statements:</b> Branching and looping – Nested control structures – Switch – Break – Continue and Goto.
	<b>BLOCK 2 : FUNCTIONS, ARRAYS AND POINTERS</b>
<b>4</b>	<b>Function:</b> defining a function – Accessing a function – Passing arguments to a function – Recursion – Library function – Macros – C preprocessor – Program structure: Storage classes – Automatic variables – Global variables – Static variables– Multiple programming – Bitwise operation.
<b>5</b>	<b>Arrays</b> – Array initialization, Definition of Array, Characteristic of Array, One dimensional array, Two dimensional array, Multidimensional arrays, Character array and strings – string handling functions.
<b>6</b>	<b>Pointers</b> – Features of Pointers, Pointer declaration, Arithmetic operation with pointers, Pointers and Arrays, Pointers and two dimensional arrays, Array of Pointers, Pointers to Pointers, Pointers and strings.

	<b>BLOCK 3 : STRUCTURE UNION AND FILES</b>
<b>7</b>	Structures and Unions: defining a structure – Processing a structure – Structures and pointers– Passing structures to functions – Self referential structures – Bit fields – Unions – Enumerations.
<b>8</b>	Data file: Opening and Closing a data file – Creating a data file – Processing a data file – Unformatted data file – Command line parameters.
	<b>BLOCK 4 : LINEAR DATA STRUCTURE</b>
<b>9</b>	<b>Introduction to Data Structure</b> , Stack, Stack related terms, operation on a stack, Representation of Stack, Implementation of a stack - Polish notation.
<b>10</b>	<b>Queues</b> , Various Positions of Queue, Circular Queues. Operations on Queue , Representation of Queues. Applications of Queue..
<b>11</b>	<b>List</b> , Merging lists, Linked list, Single linked list, Double Linked List, Header Linked list, Insertion and Deletion of linked list, Traversing a linked list. Representation of Linked list
	<b>BLOCK 5 : NON-LINEAR DATA STRUCTURE</b>
<b>12</b>	<b>Introduction</b> – Trees, Binary Trees, Types of Binary trees,
<b>13</b>	<b>Binary Tree Representation</b> , Traversing Binary Trees,
<b>14</b>	<b>Binary Search tree</b> , Insertion and Deletion operations, trees and their applications Hashing Techniques.

#### TEXT BOOKS:

3. Programming in ANSI C, Fifth Edition, E.Balagurusamy, Tata McGraw-Hill Publishing Company Ltd, 2011
4. Data Structures, Seymour Lipschutz, G.A.Vijayalakshmi Pai, Second Edition , Schaum's Outlines, Tata Mc-Graw Hill Private Ltd., 2006.

#### REFERENCE BOOKS :

5. Fundamentals of Data structures in C, Second edition, Ellis Horowitz and Sartaj Sahini, Universities press, 2007.
6. Programming and Data Structure, Pearson Edition, Ashok N Kamthane, 2007.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10114</b>	<b>C AND DATA STRUCTURE LAB</b>

### Course Objectives

- To be able to solve data structure problems using C language
- To learn and implement C language programming techniques

### Course Outcome

- Students can develop programming knowledge
- Students can solve any kind of problems using C language
- Data Structure based problems can be solved

### Experiments based on C programming and Data Structures

Unit No.	Contents
	<b>BLOCK 1 : C PROGRAM FUNDAMENTALS</b>
<b>1</b>	Simple C Programs
<b>2</b>	Using if and switch constructs Programs
<b>3</b>	Looping statements Problems
	<b>BLOCK 2 : FUNCTIONS,ARRAYS,STRINGS,FILEAND POINTERS</b>
<b>4</b>	Functions and Recursive programs
<b>5</b>	Arrays ,Strings and Matrices Programs
<b>6</b>	File Handling Programs
<b>7</b>	Pointers and Arrays Programs programs
	<b>BLOCK 3 – STRUCTURE , UNION AND FILES</b>
<b>8</b>	Structure and union : Programs using structure and union
<b>9</b>	Files : Programs based on file handling
	<b>BLOCK 4 : LINEAR DATA STRUCTURE PROGRAMS</b>
<b>10</b>	Stacks, queues ,expression evaluation programs
<b>11</b>	Infix to postfix conversion
<b>12</b>	Linked List programs: List, Merging lists, Linked list, Single linked list, Double Linked List, Header Linked list, Insertion and Deletion of linked list, Traversing a linked list.
	<b>BLOCK 5 : NON LINEAR DATA STRUCURE EXPERIMENTS</b>
<b>13</b>	Tree Programs : Trees, Binary Trees, Types of Binary trees, Binary Tree Representation,
<b>14</b>	Traversing Binary Trees, Binary Search tree, Insertion and Deletion operations,

### REFERENCE BOOKS:

3. Programming in ANSI C, Fifth Edition, E.Balagurusamy, Tata McGraw-Hill Publishing Company Ltd, 2011
4. Data Structures, Seymour Lipschutz, G.A.Vijayalakshmi Pai, Second Edition , Schaum's Outlines, Tata Mc-Graw Hill Private Ltd., 2006.
7. Fundamentals of Data structures in C, Second edition, Ellis Horowitz and Sartaj Sahini, Universities press, 2007.
8. Programming and Data Structure, Pearson Edition, Ashok N Kamthane, 2007.



## SEMESTER II

Course Code	Title of the Course
10121A	PART 1 : TAMIL - PAPER II

பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

200. சொல் தவிர்ந்த
201. அன்னை
202. அஞ்சுவார்
203. சொல்லக் கேட்டனள்
204. மற்செய்கை
205. மண்கனியப்
206. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

207. பொய் பொதுளும்
208. இன்பு அருந்தி
209. வழுதாயின இன்பு
210. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

211. மண்ணோர்கள்
212. பொய்யா விதியோய்
213. விடியா இருள்
214. அழுவார் எவரும்

### பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

### பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

17. முதலெழுத்துகள், சார்பெழுத்துகள்
18. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்

கூறு 7

25. ஒற்றெழுத்து மிகலும் மிகாமையும்,
26. ஆகு பெயர் , அன்மொழித் தொகை.
27. வினா-விடை வகைகள்

கூறு 8

33. தமிழ்ச் சொல்லமைப்பின் சிறப்பு – பெயர் , வினை, இடை, உரி வடிவங்கள் ,
34. பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9

35. அல் வழி, வேற்றுமைப் புணர்ச்சிகள்
36. திணை, பால் , எண் , இட இயைபு.

#### பிரிவு 4: தமிழ் இலக்கிய வரலாறு

கூறு 10

9. இக்கால இலக்கிய வகைகள்
  - அ) மரபுக் கவிதை
  - ஆ) புதுக் கவிதையின் தோற்றமும் வளர்ச்சியும்

கூறு 11

1. உரை நடை இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும்
  - அ) கட்டுரை
  - ஆ) சிறுகதை
  - இ) புதினம்
  - ஈ) நாடகம்

கூறு 12

9. இக்கால இலக்கியக் களங்கள்
  - திரைப்படம் , தொலைக்காட்சி, வானொலி, இதழ்கள் தமிழுக்கு ஆற்றி வரும் பணிகள்

கூறு 13

1. தமிழும் சமயங்களும் :
  - அ) சைவம்
  - ஆ) வைணவம்
  - இ) சமணம்
  - ஈ) பௌத்தம்
  - உ) இசுலாம்
  - ஊ) கிறித்துவம்

கூறு 14

1. பிற்காலக் காப்பியங்கள் :
  - அ) கம்பராமாயணம்
  - ஆ) பெரியபுராணம்
2. இணையம் - பற்றிய செய்திகள்

Course Code	Title of the Course
10121B	PART 1 : COMMUNICATION SKILLS - II

**Learning objectives:**

1. To make students understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

- Unit – I** Code and Content of Communication Skills  
**Unit– II** Stimulus and Response of Communication Skills

***BLOCK II: SPEAKING SKILLS***

- Unit – III** Effective Speaking Guidelines  
**Unit – IV** Pronunciation Etiquette of Communication Skills  
**Unit – V** Phonetics in Communication Skills

***BLOCK III: LANGUAGE SKILLS***

- Unit – VI** A self Assessment of Communicating Soft Skills  
**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities  
**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills  
**Unit – IX** Conversation Skills –Modes  
**Unit – X** Presentation Skills - Preparing –Planning-Presentation

***BLOCK IV: WRITING SKILLS***

- Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph  
**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing  
**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing – Letters, Proposals, Resume  
**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters- Interviewing skills

**References:**

44. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
45. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
46. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
47. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
48. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.

49. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
50. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
51. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
52. Geetha Nagaraj, Write to Communicate, 2004.
53. Wren & Martin, English Grammar and Composition, 2002.
54. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

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Course Code	Title of the Course
10122	PART II : ENGLISH – II

**Learning objective:**

3. To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge

**Unit – III** Grecian Urn - William Wordsworth  
- John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

**BLOCK III: DRAMA**

**Unit – X** Shakespeare : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

**References:**

7. *The Golden Quill*, P.K. Seshadri, Macmillan.
8. *The Merchant of Venice*, Shakespeare. (Any overseas edition).
9. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
4. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10123</b>	<b>PROGRAMMING IN C++</b>

**Course objectives:**

Identify and practice object oriented Programming concepts.

Practice the use of c++ libraries

Develop applications using Object oriented programming concepts

**Course Outcome:**

Able to understand and design the solution to a problem using object-oriented programming concepts.

Understand and implement the features of C++ including templates, exceptions and file handling for providing programmed solutions to complex problems.

<b>Unit No</b>	<b>Contents</b>
	<b>BLOCK I : PRINCIPLES OF OBJECT-ORIENTED PROGRAMMING</b>
<b>1</b>	<b>Principles of Object-Oriented Programming:</b> Software Crisis – Software Evolution – Basic Concepts of Object-Oriented Programming – Benefits of OOP – Object-Oriented Languages - Applications of OOP – Application of C++ -
<b>2</b>	<b>Structure of a C++ Program</b> – Tokens – Keywords – Identifiers – Basic Data Types – User defined Data types – Derived data types – Symbolic constants – Type compatibility – Declaration of variables – Dynamic initialization of variables – Reference variables – Operators in C++ - Manipulators – Type cast operator – Expressions and their types-Implicit conversions
<b>3</b>	<b>Control structures and function</b> – The main function – Function prototyping – inline functions – Function overloading.
	<b>BLOCK 2 : CLASSES AND OBJECTS</b>
<b>4</b>	<b>Introduction</b> - Specifying a Class -Defining Member Function - C++ Program with Class - Making an Outside Function Inline - Nesting of Member Functions - Arrays within a Class
<b>5</b>	<b>Memory Allocation for Objects</b> - Static Data Members - Static Member Functions - Arrays of Objects - Objects as Function Arguments - Friendly Functions - Returning Objects.
<b>6</b>	<b>Constructors and Destructors:</b> Introduction - Constructors - Parameterized Constructors - Multiple Constructors in Class - Constructors with Default Arguments - Dynamic Initialization of Objects - Copy Constructor - Dynamic Constructors - Constructing Two Dimensional Arrays - Destructors.

	<b>BLOCK 3 : INHERITANCE, POLYMORPHISM AND POINTERS</b>
7	<b>Inheritance:</b> Introduction - Defining Derived Classes - Single Inheritance - Making a Private Member Inheritable - Multilevel Inheritance - Multiple Inheritance - Hierarchical Inheritance - Virtual Base classes - Abstract Classes - Constructors in Derived Classes - Member Classes: Nesting of Classes.
8	<b>Pointers Virtual Functions and Polymorphism:</b> Introduction - Pointers to Objects - this Pointer - Pointers to Derived Classes - Virtual Functions - Pure Virtual Functions.
9	<b>Managing Console I/O Operations</b> - C++ Streams - C++ Stream Classes - Unformatted I/O Operations, Formatted Console I/O Operations - Managing Output with Manipulators.
	<b>BLOCK 4 : WORKING WITH FILES</b>
10	<b>Introduction</b> - Classes for File Stream Operations - Opening and Closing a File - Detecting End of File - More About Open (): File Modes
11	<b>File Pointers and their Manipulations</b> - Sequential Input and output Operations - Updating a File - Random Access - Error handling During File Operations - Command Line Arguments.
	<b>BLOCK 5 : TEMPLATES AND EXCEPTION HANDLING</b>
12	<b>Templates:</b> Introduction - Function Templates - Overloaded Function Templates - Nesting of Function Calls - Multiple Arguments Function Template - User Defined Templates.
13	<b>Exception Handling: Introduction</b> - Error Handling - Exception Handling Model - Exception handling Constructs - Handler Throwing the Same Exception Again -
14	<b>Other Exception Handling:</b> List of Exceptions - Catch All Exceptions - Exceptions in Constructors and Destructors - Handling Uncaught Exceptions - Ten Rules for Handling Exceptions Successfully.

**Text Book:**

1. E.Balagurusamy, *Object Oriented Programming with C++*, Tata McGraw Hill, New Delhi, Sixth Edition, 2013.

**Books for Reference:**

1. *Object Oriented Program in C++* – Nabajyoti Barkakati, A prentice Hall of India Private Limited, New Delhi 1997.
2. *Mastering C++* – K R Venugopal, T. Ravishankar, RajKumar, Tata Mc Graw-Hill Publishing Company Limited, New Delhi, 2006.

<b>Course Code</b>	<b>Title of the Course</b>
<b>10124</b>	<b>PROGRAMMING IN C++ LAB</b>

**Course objectives:**

Identify and practice object oriented Programming concepts.

Practice the use of c++ libraries

Develop applications using Object oriented programming concepts

**Course Outcome:**

Able to understand and design the solution to a problem using object-oriented programming concepts.

Understand and implement the features of C++ including templates, exceptions and file handling for providing programmed solutions to complex problems.

**Syllabi Based On Course : Object Oriented Programming And C++**

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1</b>
1.	Simple Programs using decisions, loops and arrays
2.	Simple functions & Inline functions
	<b>BLOCK 2</b>
3.	Usage of classes and Objects
4.	this pointer and Static functions
5.	Constructors and Destructors
	<b>BLOCK 3</b>
6.	Function overloading
7.	Operator Overloading
8.	Friend functions
	<b>BLOCK 4</b>
9.	Inheritance & Multiple Inheritance
10.	Pointers
11.	Polymorphism
12.	Virtual Functions
	<b>BLOCK 5</b>
13.	Files
14.	I/O Streams

**Books for Reference:**

1. *E.Balagurusamy, Object Oriented Programming with C++, Tata McGraw Hill, New Delhi, Sixth Edition, 2013.*
2. *Object Oriented Program in C++ – Nabajyoti Barkakati, A prentice Hall of India Private Limited, New Delhi 1997.*
3. *Mastering C++ – K R Venugopal, T. Ravishankar, RajKumar, Tata Mc Graw-Hill Publishing Company Limited, New Delhi, 2006.*



**SECOND YEAR  
SEMESTER III**

Course Code	Title of the Course
10131A / 12731A	PART 1 : TAMIL - PAPER III

பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75  
மதிப்பீடு : 4

நோக்கம் : மொழிஅறிவு, இலக்கணஅறிவைவளர்த்தல்

**பிரிவு 1: இலக்கியம் - 1**

கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு

கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு

கூறு 3: கபிலர் - குறிஞ்சித்திணை

கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்

கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

**பிரிவு 2: இலக்கியம் - 2**

கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5

பெருவழுதியார் - பா. எண். 55

பெருங்கௌசிகனார் - பா. எண். 139

கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214

உலோச்சனார் - பா. எண் 249

கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207

கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்

பா. எண். 37, 39, 126, 226, 280

**பிரிவு 3: பதினெண்கீழ்க்கணக்கு**

கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),

அறிவுடைமை (43), பிரிவாற்றாமை (116)

கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),

கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

**பிரிவு 4: நாடகம் - புதினம்**

கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்

கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
10131B / 12731B	PART 1 : HUMAN SKILL DEVELOPMENT- I

**Learning objective:**

- To Make the Students develop human skills.

**BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions

Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship-Features- Interpersonal Behaviour

**BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy- Self- acceptance-Meaning-Importance - Etiquette-Meaning- Etiquettes in using mobile, telephones-Dais Etiquette

**BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit–VIII** Negotiating Skills-Styles-Structure-Creating negotiation-Competitive Negotiation

**BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts- Meaning-Types- Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger- Meaning-Causes-Consequences-Anger Management

**References:**

19. Les Giblin, Skill with People, 1995.
20. Shiv Khera, You Can Win, 2002.
21. Christian H Godefroy, Mind Power.
22. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
23. Natalie H Rogers, How to Speak without Fear, 1982.
24. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
10132/ 12732	PART II : ENGLISH – III

**Learning objective:**

3. To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

**BLOCK I: SHORT STORIES**

- Unit – I** A Hero - R.K. Narayanan  
**Unit – II** The Diamond Necklace - Guy de Maupassant  
**Unit – III** The Verger - Somerset Maugham  
**Unit – IV** The Postmaster - Rabindranath Tagore

**BLOCK II: ONE ACT PLAYS - I**

- Unit – V** The Proposal - Anton Chekhov  
**Unit – VI** The Boy Comes Home - A.A. Milne  
**Unit – VII** The Silver Idol - James R. Waugh  
**Unit – VIII** Progress - St. John Ervine

**BLOCK III: ONE ACT PLAYS - II**

- Unit – IX** The Pie and the Tart - Hume Chesterman  
**Unit – X** Reunion - W.st. Joh Tayleur  
**Unit – XI** A kind of Justice - Margaret Wood  
**Unit – XII** The Refugee - Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

- Unit – XIII** Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb

- Unit – XIV** Agenda- Minutes- Notice- Descriptive Writing

**References:**

3. *Aroma*, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
2. *Six Short Stories*, Ed. by the Board of Editors, Harrows Publications, Chennai.
2. *One Act Plays*, Ed. by the Board of Editors, Harrows Publications, Chennai.
3. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.
4. *English for Communication*, Ed. by the Board of Editors, Harrows Publications, Chennai.

Course Code	Title of the Course
10133/ 12733	<b>RELATIONAL DATABASE MANAGEMENT SYSTEM (RDBMS)</b>

**Course Objectives:**

- To understand the fundamentals of data models
- To make a study of SQL and relational database design.
- To know about data storage techniques and query processing.
- To impart knowledge in transaction processing, concurrency control techniques and External storage

**Course Requirements:**

- Knowledge about the basic concepts of the database.

**Course Outcome:**

- Design a database using ER diagrams and map ER into Relations and normalize the relations
- Acquire the knowledge of query evaluation to monitor the performance of the DBMS.
- Develop a simple database applications using normalization.

Unit No	Contents
<b>BLOCK 1 INTRODUCTION</b>	
<b>1</b>	<b>Data base System Applications</b> , data base System VS file System – View of Data – Data Abstraction – Instances and Schemas – data Models – the ER Model
<b>2</b>	<b>Model</b> :Relational Model – Other Models – Database Languages – DDL – DML – database Access for applications Programs – data base Users and Administrator – Transaction Management – data base System Structure – Storage Manager – the Query Processor.
<b>3</b>	<b>History of Data base Systems</b> - Data base design and ER diagrams – Beyond ER Design Entities, Attributes and Entity sets – Relationships and Relationship sets – Additional features of ER Model – Concept Design with the ER Model – Conceptual Design for Large enterprises.
<b>BLOCK 2 : RELATIONAL MODEL</b>	
<b>4</b>	<b>Introduction</b> – Integrity Constraint Over relations – Enforcing Integrity constraints – Querying relational data – Logical data base Design – Introduction to Views – Destroying / altering Tables and Views.
<b>5</b>	<b>Relational Algebra</b> – Selection and projection set operations – renaming – Joins – Division – Examples of Algebra overviews –
<b>6</b>	<b>Relational calculus</b> – Tuple relational Calculus – Domain relational calculus – Expressive Power of Algebra and calculus.
<b>BLOCK 3 : SQL QUERY</b>	
<b>7</b>	<b>Form of Basic SQL Query</b> – Examples of Basic SQL Queries – Introduction to Nested Queries – Correlated Nested Queries Set – Comparison Operators – Aggregative Operators – NULL values – Comparison using Null values – Logical connectivity's – AND, OR and NOT – Impact on SQL Constructs – Outer Joins – Disallowing NULL values – Complex Integrity Constraints in SQL Triggers and Active Data bases. Schema refinement
<b>8</b>	<b>Normal forms</b> :Problems Caused by redundancy – Decompositions –

	Problem related to decomposition – reasoning about FDS – FIRST, SECOND, THIRD Normal forms – BCNF–
<b>9</b>	<b>Join:</b> Lossless join Decomposition – Dependency preserving Decomposition – Schema refinement in Data base Design – Multi valued Dependencies – FORTH Normal Form.
	<b>BLOCK 4 TRANSACTION</b>
<b>10</b>	<b>Introduction :</b> Transaction Concept- Transaction State- Implementation of Atomicity and Durability – Concurrent – Executions – Serializability- Recoverability – Implementation of Isolation – Testing for serializability
<b>11</b>	<b>Protocols :</b> Lock Based Protocols – Timestamp Based Protocols- Validation- Based Protocols – Multiple Granularity.
<b>12</b>	<b>Recovery and Atomicity</b> – Log – Based Recovery – Recovery with Concurrent Transactions – Buffer Management – Failure with loss of nonvolatile storage-Advance Recovery systems- Remote Backup systems
	<b>BLOCK 5 STORAGE</b>
<b>13</b>	<b>Data on External Storage</b> – File Organization and Indexing – Cluster Indexes, Primary and Secondary Indexes – Index data Structures – Hash Based Indexing – Tree base Indexing – Comparison of File Organizations – Indexes and
<b>14</b>	<b>Performance Tuning-</b> Intuitions for tree Indexes – Indexed Sequential Access Methods (ISAM) – B+ Trees: A Dynamic Index Structure.

**Text Books:**

5. Raghurama Krishnan, Johannes Gehrke, Data base Management Systems, 3rd Edition, TATA McGrawHill.2003.
6. Silberschatz, Korth, Data base System Concepts, 6th Edition, Tata McGraw Hill, 2011.

**Reference Books:**

9. Relational Database Principles 2nd Edition, Colin Ritchie, 2004
10. Sharad Maheswari and Ruchin Jain, Database management systems Complete Practical Approach, Firewall media, 2006
11. Peter Rob & Carlos Coronel, Data base Systems design, Implementation, and Management, 7th Edition.
12. Elmasri Navrate , Fundamentals of Database Systems, Pearson Education.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10134/ 12734</b>	<b>RELATIONAL DATABASE MANAGEMENT SYSTEM (RDBMS) - LAB</b>

**Course Objectives:**

Use the concepts like data normalization, link between table by means of foreign keys and other relevant database concepts for the following applications. The implementation of each should have necessary input screen (forms) Menu-driven query processing and reports. Necessary validations should be made for each table;

<b>Unit No.</b>	<b>Contents</b>
<b>BLOCK 1 : TABLE MANIPULATION</b>	
<b>1</b>	<b>Table creation</b> , Renaming a Table, Copying another table, Dropping a Table
<b>2</b>	<b>Table Description:</b> Describing Table Definitions, Modifying Tables, Joining tables, Number and Date functions.
<b>BLOCK 2 : SQL QUERIES AND SUB QUERIES</b>	
<b>3</b>	<b>SQL Queries:</b> Queries, Sub Queries, and Aggregate functions
<b>4</b>	<b>DDL:</b> Experiments using database DDL SQL statements
<b>5</b>	<b>DML:</b> Experiment using database DML SQL statements
<b>6</b>	<b>DCL:</b> Experiment using database DCL SQL statements
<b>BLOCK 3 : INDEX AND VIEW</b>	
<b>7</b>	<b>Index :</b> Experiment using database index creation, Renaming a index, Copying another index, Dropping a index
<b>8</b>	<b>Views:</b> Create Views, Partition and locks
<b>BLOCK 4 : EXCEPTION HANDLING AND PL/SQL</b>	
<b>9</b>	<b>Exception Handling:</b> PL/SQL Procedure for application using exception handling
<b>10</b>	<b>Cursor:</b> PL/SQL Procedure for application using cursors
<b>11</b>	<b>Trigger:</b> PL/SQL Procedure for application using triggers
<b>12</b>	<b>Package:</b> PL/SQL Procedure for application using package
<b>13</b>	<b>Reports:</b> DBMS programs to prepare report using functions
<b>BLOCK 5 : APPLICATION DEVELOPMENT</b>	
<b>14</b>	<b>Design and Develop Application:</b> Library information system, Students mark sheet processing, Telephone directory maintenance, Gas booking and delivering, Electricity bill processing, Bank Transaction, Pay roll processing. Personal information system, Question database and conducting Quiz and Personal diary

**Reference Books:**

13. Raghurama Krishnan, Johannes Gehrke, Data base Management Systems, 3rd Edition, TATA McGrawHill.2003.
14. Silberschatz, Korth, Data base System Concepts, 6th Edition, Tata McGraw Hill, 2011.
15. Relational Database Principles 2nd Edition, Colin Ritchie, 2004

16. Sharad Maheswari and Ruchin Jain, Database management systems Complete Practical Approach, Firewall media, 2006
17. Peter Rob & Carlos Coronel, Data base Systems design, Implementation, and Management, 7th Edition.
18. Elmasri Navrate , Fundamentals of Database Systems, Pearson Education.

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## SEMESTER IV

Course Code	Title of the Course
10141A/ 12741A	PART 1 : TAMIL – PAPER IV

இளங்கலை இரண்டாமாண்டு  
நான்காம் பருவம்  
10141 / 12741- பொதுத்தமிழ்  
பாடத்திட்டம்

மதிப்பெண் : 75  
மதிப்பீடு : 4

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு – படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறாஉ

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன  
மயக்கங்கள்.

Course Code	Title of the Course
10141B/ 12741B	<b>PART 1 : HUMAN SKILL DEVELOPMENT- II</b>

**Learning objective:**

2. To Make the Students develop human skills.

**BLOCK I: GUIDENCE AND COUNSELLING**

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

**BLOCK II: TECHNICAL SKILLS**

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

**BLOCK III: UNDERSTANDING SKILLS**

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

**BLOCK IV: SOCIETY BASED SKILLS**

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes

**References:**

19. Les Giblin, Skill with People, 1995.
20. Shiv Khera, You Can Win, 2002.
21. Christian H Godefroy, Mind Power.
22. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
23. Natalie H Rogers, How to Speak without Fear, 1982.
24. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
10142 / 12742	PART II : ENGLISH – IV

**Learning objective:**

3. To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

**BLOCK I: SHORT STORIES**

- Unit – I** Lalajee - Jim Corbett  
**Unit – II** A Day's Wait - Hemmingway  
**Unit – III** Two old Men - Leo Tolstoy  
**Unit –IV** Little Girls wiser than - Men Tolstoy  
**Unit – V** Boy who wanted more Cheese - William Elliot Griffir

**BLOCK II: DRAMA AND FICTION**

- Unit – VI** Pygmalion - G.B. Shaw  
**Unit – VII** Swami and Friends - R.K. Narayanan

**BLOCK III: SHAKESPEARE**

- Unit – VIII** - The Merchant of Venice  
**Unit – IX** - Romeo and Juliet  
**Unit – X** - The Winter's Tale

**BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

- Unit – XI** - Martin-Luther king - R.N. Roy  
**Unit – XII** - Nehru - A.J. Toynbee  
**Unit – XIII** - Concord- Phrases and Clauses-Question Tag  
**Unit – XIV** - Expansion of Proverbs  
- Group Discussion  
- Conversation (Apologizing, Requesting, Thanking )

**References:**

11. *Sizzlers*, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
12. *Pygmalion* – G.B. Shaw
13. *Swami and Friends* – R.K. Narayan
14. *Tales from Shakespeare* Ed. by the Board of Editors, Harrows Publications, Chennai.
15. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
10143 / 12743	INTERNET AND JAVA PROGRAMMING

**Course Objectives:**

To provide an overview of working principles of internet, web related functionalities  
 To understand and apply the fundamentals core java, packages, database connectivity for computing

**Course Requirements:**

- Basic knowledge of internet and programming principles

**Course Outcome:**

- Able to understand the internet standards and recent web Technologies
- Able to implement, compile, test and run Java program,
- Able to make use of hierarchy of Java classes to provide a solution to a given set of requirements found in the Java API

Unit No.	Contents
<b>BLOCK 1 : INTRODUCTION</b>	
1	<b>Basic Internet Concepts:</b> Connecting to the Internet – Domain Name System – E-mail
2	<b>The World Wide Web</b> – Internet Search Engines – Web Browsers – Chatting and conferencing on the Internet
3	<b>Online Chatting</b> –Messaging – Usenet Newsgroup – Internet Relay chat (IRC) – FTP – Telnet.
<b>BLOCK 2 : FUNDAMENTALS OF OBJECT-ORIENTED PROGRAMMING</b>	
4	<b>Basic concepts</b> of OOP – Benefits – Applications . Java Evolution: Features – how java differs from C and C++ - java and internet- java support system – java environment
5	<b>Overview of Java Language</b> –Introduction – Simple Java Program – Comments – Java Program Structure – Tokens – Java Statements – Implementing a Java Program – JVM – Command Line Arguments. Constants – Variables – Data Types – Type Casting..
6	<b>Operators and Expressions:</b> Arithmetic Operators – Relational, Logical, Assignment, Increment and Decrement, Conditional, Bitwise, Special Operators – Arithmetic Expressions, Evaluation of Expression – Precedence of Arithmetic Operators – Type Conversions – Operator Precedence and associativity – Mathematical Functions. <b>Decision Making and Branching:</b> If –if.....else –Nesting of if..... Else – else if–switch. Decision Making and Looping: While – do – for – jump in loops – labeled loops.
<b>BLOCK 3 : CLASSES, OBJECTS AND METHODS</b>	
7	<b>class:</b> Defining a class –fields –methods –creating objects – accessing class members – constructors – methods overloading –static members –nesting of methods – Inheritance –overriding methods –final variables-classes –

	methods
<b>8</b>	<b>Arrays, Strings and Vectors</b> :One dimensional Arrays –creating of array – Two dimensional arrays- strings –vectors –Wrapper classes – Enumerated Types - Interfaces: Multiple Inheritance
<b>9</b>	<b>Packages:</b> Defining interface –Extending interfaces – Implementing Interfaces -Putting Classes Together
	<b>BLOCK 4: MULTITHREADING , EXCEPTION AND APPLETS</b>
<b>10</b>	<b>Multithreaded Programming</b> – Creating Threads –Extending the thread class –Stopping and Blocking a thread –Life cycle of a thread –using thread methods –Thread Exceptions –Priority –Synchronization – Implementing the ‘_Runnable’ Interface
<b>11</b>	<b>Managing Error and Exceptions:</b> Types of errors –Exceptions –Syntax of Exception Handling code – Multiple Catch statements –using finally statement – Throwing our own Exceptions – using exceptions for Debugging - Graphics Programming: The Graphics Class – Lines and Rectangles – Circles and Ellipses – Drawing Arcs – Drawing Polygons – Line Graphs – Using Control Loops in Applets – Drawing Bar Charts.
<b>12</b>	<b>Applet Programming:</b> How applets differ from Applications – preparing to write applets – Building Applet Code – Applet life cycle – creating an Executable Applet – Designing a Web Page – Applet Tag – Adding Applet to HTML file – Running the Applet – Passing parameters to Applets – Displaying Numerical values – Getting input from the user
	<b>BLOCK 5 : MANAGING INPUT/OUTPUT FILES IN JAVA</b>
<b>13</b>	<b>Introduction</b> – concept of streams –stream classes – byte stream classes – character Stream
<b>14</b>	<b>I/O classes:</b> –using stream –using the file class –Input / output Exceptions – creation of files – Reading / writing characters – reading writing bytes Random access files- Interactive input and output –Other stream classes

### Text Books:

3. R. Krishnamoorthy and S. Prabhu, Internet and Java Programming, New Age International Publishers, 2004 (Unit I).
4. Programming with Java, 4e, E. Balagurusamy, Tata McGraw-Hill, 2010.

### Reference books:

9. Deitel, Deitel and Nieto, Internet and World Wide Web – How to program, Pearson Education, 2000.
10. Naughton and H.Schildt, Java 2 - The complete reference, Tata McGraw-Hill, Fourth edition, 2006.
11. Elliotte Rusty Harold, Java Network Programming, O'Reilly Publishers, 2000.
12. B.Mohamal Ibrahim , Java : J2SE – A Practical Approach, Firewall media, 2006.
13. Cay S. Horstmann, Gary Cornell, Core Java, Volume I and II, 5th Edition, Pearson Education, 2003.
14. Topley, J2ME in A Nutshell, O'Reilly Publishers, 2002.
15. Hunt, Guide to J2EE Enterprise Java, Springer Publications, 2004.
16. Ed Roman, Enterprise Java Beans, Wiley Publishers, 1998.

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Course Code	Title of the Course
10144 / 12744	INTERNET AND JAVA PROGRAMMING - LAB

**Course Objective:**

- To understand and practice markup languages
- To understand and practice embedded dynamic scripting on client side Internet Programming
- To understand and practice web development techniques on client-side

**Course Requirement:**

- Basic concepts of Web and Java programming

**Course Outcome:**

- Explore markup languages features and create interactive web pages using them
- Learn and design Client side validation using scripting languages
- Acquire knowledge about Open source JavaScript libraries
- Able to design front end web page and connect to the back end databases.

**Experiments based on Internet Programming Theory**

Unit No.	Contents
	<b>BLOCK 1 : JAVA FUNDAMENTAL PROBLEMS:</b>
1	Simple Java Problems
2	class and objects
3	Conditional control using java
4	Looping using java
	<b>BLOCK 2 : OOP CONCEPTS</b>
5	Function overloading programs
6	Operator overloading programs
7	Inheritance programs, Packages
8	Polymorphism programs Message passing programs

	<b>BLOCK 3 : THREAD &amp; VIRTUAL FUNCTION</b>
<b>9</b>	Threads
<b>10</b>	Virtual function programs
	<b>BLOCK 4 : I/O AND EXCEPTION HANDLING</b>
<b>11</b>	Exception handling programs
<b>12</b>	I/O manipulation programs,
	<b>BLOCK 4 :NETWORK PROGRAMMING</b>
<b>13</b>	Applet programs
<b>14</b>	Implementation of simple network programs using java

**Reference books:**

7. R. Krishnamoorthy and S. Prabhu, Internet and Java Programming, New Age International Publishers, 2004 (Unit I).
8. Programming with Java, 4e, E. Balagurusamy, Tata McGraw-Hill, 2010.
9. Deitel, Deitel and Nieto, Internet and World Wide Web – How to program, Pearson Education, 2000.
10. Naughton and H.Schildt, Java 2 - The complete reference, Tata McGraw-Hill, Fourth edition, 2006.
11. Elliotte Rusty Harold, Java Network Programming, O'Reilly Publishers, 2000.
12. B.Mohamal Ibrahim , Java : J2SE – A Practical Approach, Firewall media, 2006.
13. Cay S. Horstmann, Gary Cornell, Core Java, Volume I and II, 5th Edition, Pearson Education, 2003.
14. Topley, J2ME in A Nutshell, O'Reilly Publishers, 2002.
15. Hunt, Guide to J2EE Enterprise Java, Springer Publications, 2004.
16. Ed Roman, Enterprise Java Beans, Wiley Publishers, 1998.

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## THIRD YEAR

### SEMESTER V

Course Code	Title of the Course
10151 / 12751	ACCOUNTING FUNDAMENTALS

#### Course Objectives:

- To understand the process of estimating the cost of a particular product.
- To Prepare the estimate for various business activities such as purchase, sale, production and cash budgets

#### Course Requirements:

- Basic principles of Accounting
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#### Course Outcome:

- Able to do balance sheet preparation and do analysis
- Able to do the budget preparation, ratio analysis and control of a company.

Unit No.	Contents
	<b>BLOCK 1 : ACCOUNTING FUNDAMENTALS</b>
1	<b>Introduction:</b> Accounting - Definition - Accounting for historical function and managerial function
2	<b>Scope of accounting</b> - Financial accounting - Cost accounting and management accounting
3	Managerial uses - Differences.
	<b>BLOCK 2 : FINANCIAL ACCOUNTING:</b>
4	<b>Accounting concepts</b> - Conventions - Principles
5	<b>Accounting standards</b> - International Accounting standards.
	<b>BLOCK 3 : DOUBLE ENTRY SYSTEM OF ACCOUNTING</b>
6	Double entry system of accounting - Accounting Books - Preparation of Journal and Ledger
7	Subsidiary books Errors and rectification
8	Preparation of a Trial balance and Final accounts
	<b>BLOCK 4 : ACCOUNTING FROM INCOMPLETE RECORDS</b>
9	<b>Introduction:</b> Accounting from incomplete records – Statement of affairs methods – Conversion method



<b>10</b>	Preparation of Trading, Profit and Loss Account from incomplete records.
<b>11</b>	Balance Sheet from incomplete records.
	<b>BLOCK 5 : RATIO ANALYSIS</b>
<b>12</b>	Ratio Analysis - Types - Profitability ratios - turnover ratios - liquidity ratios - propriety ratios - Market Earnings Ratios
<b>13</b>	Factors affecting efficiency of ratios - How to make effective use of ratio analysis - Uses and limitation of ratios.
<b>14</b>	Construction of Profit & Loss account and Balance sheet with ratios and relevant figures - Inter-firm, Intra-firm comparisons.

**REFERENCE BOOKS:**

1. M.A.Arulanandam & K.S.Raman - Advanced Accounting
2. R.C.Gupta & Radaswamy - Advanced Accounting
3. M.C.Shukla & T.S.Grewal - Advanced Accounting
4. Jain & Narang - Advanced Cost Accounting
5. P. Das Gupta - Advanced Studies in Cost Accounting
6. S.N.Maheswari - Management Accounting & Financial Control
7. Manmohan & Goyal - Principles of Management Accounting
8. N.K.Prasad - Advanced Cost Accounting

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10152 / 12752</b>	<b>COMPUTER GRAPHICS</b>

**Course Objectives:**

- To understand computational development of graphics
- To provide in-depth knowledge of display systems, image synthesis, shape modeling of 3D application.

**Course Outcome:**

- Enhance the perspective of modern computer system with modeling, analysis and interpretation of 2D and 3D visual information.
- Able to develop interactive animations.

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 : INTRODUCTION</b>
<b>1</b>	<b>Introduction</b> Application areas of Computer Graphics, overview of graphics systems, video-display devices, raster-scan systems, random scan systems, graphics monitors and work stations and input devices.
<b>2</b>	<b>Output primitives:</b> Points and lines, line drawing algorithms, mid-point circle and ellipse algorithms.
<b>3</b>	<b>Filled area primitives:</b> Scan line polygon fill algorithm, boundary-fill and flood-fill algorithms.
	<b>BLOCK 2 : 2 D TRANSFORM AND CLIPPING</b>
<b>4</b>	<b>2-D geometrical transform:</b> Translation, scaling, rotation, reflection and shear transformations
<b>5</b>	<b>2D Matrix representations:</b> homogeneous coordinates, composite transforms, transformations between coordinate systems.
<b>6</b>	<b>2-D viewing:</b> The viewing pipeline, viewing coordinate reference frame, window to view-port coordinate transformation, viewing functions,
<b>7</b>	<b>Clipping Algorithms:</b> Cohen-Sutherland and Cyrus-beck line clipping algorithms, Sutherland –Hodgeman polygon clipping algorithm.
	<b>BLOCK 3 : 3D OBJECT REPRESENTATION</b>
<b>8</b>	<b>Introduction:</b> Polygon surfaces, quadric surfaces, spline representation,
<b>9</b>	<b>Curve and surfaces:</b> Hermite curve, Bezier curve and B-Spline curves, Bezier and B-Spline surfaces. Basic illumination models, polygon rendering methods.
	<b>BLOCK 4 : 3D GEMETRIC TRANSFORMATION</b>
<b>10</b>	<b>3-D Geometric transformations:</b> Translation, rotation, scaling, reflection and shear transformations, composite transformations.
<b>11</b>	<b>3-D viewing:</b> Viewing pipeline, viewing coordinates, view volume and general projection transforms and clipping.
	<b>BLOCK 5 : VISIBLE SURFACE DETECTION METHODS AND ANIMATION</b>
<b>12</b>	<b>Classification,</b> back-face detection, depth-buffer, scan-line, depth sorting, BSP-tree methods, area sub-division and octree methods.
<b>13</b>	<b>Computer animation:</b> Design of animation sequence, general computer

	animation functions, raster animation,
<b>14</b>	<b>Other Animation Techniques:</b> Computer animation languages, key frame systems, motion specifications.

### **Text Books**

1. Donald Hearn and M.Pauline Baker, Computer Graphics C version, Pearson Education, 2007.

### **Reference Books:**

1. M. Newman and F. Sproull, Interactive Computer Graphics, McGraw Hill 2004
2. Foley, VanDam, Feiner and Hughes, Computer Graphics Principles and Practice, 2nd Edition in C, Pearson Education, 2004.
3. Plastok and Gordon Kalley, Computer, McGraw Hill 2000.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10153 / 12753</b>	<b>OPERATING SYSTEMS</b>

### Course Objective

- Able to understand the operating system principles
- Able to know the Principles of Deadlock, processor scheduling and memory management.

### Course Requirements:

- To be aware of the evolution and fundamental principles of operating system, processes and their communication

### Course Outcome

- Students have acquired the knowledge about the types of operating systems
- Students have acquired the knowledge about the functions of operating system

Unit No.	Contents
	<b>BLOCK 1 : INTRODUCTION</b>
<b>1</b>	<b>Introduction:</b> Definition of Operating Systems – Computer System Organization
<b>2</b>	<b>Computer System Architecture</b> – Operating System Structure – Operating System Operations
<b>3</b>	<b>System Structures:</b> Operating System Services – System Calls – System Programs – Operating System Design and Implementation.
	<b>BLOCK 2 : PROCESS CONCEPT</b>
<b>4</b>	<b>Process Concept:</b> Process Scheduling – Operations on Processes – Inter Process Communication
<b>5</b>	<b>Process Scheduling:</b> Scheduling Concepts – Scheduling Criteria – Scheduling Algorithms – Multiple Processor Scheduling
	<b>BLOCK 3 : SYNCHRONIZATION</b>
<b>6</b>	<b>Synchronization:</b> The Critical Section Problem – Synchronization Hardware – Semaphores – Classic Problems of Synchronization – Monitors
<b>7</b>	<b>Deadlocks:</b> Deadlocks Characterization – Methods for Handling Deadlocks
<b>8</b>	<b>Deadlock</b> Prevention – Avoidance – Detection – Recovery from Deadlock.
	<b>BLOCK 4 : MEMORY MANAGEMENT</b>
<b>9</b>	<b>Memory Management Strategies:</b> Swapping – Contiguous Memory Allocation – Paging – Segmentation
	<b>BLOCK 5 : FILE SYSTEM</b>
<b>10</b>	<b>File Concept</b> – Access Methods – Directory
<b>11</b>	<b>Structure</b> – File System Mounting – File Sharing – Protection.
<b>12</b>	<b>Implementing File Systems:</b> File System Structure – File System Implementation
<b>13</b>	<b>Directory Implementation</b> – Allocation Methods – Free Space Management
<b>14</b>	<b>Secondary Storage Structure:</b> Overview of Mass Storage Structure – Disk Structure – Disk Attachment – Disk Scheduling – Disk Management.

**TEXT BOOK:**

- 2 Abraham Silberschatz, Peter Baer Galvin and Greg Gagne, -Operating System Principles, 7th Edition, Wiley India Edition, 2008.

**REFERENCE BOOKS:**

- 3 Andrew S.Tanenbaum, Operating Systems Design and Implementation, 3rd edition, Prentice Hall, 2006.
- 4 Harvey M. Deitel, An Introduction to Operating Systems, 3<sup>rd</sup> Edition, Addison Wesley 2007.

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Course Code	Title of the Course
10154 / 12754	UNIX & SHELL PROGRAMMING LAB

### Syllabi based on operating system theory

#### Objective of the course

- To learn and get familiar with unix/ubundo operating system
- To understand the functions unix/ubundo operating system through basic commands

#### Course outcome On completion of the course

- Students will attain hands on experience in linux operating system.
- Basic unix commands their syntax and purpose can be well understood by the students
- Shell commands and their syntax and purpose can be well understood by the students

Unit No.	Contents
	<b>BLOCK 1 INTRODUCTION</b>
1	<b>Introduction</b> Operating system ,objective, History, Features of Unix
2	<b>Kernal and shell</b>
3	<b>Unix file system:</b> File and common commands-Shell-More about files-Directories-Unix system-Basics of file-Directories and filenames-
	<b>BLOCK 2 : UNIX PERMISSIONS</b>
4	<b>Permissions-</b> Inodes-Directory hierarchy-Devices-the grep family-Other filters
5	<b>Stream editor</b> sed - awk pattern scanning and processing language-files and good filters.
6	<b>Wild card characters</b>
	<b>BLOCK 3 : UNIX COMMANDS</b>
7	<b>Unix commands with syntax:</b> Syntax and unix commands
8	<b>Unix shells:</b> History of unix shells
9	<b>Deciding on a shell</b>
	<b>BLOCK 4 : SHELL COMMADS - FILES</b>
10	<b>Shell Command files</b>
11	<b>Bourne shell:</b> Bourne shell programming
12	<b>Shell programming files:</b> Shell programming on files
	<b>BLOCK 5 : MENU DRIVEN SHELL PROGRAM:</b>
13	<b>Menu Driven File handling</b>
14	<b>Menu Driven shell program – file:</b> edit, create and delete file using menu

#### REFERENCE BOOKS:

1. Abraham Silberschatz, Peter Baer Galvin and Greg Gagne, –Operating System Principles, 7th Edition, Wiley India Edition, 2008.
2. Andrew S.Tanenbaum, Operating Systems Design and Implementation, 3rd edition, Prentice Hall, 2006.
3. Harvey M. Deitel, An Introduction to Operating Systems, 3<sup>rd</sup> Edition, Addison Wesley 2007.

## SEMESTER VI

Course Code	Title of the Course
10161 / 12761	<b>MANAGEMENT PRINCIPLES AND TECHNIQUES</b>

### Course Objectives

To learn about the concept of management

To understand the Linear Programming problems

To know about PERT/CPM and replacement theory

### Course Outcome

Can solve the liner programming and PERT/CPM problems

Unit No.	Contents
	<b>BLOCK 1 : INTRODUCTION TO MANAGEMENT</b>
1	<b>Introduction</b> : Concept and Definition of Management - Management Functions
2	<b>Planning</b> : Principles - Planning - Planning Process - Decision-making
3	<b>Organising</b> - Structure - Delegation - Staffing - Direction - communication - Motivation - Leadership - Control.
	<b>BLOCK 2 : LINEAR PROGRAMMING</b>
4	<b>Introduction</b> - History of OR - Meaning of OR - Principles of Modelling - Application of OR
5	Formulation of LP models - Graphical solution in Maximization problem and Minimization Problem - Algebraic solutions
6	<b>Simplex method</b> - Feasibility - Optimality - Artificial variables - Duality - Dual - simplex Algorithm
7	<b>Transportation problem</b> - finding Optimal solution - Assignment problem - Least Time Transportation problems.
	<b>BLOCK 3 : PERT / CPM</b>
8	PERT/CPM : Arrow (network) diagram representations - Time estimates - critical path - Floats
9	Construction of Time chart and Resource Levelling
10	Probability and cost considerations in project scheduling - Shortest Route Problem - Project control.

	<b>BLOCK 4 : REPLACEMENT THEORY</b>
11	<b>Replacement Theory : Introduction</b> - Various replacement situations
12	<b>Replacement policy</b> - Variable maintenance costs and fixed money value - Variable maintenance costs and Variable money value
	<b>BLOCK 5 ; REPLACEMENT POLICY</b>
13	Individual replacement policy - Group replacement policy
14	Reliability - Applications of Replacement problems in real life problem.

**REFERENCE BOOKS:**

1. Hamdy A Taha, Operations Research An Introduction, Macmillan Publishing Company (1982)
2. Don.T.Philps, A.Ravindran, James.J.Solberg, Operations Research - Principles and Practice, John Wiley & Sons (1976).
3. Richard I Lenin, Charles A.Kirkpatrick, David S Rubin, Quantitative Approach to Management.

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<b>Course Code</b>	<b>Title of the Course</b>
<b>10162 / 12762</b>	<b>SYSTEM ANALYSIS AND DESIGN</b>

### Course Objectives

To understand about the system and its Development life cycle

To be able to analyze, design, develop, implement and maintain software system.

### Course Outcome

On Successful completion of the course the students should have:

- Understood the life cycle of the software development.
- Able to prepare software system documentation

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1 : SYSTEM CONCEPTS AND SYSTEM DEVELOPMENT LIFE CYCLE</b>
<b>1</b>	<b>System Concepts</b> - Characteristics - Elements of a system - Types of Systems: Abstract, Physical, Open, Closed and Man-made Information system - Computer Based Information Systems: MIS, DSS, TPS and OAS
<b>2</b>	<b>System Development Life Cycle</b> - Problem Definition - Feasibility Study - Analysis - Design - Development - Implementation - Post Implementation and Maintenance
<b>3</b>	<b>System Analyst</b> : Interpersonal Skills - Technical Skill - Communication Skills - Role of Systems Analyst.
	<b>BLOCK 2 : SYSTEM ANALYSIS</b>
<b>4</b>	<b>System Analysis</b> : Bases for planning in System Analysis - Preliminary Investigation - Determining the User's information requirements, Case Scenario, Problem Definition and Project Initiation, Background Analysis
<b>5</b>	<b>Fact Finding Techniques</b> : Interview - Questionnaire - Record Review - Observation. Systems Analysis: Analysing Systems data - Feasibility Study: Technical, Economical and Operational - Steps in Feasibility Analysis, Feasibility Report, Oral Presentation
<b>6</b>	<b>Systems Costs &amp; Benefits:</b> Categories of Cost - Benefits - Cost Benefit Analysis: Break Even, Present Value, Pay Back and Cash Flow. <b>Analysis Tools</b> : Data flow concept - Data Flow Diagram - Data Dictionary - Decision Table - Decision Tree - Structured English.
	<b>BLOCK 3 : SYSTEM DESIGN</b>
<b>7</b>	<b>System Design</b> : Process and stages of System Design : Logical and Physical Design. Design Methodologies: Structured design - Form Driven Methodology - Major Development Activities
<b>8</b>	<b>Input Output and Form Design:</b> Input Design : Capturing Data for input - Input Validation - Input Design of on-line systems. Output Design - Printed,

	Display and Audio.
<b>9</b>	<b>Forms Design</b> : Definition - Classification of Forms, Requirements of Forms Design - Types of Forms - Forms Control.
	<b>BLOCK 4 : FILE AND DATABASE DESIGN:</b>
<b>10</b>	<b>File concepts</b> - Types of Files - Methods of File Organization - Sequential - Direct - Indexed - Database Design: Database concept
<b>11</b>	<b>Types of Databases</b> : Hierarchical, Network and Relational.
<b>12</b>	<b>System Development:</b> Software Design - Top Down Approach - Flow Chart: System Flow Chart - Program Flow Chart - HIPO - IPO - VTOC - Warnier Orr Diagram - Structured Walkthrough - Quality Assurance - Levels of Assurance - System Testing - Special Systems Tests
	<b>BLOCK 4 : SYSTEM EVALUATION,IMPLEMENTATION AND MAINTENANCE</b>
<b>13</b>	<b>System Evaluation and Implementation</b> Training Personnel - Training Methods - Conversion: Conversion Methods - Parallel, Direct, Pilot and Phase-in. Conversion Plan - Site Preparation - Data and File Preparation - Post Implementation Review -
<b>14</b>	<b>System Maintenance</b> : Corrective - Adaptive - Hardware and Software Selection : Computer Industry - Software Industry - Procedure of Hardware and Software Selection: Major phases in Hardware and Software selection - Evaluation Process - Financial considerations.

### **Text Book**

Elias M.Awad, Systems Analysis and Design, 1990, Galgotia Publication Pvt. Ltd.

### **Reference Book:**

1. James A. Sen, Analysis and Design of Information System, 1985, McGraw Hill.

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<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>10163 / 12763</b>	<b>VISUAL BASIC PROGRAMMING</b>

### Course objectives

- To be able to understand the fundamentals of windows GUI
- To be able to run variable applications on windows
- To be able to understand visual Basic Programming concepts

### Course outcome

- Students can develop GUI based applications using VB

<b>Unit No</b>	<b>Concepts</b>
<b>BLOCK 1: VISUAL BASIC CONCEPTS</b>	
<b>1</b>	<b>Introduction to GUI - Visual Basic</b> : Starting and Exiting Visual Basic Project Explorer Working with Forms Properties Window
<b>2</b>	<b>Using the Toolbox</b> Toolbars Working with Projects Programming Structure of Visual Basic applications Event and Event driven Procedures
<b>3</b>	<b>Program Design</b> - Form and Controls - Writing the Code - Saving, Running and Testing - Making EXE File - Printouts
<b>BLOCK 2 : VISUAL BASIC CODE,EVENTS AND CONTROLS</b>	
<b>4</b>	<b>Adding code and using events:</b> Using literals data types - declaring and using variables using the operator subroutines and functions
<b>5</b>	<b>Looping and decision control structures:</b> if then else ,structure select structure , for next , do.. loop and while.. wend.
<b>6</b>	<b>Using intrinsic Visual basic Controls with methods and Properties:</b> Label ,Text box, Command button, Frame, Checkbox, option button, List box, Combo box, Drive List box, directory List box and file list box Formatting controls control arrays, Tab order
<b>BLOCK 3 : VISUAL BASIC PROCEDURES, FUNCTIONS AND ARRAYS</b>	
<b>7</b>	<b>Creating Procedures, functions</b> - String functions, date and Time function , numeric functions- Recursive Functions
<b>8</b>	<b>Multiple Forms</b> - Startup Forms - SubMain Procedure
<b>9</b>	<b>Arrays</b> - Control Arrays - Indexing and Event Handling - Graphics
<b>BLOCK 4 : MENUS AND MDI FORMS</b>	

<b>10</b>	<b>Menus:</b> creating menus, adding code to menus
<b>11</b>	<b>Using MDI forms</b> - MDI form basic building MDI form creating MDI Child Forms
<b>BLOCK 5: DATABASE OBJECT (DAO) AND PROPERTIES</b>	
<b>12</b>	Database object (DAO) and properties -accessing Recordset objects- Move first, MoveLast, MovePrevious and MoveNext methods Begin , Commit and Rollback transaction accessing Microsoft Access files.
<b>13</b>	Active Data Objects (ADO) ADO and OLE DB and ADO Primer What are OLE DB and ADO? ADO object Model Converting DAO Code to Use ADO.
<b>14</b>	Connecting to the database Retrieving a recordset Creating a query dynamically Using a parameterized query using action queries - Adding records Editing records closing the database connection.

#### **Text Books**

2. Gary Cornwell Visual basic 6 , Tata McGraw Hill

#### **Reference Books:**

4. Scott warner Teach yourself Visual basic 6 , Tata McGraw-Hill
5. Noel Jerke The Complete Reference , Tata McGraw-Hill
6. Eric A. Smith, Valar Whisler, and Hank Marquis Visual Basic 6 programming

<b>COURSE CODE</b>	<b>TITLE OF THE COURSE</b>
<b>10164 / 12764</b>	<b>VISUAL BASIC PROGRAMMING LAB</b>

### Course objectives

- To be able to understand the fundamentals of windows GUI
- To be able to run variable applications on windows
- To be able to understand visual Basic Programming concepts

### Course outcome

- Students can develop GUI based applications using VB

<b>Unit No.</b>	<b>Contents</b>
	<b>BLOCK 1</b>
<b>1</b>	Building simple applications
<b>2</b>	Working with intrinsic controls ,Control Arrays
	<b>BLOCK 2</b>
<b>3</b>	Application with multiple forms
<b>4</b>	Application with dialogs
<b>5</b>	Application with Menus
<b>6</b>	Application using data controls
<b>7</b>	Application using Common Dialogs
	<b>BLOCK 3</b>
<b>8</b>	Drag and Drop Events
<b>9</b>	Database Management
<b>10</b>	Creating ActiveX Controls
<b>11</b>	Database object (DAO) and properties
<b>12</b>	Active Data Objects (ADO) ADO and OLE DB
	<b>BLOCK 4</b>
<b>13</b>	Connecting to the database ,Retrieving a recordset Creating a query dynamically Using a parameterized query using action queries - Adding records Editing records closing the database connection
	<b>BLOCK 5</b>

<b>14</b>	<p><b>Simple Application development:</b></p> <ol style="list-style-type: none"> <li>1. Library information system</li> <li>2. Students mark sheet processing</li> <li>3. Telephone directory maintenance</li> <li>4. Gas booking and delivering</li> <li>5. Electricity bill processing</li> <li>6. Bank Transaction</li> <li>7. Pay roll processing</li> <li>8. Personal information system</li> <li>9. Question database and conducting Quiz</li> <li>10. Personal diary</li> </ol>
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**Text Books**

5. Gary Cornwell Visual basic 6 , Tata McGraw Hill

**Reference Books:**

2. Scott warner Teach yourself Visual basic 6 , Tata McGraw-Hill
3. Noel Jerke The Complete Reference , Tata McGraw-Hill
4. Eric A. Smith, Valar Whisler, and Hank Marquis Visual Basic 6 programming

*Bachelor of Science (Psychology)*

## SEMESTER – I

Course Code	Title of the Course
11911A	PART- I TAMIL - I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்  
பிரிவு -1 : இசைப்பாடல்

கூறு 1

9. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்  
17. புல்லாங்குழல் கொடுத்த  
18. குருவாயூருக்கு வாருங்கள்

கூறு 2

25. கோகுலத்து பசுக்கள்  
26. கோகுலத்தில் ஒரு நாள் ராதை  
27. ஆயர்பாடி மாளிகையில்

கூறு 3

- பட்டுக்கோட்டை கல்யாண சுந்தரம்  
17. நெஞ்சில் குடியிருக்கும்  
18. செய்யும் தொழிலே தெய்வம்

கூறு 4

9. பாரதியார்  
கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

25. பாரதிதாசன் - உலகப்பன் பாட்டு (5)  
26. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு  
27. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

25. வல்லிக் கண்ணன் - வெறும் புகழ்  
26. கு.ப.இராஜகோபாலன் - எதற்காக?  
27. மீரா - பதினைந்து

கூறு 7

17. சிற்பி - சர்ப்ப யாகம்  
18. ஞானக்கூத்தன் - தோழர் மோசிகீரணர்

கூறு 8

17. அப்துல் ரகுமான் - கண்ணும் எழுதேம்  
18. சண்முக சுப்பையா - வயிறு

பிரிவு - 3 : காப்பியம்

கூறு 9

17. சிலப்பதிகாரம் - வழக்குரை காதை  
18. கம்பராமாயணம் - அயோத்தியா காண்டம்

பிரிவு - 4 : காப்பியம்



கூறு 10

9. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

கூறு 11

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
215. இன்னவாயில்  
216. கொழுந்தறும்  
217. பஞ்ச(ச) அரங்கில்

கூறு 12

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
218. எண்ணுளே  
219. ஒண்தலங்கள்  
220. இரவியேந்த கஞ்சக்

கூறு 13

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
221. கன்னியாயதாயும்  
222. ஏந்தி ஓங்கு உளத்து  
223. ஆவ தேமுனர்  
224. கொல்லும் வேலொடும்

கூறு 14

தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
225. என்ற வாசகம்  
226. அம்பினால்  
227. வேண்டும் ஓர் வினை

Course Code	Title of the Course
11911B	PART-I : COMMUNICATION SKILLS - I

**Learning objectives:**

1. To make students to understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline- Layout – Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV** Group Discussion–Quality of Content-Participation – Logical Presentation –Behavioural Skills

**References:**

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and Influence People, 1981.

5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
11912	PART-II : ENGLISH PAPER - I

***Learning objective:***

- To make the students master the different topics prescribed in the Prose, Grammar and Composition.

***BLOCK I: PROSE I***

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

***BLOCK II: PROSE II***

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

***BLOCK III: DEVELOPING GRAMMATICAL SKILLS***

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition- Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

***BLOCK IV: DEVELOPING WRITING SKILLS***

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

***References:***

- Sebastian D K, Prose for the Young Reader, Macmillan.
- Active English Grammar, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition by N.Krishnas

<b>Course Code</b>	<b>Title of the Course</b>
<b>11913</b>	<b>INTRODUCTION TO PSYCHOLOGY</b>

***Learning objectives:***

- To introduce the students to the subject of psychology, nature, scope and schools of psychology.
- To familiarize the methods used in psychology and to facilitate their knowledge about causes of behaviour.
- To provide the knowledge of basic concepts in psychology.

**BLOCK I: PERSPECTIVES IN PSYCHOLOGY**

**UNIT 1: Introduction**

Psychology Nature – Scope - Origin of psychology , Definition, Psychology- as a Science, Specialities within Psychology, Psychology and other Disciplines - Perspectives in Psychology:

***UNIT 2: Biology of behaviour***

Perspectives in Psychology: Psychodynamic - behavioural Humanistic - Bio Psychological Evolutionary Socio cultural cognitive

***UNIT 3: Work of Psychologists***

Typical behaviour Patterns Brain ad Behaviour Neurons and synapses A guide to the nervous system Association context Behaviour and experience test and right hemisphere functions

**BLOCK II: ASSESSMENT, PERCEPTION AND BEHAVIOUR**

***UNIT 4: Methods of Assessment In Psychology***

Goals of Psychological Enquiry, Introspective method Observation method Experimental method and correlation method

***UNIT 5: Methods of Assessment In Psychology***

Case Study Method, Clinical Method, Genetic Method, Interview Method, Survey Method, Rating Scales, Checklists, Questionnaires, Psychological Tests, Cross-cultural Method.

***UNIT 6: Sensory Process and perception***

Sensory channels sensory processes vision learning smell taste skin sense from sensory process the perception process: Attending from perception visual depth perception constancy movement perception individual differences

***UNIT 7: Foundations of Behaviour***

(Nervous system The neuron the neural impulse the central nervous system the brain location of the brain functions Peripheral nervous system The endocrine system

Impart of the functions of endoergic glands and summary 9Ref SK Mangal)

### ***BLOCK III: BIOLOGICAL BASES OF BEHAVIOUR AND CONSCIOUSNESS***

#### ***UNIT 8: Heredity and enrolment behaviour***

Biological bases behaviour (heredity) nature environment behaviour (environment) Hormones on behaviour Genetics and behaviour sociological bass of behaviour Environment Behaviour Natural internal behaviour (Physical or material environment) and behaviour Man made environment subjective environment How these two affect behaviour Heredity Vs Environment

#### ***UNIT 9: Principle of learning***

Classical Conditioning Instrumental conditioning cognitive Learning and learning some things are easier to learn than others

#### ***UNIT 10: States of consciousness***

Nature of Consciousness Brain and consciousness nature of Consciousness normal walking consciousness directed consciousness Flowing consciousness divide consciousness Fantasy and Day dreaming Sleep stages of sleep renoland Non REM Sleep dreams The content of dreams functions and meaning of dreams circadian Rhythms

#### ***UNIT 11: Nature of consciousness***

Altered states of consciousness characteristics of Altered states consciousness Hypothesis Depersonalization and near death experiences Meditation Altering consciousness with drugs

### ***BLOCK IV: PROCESS OF INFORMATION AND APTITUDE***

#### ***UNIT 12: Attention in psychology***

Attention definition types of attention Overt and covert attention factors influencing attention neural correlates of attention characteristics of attention Assessment of attention , determinants of Attention

#### ***UNIT 13: Perception in psychology***

Principles of perceptual organization constancies in perception size shape form space movement etc depth perception psychologists life span changes in perception extra sensory perception (ESP) illusion Plasticity of perception

#### ***UNIT 14: Aptitudes***

meaning and nature of aptitudes - Aptitude ability and achievement - Intelligence - aptitude and Interest measurement of aptitudes and Utility of Aptitudes – Aptitudes tests (ref Sk Mangal)

## *References*

1. Baron, R.A. (1996). Psychology. 3ed. New Delhi: Prentice Hall.
2. Lahey, B. B. (1998). Psychology: An Introduction. New Delhi: Tata Mc Graw Hill.
3. Feldman, R. S. (2002). Understanding Psychology. New Delhi: Tata Mc Graw Hill.
4. Bootzin, R. R., Bower, G. H., Crocker, J., & Hall, E. (1991). Psychology Today. London: Mc Graw Hill.
5. NCERT (2002). Introduction to Psychology- Part-I. New Delhi: NCERT.
6. Balachandran, M. (2003). Psychology for Nursing Students. Thiruvananthapuram: Maanas.
7. Parameshwaran, E. G. & Beena, C. (2006). An Invitation to Psychology. Hyderabad: Neelkamall

<b>Course Code</b>	<b>Title of the Course</b>
<b>11914</b>	<b>Human Developmental</b>

***Learning Objectives:***

- To learn about the history of the study of human development
- To comprehend the cultural notions of children and childhood
- To focus on Indian history and tradition in the exploration of human behaviour and development
- To provide a framework to locate human development and childhood in an interdisciplinary context

***BLOCK I: ASPECTS OF HUMAN DEVELOPMENT***

***UNIT 1: Introduction***

Introduction – Concept of human Development- Basic Concepts: Growth, Development, Stages Life span development and their characteristics

***UNIT 2: Maturation Aspects of development***

Maturation Aspects of development, Significant facts, Physical , social cognitive Moral principles of human development

***UNIT 3: Factors influencing human***

Ecological factors, heredity factors chromosomal abnormalities

***UNIT 4: Parental Development and Infancy***

Stages of parental development – teratogens and parental involvement New born appearance reflexes assessment and states of infancy

***BLOCK II: APPROACHES IN HUMAN DEVELOPMENT***

***UNIT 5: Physical and Motor development***

Cognitive and language development, psychological development- emotions , attachment and temperament

***UNIT 6: Physical Development***

Patterns of physical growth – the reflexes – structural and systematic changes – growth rate – Aging process – health factors



### ***UNIT 7: Childhood***

Early and middle childhood Physical and motor development, cognitive development language development, emotions, play, aggression and altruism

### ***UNIT 8: Intellectual Development***

Approaches: Psychometric, Piagetian and Information Processing. Moral Development: Kohlberg's Levels of Morality, Language development and Acquisition of language

## ***BLOCK III: EMOTIONAL AND DEVELOPMENT***

### ***UNIT 9: Emotional***

Emotions – The emerging sense of self – Emotions throughout life span development – Temperament Self Concept – socialization

### **UNIT 10: Self Development**

Identity crisis in adolescence – relationship with parents, peers, life partner and aging parents

### ***UNIT 11: Puberty and Adolescents***

Meaning biological changes, sexual maturation growth spurt, primary and secondary sexual characteristics, responses to physical changes, development of identity, Erikson and Marcia's views, Adolescents relationship family, Peers Adult society

## ***BLOCK IV: STAGES OF ADULTHOOD***

### ***UNIT 12: Early Adult hood***

Early Adulthood- Vocational adjustment foundation of intimate relationship and sexuality Marriage : Marital adjustment and conditions influencing it parenthood adjustment to parenthood

### ***UNIT 13: Middle Adult hood***

Psychical development – Occupational adjustment stable and unstable patterns, preparation for retirement psychological changes, coping with mid life crisis, changes in relationships marriage relationship with maturing children ageing parents siblings, grandparent hood , friendship

### ***UNIT 14: Late Adulthood***

Primary and secondary ageing, theories of ageing psychological aspects models of coping , models of successful ageing, lifestyle and social issues, work retirement and leisure. Personal relationship with adult children , siblings, great – grandparenthood stages and patterns of grieving

## *References*

1. Hurlock, E. B., (2001) *Developmental Psychology*, New Delhi: McGraw Hill
2. Srivastava, A. K., (2002) *Child Development: An Indian Perspective*, New Delhi, NCERT.
3. Diane E. Papalia and Sally Wendkos Olds (1998) *Human Development*, McGraw Hill, INC
4. Papalia D.E (2004) *Human Development 9<sup>th</sup> Edition* New delhi Tata McGraw Hill
5. Berk L.c. (2008) *child Development* New Delhi: prentice Hall of India (Pvt) Ltd

## SEMESTER –II

Course Code	Title of the Course
11921A	PART-I TAMIL-II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு 1: தேம்பாவணி

கூறு 1

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

228. சொல் தவிர்ந்த
229. அன்னை
230. அஞ்சுவார்
231. சொல்லக் கேட்டனள்
232. மற்செய்கை
233. மண்கனியப்
234. அழுது ஆர்ந்த

கூறு 2

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

235. பொய் பொதுளும்
236. இன்பு அருந்தி
237. வழுதாயின இன்பு
238. மறம் ஏவினர்

கூறு 3

தேம்பாவணி - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

239. மண்ணோர்கள்
240. பொய்யா விதியோய்
241. விடியா இருள்
242. அழுவார் எவரும்

பிரிவு 2: சிறுகதை, உரைநடை

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

19. முதலெழுத்துகள், சார்பெழுத்துகள்
20. மொழி முதலெழுத்துகள், மொழி இறுதி எழுத்துகள்



<b>Course Code</b>	<b>Title of the Course</b>
<b>11921B</b>	<b>PART-I : COMMUNICATION SKILLS - II</b>

***Learning objectives:***

1. To make students understand the basic skills of Communication.
2. To acquaint students with the important features of Communication skills.

**BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS**

**Unit – I** Code and Content of Communication Skills

**Unit – II** Stimulus and Response of Communication Skills

**BLOCK II: SPEAKING SKILLS**

**Unit – III** Effective Speaking Guidelines

**Unit – IV** Pronunciation Etiquette of Communication Skills

**Unit – V** Phonetics in Communication Skills

**BLOCK III: LANGUAGE SKILLS**

**Unit – VI** A self Assessment of Communicating Soft Skills

**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities

**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills

**Unit – IX** Conversation Skills –Modes

**Unit – X** Presentation Skills - Preparing –Planning-Presentation

**BLOCK IV: WRITING SKILLS**

**Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph

**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing

**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing – Letters, Proposals, Resume

**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters- Interviewing skills

***References:***

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup>Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

Course Code	Title of the Course
11922	PART-II : ENGLISH PAPER - II

**Learning objective:**

- To make the students master the different topics prescribed in the Poetry and Language use Sections.

**BLOCK I: POETRY - I**

- UNIT – 1 Sonnet - William Shakespeare  
 UNIT – 2 Lines Composed upon Westminster Bridge -William Wordsworth  
 UNIT – 3 Grecian Urn - John Keats (1795-1827)  
 UNIT – 4 Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

- UNIT – 5 The Road Not Taken - Robert Frost (1874-1963)  
 UNIT – 6 Strange Meeting - Wilfred Owen (1813-1918)  
 UNIT – 7 Gitanjali - Rabindranath Tagore (1861-1946)  
 UNIT – 8 The Coromandel Fishers - Sarojini Naidu  
 UNIT – 9 The Express - Stephen

Spender

**BLOCK III: DRAMA**

- UNIT – 10 Shakespeare : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

- UNIT – 11 Essay writing  
 UNIT – 12 Note Making  
 UNIT – 13 Report writing  
 UNIT – 14 Comprehension

ion

**References:**

- The Golden Quill, P.K. Seshadri, Macmillan.
- The Merchant of Venice, Shakespeare. (Any overseas edition).
- Active English Grammar, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
<b>I11923</b>	<b>SOCIAL PSYCHOLOGY</b>

***Learning objectives:***

- Summarize general information, through in-class discussion and assignments, pertaining to social
- psychological theories; Demonstrate knowledge, through examination procedures, of the major theories and research findings in social psychology.
- Become familiar with social psychological literature through independent reading and writing assignments.
- Apply social psychological theories and principles to your everyday behavior.

**BLOCK I: SOCIAL PSYCHOLOGY – AN OVERVIEW**

***UNIT 1: Social Psychology***

Scope and Methods of Social Psychology: Field of social psychology – Relation of psychology – Sociology and Anthropology – Practical Vs. Scientific knowledge – Social interaction and social influence and some variables under study – Society and culture – Interpersonal response traits –

***UNIT 2: Methods of social psychology***

Methods of social psychology – Observation -experiment - correlational method – Situational observation. Development of Social Behavior: Social behavior of Animal – Social life among insects – Territoriality, Dominance and status – Mammals – Social development in children – Infant social relation in early childhood.

***UNIT 3: Individual Society and Culture:***

The individual – Society – Social reality – Socio-economic status – Closed society and open society and culture primary and secondary groups – Rural and urban language – Child rearing practices – Values.

**BLOCK II: SOCIAL PERCEPTION AND INTERACTION**

***UNIT 4: Perceptual Process***

Social Perception: Perceptual process in infancy – Cognitive theories – personal factors- influence of wants and goals.

Person Perception: Nature of person perception – Impression formation – Halo effect – Stereotype – Order effect – Attribution process – Accuracy of judgements – Two traditions of person perception in India.

***UNIT 5: Language and Communication:***

Communication behavior – Language and communication-signs, signals and symbols –



Language a cultural product – Meaning of meaning – Language and socialization.

### ***UNIT 6: Sociometry***

Interpersonal Attraction: Sociometry – Theories of interpersonal attraction – Attraction and social interaction.

Social Motivation: Behavior is biogenic and sociogenic – Social drives – Need for affection, dependence, aggression, self-assertion – Achievement motivation – Maslow's theory – Social incentives – Rewards and punishments praise and reproof – Competition and co-operation.

## **BLOCK III: ATTITUDE AND LEADERSHIPS**

### ***UNIT 7: Social Attitudes***

Definition – Components – Beliefs, attitudes and values – formation of attitudes – Measurement – Method of social distance – Thurston's method – Likert's method – Osgood's method of semantic differential – Processes of attitude change – Persuasion radicalism and conservatism – Diffusion of innovations – Resistance to change – Attitude and behavior – Theories – Indian studies – Gandhian methods.

### ***UNIT 8: Groups Formation of Groups***

Kinds of groups – Togetherness – Small groups – properties of group – Formal and informal groups – Group structure – Group norms – Experimental studies – Village factions – Group effectiveness, cohesiveness – Reference group – Group morale – Group dynamics.

### ***UNIT 9: Conformity and Deviation:***

Conformity – Deviation – Social mobility – Crime and delinquency.

### ***UNIT 10: Leadership and Social Power***

Leadership and Social Power: Leadership and dominance – Institutional leaders – Dominant leaders – Persuasive leaders – Expert – Experimental studies – Traits – situational test – Factorial studies – Democratic Vs. authoritarian leaders – Leaders and the led – Theories of leadership – Emerging pattern of rural leadership in India – Social Power – Bases of power – Exchange theory.

## **BLOCK IV: OPTION AND BEHAVIOUR**

### ***UNIT 11: Public Opinion***

Propaganda and Prejudice: Public opinion – Meaning – Process – Steps in opinion formation – Role of leaders – Gauging public opinion – Survey method – Propaganda – Its relation to education – Language and propaganda – Role of suggestion – Techniques – Prejudice – Characteristics – Growth – Forms of hostile action – Methods to reduce prejudice.

### ***UNIT 12: Collective Behavior***

Mass society – Audience – Mob behavior – Kinds of mobs – Theories of crowd behavior – Rumours and mass hysteria, fads and crazes – Social movements.

***UNIT 13: Social Change***

Definition – Psychological processes involved – Barriers to change – Attitude toward innovation – Values and norms – Problems of motivation.

***UNIT 14: Social Conflicts and their resolution:***

Tensions and conflicts – Various problems in Indian society leading to conflicts – Gandhian techniques resolution.

National Integration: Characteristics of a nation – Barriers to the growth of integration – Religion not a factor – Role of social learning.

***References***

1. Baron R A, and Byrne D, Social Psychology, 7th edn, New Delhi: Prentice Hall of India Private Ltd., 1999.
2. Feldman R S, Social Psychology, 2nd Edn, New Jersey: Prentice Hall Inc., 1998.
3. Krech D, Crutchfield S and Ballachey E L, Individual in Society: Text Book of Social Psychology, Tokyo: Hill Kiogakuha, Ltd.,1962.
4. Kuppuswamy B, An Introduction to Psychology, Bombay, Media Promoters & Publishers Pvt. Ltd, 1980.

Course Code	Title of the Course
11924	INDUSTRIAL PSYCHOLOGY

*Learning Objectives:*

**BLOCK I: INDIVIDUAL BEHAVIOUR**

**UNIT 1: Industrial psychology**

Industrial psychology: Definition – Nature – Scope – Objectives – Areas covered in industrial psychology

**UNIT 2:** Contribution of industrial psychology – Basic Concepts – Foundations of industrial psychology.

*UNIT 3: Individual Behaviour*

Individual Behaviour: Individual Differences: Meaning – Nature – Dimensions – Values of individual differences in industries

*UNIT 4: Factors influencing Individual Behaviour*

Factors influencing Individual Behaviour: Personality – Learning – Ability – Perception – Attitude – Job Satisfaction: Factors influencing job satisfaction.

**BLOCK II: MORALE AND BEHAVIOUR**

*UNIT 5: Morale*

Morale: Morale: Meaning – Types – Aspects – Characteristics of high and low morale – Essential requirements for high morale – Psychological requirements for high morale.

*UNIT 6: Motivation:*

Meaning of Motivation – Importance – Types – Motivation in industry – Monetary and non-monetary incentives. Fatigue, Boredom and Monotony: Meaning – Causes – Remedies.

*UNIT 7: Group Behaviour*

Group Behaviour: Groups: Meaning – Definition of Group - Types – Group dynamics – Group norms – Group cohesiveness – Advantages of group

**BLOCK III: LEADERSHIP AND STRESS**

*UNIT 8: Leadership*

Leadership: Definition of Leadership- Meaning – Types – Importance of leadership – style of leadership- Qualities of a successful leader.

### ***UNIT 9: Leadership Skill***

Organisation of culture- Role model – Behaviour Adjustment- team Work- Performance- Creativity –Interpersonal Intra personal skill-cultural flexibility – communication –Self assessment of learning

### ***UNIT 10: Stress:***

Meaning – Sources of stress – Causes of stress – Managing stress – Nature of stress- Stress management –Ethical dilemmas- Work Environment Factors

### **BLOCK IV: LIFE AND WORKERS**

#### **UNIT11: Maladjusted Worker**

Maladjusted Worker: Meaning – Causes of Maladjustment–Readjustment.  
- Maladjustment worker

### ***UNIT 12: Counselling***

Meaning – Significance – Types and process – Employee health, safety and security – Industrial accidents – Accident proneness – Prevention of accidents – Quality of Work

### ***UNIT 13 : Life***

Meaning – Importance – Factors affecting quality of work life

### ***UNIT 14: Work Motivation***

Attitude of working culture –Behaviourism -Work Place –Psychological Health

### ***References***

1. Ghosh P K & Ghorpade M B, Industrial Psychology, Himalaya Pub, Mumbai.
2. Ramnath Sharma, Industrial Psychology, Rajhans Prakashan Mandir, Meerut.
3. Arnold John et-al, Work Psychology: Understanding human behaviour in the work place, Macmillan, Delhi.

## **SEMESTER –III**

Course Code	Title of the Course
11931A	PART -1 TAMIL -III

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### **பிரிவு 1: இலக்கியம் - 1**

- கூறு 1: பத்துப்பாட்டு – முல்லைப்பாட்டு  
கூறு 2: எட்டுத்தொகை – ஐங்குறுநூறு  
கூறு 3: கபிலர் - குறிஞ்சித்திணை  
கூறு 4: மஞ்சைப்பத்து – முதல் மூன்று பாடல்கள்  
கூறு 5: குறுந்தொகை – பரணர் பாடல்கள் பா. எண். 19, 24, 36, 128, 399

### **பிரிவு 2: இலக்கியம் - 2**

- கூறு 6: நற்றிணை – பெருங்குன்றூர்கிழார் - பா. எண். 5  
பெருவழுதியார் - பா. எண். 55  
பெருங்கௌசிகனார் - பா. எண். 139  
கூறு 7: நற்றிணை – கருவூர்க்கோசிகனார் - பா. எண். 214  
உலோச்சனார் - பா. எண். 249  
கூறு 8: அகநானூறு – சேந்தம்பூதனார் பாடல்கள் பா.எண். 84, 207  
கூறு 9: புறநானூறு – மறோக்கத்து நப்பசலையார் பாடல்கள்  
பா. எண். 37, 39, 126, 226, 280

### **பிரிவு 3: பதினெண்கீழ்க்கணக்கு**

- கூறு 10: பதினெண் கீழ்க்கணக்கு – திருக்குறள் - வாழ்க்கைத் துணை நலம் (6),  
அறிவுடைமை (43), பிரிவாற்றாமை (116)  
கூறு 11: நான்மணிக்கடிகை – எள்ளற்க (3), பறைபடவாழா (4),  
கூறு 12: நான்மணிக்கடிகை - மண்ணயறிப (5), கள்ளிவயிற்றில் (6), கல்லிற்பிறக்கும்(7)

### **பிரிவு 4: நாடகம் - புதினம்**

- கூறு 13: நாடகம் - இராசராசசோழன் - அரு. இராமநாதன்  
கூறு 14: நாவல் - சுவடுகள் - இரா. பாலசுப்பிரமணியன், சத்யா வெளியீடு, மதுரை.

Course Code	Title of the Course
11931B	<b>PART-I : HUMAN SKILLS DEVELOPMENT - I</b>

***Learning objective:***

1. To Make the Students develop human skills

**BLOCK I: HUMAN SKILLS AND HABITS**

**Unit – I** Human Skills –Developing skills-Types

**Unit – II** Mind-Levels of functions Habits-Meaning-Types-Merits of good habits - Interpersonal Relationship- Features- Interpersonal Behaviour

**BLOCK II: PERSONALITY AND SELF CONCEPT**

**Unit – III** Thinking ahead- Significance of thinking ahead

**Unit – IV** Developing Personality-Meaning -Need- Factors influencing personality, Ways of developing personality -Building positive personality

**Unit – V** Self-concept-Self-esteem-Meaning-Importance - Self- efficacy-Self-acceptance-Meaning-Importance - Etiquette-Meaning- Etiquettes in using mobile, telephones-Dais Etiquette

**BLOCK III: TYPES OF SKILLS**

**Unit – VI** Goal-setting Skills-Meaning-Types-Importance-

**Unit – VII** Decision-making skills-Meaning-Types-Steps in decision-making

**Unit – VIII** Negotiating Skills-Styles-Structure-Creating negotiation- Competitive Negotiation

**BLOCK IV: HUMAN RELATIONS**

**Unit – IX** Attitudes-Meaning-Types-Importance-Developing positive attitudes

**Unit – X** Coping with Change-Meaning-Characteristics-Importance of change Resistance to change-Dealing with change

**Unit – XI** Leadership-Meaning-Importance-Characteristics-Styles-

**Unit – XII** Human Relations Skill-Need-Canons of good human relations

**Unit – XIII** Counselling-Meaning-Importance-Forms- Conflicts-Meaning- Types- Causes-Effects-Managements of conflicts

**Unit – XIV** Stress-Meaning-Types-Causes-Effects-Managing the stress - Anger- Meaning-Causes-Consequences-Anger Management

***References:***

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.

3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
11932	PART-II : ENGLISH PAPER - III

***Learning objective:***

- To make the students master the different topics prescribed in the Short Stories, One Act Plays, Grammar and Composition.

**BLOCK I: SHORT STORIES**

UNIT – 1	A Hero	- R.K. Narayanan
UNIT – 2	The Diamond Necklace	- Guy de Maupassant
UNIT – 3	The Verger	- Somerset Maugham
UNIT – 4	The Postmaster	- Rabindranath Tagore

**BLOCK II: ONE ACT PLAYS - I**

UNIT – 5	The Proposal	- Anton Chekhov
UNIT – 6	The Boy Comes Home	- A.A. Milne
UNIT – 7	The Silver Idol	- James R. Waugh
UNIT – 8	Progress	- St. John Ervine

**BLOCK III: ONE ACT PLAYS - II**

UNIT – 9	The Pie and the Tart	- Hume Chesterman
UNIT – 10	Reunion	- W.st. Joh Tayleur
UNIT – 11	A kind of Justice	- Margaret Wood
UNIT – 12	The Refugee	- Asif Currimbhoy

**BLOCK IV: GRAMMAR AND COMPOSITION**

UNIT – 13	Parts of speech-Noun- Pronoun- Adjective Degrees of Comparison- Verb- Adverb
UNIT – 14	Agenda- Minutes- Notice- Descriptive Writing

***References:***

- Aroma, Ed. by the Board of Editors, Publishers- New Century Book House, Chennai.
- Six Short Stories, Ed. by the Board of Editors, Harrows



Publications, Chennai. One Act Plays, Ed. by the Board of Editors, Harrows Publications, Chennai.

3. Modern English – A Book of Grammar Usage  
and Composition by N.Krishnas

4. English for Communication, Ed. by the Board of Editors,  
Harrows Publications, Chennai.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11933</b>	<b>Psychological Statistics</b>

***Learning : Objectives***

- To enable students to appreciate various statistical methods used for analysing psychological data.
- To facilitate competencies to analyse data for interpreting the psychological implications.
- To develop and facilitate knowledge and skills in utilizing computer packages for statistical analyses.

**BLOCK I: STATISTICAL MEASURES**

***UNIT 1: Statistics***

Definitions of statistics Importance of Statistics in Psychological and Research Collections of Data Primary and Secondary-classification of Data Formation of Frequency distribution

***UNIT 2: Diagrammatic and Graphical***

Diagrammatic and Graphical representation of Statistical Data Simple Multiple sub divided, percentage Bar Diagram and Pie diagram – Histogram Frequency polygon Frequency Curve, Ogives

***UNIT 3: Measures of Central Tendency***

Measures of Central Tendency Mean Median Mode Geometric Mean and Harmonic Mean

**BLOCK II: CONCEPTS OF DISPERSION CORRELATION AND PROBABILITY**

***UNIT 4 : Measure of Dispersion***

Measure of Dispersion range Quartile Deviation, Mean Deviation (about mean) Standard Deviation and Co efficient of variance –concept of Skewness –Karl Pearson and Bowley’s coefficient of Skewness –Simple Problems- Kurtosis (concept only)

***UNIT 5: Correlation***

Correlation-Scatter diagram – Karl Pearson co efficient of correlation Spearman’s Rank correlation – regression equation –Properties of regressive coefficient simple problems

***UNIT 6: Concept of probability***

Concept of probability basic Definition- mathematical and statistical approach – Addition and multiplication Theorems(without proof) simple Problems

**BLOCK III: DISTRIBUTIONS AND VARIANCE**

***UNIT 7 : Normal Distribution***

Concept of Probability, Meaning, Importance and Characteristics of Normal Probability Curve, Deviations from Normal Probability Curve

***UNIT 8: Binomial Distributions***

Skewness and Kurtosis, Applications of Normal Probability Curve, Binomial Distributions.

### ***UNIT 9: Analysis Of Variance***

Purpose and Assumptions of Analysis of Variance, One way and Two way Analysis of Variance

### ***UNIT 10: Non-Parametric Tests***

Nature and Assumptions, Distribution Free Statistics, Chi-square, Contingency Co-efficient, Median and Sign test, Friedman test

## **BLOCK IV: ANALYSIS AND INTERPRETATION**

### ***UNIT 11: Preparation of Data for Computer Analysis***

Familiarisation with Software Packages for Statistical Analysis and their Applications.

### ***UNIT 12: Inferential Statistics***

Introduction to Inferential Statistics and Hypothesis Testing about the Difference between Two Independent Means: The meaning of Statistical Inference and Hypothesis Testing; Hypothesis Testing about the difference between Two Independent means; Null and the Alternative Hypotheses;

### ***UNIT 13: The Random Sampling Distribution***

The Random Sampling Distribution of the Difference between Two Sample Means; Properties of the Sampling Distribution of the Difference between Means; Choice of HA: One-Tailed and Two-Tailed Tests;

### ***UNIT 14: Interpreting the Results of Hypothesis Testing***

A Statistically Significant Difference versus a Practically Important Difference; Errors in Hypothesis Testing; Power of a Test; Levels of Significance versus p-Values.

### ***References***

1. Garrett, H. E. (2004). *Statistics in Psychology and Education*, 6th ed. New Delhi: Paragon International Publishers.
2. Mangal, S. K. (2004). *Statistics in Psychology and Education*. 2nd ed. New Delhi: Prentice Hall.
3. Guilford, J. P., & Fruchter. (1987). *Fundamental Statistics in Psychology and Education*. 6th ed. Singapore: McGraw Hill.
4. Giriya, M., Sasikala, L., & Giriya. (2004). *Introduction to Statistics*. 1st ed. New Delhi: Vrinda Publications.
5. Bhandarkar, K. M. (2006). *Statistics in Education*. 1st ed. Hyderabad: Neelkamal.
6. Kumar, P. (2006). *Psychological Statistics*. 1st ed. Jaipur: Aavishkar Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11934</b>	<b>Psychopathology</b>

***Learning Objectives:***

1. Be familiar with and able to discuss several different theoretical perspectives in the general field of psychopathology as well as the empirical support for these theories.
2. Be able to apply these theoretical perspectives in reviewing each of the psychopathological conditions covered in the course.
3. Be familiar with and able to discuss the DSM-IV multi-axial classification of mental disorders and the criteria for diagnosing these disorders.
4. Be able to apply the DSM-IV classification system in determining the appropriate diagnosis of clinical cases.
5. Have a substantial foundation of knowledge about psychopathology to apply in formulating appropriate and effective intervention strategies to treat a broad spectrum of psychopathological conditions.

**BLOCK I: BEHAVIOURS AND DISORDERS**

***UNIT 1: Abnormal Behaviour***

Meaning- Historical conceptions of Abnormal behaviour; Biological viewpoint, Psychosocial viewpoint and Sociocultural viewpoint

**UNIT 2: Anxiety Disorders:** panic disorders & agoraphobia: Specific phobias, Social phobia; Generalized anxiety disorder; Obsessive compulsive disorders

***UNIT 3: Somatoform & Dissociative disorders***

Somatization disorder, hypochondriasis, Panic disorder, conversion disorder; Dissociative Amnesia, dissociative fugue, dissociative trance disorder, dissociative identity disorder, multiple personality disorder

***UNIT 4: Personality Disorders***

Clinical Features, Types, Causal factors in Personality disorder, Treatment: Anti-Social (psychopathic) Personality - clinical picture, causal factors & treatment

**BLOCK II: RETARDATION**

***UNIT 5: Mental Retardation***

Definition of mental retardation, levels of mental retardation, Causes - biological, psychosocial deprivation Types of Mental Retardation,

**UNIT-6 Mental Illness:** Signs, symptoms and syndromes. Causes of abnormal behaviour: biological, psychological, social, and cultural factors.

***UNIT-7 Organic Mental Disorders***

Treatment Organic mental disorders - delirium, dementias associated with Age -

Alzheimer's disorder, causal factors & treatment

***UNIT 8 : Conversion and dissociative disorder***

**BLOCK III: SYSTEMS IN PSYCHOPATHOLOGY**

***UNIT 9: Psychological models of psychopathology***

Biological, psychodynamic, behavioural, cognitive behavioural.

***UNIT 10: Psychotic Disorder***

Symptoms, types, etiology, and treatment: Schizophrenia and delusional disorder.

***UNIT 11: Classification systems in psychopathology***

ICD-10 and DSM–5; Approaches to psychopathology: Biological, psychodynamic, behavioral, cognitive, and socio-cultural, social constructionist.

**BLOCK IV: VARIOUS DISORDERS**

***UNIT 12: Trauma and stress related disorders***

PTSD, Dissociative disorders: Dissociative identity disorders, derealization disorders.

***UNIT 13: Eating and sleep disorders***

Anorexia nervosa, Bulmia nervosa, Insomnia and Narcolepsy.

***UNIT 14: Schizophrenia spectrum and other psychotic disorders***

Schizophrenia, delusional disorder, brief psychotic disorder. Bipolar and related disorder: Bipolar I, &II, cyclothymic disorder. Depressive disorder: Disruptive mood dysregularities, major depressive disorder.

***References***

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2. Carson, Robert, Butcher, James V., Coleman, James (1988): Abnormal Psychology and Modern Life, VIII edition, Scott, Frismand & Co.
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15. Sarason. I. G. & Sarason, B. R. (2006). Abnormal psychology. (11 thEd). Delhi: Prentice Hall India.

## SEMESTER –IV

Course Code	Title of the Course
11941A	PART 1 TAMIL IV

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

### பிரிவு 1: செய்யுள் உறுப்புகள்

- கூறு 1: செய்யுள் உறுப்புகள் - யாப்பு - எழுத்து, அசை, சீர்,  
கூறு 2: செய்யுள் உறுப்புகள் - யாப்பு - தளை, அடி, தொடை  
கூறு 3: வெண்பா, ஆசிரியப்பா, கலிப்பா, வஞ்சிப்பா,  
கூறு 4: புதிய யாப்பு வடிவங்கள் - சிந்து, கண்ணி, கீர்த்தனை  
கூறு 5: புதுக்கவிதையில் குறியீடு – படிமம்.

### பிரிவு 2: அகப்பொருள் - புறப்பொருள்

- கூறு 6: அகப்பொருள் - புறப்பொருள் - ஐந்திணை விளக்கம்  
கூறு 7: அகப்பொருள் துறைகள் - வரைவு கடாதல், அறத்தொடு நின்றல்,  
உடன்போக்கு  
கூறு 8: புறப்பொருள் துறைகள் - வஞ்சினக்காஞ்சி, கையறுநிலை, செவியறிவுறூஉ

### பிரிவு 3: அணி

- கூறு 9: அணி இலக்கணம் - உவமை, உருவகம், வேற்றுமை, பிறிது மொழிதல்,  
தற்குறிப்பேற்றம், சிலேடை, பின்வருநிலை.  
கூறு 10: நிறுத்தல் குறிகள்.

### பிரிவு 4: காப்பியம் - சங்க இலக்கியம்

- கூறு 11: தொல்காப்பியம் - சங்கஇலக்கியம் - எட்டுத்தொகை, பத்துப்பாட்டு,  
கூறு 12: பதினெண்கீழ்க்கணக்கு.  
கூறு 13: ஐம்பெருங்காப்பியங்கள் - பிற்காலக் காப்பியங்கள் - கம்பராமாயணம் -  
பெரியபுராணம்.  
கூறு 14: இக்காலக் காப்பியங்கள் - பாரதியின் பாஞ்சாலி சபதம் - பாரதிதாசனின்  
பாண்டியன் பரிசு - கண்ணதாசனின் இயேசு காவியம் , சிற்பியின் - மௌன  
மயக்கங்கள்.

Course Code	Title of the Course
11941B	PART-I : HUMAN SKILLS DEVELOPMENT - II

*Learning objective:*

1. To Make the Students develop human skills.

**BLOCK I: GUIDANCE AND COUNSELLING**

**Unit – I** Guidance & Counselling – Role of Counsellor - Importance and Techniques of counselling

**Unit – II** Managerial skill- Need – Importance

**Unit – III** Human relational skills-Communication-Attention

**BLOCK II: TECHNICAL SKILLS**

**Unit – IV** Conceptual skills-Meaning-Importance

**Unit – V** Technical skills-Techniques-Practices-Tools-Procedures

**Unit – VI** Presentation skills-Planning-Preparation-Delivery

**Unit – VII** Organization skills-Meaning-Nature-Importance-Types

**Unit – VIII** Multi-Tasking skills Responsibilities-Causes

**Unit – IX** Leader- Qualities of a good leader

**BLOCK III: UNDERSTANDING SKILLS**

**Unit – X** Understanding Skills -Human systems: Individual, Group, organization, and their major interactions

**Unit – XI** Understanding Skills -Human systems: Community and Society, and their major interactions

**BLOCK IV: SOCIETY BASED SKILLS**

**Unit – XII** Problem solving skills – Handling –Facing - Importance

**Unit – XIII** Cooperative Learning Skills

**Unit – XIV** Making Social Responsibilities-Causes



***References:***

1. Les Giblin, Skill with People, 1995.
2. Shiv Khera, You Can Win, 2002.
3. Christian H Godefroy, Mind Power.
4. Dale Carnegie, How to Enjoy Your Life and Your Job, 1985.
5. Natalie H Rogers, How to Speak without Fear, 1982.
6. Dale Carnegie, How to Develop Self-Confidence and Influence People by Public Speaking.

Course Code	Title of the Course
11942	PART-II : ENGLISH PAPER - IV

***Learning objective:***

- To make the students master the different topics prescribed in the Short Stories, Drama, Fiction, Tales from Shakespeare, Biographies, Grammar and Composition.

**BLOCK I: SHORT STORIES**

- UNIT – 1 Lalajee - Jim Corbett
- UNIT – 2 A Day's Wait - Hemmingway
- UNIT – 3 Two old Men - Leo  
Tolstoy UNIT –4 Little  
Girls wiser than - Men  
Tolstoy
- UNIT – 5 Boy who wanted more Cheese - William Elliot Griffir

**BLOCK II: DRAMA AND FICTION**

- UNIT – 6 Pygmalion - G.B. Shaw
- UNIT – 7 Swami and Friends - R.K. Narayanan

**BLOCK III: SHAKESPEARE**

- UNIT – 8 - The Merchant of  
Venice UNIT – 9 - Romeo and  
Juliet
- UNIT – 10 - The Winter's Tale

**BLOCK IV: BIOGRAPHIES, GRAMMAR AND COMPOSITION**

- UNIT – 11 - Martin-Luther king - R.N. Roy
- UNIT – 12 - Nehru - A.J.  
Toynbee
- UNIT – 13 - Concord- Phrases and Clauses-Question Tag
- UNIT – 14 - Expansion of Proverbs
- Group Discussion
- Conversation (Apologizing, Requesting, Thanking )

***References:***

1. Sizzlers, by the Board of Editors, Publishers:-Manimekala Publishing House, Madurai.
2. Pygmalion – G.B. Shaw
3. Swami and Friends – R.K. Narayan
4. Tales from Shakespeare Ed. by the Board of Editors, Harrows Publications, Chennai.
5. Modern English – A Book of Grammar Usage and Composition by  
N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11943</b>	<b>Cross Cultural Psychology</b>

***Learning Objectives:***

- To understand the interface between psychology and culture
- To understand theory and practice of psychology in a cultural context
- To make acquainted with the critical perspectives towards mainstream mental health practice
- To understand the history and current status of mental health practice in India
- To offer research orientation on various cultural issues in the context of India
- Provide an understanding on culture and psychological processes
- To Sensitize the importance of interdisciplinary approach in psychology
- To understand Eastern perspectives in psychology

**BLOCK I: PSYCHOLOGY AND CULTURE**

***UNIT 1: Introduction***

Definition of culture Approaches to culture Interface between psychology and culture  
Pancultural principles verses culture

***UNIT 2 : specific Differences of culture***

Specific Differences: Etics and Emics Methods of understanding culture, scope of cultural psychology.

***UNIT 3: Culture and perception***

Culture and perception – perception and experience cultural influence on visual perception Culture and Cognition culture,

***UNIT 4: Categorization of culture***

Categorization and concept formation, culture and memory, Culture and consciousness- culture and dreams, culture and time, culture and perception of pain

**BLOCK II: CULTURAL INFLENCES**

***UNIT 5: Culture and intelligence***

Culture and intelligence – cross cultural research on intelligence, cultural differences in the meaning and concept of intelligence

***UNIT 6: Culture and health***

Difference in the definitions of health, sociocultural influence on physical health and medical disease process Cultural influences on attitudes and beliefs related to health

and diseases Culture,

***UNIT 7: Self culture and personality***

Self culture and personality Culture and gender –culture and gender stereotype, How does culture influence gender ?

**BLOCK III: INDIAN CULTURE**

***UNIT 8: Culture in India***

Indigenous healing traditions in India. History of mental health practices in India Current status of mental health practice in India Key issues in the theory and practice of mental health in India

***UNIT 9: Eastern perspectives in Psychology (15 hrs)***

The concept of mind in Samkhya and Nyaya-Vaisesika philosophy Bhagavad Gita and mental health Concepts of health and illness in Ayurveda Personality – implications from Yoga Indian perspective on emotion

***UNIT 10: Philosophical Antecedents***

Cultural Psychology definition and meaning; Platonism, positivism, relativism, historicism; Methods of cross-cultural research; Cultural Narratives; Methodological Issues

**BLOCK IV: CULTURAL FACTORS**

***UNIT 11: Socialization & Development; Cultural Learning***

Attribution; Notions of Individuality and relatedness; Intergroup Behaviour Cultural Ideals; Acculturation, Enculturation and Socialization; Child Rearing, parenting and family in Indian setting; Play, use of symbols and communication

***UNIT 12: Cognitive and Cultural factors***

Notion of g and s; Genetic epistemology; Cultural factors in memory and information processing; Ability testing;

***UNIT 13: Intellectual Processes***

Emotional Intelligence; Metacognition; Theories of mind and metacognition

***UNIT 14: Suggestive Assignment***

Report on cultural influences on parenting in personal local setting; identification of cultural ideals

***References***

1. Matsumoto,D and Juang,L(2004).Culture and Psychology. Third edition. UNITED States: Thomson wadsworth .
2. Misra,G and Mohanthy .A.k(2002) .Perspectives on indigenous Psychology .
3. Valsiner,J(2007).Culture in minds and societies . Foundations of cultural Psychology New Delhi :Sage publications
4. Misra ,G (2003).implications of culture for psychological knowledge .in J.W .Berry R.C Mishra and R.C Tripathi.(Eds).Psychology in human and social development .New Delhi : Sage publications
5. Dalal,A.K and Misra ,G (eds) (2002).New directions in Indian Psychology . New delhi: Sage publications NewDelhi.concept publishing company
6. Basu, A.M. (2004). A new knowledge of madness-nineteenth century Asylum Psychiatry in Bengal. Indian Journal of History of Science, 39 (3),247-277.
7. Basu, A.M. (2004). Emergence of a marginal science in a colonial city: Reading psychiatry in Bengali periodicals. The Indian Economic and Social History Review, 41 (2), 103-141.
8. Basu, A.M. (2005). Historicizing Indian Psychiatry. Indian Journal of Psychiatry. 47, 126-129.
9. Basu, A.R. (2005). Culture and mental health. Health Action, 18 (11), 7-8.
10. Bhugra,J.C.D and Campion. D. (1997). Experiences of religious healing in psychiatric patients in South India. Soc Psychiatry Epidemiol 32(9 )215-221 Christ University, Bangalore –29.
11. Kakar, S. (1982). Shamans, Mystics and Doctors. A Psychological inquiry into India and its Healing Traditions. Delhi: Oxford University Press.
12. Mills, J.H. (1999).Re-forming the Indian: Treatment regimes in the lunatic asylums of British India, 1857-1880.The Indian Economic and Social History Review.36(4) 407-409
13. Sebastia ,B(2009).Restoring mental health in India, Pluralistic Therapies and concepts. new Delhi :oxford university press.
14. Berry, J.W., Poortinga, Y.H., & Pandey, J. (Eds.) (1997). Handbook of cross- cultural psychology. Vol.1. Boston: Allyn & Bacon.
15. Berry, J.W., Poortinga, Y.H., Segall, M.H., & Dasen, P.R. (1992). Cross-cultural psychology: Research and applications. Cambridge: Cambridge University Press.
16. 3. Berry, J.W., Segall, M.H., & Kagitcibasi, C. (1997). Handbook of cross-cultural psychology. Vol.3. Boston:
17. Allyn & Bacon. 4. Geertz, C. (1973). The interpretation of cultures. NY: Basic books.
18. Gergen, K.J., Glurce, A., Lock, A. & Misra, G. (1996). Psychological science in cultural context. American Psychologist, 51, 496-503.

19. Goldberger, N.R. & Veroff, J.B. (Eds.) (1995). *The culture and psychology reader*. NY: New York University Press.
20. Kakar, S. (1997). *Culture and Psyche*. Delhi: Oxford University Press.
21. Greenfield, P. M. (1997). You can't take it with you: Why ability assessments don't cross cultures. *American Psychologist*, 52, 1115-1124. (CP

Course Code	Title of the Course
11944	EDUCATIONAL PSYCHOLOGY

### *Learning Objectives*

1. Identify and discuss learning, motivational, and developmental theories and psychological concepts related to education.
2. Integrate theory and research to develop and implement a lesson plan related to educational psychology.
3. Discuss best classroom and institutional practices in education.
4. Describe the various educational research methods and apply this knowledge to evaluate educational research studies.

### **BLOCK I: NATURE OF EDUCATIONAL PSYCHOLOGY**

#### *UNIT 1: Introduction*

Definition, Historical Background, Role and Scope of Educational Psychology, Effective Teaching Methods.

#### *UNIT 2: Educational Psychology*

Educational Psychology: Meaning - Definition - Nature and scope - Relation between psychology and education

#### *UNIT 3 :Nature of educational psychology*

Scope of educational psychology - Methods of educational psychology

**UNIT 4: Human Development** - Growth and development - Principles of development - Theories of growth and development - Psycho-analytic theory

### **BLOCK II: PSYCHOLOGICAL DEVELOPMENT**

#### *UNIT 5: Erickson's theory of psychosocial development*

Kohlberg's theory of moral - Jean Piaget's theory of development - Stages of Development of adolescent - Educational measures

#### UNIT 6: Nature of Learning

Nature of learning - Learning and maturation - Factors affecting learning- Theories of learning Plateau of learning - Individual Differences – Memory- Remembering and forgetting - Motivation.

#### *UNIT 7: Intelligence*

Definition of intelligence - Types of intelligence - Factor theories of intelligence - Measuring intelligence - Classification of intelligence tests Intelligence test in India - Creativity - Theories of Creativity - Creativity and education



### **BLOCK III: PERSONALITY DEVELOPMENT**

#### ***UNIT 8: Personality***

Characteristics of Personality - Theories of Personality -Assessment of personality - The Rorschach Ink Blot test - Thematic Apperception Test (TAT) - Children's apperception test (CAT) - Psychodrama - Draw a man test - Doll play - Weakness of personality tests.

#### ***UNIT 9: Exceptional Children***

Types of Exceptional Children - Need for Special Education - Gifted Children - The Mentally Retarded - Hearing Impairment -Blindness - The Orthopedically handicapped - Educational Guidance - Vocational guidance - Guidance personnel - Problems of educational guidance

#### ***UNIT-10: Student Development and Diversity***

General Principles of Development, Importance of Development in Education, Brain and Cognitive Development, Language Development, Importance of Personal, Social and Emotional Development, Importance of Culture, Community and Gender.

### **BLOCK IV: LEARNING**

#### ***UNIT 11: Understanding Learning Process***

Importance of Behavioural Approaches to Learning, Importance of Information Processing Approach, Complex Cognitive Processes, Importance of Social, Cognitive and Constructivistic Views of Learning

#### ***UNIT 12: Motivational and learning:***

Nature and conditions of learning – Laws of effect and readiness – Role of transfer in education – Motivating the students – Achievement motivation – Extrinsic reward – Punishment and failure – Effects of punishment in the classroom

**UNIT 13: Classroom Management:** Designing Physical Environment of the Classroom, Creating Positive Environment for Learning, Classroom Assessment.

#### ***UNIT 14: Special education:***

Readiness for learning: The role of maturation in learning – Special education for exceptional children – Intellectually gifted – Mentally retarded – Culturally deprived – Physically handicapped.

#### ***References***

1. Woolfolk.A. (2004). Educational Psychology. 9thed. Delhi: Pearson Education.
2. Santrock, J. W. (2004). Educational Psychology. 2nded. International Edition:

McGraw Hill.

3. Ormrod, J. E. (2000). Educational Psychology: Developing Learners. ed. New Jersey: Merrill.
4. Mangal S K, Advanced Educational Psychology.
5. Charles E Skinner, Educational Psychology, Prentice Hall of India.
6. Chatterjee S K, Advanced Educational Psychology, Books and Allied (1).
7. Kakkar S B, Educational Psychology, Prentice Hall of India (P) Ltd.
8. John W Santrock, Educational Psychology, Tata McGraw Hill.
9. Rather A R, Creativity: Its Recognition and Development, Sarup and Son! Course Material prepared by — Dr. J. Sujathamalini Lecturer, Alagappa University College of Education, Karaikudi.

*Semester –V*

Course Code	Title of the Course
11951	Human Resource Management

**Objective:**

- Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
- Develop, implement, and evaluate employee orientation, training, and development programs.
- Facilitate and support effective employee and labour relations in both non-union and union environments.

**BLOCK I: NATURE OF HUMAN RESOURCE MANAGEMENT**

**UNIT 1 Introduction to Human Resource Management:** Definition – Objectives and functions

**UNIT 2 Function of Human Resource:** Role and structure of Human Resource Function in organizations- Challenges in Human Resource Management

**UNIT 3 Approaches:** Approaches to Human Resource Management

**BLOCK II: CONCEPT OF HUMAN RESOURCE MANAGEMENT**

**UNIT 4 Human Resource Planning:** Personnel Policy - Characteristics

**UNIT 5 HR Planning:** Need, Scope and Process – Job analysis – Job description – Job specification- Succession Planning.

**UNIT 6 Recruitment and Selection Process:** Sources of recruitment- internal Vs. External; Domestic Vs. Global sources- Selection process

**UNIT 7 Placement and Induction – Training and Development:** Need Assessment- Training methods for Operatives and Supervisors

**UNIT 8 Executive development:** Need and Programs.

**BLOCK III: ADMINISTRATION**

**UNIT 9 Employee Compensation and Retention:** Wages and Salary Administration – Bonus – Incentives – Fringe Benefits –Flexisystems

**UNIT 10 Sweat Equity- Job evaluation systems –Promotion – Demotions – Transfers- Labour Attrition: Causes and Consequences**

**UNIT 11 Employee Retention:** Need and Programs.

**BLOCK IV: WELFARE, UNIONS AND SYSTEM**

**UNIT 12 Employee Welfare, Separation:** Welfare and safety – Accident prevention – Employee Grievances and their Redressal – Industrial Relations

**UNIT 13 Trade Unions - Multiplicity of Trade Unions – Workers Participation in Management- Separation: Need and Methods.**

**UNIT 14 Human Resource Information System-** Personnel Records/ Reports- e-Record on Employees – Personnel research and personnel audit – Objectives – Scope and importance.

*References*

1. Mathis and Jackson, Human Resource Management, South-Western College, 2004.
2. Nkomo, Fottler and McAfee, Human Resource Management, South-Western College, 2007.
3. R. Wayne Mondy, Human Resource Management, Prentice Hall, 2011.
4. Venkataraman & Srivastava, Personnel Management & Human Resources
5. Arun Monappa, Industrial Relations
6. Yodder & Standohar, Personnel Management & Industrial Relations
7. Edwin B. Flippo, Personnel Management , McGraw-Hill, 1984
8. Pigors and Myers, Personnel Administration
9. R.S. Dwivedi, Manpower Management
10. Lynton & Pareek, Training and Development, Vistaar Publications, 1990.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11952</b>	<b>Environmental psychology</b>

***Learning Objectives***

1. Explore and understand various perspectives on human-environment interrelationships
2. Gain insight into the ways in which the environment influences our feelings and experiences
3. Gain first-hand knowledge about key environment and behavior issues through hands-on activities

***BLOCK I: CONCEPTS OF ENVIRONMENTAL PSYCHOLOGY***

***UNIT 1: Environmental Psychology***

Introduction – Nature – Characteristics – Research – Research methods in environment

***UNIT 2: Environmental Perception***

Introduction – Environmental perception conventional approaches to perception – Environmental perception – Movement, habituation and the perception of change – Perception of movement – Habituation or adaptation – Perception of change – Perception of natural cognition and Cognitive mapping

***UNIT 3: Cognition and Attitudes***

Components of cognitive maps – Familiarity, gender and socioeconomic class – Functions of cognitive maps – Memory and cognitive maps – Cognitive organization of the environment –

***UNIT 4 : Assessing the Scenic Environment***

Landscape assessment, Aesthetics and preference – Descriptive systems of scenic value – Physical perceptual approach to scenic value – Forming attitudes toward the environment – Classical conditioning of attitudes – Instrumental conditioning of attitudes social learning of attitudes – Measuring attitudes toward the environment: The search for the PEQI – Changing attitudes toward the environment: a prelude – Environmental attitudes predict environmental behavior.

**BLOCK II: APPROACHES TO ENVIRONMENT**

***UNIT 5: Theories of Environment***

Behavior Relationships: Introduction – Nature and function of theory in environmental psychology – Environment–Behavior theories: Fledgling theories in a fledgling field – Arousal approach – Environmental load approach – Under stimulation approach – adoption level theory: Optimal stimulation – behavior constraint approach – Barker’s Ecological psychology

### ***UNIT 6: Environmental Stress***

Environmental stress approach Stress – Characteristics of stressors – Appraisal – Characteristics of the stress response – Natural disaster – Characteristics of natural disasters – Effects of natural disaster

### ***UNIT 7: Environmental Noise pollution***

Technological catastrophe – Characteristics of technological catastrophe noise – Defining, measuring, and perceiving noise – Important noise variables – Sources of noise – Psychological effects of noise – Effects of noise on performance – Noise and social behavior – Commuting – Impedance.

### ***UNIT 8 : Weather, Air Pollution, and Behavior***

Introduction – Heat and behavior – Perception of and psychological reaction to ambient temperatures – Heat and performance – Heat and social behavior – Cold temperatures and behavior – Cold temperatures and health – Cold extremes and performance – Cold extremes and social behavior – Wind and behavior – Perception of wind – Behavior effects of wind – Barometric pressure and altitude – Physiological effects – Acclimatization to high attitudes – Behavior effects of air pressure performance – Air pollution and social behavior – Integrating weather and pollution effects: A final note.

### ***BLOCK III: ENVIRONMENTAL INFLUENCES***

### ***UNIT 9: Personal Space and Territoriality***

Personal space – Functions of personal space – Methods for studying personal space – Situational determinants of personal space: Research evidence – Individual difference determinants of personal space: Research Evidence – Interpersonal positioning effects – Spatial zones that facilitate goal fulfillment – Consequences of too much of too little personal space – Consequences of personal space invasion – Territorial behavior: Keep off my turf – Functions of territoriality – Research on territoriality in humans.

### ***UNIT 10: Crowding***

Introduction – Effects of population density on animals – Psychological consequences of high density for animals – Conceptual perspectives: Attempts to understand high density effects in animals – Effects of high density on humans – Methodologies used to study high density in humans feeling the effects of density: consequences for affect, arousal, and illness effects of density on social behavior – Effects of high density on task performance – Putting the pieces together: Conceptualizations of density effects on humans – Eliminating the causes and effects of crowding – Look to the future. The City Perceiving and experiencing the city – Relationship between environmental conditions and imagery – Socioeconomic status and cognitive mapping – Race and cognitive mapping – Gender and cognitive mapping – Relevant experience and cognitive mapping – Effects of urban life on the city dweller: Research evidence – Stress – coping

– Affiliative behavior – Performance – Crime – long-term behavioral effects health – Environmental solutions to urban problems – defensible space – Land use – Social factors – Urban renewal – Escaping from the city.

### ***UNIT 11 : Architecture***

Introduction – Extent of architectural influence – An historical overview – Architectural determinism – Environmental possibilism – Environmental probabilism – Behavior and elements of architectural design – Lighting – Windows – Color – Aesthetics – Furnishings – Privacy – Design process – Congruence – Design alternatives – Stages in the design process – Awareness of design alternatives selection of behavioral criteria

### ***BLOCK IV: RESEARCH AND DEVELOPMENT***

#### ***UNIT 12: Behaviorally based research***

Implementing the design process: models for the future. Design in Selected Environments: Residential setting – Preferences – use of space in the home satisfaction with the home environment – Propinquity: the effect of occupying nearby territories – Learning environments – Classroom environments – Libraries – Museum environments

– Pedestrian environments: Shopping Malls, plazas and crosswalks hospital setting residential care facilities for the aged – Non institutional residences for the aged.

#### ***UNIT 13: Environments for Work, Leisure and the Future:***

Introduction – Work environments – Study the design of the work environment – Designing the office landscape – Personalization – Territoriality and status in the work environment – Leisure and recreation environments – Wilderness and camping areas – Recreation environments affording exercise – Recreational environments for children –Future environments – Living in space – Experimental undersea environments. Changing behavior to Save the Environment – Environmental psychology and saving the environment – Environmental education – Reinforcement techniques – Positive reinforcement – Encouraging good behavior – Negative reinforcement and punishment

– Alternatives to positive reinforcement – Feedback – Letting us know we're doing – Integrating and evaluating the various approaches to eliminating environmentally destructive behavior – approaches to specific environmental problem – Littering – Saving energy at home – Residential energy conservation – Energy conservation and transportation – Vandalism – Curbing environmentally destructive acts – Assessment of the present and the future.

#### ***UNIT 14: Mental health and Social learning:***

Fostering Mental Health and School Development – Characteristics of mental health – Home and mental health – School and mental health – Social learning in the classroom – Social development – Self concept and behaviour – Teachers guidance of self and social development.

### *References*

1. Bell P A, Fisher J D and Loomis R J, Environmental Psychology, Philadelphia:
2. W.E. Saunders Co., 1978.
3. Fisher J D, Bell P A and Baum A, Environmental Psychology, 2nd Edn.
4. NewYork: Holt, Rinchar and Winstorn, 1984.
5. Pajeons J D, Environment and Behavior, Massachusetts: Addison and Wesley
6. Publishing Co., 1977.



Course Code	Title of the Course
115953	Elective: STRESS MANAGEMENT

***Learning Objectives:***

- To describe different kinds of stress and their effects
- To list and prioritize stressors
- To use and explain ways to manage or cope with stress

***BLOCK I: CONCEPT OF STRESS***

***UNIT 1: Stress Management: Stress***

Definitions- Models of Stress – Theories of Stress - Stress reactions – Coping and Stress Management techniques- Pain and its management - Psychological reactions of a patient to loss – Stages of Acceptance by Kubler-Ross.

***UNIT 2: Organizational stress***

Concept- different perspectives, symptoms, individual factors influencing job stress.

***UNIT 3: Causes of job stress***

Personal characteristics, organizational structure and change, properties of work and work setting, job role, machine pacing and shift work.

***UNIT 4: Consequences of job stress***

Job behavior- job satisfaction- performance-absenteeism-health strains- physical illness- mental/ psychological symptoms.

***BLOCK II: STRESS MANAGEMENT APPROACHS***

***UNIT 5: Stress management interventions***

Individual centered- cognitive, behavioural and physical. Organization centered- preventing- mitigating and moderating organizational stressors.

***UNIT 6: Coping with stress:***

Types of coping strategies – Minimizing stress

***UNIT 7: Therapeutic Approaches to stress management***

Counselling, hypno-suggestive-philosophical hypnosis-self- talk, music therapy.  
Stress: Concept, different perspectives, and symptoms; framework of stress;  
Occupational stress, P-E fit model of job stress.

***UNIT 8: Causes of occupational stress:***

Personal characteristics, organizational structure, properties of work and work setting, job roles.

***BLOCK III: STRESS MANAGEMENT INTERVENTION***

***UNIT 9: Effects of occupational stress***

Effect on job behavior, job satisfaction, performance, absenteeism. Effects on employee's physical and psychological health.

***UNIT 10 : Individual-centered stress management techniques***

Cognitive, hypnosuggestive, behavioural and physical (yoga and aerobic exercises) interventions; Coping strategies.

***UNIT 11: Organization***

Centered stress management interventions: Preventing, mitigating and moderating stress at organizational level.

***BLOCK IV: STRESS MANAGEMENT***

***UNIT 12 Work Related Stress and Stress Management***

What is Stress?- Stressors – Individual differences in stress – Consequences of Distress – Managing Work-Related Stress – Any two stress reduction techniques – Case studies

***UNIT 13 Areas of counselling***

Educational, career, marital and gerontological; stress management oriented counselling; Counselling for terminal disease patients: cancer and HIV /AIDS.

***UNIT 14 Stress Management Interventions***

Individual centered- cognitive, behavioural and physical. Organization centered- Preventing, mitigating and moderating organizational stressors.

## *References*

- Matteson, M.T. & Ivancevich, J.M. (1987). Controlling work stress: Effective human resources and management strategies. San Francisco: Josey Bass.
- Pestonjee, D.M. (1992). Stress and coping. New Delhi: Sage Publications.
- Ross, R. R. & Altmair, E.M. (1994). Interventions in occupational stress. New Delhi: Sage Publications.
- Srivastava, A.K. (1999) Management of occupational stress: Theories and practice. New Delhi: Gyan Publishing House.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11954</b>	<b>Practical -I</b>

Historical background of Experimental Psychology and relationship with other sciences;  
Scope of Experimental Psychology and its Methods List of experiments (Any 15)

1. Distraction
2. Span
3. Division
4. Muller Lyer Illusion
5. Horizontal vertical Illusion
5. Organization in perception
6. Set in Perception
7. Motor learning
8. Insight & Trial & Error Learning
9. Transfer of learning- Habit Interference
10. Retroactive Inhibition & Proactive inhibition
11. Memory for names & faces
12. Paired Associate Learning
13. Facial expressions (group experiment)
14. Student stress Scale
15. Anger Expression
16. Knowledge of results
17. Level of Aspiration

### ***Reference***

Chaube. S.P.(1985): Experimental Psychology, Laxmi Narain Publishers

## *Semester-VI*

<b>Course Code</b>	<b>Title of the Course</b>
<b>11961</b>	<b>Health Psychology</b>

### **Learning Objectives**

1. Review and articulate advances in the fields of health and coping as these advances relate to prevention of and recovery from addiction, trauma, stress, disease.
2. Differentiate deprivation psychology characteristics and theory from that of transcendental psychology and be able to utilize this body of knowledge to recognize, understand and act upon helpful and threatening factors affecting the healing process.
3. Apply and utilize dominant developmental models of psychological, social health and social psychology in their analysis of any prevention, recovery and healing process.
4. Identify medical research, theory and treatments for stress disorders.

### ***BLOCK I: CONCEPT OF HEALTH PSYCHOLOGY***

#### ***UNIT 1: Health Psychology:***

Definition of health psychology - Illness today and the fast – personality and illness Need - Functions of health psychologists.

#### ***UNIT 2 : Mind body***

Definition Mind body relationship functions and need of help psychologist Bio psychosocial model

#### ***UNIT 3 : Stress***

Definition - Three faces of stress - High-risk behaviours and health-stress models - Symptoms - Sources - Stress coping strategies.

#### ***UNIT 4 : Substance Abuse***

Kicking harmful habits: Definition - Abuse dependence and tolerance - Quitting smoking: The promise of perseverance.

## **BLOCK II: MAKING HEALTHY LIFE STYLE**

### ***UNIT 5 : Use and Misuse of Alcohol***

Alcoholism - Definition - Dependence and abuse - Effects of alcohol - Epidemiology of alcoholism - Alcoholism and health risk Etiology of alcoholism - Clinical treatment.

### ***UNIT 6 : The Problem of Pain***

Headache and low back pain: Definition and issues-Epidemiology of pain - Problems - Prevalence and costs The physiology of pain-Etiology of pain - The psychology of pain: Learning stress and depression - Two pain disorders: Headaches and low back pain - Treatment of pain.

### ***UNIT 7: Coping with chronic or catastrophic illness***

Silent killers: Hypertension - The hurry sickness - Biomedical background - Epidemiology of coronary disease - ( Unmodifiable risk factors - Modifiable risk factors - Psychosocial factors -Biomedical intervention - Cognitive behavioural programmes.)

### ***UNIT 8: The Healthy Child***

Healthy lifestyle and prevention - Chronically ill children: Habits - Lifestyle and prevention - Children with asthma - Children with cystic fibrosis - Children with diabetes mellitus - Intervention.

## **BLOCK III: CONCEPT OF MIND AND BRAIN**

### ***UNIT 9: Concept of Mind***

Definition – Concept of mind- The modern era of Brain imaging Ct Scan MRT Scan, PET Scan CBF Approaches to psychological psychology Philosophic Approaches Clinical Approaches and Experimental method

### ***UNIT 10: Organisation of the Nervous system***

Organisation of the Nervous system – Evolution of the brain Structures in the nervous system – The peripheral nervous system –The Spinal cord The brain

### ***UNIT 11: Brain disorder***

Factors Implementation –Psychological Deficit in the Brain injured localization of psychological Functions in the Brain- The effects of brain lesions on psychological function

## ***BLOCK IV: BIOLOGICAL ASPECTS***

### ***UNIT 12: Neuron and groups of neurons***

The anatomy of neuron –Supporting cells in the nervous system what neurons do the neuron at rest the Neuron in Action of Synaptic communication – What happen when neurons go wild?

### ***UNIT 13 : Emotion and Measurements***

The identification and measurement of emotions- Introspective reports Observation of facial expression Measurement in terms of psychological changes Physiology of emotions Theories of emotions

### ***UNIT 14: Aging***

Definition - Biology of aging - Lifestyle and aging: Stress - Nutrition and exercise - Death and dying: Grief and preparation.

### ***References***

1. Rice P L, Health Psychology, Brooks/Cole Publishing Co., New York, 1998.
2. Sarafino E P, Health Psychology, John Wiley & Sons, Inc, New York, 1990.
3. Course Material Prepared by - Mrs. Vijayalakshmi Reader, Dept. of Psychology Sri Avinashilingam University Coimbatore-641 043.
4. S.K.mangal genral Psychology Sterling Publication 2008

<b>Course Code</b>	<b>Title of the Course</b>
11962	<b>Guidance and Counselling</b>

***Objectives***

- To understand the theoretical dimension of peace psychology
- To highlight the meaning, need, aim, scope and relevance of peace psychology
- To underline implication of peace psychology for state and society through use of conflict- management and peace -building initiatives
- To study the process of peace building and peace-making in multicultural societies and the pursuit of social justice.

***BLOCK I: PERSPECTIVES OF CAUSE AND EFFECTS***

***UNIT 1: Perspectives of peace psychology***

Peace psychology: nature, scope and relevance - Psychological causes and effects of violence - Psychological causes and effects of non-violence - Nonviolence through the Indian perspective: thoughts of Gandhi, Ambedkar, Phule

***UNIT 2: Understanding violence***

Genocide and mass killings: roots and preventions (case study of 1984 sikh riots, kandhamal riots, gujrat riots, caste discrimination and anti-dalit violence) - Psychological approaches to understanding terrorism -. Intimate violence, women and children as victims of structural violence -. Human rights violations as structural violence

***UNIT 3: Intrapersonal and interpersonal perspectives of nonviolence***

Intrapersonal non violence from the individualistic perspective - Intrapersonal non violence from a collectivistic perspective -. Personality and behavioural tendencies of peaceful persons -. Nonviolent communication Approaches

**BLOCK II: COUNSELING MEDIATION**

***UNIT 4: Peace building & peace –making interventions***

Mediation: peacemaking, peace keeping and peace building. -. Assessing conflict, understanding and dealing with conflict escalation. -. Specific conflict resolution approaches: negotiation, mediation, conciliation, arbitration and adjudication. -. Communicating and practicing forgiveness.

***UNIT 5: Anti Social behaviour***



Juvenile Delinquency meaning difference causes classification Factors, prevention –  
Crime Meaning Difference, causes, classification, factors, prevention

***UNIT 6: Counselling:***

Meaning and Definition — Importance — Merits — Applications — Special areas in  
Counselling: Education— Family — Delinquents Marriage counselling

***UNIT 7: Counselling Process***

Steps in Counselling Process — Psychological Tests and Diagnosis — Factors  
affecting counselling process — Qualities of counselors

***BLOCK III: ESSENTIAL ASPECTS OF COUNSELLING***

***UNIT-8: Counselling Interview***

Essential Aspects — Counsellor — Counseee relationship — Interview Techniques —  
Structuring the counselling relationship

***UNIT 9: Group Counselling:***

Meaning — Types of Groups — Value of Group Counselling — Process of Group  
Counselling — Assumptions and Limitations of Group Counselling —

***UNIT-10 Individual Counselling***

Meaning — similarities and Dissimilarities between Individual and group counselling

***UNIT 11 : Professional Training for counselling***

Counsellor Preparation and professional issues — academic preparation — Practical  
skills - Selection and training of counsellors.

***BLOCK IV: TRENDS IN COUNSELLING***

**UNIT 12: Modern trends in Counselling** — Counselling and Psychotherapy -Trends in  
counselling — Career. Counselling— Ethical and Legal considerations in counselling.

***UNIT 13: Counseling relationship***

Working in a counseling Relationship – counselor skills in the understanding and  
action phases – Transference and counter Transference – The real relationship –  
Termination of counseling relationship –Functions of termination-Timing of  
termination –issues of termination resistance to termination –Premature termination-  
counselor initiated termination

***UNIT 14: Theories of counseling***

Psychoanalytic Adlerian and Humanistic Theories of counseling-Psychoanalytic theories  
– psychoanalysis Adlerian theory Adlerian counseling-Humanistic theories –Person  
centred Counselling Existential and Gestalt therapy

## ***References***

1. Narayana Rao S, Counselling Psychology, Tata Mc-Graw Hill Pub.Co., New Delhi
2. Bordin S, Edward, Psychological Counselling, ed2, Meredith Corpn., New York, 1968
3. Blum L., Milton and Balinsky Benjamin, Counselling and psychology. Asia Pub., House, New Delhi, 1961.
4. MacNair, R. M. (2003). *The psychology of peace: An introduction*. Westport, CT: Praeger .
5. Christie, D. J., Wagner, R. V., & winter, D. D. (Eds.) (2001). *Peace, Conflict, and Violence: Peace Psychology for the 21st Century*. Upper Saddle River, NJ: Prentice-Hall.
6. Mayton, D.M. (2009). *Nonviolence and Peace Psychology: Intrapersonal, Interpersonal, Societal, and World Peace*. New York: Springer.
7. Waldron, V.R. & Kelley, D.L. (2008). *Communicating Forgiveness*. Arizona: SAGE
8. Anstey, M. (1993). *Practical Peacemaking: A Mediator's Handbook*. Cape: Juta & Co.
9. Victoroff, J. (2005). The Mind of the Terrorist: A Review and Critique of Psychological Approaches. *The Journal of Conflict Resolution*, 49 (1), 3-42.
10. Woolf, L. M., & Hulsizer, M. R. (2005). Psychosocial roots of genocide: Risk, prevention, and intervention, *Journal of Genocide Research*, 7(1), 101-128.
11. Calloway-Thomas, C. (2010). *Empathy in Global World: An intercultural perspective*. Indiana: SAGE
12. Jeong, Ho-Won. (2008). *Understanding Conflict and Conflict Analysis*. Virginia: SAGE
13. Puniyani, R. (2009). *Dalit and social justice*. Mythri Books. Kerala. India

<b>Course Code</b>	<b>Title of the Course</b>
<b>11963</b>	<b>Consumer Behavioural</b>

***Learning objectives:***

- To know the factors and facets of consumer behaviour
- To understand the consumer behaviour in different setting
- To understand the attitude of consumers and communication process
- To develop basic skills decision making

***BLOCK I: CONCEPT OF CONSUMERS***

***UNIT I: Introduction***

Definition, scope, consumer roles, history of consumer behaviour and the marketing concept, contributing disciplines and application of consumer behaviour.

***UNIT2: Market Segmentation***

Market segmentation: need, types – geographic, demographic, psychographic and life style. Product positioning: need and strategy.

***UNIT 3: Consumer Motivation***

Consumer motivation: needs, goals, motive arousal, reactions to frustration.

***UNIT 4: Consumer Personality***

Consumer Personality: nature, influences on consumer behaviour. Consumer Emotions Consumer emotions: nature, uses in advertising. Consumer Perception and its implications.

***BLOCK II: CONSUMERS ATTITUDE***

***UNIT 5: Consumer Learning***

Consumer Learning: Classical and Instrumental theories in the context of consumer behaviour.

### ***UNIT 6: Consumer Attitude***

Attitude: functions, Tri-component attitude model and Katz's models of attitude and attitude change.

### ***UNIT 7: Attitude Change***

Post purchase attitude change: cognitive dissonance theory and attribution theory.

### ***UNIT 8: Marketing Communication***

Marketing communication: process, barriers, types of communication systems, Source, Message and Medium of Communication.

## ***BLOCK III: SOCIAL CLASS OF CONSUMERS***

### ***UNIT 9: Consumers In Their Social And Cultural Settings***

Reference group: Nature, types and influences on consumers. Family life cycle stages,

### ***UNIT-10: Decision Making***

Nature of household and purchases and family decision making and resolving conflict.

### ***UNIT-11: Social Class***

Social class: Nature of social class, symbols of status, concept of money and social class, social class categories and consumer behaviour.

## ***BLOCK IV: DECISION OF CONSUMERS***

### ***UNIT- 12: Consumer Decision Making***

Consumer decision: Stages in consumer decision process – situational influence, problem recognition,

### ***UNIT-13: Purchase and Action***

Information search, evaluation of alternatives and selection, outlet selection and purchase and post purchase action.

### ***UNIT-14: Organizational Buyer***

Organizational Buyer: nature, market structure and pattern of demand, characteristics, decision approach, purchase pattern and organizational buyer decision process.

### *References*

1. Kumar, A and Singh, K. (2013). Consumer Behaviour and Marketing Communication: An Indian Perspective 1st Edition. Dreamtech Press, New Delhi.
2. Schiffman LG and Kanuk LL (2007), Consumer Behaviour, 9<sup>th</sup> edition, Prentice-Hall of India Pvt Ltd, New Delhi, India
3. Batra Satish K and S.H.H. Kazmi (2004), Consumer Behaviour – Text and Cases, Excel Books, A-45, Naraina, Phase I, New Delhi, India.

<b>Course Code</b>	<b>Title of the Course</b>
<b>11964</b>	<b>Psychological Adjustment</b>

***Learning Objectives:***

To enable the students to

- Understand the concept of adjustment
- Analyze the relationship between personality and adjustment
- Understand the importance of adjustment in various life areas
- Explore the facets of marital adjustment

***BLOCK I: PERSONALITY AND ADJSMENT***

***UNIT-I: The Dynamics Of Adjustment***

Adjustment: Meaning, Nature and Dynamics – The Scientific Approach to behaviour – The roots of happiness

***UNIT-2: Improving Academic Performance***

Improving Academic Performance: Developing Sound Study Habits – Improving Your Reading – Getting More out of Lectures – Applying Memory Principles.

***UNIT –3: Personality And Adjustment***

Personality: Meaning, Nature and Characteristics - Personality traits – Psychodynamic Perspectives – Behavioural Perspectives – Humanistic Perspectives – Biological Perspectives

***UNIT-4 Assessment of Personality***

Assessment of Personality- Definition-Meaning-Types- Psychological Testing – Self– Report – Inventories – Projective tests.

***BLOCK II: STRESS AND COMMUNICATION***

***UNIT – 5: Stress and Adjustment***

The Nature of Stress – Major Types of Stress: Frustration – Conflict – Change – Pressure. Responding to Stress – The Potential Effects of Stress - Factors influencing stress tolerance – Monitoring Your Stress.

***UNIT-6: Coping Patterns***

Common coping patterns – Types of Coping: Appraisal-focused constructive

coping – Problem-focused constructive coping – Emotion-focused constructive coping.

***UNIT – 7: Communication***

Process of Interpersonal Communication – Non-Verbal Communication – Toward More Effective Communication- Communication Problems

***BLOCK III: CONFLICTS AND LOVE***

***UNIT-8: Friendship***

Interpersonal conflict – Developing Assertive skills. Perspectives on close relationships – Initial attraction and relationship development – Friendship –

***UNIT-9: Love***

Romantic love: Myths about love- Sexual orientation and love – Theories of love – Gender differences in love – The course of romantic love.

***UNIT-10: Loneliness***

Loneliness- Definition- Meaning-Nature – Prevalence – Roots – Correlates – Conquering loneliness.

***BLOCK IV: MARRIAGE AND DIVORCE***

***UNIT- 11: Marital Adjustment***

Moving Toward Marriage: The motivation to marry – Selecting a mate – Predictors of marital success.

***UNIT-12: Family Life***

Marital Adjustment Across the Family Life Cycle - Vulnerable areas in Marital Adjustment: Gaps in role expectations –

***UNIT-13: Work and Career Issues***

Work and career issues – Financial difficulties – Inadequate communication.

***UNIT-14: Divorce***

Divorce: Nature- Causes – Adjusting to divorce – Remarriage.

***References***

1. Wayne Weiten, Margret A. Lloyd. (2004). Psychology Applied to modern Life: (7<sup>th</sup> Edition). Singapore: Thompson Wadsworth.
2. Crisp, R.J. and Turner, R.N. (2007). Essential Social Psychology. New Delhi: Sage Publications.

*Bachelor of Commerce*



## Detailed Syllabi:

### FIRST SEMESTER

Course Code	Title of the Course
10211	Principles of Management

#### **Learning Objectives:**

1. To make the students to understand the elements of effective management
2. To familiarize the students with the basics principles of management
3. To grasp the organizational theories that would enlighten the understanding of human behaviour at work.
4. To understand team and group process and to be able to address issues arising from individual and collective organizational behaviour.

#### **BLOCK I: INTRODUCTION AND NATURE OF MANAGEMENT**

UNIT – I: Understanding an organization – Organizational Process – General - Vision and Mission – Strategy – Structure – System – Process - Jobs and Tasks.

UNIT – II: Management process – Importance of Management, Evolution of Management Thought - Principles of Management - Management Process/Functions - and a System View.

UNIT – III: Planning and decision making – Importance of Planning - Types of Planning

- Steps in Planning - Decision Making - Model in Planning and

Decision Making. UNIT – IV: Organizing and staffing – Importance

of Organizing - Types of Organizations - Organizational division and span of Departmentation - Staffing and its importance in the organization - Line and staff concept - Staffing concept and HR Management.

#### **BLOCK II: CONTROL AND BEHAVIOUR OF ORGANISATION**

UNIT – V: Leading – Comparison and Contrasting of Directing and Leading - Characteristics of Leading - Importance of Leading - Functions of Leading

UNIT – VI: Controlling – Importance and Process - Critical Control Points Control as a feedback system - Prerequisites of Effective Control - Control Techniques - IT Enabled ‘Controls’ and its Challenges.

UNIT – VII: Organizational Behaviour – Historical Perspective - Approaches to and Importance - Framework for Learning OB - The Intricate Relation between MP and OB -Human Resources Management Relationship - Limitations of OB - Globalization and OB.

UNIT – VIII: Individual level behavioral variables - 1 (Personality, Perception) - Personality - Definition and Determinants - Personality

Traits - Personality Attributes affecting OB - Definition, Importance and Factors Influencing Perception - Perception and Making Judgment about Others.

### **BLOCK III: GROUP AND INDIVIDUAL BEHAVIOUR OF ORGANISATION**

**UNIT – IX: Individual level behavioral variables – 2 (Values, Attitudes and Emotions) – Values – Attitudes - Definition and Concept of Emotions - Emotional Intelligence - Indian Perspective on EI.**

UNIT – X: Individual level behavioral variables – 3: Learning and its Applications in Organizations - Definition and Importance of Motivation - Early Theories in Motivation - Contemporary Theories in Motivation - Motivational Tools in Organization.

UNIT – XI: Group level behavioral - 1 (The group) – Concept of Groups - Stages of Group Formation and Group Process - Work Group Behavior - Factors that Affect Group Behavior - Implications of Group Process for Organizations.

### **BLOCK IV: DEVELOPMENT, NATURE OF BEHAVIOUR**

UNIT – XII: Group level behavioral-2 (The team) – Definition and Overview of a Team - Seventeen Characteristics of an Effective Team - Designing a Team - Team Wheel - Key Issues in Team Building - The Seven Step of Intact Team Building, Cross Functional Teams.

UNIT – XIII: Group level behavior-3 (Leadership) – Overview of Leadership - Role of Leadership in Contemporary Business - Theories of Leadership - Contingency Theories of Leadership - New Leadership Theories.

UNIT – XIV: Power – politics – conflict - negotiation and stress – Power – Politics – Conflict – Negotiations – Stress - Culture and Change – Concept of Culture - Fundamentals of Culture - Fundamentals of Change - Eight Steps of John Kotter on Leading Change.

#### **REFERENCE BOOKS:**

1. Ramaswamy.T, 2012, Principles of Management [Eight Edition] Himalaya Publishing Home Pvt Ltd, Mumbai.
2. Dinkar Pagare, 2011, Business Management [Fifth Edition] Sultan Chand & Sons, New Delhi.
3. Govindarajan. M, 2008, Principles of Management [First Edition] PHI, New Delhi.
4. Prasad L.M, 2015, Principles and Practice of Management [Eight Edition], Sultan Chand & Sons, New Delhi.

5. Khanka S. S, -Organisational Behaviour|| Sultan Chand & Sons Publications, New Delhi (2012).
6. Aswathappa K, -Organisational Behaviour||, Himalaya Publications, New Delhi (2011).
7. Varma, -Organisational Behaviour||, Forward Book Depot, New Delhi (2013).
8. Sharma, -Organisational Behaviour||, Tata McGrew-Hill Publications, New Delhi (2012).

<b>Course Code</b>	<b>Title of the Course</b>
10212	<b>Business Communication</b>

**Learning Objectives:**

1. To explain the use of strategic communication model and critical thinking to identify objectives, analyze audience and choose the most effective structure and style for delivering written and spoken messages.
2. Build an understanding of different organization culture, business practices and social norms to communicate more effectively in domestic and cross culture business contexts.

**BLOCK I: FUNDAMENTAL OF COMMUNICATION**

UNIT - I: Communication - Purpose of Communication - Process of Communication - Importance of Communication in Business- Differences between Technical and General Communication - Barriers to Communication - Measures to Overcome the Barriers to Communication.

UNIT - II: Types of Communication - Verbal Communication - Importance of verbal communication - Advantages of verbal communication - Advantages of written communication - Significance of Non-verbal Communication.

UNIT - III: Listening Skills - Listening Process - Classification of Listening - Purpose of Listening - Common Barriers to the Listening Process - Measures to Improve Listening - Listening as an Important Skill in Work Place.

UNIT - IV: Language for Communication - Language and Communication - General Principles of Writing - Improving Writing Skills - Essentials of good style - Expressions and words to be avoided - Grammar and Usage.

**BLOCK II: TYPES OF COMMUNICATION, BUSINESS LETTER**

UNIT - V: Communication in Organizations - Internal Communication - Stake Holders in Internal Communication - Channels of Internal Communication - External Communication - Stake Holders in External Communication - Channels of External Communication.

UNIT - VI: Communication Network - Scope and Types of Communication Network - Formal and Informal Communication Network - Upward Communication - Downward Communication - Horizontal Communication - Diagonal Communication.

UNIT - VII: Writing Business Letter - Importance of Business Letters - Difference between Personal and Business Letters - Structure and Format of Business Letters - Types of Business Letters.

UNIT - VIII: Writing Memos - Circulars and Notices - What is a Memo? - Principles of précis writing - Approaches to memo writing - Characteristics of a memo - Guidelines for writing memos - Language and writing style of a memo - Format of a Memo – Circulars - Guidelines for writing a circular - Languages and writing style of a circular- Format of a circular - Notices - Purpose - Format - Important points to

remember while writing a notice.

### **BLOCK III: WRITING A REPORT & EMAIL**

UNIT - IX: Report Writing- Features of Writing a Good Report- Purpose of Report Writing-Difference between Business Report and Engineering Report-Characteristics of writing a good report-Importance of communication in report writing- Guidelines for Report Writing-Steps in Report Writing- Structure of Report-Types of Reports and Different Formats.

UNIT - X: Writing E-mail - Principles of E-mail - E-mail Etiquette - Overcoming Problems in E-mail Communication.

UNIT - XI: Oral Communication Skills Oral Business Presentation - Purpose –Audience - Locale - Steps in Making a Presentation - Research and planning - Structure and style - Preparation - Presentation- Delivering a Presentation.

### **BLOCK IV: MEETINGS, SKILLS AND EMPLOYMENT COMMUNICATION**

UNIT - XII: Meetings - Types of Meetings - Importance of Business Meetings - Different Types of Business Meetings - Conducting Meetings-Selecting participants-Developing agendas - Opening meetings - Establishing ground rules for meetings - Time management - Evaluations of meeting process - Evaluating the overall meeting - Closing meetings- Common Mistakes Made at Meetings.

UNIT - XIII: Reading Skills - Reading Skill - Purpose of Reading - Types of Reading - Techniques for Effective Reading - Employment Communication – Resume - Contents of Good Resume -Guidelines for Writing Resume - Different Types of Resumes - Reason for a Cover Letter to Apply for a Job-Format of Cover Letter - Different Types of Cover Letters.

UNIT - XIV: Employment Communication - Job Interview - Importance and Factors Involving Job Interview - Characteristics of Job Interview - Job Interview Process - Job Interview Techniques - Manners and etiquettes to be maintained during an interview - Sample Questions Commonly asked During Interview.

### **REFERENCE BOOKS:**

1. Premavathi.N 2010. Business communication & correspondence (3rd edition) Sultan chand &sons , New Delhi.
2. Rajendra pal Korahill, 2006. Essentials of Business communication Sultan chand & sons, New Delhi.
3. Ramesh, M.S and Pattanshetti C.C, 2003. Business communication Sultan chand & sons , New Delhi
4. Rodriquez M.V, 2003, -Effective Business Communication Concept||. Vikas Publishing Company.

<b>Course Code</b>	<b>Title of the Course</b>
10213	<b>Business Environment</b>

**Learning Objectives:**

1. To enhance the knowledge of business opportunities in current situation.
2. To enhance the capacity to making business polices.

**BLOCK I: INTRODUCTION AND LEGAL BUSINESS ENVIRONMENT**

UNIT - I: Business Environment - Concept of Business-Levels of the Business Environment - Understanding the Environment.

UNIT - II: Economic Environment – Economic Environment of Business -The Global Economic Environment - Economic Policies - Business and Economic Policies.

UNIT - III: Socio Cultural Environment – Business and Society - Business and Culture - Indian Business Culture - Culture and Organizational Behavior.

UNIT - IV: Political Environment – Political Environment and the Economic system - Types of Political Systems - Indian Constitution and Business - Changing Profile of Indian Economy - Business Risks Posed by the Indian Political System.

**BLOCK II: RULES AND ECONOMIC POLICY**

UNIT - V: Economic Systems - Capitalist Economy - Socialist Economy - Mixed Economy.

UNIT - VI: Financial Environment - An Overview of the Financial System - Components of Financial System - Financial Institutions and their Roles - Financial Institutions in India - Role of Foreign Direct Investment.

UNIT - VII: Legal Environment- Legal Environment- Laws Impacting Industry in India- Intellectual Property Rights- Major Regulations Pertaining to Business.

UNIT - VIII: Economic Role of Government - Regulatory Role of Government- Promotional Role of Government - Participatory Role of Government -Conciliatory and Judicial Role of Government - Impact of India’s Industrial Policy on Economic Reforms.

**BLOCK III: GROWTH AND DEVELOPMENT**

UNIT - IX: New Economic Policy - Industrial Policy - The crisis of June -1991- Objectives of New Economic Policy - 1991- Emphasis of NEP on Liberalization - NEP

and Privatization - NEP effect on Globalization - Positive and Negative effects of New Economic Policy.

UNIT - X: Privatization - Meaning of Privatization - Objectives of Disinvestment - Privatization / Disinvestment in India - Problems with Privatization - Globalization – Meaning of Globalization - Future of Globalization - Organizations to facilitate globalization.

UNIT - XI: India - WTO and Trading Blocs - Levels of Economic Integration/Trading Blocs - Effects of Economic Integration - Major Regional Trading Blocs- Commodity Agreement - World Trade Organization - WTO and India.

#### **BLOCK IV: ENVIRONMENT OF INSTITUTIONS**

UNIT - XII: Corporate Social Responsibility - Meaning and Definition -Need for social responsibility of business - Social responsibility of business towards different groups - Barriers to social responsibility - Social responsibility of business in India.

UNIT - XIII: Public – Private - Joint and Cooperative Sectors – Public sectors - Organization of public sector enterprises - Private Sector - Joint sectors - Formation of Joint sector enterprise - Cooperative sectors.

UNIT - XIV: Indian Economy – India as a Developing Economy - India as an Emerging Economy - India as a Mixed Economy.

#### **REFERENCE BOOKS:**

1. Francis Cherunilam. 2000. **Business Environment**. Himalaya Publishers
2. Dr.Gupta.C.B.2014.**Business environment**, (8<sup>th</sup> edition), Mc Graw Hill Education
3. Avadhani.V.A. 2004. **Essentials of Business Environment**. (2<sup>nd</sup> edition), Himalaya Publication, Mumbai.
4. Shaikh Saleem. 2009. **Business Environment**. (2<sup>nd</sup> edition), Dorling Kindersley (India) Pvt Ltd.

<b>Course Code</b>	<b>Title of the Course</b>
10214	<b>Financial Accounting</b>

**Learning Objectives:**

1. To make the students to understand the basic concepts of accounting applied in the competitive corporate world.
2. To understand accounting software easily.
3. To provide basic knowledge in financial accounting concepts.
4. To enhance practical applications of accounting.

**BLOCK I: BASIC FINANCIAL ACCOUNTING AND CONCEPTS**

UNIT – I: Financial Accounting – Meaning of Book Keeping, Accounting and Accountancy - Distinction between Book Keeping and Accounting, Accounting Process - Objectives of Accounting - Various users of Accounting Information, Limitations of Accounting - Accounting Terminologies.

UNIT – II: Accounting Concepts - Principles and Conventions – Meaning of Accounting Concepts – Principles – Conventions - Types of Accounting Concepts - Types of Accounting Principles - Types of Accounting Conventions - Accounting standards - International Financial Reporting Standards [IFRS].

UNIT – III: Recording of Transactions - Meaning of Assets – Liabilities – Equity - Accounting Equation and Effects of Financial Transaction on Accounting Equation - Classification of Accounts under Modern Approach Method - Double Entry System and Rules of Debit and Credit Entries.

UNIT – IV: Secondary Books –Cash Book - Petty Cash Book - Ledger.

**BLOCK II: FINAL ACCOUNTS AND ADJUSTMENTS**

UNIT – V: Trial Balance and Rectification of Errors - Error in Accounting.

UNIT – VI: Final Accounts – 1 – Meaning - Objectives and Characteristics of Final Accounts - Adjustments before Preparing Final Accounts - Closing Entries.

UNIT – VII: Final Accounts – 2 – Trading Account - Profit and Loss Account - Balance Sheet - Treatment of Adjustments - Practical Problems.



UNIT – VIII: Bank Reconciliation Statement - Meaning of Bank Reconciliation Statement - Importance of Bank Reconciliation Statement - Reasons for Difference - Procedure for Reconciliation.

### **BLOCK III: PARTNERSHIP ACCOUNTS**

UNIT – IX: Bills of Exchange - Acceptance of a Bill - Due Date - Recording of Bill of Exchange in the books of Accounts.

UNIT – X: Partnership Accounts - Admission of a Partner - Partnership - Meaning and Features - Partnership Deed and Contents - Admission of a Partner - Good will- Meaning

- Accounting Treatment of Goodwill at the Time of Admission - Revaluation of Assets and Liabilities - Adjustments of Reserves and Accumulated Profits or Losses.

UNIT – XI: Retirement and Death of a Partner – Meaning of Retirement of Partner - Calculation of New Profit Sharing Ratio and Gaining Ratio - Adjustments with Regard to Goodwill - Revaluation of Assets and Liabilities - Settling the Claim of Retiring Partner - Death of Partner.

### **BLOCK IV: COMPANY ACCOUNTS**

UNIT – XII: Depreciation Accounting: Meaning of Depreciation - Causes for Depreciation, Need for Depreciation - Computation of the Amount of Depreciation - Depreciation on Additions to Fixed Assets - Methods of Depreciation, Revised AS 6.

UNIT – XIII: Company Accounts – Kinds of Companies - Formation of Companies - Share Capital - Issue of Shares - Under Subscription & Oversubscription - Issue of Shares at Premium & Discount - Buyback of Shares and Treasury Stock - Accounting Treatments and Ledger Preparation.

UNIT – XIV: Company Accounts – Forfeiture of Shares - Reissue of Shares - Issue of Bonus Shares - Rights Issue - Share Split - Buy Back of Shares - Redemption of Preference Shares – Debentures.

### **REFERENCE BOOKS:**

1. Reddy T.S and Murthy. A, 2011. Financial Accounting (6<sup>th</sup> revised edition 2011 Reprint 2014). Margham Publications Chennai.
2. Manikandan .S and Rakesh Shankar .R, 2014. Financial accounting (3<sup>rd</sup> edition 2014). SCITECH Publications' (India) Pvt Ltd Chennai.
3. Dr. Radha.v, 2010. Financial accounting (1<sup>st</sup> edition 2010, Reprint 2012), KB Printers Chennai.
4. John Gabriel. S and Marcus .A, 2010. Financial Accounting (Edition 2010), Tata McGraw Hill Education Pvt Ltd.

## SECOND SEMESTER

Course Code	Title of the Course
10221	Financial Management

### **Learning Objectives:**

1. To enhance your knowledge and understanding of financial management.
2. To give understanding and perspective on financial management function in the company and in its relation to domestic and international economy.
3. To give illustration on financial management practices and policies, processes, techniques and strategies that are used in the financial management.

### **BLOCK I: FUNDAMENTAL CONCEPTS**

UNIT – I: Evolution - Scope and Functions of Finance Managers - Scope of Finance - Financial Management System - Finance Functions - Role of a Finance Manager.

UNIT – II: Objectives of a Firm - Profit Maximization - Shareholders' Wealth Maximization (SWM).

UNIT – III: Financial Planning – Meaning of Budget - Types of Budgets - Advantages of Budgeting - Responsibility Accounting.

UNIT – IV: Time Value of Money - Concept of Time Value of Money - Compounding Method - Discounting Method.

### **BLOCK II: LONG-TERM INVESTMENT DECISIONS**

UNIT – V: Cost of Capital – Cost of Debt - Cost of Preference Capital - Cost of Equity Capital - Approaches to Derive Cost of Equity - Weighted Average Cost of Capital and Weighted Marginal Cost of Capital.

UNIT – VI: Financial and Operating Leverage – Meaning of Financial Leverage - Measures of Financial Leverage - Calculation of Earnings Per Share (EPS) and Return on Equity (ROE) - Financial and Operating Leverages.

UNIT – VII: Capital Budgeting Decisions – Capital Budgeting Process - Methods to Evaluate Investment Proposals - Capital Rationing.

UNIT – VIII: Capital Structure Theories – Relevance of Capital Structure Theories - Irrelevance of Capital Structure.

### **BLOCK III: SOURCES OF FINANCE & DIVIDEND DECISION**

UNIT – IX: Sources of Finance – Short-term Finance - Long-term Funds.

UNIT – X: Asset-Based Financing – Lease Financing - Hire Purchase

Financing - Infrastructure Project Financing.

UNIT – XI: Dividend Policy – Financing and Dividend Decision - Dividend Relevance - Walter's Model.

**BLOCK IV: SHORT TERM INVESTMENT DECISION**

UNIT – XII: Working capital Management – Concepts of Working Capital - Operating Cycle Method.

UNIT – XIII: Management of Cash – Motives for Holding Cash - Facets of Cash Management - Cash Planning - Cash Forecasting and Budgeting - Determining the Optimum Cash Balance - Investing Surplus Cash in Marketable Securities.

UNIT – XIV: Credit Policy - Nature and Goals - Collection Procedures - Nature of Inventory.

**REFERENCE BOOKS:**

1. Dr. Maheshwari S.N. & Dr. Mittal S.N., 2011-12 Financial Management Principles and Practice, Sultan Chand & Sons, New Delhi.
2. Khan M. Y. and Jain, P. K., 2012, Financial Management Accounting, Tata Mc Graw Hill, Publications New Delhi.
3. Shashi K. Gupta and Sharma R.K., 2014, Financial Management, Kalyani Publishers.
4. Pandey I.M., 2006, Financial Management Accounting, Vikas Publications House New Delhi.

## SECOND SEMESTER

Course Code	Title of the Course
10222	Human Resource Management

### **Learning Objectives:**

1. To evaluate and apply theories of social science disciplines to workplace issues;
2. To enhance their effectiveness for optimizing the human resource potential of their organization in order to achieve business and strategic objectives.
3. To examine current issues, trends, practices, and processes in HRM.

### **BLOCK I: BASICS OF HUMAN RESOURCE MANAGEMENT**

UNIT – I: Human Resource Management - Definition and Concept – Features – Objectives – Functions - Scope and Development of Human Resource Management - Importance of Human Resource Management - Human Resource Practices.

UNIT – II: HRM and Personnel Management – Concept of Personnel Management - Personnel Management in India - Functions of the Labour Welfare Officer - Difference Between Personnel Management and HRM.

UNIT – III: Human Resource Planning - Concept of Human Resource Planning (HRP) - Factors in HRP - Process of HRP.

UNIT – IV: Job Analysis and Design - Job Analysis - Job Description - Writing a Job Description - Job Specification - Job Design.

### **BLOCK II: EMPLOYEE SELECTION AND TRAINING**

UNIT – V: Recruitment – Concept of Recruitment - Factors Affecting Recruitment - Types of Recruitment.

UNIT – VI: Selection: Concept of Selection - Process of Selection - Selection Tests - Barriers in Selection.

UNIT – VII: Induction - Meaning and Definition of Induction - Need for Induction - Problems Faced during Induction - Induction Programme Planning

UNIT – VIII: Training - Concept and Significance of Training - Training Needs - Training Methods - Types of Training.

### **BLOCK III: PERFORMANCE AND BENEFITS OF EMPLOYEES**

UNIT – IX: Performance Appraisal - Concept of Performance Appraisal - Purpose of performance appraisal – Process - Methods of Performance Appraisal - Major Issues in Performance Appraisal.

UNIT – X: Wages and Salary – Nature and Significance of Wage and Salary Administration - Theories of Wages - Methods of Wage Fixation.

UNIT – XI: Incentives: Concept of Incentives - Effective Incentive System - Types of Incentive Scheme.

### **BLOCK IV: DEVELOPMENT & GROWTH**

UNIT – XII: Employee Relations - Concept of Employee Relations - Managing Discipline - Managing Grievance - Employee Counseling.

UNIT – XIII: Employee Empowerment – Concept of Employee Empowerment - Process of Empowerment - Empowerment in Indian Scenario - Empowerment in Global Scenario.

UNIT – XIV: International HRM – Comparison of Domestic and International HRM - Challenges in International HRM.

#### **REFERENCE BOOKS:**

1. Tripathi P.C., 2013, Personnel Management and Industrial Relations, Sultan Chand and Sons, New Delhi.
2. Aswathappa K., 2013, Human Resource Management: Text and Cases, McGraw Hill Education, New Delhi.
3. Memoria C.B. & Rao V.S.P., 2014, Personnel Management - Text & Cases, Himalaya Publishing house, New Delhi.
4. Khanka S.S., 2007, Human Resource Management - Text & Cases, S. Chand & Company Ltd., New Delhi.

Course Code	Title of the Course
10223	Marketing Management

**Learning Objectives:**

1. To give the knowledge of updated marketing scenario.
2. To enhance the knowledge of marketing behavior of consumer among the students.

**BLOCK I: INTRODUCTION OF MARKETING**

UNIT – I: Marketing – An Overview – Definition of Market - Types of Markets - Meaning and Definition of Marketing - Origin of Marketing, Scope of Marketing - Importance of Marketing - Functions of Marketing - Difference between Marketing and Selling.

UNIT – II: Marketing Concepts – Exchange concept - Production concept - Product concept - Sales/selling concept - Modern marketing concept - Societal marketing concept  
- Impact of marketing concepts and its applicability.

UNIT – III: Marketing Environment – Need and Importance of Environmental Analysis - Methods of Analysis – SWOT- PEST- Internal Environment of the Organization - External Environment.

UNIT – IV: Marketing Mix – Evolution of the -Marketing mix|| -Components of a traditional marketing mix - Additional components in the mix - Importance of marketing mix in marketing decisions.

**BLOCK II: MARKETING STRATEGY, NEW PRODUCT DEVELOPMENT**

UNIT – V: Marketing Planning and Strategies – Management Processes in Marketing - Types of Marketing Plan - Competitive Marketing Strategies - Interactions between Marketing Mix and Marketing Environment, Control Mechanisms in Marketing.

UNIT – VI: Product Related Decisions: Features of a Product and its Classifications - Product Plan and New Product Development - Product Mix and its Elements - Decisions related to Product Mix - Product Life Cycle.

UNIT – VII: Branding – Definition of a Brand - Development of a Brand - Types of Brands - Importance of Brands and Branding - Merits and Demerits of Branding - Brand Equity – Definition and Benefits.

UNIT – VIII: Pricing Decisions – Price and its Determinants - Objectives of Pricing Decisions - Factors Affecting Pricing Decisions - Pricing Policies and Strategies - Pricing Methods.

### **BLOCK III: DISTRIBUTION AND PROMOTION**

UNIT – IX: Distribution Strategy – Meaning - Need for and Importance of Distribution Channel - Factors Influencing Channel Decisions - Types of Channels - Direct Channel - Indirect Channel - Functions of Channel Members.

UNIT – X: Promotion Mix – Promotion mix and its components –Direct marketing - Public Relations and publicity - Online marketing - Developing an integrated promotion mix.

UNIT – XI: Promotion Mix Decisions – Advertising decisions - Sales promotion decisions - Personal selling decisions - Public Relations and Publicity decisions.

### **BLOCK IV: CONSUMER BEHAVIOUR AND SERVICES MARKETING**

UNIT – XII: Market Segmentation – Definition of market segmentation - Need for market segmentation - Criteria for effective segmentation - Bases for market segmentation - Benefits of market segmentation.

UNIT – XIII: Consumer Behaviour - Important definitions - Evolution of the study of consumer behavior - Determinants of consumer behavior - Types of buying decisions - Stages of the buying process - Importance of consumer behaviour study.

UNIT – XIV: Services Marketing – Definition of services - Characteristics of services - Distinction between goods and services - Marketing mix for services - Types of services - Strategies for Services Marketing - Recent Trends in Marketing – E-commerce - E- marketing - E-Retailing - Relationship marketing - Mobile marketing - Green marketing.

### **REFERENCE BOOKS:**

1. Philip Kotler, 2014 Principles of Marketing (15<sup>th</sup> edition 2014). Pearson Education Pvt.
2. Pillai.R.S.N and Baghavathy .N, Modern Marketing (edition 1987, Reprint2012).Sultan Chand and sons Publishers.
3. Gupta .C.B and RajanNair .N, Marketing Management. (Edition 1996 Reprint 2012). Sultan Chand and Sons Publishers.
4. Ramasamy.R. V.S and Namakumari, Marketing Management, (3rd **Edition**), MacMillan India. Limited, New Delhi.

Course Code	Title of the Course
10224	Mercantile Law

**Learning Objectives:**

1. To enable students to read, interpret and understand laws relevant to business made by Parliament, and decisions by the courts on the application of those laws.
2. To equip students with the tools to recognize the legal implications of business activities.
3. To emphasize the important areas of contract law, company and partnership law.
4. To impart knowledge of the contents of the laws relating to Trade Unions, Standing Orders and Industrial Disputes;
5. To enable the students to interpret and apply these laws;
6. To familiarize them with the Employees Provident Fund and The Payment of Gratuity Act.

**BLOCK I:INTRODUCTION, INDIAN CONTRACT ACT, SALE OF GOODS ACT**

UNIT – I: Business Law - Meaning and Scope - Sources of Law - Laws applicable to Business.

UNIT – II: Indian Contract Act – 1872 – Definition and Meaning of Contract - Essentials of a Contract - Types of Contracts - Capacity of Parties - Modes of Discharge of a Contract - Remedies for Breach of Contract.

UNIT – III: Law of Agency – Agent and Agency - Kinds of Agencies - Creation of Agency - Principal and Agent - Termination of Agency.

UNIT – IV: Sale of Goods Act – 1930 – Contract of Sale of Goods - Essentials of a Contract of Sale – Price - Agreement to sell at valuation - Rights and Duties of Buyer - Right of Unpaid Seller - Conditions and Warranties - Transfer of Property - Performance of Contract.

**BLOCK II: NEGOTIABLE INSTRUMENT ACT, PARTNERSHIP ACT, COMPANY ACT**

UNIT – V: Negotiable Instruments Act – 1881 - Definition and Meaning of Negotiable Instrument - Promissory Note - Bill of Exchange – Cheque - Parties to Negotiable Instruments - Maturity of Negotiable Instrument - Negotiation - Dishonor of a Negotiable Instrument - Notice of dishonor - discharge of a Negotiable Instrument.



UNIT – VI: Partnership Act – 1932 – Nature of the Partnership - Features of Partnership - Qualities of a Partnership – Advantages – Limitations - Kinds of Partners, Partnership Deed - Registration of a Partnership - Effects of registration - Effects of non – registration - Rights and Duties of Partners - Dissolution of Partnership

UNIT – VII: Companies Act – 1956 – Definition and Characteristics -Classification of Companies - Incorporation of a Company - Share Capital - Company management – Meetings – Resolution.

UNIT – VIII: Consumer Protection Act [COPRA] – 1986 – Background – Definitions - Consumer Protection Council - Central Consumer Protection Council - Consumer Redressal Agencies - Administrative Control of National Commission.

### **BLOCK III: FOREIGN EXCHANGE MANAGEMENT ACT, COMPETITION ACT, ENVIRONMENT PRODUCTION ACT**

UNIT – IX: Foreign Exchange Management Act – 1999 - Difference between FERA and FEMA, Scope of FEMA - Salient Features and Provisions of FEMA - Offences under FEMA

UNIT – X: Competition Act – 2002 - Meaning and Scope of Competition Act - Salient Features of Competition Act - Offences and Penalties under the Act.

UNIT – XI: Environment Protection Act – 1986 – Background – Definitions – Environment - Environmental pollutant – Occupier - Power of Central Government.

UNIT – XII: Intellectual Property Rights - Meaning and Scope of Patent Act and Amendments of WTO Agreements - Rights of Patentee – Infringement – Remedies – Trademarks – Copyright.

### **BLOCK IV: INFORMATION TECHNOLOGY ACT, MSME DEVELOPMENT ACT**

UNIT – XIII: Information Technology Act – 2000 – Background - Salient Features - Digital Signature - Electronic Governance - Regulation of Certifying Authorities - Cyber Laws - Penalties for Offences.

UNIT – XIV: Micro Small And Medium Enterprises Development Act – 2006 - Classification of Micro, Small and Medium Enterprises, Salient Features of Micro - Small and Medium Enterprises Act - Reservation Policy - Credit Policy - Government Policy towards Taxation and Incentives.

**REFERENCE BOOKS:**

1. Kapoor N.D., 2007, Business Law -Sultan Chand Co & Ltd, New Delhi.
2. Pillai S.N. & Bhagavathy , 2009, Business Law- Sultan Chand Co & Ltd, NewDelhi.
3. SaravanavelP. & Syed Bandre, 2007, Business Law, Himalayan Publishing House, Chennai.
4. Kapoor N.D., 2008, Elements of Mercantile Law, Sultan Chand Co & Ltd, NewDelhi
5. Gonga P.P.S, 2008, A textbook of Mercantile, Sultan Chand & Sons, New Delhi.
6. Kapoor N.D, 2006, Elements of Industrial Law, Sultan Chand & Sons, New Delhi.
7. Bansal C.C., 2007, Business and Corporate Law, Excel Books, Chennai.
8. Kuchhal M.C., 6<sup>th</sup> Edition, Mercantile Law, Vikas Publishing House, New Delhi.

### THIRD SEMESTER

Course Code	Title of the Course
10231/12531	E-Commerce

#### **Learning Objectives:**

1. To enable the students to understand the technology of E-Commerce for Business Application.
2. To enable awareness on the Application of E-Commerce.

#### **BLOCK I: INTRODUCTION OF E-COMMERCE**

UNIT - I: E-Commerce: Defining Commerce; Main Activities of Electronic Commerce; Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce – Communication, Process Management, Service Management, Transaction Capabilities; Process of E-Commerce; Types of E-Commerce; Role of Internet and Web in E-Commerce; Technologies Used; E-Commerce Systems; Pre-requisites of E-Commerce; Scope of E-Commerce; E-Business Models.

UNIT - II: E-Commerce Activities: Various Activities of E-Commerce; Various Modes of Operation Associated with E-Commerce; Matrix of E-Commerce Types; Elements and Resources Impacting E-Commerce and Changes; Types of E-Commerce Providers and Vendors; Man Power Associated with E-Commerce Activities; Opportunity Development for E-Commerce Stages; Development of E-Commerce Business Case; Components and Factors for the Development of the Business Case; Steps to Design and Develop an E-Commerce Website.

UNIT - III: Internet – The Backbone for E-Commerce: Early Ages of Internet; Networking Categories; Characteristics of Internet; Components of Internet – Internet Services, Elements of Internet, Uniform Resource Locators, Internet Protocol; Shopping Cart, Cookies and E-Commerce; Web Site Communication; Strategic Capabilities of Internet.

UNIT – IV: ISP, WWW and Portals: Internet Service Provider (ISP); World Wide Web (WWW); Portals – Steps to build homepage, Metadata; Advantages of Portal; Enterprise Information Portal (EIP).

#### **BLOCK II: MODELS, PROTOCOL AND E-MARKETING**

UNIT - V: Reference Models: Open Systems Interconnection (OSI) Model – Physical layer, Data link layer, Network layer, Transport layer, Session layer, Presentation layer, Application layer; Transmission Control Protocol (TCP) / Internet Protocol (IP) Model;

Protocol – Internet Protocol (IP), User Datagram Protocol (UDP), Transmission Control Protocol (TCP), Dynamic Host Configuration Protocol (DHCP), Hyper Text Transfer Protocol (HTTP), File Transfer Protocol (FTP), Telnet, Post Office Protocol (POP), Simple Mail Transfer Protocol (SMTP).

UNIT - VI: XML and Data Warehousing: Definition of eXtensible Markup Language (XML); XML Development Goals; Comparison between HTML and XML; Business importance in using XML Based Technology; Advantages, Disadvantages and Applications of XML; Structure of an XML Document; XHTML and X/Secure; Data Warehousing; Data Marts and Operational Data Stores.

UNIT - VII: E-Marketing: Traditional Marketing; E-Marketing; Identifying Web Presence Goals – Achieving web presence goals, Uniqueness of the web, Meeting the needs of website visitors, Site Adhesion: Content, format and access; Maintaining a Website; Metrics Defining Internet Units of Measurement; Online Marketing; Advantages of Online Marketing.

UNIT - VIII: E-Security: Security on the Internet; Network and Website Security Risks – Denial-of-Service attacks, Viruses, Unauthorized access to a computer network; Vulnerability of Internet Sites; Network and Website Security – Transaction security and data protection, Security audits and penetration testing; E-Business Risk Management Issues; Firewall – Network policy, Advanced authentication mechanism, Packet filtering, Application gateways; Defining Enterprise Wide Security Framework.

### **BLOCK III: E-PAYMENT SYSTEMS AND CRM, SCM**

UNIT - IX: E-Payment Systems: Electronic Funds Transfer; Digital Token Based E-Payment Systems; Modern Payment Systems; Steps for Electronic Payment; Payment Security; Net Banking.

UNIT - X: E-Customer Relationship Management: Customer Relationship Management (CRM) – Marketing automation, Enterprise customer management; Customer Relationship Management Areas; CRM Processes; Architectural Components of a CRM Solution – Customer's information repository, Campaign management, Event triggers, business logic and rules repository, Decision support tools, Higher level statistical analysis, Forecasting and planning tools, True channel management, Workflow management, Collateral management; Electronic Customer Relationship Management; Need, Architecture and Applications of Electronic CRM.

UNIT - XI: Supply Chain Management: Goals of SCM; Functions of SCM; Strategies of SCM; Electronic SCM and its benefits; Components of Electronic SCM; Electronic Logistics and its Implementation.

UNIT - XII: Wireless Application Protocol: Architecture of WAP; Working of WAP; Wireless Technologies; Generations in Wireless Communications; Security Issues related to Wireless Communications; Mobile Computing in Four Dimensions; Wireless Millennium.

#### **BLOCK IV: WIRELESS APPLICATIONS AND KNOWLEDGEMENT**

UNIT -XIII: Knowledge Management: Knowledge Management and its Goals; Collaborative Computing and Knowledge Management; Knowledge Management Tools; Features of Knowledge Management Tools; Knowledge Creating Process; Knowledge Management Strategies for Different Organizations; Knowledge Management in Research and Development Organizations.

UNIT - XIV: Implementation of E-Commerce: WWW.EBAY.COM - B2C Website – Registration, Time factor, Bidding process, Growth of eBay; PayPal – New Trend in Making Payments Online; National Electronic Funds Transfer.

#### **REFERENCE BOOKS:**

1. Bharat Bhasker. 2009. **Electronic Commerce** [Third Edition]. Tata McGraw Hill Publishing Co Ltd., New Delhi.
2. RaviKalakota., and Andrew B.Whinston. 2013. **Frontiers of Electronic Commerce** [Fourteenth Edition]. Dorling Kindersley (India) Pvt Ltd.,
3. Daniel Minoli., and Emma Minoli. 2007. **Web Commerce Technology Handbook**. [Thirteenth Edition]. Tata McGraw Hill Publishing, New Delhi.
4. Elias,M. and Awa. .2009. **E-Commerce From vision to Fulfillment** [Third Edition]. PHI Publishing, New Delhi.

Course Code	Title of the Course
10232/12532	Auditing

**Learning Objectives:**

1. To discuss the philosophy and environment of auditing.
2. To Examine the CPA's legal liability to clients and third parties.
3. To analyze the concept of materiality in an audit.

**BLOCK I: INTRODUCTION OF AUDITING**

UNIT – I: Auditing – Definitions – Features – Accountancy and auditing – Scope of auditing – Objectives of independent audit – Efficiency audit – Cost audit – techniques of audit – Audit evidence.

UNIT – II: Internal check – Internal control – Internal audit – Procedure for implementing accounting control – Limitations of internal control – Comparison of internal audit and independent financial audit – Operational audit.

UNIT – III: Vouching - Voucher - Vouching of Cash Book - Vouching of Trading Transactions - Vouching of Impersonal Ledger – Cash transactions – Verification of documentary evidence – Methods of window dressing.

UNIT – IV: Audit evidence and sampling – Nature of evidence – Procedures – Methods – Audit sampling – Test checking – Limitations of test checking – Statistical sampling.

**BLOCK II: AUDIT OF LEDGER VERIFICATION AND COMPANY AUDIT**

UNIT – V: Audit of ledgers – Role of auditor – General ledger - Derivatives: Financial or speculative - Price risk and exchange rate financial instruments like derivatives.

UNIT – VI: Verification and valuation of assets and liabilities – auditors position regarding the valuation and verifications of assets and liabilities – depreciation – reserves and provisions – secret reserves.

UNIT – VII: Company audit – Appointment of auditors – Auditor's remuneration – Removal of auditors – Procedure for removal.

UNIT – VIII: Company audit – Powers and duties of auditors – Auditor's report – Maintenance of books and records – Types of audit report.

### **BLOCK III: SHARE CAPITAL, BRANCH, COST AUDITS**

UNIT – IX: Audit of share capital – Steps involved in issue of shares – Verification of allotment and money received on allotment – Verification of calls – Alteration of share capital.

UNIT – X: Branch audit – Special audit – Joint audit – Continuous audit – Statutory audit – Management audit – Scope – Objectives – Advantages and disadvantages.

UNIT – XI: Cost audit – Appointment of cost auditor – Powers of cost auditor – Cost audit report – Approach to EDP auditing – Auditing with the computer – Administrative control – Procedural control.

### **BLOCK IV: AUDIT OF SPECIAL INSTITUTION AND INVESTIGATION**

UNIT – XII: Audit of special institutions – Role of an auditor on verification of reports – Audit of club – Audit of cinema – Audit of hostels – Audit of hospitals.

UNIT – XIII: Liabilities of an auditor – Professional negligence – Damages – Civil liabilities – Professional ethics – Qualities of good auditor – Procedure for enquiry.

UNIT – XIV: Investigation - Objectives of Investigation - Audit of Computerized Accounts – Computer based Accounting Vs Conventional Accounting System- Computer assisted auditing techniques- Electronic Auditing - Investigation under the provisions of Companies Act.

### **REFERENCE BOOKS:**

1. Tandon B.N, 2005, -Practical Auditing, S. Chand Company Ltd, New Delhi.
2. Pagare Dinkar, 2014, -Principles & Practice of Auditing, Sultan Chand & Sons, New Delhi.
3. Kishnadwala V.H and Kishnadwala N.H, -Principles and Practice of Auditing, Sultan Chand & Sons, New Delhi.
4. Jagdish Prakash, 2014, -Auditing- Principles, Practices and Problems, Kalyani Publishers, New Delhi.

<b>Course Code</b>	<b>Title of the Course</b>
10233/12533	<b>Merchant Banking and Financial Services</b>

**Learning Objectives:**

1. To understand the trade-off between risk and reward in investing
2. To know the structure of financial markets
3. To learn the Functioning of Stock Exchanges and Financial Intermediaries
4. This course acquaints students with the concept and tools and techniques of marketing financial services.

**BLOCK I: INTRODUCTION, ISSUE MANAGEMENT UNDERWRITING AND BROKERAGE**

UNIT – I: Merchant Banking and Financial Services – concept of merchant banking - financial system in India - development of merchant banks and regulations.

UNIT – II: Issue Management - pre-issue and post-issue management activities performed by merchant banks.

UNIT – III: Underwriting and Brokerage - This unit introduces you to the different roles played by underwriters and brokers in issue management and their responsibilities.

UNIT – IV: Raising Capital from International Markets - needs of Indian companies for raising funds from foreign markets usage of euro issue - evaluation of various types of depository receipts - American Depository Receipts - Global Depository Receipts - FCCBs and FCEBs.

**BLOCK II: FINANCIAL SERVICES, DEPOSITARY SYSTEM IN INDIA – MUTUAL FUND**

UNIT – V: Financial Services - financial services in India – types - and importance - online trading - dematerialization and re-materialization.

UNIT – VI: Depository System in India - depository system - the Depository Act of 1996 and depository participants – NSDL - CDSL and benefits of a depository system.

UNIT – VII: Mutual Funds and AMCs - mutual funds - various types of mutual funds schemes - advantages and disadvantages of investing in mutual funds - legal structure and the regulation of mutual funds in India.

UNIT – VIII: Lease - leasing, benefits and limitations - types of leasing.



### **BLOCK III: HIRE PURCHASE, MERGER AND ACQUISITIONS PORTFOLIO MANAGEMENT**

UNIT – IX: Hire Purchase - important financial innovations - lease financing and hire - purchase financing.

UNIT – X: Mergers and Acquisitions – Benefits of mergers - the procedure and theories of mergers and the legal aspects governing mergers - acquisitions and takeovers in India.

UNIT – XI: Portfolio Management - Theories of portfolio management - techniques of portfolio evaluation and measures of portfolio revision.

### **BLOCK IV: SECURITIZATION OF DEBTS, VENTURE, CAPITAL FUNDS, FACTORING**

UNIT – XII: Securitization of Debts - Securitization – Features - Advantages and the steps involved in the securitization process - Guidelines laid down by the Securitization Act – 2002.

UNIT – XIII: Venture Capital Funds - features - emergence of venture capitalism in India - Credit Rating - processes - scope of credit rating agencies in India.

UNIT – XIV: Factoring - process and features of factoring - types of factoring contracts - advantages and disadvantages of factoring - differences between factoring and bill discounting - process of factoring as it exists in India and explains the process of forfeiting.

#### **REFERENCE BOOKS:**

1. Dr Natarajan K, 2009, –Financial Markets and Services, Himalaya Publishing House Pvt. Ltd., India.
2. Dr. Guruswamy S, 2009, –Financial Services, Tata Mc Graw-hill Education, New Delhi.
3. Prasanna Chandra, 2011 –Financial Management Theory and Practice, Tata McGraw- hill Education, New Delhi.
4. Khan M Y and Jain P K, 2008, –Financial Management Text, Problems and Cases, Tata Mc Graw-hill Education, New Delhi.

<b>Course Code</b>	<b>Title of the Course</b>
10234/12534	<b>Managerial Economics</b>

**Learning Objectives:**

1. To discuss the relationship between economics and business.
2. To analyze the application of economic theories in modern business.

**BLOCK I: INTRODUCTION, DEMAND AND SUPPLY**

UNIT – I: Meaning and Importance of Managerial Economics - Meaning - Scope of Managerial Economics - Importance of the study of Managerial Economics - Two Major Functions of a Managerial Economist.

UNIT – II: Demand Analysis – Meaning and Law of Demand - Elasticity of Demand.

UNIT – III: Demand Forecasting – Meaning and Forecasting - Level of Demand Forecasting - Criteria for Good Demand Forecasting, Methods or Techniques of Demand Forecasting - Survey Methods - Statistical Methods - Demand Forecasting for a New Products.

UNIT – IV: Supply & Market Equilibrium - Meaning of Supply and Law of Supply - Exceptions to the Law of Supply - Changes or Shifts in Supply - Elasticity of supply - Factors Determining Elasticity of Supply - Practical Importance - Market Equilibrium and Changes in Market Equilibrium.

**BLOCK II: PRODUCTION, COST ANALYSIS, REVENUE ANALYSIS**

UNIT – V: Production Analysis – Meaning of Production and Production Function - Cost of Production.

UNIT – VI: Cost Analysis - Types of Costs - Cost-Output Relationship - Cost Function - Cost-Output Relationships in the Short Run - and Cost-Output Relationships in the Long Run.

UNIT – VII: Objectives of Firm - Profit Maximization Model - Economist Theory of the Firm - Cyert and March's Behavior Theory - Marris' Growth Maximisation Model, Baumol's Static and Dynamic Models - Williamson's Managerial Discretionary Theory.

UNIT – VIII: Revenue Analysis and Pricing Policies - Revenue - Meaning and Types - Relationship between Revenues and Price Elasticity of Demand - Pricing Policies - Objectives of Pricing Policies - Pricing Methods.

### **BLOCK III: PRICE DETERMINATION UNDER PERFECT COMPETITION, MACRO ECONOMICS**

UNIT – IX: Price Determination under Perfect Competition – Market and Market Structure - Perfect Competition - Price-Output Determination under Perfect Competition

- Short-run Industry Equilibrium under Perfect Competition - Short-run Firm Equilibrium under Perfect Competition - Long-run Industry Equilibrium under Perfect Competition - Long-run Firm Equilibrium under Perfect Competition.

UNIT – X: Pricing Under Imperfect Competition – Monopoly - Price Discrimination under Monopoly - Bilateral Monopoly - Monopolistic Competition – Oligopoly - Collusive Oligopoly and Price Leadership – Duopoly - Industry Analysis.

UNIT – XI: Macro Economics and some of its measures – Basic Concepts - Macroeconomic Ratios - Index Numbers - National Income Deflators.

### **BLOCK IV: CONSUMPTION, INVESTMENT FUNCTIONS BUSINESS CYCLE**

UNIT – XII: Consumption Function and Investment Function - Consumption Function, Investment Function - Marginal efficiency of capital and business expectations - Multiplier - Accelerator.

UNIT – XIII: Stabilization Policies – Economic Stability - Instruments of economic Stability - Monetary Policy - Fiscal Policy - Physical Policy or Direct Controls.

UNIT – XIV: Business Cycle – Meaning and Features - Theories of Business Cycles - Measures to Control Business Cycles - Business Cycles and Business Decisions - Inflation and Deflation - Inflation - Meaning and Kinds - Measures to Control Inflation – Deflation.

### **REFERENCE BOOKS:**

1. Sankaran.S.2004. **Managerial Economics**. Margham Publication.
2. Gupta.G.S .2009. **Managerial Economics**. Tata McGraw-Hill Education Pvt.Ltd.
3. Cauvery.R., Dr.Sudha Nayak. U.K., Girija.M.and Dr.Meenakshi.R. 2010. **Managerial Economics**. S.Chand, New Delhi.
4. Maheswari.K.L and Varshney.R.L. 2014. **Managerial Economics**. [22<sup>nd</sup> Edition , Chand Sons, New Delhi.

## FOURTH SEMESTER

Course Code	Title of the Course
10241/12541	Insurance Management

### **Learning Objectives:**

1. Demonstrate knowledge of insurance contracts and provisions, and the features of property-liability insurance, life and health insurance, and employee benefit plans.
2. Demonstrate knowledge of the operation and management of insurance entities, and the economic implications of organizational design and structure.
3. Develop skills to facilitate insurance product cost and pricing, marketing, and distribution.
4. Develop practical skills through professional development seminars, internships, and / or a practicums in insurance and risk management.
5. Examine the role of public policy including social insurance in personal financial planning and risk management.

### **BLOCK I: RISK, REFORMS, REGULATIONS OF INSURANCE**

UNIT – I: Risk - Interpretations of the term ‘risk’ - types of business and personal risks - significance of risk management function within business organizations.

UNIT – II: Insurance and Risk - significance of insurance and risk - general structure of the insurance market - significant aspects of this industry.

UNIT – III: Reforms in Indian Insurance Industry - importance of the privatization of insurance industry - problems associated with public insurance enterprises - relation between insurance and economic growth.

UNIT – IV: Regulations Relating to Insurance Accounting and Management - framework for IRDA rules and regulations regarding general insurance investment in the country - role of financial reporting in managing insurance operations - significance of determining solvency margins.

### **BLOCK II: LIFE &NON LIFE INSURANCE, FUNCTIONS**

UNIT – V: Life Insurance - factors influencing the key functioning of insurance organizations insurable interest - role of riders in insurance policies.

UNIT – VI: Non-life Insurance - elements of fire insurance contract and its ancillary features - Significance of marine insurance and its various policies - the role of rural insurance in making people’s lives better in rural India.

UNIT – VII: Non-life Insurance - II - types of motor insurance policies - critical aspects of aviation industry in the country - significance of liability insurance in India.

UNIT – VIII: Functions and Organization of Insurers - components of the distribution system of life insurance companies in the country - role of agents in the life insurance sector in India - important activities carried out in a life insurance organization

**BLOCK III: PRODUCT DESIGN, INSURANCE UNDER WRITING, CLAIMS**

UNIT – IX: Product Design and Development - Product development in the life and non- life insurance sectors in India - role of risk evaluation in the process of insurance product formation - future trends in the domain of insurance product design and development.

UNIT – X: Insurance Underwriting - need for insurance underwriting - factors that affect the activities performed by the underwriter - steps involved in the process of insurance underwriting.

UNIT – XI: Claims Management - factors affecting the insurance claim management system - types of documents needed in various types of claims, meaning of ‘Causa Proxima’ in insurance claim settlement.

**BLOCK IV: INSURANCE PRICING & MARKETING, RE-INSURANCE**

UNIT – XII: Insurance Pricing and Marketing - principles of insurance pricing and marketing - tools and techniques used in pricing individual life and health insurance.

UNIT – XIII: Financial Management in Insurance Companies and Insurance Ombudsman - importance of financial management in insurance companies - tools of managing expenses in the insurance companies - modes used by the insurance companies in channelizing their funds.

UNIT – XIV: Reinsurance - reinsurance in the insurance sector - Areas of the application of reinsurance - Information Technology in Insurance - application of information technology in the insurance sector - role of insurance companies in insurance security - contours of the future of insurance in rural areas.

**REFERENCE BOOKS:**

1. Neelam C. Gulati, Principles of Insurance Management, Published by Excel Books 2007.
2. S.C. Das and S.C. Sahoo, Insurance Management (Text and Cases, Himalaya Publishing House Private Limited, Mumbai, 2015.

<b>Course Code</b>	<b>Title of the Course</b>
10242/12542	<b>Business Statistics</b>

**Learning Objectives:**

1. To describe data with descriptive statistics
2. To perform statistical analyses
3. To interpret the results of statistical analyses
4. To make inferences about the population from sample data

**BLOCK I: FUNDAMENTAL OF STATISTICS**

UNIT – I: Statistics – Meaning – Definition - Importance of Statistics in modern business environment - Definition of Statistics - Scope and Applications of Statistics Characteristics of Statistics - Functions of Statistics - Limitations of Statistics - Statistical Software.

UNIT – II: Measures of Central Tendency and Dispersion - Objectives of statistical average - Requisites of a Good Average - Statistical Averages - Arithmetic mean - Properties of arithmetic mean - Merits and demerits of arithmetic mean \- Median - Merits and demerits of median - Mode - Merits and demerits of mode - Geometric Mean-Harmonic Mean - Appropriate Situations for the Use of Various Averages - Positional Averages - Dispersion – Range - Quartile deviations - Mean deviation ,Standard Deviation - Properties of standard deviation Coefficient of Variance.

UNIT – III: Theory of Probability - Definition of probability - Basic terminology used in probability theory - Approaches to probability - Rules of Probability - Addition rule - Multiplication rule - Conditional Probability - Steps Involved in Solving Problems on Probability - Bayes' Probability - Random Variables.

UNIT – IV: Theoretical Probability Distributions - Random variables - Probability Distributions - Discrete probability distributions - Continuous probability distributions - Bernoulli Distribution - Repetition of a Bernoulli experiment - Binomial Distribution - Assumptions for applying a binomial distribution - Examples of binomial variate - Recurrence formula in case of binomial distribution - Case study on binomial distribution Poisson Distribution - Assumptions for applying the Poisson distribution - Real life examples of Poisson variate - Recurrence relation -Case study on Poisson distribution - Normal Distribution - Standard Normal Distribution.

**BLOCK II: ESTIMATION, TESTING, CHI-SQUARE TEST, F-TEST**

UNIT – V: Estimation: Reasons for Making Estimates - Making Statistical Inference - Types of Estimates - Point estimate - Interval estimate - Criteria of a Good Estimator - Unbiasedness - Efficiency - Consistency – Sufficiency - Point Estimates - Interval Estimates - Case study on calculating estimates - Making the interval estimate Interval

Estimates and Confidence Intervals - Interval estimates of the mean of large samples - Interval estimates of the proportion of large samples - Interval estimates using the Student's  $t$  distribution - Determining the Sample Size in Estimation.

UNIT – VI: Testing of Hypothesis in Case of Large and Small Samples - Large Samples – Assumptions - Testing Hypothesis - Null and alternate hypothesis - Interpreting the level of significance - Hypotheses are accepted and not proved - Selecting a Significance Level - Preference of type I error - Preference of type II error - Determine appropriate distribution - Two – Tailed Tests and One – Tailed Tests - Two – tailed tests - Case study on two – tailed and one-tailed tests - Classification of Test Statistics - Statistics used for testing of hypothesis - Test procedure - How to identify the right statistics for the test - Testing of Hypothesis in Case of Small Samples - Small samples -  $t$  Distribution - Uses of  $t$  test.

UNIT – VII: Chi-square Test - Chi-square as a Test of Independence - Characteristics of Chi-square test - Degrees of freedom - Restrictions in applying Chi-square test - Practical applications of Chi-square test - Levels of significance - Steps in solving problems related to Chi-Square test - Interpretation of Chi-Square values - Chi-Square Distribution

- Properties of Chi-square distribution - Conditions for applying the Chi-Square test - Uses of Chi-square test - Applications of Chi-Square test - Tests for independence of attributes - Test of goodness of fit - Test for specified variance.

UNIT – VIII: F – Distribution and Analysis of Variance (ANOVA) – Analysis of Variance (ANOVA) - Assumptions for F-test - Objectives of ANOVA - ANOVA table - Assumptions for study of ANOVA - Classification of ANOVA - ANOVA table in one- way ANOVA - Two way classifications.

## **BLOCK II: CORRELATION & REGRESSION, BUSINESS FORECASTING**

UNIT – IX: Simple Correlation and Regression - Correlation - Causation and Correlation - Types of Correlation - Measures of Correlation - Scatter diagram - Karl Pearson's correlation coefficient - Properties of Karl Pearson's correlation coefficient - Factors influencing the size of correlation coefficient - Probable Error - Conditions under which probable error can be used.

UNIT – X: Spearman's Rank Correlation Coefficient - Partial Correlations - Multiple Correlations - Regression - Regression analysis - Regression lines - Regression coefficient - Standard Error of Estimate - Multiple Regression Analysis - Reliability of Estimates - Application of Multiple Regressions.

UNIT – XI: Business Forecasting – Objectives of forecasting in business - Prediction, projection and forecasting - Characteristics of business forecasting - Steps in forecasting , Methods of Business Forecasting - Business barometers.

## **BLOCK IV: TIME SERIES ANALYSIS, INDEX NUMBERS**

UNIT – XII: Time series analysis – Extrapolation - Regression analysis - Modern econometric methods - Exponential smoothing method - Theories of Business Forecasting - Sequence or time-lag theory - Action and reaction theory - Economic

rhythm theory - Specific historical analogy - Cross-cut analysis theory - Utility of Business Forecasting - Advantages of business forecasting - Limitations of business forecasting.

UNIT – XIII: Time Series Analysis – Utility of the Time Series - Components of Time Series - Long term trend or secular trend - Seasonal variations - Cyclic variations - Random variations - Methods of Measuring Trend - Free hand or graphic method - Semi-average method - Method of moving averages - Method of least squares - Mathematical Models for Time Series - Additive model - multiplicative model, Editing of Time Series - Measurement of Seasonal Variation - Seasonal average method - Seasonal variation through moving averages - Chain or link relative method - Ratio to trend method - Forecasting Methods Using Time Series - Mean forecast - Naive forecast - Linear trend forecast - Non-linear trend forecast - Forecasting with exponential smoothing.

UNIT – XIV: Index Numbers: Definition of an Index Number – Relative - Classification of index numbers - Base year and current year - Chief characteristics of index numbers - Main steps in the construction of index numbers - Methods of Computation of Index Numbers – Un-weighted index numbers - Weighted index numbers, Tests for Adequacy of Index Number Formulae - Cost of Living Index Numbers of Consumer Price Index - Utility of consumer price index numbers - Assumptions of cost of living index number - Steps in construction of cost of living index numbers - Methods of Constructing Consumer Price Index - Aggregate expenditure method - Family budget method - Weight average of price relatives - Limitations of Index Numbers - Utility and Importance of Index Numbers.

#### **REFERENCE BOOKS:**

1. G. V. Shenoy, Uma K. Srivastava, S. C. Sharma, Business Statistics, New Age International, 1988.
2. T N Srivastava (Author), Shailaja Rego, Statistics for Management, McGraw Hill Education, 2017.



Course Code	Title of the Course
10243/12543	Office Management

**Learning Objectives:**

1. To Understand the Nature and types of business organizations and Process of decision- making.

**BLOCK I: INTRODUCTION OF OFFICE MANAGEMENT**

UNIT – I: Office management – Meaning – Definition – Nature – Office automation – Functions of office – Importance of office management.

UNIT – II: Office manager – Functional manager – Role of the office manager – Essential qualities of an efficient office manager – Leadership qualities – Managerial qualities – Administrative qualities – Supervision and supervisors.

UNIT – III: Office organization – Objectives of business enterprises – Organizing the office – Principles of organization – Organizational chart – Line and staff authority – Factors to be taken care in office organization.

UNIT – IV: Office manual – Qualities required of an office manual – Benefits of an office manual – Office systems – Objectives of office systems – Operations – Computer based systems in offices.

**BLOCK II: OFFICE LAYOUT AND WORK MANAGEMENT**

UNIT – V: Office layout - Need for office layout – Factors in Layout - Types of Layout - office accommodation – location of office – Factors in choosing Location - Office Building – Factors in choosing building.

UNIT – VI: Office working environment and furniture – Ventilation – Air conditioning – Lighting – Artificial lighting – Factors to be considered while lighting an office – Modular furniture – Rest rooms – Lunch room etc.

UNIT – VII: Office work – Measurement and standardization – Unit of measurement – Reasons for measuring office work – Individual jobs and control – Benefits of specialization – Selection of employees – Training – Office personnel.

UNIT – VIII: Management of office stationery – Purchase of stationery – Storing stationery and office supplies – Guidelines for good stock keeping in offices.

**BLOCK III: FORMS, RECORDS AND OFFICE CORRESPONDENCE**

UNIT – IX: Forms – Importance of form management – Forms control in an office – Types of forms – Features of a well designed form.

UNIT – X: Maintenance of records – Principles governing records management – Objectives of office records management – Filing system.

UNIT – XI: Office correspondence – Production and generation – Audio transcription – Type writers – Word processing – Proof correction.

**BLOCK IV: MANAGEMENT AND E-SERVICES IN AN OFFICE**

UNIT – XII: Communication management in an office – Communication loop – Process of communication – Importance of communication – Barriers to communication – Benefits of technological advancement to business communication.

UNIT – XIII: Mail services in an office – Internal and external – Sorting of mail – Office management cost control – Office reports.

UNIT - XIV: Mechanization and Office Automation - Office machines and equipments – Data – Sources of Data – Methods of Collection - Data Processing Systems – Electronic data processing - Office Furniture – Types..

**REFERENCE BOOKS:**

1. Sharma & Shashi K.Gupta, 2011. Business Organization and Management [Third Revised Edition, Reprint 2011] Kalyani Publishers, New Delhi.
2. Bhushan Y.K., 2008. Business Organization and Management, [First Revised Edition] Sultan Chand and Sons, New Delhi.
3. Shukla M.C, 2007. Business Organization and Management, [18th Edition], S., Chand and Company Ltd, New Delhi.
4. Gupta C.B, 2013. Business Organization [8th Edition], Jain Book Agency, New Delhi.

## FOURTH SEMESTER

Course Code	Title of the Course
10244/12544	Management Accounting

### **Learning Objectives:**

1. To enable the students to understand the conceptual framework of Management Accounting.
2. To acquaint the students with the Management Accounting Techniques that facilitates managerial decision making.

### **BLOCK I: INTRODUCTION AND STANDARD COSTING**

UNIT – I: Management Accounting - Meaning, Features – Scope – Importance – Functions - Differences between Financial accounting - Cost accounting and Management accounting.

UNIT – II: Budgetary Control – Meaning - Characteristics – Objectives – Steps – Advantages – Limitations - Types of budgets.

UNIT – III: Standard Costing: Meaning – Advantages – Limitations – Preliminaries - Steps in setting up of standard costs - Differences between Budgetary control and standard costing - Estimated cost.

UNIT – IV: Variance Analysis – Meaning - Favourable and Unfavourable variances - Controllable and uncontrollable variances - Uses of variances - Analysis of variances - Types of variances.

### **BLOCK II: MARGINAL COSTING, FINANCIAL STATEMENT AND RATIO ANALYSIS**

UNIT – V: Marginal Costing – Meaning – Features – Advantages – Limitations - Absorption costing.

UNIT – VI: Cost – Volume – Profit Analysis- Contribution - Break even analysis - Profit Volume Ratio - Margin of safety.

UNIT – VII: Analysis and Interpretation of Financial Statements – Meaning – Steps – Objectives - Types of Analysis - Comparative financial statement - Common size financial statement - Trend Analysis.

UNIT – VIII: Ratio Analysis: Meaning – Advantages – Limitations - Classifications of ratios.

**BLOCK III: WORKING CAPITAL MANAGEMENT, FUND AND CASH FLOW STATEMENT**

UNIT – IX: Working Capital Management - Meaning of working capital - Kinds of working capital - Sources of working capital - Objectives of working capital management -Determinants of working capital requirement - Estimation of working capital requirement.

UNIT – X: Fund Flow Statement – Meaning – Uses – Limitations - Sources and uses of funds.

UNIT – XI: Cash Flow Statement – Meaning – Uses – Limitations - Sources and uses of cash.

**BLOCK IV: CAPITAL BUDGETING & DIVIDEND POLICY**

UNIT – XII: Capital Budgeting – Meaning - Principles of capital – budgeting - Methods of evaluating - Capital Rationing.

UNIT – XIII: Management of Profits / Dividend Policy - Meaning of dividend policy - Types of dividend policy - Factors influencing dividend policy - Forms of dividend - Dividend models.

UNIT – XIV: Overview of latest developments in Accounting - Transfer Pricing – Responsibility – accounting - Inflation accounting - Divisional performance analysis - Human Resources Accounting.

**REFERENCE BOOKS:**

1. Sharma., and Gupta, S.K. (2006). Management Accounting. Kalyani Publishers, New Delhi.
2. Reddy, T.S., and Hari Prased Reddy, Y. (2010). Management Accounting. Margham publications. Chennai.
3. Maheswari, S.N. (2004). Management Accounting. Sultan Chand & Sons, New Delhi.
3. Jain, S.P., and Narang. K.L. (2001). Cost and Management Accounting. Kalyani Publishers, New Delhi.

## FIFTH SEMESTER

Course Code	Title of the Course
10251/12551	<b>International Marketing</b>

### **Learning Objectives:**

1. Students will be able to demonstrate their knowledge of international marketing
2. Through this, students will be able to think critically and solve marketing problems globally.

### **BLOCK I: INTERNATIONAL MARKETING AND STRATEGIES**

UNIT – I: International Marketing - Scope of International Marketing - International Marketing vs. Domestic Marketing - Principles of International Marketing - Customer value and the value equation - Competitive or differential advantage - Management Orientations - MNCs and TNCs, Benefits of international marketing.

UNIT – II: International Marketing Environment - Political Environment - Political systems - legal and Regulatory Environment - Socio-cultural Environment - Economic Environment - Technological Environment - Challenges in Global Marketing.

UNIT – III: International Trade Environment - classical trade theories - modern trade theories - trade barriers – quotas - Implications of Tariffs - Types of Agreements - General Agreement on Tariffs and Trade (GATT) - Functions and Objectives of WTO - Implication of WTO on International Marketing - India's Role in International Trade Theories.

UNIT – IV: International Market Entry Strategies - Different Entry Modes and Market Entry Strategies - joint Ventures - Strategic Alliances - Direct Investment - Manufacturing and Franchising.

### **BLOCK II: INTERNATIONAL MARKETING RESEARCH, PRODUCT, PRICING POLICIES**

UNIT – V: International Marketing Research - Concept of Marketing Research - Need for Marketing Research - Approach to Marketing Research - Scope of International Marketing Research - International Marketing Research Process - market surveys - marketing information system.

UNIT – VI: International Product Policy and Planning – Products - National and International - the new Product Development - International Product Planning - Product

Adoption and Standardization - International Market Segmentation - Influences on Marketing Plan and Budget - International Product Marketing - Marketing of Services.

UNIT – VII: International Pricing Policy – Price and Non-Price Factors - Methods of Pricing - International Pricing Strategies - Dumping and Price Distortion - Counter Trade.

UNIT – VIII: International Distribution and Logistics Planning - International Logistics Planning – Distribution - Definition and Importance - Direct and Indirect Channels - factors Involved in Distribution Systems - Modes of Transportation - International Packaging.

### **BLOCK III: INTERNATIONAL PROMOTIONAL STRATEGIES, FOREIGN MARKET**

UNIT – IX: International Promotional Strategies - Communications Process - principles of communication - Status of Promotion - Promotion Appeals - Media Selection - Personal Selling - Public Relations and Publicity - Sales Promotion – advertising - e- marketing.

UNIT – X: Foreign Markets and Export Marketing Process - Choosing appropriate mode of operations - Issues Related to Exports - processing an Export Order - Entering into export contract - Export Pricing and Costing - Export-Import (EXIM) Policy - 2002- 2007.

UNIT – XI: Export Marketing Documentation – Significance of export documentation - the statutory control - declaration forms - disposal of export documentation form - major documents.

### **BLOCK IV: FOREIGN TRADE POLICY, INTERNATIONAL FINANCIAL INSTITUTIONS**

UNIT – XII: Foreign Trade Policy - Export Promotion Capital Goods Scheme - Duty Exemption/Remission Schemes - gem and Jewellery Promotion Scheme -Diamond import license - Special Economic Zones (SEZS) - Free Trade Warehousing Zones (FTWZ) - Star Export Houses - Deemed exports - Agri Export Zones - Target Plus Scheme.

UNIT – XIII: Foreign Exchange and Foreign Currency - Organization of the foreign exchange market - Exchange Rate Policy and Management - Triangular Arbitrage - Future and Forward Market - foreign Currency Options - Forecasting Foreign Exchange Rates.

UNIT – XIV: International Financial Institutions – IMF - World Bank – IBRD - International Finance Corporation - Organization for Economic Cooperation and Development (OECD) - Legal and Ethical Issues in International Marketing - Nature

of International Business Disputes and Proposed Action - Legal Concepts Relating to International Business - International Dispute Settlement Machinery - ethical Consideration in International Marketing and Marketing Communications.

**REFERENCE BOOKS:**

1. Francis Cherunilam. 2010. International Business. (5<sup>th</sup> Edition), Ashok K.Ghosh, PHI Learning Pvt Ltd. Unit.
2. Varshney & Bhattacharya. 1984. International Marketing Management. (4<sup>th</sup> Edition), Sultan Chand & Sons Publishing house Pvt ltd. Unit.
3. Subba Rao. P. 2001. International Business. (2<sup>nd</sup> Edition), Himalaya Publishing house.
4. Aswathappa.K. 2010. International Business. (4<sup>th</sup> Edition), TataMcGraw Hill Education Private Ltd.

<b>Course Code</b>	<b>Title of the Course</b>
10252/12552	<b>Retail Marketing Management</b>

**Learning Objectives:**

1. To describe the key elements of a retail business and the retail trading environment
2. To discuss issues associated with operating a business in a retail environment / context
3. Outline the key module topics and explain why each topic is important to understanding the principles of retail management
3. To explain linkages between components of the module
4. To organize your studies, including paper-based and computer-based services
5. Continue to develop your awareness of how you learn and how different elements of
6. The module applied to your individual learning style.

**BLOCK I: PROPERTY MANAGEMENT**

UNIT – I: Property Management: Concept of Real Property - Types of Real Property - Residential property - Commercial real estate - Industrial property – Special - purpose property - Concept of Property Management - Duties of Property Manager - Property Management as a Profession - Growth of Professionalism in Property Management.

UNIT – II: Characteristics of Property and Property User - Understanding Characteristics of Property - Good record keeping - Physical appraisal of property - Proprietary features - Financial appraisal – Evaluation - Define Property User - Society and Stakeholder Relationships - Management Relationships with Stakeholders - Management Relationships with User Community.

UNIT – III: Sources and Essentials when buying a Property - Different Sources for buying a property (banks, building societies, client’s employer, private mortgage, finance houses) - Necessities when buying a Property (need, checking hidden costs, insurance, taxes ).

UNIT – IV: Property Management - Economics and Planning - Economics of Property management - Business Economy - Real Estate Economy - Concept of Property Management Planning - Market analysis - Property analysis - Analysis of owner’s objectives - Preparation of Property Management Plan - Property as a Part of Competitive Strategy.

**BLOCK II: STRATEGIC, PERFORMANCE, MANAGING RETAIL PROPERTY**

UNIT – V: Strategic Property Management - Concept of Strategic Property Management - Importance of strategic property management - Property as investment asset - Definition of Corporate Property (exhibit- SEZ) - Formulating Strategy for Property Management - Catchment survey - Positioning the property - Joint Development of property - Activity for strategic utilization of property - Legal aspects of property development (legal laws) (registration, mutation).

UNIT – VI: Performance Evaluation of Property - Role of Property in Business - Performance Evaluation of Property as an Investment Asset - Performance Evaluation of Property as an Operational Asset - Property Life Cycle (for residential and commercial) - Concept of Benchmarking.



UNIT – VII: Retail Property - Concept of Retail Property - Importance of Retail Property Management - Increasing Demand of Retail Property - FSI (floor space index) - Retail Hierarchy.

UNIT – VIII: Managing Retail Property - Need of Managing Retail Property - Ways to Manage Retail Property - Market area classifications - Pattern classifications - Owner classification - Merchandising classification.

### **BLOCK III: LEASING AND VALUATION RETAIL PROPERTY**

UNIT – IX: Leasing Retail Property - Define Leasing - Leasing of Retail Property - Qualifying retail prospects - Tenant mix – Location - Prospect's needs - Percentage Leases, Negotiating Lease - Setting the Rental Rates - Non-Complete Clause - Regulating Tenant Operation.

UNIT – X: Financial Aspects of Retail Property - Administrative Responsibilities of Retail Property Manager - Financial Reports - Major rental income items - Actual income  
- Expense items - Operating Budget - Capital Expenditure – Preservation – Income - producing capital expenditures - Monthly Cash Flow Forecast - Insurance for Shopping Centers.

UNIT – XI: Valuation of Retail Property - Define Valuation - Cost components of property - Determinants of Property Value - Factors Affecting Retail Property Value - Estimation of Rental Value of Retail Property - Methods of Property Valuation - Activity to forecast retail property management comparing three catchment areas.

### **BLOCK IV: MARKETING, MAINTENANCE, FUTURE OF RETAIL PROPERTY**

UNIT – XII: Marketing Retail Property - Importance of Effective Marketing of Retail Property - Different Methods of Marketing Retail Property – Signage - Display advertising - Brochures - Direct mail - Personal contact - Publicity and public relations – Newspapers - Online promotion.

UNIT – XIII: Maintenance of Retail Property: Property Maintenance - Types of Maintenance - Preventive maintenance - Emergency maintenance - Corrective maintenance - Cosmetic maintenance - Measures to Maintain a Property - Need and Maintenance of Retail Property - Security of Retail Property.

UNIT – XIV: Future of Retail Property - Future of Retailers - Increasing competition- Methods to handle competition - Analysing the requirement of retail property - Retail Customers in Future - Increasing retail market size - Changing expectations and buying behaviour of customers - Influence of social trends - How retail property industry meets the demand of customers? - Usage of Internet in Future - Impact of Internet Usage on Retail Property Industry - Importance of Future Planning in Retail Property Industry - Impact of Transportation on Retail Property Industry - Future Designs of Retail Stores.

**REFERENCE BOOKS:**

1. S.C. Bhatia, Retail Management, Atlantic Publishers & Dist, 2008
2. Suja R Nair, Retail Management, Himalaya Publishing House.

Course Code	Title of the Course
10253/12553	Cost Accounting

**Learning Objectives:**

1. To enable the students to understand the Costing Terms in business.
2. To provide adequate knowledge on Cost Accounting Practice

**BLOCK I: COST ACCOUNTING PRINCIPLES AND STORES ISSUES**

UNIT – I: Cost Accounting Principles: Meaning of cost and cost accounting – Objectives of cost accounting – Installation of a costing system.

UNIT – II: Elements of cost – Cost concepts – Cost classifications – Methods, systems and techniques of costing – Cost sheet.

UNIT – III: Cost Accounting for material cost control – Need for material cost control – Purchase control – Stores control – Stock levels – EOQ analysis.

UNIT – IV: Pricing of stores issues – Perpetual inventory control – ABC analysis – VED analysis – Treatment of waste, scrap, defectives and spoilage.

**BLOCK II: METHODS AND COST CONTROL**

UNIT – V: Labour Cost Control – Time keeping and time booking – Treatment of idle time and overtime cost – Wage rates for costing – Systems of wage payment – Time wage and piece rate – Incentive schemes of wage payment – Labour turnover.

UNIT – VI: Overhead Cost Control – Classification of overheads – Allocation and appointment – Absorption of overheads – Different methods – Treatment of under absorption and over absorption of overheads.

UNIT – VII: Methods of Costing – Job costing – Contract costing – Profit on incomplete contracts – Cost plus contracts – Target costing – Escalation clause.

UNIT – VIII: Unit costing – Meaning – Cost accumulation – Procedure in unit costing – Preparation of cost sheet.

**BLOCK III: PROCESS, CONTRACT AND OPERATING COSTING**

UNIT – IX: Process Costing – Features – Job costing Vs Process costing – Process cost accounts – Inter-process profits – Accounting for joint products and by products.

UNIT – X: Contract costing – Types – Procedure for contract costing – Contract plus costing – Profit from incomplete contract.

UNIT – XI: Operating Costing – Meaning – Features – Objectives – Cost Unit – Transport costing – Operating cost sheet.

**BLOCK IV: BATCH, STANDARD COSTING AND RECONCILIATION OF COST**

UNIT – XII: Batch costing – Definition – Economic batch quantity – Applicability of batch costing.

UNIT - XIII: Standard Costing – Definition – Advantages and limitations of standard costing – Variance analysis.

UNIT – XIV: Reconciliation of cost and final accounts – Cost control and cost reduction – Meaning – Tools and techniques – Essentials for success of cost control and cost reduction – Distinction between cost control and cost reduction – Areas of cost reduction and control – Advantages.

**REFERENCE BOOKS:**

1. Jain, S. P., and Narang, K. L. 2001, Cost and Management Accounting [Fifth Edition], Kalyani Publishers, New Delhi.
2. Pillai, R. S. N., and Bagavathi, 2009, Cost Accounting [First Edition], Sultan Chand Company Ltd., New Delhi.
3. Sharma, and Shashi K. Gupta, 2012, Management Accounting [Twelfth Edition], Kalyani Publishers, New Delhi.

<b>Course Code</b>	<b>Title of the Course</b>
10254/12554	<b>Project Management</b>

**Learning Objectives:**

1. Manage the selection and initiation of individual projects and of portfolios of projects in the enterprise.
2. Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management.
3. Demonstrate effective project execution and control techniques that result in successful projects.
4. Conduct project closure activities and obtain formal project acceptance.
5. Demonstrate a strong working knowledge of ethics and professional responsibility.
6. Demonstrate effective organizational leadership and change skills for managing projects, project teams, and stakeholders.

**BLOCK I: BASICS, IDENTIFICATION, PLANNING OF PROJECT MANAGEMENT**

UNIT – I: Basics of Project Management – Need for Project Management - Project Management Knowledge Areas and Processes - The Project Life Cycle - The Project Manager (PM) - Phases of Project Management Life Cycle - Project Management Processes - Impact of Delays in Project Completions - Essentials of Project Management Philosophy - Project Management Principles.

UNIT – II: Project Identification and Selection - Project Identification Process - Project Initiation - Pre-Feasibility Study - Feasibility Studies - Project Break -even point.

UNIT- III: Project Planning - Need of Project Planning - Project Life Cycle – Roles - Responsibility and Team Work - Project Planning Process - Work Breakdown Structure (WBS).

UNIT – IV: Organisational Structure and Organisational Issues - Concept of Organisational Structure - Roles and Responsibilities of Project Leader - Relationship between Project Manager and Line Manager - Leadership Styles for Project Managers - Conflict Resolution - Team Management and Diversity Management - Change management.

**BLOCK II: PERT AND CPM, RISK AND QUALITY MANAGEMENT OF PROJECT**

UNIT – V: PERT and CPM – Development of Project Network - Time Estimation - Determination of the Critical Path - PERT Model - Measures of variability - CPM Model-Network Cost System.

UNIT – VI: Resources Considerations in Projects - Resource Allocation – Scheduling  
- Project Cost Estimate and Budgets - Cost Forecasts.

UNIT – VII: Project Risk Management – Risk Management - Role of Risk  
Management in Overall Project Management - Steps in Risk Management - Risk  
Identification - Risk Analysis - Reducing Risks.

UNIT – VIII: Project Quality Management and Value Engineering – Quality - Quality  
Concepts - Value Engineering.

**BLOCK III: PROJECT MIS, PROJECT PURCHASING & PERFORMANCE**

UNIT – IX: Project Management Information System – Project Management  
Information System (PMIS) - Planning of PMIS - Design of PMIS.

UNIT – X: Purchasing and Contracting for Projects – Purchase Cycle - Contract  
Management - Procurement Process.

UNIT – XI: Project Performance Measurement and Evaluation – Performance  
Measurement – Productivity - Project Performance Evaluation - Benefits and  
Challenges of Performance Measurement and Evaluation - Controlling the Projects.

**BLOCK IV: EXECUTION & CONTROL, CLOSE OUT, SOFTWARE OF PROJECT  
MANAGEMENT**

UNIT – XII: Project Execution and Control – Project Execution - Project Control Process  
- Purpose of Project Execution and Control.

UNIT – XIII: Project Close-out - Termination and Follow-up – Project Close-out -  
Steps for Closing the Project - Project Termination - Project Follow-up.

UNIT – XIV: Project Management Software - Advantages of Using Project  
Management Software - Common Features Available In Most of the Project  
Management Software – Illustration.

**REFERENCE BOOKS:**

1. Nagarajan K, Project Management, New Age International, New Delhi, 2004.

## SIXTH SEMESTER

Course Code	Title of the Course
10261/12561	Marketing Research

### **Learning Objectives:**

1. To explain market research theories and concepts to colleagues and use this knowledge to design research studies in response to managerial problems.
2. Compare and contrast a range of common market research tools in order to evaluate the most appropriate tool for a unique research question.
3. Design and implement a research tool in response to a client brief within a team or individually.
4. Summarize a market research project and reflect on constructive feedback to improve the summary.
5. Develop a report that critically analyses market research data and provides a recommendation.

### **BLOCK I: BASICS OF MARKETING RESEARCH**

UNIT – I: Marketing Research Dynamics – Meaning of Research - Research Characteristics - Various Types of Research - Marketing Research and its Management - Nature and Scope of Marketing Research - Marketing Research in the 21<sup>st</sup> Century (Indian Scenario), Marketing Research - Value and Cost of Information.

UNIT – II: Planning the Research Process – An Overview - Formulation of a Problem - Research Methods - Research Design - Data Collection Methods - Sample Design - Data Collection - Analysis and Interpretation - Report Writing - Components of Research Proposal - Components of Research Paper.

UNIT – III: Research Design – Meaning - Types of Research Design - Descriptive Research - Causal Research Design - Research Design and Marketing Decision Process - Choosing a Good Research Design.

UNIT – IV: Data Collection Sources and Methods – Meaning and Nature of Secondary Data - Advantages of Secondary Data - Drawbacks of Secondary Data - Types of Secondary Data Sources - Primary Data and its Types.

### **BLOCK II: RESEARCH METHODOLOGY**

UNIT – V: Designing Questionnaire – Questionnaire Building - Process of Questionnaire Design - Information Required - Interview Method - Questionnaire Format and Question -Composition - Individual Question Content - Questions Order - Form and Layout - Pilot Testing the Questionnaire.

UNIT – VI: Measurement and Scaling Techniques – Importance of Measurement and Scaling in Marketing Research - Scales of Measurement - Fundamental Properties - Primary Scales of Measurement - Attitude Measurement Scales - Types of Comparative Scales - Non - Comparative scale - Selecting an Appropriate Scale - Scale Evaluation.

UNIT – VII: Sampling Theory-Design - size and Techniques – Meaning of Sampling - Importance of Sampling in Marketing Research - Sampling - Basic Constructs - Process of Sampling Design - Determining Sample Size - Probability and Non Probability Sampling - Classification of Probability Sampling Techniques - Classification of Non Probability Sampling - Selecting an Appropriate Sampling Technique.

UNIT – VIII: Hypothesis Testing – Hypothesis - Steps Involved in Hypothesis Testing - Test of Significance of a Mean - Test of Significance of Difference between Two Means  
- Test of Significance of Difference between Two Standard Deviations - Test of Significance of Sample Proportion - Test of Significance of Difference between Two Sample Proportions - Student's T – Distribution - Parametric and Non-Parametric Tests.

### **BLOCK III: DATA ANALYSIS AND INTERPRETATION**

UNIT – IX: Data Processing and Preliminary Data Analysis – Survey Field Work and Data Collection - Nature and Scope of Data Preparation - Editing, Coding - Data Entry - Data Cleaning - Preliminary Data Analysis - Assessing for Normality and Outliers.

UNIT – X: Data Analysis I - Statistics in Data Analysis - Measures of Central Tendency - Measures of Dispersion - Bivariate Analysis - Multivariate Analysis.

UNIT – XI: Data Analysis II - Descriptive Statistics - Univariate Analysis - Bivariate Analysis - Correlation analysis - analysis of variance and analysis of covariance - Multivariate Analysis - Conjoint analysis.

### **BLOCK IV: REPORT WRITING AND RECENT TREND IN MARKETING RESEARCH**

UNIT – XII: Data Interpretation and Report Writing – Data Interpretation - Research Report - Modus Operandi of Writing a Market Research Report - Structure of the Report  
- Components of a Report - Style and Layout of a Report - Revising and Finalizing the Research Report - Quality Research Report - Responsibilities of a Market Research Report Writer - Presenting the Report.

UNIT – XIII: Applications of Marketing Research I – Consumer Market Research -



Business-to-Business Market Research - Product Research - Pricing Research - Motivational Research - Distribution Research - Applications of Marketing Research II – Advertising Research - Media research - Sales Analysis and Forecasting - Data Mining.

UNIT – XIV: Recent Trends in Marketing Research - Marketing Information System and Research - Online Marketing Research - Recent Trends in Marketing Research - Research in Lifestyle Retail - Marketing Research and Social Marketing - Rural Marketing Research - Trends in Services Marketing Research - Brand Equity Research - International Marketing and Branding Research.

**REFERENCE BOOKS:**

1. S.L. Gupta, Marketing Research, Excel Books, New Delhi, 2004.
2. Naresh K. Malhotra, Marketing Research, Pearson Education, New Delhi, 2015.

Course Code	Title of the Course
10262/12562	Corporate Accounting

**Learning Objectives:**

1. To give a clear understanding and knowledge to the students in the area of corporate accounting and other related matters.
2. To provide the knowledge based on corporate need to have a global perspective and grow accordingly.

**BLOCK I: ISSUES OF SHARES & GOODWILL AND FINAL ACCOUNTING OF COMPANY**

UNIT – I: Issue of shares: Par, Premium and Discount - Forfeiture - Reissue - Surrender of Shares - Right Issue – Underwriting.

UNIT – II: Redemption of Preference Shares – Provisions of the companies Act - Debentures - Issue – Treatment of different items relating to debenture in final accounts – Redemption – Methods of redemption of Debenture - Sinking Fund Method – Insurance Policy method.

UNIT – III: Final Accounts of Companies – Trading Account – Profit and Loss Account – Profit and Loss Appropriation Accounts – Balance sheet - Managerial Remuneration – Remuneration payable to different categories of managerial personnel – Calculation of Managerial remuneration.

UNIT – IV: Valuation of Goodwill - Need - Methods of valuation of Goodwill - Average Profit method – super profit method – capitalization method.

**BLOCK II: LIQUIDATION OF COMPANIES AND AMALGAMATION**

UNIT – V: Shares - Methods of valuation of Shares – Net asset method – Yield Method – Fair value Method.

UNIT – VI: Liquidation of Companies –Modes of Winding up - Statement of Affairs - Deficiency account or Surplus Account.

UNIT – VII: Company Final accounts – Schedule VI Part I and Part II – Profit prior to incorporation - Managerial remuneration – Preparation of profit and loss account and Balance Sheet.

UNIT – VIII: Amalgamation – Meaning – Advantages – Purchase consideration – Types of amalgamation – Net present value method - Absorption (Excluding inter – company holdings).

### **BLOCK III: HOLDING COMPANY ACCOUNTS**

UNIT – IX: External reconstruction and Internal reconstruction – Meaning – Accounting treatment – Alteration of share capital – Capital reduction account.

UNIT – X: Holding company accounts excluding inter-company holdings – Mutual Owings - Contingent Liability - Unrealized Profit - Revaluation of Assets.

UNIT – XI: Liquidation of companies – Meaning – Reasons for winding up – Liquidator – Preferential creditors – Calculation of liquidator’s remunerations – Liquidator’s final statement of accounts.

### **BLOCK IV: BANKING COMPANY ACCOUNTS, HR ACCOUNTING**

UNIT – XII: Accounts for banking companies - Preparation of profit and loss account and balance sheet - Accounts for Insurance Companies - Preparation of profit and loss account and balance sheet.

UNIT – XIII: International Financial Reporting Standards (IFRS) – Meaning – Advantages - Disadvantages.

UNIT – XIV: Human resource accounting - Characteristic, Applications methods - Principles of Government accounting – Principles of Responsibility accounting.

### **REFERENCE BOOKS:**

1. Dr. M. A. Arulanandam, and Dr. K. S. Raman, 2003, –Advanced Accountancy, Part-II - Himalaya Publications, New Delhi.
2. Jain S. P. & Narang K. L., 2004 - –Advanced Accounting - Kalyani Publishers, New Delhi.
3. Gupta R. L. & Radhaswamy M., 2006, –Corporate Accounts – Theory, Method and Application, Sultan Chand & Co., New Delhi.
4. Reddy & Murthy, 2004, –Financial Accounting - Margham Publicatuions, Chennai.
5. Jain S. P and Narang K. L. 2004, Corporate Accounting, (First Edition) Kalyani Publications, Chennai.
6. Joseph. T. 2009, Corporate Accounting, Vol. 1, (1<sup>st</sup> Edition), Tata McGraw-Hill Education Pvt. Limited, New Delhi.

## SIXTH SEMESTER

Course Code	Title of the Course
10263/12563	Entrepreneurship Development

### **Learning Objectives:**

1. Ability to recognize a business opportunity that fits the individual student
2. Demonstrate the understanding of how to launch the individual's entrepreneurial career

### **BLOCK I: BASIC CONCEPT OF ENTREPRENEURSHIP**

UNIT – I: Concept of entrepreneurship - Definition Nature and characteristics of entrepreneurship – Function and type of entrepreneurship - Phases of EDP - Development of women entrepreneur & rural entrepreneur – including self employment of women council scheme.

UNIT – II: Factors influencing entrepreneurship – Internal factors – External factors – Institutional Finance to entrepreneurs – Functions of DICs – NSIC – SIDO – SISIs – KVIC – IFCI.

UNIT – III: Business idea generation technique – Sources of business idea – Methods of generating ideas – Method of evaluating ideas.

UNIT – IV: Identification of business opportunities – Meaning – Sources of entrepreneurial opportunities – Opportunity analysis.

### **BLOCK II: MARKETING AND TECHNICAL ANALYSIS**

UNIT – V: Marketing feasibility – Phases of feasibility study – Marketing strategies – Specialist roles open to market Nichers – Financial and Economic feasibilities – Classification of sources of finance.

UNIT – VI: Technical and locational feasibilities – technical analysis – Locational feasibility – Selection of site – plant lay out – Size of the business firm.

UNIT – VII: Managerial and legal feasibility – Characteristics of a company – Types of companies.

UNIT – VIII: Project appraisal – Classification of the project – Marketing risk – Process of risk management – Types of risk.

### **BLOCK III: PROJECT AND ECONOMIC DEVELOPMENT**

UNIT – IX: Project report – Meaning – Purposes of project report – Formulation of business plan – Characteristics of a successful business plan.

UNIT – X: Role of entrepreneur in economic development – Role of entrepreneurs – Small scale entrepreneurs – Importance of SSIs – Problems of small industries in India.

UNIT – XI: Creativity and innovation – Characteristics of innovation – Sources of innovation – Forms of innovation – Importance of creativity and innovation – Global and Indian innovations.

**BLOCK IV: SMALL ENTERPRISES AND RECENT DEVELOPMENT**

UNIT – XII: Family enterprises – Stages of transformation – Family management practices in India – Issues in family business – Planning process – Future of family business.

UNIT – XIII: Recent development in small enterprises in India – Government rules and regulations – Industrial sickness in India – Reasons for sickness – Causes – Consequences.

UNIT – XIV: Franchising – Types – Advantages – Disadvantages – Evaluation of franchise arrangement – Rural entrepreneurship – Need for rural entrepreneurship – Problems – SHGs and rural development.

**REFERENCE BOOKS:**

1. Gupta C.B. and Srinivasan, N. P., Entrepreneurial Development, Kalyani Publishers.
2. S. S. Khanka, 2013, Entrepreneurial Development (Fourth Revised & Millennium Edition) Sultan Chand & Sons Publishers. New Delhi.
3. Mohanty K. S., Fundamentals of Entrepreneurship, Prentice Hall of India.
4. Vasant Desai, 1997, Management of Small Scale Industries, Himalayan Publishing House.
5. Radha, Entrepreneurial Development, Prasanna Publishers, Chennai.

<b>Course Code</b>	<b>Title of the Course</b>
10264/12564	<b>Management Information System</b>

**Learning Objectives:**

1. To know the Integration of Business Information through Computers.
2. After the successful completion of the course the student must be aware of utilization of business information for decision making.

**BLOCK I: INTRODUCTION OF MIS**

UNIT – I: Understanding MIS - Management Information Systems - History of MIS - Impact of MIS - Role and Importance - MIS Categories - Managers and Activities in IS - Types of Computers Used by Organizations in Setting up MIS - Hardware support for MIS.

UNIT – II: Conceptual Foundations – Decision Making Process - System Approach to Problem Solving - The Structure of Management Information System.

UNIT – III: Kinds of Information Systems – Types of Management Systems Concepts of Management Organization.

UNIT – IV: Planning and Control – Differences between planning and control information - Systems Analysis - Systems Design.

**BLOCK II: MIS ENTERPRISE & STRUCTURE**

UNIT – V: MIS Planning and Development – Planning – development.

UNIT – VI: MIS and BPR –Business Process Re – Engineering, Improving a process in BPR - Object Oriented methodology - BPR – Current Focus.

UNIT – VII: MIS Organization Structure - MIS at Management levels - Strategic Level Planning - Operational Level Planning - Economic and Behavior Theories.

UNIT – VIII: Enterprise Resource Planning – Basics of ERP - Evolution of ERP - Enterprise Systems in Large Organizations - Benefits and Challenges of Enterprise Systems.

**BLOCK III: E-ENTERPRICE – TRENDS IN MIS**

UNIT – IX: E-Enterprise System – Managing the E-enterprise - Organisation of Business in an E-enterprise - E-business - E-commerce - E-communication - E-collaboration.

UNIT – X: Trends in MIS – Decision Support Systems (DSS) - Artificial Intelligence (AI).

UNIT – XI: MIS – Support Models and Knowledge Management – Philosophy of Modeling – DSS - Deterministic Systems - Market Research Methods - Ratio Analysis for Financial Assessment - Management Science Models - Procedural Models - Project Planning and Control Models - Cost Accounting Systems - Operations Research Models - Mathematical Programming Techniques - Knowledge Management.

#### **BLOCK IV: ORGANISATION AND STRATEGIC OF MIS SECURITY & ETHICAL ISSUES**

UNIT – XII: Organization and Computer Networks – Basics of computer systems - Basic Network Terminologies - Definitions and Application - The Intranet and the Extranet - Database Management Systems – Types of Database Users – DBMS - Designing of DBMS.

UNIT – XIII: Strategic Management Information System – Background – Performance - Product differentiation and Value Chain - How IT influences Organizations' goals - The five levels - Governance Modes in the use of IT.

UNIT – XIV: Security and Ethical Issues – Control Issues in Management Information Systems - Security Hazards - Ethical Issues - Technical solutions for Privacy Protection.

#### **REFERENCE BOOKS:**

1. Amanjindal, 2010. Management Information System [First Edition]. Kalyani Publishers New Delhi.
2. Gorden, B Davis., and Margrethe, H Olson 2004, Management Information System, [First Edition]. Tata Mc. Graw Hill Publications, New Delhi.
3. Gupta, A.K. 2014. Management Information System [Third Edition]. Sultan Chand & Company Ltd., New Delhi.
4. Kenneth Laudon. 2012. Essentials of Management Information Systems [First Edition]. Pearson, New Delhi.

***BBA***



Course Code	Title of the Course
10411A	PART-I : TAMILPAPER - I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

பிரிவு -1 : இசைப்பாடல்

கூறு 1

10. கண்ணதாசன் - ஸ்ரீ கிருண கானம்

19. புல்லாங்குழல் கொடுத்த
20. குருவாயூருக்கு வாருங்கள்

கூறு 2

1. கோகுலத்து பசுக்கள்
2. கோகுலத்தில் ஒரு நாள் ராதை
3. ஆயர்பாடி மாளிகையில்

கூறு 3

பட்டுக்கோட்டை கல்யாண சுந்தரம்

19. நெஞ்சில் குடியிருக்கும்
20. செய்யும் தொழிலே தெய்வம்

கூறு 4

10. பாரதியார்

கண்ணன் என் விளையாட்டுப்பிள்ளை  
பாரத மாதா திருப்பள்ளி எழுச்சி

பிரிவு - 2 : கவிதை, புதுக்கவிதை

கூறு 5

1. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
2. நாமக்கல் கவிஞர் - நோயற்ற வாழ்வு 7 பாட்டு
3. பெ.தூரன் - நிலா பிஞ்சு

கூறு 6

1. வல்லிக் கண்ணன் - வெறும் புகழ்
2. கு.ப.இராஜகோபாலன் - எதற்காக?
3. மீரா - பதினைந்து

கூறு 7

1. சிற்பி - சர்ப்ப யாகம்
2. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

கூறு 8

1. அப்துல் ரகுமான் - கண்ணும் எழுதேம்
2. சண்முக சுப்பையா - வயிறு

பிரிவு - 3 : காப்பியம்

கூறு 9

1. சிலப்பதிகாரம் - வழக்குரை காதை
2. கம்பராமாயணம் - அயோத்தியா காண்டம்

பிரிவு - 4 : காப்பியம்

கூறு 10

1. சீறாப்புராணம் - ஈத்தங்குண்டி வரவழைத்த படலம் (1)

**கூறு 11**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
243. இன்னவாயில்  
244. கொழுந்துறும்  
245. பஞ்ச(ச) அரங்கில்

**கூறு 12**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
246. எண்ணுளே  
247. ஒண்தலங்கள்  
248. இரவியேந்த கஞ்சக்

**கூறு 13**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
249. கன்னியாயதாயும்  
250. ஏந்தி ஓங்கு உளத்து  
251. ஆவ தேமுனர்  
252. கொல்லும் வேலொடும்

**கூறு 14**

- தேம்பாவணி** - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
253. என்ற வாசகம்  
254. அம்பினால்  
255. வேண்டும் ஓர் வினை

<b>Course Code</b>	<b>Title of the Course</b>
<b>10411B</b>	<b>Part-I: Communication Skills - I</b>

**Objectives:**

On completion of the course the students will be able to

- Understand the basic skills of Communication.
- Acquaint the students with important features and applications in of Communication.

- Unit 1**      Communication - Meaning - Types- Importance.
- Unit 2**      Barriers to Effective Communication - Principles - Principles of Effective Communication.
- Unit 3**      Oral Communication - Meaning - Importance - Forms of Oral Communication.
- Unit 4**      Introduction - Meaning - Function - Types Preparation of Speech- Steps Involved.
- Unit 5**      Principles of Effective Oral Communication.
- Unit 6**      Written Communication - Meaning - Steps - Importance - Advantages - Use of words and Phrases.
- Unit 7**      Sentence - Meaning - Sentence formation - Characteristics of an Effective Sentence.
- Unit 8**      Paragraph Writing - Essay Writing - Steps Involved - Outline-Layout - Contents -Drafting-Correction - Final Draft.
- Unit 9**      Application for Employment and Curriculum Vitae - Steps involved.
- Unit 10**     Non-Verbal Communication - Meaning - Types - Body Language - Postures - Gestures- Facial Expressions - Eye Contact.
- Unit 11**     Report Writing - Report - Types of Reports - Format of a Report.
- Unit 12**     Essentials of a Good Report - Preparation of Report - Procedure Involved.
- Unit 13**     Meetings - Purpose of the Meeting - Procedure.
- Unit 14**     Group Discussion - Quality of Content - Participation - Logical Presentation - Behavioural Skills.

**References:**

37. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
38. Geetha Nagaraj, Write to Communicate, 2004.
39. Wren & Martin, English Grammar and Composition, 2002.
40. Dale Carnegie, How to Win Friends and Influence People, 1981.
41. Dale R Jordan, Language Skills and Use.
42. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
43. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
44. Wallace, Michael J, Study Skills in English.
45. Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
10412	PART-II : ENGLISH PAPER - I

**Learning objective:**

- To understand the topics of Prose, Grammar and Composition etc.
- To know the importance of writing skills.

**Prose**

Unit – I	Water-the Elixir of life	- C.V. Raman
Unit – II	Mrs. Packletide’s Tiger	- SAKI
Unit – III	A Deed of Bravery	- Jim Carbett
Unit – IV	The Cat	- Catharine M. Willson
Unit – V	On Letter Writing	- Alpha of the Plough
Unit – VI	Our Ancestors	- Carl Sagan
Unit – VII	Our Civilization	- C.E. Foad
Unit – VIII	A Hero on Probation	- B.R. Nanda
Unit – IX	Dangers of Drug Abuse	- Hardin B. Fones
Unit – X	Food	- J.B.S. Haldane

**Grammar**

Unit – XI	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition –Tenses.
Unit – XII	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

**Composition**

Unit – XIII	- Letter writing - Precis writing - Developing hints.
Unit – XIV	- Dialogue writing - Paragraph writing.

**References:**

10. Sebastian D K, *Prose for the Young Reader*, Macmillan.
11. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
12. *Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
10413	PRINCIPLES OF ECONOMICS

**Objectives:**

- To understand the basic concepts and principles of Economics
- To analyze the theories, price determination and market discrimination

**BLOCK I: BASICS AND MANAGERIAL ECONOMICS**

- UNIT 1** Exploring the subject matter of economics-Why study economics? Scope and Method of Economics; The Economic Problem: Scarcity and Choice. Reading and working with Graphs.
- UNIT 2** Introduction to Managerial Economics- Nature, Scope, Definitions of. Managerial Economics, Application of Managerial Economics to Business, Micro Vs. Macro Economics, opportunity costs, Time Value of Money, Marginalism, Incrementalism, Market Forces and Equilibrium.
- UNIT 3** Consumer Behaviour-Cardinal Utility Approach: Diminishing Marginal Utility, Law of Equi-Marginal Utility, Ordinal Utility Approach: Indifference Curves, Marginal Rate of Substitution, Budget Line and Consumer Equilibrium.
- UNIT 4** Demand Analysis- Theory of Demand, Law of Demand, Movement along vs. Shift in Demand Curve, Concept of Measurement of Elasticity of Demand, Factors Affecting Elasticity of Demand, Income Elasticity of Demand, Cross Elasticity of Demand.

**BLOCK II: FEATURES OF ECONOMICS**

- UNIT 5** Theory of Production- Meaning and concept of Production, Factors of Production and Production Function, Fixed and Variable Factors, Law of Variable Proportion (Short Run Production Analysis), Law of Returns to a Scale (Long Analysis),
- UNIT 6** Cost - Concept of Cost, Cost Function, Short Run Cost, Long Run Cost, Economics and Diseconomies of Scale, Explicit cost and Implicit Cost, Private and Social Cost.
- UNIT 7** Marginal revenue and Marginal cost Meaning- – Optimum firm and Representative firm. Nature of costs in economics – Opportunity cost Vs Real cost
- UNIT 8** Fixed costs Vs Variable costs – Notion of marginal cost – Equilibrium of industry – Conditions of competitive equilibrium.

### **BLOCK III: THEORY OF INTEREST AND MARKET BEHAVIOUR**

**UNIT 9** Interest – Interest as reward for waiting – Liquidity preference theory. Profit – Risk and uncertainty – Normal profits – Marginal productivity and profits.

**UNIT 10** Markets – Nature of competition-Meaning- Importance – Implication – Types of competition: Monopoly

**UNIT 11** Firm's Behaviour- Pricing Under Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly, Duopoly, Bilateral monopoly, Monopolistic competition. Price theory and practices: Price discrimination under perfect competition

### **BLOCK IV: THEORY OF WAGES AND ECONOMIC ANALYSIS**

**UNIT 12** Distribution: Wages – Marginal productivity–Theory of wages-Collective bargaining – Wage differentials – Wages and productivity Wage regulation.

**UNIT 13** Rent – Scarcity Vs Differential rents – Quasi rent– Rent as surplus over transfer earnings – Rent as economic surplus.

**UNIT 14** Macro Economic Analysis- Theory of income and employment, Classical, Modern (Keynesian), Approach. Macro-Economic Variables, Circular flow of income, National Income Concepts, definition and its measurement.

### **REFERENCE BOOKS :**

1. *Stonier & Hage, Economic Theory*
2. *Samuelson Paul A, Economics*
3. *Edward Nevin, Text book of Economic analysis*
4. *Mehta P L, Managerial Economics.*

Course Code	Title of the Course
10414	FINANCIAL ACCOUNTING

**Objectives:**

- To understand the basic rules of accounting methods.
- To know in detail about Final account, partnership accounts and company accounts

**BLOCK I: BASICS OF BOOK KEEPING AND MAINTENANCE**

**UNIT 1** Meaning and Scope of Accounting: Need for Accounting, Development of Accounting, Definition and Functions of Accounting, Limitation of Accounting, Book Keeping and Accounting, Is Accounting Science or Art?, End User of Accounting Information, Accounting and other Disciplines, Role of Accountant, Branches of Accounting, Difference between Management Accounting and Financial Accounting, Objectives of Accounting, Accounting Equation

**UNIT 2** Accounting Principles and Standards: Meaning of Accounting Principles, Accounting Concepts, Accounting Conventions, Systems of Book Keeping, Systems of Accounting, Introduction to Accounting Standards Issued by ICAI.

**UNIT 3** Journalising Transactions: Journal, Rules of Debit and Credit, Compound Journal Entry, Opening Entry- Sub Division of Journal: Cash Journal, Petty Cash Book, Purchase Journal, Sales Journal, Sales Return Journal, Voucher System.

**UNIT 4** Ledger Posting and Trial Balance: Ledger, Posting, Relationship between Journal and Ledger, Rules Regarding Posting, Trial Balance, Final Accounts of Sole Proprietorship and Firms.

**BLOCK II: BANKING THEORY AND PRACTICE**

**UNIT 5** Bank Reconciliation Statement-Bills of Exchange and the treatment thereof - Account Current – Average Due date -Consignment and Joint Venture Accounts.

**UNIT 6** Accounts of Non-Trading Concerns-Receipts and Payment Accounts - Income and Expenditure Accounts and Balance Sheet.

**UNIT 7** Partnership: Fixed and Fluctuating Capitals – Current and Drawing Accounts – Interest on Capital and Drawings and Salary and Commission

**UNIT 8** Revaluation of Assets Meaning- Importance – Implication – Treatment of Goodwill – Admission – Retirement – Death of a Partner

**BLOCK III: BASICS OF COMPANY ACCOUNTS**

**UNIT 9** Dissolution Excluding Garner Vs Murrey Decision and Meaning- Importance – Implication Sale to a Company – final Accounts.(Simple Problems Only)

**UNIT 10** Company Accounts: Issue of Shares and Debentures at Par- Premium and Discount



**UNIT 11** Forfeiture of Shares and Re-Issue of forfeited Shares Meaning – Simple Cases of Final Accounts.

**BLOCK IV: TRAIL BALANCE AND BALANCE SHEET**

**UNIT 12** Final Accounts of Banking Companies – Prudential Accounting

**UNIT 13** Prudential Accounting

**UNIT 14** Norms: Capital, Adequacy, Income Recognition- Asset Classification and Provisioning.

**REFERENCE BOOKS:**

- 1 *Gupta R L, Advanced Accounting*
- 2 *Arulanandam M A, Raman K S, Advanced Accounting*
- 3 *Shukla M C & Grewal T S, Advanced Accounting*

Course Code	Title of the Course
10421A	PART-I : TAMILPAPER - II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

கூறு 1

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
256. சொல் தவிர்ந்த  
257. அன்னை  
258. அஞ்சுவார்  
259. சொல்லக் கேட்டனள்  
260. மற்செய்கை  
261. மண்கனியப்  
262. அழுது ஆர்ந்த

கூறு 2

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
263. பொய் பொதுளும்  
264. இன்பு அருந்தி  
265. வழுதாயின இன்பு  
266. மறம் ஏவினர்

கூறு 3

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)  
267. மண்ணோர்கள்  
268. பொய்யா விதியோய்  
269. விடியா இருள்  
270. அழுவார் எவரும்

கூறு 4

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

கூறு 5

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

இலக்கணம் - எழுத்தும் சொல்லும்

கூறு 6

- முதலெழுத்துகள்இ சார்பெழுத்துகள்
- மொழி முதலெழுத்துகள் இ மொழி இறுதி எழுத்துகள்

கூறு 7

- ஒற்றெழுத்து மிகலும் மிகாமையுமஇ
- ஆகு பெயர் இ அன்மொழித் தொகை.
- வினா-விடை வகைகள்

கூறு 8

- தமிழ்ச் சொல்லமைப்பின் சிறப்பு – பெயர், வினை, இடை, உரி வடிவங்கள்
- பிற மொழிச் சொற்களைத் தமிழில் ஆளும் முறைகள்

கூறு 9



Course Code	Title of the Course
10421B	Part-I: Communication Skills - II

**Objectives:**

- To understand the conversation and presentation skills of communication
- To discuss more on corporate communication Skills

- Unit 1** Code and Content of Communication Skills.
- Unit 2** Stimulus and Response of Communication Skills.
- Unit 3** Effective Speaking Guidelines.
- Unit 4** Pronunciation Etiquette of Communication Skills.
- Unit 5** Phonetics in Communication Skills.
- Unit 6** A Self-Assessment of Communicating Soft Skills.
- Unit 7** Language Skills - Ability - Skill Selected Need - Learner Centre activities.
- Unit 8** Listening Skills - Importance - Types of Listening - Interview Skills.
- Unit 9** Conversation Skills - Modes.
- Unit 10** Presentation Skills - Preparing - Planning - Presentation.
- Unit 11** Written Communication - Structure of Effective Sentences - Paragraph.
- Unit 12** Technical Writing - Creative Writing - Editing and Publishing.
- Unit 13** Corporate Communication Skills - Internal - Effective business writing - Letters, Proposals, Resume.
- Unit 14** Corporal Communication Skills - External - Press release - Newsletters- Interviewing skills.

**References:**

55. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
56. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
57. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
58. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New York: Bantam Books, 1981.
59. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
60. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
61. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
62. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
63. Geetha Nagaraj, Write to Communicate, 2004.
64. Wren & Martin, English Grammar and Composition, 2002.
65. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

Course Code	Title of the Course
10422	PART-II : ENGLISH PAPER - II

**Learning objective:**

- To make the students to master in Poetry
- To make the students to know about language use

4.

**Poetry**

Unit – I	Sonnet	- William Shakespeare
Unit – II	Lines Composed upon Westminster Bridge	-William Wordsworth
Unit – III	Grecian Urn	- John Keats (1795-1827)
Unit – IV	Andrea Del Sarto	- Robert Browning (1812-1889)
Unit – V	The Road Not Taken	- Robert Frost (1874-1963)
Unit – VI	Strange Meeting	- Wilfred Owen (1813-1918)
Unit – VII	Gitanjali	- Rabindranath Tagore (1861-1946)
Unit – VIII	The Coromandel Fishers	- Sarojini Naidu
Unit – IX	The Express	- Stephen Spender
Unit – X	<b>Shakespeare : The Rural of Venice</b>	

**Language Use:**

Unit – XI	Essay writing
Unit – XII	Note Making
Unit – XIII	Report writing
Unit – XIV	Comprehension

**References:**

10. *The Golden Quill*, P.K. Seshadri, Macmillan.
11. *The Rural of Venice*, Shakespeare. (Any overseas edition).
12. *Active English Grammar*, Ed. by the Board of Editors, Macmillan.
13. *Modern English – A Book of Grammar Usage and Composition* by
14. N.Krishnaswamy, Macmillan Publishers.

Course Code	Title of the Course
10423	PRINCIPLES OF MANAGEMENT

**Objectives:**

- To understand the basic concepts and principles of management
- To give exposure to the learners about business communication, leadership and control.

**BLOCK I: BASIC THEORY AND CONCEPT OF MANAGEMENT**

**UNIT 1** Introduction: Concept, nature, process and significance of management; Managerial levels, skills, functions and roles; Management Vs. Administration; Coordination as essence of management. Development of management thought: classical, neo-classical, behavioral, systems and contingency approaches.

**UNIT 2** Evolution of Management Thought-Contribution of F.W.Taylor, Henri Fayol ,Elton Mayo , Chester Berhard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of management thought) Indian Management Thought

**UNIT 3** Planning: Nature, scope and objectives of planning; Types of plans; Planning process; Business forecasting; MBO; Concept, types, process and techniques of decision-making; Bounded Rationality.

**UNIT 4** Organizing: Concept, nature, process and significance; Principles of an organization; Span of Control; Departmentation; Types of an organization; Authority

**BLOCK II: CONCEPT OF STAFFING AND LEADERSHIP**

**UNIT 5** Responsibility; Delegation and Decentralization; Formal and Informal Organization Staffing: Concept, Nature and Importance of Staffing.

**UNIT 6** Motivating and Leading: Nature and Importance of motivation; Types of motivation; Theories of motivation-Maslow, Herzberg, X, Y and Z

**UNIT 7** Leadership – meaning and importance; Traits of a leader; Leadership Styles

**UNIT 8** Likert’s Systems of Management, Tannenbaum & Schmidt Model and Managerial Grid. Directing: Nature - Principles

**BLOCK III: BASIC FUNCTIONS OF MANAGEMENT**

**UNIT 9** Controlling: Nature and Scope of control; Types of Control; Control process; Control techniques – traditional and modern; Effective Control System

**UNIT 10** Strategic Management -Definition, Classes of Decisions, Levels of Decision, Strategy, Role of different Strategist, Relevance of Strategic Management and its Benefits, Strategic Management in India

**UNIT 11** Departmentalisation – Span of management -responsibility – Accountability – Decentralisation.

## **BLOCK IV: BASICS, COMPREHENSIVE GROWTH OF MANAGEMENT**

**UNIT 12**      Communication process – Forms– Barriers – Overcoming barriers.

**UNIT 13**      Co -ordination: Importance & Need – Types- Scope. Social Responsibility of Management

**UNIT 14**      environment friendly management -Management of Change -Management of Crisis Total Quality Management -Stress Management -International Management

### **REFERENCE BOOKS :**

1. *Prasad L N, Reddy & Appanniah, Essentials of Management*
2. *Lallan Prasad, Koontz, O'Donnel, Essentials of Management*
3. *Koontz & O' Donnel, Essentials of Management*

Course Code	Title of the Course
10424	COST ACCOUNTING

**Objectives:**

- To understand the basic concept of cost accounting.
- To know about standard costing, variance analysis and cost ledgers.

**BLOCK I: COST ACCOUNTING FEATURES AND FUNCTIONS**

**UNIT 1** Cost Accounting: Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations. Costing; cost accountancy; cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system. Cost: main elements and types.

**UNIT 2** Material Control: Meaning and objectives of material control, material purchase procedure, fixation of inventory levels-reorder level, Minimum level, Maximum level, Danger level. EOQ analysis. Methods of Valuing Material Issues. Wastage of material –main types.

**UNIT 3** Labour Cost Control : Importance, methods of time keeping and Time Booking; Treatment and control of Labour Turnover, Idle Time, Overtime, Systems of Wage Payment-Time Wage System, Piece Wage System. Incentive Wage plans –Individual plans and group plans.

**UNIT 4** Overheads : Meaning and Types. Collection, Classification; Allocation, Apportionment and Absorption of Overheads –Main methods.

**BLOCK II: TYPES OF COSTING**

**UNIT 5** Unit and output costing : meaning and objectives; cost sheet–meaning, Performa, types preparation of cost sheet; determination of tender price; production account –types.

**UNIT 6** Reconciliation of cost and financial accounts : Meaning. Objectives and procedure

**UNIT 7** Process Costing: Meaning; Uses; Preparation of process account, Treatment of Normal Wastage, Abnormal Wastage, Abnormal Effectiveness;

**UNIT 8** Treatment of opening and closing stock - .Joint -Product and By -Product: Main methods of apportionment of Joint cost. Inter process profits.

**BLOCK III: COSTING AND BUDJETING CONTRACT**

**UNIT 9** Contract Costing –meaning, main features, preparation of contract account, Escalation clause; contract near completion; cost plus contract.

**UNIT 10** Job and batch costing - Budgetary control –meaning of budget and budgetary control, budgetary control as a management tool

**UNIT 11** limitations of budgetary control, forecasts and budgets, installation of budgetary control system, classification of budgets, fixed and flexible



budgeting, performance budgeting, zero based budgeting and responsibility accounting

**BLOCK IV: STANDARD COSTING AND DECISION MAKING**

**UNIT 12** Standard Costing : meaning, limitations, standard costs and budgeted costs, determination of standard cost, cost variances, direct material and direct labour only.

**UNIT 13** Marginal Costing and Profit planning: Marginal costing, Absorption costing, Marginal cost, Cost volume Profit analysis, BEP Analysis, Key factor, BE chart, angle of incidence,

**UNIT 14** concept of decision-making and steps involved, determination of sales mix, make or buy Decisions - Cost Ledgers -Reconciliation of Cost and Financial Profits –Need for Control – Integral Accounting.

**REFERENCE BOOKS:**

1. *Jain and Narang, Advanced Cost Accounting*
2. *Prasad N K, Iyengar S P and Nigam and Sharma Cost Accounting*
3. *Ratnam P V, Costing Adviser.*

Course Code	Title of the Course
10431/12631	ORGANIZATIONAL BEHAVIOUR

**Objectives:**

- To understand the basic concept of organizational behavior.
- To gain knowledge on significance of organizational culture.

**BLOCK I: BASIC FEATURES OF ORGANISATIONAL BEHAVIOUR**

**UNIT 1** Organizational Behaviour: Meaning – Elements – Need – Approaches – Models – Global scenario

**UNIT 2** Individual Behaviour: Personality & Attitudes- Development of personality - Nature and dimensions of attitude – Organizational Commitment

**UNIT 3** Learning – Attitudes – Perception – Motivation – Ability – Their relevance to organizational behavior.

**UNIT 4** Group Behaviour: Theories of Group Formation - Formal Organization and Informal Groups and their interaction- Importance of teams

**BLOCK II: ORGANISATIONAL STRESS AND MANAGEMENT**

**UNIT 5** Formation of teams - Team Work- Group dynamics – Group norms – Group cohesiveness – Their relevance to organizational behavior.

**UNIT 6** Organizational Power and Politics: Organizational Power: Definition, Types of powers, Sources and Characteristics

**UNIT 7** Effective use of power- Organizational Politics: Factors and Impact.

**UNIT 8** Organizational Stress and Conflict Management: Stress Management: Meaning – Types – Sources – Consequences – Management of stress

**BLOCK III: ORGANISATIONAL CLIMATE AND CULTURE**

**UNIT 9** Organizational conflict: Constructive and Destructive conflicts - Conflict Process - Strategies for encouraging constructive conflict - Strategies for resolving destructive conflict.

**UNIT 10** Organizational Dynamics: Organizational Dynamics – Organizational Efficiency, Effectiveness and Excellence: Meaning and Approaches

**UNIT 11** Organizational Culture – Meaning, significance – Organizational Climate – Implications on organizational behavior.

**BLOCK IV: CHALLENGES OF ORGANISATIONAL DEVELOPMENT**

**UNIT 12** Organizational Change and Development: Organizational Change: Meaning, Nature and Causes of organizational change

**UNIT 13** Resistance to change – Managing change.-Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life.

**UNIT 14** Development: Meaning, Nature and scope of OD – OD Interventions- Challenges to OD- Learning Organizations.

## REFERENCES

- *Fred Luthans, Organizational Behaviour, McGraw-Hill/Irwin, 2006.*
- *Stephen P. Robbins, Organizational Behaviour, Prentice Hall; 2010*
- *Keith Davis, Organizational Behavior: Human Behavior at Work, McGraw Hill, 2010*
- *Griffin and Moorhead, Organizational Behavior: Managing People and Organizations, 2006.*
- *Judith R. Gordon, Organizational Behavior: A Diagnostic, Prentice Hall, 2001.*
- *K.Asawathappa, Organizational Behaviour, Himalaya Publishing, Mumbai, 2010*
- *Judith R. Gordon, A Diagnostic Approach to Organisational Behaviour, Allyn & Bacon, 1993*

Course Code	Title of the Course
10432/12632	BUSINESS STATISTICS

**Objectives:**

- To understand the basic concept of Statistics.
- To gain knowledge on different measures of central tendency, index numbers and time series.

**BLOCK I: BASICS OF STATISTICS**

**UNIT 1** Definition, important and limitations; Functions and scope of statistics; Types of data; Data collection techniques; Presentation of data.

**UNIT 2** Data Condensation and graphical Methods :Raw data , attributes and variables , classification , frequency distribution , cumulative frequency distributions. Graphs- Histogram , Frequency polygon. Diagrams - Multiple bar , Pie ,Subdivided bar

**UNIT 3** Measures of Central Tendency – Mean (A.M., G.M., H.M.), Median, Mode – different properties; Partition values – Quartiles, Deciles, Percentiles; Partion values from Ogives

**UNIT 4** Measures of Dispersion– Range, Q.D., M.D., S.D. – their coefficients; Comparing consistency; Different properties.

**BLOCK II: REGRESSION AND LINEAR PROGRAMMING**

**UNIT 5** Moments, Skewness and Kurtosis– Moments about an arbitrary number; Central Moments; Relation between central and non-central moments upto 4<sup>th</sup> order;  $\beta$  and  $\gamma$ - coefficients; Meaning of skewness and kurtosis; Different measures of skewness and kurtosis.

**UNIT 6** Linear Correlation and Regression - Types of correlation, Scatter diagram, Two-waytable, Marginal and Conditional distributions; Pearson’s coefficient of correlation, Spearman’s rank correlation coefficient, Properties of correlation coefficient,

**UNIT 7** Regression analysis- Meaning and types of regression equations, Curve fitting by the method of least squares, Derivation of regression equations, Properties of regression equations.

**UNIT 8** Index Number– Construction, Price and Quantity index numbers, Laspeyres’, Paasche’s, Edgeworth-Marshall’s, Fisher’s method, Relative methods, Tests of index number formulae: Time and Factor reversal tests, General index number, Chain base index number, Cost of living index number (CLI), Uses of CLI and its applications, Uses and limitations of index numbers.

**BLOCK III: TREND ANALYSIS SAMPLING AND HYPOTHESIS**

**UNIT 9** Analysis of Time Series- Components of a time series, Adjustment in time series, Measurement of trend by moving average and least squares methods

(linear and quadratic trends), Measurement of seasonal variation by simple average method, Forecasting, Deseasonalisation.

**UNIT 10** Sampling-. Sampling and Sampling Distributions; Procedure of hypothesis testing; Type I and Type II errors; One tailed and two tailed tests;

**UNIT 11** Tests of Hypothesis - Testing of hypothesis w.r.t. large samples, about population means, difference between means, attributes, population proportion and difference between two proportions.

#### **BLOCK IV: CHI-SQUARE AND PROBABILITY**

**UNIT 12** Chi-square test; Analysis of Variance; Statistical decision making

**UNIT 13** Probability– Basic terms; Total, Compound and Bayes' Theorems for two and three events – Problems based on them. \

**UNIT 14** Probability Distribution – Binomial, Poisson and Normal distributions; Mean and S.D. of Binomial and Poisson distributions

#### **REFERENCE BOOKS:**

1. *Elhance D N, Fundamentals of Statistics*
2. *Gupta S P, Statistics for Business Students*
3. *Gupta S P, Statistical methods*

<b>Course Code</b>	<b>Title of the Course</b>
<b>10433/12633</b>	<b>Banking Theory</b>

**Objectives:**

- To understand the functions of Commercial Banks.
- To know the importance of Indian money market.

**BLOCK I: BASIC THEORY OF BANKING**

**UNIT 1** Definition of bank –kinds of banks – Credit creation by banks –Balance sheet of Banks.

**UNIT 2** Unit Banking Vs Branch Banking.

**UNIT 3** Commercial Banking –Classification of Banks –Functions –Creation of Credit –Balance Sheet –Investment Policies –Bank Assets –Banking Structure – Clearing Houses.

**UNIT 3** Reserve Bank of India –Objectives and Functions –Control of credit by R.B.I. –Indian Money Market

**UNIT 4** Introduction to Money –Kinds, Functions and Significance –Demand for and Supply of Money –Monetary Standards –Gold Standard –Bimetallism and Paper Currency Systems –Paper Money –Money Market.

**BLOCK II: INDIAN BANKING SYSTEM**

**UNIT 5** Foreign Exchanges – Exchange Market and Rates of Exchange – Exchange Control.

**UNIT 6** Banking Regulation Act, 1949: History; Social control; Banking Regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Co- operative banks.

**UNIT 7** Indian Banking –Reserve Bank of India–Organisation –Management - Functions –NABARD –State Bank of India –Exchange Banks –Commercial Banks -Indigenous Banks –Co-operative Banks.

**UNIT 8** State Bank of India: Brief History; objectives; Functions; Structure and organization; Working and progress

**BLOCK III: BANKING REGIONAL ACT AND RRB**

**UNIT 9** Regional Rural and Co- operative Banks in India: Functions; Role of Regional rural and co-operative banks in rural India; Progress and performance

**UNIT 10** Place of Private Sector Banks.-Role and functions in india

**UNIT 11** Bankers as Borrowers – Precautions to be taken before opening accounts -Legal significance of Fixed Deposit Receipts.

## **BLOCK IV: BANKER CUSTOMER SYSTEM**

**UNIT 12** Definition of the term banker and customer – General relationship – special relationship – main functions and subsidiary services.

**UNIT 13** Banker Agency services and general utility services.

**UNIT 14** Recent Trends in Indian Banking System

**Note: Students are expected to be aware of changes upto 6 months prior to the date of examinations.**

### **REFERENCE BOOKS:**

1. *Basu, Theory and Practice of Development Banking*
2. *Muranjan S K, Modern Banking in India*
3. *Reddy, Appanniah, Natarajan & Gordon, Banking Theory and Practice.*

Course Code	Title of the Course
10434/12634	BANKING LAW AND PRACTICE-I

**Objectives:**

- To understand the basic concept of banking.
- To know about the negotiable instruments.

**BLOCK I: CONCEPT OF BANKER AND CUSTOMER RELATIONSHIP**

- UNIT 1** Definition of banking – Relationship between banker and customer –General relationship
- UNIT 2** Obligations of a banker: Obligation to honour cheques and to maintain secrecy of accounts
- UNIT 3** Banker’s rights: Right of general line, set-off, appropriation and to charge interest and incidental charges.
- UNIT 4** Negotiable Instruments – Definition – Characteristics features – Distinguishing features of cheque, bill and promissory note

**BLOCK II: FEATURES OF NEGOTIABLE INSTRUMENTS ACT**

- UNIT 5** Types of bills of exchange – Trade bills and accommodation bills –Discounting of bills – Due date of bills – Dishonour of bills – Noting and protesting
- UNIT 6** Holder and Holder in due course of negotiable instruments – Payment in due course – Return of cheques.
- UNIT 7** Endorsements – Definition – Kinds – Crossing – Types – MICR Cheques – Paying banker;
- UNIT 8** Precautions to be taken before a cheque for payment and statutory protection – Collecting banker Duties and Statutory Protection.

**BLOCK III: KINDS OF ACCOUNT HOLDERS**

- UNIT 9** Types of customers and account holders – Procedure and practice in opening and conducting the accounts of customers viz., Minors, Joint account holders, Partnership firms, Joint stock companies,
- UNIT 10** Executors and Trustees, Clubs and Associations, Joint Hindu Family etc – Non-Resident Accounts.
- UNIT 11** Different types of accounts in a bank: Savings, Current and Fixed deposit accounts



## **BLOCK IV: PROCEDURE FOR OPENING AND CLOSING BANK ACCOUNTS**

**UNIT 12** Opening, Operation and Closing of such a counts – Legal aspects of entries in the Pass Book.

**UNIT 13** Services to customers: Remittance of funds, Safe Deposit Lockers, Guarantee, Letters of credit,

**UNIT 14** Travellers cheques, Gift cheques, Credit Cards, Rural Banking Services, - Investment Counselling, carrying out standing instructions and other miscellaneous services. legal effect. Modern Banking, Banking practice – E- Banking – Internet banking – Mobile banking – ATMS- Cash Machine – EFT (Electronic Fund Transfer) – RTGs, NEFT, MICR.

### **REFERENCE BOOKS:**

1. *Tannan, M.L, Banking Law and Practice in India, Thacker & Co. Ltd., Bombay, Latest Edn.*
2. *Sundaram & Varshney, Banking Theory, Law and Practice, Sultan Chand & Sons, New Delhi, Latest Edn.*
3. *Indian Institute of Bankers, Mumbai , Commercial Banking Volume I, II and III.*

Course Code	Title of the Course
10441/12641	ELEMENTS OF MARKETING

**Objectives:**

- To understand the elements of marketing
- To know more about market segmentation strategies and consumer behavior

**BLOCK I: BASICS OF MANAGEMENT**

- UNIT 1** Introduction: Nature and scope of marketing; importance of marketing as a business function, and in the economy;
- UNIT 2** Marketing concepts -traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.
- UNIT 3** Consumer Behaviour: Nature, scope and significance of consumer behaviour.- Factors influencing consumer behaviour
- UNIT 4** Market segmentation -concept and importance; Bases for market segmentation- Market Segmentation Strategies – Marketing mix

**BLOCK II: FEATURES OF MARKETING**

- UNIT 5** Product Concept of product, consumer, and industrial goods; Product planning and development.
- UNIT 6** Product positioning – Packaging -role and functions; Brand name and trade mark; After- sales service; Product life cycle concept
- UNIT 7** Price- Importance of price in the marketing mix; Factors affecting price of a product/service; Discounts and rebates
- UNIT 8** Distribution Channels: Distribution channels - concept and role; Types of distribution channels; Factors affecting choiceof a distribution channel; Retailer and wholesaler;

**BLOCK III: MARKETING MIX**

- UNIT 9** Physical distribution of goods; Transportation Warehousing; Inventory control; Order processing
- UNIT 10** Promotion: Methods of promotion; Optimum promotion mix; Advertising media- their relative merits and limitations; Characteristics ofan effective advertisement
- UNIT 11** Personal selling; Selling as a career; Classification of a successful sales person; Function of salesman

## **BLOCK IV: TRAINING AND COMPENSATION**

**UNIT 12** Training and Compensation – Evaluation of performance of Sale Force–  
Advertisement and Publicity

**UNIT 13** Communication –Meaning, nature and importance. Communication process  
and elements of communication process. Barriers in communication.  
Marketing communication mix concept, factors affecting the promotion or  
communication mix. Communication mix determination process.

**UNIT 14** Setting up of target, policies, strategies, integrated communication in  
marketing, recent trends in marketing

### **REFERENCE BOOKS:**

1. *William J Stanton, Fundamental of Marketing*
2. *Mamoria C B & Satish Mamoria, Marketing Management*
3. *Gandhi J C, Rajan Nair, Marketing*
4. *Sherlekar S A, Essentials of Marketing Management*

Course Code	Title of the Course
10442/12642	Banking Law and Practice-II

**Objectives:**

- To understand law of banking practice
- To analyze the industrial sickness and causes

**BLOCK I: BASICS OF LENDING**

**UNIT 1** Principles of Lending –Types of Borrowings –Precautions to be taken by a banker- Loans and advances against different type of securities

**UNIT 2** forms of advances such as Cash credit, Overdraft, Loan, Purchase and Discounting of bills – borrower study.

**UNIT 3** Secured advances: Different types of securities viz., – Need for Control –Types- Scope, Features Government securities

**UNIT 4** Corporate securities, Life Insurance Policies. Goods, Document of Title to Goods, Real estate and Book debts,

**BLOCK II: FEATURES AND OBLIGATIONS OF BANK**

**UNIT 5** Modes of creating charges viz., Meaning- Importance – Implication – Need for Control –Types- Scope, Features Lien, Pledge, Hypothecation and Mortgage.

**UNIT 6** Guarantees: Definition – Essential features of a contract of guarantee- Features

**UNIT 7** Liability of the surety – Rights of surety

**UNIT 8** Obligations of creditor towards surety Rights of creditor. Meaning- Importance – Implication – Need for Control –Types- Scope, Features

**BLOCK III: BANKING DOCUMENTATION**

**UNIT 9** Loan appraisal: Managerial appraisal, Technical appraisal

**UNIT 10** Commercial appraisal and Financial appraisal – Follow up and supervision – NPAs. - Need for Control –Types- Scope, Features

**UNIT 11** Documentation: Meaning – Documentation in respect of various types of borrowers and securities

**BLOCK IV: INDUSTRIAL RELATIONS**

**UNIT 12** Essential clauses – Indian Stamp Act – Limitation Act.

**UNIT 13** Industrial Sickness

**UNIT 14** Industrial Causes – Rehabilitation of Sick units.

**REFERENCE BOOKS:**

1. *Bedi H.L. and Hardikar V.K., Practical Banking Advances.*
2. *Kannan M.L., Banking law and Practice in India, Thacker & Co.*
3. *Commercial Banking 4 Volumes.*

Course Code	Title of the Course
10443/12643	RESEARCH METHODS

**Objectives:**

- To know the basic concepts of research
- To know about different sampling methods and techniques

**BLOCK I: FUNDAMENTALS OF RESEARCH**

- UNIT 1** Meaning, Types and Process of Research: Meaning – Purpose – Types of Research
- UNIT 2** Pure & Applied, Historical & Futuristic, Analytical & Synthetic, Descriptive & Prescriptive, Survey & Experimental and Case & Generic Researches
- UNIT 3** Significance of research in social sciences – Process of research – Meaning – Scientific method – Induction and deduction.
- UNIT 4** Planning Research: Research problem – Identification, selection and formulation of research problem – Review of literature in the field of business

**BLOCK II: SAMPLING AND ITS TYPES**

- UNIT 5** Economic management: Use in identifying Research Gaps and Techniques – Hypothesis – Meaning – Sources and Types of Hypothesis – Hypothesis Formulation for testing – Research design – Factors affecting research design – Evaluation of research design.
- UNIT 6** Sampling Design: Census method and sampling method for investigation – Principle of sampling – Essentials of a good sampling – Methods of sampling
- UNIT 7** Probability and non-probability sampling methods – Sample size – Factors affecting the size of the sample – Biased sample – Sampling and non-sampling errors.
- UNIT 8** Sources and Collection of Data: Sources of data – Primary and secondary data – Modes of data collection – Observation: Types and Techniques – Interview: Types and conduct – Preparation for an interview – Effective interview techniques – Limitations of interview

**BLOCK III: TOOLS OF DATA COLLECTION**

- UNIT 9** Schedule: Meaning and kinds – Essentials of a good schedule – Procedure for the formulation of a schedule – Questionnaire: Meaning and types – Format of a good questionnaire– Schedules vis-a-vis Questionnaires
- UNIT 10** Scaling techniques: Meaning, Importance, Methods of their construction of Questionnaires or Schedules – Pre-testing of Data Collection Tools- Validity and Reliability – Methods.

**UNIT 11** Processing and Analysis of Data: Meaning – Importance – Process of data analysis – Editing – Coding – Tabulation – Diagrams – Univariate, Bivariate and Multi-variate analyses

**BLOCK IV: HYPOTHESIS AND REPORT WRITING**

**UNIT 12** Test of Hypothesis: Fundamentals on Test Procedure- Testing for significance of Mean/Proportion and difference between Means/Proportions- F Test for Means and Chi-square test Contingency Table

**UNIT 13** Concept and Types of Non-parametric Tests- Mann Whitney Test-The process of interpretation of Test Results– Guidelines for making valid interpretation.

**UNIT 14** Report Writing : Role and types of reports – Contents of research report – Steps involved in drafting reports – Principles of good report writing – Grammatical Quality – Language flow- Data Support- Diagrammatic Elucidation- References and Annotations – Clarity and Brevity of expressions- Features of a good Report- Criteria for evaluating research reports/ research findings.

**REFERENCES**

1. John W Best & James V. Kahn *Research in Education*, Allyn and Bacon, 2009
2. Anderson et-al, *Thesis and Assignment Writing*, Wiley, New Delhi, 1989.

Course Code	Title of the Course
10444/12644	COMPUTER AND BANKING

**Objectives:**

- To understand more about computer
- To know about hardware and software

**BLOCK I: BASICS OF COMPUTER AND BANKING**

**UNIT 1** Electronic Banking: Traditional Banking Vs E-Banking-Facets of E-Banking  
-E-Banking transactions - truncated cheque and Electronic cheque

**UNIT 2** Models for E-banking-complete centralized solution- features-CCS-Cluster approach-Hi tech. Bank with in Bank Advances of E-Banking-Constraints in E-Banking

**UNIT 3** Online Banking: Introduction –concept and meaning-the electronic delivery channels- need for computerization-Automatic Teller Machine(ATM) at home –Electronic Fund Transfer(EFT)-uses – computerization in clearing houses- Telebanking- Banking on home computers –Electronic Money Transfer -uses of EMT.

**UNIT 4** Updating Bank saving accounts –Computer bank branches-Financial Transaction Terminals- (FTT)-E-Cheque-Magnetic Ink Character Recognition (MICR) and Cheques

**BLOCK II: E-BANKING**

**UNIT 5** E-Banking Security- Introduction need for security –Security concepts- Privacy –Survey. Findings on security-Attack-Cyber crimes-Reasons for Privacy

**UNIT 6** Tampering-Encryption –Meaning-The encryption process-may appear as follows - Cryptogram-Cryptanalyst-cryptography-Types of Cipher systems – Code systems-Cryptography-Cipher-Decipher-Jumbling-Asymmetric-Crypto system-Data Encryption Standard

**UNIT 7** E-Banking in India-Procedure-Programmes-Components- How to go on net for Online Banking-advantages-Limitations.

**UNIT 8** E-Builder solutions-Digital certificate-Digital Signature &Electronic Signature-E-Security solutions— solutions providers-E-locking technique- E-locking services-Netscape security solutions- Pry Zone

**BLOCK III: BANKING SOFTWARE**

**UNIT 9** E-software security Internet-Transactions-Transaction security-PKI-Sierras Internet solutions-inc –security devices-Public Key Infrastructure-(PKI)- Firewalls Secure Ledger-(FSL)-Secure Electronic Transaction(SET).

**UNIT 10** Basic concepts of data processing – Binary number system – Octal and hexadecimal – Representation of non-numeric data

**UNIT 11** CPU – Main memory – Peripheral controllers – Peripherals.

**BLOCK IV: LAN AND BRS**

**UNIT 12** Software: Need for software – What is software? Types of software, System Software -Operating systems – language translators -Programming languages.

**UNIT 13** LAN – Local processing with batch updates – Meaning- Importance – Implication – Need for Control –Types- Scope, Features AIMS – Home banking – EFT – MICR.

**UNIT 14** Inter branch reconciliation Security considerations – Accidental damage, power failures and malicious damage .

**REFERENCE BOOKS:**

1. *Bajwa K.S., Bank Mechanization, Skylark Publications*
2. *Srivatsava, Computer Applications in Banks, BTC, RBI*
3. *Sanjay Soni and Vinayak Aggarwal, Computers and Banking Sultan Chand & Sons.*



Course Code	Title of the Course
10451/12651	RURAL BANKING

**Objectives:**

- To investigate the concept of rural banking and growth
- To know about Loan syndication and capital issue

**BLOCK I: BASICS OF RURAL BANKING**

**UNIT 1** Rural Banking: Meaning – Importance – Activities of a Rural banker – Project counselling – Loan syndication – Management of public issues – Underwriting, bankers to issue and other services

**UNIT 2** *Growth of Rural banking in India — Meaning- Importance – Implication – Need for Control –Types- Scope, Features .- Role of the SEBI in regulating Rural banking industry - Role of NSE and OTCEI.*

**UNIT 4** *Project related activities of a Rural banker: Corporate Counselling: Organisational goals —Loan Syndication: Meaning and scope – Steps in syndication–*

**BLOCK II: RURAL BANKING FEATURES**

**UNIT 5** *Capital Issue related activities of a Rural banker: Changing structure of Indian Capital Market – Management of pre-issue activities*

**UNIT 6** *corporate securities : Types and characteristics – Marketing of corporate securities – Steps to be taken by the issuing company and the lead manager – Underwriting.*

**UNIT 7** Management of post-issue activities – Processing of data – Reporting to SEBI – Under subscription – Bridge loans – Allotment of shares – Listing of securities.

**UNIT 8** *Service oriented activities of a Rural banker: Mergers and Amalgamations: Meaning – Purpose – Types of mergers.*

**BLOCK III: VENTURE CAPITAL AND MISCELLANEOUS**

**UNIT 9** *Role of Rural bankers in mergers – Portfolio Management: Functions of portfolio managers – Explanation to risk – CAPM Approach to market operations.*

**UNIT 10** *Miscellaneous activities of a Rural banker: Venture capital – Origin – Administration of venture capital fund – Mutual fund*

**UNIT 11** *Classification of mutual funds – Factoring – Mechanism and types of factoring Domestic - Cash Management, ST/MT Funding, Meaning and importance cash management, Objectives,.*

**BLOCK IV: LRR AND CRR**

**UNIT 12** Cash flow cycle, Cash flow budgeting and forecasting, Electronic cash management, MT and LT funding, Term loans, Securitization, Cost center, Profit center, Planning and control, Capital Budgeting.

**UNIT 13** Liquidity Management- Objectives-Sources-Maturity concerns: Projected cash and core sources- Contingency Plans- ST/NT Liquidity – Maturity Ladder Limit- Internal control-Information- Netting.

**UNIT 14** Regulation, Supervision and Compliance- Need and significance of internal and external audit.

***REFERENCES***

1. Machiraju H R, *Rural Banking: Principles and Practice*.
2. Dr.Verma J C, *Bharat's Manual of Rural Banking*.

Course Code	Title of the Course
10452/12652	MANAGEMENT ACCOUNTING

**Objectives:**

- To analyze the management accounting concepts and applications
- To study the budgeting and budgetary control

**BLOCK I: BASICS OF MANAGEMENT ACCOUNTING**

**UNIT I** Management accounting – Definition – Objectives – Nature – Scope – Merits and limitations – Differences between management accounting and financial accounting –

**UNIT2** Financial statement analysis – Comparative statement – Common size statement – Trend percentage.

**UNIT3** Ratio analysis – Meaning – Classification – Liquidity, solvency, turnover and profitability ratios – Dupont chart – Construction of balance sheet.

**UNIT 4** Fund flow statement – Meaning– Preparation – Schedule of changes in working capital – Funds from operation – Sources and applications

**BLOCK II: CASHFLOW STATEMENT AND ANALYSIS**

**UNIT 5** Cash flow statement – Meaning – Difference between funds flow statement and cash flow statement – Preparation of cash flow statement as per Accounting Standard 3.

**UNIT 6** Budget and Budgetary control – Meaning – Advantages – Preparation of sales, production, production cost, purchase, overhead cost, cash and flexible budgets

**UNIT 7** Standard costing – Meaning, Advantages and Limitations.

**UNIT 8** Variance analysis – Significance - Computation of variances (Material Labour and overheads)

**BLOCK III: COSTING AND ITS APPLICATIONS**

**UNIT 9** Marginal costing – CVP analysis – Break even analysis

**UNIT 10** BEP - Managerial applications – Margin of safety – Profit planning.

**UNIT 11** Differential Costing.

**BLOCK IV: METHODS OF CAPITAL BUDGETING**

**UNIT 12** Capital Budgeting – Meaning – Importance – Appraisal methods

- UNIT 13** Payback period — Accounting rate of return - Discounted cash flow – Net present value – Profitability index – Internal rate of return.
- UNIT 14** Methods of evaluation of Alternative Capital Expenditure Programme.

**REFERENCE BOOKS:**

1. *Maheswari S N, Management Accounting and Financial Control*
2. *Man Mohan and Goyal, Management Accounting*  
*Hingorani, Ramanathan, and Katyal, Management Accounting*

Course Code	Title of the Course
10453/12653	HUMAN RESOURCE MANAGEMENT

**Objectives:**

- To understand basic concepts and functions of Human Resource Management
- To know more about Employee welfare and Employee retention

**BLOCK I: BASICS OF HUMAN RESOURCE MANAGEMENT**

**UNIT 1** Introduction: Concept, nature, scope, objectives and importance of HRM; Evolution of HRM; Challenges of HRM; Personnel Management vs HRM

**UNIT 2** Strategies for the New Millennium: Role of HRM in strategic management; human capital; emotional quotient; mentoring; ESOP; flexi-time; quality circles; Kaizen TQM and Six Sigma

**UNIT 3** Role and structure of Human Resource Function in organizations- Challenges in Human Resource Management- Approaches to Human Resource Management

**UNIT 4** Acquisition of Human Resources: HR Planning; Job analysis – job description and job specification

**BLOCK II: RECRUITMENT AND SELECTION**

**UNIT 5** Recruitment and Selection Process: Sources of recruitment- internal Vs. External; Domestic Vs. Global sources- Selection process

**UNIT 6** Tests and interviews; placement and induction. Job changes – transfers, promotions/demotions, separations.

**UNIT 7** Placement and Induction- Training and Development: Concept and importance of training

**UNIT 8** types of training; methods of training; design of training programme; evaluation of training effectiveness.

**BLOCK III: EMPLOYEES COMPENSATION AND RETENTION**

**UNIT 9** Executive development – process and techniques; career planning and development.

**UNIT 10** Employee Compensation and Retention: Wages and Salary Administration – Bonus – Incentives – Fringe Benefits –Flexi systems

**UNIT 11** Sweat Equity- Job evaluation systems –Promotion – Demotions – Transfers- Labour Attrition: Causes and Consequences.

**BLOCK IV: APPRAISAL AND TRADE UNION**

**UNIT 12** Performance and Potential appraisal – concept and objectives; traditional and modern methods, limitations of performance appraisal methods, 360 degree

appraisal technique; Maintenance: overview of employee welfare, health and safety, social security

**UNIT 13** Employee Retention: Need and Programs.- Employee Welfare, Separation: Welfare and safety – Accident prevention – Employee Grievances and their Redressal – Industrial Relations.

**UNIT 14** Trade Unions - Multiplicity of Trade Unions – Workers Participation in Management- Separation: Need and Methods- Human Resource Information System- Personnel Records/ Reports- e-Record on Employees – Personnel research and personnel audit – Objectives – Scope and importance.

## REFERENCES

1. Mathis and Jackson, *Human Resource Management*, South-Western College, 2004.
2. Nkomo, Fottler and McAfee, *Human Resource Management*, South-Western College, 2007.
3. R. Wayne Mondy, *Human Resource Management*, Prentice Hall, 2011.
4. Venkataraman & Srivastava, *Personnel Management & Human Resources*
5. Arun Monappa, *Industrial Relations*
6. Yodder & Standohar, *Personnel Management & Industrial Relations*
7. Edwin B. Flippo, *Personnel Management*, McGraw-Hill, 1984
8. Pigors and Myers, *Personnel Administration*
9. R.S. Dwivedi, *Manpower Management*
10. Lynton & Pareek, *Training and Development*, Vistaar Publications, 1990.

Course Code	Title of the Course
10454/12654	TOURISM ENTREPRENEURSHIP

**Objectives:**

- To make the students to know about Entrepreneurship concepts
- To analyze the Entrepreneurial Opportunities in Tourism

**BLOCK I: BASICS OF TOURISM ENTREPRENEURSHIP**

**UNIT 1** Entrepreneur & Entrepreneurship: Definition and Theories; Entrepreneurship environment – Socio-economic, Cultural, Political & Natural, Characteristics of Entrepreneur & Entrepreneurial Behaviour

**UNIT 2** Ownership structure and organizational framework of small scale enterprises in Tourism and Travel Business- Venture Creation and Management

**UNIT 3** Preparation of business plan and managerial process in small scale enterprise. Entrepreneurial performance assessment. Managing family enterprises in Tourism industry. Promotional agencies for SMEs in India Opportunity Identification – Business Plan - Feasibility Report – Funding options

**UNIT 4** Entrepreneurial Opportunities in Tourism –I (Accommodation): Entrepreneurial opportunities in Tourism: An overview- Entrepreneurial opportunities in Accommodation sector- Nature, Scope, Risk and Return aspects of the opportunity- Sources of finance

**BLOCK II: PROJECT INVESTMENT STAGE**

**UNIT 5** Entrepreneurial Opportunities in Tourism –II (Transportation): Entrepreneurial opportunities in Transportation sector: Determinants of success of the venture- Case studies of selected Hotel Projects

**UNIT 6** Risk and Return aspects of the opportunity- Sources of finance – Determinants of success of the venture- Case studies of selected Tourist cab services.

**UNIT 7** Entrepreneurial Opportunities in Tourism –III (Shopping and Restaurant): Entrepreneurial opportunities in Shopping and Restaurant services sector- Extent of tourist spending on these aspects- Sources of finance – Determinants of success of the venture.

**UNIT 8** Entrepreneurial Opportunities in Tourism –IV (Tourism Attraction Development): Entrepreneurial opportunities in tourism attraction development:

**BLOCK III: RESOURCE PLANNING AND SCHEDULING**

**UNIT 9** Sources of finance – Determinants of success of the venture- Case studies of selected Theme parks, Resorts Hotels, Tour operators, etc.

**UNIT 10** Entrepreneurial Development in Tourism: Programmes for developing entrepreneurship – Entrepreneurial culture

**UNIT 11** Tourism industry and business ideas; business strategy- understanding customers and analyzing competition

#### **BLOCK IV: PROJECT REVIEW AND INDUSTRIAL SICKNESS**

**UNIT 12** Feasibility; Writing a business plan- marketing, financial, operations, people, etc. Financial requirements and sources of finance;

**UNIT 13** Form of organisation and legal considerations; networking and collaboration; good business practices;

**UNIT 14** Setting up a tourism enterprise- steps, procedures, licenses, registration etc  
Intrapreneurship – Special Programmes of assistance.

#### **REFERENCES**

1. Peter F Drucker, *Innovation and Entrepreneurship*
2. Charles R. Goeldner, Brent Ritchie, J.R., *Tourism : Principles, Practices, Philosophies.*
3. Philip Kotler , et.al., *Marketing for Hospitality and Tourism, Ed.3*
4. Peter Mason, *Tourism Impacts, Planning and Management*
5. Roy A. Cook, et.al., *Tourism : The Business of Travel, Ed.2*
6. Douglas Robert Brown, *The Restaurant Managers Handbook : How to setup, Operate and Manage a Financially Successful Food Service Operation*



Course Code	Title of the Course
10461/12661	MARKETING OF BANKING SERVICES

### Objectives:

- To understand the meaning and implications in banking marketing
- To analyses the Market Segmentation and relevance of banking services

### **BLOCK I: BASICS OF MARKETING OF BANKING SERVICES**

- UNIT 1** Marketing – Meaning – Importance of Marketing – Modern Marketing Concept – Features of the Modern Marketing Concept .
- UNIT 2** Marketing and Selling Social Marketing – Demarketing – Remarketing.
- UNIT 3** Relevance of marketing to banking – Marketing environment for a banker
- UNIT 4** Marketing Mix of a banker – Marketing Plan: Bank’s business objectives, Marketing Audit, SWOT Analysis, Marketing Objectives and Marketing.

### **BLOCK II: MARKETING MIX**

- UNIT 5** Market Segmentation – Bases – Marketing outlet for a banker – Suitable location for a bank branch – Branch Layout.
- UNIT 6** Product Mix: Product Line of a banker, New Product Development, Constraints on Product Development,
- UNIT 7** Product Management, Non Fund Based Business. Meaning- Importance – Implication – Need–Types- Scope, Features Management of change
- UNIT 8** Price Mix: Meaning, Importance, Factors affecting price of a product, pricing objectives,

### **BLOXK III: PROMOTIONAL AND PRICING MIX**

- UNIT 9** Pricing Policies, Deregulation of Interest rates, Service Charges.
- UNIT 10** Promotion Mix: Meaning, Objectives, Methods, Factors affecting Promotion Mix of a Banker:
- UNIT 11** Personal Promotional Efforts, Direct Marketing Public Relations, Societal Banking, Customers Meets, Customer Service,

### **BLOCK IV: MARKETING AND MOTIVATION**

- UNIT 12** Advertising, Publicity – Good Promotional. Meaning- Importance – Implication – Need–Types- Scope, Features Management of change

- UNIT 13** Bank Marketing Personnel – Selection –Meaning- Importance –  
Implication – Need–Types- Scope, Features Management of change
- UNIT 14** Motivation – Training and Development.Meaning- Importance –  
Implication – Need–Types- Scope, Features Management of change

**REFERENCE BOOKS:**

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1. Ramasamy and Namakumari, Marketing Management.
2. Gupta and Rajan Nair, Marketing Management.
3. Madhukar, Dynamics of Bank Marketing.
4. Kenneth Andrew, The Bank Marketing Handbook.

Course Code	Title of the Course
10462/12662	FINANCIAL MANAGEMENT

**Objectives:**

- To understand Concepts and conventions of financial management
- To study the capital structure and determinations
- To study about working capital management

**BLOCK I: BASICS OF FINANCIAL MANAGEMENT**

- UNIT 1** Evolution, Scope and Functions of Finance Managers- Introduction; Scope of Finance; Financial Management System; Finance Functions ; Role of a Finance Manager
- UNIT 2** Objectives of a Firm – Introduction; Profit Maximization; Shareholders‘ Wealth Maximization (SWM)
- UNIT 3** Financial Planning – Introduction; Meaning of Budget; Types of Budgets; Advantages of Budgeting; Responsibility Accounting
- UNIT 4** Time Value of Money - Introduction; Concept of Time Value of Money; Compounding Method ; Discounting Method

**BLOCK II: CAPITAL STRUCTURE**

- UNIT 5** Cost of Capital – Introduction; Cost of Capital; Cost of Debt; Cost of Preference Capital; Cost of Equity Capital; Approaches to Derive Cost of Equity; Weighted Average Cost of Capital and Weighted Marginal Cost of Capital.
- UNIT 6** Financial and Operating Leverage – Introduction; Meaning of Financial Leverage; Measures of Financial Leverage; Calculation of Earnings Per Share (EPS) and Return on Equity (ROE) ; Financial and Operating Leverages
- UNIT 7** Capital Budgeting Decisions- Introduction; Capital Budgeting Process ; Methods to Evaluate Investment Proposals ; Capital Rationing
- UNIT 8** Capital Structure Theories - Introduction; Relevance of Capital Structure Theories ; Irrelevance of Capital Structure

**BLOCK III: SOURCES OF FINANCE**

- UNIT 9** Sources of Finance - Introduction; Short-term Finance ;Long-term Funds
- UNIT 10** Asset-Based Financing – Introduction; Lease Financing; Hire Purchase Financing; Infrastructure Project Financing
- UNIT 11** Dividend Policy – Introduction; Dividend Policy; Financing and Dividend Decision; Dividend Relevance: Walter’s Model

## **BLOCK IV: WORKING CAPITAL AND MARKETING SUPPLY**

**UNIT 12** Working capital Management: Introduction; Concepts of Working Capital ;  
Operating Cycle Method.

**UNIT 13** Management of Cash – Introduction ; Motives for Holding Cash; Facets of  
Cash Management; Cash Planning; Cash Forecasting and Budgeting;  
Determining the Optimum Cash Balance

**UNIT 14** Investing Surplus Cash in Marketable Securities - Credit Policy: Nature and  
Goals ;Collection Procedures ; Nature of Inventory.

### **REFERENCE BOOKS:**

1. Kuchal S C, Corporation Finance
2. Kulkarni P, Financial Management
3. Pandey I M, Financial Management

Course Code	Title of the Course
10463/12663	BUSINESS LAW

**Objectives:**

- To understand the basics in business law
- To identify Fundamental Principles, need, scope of business law

**BLOCK I: BASICS OF BUSINESS LAW**

**UNIT 1** *Introduction: Introduction, Meaning and Scope of Business Law, Sources of Law, Laws applicable to Business*

**UNIT 2** *Indian Contract Act, 1872: Introduction, Definition and Meaning of Contract, Essentials of a Contract, Types of Contracts, Capacity of Parties, Modes of Discharge of a Contract, Remedies for Breach of Contract.*

**UNIT 3** Law of Agency: Introduction, Agent and Agency, Kinds of Agencies, Creation of Agency, Principal and Agent , Termination of Agency

**UNIT 4** Sale of Goods Act, 1930: Introduction, Contract of Sale of Goods, Essentials of a Contract of Sale, Price, Agreement to sell at valuation, Rights and Duties of Buyer, Right of Unpaid Seller, Conditions and Warranties, Transfer of Property, Performance of Contract

**BLOCK II: PARTNERSHIP AND COMPANIES ACT**

**UNIT 5** Negotiable Instruments Act, 1881: Introduction , Definition and Meaning of Negotiable Instrument, Promissory Note, Bill of Exchange , Cheque, Parties to Negotiable Instruments, Maturity of Negotiable Instrument, Negotiation , Dishonor of a Negotiable Instrument, Notice of dishonor, discharge of a Negotiable Instrument

**UNIT 6** Partnership Act, 1932: Introduction, Nature of the Partnership, Features of Partnership, Qualities of a Partnership, Advantages, Limitations, Kinds of Partners, Partnership Deed, Registration of a Partnership, Effects of registration , Effects of non – registration, Rights and Duties of Partners, Dissolution of Partnership.

**UNIT 7** Companies Act, 1956: Introduction, Definition and Characteristics, Classification of Companies, Incorporation of a Company, Share Capital, Company management, Meetings, Resolution

**UNIT 8** Consumer Protection Act [COPRA], 1986: Introduction, Background, Definitions, Consumer Protection Council, Central Consumer Protection Council, Consumer Redressal Agencies, Administrative Control of National Commission.

### **BLOCK III: IPR & IT**

**UNIT 9** Competition Act, 2002: Meaning and Scope of Competition Act, Salient Features of Competition Act, Offences and Penalties under the Act

**UNIT 10** Intellectual Property Rights: Meaning and Scope of Patent Act and Amendments of WTO Agreements, Rights of Patentee , Infringement , Remedies, Trademarks, Copyright

**UNIT 11** Information Technology Act, 2000: Background, Salient Features, Digital Signature, Electronic Governance, Regulation of Certifying Authorities, Cyber Laws, Penalties for Offences.

### **BLOCK IV: MSME**

**UNIT 12** Micro Small And Medium Enterprises Development Act, 2006: Classification of Micro, Small and Medium Enterprises,

**UNIT 13** Salient Features of Micro, Small and Medium Enterprises Act, Reservation Policy, Credit Policy, Government Policy towards Taxation and Incentives

**UNIT 14** Management of companies –Meetings- Types- Requirements- Protection of minority interest- Methods of Winding-up.

### **REFERENCES:**

1. M.S.Pandit and ShobhaPandit, Business Law, Himalaya Publishing House, Mumbai, 2010.
2. Pathak, Legal Aspects of Business, TMH, 2009.
3. N.D. Kapoor, Mercantile Law, Sultan Chand & Sons, New Delhi.
4. M.C. Shukla, Mercantile Law, S. Chand & Co., New Delhi.
5. Relevant Bare Acts.
6. Balachandran and Thothadri, business Law, TMH, 2010

Course Code	Title of the Course
10464/12664	ENTREPRENEURSHIP

Objective:

- To stimulate the learners to the concept of entrepreneurship
- To imbibe the knowledge to the students on entrepreneurial culture, training and special programs.

### **BLOCK I: BASICS OF ENTREPRENEURSHIP**

**UNIT 1** Introduction to Entrepreneurship: Meaning and concept of entrepreneurship, the history of entrepreneurship development, role of entrepreneurship in economic development, agencies in entrepreneurship management and future of entrepreneurship

**.UNIT 2** The Entrepreneur: Meaning of entrepreneur, the skills required to be an entrepreneur, the entrepreneurial decision process, and role models, mentors and support system.

**UNIT 3** Business Opportunity Identification: Business ideas, methods of generating ideas, and opportunity recognition

**UNIT 4** Preparing a Business Plan: Meaning and significance of a business plan, components of a business plan, and feasibility study

### **BLOCK II: FINANCING AND LAUNCHING OF NEW VENTURE**

**UNIT 5** Financing the New Venture: Importance of new venture financing, types of ownership securities, venture capital, types of debt securities, determining ideal debt-equity mix, and financial institutions and banks

**UNIT 6** Launching the New Venture: Choosing the legal form of new venture, protection of intellectual property, and marketing the new venture

**UNIT 7** Managing Growth in New Venture: Characteristics of high growth new ventures, strategies for growth, and building the new venture capital

**UNIT 8** Business ideas – project identifications and formulations –classifications - Project feasibility study – projects appraisal methods- product designs network analysis – financial analysis.

### **BLOCK III: INSTITUTIONAL DEVELOPMENTS OF ENTREPRENEURS**

**UNIT 9** Financing Entrepreneur – Institutional finance to Entrepreneurs – role of IDBI –IFCI-ICICI-IRCI-SIDBI-LIC-SFC-TIIC-Commercial banks in financial role.

**UNIT 10** Promoting Enterprise –SSI-Role and growth of SSI – Regulation governing SSI- incentives and concessions - sickness and causes and remedial.

**UNIT 11** Institutional developments of Entrepreneurs- role of DIC –SISI –SIDCO– NSIC- NAYE-KVIC-TCDS-ITCOT and Entrepreneurial guidance bureau - Incentives and subsidies to Entrepreneurs problems and prospectus EDP-for developing women and rural Entrepreneurs- Entrepreneurial motivation.

#### **BLOCK IV: ENTREPRENEURIAL CULTURE**

**UNIT 12** Harvesting Rewards: Exit strategies for entrepreneurs, bankruptcy, and succession and harvesting strategy

**UNIT 13** Programmes for Developing Entrepreneurship : Entrepreneurship development programmes – Seed Capital assistance – Capital subsidy - Backward area development schemes – Sales tax concessions – Energy concessions – Recent trends.

**UNIT 14** Entrepreneurial Culture – Entrepreneurial Society – Intrapreneurship.Meaning- Importance – Implication – Need–Types- Scope, Features Management of change-Special Programmes of assistance to Entrepreneurship

#### **REFERENCES :**

1. Peter F. Drucker, Innovation are Entrepreneurship.
2. Saravanavel,EntrepreneurshipDevelopment.
3. Gupta and Srinivasan, Entrepreneurship Development.
4. N.P. Singh, Entrepreneurship Development N.P. Singh.
5. B.C. Tandon,Environment and Entrepreneurship.
6. Srivastava, A Practical Guide to Industrial Entrepreneurs.



## ***BBA Banking***

Course Code	Title of the Course
12211A	PART-I : TAMIL PAPER-I

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்  
பிரிவு -1 : இசைப்பாடல்

### கூறு 1

#### 1. கண்ணதாசன் - ஸ்ரீ கிருஷ்ண கானம்

1. புல்லாங்குழல் கொடுத்த
2. குருவாயுருக்கு வாருங்கள்

### கூறு 2

1. கோகுலத்து பசுக்கள்
2. கோகுலத்தில் ஒரு நாள்  
ராதை
3. ஆயர்பாடி மாளிகையில்

### கூறு 3

#### பட்டுக்கோட்டை கல்யாண சுந்தரம்

1. நெஞ்சில் குடியிருக்கும்
2. செய்யும் தொழிலே தெய்வம்

பிரிவு - 2 : கவிதை, புதுக்கவிதை

### கூறு 4

#### 1. பாரதியார்

கண்ணன் என்  
விளையாட்டுப்பிள்ளை பாரத  
மாதா திருப்பள்ளி எழுச்சி

### கூறு 5

1. பாரதிதாசன் - உலகப்பன் பாட்டு (5)
2. நாமக்கல் கவிஞர்- நோயற்ற வாழ்வு 7 பாட்டு
3. பெ.தூரன் - நிலா பிஞ்சு

### கூறு 6

1. வல்லிக் கண்ணன் - வெறும் புகழ்
2. கு.ப.இராஜகோபாலன் - எதற்காக?
3. மீரா - பதினைந்து

## கூறு 7

1. சிற்பி - சர்ப்ப யாகம்
2. ஞானக்கூத்தன் - தோழர் மோசிகீரனார்

## கூறு 8

1. அப்துல் ரகுமான் - கண்ணும் எழுதேம்
2. சண்முக சுப்பையா - வயிறு  
பிரிவு - 3 : காப்பியம்

## கூறு 9

1. சிலப்பதிகாரம் - வழக்குரை காதை
2. கம்பராமாயணம் - அயோத்தியா காண்டம்  
பிரிவு - 4 : காப்பியம்

## கூறு 10

1. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம் (1)

## கூறு 11

- தேம்பாவணி - காட்சிப்படலம் பாடல் எண்  
(ஒவ்வொரு பாடலின் முதல்வரி)
1. இன்னவாயில்
  2. கொழுந்துறும்
  3. பஞ்சு அரங்கில்

## கூறு 12

- தேம்பாவணி -காட்சிப்படலம் பாடல் எண்  
(ஒவ்வொரு பாடலின் முதல்வரி)
4. எண்ணுளே
  5. ஒண்தலங்கள்
  6. இரவியேந்த கஞ்சக்

## கூறு 13

- தேம்பாவணி -காட்சிப்படலம் பாடல் எண்  
(ஒவ்வொரு பாடலின் முதல்வரி)
7. கன்னியாயதாயும்
  8. ஏந்தி ஓங்கு உளத்து
  9. ஆவ தேமுனர்
  10. கொல்லும் வேலொடும்

## கூறு 14

- தேம்பாவணி - காட்சிப்படலம்  
பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)
11. என்ற வாசகம்

12. அம்பினால்
13. வேண்டும் ஓர் வினை

Course Code	Title of the Course
12211B	Part-I: Communication Skills- I

*Objectives:*

- ❖ On completion of the course the students will be able to
- ❖ Make students to understand the basic skills of Communication.
- ❖ Acquaint students with the important features of Communication skills.

**BLOCK I: COMMUNICATION: AN INTRODUCTION**

**Unit - I** Communication – Meaning – Types- Importance

**Unit – II** Barriers to Effective Communication – Principles – Principles of Effective Communication

**BLOCK II: ORAL COMMUNICATION**

**Unit – III** Oral Communication – Meaning – Importance- Forms of Oral Communication

**Unit – IV** Intonation –Meaning – Function- Types Preparation of Speech- Steps Involved

**Unit – V** Principles of Effective Oral Communication

**BLOCK III: WRITTEN COMMUNICATION**

**Unit – VI** Written Communication – Meaning –Steps – Importance- Advantages Use of words and Phrases

**Unit – VII** Sentence – Meaning –Sentence formation- Characteristics of an Effective Sentence

**Unit–VIII** Paragraph Writing –Essay Writing –Steps Involved –Outline-Layout – Contents-Drafting-Correction- Final Draft

**BLOCK IV: OFFICIAL COMMUNICATION**

**Unit – IX** Application for Employment and Curriculum Vitae –Steps involved

**Unit – X** Non –Verbal Communication – Meaning –Types –Body Language – Postures-Gestures –Facial Expressions –Eye Contact

**Unit – XI** Report Writing –Report –Types of Reports –Format of a Report

**Unit – XII** Essentials of a Good Report –Preparation of Report-Procedure Involved

**Unit – XIII** Meetings-Purpose of the Meeting – Procedure

**Unit–XIV** Group Discussion–Quality of Content-Participation–Logical  
Presentation –Behavioural Skills

**References:**

1. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
2. Geetha Nagaraj, Write to Communicate, 2004.
3. Wren & Martin, English Grammar and Composition, 2002.
4. Dale Carnegie, How to Win Friends and Influence People, 1981.
5. Dale R Jordan, Language Skills and Use.
6. Gartside L. Bahld, Nagammiah and McComas, Satterwhite, Modern Business Correspondence.
7. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.
8. Wallace, Michael J, Study Skills in English.
9. Editors of Readers Digest, Super Word Power.

Course Code	Title of the Course
12212	Part-II : English Paper - I

**Learning objective:**

- To make the students master the different topics prescribed in the Prose, Grammar and Composition.

***BLOCK I: PROSE I***

<b>Unit – I</b>	Water-the Elixir of life	- C.V. Raman
<b>Unit – II</b>	Mrs. Packletide’s Tiger	- SAKI
<b>Unit – III</b>	A Deed of Bravery	- Jim Carbett
<b>Unit – IV</b>	The Cat	- Catharine M. Willson
<b>Unit – V</b>	On Letter Writing	- Alpha of the Plough

***BLOCK II: PROSE II***

<b>Unit – VI</b>	Our Ancestors	- Carl Sagan
<b>Unit – VII</b>	Our Civilization	- C.E.Foad
<b>Unit – VIII</b>	A Hero on Probation	- B.R. Nanda
<b>Unit – IX</b>	Dangers of Drug Abuse	- Hardin B. Fones
<b>Unit – X</b>	Food	- J.B.S. Haldane

***BLOCK III: DEVELOPING GRAMMATICAL SKILLS***

<b>Unit – XI</b>	- Articles-Gerunds-Participles-Infinitives-Modals-Proposition- Tenses
<b>Unit – XII</b>	- Direct and Indirect Speech-Transformation of sentences- Active and passive voice.

***BLOCK IV: DEVELOPING WRITING SKILLS***

<b>Unit – XIII</b>	- Letter writing - Precis writing - Developing hints.
<b>Unit – XIV</b>	- Dialogue writing - Paragraph writing.

**References:**

- Sebastian D K, *Prose for the Young Reader*, Macmillan.
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – *A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.

<b>Course Code</b>	<b>Title of the Course</b>
<b>12213</b>	<b>BANKING THEORY</b>

*Objectives:*

- To understand the basic concepts of banking and various types of banks
- To Know the theories, implications and policies in banking

**BLOCK I: BASIC THEORY OF BANKING**

**UNIT 1** Definition of bank –kinds of banks – Credit creation by banks –Balance sheet of Banks.

**UNIT 2** Unit Banking Vs Branch Banking.

**UNIT 3** Commercial Banking –Classification of Banks –Functions –Creation of Credit – Balance Sheet –Investment Policies –Bank Assets –Banking Structure –Clearing Houses.

**UNIT 3** Reserve Bank of India –Objectives and Functions –Control of credit by R.B.I. –Indian Money Market

**UNIT 4** Introduction to Money –Kinds, Functions and Significance –Demand for and Supply of Money –Monetary Standards –Gold Standard –Bimetallism and Paper Currency Systems –Paper Money –Money Market.

**BLOCK II: INDIAN BANKING SYSTEM**

**UNIT 5** Foreign Exchanges – Exchange Market and Rates of Exchange – Exchange Control.

**UNIT 6** Banking Regulation Act, 1949: History; Social control; Banking Regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Co- operative banks.



**UNIT 7** Indian Banking –Reserve Bank of India–Organisation –Management -Functions – NABARD –State Bank of India –Exchange Banks –Commercial Banks - Indigenous Banks –Co-operative Banks.

**UNIT 8** State Bank of India: Brief History; objectives; Functions; Structure and organization; Working and progress

### **BLOCK III: BANKING REGIONAL ACT AND RRB**

**UNIT 9** Regional Rural and Co- operative Banks in India: Functions; Role of Regional rural and co-operative banks in rural India; Progress and performance

**UNIT 10** Place of Private Sector Banks.-Role and functions in india

**UNIT 11** Bankers as Borrowers – Precautions to be taken before opening accounts -Legal significance of Fixed Deposit Receipts.

### **BLOCK IV: BANKER CUSTOMER SYSTEM**

**UNIT 12** Definition of the term banker and customer – General relationship –special relationship – main functions and subsidiary services.

**UNIT 13** Banker Agency services and general utility services.

**UNIT 14** Recent Trends in Indian Banking System

**Note: Students are expected to be aware of changes upto 6 months prior to the date of examinations.**

### **REFERENCE BOOKS:**

1. Basu, Theory and Practice of Development Banking
2. Muranjan S K, Modern Banking in India
3. Reddy, Appanniah, Natarajan & Gordon, Banking Theory and Practice.

Course Code	Title of the Course
12214	Principles of Management

**Objectives:**

- To understand the basic concepts and principles of management
- To give exposure to the learners about business communication, leadership and control.

**BLOCK I: BASIC THEORY AND CONCEPT OF MANAGEMENT**

**UNIT 1** Introduction: Concept, nature, process and significance of management; Managerial levels, skills, functions and roles; Management Vs. Administration; Coordination as essence of management. Development of management thought: classical, neo-classical, behavioral, systems and contingency approaches.

**UNIT 2** Evolution of Management Thought-Contribution of F.W.Taylor, Henri Fayol ,EltonMayo , Chester Berhard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of management thought) Indian Management Thought

**UNIT 3** Planning: Nature, scope and objectives of planning; Types of plans; Planning process; Business forecasting; MBO; Concept, types, process and techniques of decision-making; Bounded Rationality.

**UNIT 4** Organizing: Concept, nature, process and significance; Principles of an organization; Span of Control; Departmentation; Types of an organization; Authority

**BLOCK II: CONCEPT OF STAFFING AND LEADERSHIP**

**UNIT 5** Responsibility; Delegation and Decentralization; Formal and Informal Organization Staffing: Concept, Nature and Importance of Staffing.

**UNIT 6** Motivating and Leading: Nature and Importance of motivation; Types of motivation; Theories of motivation-Maslow, Herzberg, X, Y and Z

**UNIT 7** Leadership – meaning and importance; Traits of a leader; Leadership Styles

**UNIT 8** Likert’s Systems of Management, Tannenbaum & Schmidt Model and Managerial Grid. Directing: Nature - Principles

**BLOCK III: BASIC FUNCTIONS OF MANAGEMENT**

**UNIT 9** Controlling: Nature and Scope of control; Types of Control; Control process; Control techniques – traditional and modern; Effective Control System

**UNIT 10** Strategic Management -Definition, Classes of Decisions, Levels of Decision, Strategy, Role of different Strategist, Relevance of Strategic Management and its Benefits, Strategic Management in India

**UNIT 11** Departmentalisation – Span of management –responsibility – Accountability – Decentralisation.

**BLOCK IV: BASICS, COMPREHENSIVE GROWTH OF MANAGEMENT**

**UNIT 12** Communication process – Forms– Barriers – Overcoming barriers.

**UNIT 13** Co -ordination: Importance & Need – Types- Scope. Social Responsibility of Management

**UNIT 14** environment friendly management -Management of Change -Management of Crisis  
Total Quality Management -Stress Management -International Management

*REFERENCE BOOKS :*

- 1. Prasad L N, Reddy &Appanniah, Essentials of Management**
- 2. Lallan Prasad, Koontz, O'Donnel, Essentials of Management**
- 3. Koontz & O' Donnel, Essentials of Management**

Course Code	Title of the Course
12221A	PART-I :TAMIL PAPER-II

நோக்கம் : மொழி அறிவு, இலக்கண அறிவை வளர்த்தல்

**பிரிவு 1: தேம்பாவணி**

**கூறு 1**

**தேம்பாவணி** - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

- 271. சொல் தவிர்ந்த
- 272. அன்னை
- 273. அஞ்சுவார்
- 274. சொல்லக் கேட்டனள்
- 275. மற்செய்கை
- 276. மண்கனியப்
- 277. அழுது ஆர்ந்த

**கூறு 2**

**தேம்பாவணி** - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

- 278. பொய் பொதுளும்
- 279. இன்பு அருந்தி
- 280. வழுதாயின இன்பு
- 281. மறம் ஏவினர்

**கூறு 3**

**தேம்பாவணி** - காட்சிப்படலம்

பாடல் எண் (ஒவ்வொரு பாடலின் முதல்வரி)

- 282. மண்ணோர்கள்
- 283. பொய்யா விதியோய்
- 284. விடியா இருள்
- 285. அழுவார் எவரும்

**பிரிவு 2: சிறுகதை, உரைநடை**

**கூறு 4**

சிறுகதை - நீலபத்மநாபனின் “வான வீதியில்”

**கூறு 5**

உரைநடை - கம்பன் புறத்திணை - தி.சொக்கலிங்கம்

**பிரிவு 3: இலக்கணம் - எழுத்தும் சொல்லும்**

**கூறு 6**

- 23. முதலெழுத்துகள், சார்பெழுத்துகள்
- 24. மொழி முதலெழுத்துகள் , மொழி இறுதி எழுத்துகள்

**கூறு 7**

- 4. ஒற்றெழுத்து மிகலும் மிகாமையும்,



Course Code	Title of the Course
12221B	Part-I:Communication Skills-II

**Objectives:**

- ❖ To make students to understand the basic skills of Communication.
- ❖ To acquaint students with the important features of Communication skills.

***BLOCK I: INTRODUCTION TO COMMUNICATION SKILLS***

- Unit – I** Code and Content of Communication Skills  
**Unit– II** Stimulus and Response of Communication Skills

***BLOCK II: SPEAKING SKILLS***

- Unit – III** Effective Speaking Guidelines  
**Unit – IV** Pronunciation Etiquette of Communication Skills  
**Unit – V** Phonetics in Communication Skills

***BLOCK III: LANGUAGE SKILLS***

- Unit – VI** A self Assessment of Communicating Soft Skills  
**Unit – VII** Language Skills –Ability –Skill Selected Need- Learner Centre activities  
**Unit – VIII** Listening Skills –Importance –Types of Listening- Interview Skills  
**Unit – IX** Conversation Skills –Modes  
**Unit – X** Presentation Skills - Preparing –Planning-Presentation

***BLOCK IV: WRITING SKILLS***

- Unit – XI** Written Communication –Structure of Effective Sentences –Paragraph  
**Unit – XII** Technical Writing-Creative Writing- Editing and Publishing  
**Unit – XIII** Corporate Communication Skills-Internal –Effective business writing – Letters, Proposals, Resume  
**Unit – XIV** Corporal Communication Skills-External - Press release - Newsletters- Interviewing skills

**REFERENCES:**

1. Dutt. Kiranmai & Geeta Rajjevan. Basic Communication Skills. Rev.ed. Foundation Books Pvt.Ltd. Cambridge House, New Delhi 2006.
2. Bill R. Swetmon. Communication Skills for the 21<sup>st</sup> Century. Chennai: Eswar Press. First South Asian Edition 2006.
3. Glass. Lillian. Talk to Win. New York: Perigee Books,1987.
4. Pease. Alan. Signals: How to Use Body Language for Power, Success and Love, New

York: Bantam Books, 1981.

5. Walters. Lilly. Secrets of Successful Speakers. New York: McGraw-Hill, Inc., 1993.
6. Mandal. S.K. How to Succeed in Group Discussions & Personal Interviews. Mumbai: JAICO Publishing House.
7. Rogoff. Leonard and Ballenger. Grady. Office Guide to Business Letters, Memos & Reports. New York: Macmillan, 1994.
8. Krishna Mohan & Meera Banerjee, Developing Communication Skills, 2005.
9. Geetha Nagaraj, Write to Communicate, 2004.
10. Wren & Martin, English Grammar and Composition, 2002.
11. Rajendra Pal and Kortahalli J S, Essentials of Business Communication.

Course Code	Title of the Course
12222	Part-II : English Paper - II

*Objective:*

- To make the students master in different topics prescribed in the subject of Poetry and Language use.

**BLOCK I: POETRY - I**

**Unit – I** Sonnet - William Shakespeare

**Unit – II** Lines Composed upon Westminster Bridge -William Wordsworth

**Unit – III** Grecian Urn - John Keats (1795-1827)

**Unit – IV** Andrea Del Sarto - Robert Browning (1812-1889)

**BLOCK II: POETRY - II**

**Unit – V** The Road Not Taken - Robert Frost (1874-1963)

**Unit – VI** Strange Meeting - Wilfred Owen (1813-1918)

**Unit – VII** Gitanjali - Rabindranath Tagore (1861-1946)

**Unit – VIII** The Coromandel Fishers - Sarojini Naidu

**Unit – IX** The Express - Stephen Spender

**BLOCK III: DRAMA**

**Unit – X** Shakespeare : The Merchant of Venice

**BLOCK IV: DEVELOPING LANGUAGE SKILLS**

**Unit – XI** Essay writing

**Unit – XII** Note Making

**Unit – XIII** Report writing

**Unit – XIV** Comprehension

**References:**

- The Golden Quill*, P.K. Seshadri, Macmillan.
- The Merchant of Venice*, Shakespeare. (Any overseas edition).
- Active English Grammar*, Ed. by the Board of Editors, Macmillan.
- Modern English – A Book of Grammar Usage and Composition* by N.Krishnaswamy, Macmillan Publishers.



Course Code	Title of the Course
12223	RURAL BANKING

**Objectives:**

- To investigate the concept of rural banking and growth
- To know about Loan syndication and capital issue

**BLOCK I: BASICS OF RURAL BANKING**

**UNIT 1** Rural Banking: Meaning – Importance – Activities of a Rural banker – Project counselling – Loan syndication – Management of public issues – Underwriting, bankers to issue and other services

**UNIT 2** Growth of Rural banking in India — Meaning- Importance – Implication – Need for Control –Types- Scope, Features .- Role of the SEBI in regulating Rural banking industry - Role of NSE and OTCEI.

**UNIT 4** Project related activities of a Rural banker: Corporate Counselling: Organisational goals —Loan Syndication: Meaning and scope – Steps in syndication–

**BLOCK II: RURAL BANKING FEATURES**

**UNIT 5** Capital Issue related activities of a Rural banker: Changing structure of Indian Capital Market – Management of pre-issue activities

**UNIT 6** corporate securities : Types and characteristics – Marketing of corporate securities – Steps to be taken by the issuing company and the lead manager – Underwriting.

**UNIT 7** Management of post-issue activities – Processing of data – Reporting to SEBI – Under subscription – Bridge loans – Allotment of shares – Listing of securities.

**UNIT 8** Service oriented activities of a Rural banker: Mergers and Amalgamations: Meaning – Purpose – Types of mergers.

**BLOCK III: VENTURE CAPITAL AND MISCELLANEOUS**

**UNIT 9** Role of Rural bankers in mergers – Portfolio Management: Functions of portfolio managers – Explanation to risk – CAPM Approach to market operations.

**UNIT 10** Miscellaneous activities of a Rural banker: Venture capital – Origin – Administration of venture capital fund – Mutual fund

**UNIT 11** Classification of mutual funds – Factoring – Mechanism and types of factoring Domestic - Cash Management, ST/MT Funding, Meaning and importance cash management, Objectives,.

**BLOCK IV: LRR AND CRR**

**UNIT 12** Cash flow cycle, Cash flow budgeting and forecasting, Electronic cash management, MT and LT funding, Term loans, Securitization, Cost center, Profit center, Planning and control, Capital Budgeting.

**UNIT 13** Liquidity Management- Objectives-Sources-Maturity concerns: Projected cash and core sources- Contingency Plans- ST/NT Liquidity – Maturity Ladder Limit- Internal control-Information- Netting.

**UNIT 14** Regulation, Supervision and Compliance- Need and significance of internal and external audit.

***REFERENCE BOOKS:***

1. I.C. Dhingra, Rural Banking in India, Sultan Chand & Sons, New Delhi.
2. N.S.Bhat, Aspects of Rural Banking, Common Wealth Publishers, New Delhi.
3. D.P. Sarda, Hand book on Lending to Priority Sector, GovindPrakashanPublications, Jaipur.

Course Code	Title of the Course
12224	FINANCIAL ACCOUNTING

*Objectives:*

- To analyze the financial accounting concepts and applications
- To study the Accounts of Non-Trading Concerns \

**BLOCK I: BASICS OF FINANCIAL ACCOUNTING**

**UNIT 1** Meaning and Scope of Accounting: Need for Accounting, Development of Accounting, Definition and Functions of Accounting, Limitation of Accounting, Book Keeping and Accounting, Is Accounting Science or Art?, End User of Accounting Information, Accounting and other Disciplines, Role of Accountant, Branches of Accounting, Difference between Management Accounting and Financial Accounting, Objectives of Accounting, Accounting Equation

**UNIT 2** Accounting Principles and Standards: Meaning of Accounting Principles, Accounting Concepts, Accounting Conventions, Systems of Book Keeping, Systems of Accounting, Introduction to Accounting Standards Issued by ICAI.

**UNIT 3** Journalising Transactions: Journal, Rules of Debit and Credit, Compound Journal Entry, Opening Entry- Sub Division of Journal: Cash Journal, Petty Cash Book, Purchase Journal, Sales Journal, Sales Return Journal, Voucher System.

**UNIT 4** Ledger Posting and Trial Balance: Ledger, Posting, Relationship between Journal and Ledger, Rules Regarding Posting, Trial Balance, Final Accounts of Sole Proprietorship and Firms.

**BLOCK II: EXPENDITURE ACCOUNTS & BALANCE SHEET AND PARTNERSHIP**

**UNIT 5** Bank Reconciliation Statement-Bills of Exchange and the treatment thereof - Account Current – Average Due date -Consignment and Joint Venture Accounts.

**UNIT 6** Accounts of Non-Trading Concerns-Receipts and Payment Accounts - Income and Expenditure Accounts and Balance Sheet.

**UNIT 7** Partnership: Fixed and Fluctuating Capitals – Current and Drawing Accounts – Interest on Capital and Drawings and Salary and Commission

**UNIT 8** Revaluation of Assets Meaning- Importance – Implication – Treatment of Goodwill – Admission – Retirement – Death of a Partner

**BLOCK III: COMPANY ACCOUNTS & SHARES**

**UNIT 9** Dissolution Excluding Garner Vs Murrey Decision and Meaning- Importance – Implication Sale to a Company – final Accounts.(Simple Problems Only)

**UNIT 10** Company Accounts: Issue of Shares and Debentures at Par- Premium and Discount

**UNIT 11** Forfeiture of Shares and Re-Issue of forfeited Shares Meaning – Simple Cases of Final Accounts.

**BLOCK IV: PRUDENTIAL ACCOUNTING**

**UNIT 12** Final Accounts of Banking Companies

**UNIT 13** Prudential Accounting

**UNIT 14** Norms: Capital, Adequacy, Income Recognition- Asset Classification and Provisioning.

**REFERENCE BOOKS:**

- 1 Gupta R L, Advanced Accounting
- 2 Arulanandam M A, Raman K S, Advanced Accounting
- 3 Shukla M C & Grewal T S, Advanced Accounting

Course Code	Title
12231/13331	<b>ORGANISATIONAL BEHAVIOUR</b>

**Objectives:**

- To understand the concepts of Organizational Behaviour
- To make the students to expert in the area of Group Behaviour and Stress Management

**BLOCK I: BASIC FEATURES OF ORGANISATIONAL BEHAVIOUR**

- UNIT 1** Organizational Behaviour: Meaning – Elements – Need – Approaches – Models – Global scenario
- UNIT 2** Individual Behaviour: Personality & Attitudes- Development of personality - Nature and dimensions of attitude – Organizational Commitment
- UNIT 3** Learning – Attitudes – Perception – Motivation – Ability – Their relevance to organizational behavior.
- UNIT 4** Group Behaviour: Theories of Group Formation - Formal Organization and Informal Groups and their interaction- Importance of teams

**BLOCK II: ORGANISATIONAL STRESS AND MANAGEMENT**

- UNIT 5** Formation of teams - Team Work- Group dynamics – Group norms – Group cohesiveness – Their relevance to organizational behavior.
- UNIT 6** Organizational Power and Politics: Organizational Power: Definition, Types of powers, Sources and Characteristics
- UNIT 7** Effective use of power- Organizational Politics: Factors and Impact.
- UNIT 8** Organizational Stress and Conflict Management: Stress Management: Meaning – Types – Sources – Consequences – Management of stress

**BLOCK III: ORGANISATIONAL CLIMATE AND CULTURE**

- UNIT 9** Organizational conflict: Constructive and Destructive conflicts - Conflict Process - Strategies for encouraging constructive conflict - Strategies for resolving destructive conflict.
- UNIT 10** Organizational Dynamics: Organizational Dynamics – Organizational Efficiency, Effectiveness and Excellence: Meaning and Approaches
- UNIT 11** Organizational Culture – Meaning, significance – Organizational Climate – Implications on organizational behavior.

**BLOCK IV: CHALLENGES OF ORGANISATIONAL DEVELOPMENT**

- UNIT 12** Organizational Change and Development: Organizational Change: Meaning, Nature and Causes of organizational change
- UNIT 13** Resistance to change – Managing change.-Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life.

**UNIT 14**      Development: Meaning, Nature and scope of OD – OD Interventions- Challenges to OD- Learning Organizations

*REFERENCES*

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1. Fred Luthans, *Organizational Behaviour*, McGraw-Hill/Irwin, 2006.
2. Stephen P. Robbins, *Organizational Behaviour*, Prentice Hall; 2010
3. Keith Davis, *Organizational Behavior: Human Behavior at Work*, McGraw Hill, 2010
4. Griffin and Moorhead, *Organizational Behavior: Managing People and Organizations*, 2006.
5. Judith R. Gordon, *Organizational Behavior: A Diagnostic*, Prentice Hall, 2001.
6. K.Aswathappa, *Organizational Behaviour*, Himalaya Publishing, Mumbai, 2010
7. Judith R. Gordon, *A Diagnostic Approach to Organisational Behaviour*, Allyn & Bacon, 1993

Course Code	Title of the Course
12232/13332	<b>BUSINESS STATISTICS</b>

*Objectives:*

- To understand the meaning and objectives of statistics tools
- To practice in various techniques of statistical methods

**BLOCK I: BASICS OF STATISTICS**

- UNIT 1** Definition, important and limitations; Functions and scope of statistics; Types of data; Data collection techniques; Presentation of data.
- UNIT 2** Data Condensation and graphical Methods :Raw data , attributes and variables , classification , frequency distribution , cumulative frequency distributions. Graphs- Histogram , Frequency polygon. Diagrams - Multiple bar , Pie ,Subdivided bar
- UNIT 3** Measures of Central Tendency – Mean (A.M., G.M., H.M.), Median, Mode – different properties; Partition values – Quartiles, Deciles, Percentiles; Partition values from Ogives
- UNIT 4** Measures of Dispersion– Range, Q.D., M.D., S.D. – their coefficients; Comparing consistency; Different properties.

**BLOCK II: REGRESSION AND LINEAR PROGRAMMING**

- UNIT 5** Moments, Skewness and Kurtosis– Moments about an arbitrary number; Central Moments; Relation between central and non-central moments upto 4<sup>th</sup> order;  $\beta$  and  $\gamma$ - coefficients; Meaning of skewness and kurtosis; Different measures of skewness and kurtosis.
- UNIT 6** Linear Correlation and Regression - Types of correlation, Scatter diagram, Two-waytable, Marginal and Conditional distributions; Pearson's coefficient of correlation, Spearman's rank correlation coefficient, Properties of correlation coefficient,
- UNIT 7** Regression analysis- Meaning and types of regression equations, Curve fitting by the method of least squares, Derivation of regression equations, Properties of regression equations.
- UNIT 8** Index Number– Construction, Price and Quantity index numbers, Laspeyres', Paasche's, Edgeworth-Marshall's, Fisher's method, Relative methods, Tests of index number formulae: Time and Factor reversal tests, General index number, Chain base index number, Cost of living index number (CLI), Uses of CLI and its applications, Uses and limitations of index numbers.

**BLOCK III: TREND ANALYSIS SAMPLING AND HYPOTHESIS**

- UNIT 9** Analysis of Time Series- Components of a time series, Adjustment in time series, Measurement of trend by moving average and least squares methods (linear and

quadratic trends), Measurement of seasonal variation by simple average method, Forecasting, Deseasonalisation.

**UNIT 10** Sampling-. Sampling and Sampling Distributions; Procedure of hypothesis testing; Type I and Type II errors; One tailed and two tailed tests;

**UNIT 11** Tests of Hypothesis - Testing of hypothesis w.r.t. large samples, about population means, difference between means, attributes, population proportion and difference between two proportions.

#### **BLOCK IV: CHI-SQUARE AND PROBABILITY**

**UNIT 12** Chi-square test; Analysis of Variance; Statistical decision making

**UNIT 13** Probability– Basic terms; Total, Compound and Bayes' Theorems for two and three events – Problems based on them. \

**UNIT 14** Probability Distribution – Binomial, Poisson and Normal distributions; Mean and S.D. of Binomial and Poisson distributions

#### **REFERENCE BOOKS:**

1. Elhance D N, Fundamentals of Statistics
2. Gupta S P, Statistics for Commerce Students
3. Gupta S P, Statistical methods



Course Code	Title of the Course
12233/13333	<b>BANKING LAW &amp; PRACTICE – I</b>

*Objectives:*

- To understand the importance of banking law and practice
- To find out the legitimate consequences of banking industry

**BLOCK I: CONCEPT OF BANKER AND CUSTOMER RELATIONSHIP**

- UNIT 1** Definition of banking – Relationship between banker and customer – General relationship
- UNIT 2** Obligations of a banker: Obligation to honour cheques and to maintain secrecy of accounts
- UNIT 3** Banker’s rights: Right of general line, set-off, appropriation and to charge interest and incidental charges.
- UNIT 4** Negotiable Instruments – Definition – Characteristics features – Distinguishing features of cheque, bill and promissory note

**BLOCK II: FEATURES OF NEGOTIABLE INSTRUMENTS ACT**

- UNIT 5** Types of bills of exchange – Trade bills and accommodation bills – Discounting of bills – Due date of bills – Dishonour of bills – Noting and protesting
- UNIT 6** Holder and Holder in due course of negotiable instruments – Payment in due course – Return of cheques.
- UNIT 7** Endorsements – Definition – Kinds – Crossing – Types – MICR Cheques – Paying banker;
- UNIT 8** Precautions to be taken before a cheque for payment and statutory protection – Collecting banker Duties and Statutory Protection.

**BLOCK III: KINDS OF ACCOUNT HOLDERS**

- UNIT 9** Types of customers and account holders – Procedure and practice in opening and conducting the accounts of customers viz., Minors, Joint account holders, Partnership firms, Joint stock companies,

**UNIT 10** Executors and Trustees, Clubs and Associations, Joint Hindu Family etc – Non-Resident Accounts.

**UNIT 11** Different types of accounts in a bank: Savings, Current and Fixed deposit accounts

**BLOCK IV: PROCEDURE FOR OPENING AND CLOSING BANK ACCOUNTS**

**UNIT 12** Opening, Operation and Closing of such a counts – Legal aspects of entries in the Pass Book.

**UNIT 13** Services to customers: Remittance of funds, Safe Deposit Lockers, Guarantee, Letters of credit,

**UNIT 14** Travellers cheques, Gift cheques, Credit Cards, Rural Banking Services, - Investment Counselling, carrying out standing instructions and other miscellaneous services. legal effect. Modern Banking, Banking practice – e banking – Internet banking – Mobile banking – ATMS- Cash Machine – EFT (Electronic Fund Transfer) – RTGs, NEFT, MICR.

*REFERENCE BOOKS:*

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1. Buffa E S, Modern Production Management
2. Lundy J L, Effective Industrial Management  
Bunga, Sharma, and Samuel Eliot, Production Management

Course Code	Title of the Course
12234/13334	FINANCIAL SERVICES INSTITUTIONS

*Objectives:*

- To understand the various financial services and institutions
- To know about policies and practices followed

**BLOCK I: BASICS OF FINANCIAL SERVICE INSTITUTIONS**

- UNIT 1** Financial Services: Concept and scope of financial services – Functions concerning public and private placement of capital issues
- UNIT 2** Lead management – Issue pricing and promotion – Disclosure norms – Issue underwriting – Collecting banker
- UNIT 3** Merchant Banking –Meaning, nature and functions; merchant banking in India, role in issue management; classification and regulation of merchant bankers by SEBI
- UNIT 4** Stock Broking & Depository Services-Stock Broking –meaning, types of stockbrokers, sub-brokers; stock broking in India e-broking –meaning, Indian experience Depository Services –meaning, role of depositories and their services, Advantages of depository system; Functioning of depository system

**BLOCK II: MUTUAL FUND AND CREDIT RANKING**

- UNIT 5** Depositories in India –NSDL & CSDL; Depository participants (DPs) and their role Custodial services -meaning; obligations and responsibilities of custodians; code of conduct
- UNIT 6** Mutual Fund Services – Concept, need and scope – MFS in India: Types of schemes – Meaning- Importance – Implication – Need–Types- Scope, Features
- UNIT 7** Performance – Portfolio performance evaluation measures – Regulations regarding mutual funds.
- UNIT 8** Credit Rating & Securitization Credit Rating –meaning, rating methodology, importance of credit rating; credit rating agencies in India including Small & Medium Enterprises Rating Agency (SMERA) Securitization of debt –

**BLOCK III: UTI AND LIC FEATURES & FUNCTIONS**

**UNIT 9** Meaning, Features, Mechanism, Types, Special Purpose Vehicle, Benefits of Securitization, Issues in Securitization CRISIL – ICRA - CARE

**UNIT 10** Debt and deposit rating equity rating procedures. Reading different grades of rating – International credit rating institutions.

**UNIT 11** Role of UTI and LIC as investment institutions – Portfolio management services Concept and need – Services of NBFC to investors.

#### **BLOCK IV: PRIVATE BANKING SECTORS**

**UNIT 12** Development Financial Institution – Role on functions of IDBI, IFC– ICICI and IRBI – RBI and management of gilt securities market.

**UNIT 13** Stock Exchanges: Role and organizations of BSE and NSE – OTCEI – SEBI and stock exchange – Investor information and education.-Role of SEBI – Role of investor association and investment consultancies.

**UNIT 14** Marketing of Financial Services –A. Marketing of Financial Services: Definition of marketing; four pillars of marketing (customer orientation, profit, total company effort, social responsibility); selling versus marketing Segmentation –Concept, basis, strategies; Target market selection and market positioning strategies Pricing Strategy -Role of price in marketing of financial services; pricing strategies; pricing decisions B. Marketing Mix for Financial Services 7 Ps -Product, People, Process, Promotion, Price, Place and Physical evidence (Case study discussions on Marketing mix for banks, insurance companies, mutual funds, stock broking firms etc)

#### **REFERENCE BOOKS:**

---

1. Raghunathan V, Stock Exchanges and Investments
2. Avadhani V, Security Market
3. Varma, Merchant Bankin

Course Code	Title of the Course
12241/13341	ELEMENTS OF MARKETING

*Objectives:*

- To understand the basic concepts and elements of marketing
- To investigate the various approaches and development activities of industry

**BLOCK I: BASICS OF MARKETING**

**UNIT 1** Introduction: Nature and scope of marketing; importance of marketing as a business function, and in the economy;

**UNIT 2** Marketing concepts -traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.

**UNIT 3** Consumer Behaviour: Nature, scope and significance of consumer behaviour.- Factors influencing consumer behaviour

**UNIT 4** Market segmentation -concept and importance; Bases for market segmentation- Market Segmentation Strategies – Marketing mix

**BLOCK II: FEATURES OF MARKETING**

**UNIT 5** Product Concept of product, consumer, and industrial goods; Product planning and development.

**UNIT 6** Product positioning – Packaging -role and functions; Brand name and trade mark; After- sales service; Product life cycle concept

**UNIT 7** Price- Importance of price in the marketing mix; Factors affecting price of a product/service; Discounts and rebates

**UNIT 8** Distributions Channels: Distribution channels - concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Retailer and wholesaler;

**BLOCK III: MARKETING MIX**

**UNIT 9** Physical distribution of goods; Transportation Warehousing; Inventory control; Order processing

**UNIT 10** Promotion: Methods of promotion; Optimum promotion mix; Advertising media- their relative merits and limitations; Characteristics of an effective advertisement

**UNIT 11** Personal selling; Selling as a career; Classification of a successful sales person;  
Function of salesman

**BLOCK IV: TRAINING AND COMPREHENSIVE SELLING**

**UNIT 12** Training and Compensation – Evaluation of performance of Sale Force –  
Advertisement and Publicity

**UNIT 13** Communication –Meaning, nature and importance. Communication process and  
elements of communication process. Barriers in communication. Marketing  
communication mix concept, factors affecting the promotion or communication  
mix. Communication mix determination process.

**UNIT 14** Setting up of target, policies, strategies, integrated communication in marketing,  
recent trends in marketing

**REFERENCE BOOKS:**

1. William J Stanton, Fundamental of Marketing
2. Mamoria C B & Satish Mamoria, Marketing Management
3. Gandhi J C, Rajan Nair, Marketing
4. Sherlekar S A, Essentials of Marketing Management

Course Code	Title of the Course
12242/13342	<b>BANKING LAW &amp; PRACTICE – II</b>

*Objectives:*

- To know the principles and obligations of lending
- To analyze the various provision related to banking law and practice

**BLOCK I: BASICS OF LENDING**

- UNIT 1** Principles of Lending –Types of Borrowings –Precautions to be taken by a banker- Loans and advances against different type of securities
- UNIT 2** forms of advances such as Cash credit, Overdraft, Loan, Purchase and Discounting of bills – borrower study.
- UNIT 3** Secured advances: Different types of securities viz., – Need for Control –Types- Scope, Features Government securities
- UNIT 4** Corporate securities, Life Insurance Policies. Goods, Document of Title to Goods, Real estate and Book debts,

**BLOCK II: FEATURES AND OBLIGATIONS OF BANK**

- UNIT 5** Modes of creating charges viz., Meaning- Importance – Implication – Need for Control –Types- Scope, Features Lien, Pledge, Hypothecation and Mortgage.
- UNIT 6** Guarantees: Definition – Essential features of a contract of guarantee- Features
- UNIT 7** Liability of the surety – Rights of surety
- UNIT 8** Obligations of creditor towards surety Rights of creditor. Meaning- Importance – Implication – Need for Control –Types- Scope, Features

**BLOCK III: BANKING DOCUMENTATION**

- UNIT 9** Loan appraisal: Managerial appraisal, Technical appraisal
- UNIT 10** Commercial appraisal and financial appraisal – Follow up and supervision – NPAs. - Need for Control –Types- Scope, Features
- UNIT 11** Documentation: Meaning – Documentation in respect of various types of borrowers and securities

**BLOCK IV: INDUSTRIAL RELATIONS**

- UNIT 12** Essential clauses – Indian Stamp Act – Limitation Act.
- UNIT 13** Industrial Sickness
- UNIT 14** Industrial Causes – Rehabilitation of Sick units.

REFERENCE BOOKS:

1. Bedi H.L. and Hardikar V.K., Practical Banking Advances.
2. Kannan M.L., Banking law and Practice in India, Thacker & Co.
3. Commercial Banking 4 Volumes.

Course Code	Title of the Course
12243/13343	BUSINESS LAW

*Objectives:*

- To understand the legislative consequences of business law.
- To make the students to understand about concepts and implications.

**BLOCK I: BASICS OF BUSINESS LAW**

**UNIT 1** *Introduction: Introduction, Meaning and Scope of Business Law, Sources of Law, Laws applicable to Business*

**UNIT 2** *Indian Contract Act, 1872: Introduction, Definition and Meaning of Contract, Essentials of a Contract, Types of Contracts, Capacity of Parties, Modes of Discharge of a Contract, Remedies for Breach of Contract.*

**UNIT 3** *Law of Agency: Introduction, Agent and Agency, Kinds of Agencies, Creation of Agency, Principal and Agent, Termination of Agency*

**UNIT 4** *Sale of Goods Act, 1930: Introduction, Contract of Sale of Goods, Essentials of a Contract of Sale, Price, Agreement to sell at valuation, Rights and Duties of Buyer, Right of Unpaid Seller, Conditions and Warranties, Transfer of Property, Performance of Contract*

**BLOCK II: PARTNERSHIP AND COMPANIES ACT**

**UNIT 5** *Negotiable Instruments Act, 1881: Introduction , Definition and Meaning of Negotiable Instrument, Promissory Note, Bill of Exchange , Cheque, Parties to Negotiable Instruments, Maturity of Negotiable Instrument, Negotiation , Dishonor of a Negotiable Instrument, Notice of dishonor, discharge of a Negotiable Instrument*

**UNIT 6** *Partnership Act, 1932: Introduction, Nature of the Partnership, Features of Partnership, Qualities of a Partnership, Advantages, Limitations, Kinds of Partners, Partnership Deed, Registration of a Partnership, Effects of registration , Effects of non – registration, Rights and Duties of Partners, Dissolution of Partnership.*

**UNIT 7** *Companies Act, 1956: Introduction, Definition and Characteristics, Classification of Companies, Incorporation of a Company, Share Capital, Company management, Meetings, Resolution*



**UNIT 8**      *Consumer Protection Act [COPRA], 1986: Introduction, Background, Definitions, Consumer Protection Council, Central Consumer Protection Council, Consumer Redressal Agencies, Administrative Control of National Commission.*

**BLOCK III: IPR & IT**

**UNIT 9**      *Competition Act, 2002: Meaning and Scope of Competition Act, Salient Features of Competition Act, Offences and Penalties under the Act*

**UNIT 10** *Intellectual Property Rights: Meaning and Scope of Patent Act and Amendments of WTO Agreements, Rights of Patentee , Infringement , Remedies, Trademarks, Copyright*

**UNIT 11** *Information Technology Act, 2000: Background, Salient Features, Digital Signature, Electronic Governance, Regulation of Certifying Authorities, Cyber Laws, Penalties for Offences.*

**BLOCK IV: MSME**

**UNIT 12** *Micro Small And Medium Enterprises Development Act, 2006: Classification of Micro, Small and Medium Enterprises,*

**UNIT 13** *Salient Features of Micro, Small and Medium Enterprises Act, - Reservation Policy, Credit Policy, Government Policy towards Taxation and Incentives -*

**UNIT 14** *Management of companies –Meetings- Types- Requirements - Protection of minority interest- Methods of Winding-up.*

**REFERENCE BOOKS:**

1. Kapoor N D, *Elements of Mercantile Law*
2. Sen and Mitra, *Commercial Law*
3. Shukla M C, *Mercantile Law*

Course Code	Title of the Course
12244/13344	FOREIGN EXCHANGE MANAGEMENT

*Objectives:*

- To understand the Foreign Exchange: Concept and Significance
- To analyse the Exchange management system in India

**BLOCK I: BASICS OF FOREIGN EXCHANGE MANAGEMENT**

- UNIT 1** Foreign Exchange: Concept and Significance – Foreign change Rate: Direct and indirect quotations – Inter- bank and Merchant rates –
- UNIT 2** Spot rates and forward rates – T.T. rates – Cross rates; Computation – Foreign exchange markets – Organisation of forex market.
- UNIT 3** Determination of Exchange Rate: Purchasing Power Parity theory – Interest rate parity theory – Flow model – Asset market model
- UNIT 4** Forecasting of exchange rates – Concepts of Nominal Effective Exchange Rate and Real effective Exchange rate.

**BLOCK II: FEATURES O FOREIGN EXCHANGE**

- UNIT 5** Forward exchange contracts: Types – Forward exchange rate computation – Factors affecting forward rates
- UNIT 6** Extension and cancellation of forward contracts – option contracts: Types and mechanism.
- UNIT 7** Foreign exchange risk management: Transaction exposure risk: Internal Strategies – Risk shifting, Risk sharing – Exposure netting and offsetting
- UNIT 8** External Strategies: Foreign currency options – Forward and money market hedge – Currency Swaps – Interest Rate Swaps.

**BLOCK III: RISK OF FOREIGN EXCHANGE**

- UNIT 9** Economic Exposure risk – Inflation and exchange risk – Meaning- Importance – Implication – Need–Types- Scope, Features Management of change
- UNIT 10** Economic consequences of Exchange rate changes – managing economic exposure risk.
- UNIT 11** Exchange management in India: Fixed and floating rates – Rupee convertibility – NOSTRO, VOSTRO and LORO Accounts –

**BLOCK IV: IMPACT OF FOREIGN EXCHANGE**

- UNIT 12** Exchange control measures: Need and Forms and relevance
- UNIT 13** Foreign Exchange Reserves of India: Trend, composition and management

**UNIT 14** Impact on exchange Rate – Monetary and fiscal policy initiatives for exchange rate management.

**REFERENCES:**

- 
1. Multinational Financial Management : Alan C Shapiro
  2. ABC of Foreign Exchange : Clare G. Gump
  3. Guide to Foreign Exchange Regulations : Krishnamoorthy.S
  4. Principles of Foreign Exchange : Chatterjee.A.K.
  5. Foreign Exchange – Practice, Concepts and control : Jeevanadam.N.S.
  6. Foreign Exchange Management : Rajwadi
  7. Rupee Convertibility : BibekDebroi

Course Code	Title
12251/13351	RESEARCH METHODS

- *To know the basic concepts of research*
- To know about different sampling methods and techniques

### **BLOCK I: FUNDAMENTALS OF RESEARCH**

**UNIT 1** Meaning, Types and Process of Research: Meaning – Purpose – Types of Research

**UNIT 2** Pure & Applied, Historical & Futuristic, Analytical & Synthetic, Descriptive & Prescriptive, Survey & Experimental and Case & Generic Researches

**UNIT 3** Significance of research in social sciences – Process of research – Meaning – Scientific method – Induction and deduction.

**UNIT 4** Planning Research: Research problem – Identification, selection and formulation of research problem – Review of literature in the field of business

### **BLOCK II: SAMPLING AND ITS TYPES**

**UNIT 5** Economic management: Use in identifying Research Gaps and Techniques – Hypothesis – Meaning – Sources and Types of Hypothesis – Hypothesis Formulation for testing – Research design – Factors affecting research design – Evaluation of research design

**UNIT 6** Sampling Design: Census method and sampling method for investigation – Principle of sampling – Essentials of a good sampling – Methods of sampling

**UNIT 7** Probability and non-probability sampling methods – Sample size – Factors affecting the size of the sample – Biased sample – Sampling and non-sampling errors.

**UNIT 8** Sources and Collection of Data: Sources of data – Primary and secondary data – Modes of data collection – Observation: Types and Techniques – Interview: Types and conduct – Preparation for an interview – Effective interview techniques – Limitations of interview

### **BLOCK III: TOOLS OF DATA COLLECTION**

**UNIT 9** Schedule: Meaning and kinds – Essentials of a good schedule – Procedure for the formulation of a schedule – Questionnaire: Meaning and types – Format of a good questionnaire– Schedules vis-a-vis Questionnaires

**UNIT 10** Scaling techniques: Meaning, Importance, Methods of their construction of Questionnaires or Schedules – Pre-testing of Data Collection Tools- Validity and Reliability – Methods.

**UNIT 11** Processing and Analysis of Data: Meaning – Importance – Process of data analysis – Editing – Coding – Tabulation – Diagrams – Univariate, Bivariate and Multi-variate analyses

### **BLOCK IV: HYPOTHESIS AND REPORT WRITING**

**UNIT 12** Test of Hypothesis: Fundamentals on Test Procedure- Testing for significance of Mean/Proportion and difference between Means/Proportions- F Test for Means and Chi-square test Contingency Table

**UNIT 13** Concept and Types of Non-parametric Tests- Mann Whitney Test- The process of interpretation of Test Results– Guidelines for making valid interpretation.

**UNIT 14** Report Writing : Role and types of reports – Contents of research report – Steps involved in drafting reports – Principles of good report writing – Grammatical Quality – Language flow- Data Support- Diagrammatic Elucidation- References and Annotations – Clarity and Brevity of expressions- Features of a good Report- Criteria for evaluating research reports/ research findings.

### **REFERENCES**

1. John W Best & James V. Kahn *Research in Education*, Allyn and Bacon, 2009
2. Anderson et-al, *Thesis and Assignment Writing*, Wiley, New Delhi, 1989.

<b>Course Code</b>	<b>Title of the Course</b>
<b>12252/13352</b>	<b>MANAGEMENT ACCOUNTING</b>

*Objectives:*

- To analyze the management accounting concepts and applications
- To study the budgeting and budgetary control

**BLOCK I: BASICS OF MANGEMENT ACCOUNTING**

**UNIT I** Management accounting – Definition – Objectives – Nature – Scope – Merits and limitations – Differences between management accounting and financial accounting

**UNIT2** Financial statement analysis – Comparative statement – Common size statement – Trend percentage.

**UNIT3** Ratio analysis – Meaning – Classification – Liquidity, solvency, turnover and profitability ratios – Dupont chart – Construction of balance sheet.

**UNIT 4** Fund flow statement – Meaning– Preparation – Schedule of changes in working capital – Funds from operation – Sources and applications

**BLOCK II: CASH FLOW STATEMENT**

**UNIT 5** Cash flow statement – Meaning – Difference between funds flow statement and cash flow statement – Preparation of cash flow statement as per Accounting Standard 3.

**UNIT 6** Budget and Budgetary control – Meaning – Advantages – Preparation of sales, production, production cost, purchase, overhead cost, cash and flexible budgets

**UNIT 7** Standard costing – Meaning, Advantages and Limitations.

**UNIT 8** Variance analysis – Significance - Computation of variances (Material Labour and overheads)

### **BLOCK III: COSTING AND MANAGERIAL APPLICATIONS**

**UNIT 9** Marginal costing – CVP analysis – Break even analysis .

**UNIT 10** BEP - Managerial applications – Margin of safety – Profit planning.

**UNIT 11** Differential Costing.

### **BLOCK IV: METHODS OF CAPITAL BUDGETING**

**UNIT 12** Capital Budgeting – Meaning – Importance – Appraisal methods.

**UNIT 13** Payback period — Accounting rate of return - Discounted cash flow – Net present value – Profitability index – Internal rate of return.

**UNIT 14** Methods of evaluation of Alternative Capital Expenditure Programme.

#### *REFERENCE BOOKS:*

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1. Maheswari S N, Management Accounting and Financial Control
2. Man Mohan and Goyal, Management Accounting
3. Hingorani, Ramanathan, and Katyal, Management Accounting

<b>Course Code</b>	<b>Title of the Course</b>
<b>12253/13353</b>	<b>HUMAN RESOURCE MANAGEMENT</b>

*Objectives:*

- To understand basic concepts and functions of Human Resource Management
- To know more about Employee welfare and Employee retention

**BLOCK I: BASICS OF HUMAN RESOURCE MANAGEMENT**

**UNIT 1** Introduction: Concept, nature, scope, objectives and importance of HRM; Evolution of HRM; Challenges of HRM; Personnel Management vs HRM

**UNIT 2** Strategies for the New Millennium: Role of HRM in strategic management; human capital; emotional quotient; mentoring; ESOP; flexi-time; quality circles; Kaizen TQM and Six Sigma

**UNIT 3** Role and structure of Human Resource Function in organizations- Challenges in Human Resource Management- Approaches to Human Resource Management

**UNIT 4** Acquisition of Human Resources: HR Planning; Job analysis – job description and job specification

**BLOCK II: RECRUITMENT AND SELECTION**

**UNIT 5** Recruitment and Selection Process: Sources of recruitment- internal Vs. External; Domestic Vs. Global sources- Selection process

**UNIT 6** Tests and interviews; placement and induction. Job changes – transfers, promotions/demotions, separations.

**UNIT 7** Placement and Induction- Training and Development: Concept and importance of training

**UNIT 8** types of training; methods of training; design of training programme; evaluation of training effectiveness.



### **BLOCK III: EMPLOYEES COMPENSATION AND RETENTION**

**UNIT 9** Executive development – process and techniques; career planning and development.

**UNIT 10** Employee Compensation and Retention: Wages and Salary Administration – Bonus – Incentives – Fringe Benefits – Flexi systems

**UNIT 11** Sweat Equity- Job evaluation systems –Promotion – Demotions – Transfers- Labour Attrition: Causes and Consequences.

### **BLOCK IV: APPRAISAL AND TRADE UNION**

**UNIT 12** Performance and Potential appraisal – concept and objectives; traditional and modern methods, limitations of performance appraisal methods, 360 degree appraisal technique; Maintenance: overview of employee welfare, health and safety, social security

**UNIT 13** Employee Retention: Need and Programs.- Employee Welfare, Separation: Welfare and safety – Accident prevention – Employee Grievances and their Redressal – Industrial Relations.

**UNIT 14** Trade Unions - Multiplicity of Trade Unions – Workers Participation in Management- Separation: Need and Methods- Human Resource Information System- Personnel Records/ Reports- e-Record on Employees – Personnel research and personnel audit – Objectives – Scope and importance.

### **REFERENCES**

1. Mathis and Jackson, Human Resource Management, South-Western College, 2004.
2. Nkomo, Fottler and McAfee, Human Resource Management, South-Western College, 2007.
3. R. Wayne Mondy, Human Resource Management, Prentice Hall, 2011.
4. Venkataraman & Srivastava, Personnel Management & Human Resources
5. Arun Monappa, Industrial Relations
6. Yodder & Standohar, Personnel Management & Industrial Relations
7. Edwin B. Flippo, Personnel Management, McGraw-Hill, 1984
8. Pigors and Myers, Personnel Administration
9. R.S. Dwivedi, Manpower Management
10. Lynton & Pareek, Training and Development, Vistaar Publications, 1990.

Course Code	Title of the Course
12254/13354	<b>TOURISM ENTREPRENEURSHIP</b>

*Objectives:*

- To understand the basic concept of tourism entrepreneurship
- To know more about Entrepreneurial Opportunities and challenges in tourism industry

**BLOCK I: BASICS OF TOURISM ENTREPRENEURSHIP**

**UNIT 1** Entrepreneur & Entrepreneurship: Definition and Theories; Entrepreneurship environment – Socio-economic, Cultural, Political & Natural, Characteristics of Entrepreneur & Entrepreneurial Behaviour

**UNIT 2** Ownership structure and organizational framework of small scale enterprises in Tourism and Travel Business- Venture Creation and Management

**UNIT 3** Preparation of business plan and managerial process in small scale enterprise. Entrepreneurial performance assessment. Managing family enterprises in Tourism industry. Promotional agencies for SMEs in India Opportunity Identification – Business Plan - Feasibility Report – Funding options

**UNIT 4** Entrepreneurial Opportunities in Tourism –I (Accommodation): Entrepreneurial opportunities in Tourism: An overview- Entrepreneurial opportunities in Accommodation sector- Nature, Scope, Risk and Return aspects of the opportunity- Sources of finance

**BLOCK II: PROJECT INVESTMENT STAGE**

**UNIT 5** Entrepreneurial Opportunities in Tourism –II( Transportation): Entrepreneurial opportunities in Transportation sector: Determinants of success of the venture- Case studies of selected Hotel Projects

**UNIT 6** Risk and Return aspects of the opportunity- Sources of finance – Determinants of success of the venture- Case studies of selected Tourist cab services.

**UNIT 7** Entrepreneurial Opportunities in Tourism –III (Shopping and Restaurant): Entrepreneurial opportunities in Shopping and Restaurant services sector- Extent of tourist spending on these aspects- Sources of finance – Determinants of success of the venture.

**UNIT 8** Entrepreneurial Opportunities in Tourism –IV (Tourism Attraction Development): Entrepreneurial opportunities in tourism attraction development:

### **BLOCK III: RESOURCE PLANNING AND SCHEDULING**

**UNIT 9** Sources of finance – Determinants of success of the venture- Case studies of selected Theme parks, Resorts Hotels, Tour operators, etc.

**UNIT 10** Entrepreneurial Development in Tourism : Programmes for developing entrepreneurship – Entrepreneurial culture

**UNIT 11** Tourism industry and business ideas; business strategy- understanding customers and analyzing competition

### **BLOCK IV: PROJECT REVIEW AND INDUSTRIAL SICKNESS**

**UNIT 12** Feasibility; Writing a business plan- marketing, financial, operations, people, etc. Financial requirements and sources of finance;

**UNIT 13** Form of organisation and legal considerations; networking and collaboration; good business practices; Setting up a tourism enterprise

**UNIT 14** Steps, procedures, licenses, registration etc - Entrepreneurship – Special Programmes of assistance

### ***REFERENCES***

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2. Peter F Drucker, *Innovation and Entrepreneurship*
3. Charles R. Goeldner, Brent Ritchie, J.R., *Tourism : Principles, Practices, Philosophies.*
4. Philip Kotler , et.al., *Marketing for Hospitality and Tourism, Ed.3*
5. Peter Mason, *Tourism Impacts, Planning and Management*
6. Roy A. Cook, et.al., *Tourism : The Business of Travel, Ed.2*
7. Douglas Robert Brown, *The Restaurant Managers Handbook : How to setup, Operate and Manage a Financially Successful Food Service Operation*

Course Code	Title of the Course
12261/13361	MARKETING OF BANKING SERVICES

*Objectives:*

- To understand the meaning and implications in banking marketing
- To analyses the Market Segmentation and relevance of banking services

**BLOCK I: BASICS OF MARKETING OF BANKING SERVICES**

- UNIT 1** Marketing – Meaning – Importance of Marketing – Modern Marketing Concept – Features of the Modern Marketing Concept .
- UNIT 2** Marketing and Selling Social Marketing – Demarketing – Remarketing.
- UNIT 3** Relevance of marketing to banking – Marketing environment for a banker
- UNIT 4** Marketing Mix of a banker – Marketing Plan: Bank’s business objectives, Marketing Audit, SWOT Analysis, Marketing Objectives and Marketing.

**BLOCK II: MARKETING MIX**

- UNIT 5** Market Segmentation – Bases – Marketing outlet for a banker – Suitable location for a bank branch – Branch Layout.
- UNIT 6** Product Mix: Product Line of a banker, New Product Development, Constraints on Product Development,
- UNIT 7** Product Management, Non Fund Based Business. Meaning- Importance – Implication – Need–Types- Scope, Features Management of change
- UNIT 8** Price Mix: Meaning, Importance, Factors affecting price of a product, pricing objectives,

**BLOXK III: PROMOTIONAL AND PRICING MIX**

- UNIT 9** Pricing Policies, Deregulation of Interest rates, Service Charges.
- UNIT 10** Promotion Mix: Meaning, Objectives, Methods, Factors affecting Promotion Mix of a Banker:
- UNIT 11** Personal Promotional Efforts, Direct Marketing Public Relations, Societal Banking, Customers Meets, Customer Service,

**BLOCK IV: MARKETING AND MOTIVATION**

- UNIT 12** Advertising, Publicity – Good Promotional. Meaning- Importance – Implication – Need–Types- Scope, Features Management of change

**UNIT 13** Bank Marketing Personnel – Selection –Meaning- Importance –  
Implication – Need–Types- Scope, Features Management of change

**UNIT 14** Motivation – Training and Development.Meaning- Importance –  
Implication – Need–Types- Scope, Features Management of change

*REFERENCE BOOKS:*

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1. Ramasamy and Namakumari, Marketing Management.
2. Gupta and Rajan Nair, Marketing Management.
3. Madhukar, Dynamics of Bank Marketing.
4. Kenneth Andrew, The Bank Marketing Handbook.

Course Code	Title of the Course
12262/13362	FINANCIAL MANAGEMENT

*Objectives:*

- To understand the basic concepts and financial planning and classifications
- To know the public deposits and issues of shares etc.

**BLOCK I: BASICS OF FINANCIAL MANAGEMENT**

- UNIT 1** Evolution, Scope and Functions of Finance Managers- Introduction; Scope of Finance; Financial Management System; Finance Functions ; Role of a Finance Manager
- UNIT 2** Objectives of a Firm – Introduction; Profit Maximization; Shareholders‘ Wealth Maximization (SWM)
- UNIT 3** Financial Planning – Introduction; Meaning of Budget; Types of Budgets; Advantages of Budgeting; Responsibility Accounting
- UNIT 4** Time Value of Money - Introduction; Concept of Time Value of Money; Compounding Method ; Discounting Method

**BLOCK II: CAPITAL STRUCTURE**

- UNIT 5** Cost of Capital – Introduction; Cost of Capital; Cost of Debt; Cost of Preference Capital; Cost of Equity Capital; Approaches to Derive Cost of Equity; Weighted Average Cost of Capital and Weighted Marginal Cost of Capital.
- UNIT 6** Financial and Operating Leverage – Introduction; Meaning of Financial Leverage; Measures of Financial Leverage; Calculation of Earnings Per Share (EPS) and Return on Equity (ROE) ; Financial and Operating Leverages
- UNIT 7** Capital Budgeting Decisions- Introduction; Capital Budgeting Process ; Methods to Evaluate Investment Proposals ; Capital Rationing
- UNIT 8** Capital Structure Theories - Introduction; Relevance of Capital Structure Theories ; Irrelevance of Capital Structure

**BLOCK III: SOURCES OF FINANCE**

- UNIT 9** Sources of Finance - Introduction; Short-term Finance ;Long-term Funds

**UNIT 10** Asset-Based Financing – Introduction; Lease Financing; Hire Purchase Financing; Infrastructure Project Financing

**UNIT 11** Dividend Policy – Introduction; Dividend Policy; Financing and Dividend Decision; Dividend Relevance: Walter's Model

**BLOCK IV: WORKING CAPITAL AND MARKETING SUPPLY**

**UNIT 12** Working capital Management: Introduction; Concepts of Working Capital ; Operating Cycle Method.

**UNIT 13** Management of Cash – Introduction ; Motives for Holding Cash; Facets of Cash Management; Cash Planning; Cash Forecasting and Budgeting; Determining the Optimum Cash Balance

**UNIT 14** Investing Surplus Cash in Marketable Securities - Credit Policy: Nature and Goals ;Collection Procedures ; Nature of Inventory.

**REFERENCE BOOKS:**

1. Kuchal S C, Corporation Finance
2. Kulkarni P, Financial Management
3. Pandey I M, Financial Management

Course Code	Title of the Course
12263/13363	E-BANKING

*Objectives:*

- To understand basic concepts and Operating systems for E-Banking
- To know the evolution of E-Banking system.

**BLOCK I: BASICS OF E-BANKING**

**UNIT I** Electronic Banking: Traditional Banking Vs E-Banking-Facets of E-Banking -E-Banking transactions - truncated cheque and Electronic cheque

**UNIT 2** Models for E-banking-complete centralized solution- features-CCS-Cluster approach-Hi tech. Bank with in Bank Advances of E-Banking-Constraints in E-Banking

**UNIT 3** Online Banking: Introduction –concept and meaning-the electronic delivery channels- need for computerization-Automatic Teller Machine(ATM) at home – Electronic Fund Transfer(EFT)-uses – computerization in clearing houses- Telebanking- Banking on home computers –Electronic Money Transfer -uses of EMT.

**UNIT 4** Updating Bank saving accounts –Computer bank branches-Financial Transaction Terminals- (FTT)-E-Cheque-Magnetic Ink Character Recognition (MICR) and Cheques

**BLOCK II: E-BANKING INSTRUMENTS**

**UNIT 5** E-Banking Security- Introduction need for security –Security concepts-Privacy – Survey. Findings on security-Attack-Cyber crimes-Reasons for Privacy

**UNIT 6** Tampering-Encryption –Meaning-The encryption process-may appear as follows - Cryptogram-Cryptanalyst-cryptography-Types of Cipher systems –Code systems- Cryptography-Cipher-Decipher-Jumbling-Asymmetric-Cryptosystem-Data Encryption Standard



**UNIT 7** E-Banking in India-Procedure-Programmes-Components- How to go on net for Online Banking-advantages-Limitations.

**UNIT 8** E-Builder solutions-Digital certificate-Digital Signature &Electronic Signature-E-Security solutions— solutions providers-E-locking technique- E-locking services- Netscape security solutions- Pry Zone

### **BLOCK III: BASICS OF SOFTWARE SECURITY**

**UNIT 9** E-software security Internet-Transactions-Transaction security-PKI-Sierras Internet solutions-inc –security devices-Public Key Infrastructure-(PKI)-Firewalls Secure Ledger-(FSL)-Secure Electronic Transaction(SET).

**UNIT 10** Basic concepts of data processing – Binary number system – Octal and hexadecimal – Representation of non-numeric data

**UNIT 11** CPU – Main memory – Peripheral controllers – Peripherals.

### **BLOCK IV: TYPES OF SOFTWARE & BRANCH RECONCILIATION SECURITY**

**UNIT 12** Software: Need for software – What is software? Types of software, System Software -Operating systems – language translators -Programming languages.

**UNIT 13** LAN – Local processing with batch updates – Meaning- Importance – Implication – Need for Control –Types- Scope, Features AIMS – Home banking – EFT – MICR.

**UNIT 14** Inter branch reconciliation Security considerations – Accidental damage, power failures and malicious damage .

#### *REFERENCE BOOKS:*

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1. Bajwa K.S., Bank Mechanization, Skylark Publications
2. Srivatsava, Computer Applications in Banks, BTC, RBI
3. Sanjay Soni and Vinayak Aggarwal, Computers and Banking Sultan Chand & Sons.

Course Code	Title of the Course
12264/13364	DEVELOPMENT BANKING

*Objectives:*

- To understand basic concept of developmental Banking and evolution of Banking system
- To explain the various institutions contribution for banking industry

**BLOCK I: BASICS OF DEVELOPMENT BANKING**

**UNIT I** Development Banking in India: Need – Evolution – Meaning- Importance – Implication – Need–Types- Scope, Features Management of change

**UNIT 2** Objectives – Industrial Finance Corporation of India (IFCI): Objectives – Functions – Forms of assistance.

**UNIT 3** Industrial Development Bank of India (IDBI): Objectives – Functions – Schemes of Direct Assistance: Project finance,

**UNIT 4** Technical Development Fund and Venture Capital Fund – Schemes of indirect assistance: Refinance Schemes, Bills rediscounting, Facility and seed capital assistance –

**BLOCK II: TCOS & NSIC**

**UNIT 5** Technical Consultancy Organization (TCOs) – Fee based activities of the IDBI.

**UNIT 6** Industrial Credit and Investment Corporation of India (ICICI): Objectives – Functions. Small Industries Development Bank of India (SIDBI): Functions – Forms of assistance

**UNIT 7** National Small Industries Corporation (NSIC): Functions – Forms of assistance.

**UNIT 8** State Financial Corporations (SFCs): Objectives–Functions–Forms of Assistance

**BLOCK III: EXIM BANK FUNCTIONS**

**UNIT 9** Export Import Bank of India (EXIM Bank): Functions – National Housing Bank (NHB): Objectives – Functions.

**UNIT 10** Unit Trust of India (UTI): Objectives – Resources – Activities of the Trust –

**UNIT 11** Life Insurance Corporation of India (LIC) and General Insurance Corporation of India (GIC): Their role in industrial development.

**BLOCK IV: CRISIL AND CARE**

**UNIT 12** Credit Rating Agencies in India: Credit Rating Information Services of India

Limited (CRISIL)

**UNIT 13** Investment Information and Credit Rating Agency of India Limited (ICRA)

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**UNIT 14** Credit Analysis and Research Limited (CARE) – Their role.

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*REFERENCE BOOKS:*

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1. Institutional Framework for Industry – Vol. I & II – Vasant Desai, Himalaya Publishing House, Mumbai.
  2. Development Banking in India, Vol. I & II – Vasant Desai, Himalaya Publishing House, Mumbai.
  3. How to borrow from Financial and Banking Institutions? Edited by: Ajay Marg, Deepak SK. Kochhar and SN. Sharma Nabhi Publications, New Delhi.
  4. Annual Report of Development Banking Institutions.
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*Bachelor of Commerce (Computer Applications)*

**B.Com. (CA)**  
**FIRST SEMESTER**

Course Code	Title of the Course
12311	<b>Principles of Management</b>

**Learning Objectives:**

1. To make the students to understand the elements of effective management
2. To familiarize the students with the basics principles of management
3. To grasp the organizational theories that would enlighten the understanding of human behaviour at work.
4. To understand team and group process and to be able to address issues arising from individual and collective organizational behaviour behavior.

**BLOCK I: INTRODUCTION AND NATURE OF MANAGEMENT**

UNIT – I: Understanding an organization – Organizational Process – General - Vision and Mission – Strategy – Structure – System – Process - Jobs and Tasks.

UNIT – II: Management and management process – Importance of Management, Evolution of Management Thought - Principles of Management - Management Process/Functions - and a System View.

UNIT – III: Planning and decision making – Importance of Planning - Types of Planning - Steps in Planning - Decision Making - Model in Planning and Decision Making.

UNIT – IV: Organizing and staffing – Importance of Organizing - Types of Organizations - Organizational division and span of control - Types of Departmentation - Staffing and its importance in the organization - Line and staff concept - Staffing concept and HR Management.

**BLOCK II: CONTROL AND BEHAVIOUR OF ORGANISATION**

UNIT – V: Leading – Comparison and Contrasting of Directing and Leading - Characteristics of Leading - Importance of Leading - Functions of Leading

UNIT – VI: Controlling – Importance and Process - Critical Control Points Control as a feedback system - Prerequisites of Effective Control - Control Techniques - IT Enabled \_Controls' and its Challenges.

UNIT – VII: Organizational Behaviour – Historical Perspective - Approaches to and Importance - Framework for Learning OB - The Intricate Relation between MP and OB - Human Resources Management Relationship - Limitations of OB - Globalization and OB.

UNIT – VIII: Individual level behavioral variables - 1 (Personality, Perception) - Personality - Definition and Determinants - Personality Traits - Personality Attributes affecting OB - Definition, Importance and Factors Influencing Perception - Perception and Making Judgment about Others.

### **BLOCK III: GROUP AND INDIVIDUAL BEHAVIOUR OF ORGANISATION**

UNIT – IX: Individual level behavioral variables – 2 (Values, Attitudes and Emotions) – Values – Attitudes - Definition and Concept of Emotions - Emotional Intelligence - Indian Perspective on EI.

UNIT – X: Individual level behavioral variables – 3: Learning and its Applications in Organizations - Definition and Importance of Motivation - Early Theories in Motivation - Contemporary Theories in Motivation - Motivational Tools in Organization.

UNIT – XI: Group level behavioral - 1 (The group) – Concept of Groups - Stages of Group Formation and Group Process - Work Group Behavior - Factors that Affect Group Behavior - Implications of Group Process for Organizations.

### **BLOCK IV: DEVELOPMENT, NATURE OF BEHAVIOUR**

UNIT – XII: Group level behavioral-2 (The team) – Definition and Overview of a Team - Seventeen Characteristics of an Effective Team - Designing a Team - Team Wheel - Key Issues in Team Building - The Seven Step of Intact Team Building, Cross Functional Teams.

UNIT – XIII: Group level behavior-3 (Leadership) – Overview of Leadership - Role of Leadership in Contemporary Business - Theories of Leadership - Contingency Theories of Leadership - New Leadership Theories.

UNIT – XIV: Power – politics – conflict - negotiation and stress – Power – Politics – Conflict – Negotiations – Stress - Culture and Change – Concept of Culture - Fundamentals of Culture - Fundamentals of Change - Eight Steps of John Kotter on Leading Change.

### **REFERENCE BOOKS:**

1. Ramaswamy. T, 2012, Principles of Management [Eight Edition] Himalaya Publishing Home Pvt Ltd, Mumbai.
2. Dinkar Pagare, 2011, Business Management [Fifth Edition] Sultan Chand & Sons, New Delhi.
3. Govindarajan. M, 2008, Principles of Management [First Edition] PHI, New Delhi.
4. Prasad L.M, 2015, Principles and Practice of Management [Eight Edition], Sultan Chand & Sons, New Delhi.
5. Khanka S. S, –Organisational Behaviour|| Sultan Chand & Sons Publications, New Delhi (2012).
6. Aswathappa K, –Organisational Behaviour||, Himalaya Publications, New Delhi (2011).
7. Varma, –Organisational Behaviour||, Forward Book Depot, New Delhi (2013).
8. Sharma, –Organisational Behaviour||, Tata McGrew-Hill Publications, NewDelhi (2012).

<b>Course Code</b>	<b>Title of the Course</b>
12312	<b>Business Communication</b>

**Learning Objectives:**

1. To explain the use of strategic communication model and critical thinking to identify objectives, analyze audience and choose the most effective structure and style for delivering written and spoken messages.
2. Build an understanding of different organization culture, business practices and social norms to communicate more effectively in domestic and cross culture business contexts.

**BLOCK I: FUNDAMENTAL OF COMMUNICATION**

UNIT - I: Communication - Purpose of Communication - Process of Communication - Importance of Communication in Business- Differences between Technical and General Communication - Barriers to Communication - Measures to Overcome the Barriers to Communication.

UNIT - II: Types of Communication - Verbal Communication - Importance of verbal communication - Advantages of verbal communication - Advantages of written communication - Significance of Non-verbal Communication.

UNIT - III: Listening Skills - Listening Process - Classification of Listening - Purpose of Listening - Common Barriers to the Listening Process - Measures to Improve Listening - Listening as an Important Skill in Work Place.

UNIT - IV: Language for Communication - Language and Communication - General Principles of Writing - Improving Writing Skills - Essentials of good style - Expressions and words to be avoided - Grammar and Usage.

**BLOCK II: TYPES OF COMMUNICATION, BUSINESS LETTER**

UNIT - V: Communication in Organizations - Internal Communication - Stake Holders in Internal Communication - Channels of Internal Communication - External Communication - Stake Holders in External Communication - Channels of External Communication.

UNIT - VI: Communication Network - Scope and Types of Communication Network - Formal and Informal Communication Network - Upward Communication - Downward Communication - Horizontal Communication - Diagonal Communication.

UNIT - VII: Writing Business Letter - Importance of Business Letters - Difference between Personal and Business Letters - Structure and Format of Business Letters - Types of Business Letters.

UNIT - VIII: Writing Memos - Circulars and Notices - What is a Memo? - Principles of précis writing - Approaches to memo writing - Characteristics of a memo - Guidelines for writing memos - Language and writing style of a memo - Format of a Memo – Circulars - Guidelines for writing a circular - Languages and writing style of a circular- Format of a circular - Notices - Purpose - Format - Important points to remember while writing a notice.

### **BLOCK III: WRITING A REPORT & EMAIL**

UNIT - IX: Report Writing- Features of Writing a Good Report- Purpose of Report Writing- Difference between Business Report and Engineering Report-Characteristics of writing a good report-Importance of communication in report writing- Guidelines for Report Writing- Steps in Report Writing- Structure of Report-Types of Reports and Different Formats.

UNIT - X: Writing E-mail - Principles of E-mail - E-mail Etiquette - Overcoming Problems in E-mail Communication.

UNIT - XI: Oral Communication Skills Oral Business Presentation - Purpose –Audience  
- Locale - Steps in Making a Presentation - Research and planning - Structure and style  
- Preparation - Presentation- Delivering a Presentation.

### **BLOCK IV: MEETINGS, SKILLS AND EMPLOYMENT COMMUNICATION**

UNIT - XII: Meetings - Types of Meetings - Importance of Business Meetings - Different Types of Business Meetings - Conducting Meetings-Selecting participants-Developing agendas - Opening meetings - Establishing ground rules for meetings - Time management  
- Evaluations of meeting process - Evaluating the overall meeting - Closing meetings-  
Common Mistakes Made at Meetings.

UNIT - XIII: Reading Skills - Reading Skill - Purpose of Reading - Types of Reading - Techniques for Effective Reading - Employment Communication – Resume - Contents of Good Resume -Guidelines for Writing Resume - Different Types of Resumes - Reason for a Cover Letter to Apply for a Job-Format of Cover Letter - Different Types of Cover Letters.

UNIT - XIV: Employment Communication - Job Interview - Importance and Factors Involving Job Interview - Characteristics of Job Interview - Job Interview Process - Job Interview Techniques - Manners and etiquettes to be maintained during an interview - Sample Questions Commonly asked During Interview.

### **REFERENCE BOOKS:**

1. Premavathi.N 2010. Business communication & correspondence (3rd edition) Sultan chand &sons , New Delhi.
2. Rajendra pal Korahill, 2006. Essentials of Business communication Sultan chand& sons, New Delhi.
3. Ramesh, M.S and Pattanshetti C.C, 2003. Business communication Sultan chand & sons , New Delhi
4. Rodriquez M.V, 2003, -Effective Business Communication Conceptll. Vikas Publishing Company.



Course Code	Title of the Course
12313	<b>Fundamentals of Information Technology</b>

**Learning Objectives:**

1. To have the knowledge of computer hardware and software.
2. To know the various Operating Systems and their Processes.

**BLOCK I: FUNDAMENTALS OF COMPUTER & CIRCUIT**

UNIT - I: Computers - Basics of computer - Characteristics of computers - Limitations of computers - System Components - Input devices - Output devices - Computer Memory - Central Processing Unit - Mother Board.

UNIT – II: Computer Generations & Classifications - Evolution of computers - Classification of Computers - Types of Microcomputers Distributed Computer.

UNIT – III: Number Systems and Boolean algebra – Decimal – Binary – Octal – Hexadecimal - Converting Techniques in Number systems - 1's Complements, 2's Complements - Computer Codes - Rules and Laws of Boolean algebra - Basic Gates (NOT, AND & OR).

UNIT – IV: Logical Circuits - Combinational Circuits - Sequential Circuits - Flip Flops - Shift registers - Types of shift registers – Counters.

**BLOCK II: BASICS OF CPU & BUSES**

UNIT – V: CPU Essentials - Modern CPU concepts - CISC vs. RISC CPUs - Circuit Size and Die Size - Processor Speed - Processor Cooling - System Clocks - CPU Over clocking.

UNIT – VI: Computer Memory - Memory System - Memory Cells - Memory Arrays - Random Access Memory (RAM) Read Only Memory (ROM) - Physical Devices Used to construct Memories.

UNIT – VII: Bus - Bus Interface - Industry standard architecture (ISA) - Micro Channel Architecture (MCA) - VESA (Video Electronics Standards Association - Peripheral component Interconnect - Accelerated graphics Port – FSB – USB - Dual Independent Bus – Troubleshooting.

UNIT – VIII: Storage Devices - Hard Disk – Construction - IDE drive standard and features – Troubleshooting – DVD - Blue-Ray disc - Flash Memory.

**BLOCK III: STORAGE DEVICES & COMPUTER SOFTWARE**

UNIT – IX: Input Output Devices Wired and Wireless connectivity - Wired and Wireless Devices - Input Devices - Touch Screen - Visual Display Terminal – Troubleshooting.

UNIT – X: Computer Software - Overview of different operating systems - Overview of different application software - Overview of proprietary software - Overview of open source technology.

UNIT – XI: Software Development, Design and Testing Requirement Analysis - Design Process - Models for System Development - Software Testing Life Cycle - Software Testing - Software Paradigms - Programming Methods - Software Applications.

**BLOCK IV: FUNDAMENTALS OF OS & WORKINGS OF INTERNET**

UNIT – XII: Operating System Concepts - Functions of Operating System - Development of Operating System - Operating system virtual memory - Operating System Components - Operating System Services - Operating System Security.

UNIT – XIII: Internet and Its Working - History of Internet - Web browsers - Web servers - Hypertext Transfer Protocol - Internet Protocols Addressing - Internet Connection Types - How Internet Works.

UNIT – XIV: Internet and Its Uses - Internet Security - Uses of Internet – Virus – Antivirus - Cloud System - Cloud Technologies - Cloud Architecture - Cloud Infrastructure - Cloud Deployment Models.

**REFERENCE BOOKS:**

1. Sarvanakumar,R., Parameswara,R., and Jayalakshmi, T. 2003. Information Technology [ First Edition].Sultan Chand & Company Ltd , New Delhi.
2. AGI Training Team.(2011). Microsoft Office 2010 Digital classroom. Wiley Publishing, Indian Polis, Indiana
3. Alexis Leon and Mathews Leon. 2014. Fundamentals of Information Technology [Second Edition]. Vikas Publishing House Pvt. Ltd, New Delhi.
4. Chetan and Srivastava. 2014. Fundamentals of Information Technology, [First Edition].Kalyani Publishers, New Delhi.
5. Nagpal,D.P. 2013. Computer Fundamentals [First Edition]. Sultan Chand & Company Ltd, New Delhi.

Course Code	Title of the Course
12314	Financial Accounting

### **Learning Objectives:**

1. To make the students to understand the basic concepts of accounting applied in the competitive corporate world.
2. To understand accounting software easily.
3. To provide basic knowledge in financial accounting concepts.
4. To enhance practical applications of accounting.

### **BLOCK I: BASIC FINANCIAL ACCOUNTING AND CONCEPTS**

UNIT – I: Financial Accounting – Meaning of Book Keeping, Accounting and Accountancy - Distinction between Book Keeping and Accounting, Accounting Process - Objectives of Accounting - Various users of Accounting Information, Limitations of Accounting - Accounting Terminologies.

UNIT – II: Accounting Concepts - Principles and Conventions – Meaning of Accounting Concepts – Principles – Conventions - Types of Accounting Concepts - Types of Accounting Principles - Types of Accounting Conventions - Accounting standards - International Financial Reporting Standards [IFRS].

UNIT – III: Recording of Transactions - Meaning of Assets – Liabilities – Equity - Accounting Equation and Effects of Financial Transaction on Accounting Equation - Classification of Accounts under Modern Approach Method - Double Entry System and Rules of Debit and Credit Entries.

UNIT – IV: Secondary Books – Cash Book - Petty Cash Book - Ledger.

### **BLOCK II: FINAL ACCOUNTS AND ADJUSTMENTS**

UNIT – V: Trial Balance and Rectification of Errors - Error in Accounting.

UNIT – VI: Final Accounts – 1 – Meaning - Objectives and Characteristics of Final Accounts - Adjustments before Preparing Final Accounts - Closing Entries.

UNIT – VII: Final Accounts – 2 – Trading Account - Profit and Loss Account - Balance Sheet - Treatment of Adjustments - Practical Problems.

UNIT – VIII: Bank Reconciliation Statement - Meaning of Bank Reconciliation Statement - Importance of Bank Reconciliation Statement - Reasons for Difference - Procedure for Reconciliation.

### **BLOCK III: PARTNERSHIP ACCOUNTS**

UNIT – IX: Bills of Exchange - Bill of Exchange - Acceptance of a Bill - Due Date - Recording of Bill of Exchange in the books of Accounts.

UNIT – X: Partnership Accounts - Admission of a Partner - Partnership - Meaning and

Features - Partnership Deed and Contents - Admission of a Partner - Good will- Meaning - Accounting Treatment of Goodwill at the Time of Admission - Revaluation of Assets and Liabilities - Adjustments of Reserves and Accumulated Profits or Losses.

UNIT – XI: Retirement and Death of a Partner – Meaning of Retirement of Partner - Calculation of New Profit Sharing Ratio and Gaining Ratio - Adjustments with Regard to Goodwill - Revaluation of Assets and Liabilities - Settling the Claim of Retiring Partner - Death of Partner.

#### **BLOCK IV: COMPANY ACCOUNTS**

UNIT – XII: Depreciation Accounting: Meaning of Depreciation - Causes for Depreciation, Need for Depreciation - Computation of the Amount of Depreciation - Depreciation on Additions to Fixed Assets - Methods of Depreciation, Revised AS 6.

UNIT – XIII: Company Accounts – Kinds of Companies - Formation of Companies - Share Capital - Issue of Shares - Under Subscription & Oversubscription - Issue of Shares at Premium & Discount - Buyback of Shares and Treasury Stock - Accounting Treatments and Ledger Preparation.

UNIT – XIV: Company Accounts – Forfeiture of Shares - Reissue of Shares - Issue of Bonus Shares - Rights Issue - Share Split - Buy Back of Shares - Redemption of Preference Shares – Debentures.

#### **REFERENCE BOOKS:**

1. Reddy T.S and Murthy. A, 2011. Financial Accounting (6<sup>th</sup> revised edition 2011 Reprint 2014). Margham Publications Chennai.
2. Manikandan .S and Rakesh Shankar .R, 2014. Financial accounting (3<sup>rd</sup> edition 2014). SCITECH Publications (India) Pvt Ltd Chennai.
3. Dr. Radha.v, 2010. Financial accounting (1<sup>st</sup> edition 2010, Reprint 2012), KB Printers Chennai.
4. John Gabriel. S and Marcus .A, 2010. Financial Accounting (Edition 2010), Tata McGraw Hill Education Pvt Ltd

## SECOND SEMESTER

Course Code	Title of the Course
12321	Financial Management

### **Learning Objectives:**

1. To enhance your knowledge and understanding of financial management.
2. To give understanding and perspective on financial management function in the company and in its relation to domestic and international economy.
3. To give illustration on financial management practices and policies, processes, techniques and strategies that are used in the financial management.

### **BLOCK I: FUNDAMENTAL CONCEPTS**

UNIT – I: Evolution - Scope and Functions of Finance Managers - Scope of Finance - Financial Management System - Finance Functions - Role of a Finance Manager.

UNIT – II: Objectives of a Firm - Profit Maximization - Shareholders' Wealth Maximization (SWM).

UNIT – III: Financial Planning – Meaning of Budget - Types of Budgets - Advantages of Budgeting - Responsibility Accounting.

UNIT – IV: Time Value of Money - Concept of Time Value of Money - Compounding Method - Discounting Method.

### **BLOCK II: LONG TERM INVESTMENT DECISIONS**

UNIT – V: Cost of Capital - Cost of Debt - Cost of Preference Capital - Cost of Equity Capital - Approaches to Derive Cost of Equity - Weighted Average Cost of Capital and Weighted Marginal Cost of Capital.

UNIT – VI: Financial and Operating Leverage – Meaning of Financial Leverage - Measures of Financial Leverage - Calculation of Earnings Per Share (EPS) and Return on Equity (ROE) - Financial and Operating Leverages.

UNIT – VII: Capital Budgeting Decisions – Capital Budgeting Process - Methods to Evaluate Investment Proposals - Capital Rationing.

UNIT – VIII: Capital Structure Theories – Relevance of Capital Structure Theories – Irrelevance of Capital Structure.

### **BLOCK III: SOURCES OF FINANCIAL AND DIVIDEND DECISION**

UNIT – IX: Sources of Finance – Short-term Finance - Long-term Funds.

UNIT – X: Asset-Based Financing – Lease Financing - Hire Purchase Financing - Infrastructure Project Financing.

UNIT – XI: Dividend Policy - Financing and Dividend Decision - Dividend Relevance - Walter's Model.

## **BLOCK IV: SHORT TERM INVESTMENT DECISIONS**

UNIT – XII: Working capital Management – Concepts of Working Capital - Operating Cycle Method.

UNIT – XIII: Management of Cash – Motives for Holding Cash - Facets of Cash Management - Cash Planning - Cash Forecasting and Budgeting - Determining the Optimum Cash Balance - Investing Surplus Cash in Marketable Securities.

UNIT – XIV: Credit Policy - Nature and Goals - Collection Procedures - Nature of Inventory.

### **REFERENCE BOOKS:**

1. Dr. Maheshwari S.N. & Dr. Mittal S.N., 2011-12 Financial Management Principles and Practice, Sultan Chand & Sons, New Delhi.
2. Khan M. Y. and Jain, P. K., 2012, Financial Management Accounting, Tata Mc Graw Hill, Publications New Delhi.
3. Shashi K. Gupta and Sharma R.K., 2014, Financial Management, Kalyani Publishers.
4. Pandey I.M., 2006, Financial Management Accounting, Vikas Publications House New Delhi.

Course Code	Title of the Course
12322	Human Resource Management

**Learning Objectives:**

1. To evaluate and apply theories of social science disciplines to workplace issues;
2. To enhance their effectiveness for optimizing the human resource potential of their organization in order to achieve business and strategic objectives.
3. To examine current issues, trends, practices, and processes in HRM.

**BLOCK I: BASICS OF HRM**

UNIT – I: Human Resource Management - Definition and Concept – Features – Objectives – Functions - Scope and Development of Human Resource Management - Importance of Human Resource Management - Human Resource Practices.

UNIT – II: HRM and Personnel Management – Concept of Personnel Management - Personnel Management in India - Functions of the Labour Welfare Officer - Difference between Personnel Management and HRM.

UNIT – III: Human Resource Planning - Concept of Human Resource Planning (HRP) - Factors in HRP - Process of HRP.

UNIT – IV: Job Analysis and Design - Job Analysis - Job Description - Writing a Job Description - Job Specification - Job Design.

**BLOCK II: EMPLOYEE SELECTION & TRAINING**

UNIT – V: Recruitment – Concept of Recruitment - Factors Affecting Recruitment - Types of Recruitment.

UNIT – VI: Selection: Concept of Selection - Process of Selection - Selection Tests - Barriers in Selection.

UNIT – VII: Induction - Meaning and Definition of Induction - Need for Induction - Problems Faced during Induction - Induction Programme Planning

UNIT – VIII: Training - Concept and Significance of Training - Training Needs - Training Methods - Types of Training.

**BLOCK III: PERFORMANCE AND BENEFITS OF EMPLOYEES**

UNIT – IX: Performance Appraisal - Concept of Performance Appraisal - Purpose of performance appraisal – Process - Methods of Performance Appraisal - Major Issues in Performance Appraisal.

UNIT – X: Wages and Salary – Nature and Significance of Wage and Salary Administration - Theories of Wages - Methods of Wage Fixation.

UNIT – XI: Incentives: Concept of Incentives - Effective Incentive System - Types of Incentive Scheme.

## **BLOCK IV: DEVELOPMENT & GROWTH**

UNIT – XII: Employee Relations - Concept of Employee Relations - Managing Discipline - Managing Grievance - Employee Counseling.

UNIT – XIII: Employee Empowerment – Concept of Employee Empowerment - Process of Empowerment - Empowerment in Indian Scenario - Empowerment in Global Scenario.

UNIT – XIV: International HRM – Comparison of Domestic and International HRM - Challenges in International HRM.

### **REFERENCE BOOKS:**

1. Tripathi P.C., 2013, Personnel Management and Industrial Relations, Sultan Chand and Sons, New Delhi.
- 2, Aswathappa K., 2013, Human Resource Management: Text and Cases, McGraw Hill Education, New Delhi.
3. Memoria C.B. & Rao V.S.P., 2014, Personnel Management - Text & Cases, Himalaya Publishing house, New Delhi.
4. Khanka S.S., 2007, Human Resource Management - Text & Cases, S. Chand & Company Ltd., New Delhi.



Course Code	Title of the Course
12323	Marketing Management

**Learning Objectives:**

1. To give the knowledge of updated marketing scenario.
2. To enhance the knowledge of marketing behavior of consumer among the students.

**BLOCK I: INTRODUCTION OF MARKETING**

UNIT – I: Marketing – An Overview – Definition of Market - Types of Markets - Meaning and Definition of Marketing - Origin of Marketing, Scope of Marketing - Importance of Marketing - Functions of Marketing - Difference between Marketing and Selling.

UNIT – II: Marketing Concepts – Exchange concept - Production concept - Product concept - Sales/selling concept - Modern marketing concept - Societal marketing concept  
- Impact of marketing concepts and its applicability.

UNIT – III: Marketing Environment – Need and Importance of Environmental Analysis - Methods of Analysis – SWOT- PEST- Internal Environment of the Organization - External Environment.

UNIT – IV: Marketing Mix – Evolution of the -Marketing mix|| -Components of a traditional marketing mix - Additional components in the mix - Importance of marketing mix in marketing decisions.

**BLOCK II: MARKETING STRATEGY, NEW PRODUCT DEVELOPMENT**

UNIT – V: Marketing Planning and Strategies – Management Processes in Marketing - Types of Marketing Plan - Competitive Marketing Strategies - Interactions between Marketing Mix and Marketing Environment, Control Mechanisms in Marketing.

UNIT – VI: Product Related Decisions: Features of a Product and its Classifications - Product Plan and New Product Development - Product Mix and its Elements - Decisions related to Product Mix - Product Life Cycle.

UNIT – VII: Branding – Definition of a Brand - Development of a Brand - Types of Brands - Importance of Brands and Branding - Merits and Demerits of Branding - Brand Equity – Definition and Benefits.

UNIT – VIII: Pricing Decisions – Price and its Determinants - Objectives of Pricing Decisions - Factors Affecting Pricing Decisions - Pricing Policies and Strategies - Pricing Methods.

**BLOCK III: DISTRIBUTION AND PROMOTION**

UNIT – IX: Distribution Strategy – Meaning - Need for and Importance of Distribution Channel - Factors Influencing Channel Decisions - Types of Channels - Direct Channel - Indirect Channel - Functions of Channel Members.

UNIT – X: Promotion Mix – Promotion mix and its components – Personal selling - Direct marketing - Public Relations and publicity - Online marketing - Developing an integrated promotion mix.

UNIT – XI: Promotion Mix Decisions – Advertising decisions - Sales promotion decisions - Personal selling decisions - Public Relations and Publicity decisions.

#### **BLOCK IV: CONSUMER BEHAVIOUR AND SERVICES MARKETING**

UNIT – XII: Market Segmentation – Definition of market segmentation - Need for market segmentation - Criteria for effective segmentation - Bases for market segmentation - Benefits of market segmentation.

UNIT – XIII: Consumer Behaviour - Important definitions - Evolution of the study of consumer behavior - Determinants of consumer behavior - Types of buying decisions - Stages of the buying process - Importance of consumer behaviour study.

UNIT – XIV: Services Marketing – Definition of services - Characteristics of services - Distinction between goods and services - Marketing mix for services - Types of services - Strategies for Services Marketing - Recent Trends in Marketing – E-commerce - E-marketing - E-Retailing - Relationship marketing - Mobile marketing - Green marketing.

#### **REFERENCE BOOKS:**

1. Philip Kotler, 2014 Principles of Marketing (15<sup>th</sup> edition 2014). Pearson Education Pvt.
2. Pillai. R. S. N and Baghavathy .N, Modern Marketing (edition 1987, Reprint 2012). Sultan Chand and sons Publishers.
3. Gupta .C.B and Rajan Nair .N, Marketing Management. (Edition 1996 Reprint 2012). Sultan Chand and Sons Publishers.
4. Ramasamy.R. V.S and Namakumari, Marketing Management, (3rd **Edition**), MacMillan India. Limited, New Delhi.

Course Code	Title of the Course
12324	E-Commerce

**Learning Objectives:**

1. To enable the students to understand the technology of E-Commerce for Business Application.
2. To enable awareness on the Application of E-Commerce.

**BLOCK I: INTRODUCTION OF E-COMMERCE**

UNIT - I: E-Commerce: Defining Commerce; Main Activities of Electronic Commerce; Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce – Communication, Process Management, Service Management, Transaction Capabilities; Process of E-Commerce; Types of E-Commerce; Role of Internet and Web in E-Commerce; Technologies Used; E-Commerce Systems; Pre-requisites of E-Commerce; Scope of E-Commerce; E-Business Models.

UNIT - II: E-Commerce Activities: Various Activities of E-Commerce; Various Modes of Operation Associated with E-Commerce; Matrix of E-Commerce Types; Elements and Resources Impacting E-Commerce and Changes; Types of E-Commerce Providers and Vendors; Man Power Associated with E-Commerce Activities; Opportunity Development for E-Commerce Stages; Development of E-Commerce Business Case; Components and Factors for the Development of the Business Case; Steps to Design and Develop an E-Commerce Website.

UNIT - III: Internet – The Backbone for E-Commerce: Early Ages of Internet; Networking Categories; Characteristics of Internet; Components of Internet – Internet Services, Elements of Internet, Uniform Resource Locators, Internet Protocol; Shopping Cart, Cookies and E-Commerce; Web Site Communication; Strategic Capabilities of Internet.

UNIT – IV: ISP, WWW and Portals: Internet Service Provider (ISP); World Wide Web (WWW); Portals – Steps to build homepage, Metadata; Advantages of Portal; Enterprise Information Portal (EIP).

**BLOCK II: MODELS, PROTOCOL AND E-MARKETING**

UNIT - V: Reference Models: Open Systems Interconnection (OSI) Model – Physical layer, Data link layer, Network layer, Transport layer, Session layer, Presentation layer, Application layer; Transmission Control Protocol (TCP) / Internet Protocol (IP) Model; Protocol – Internet Protocol (IP), User Datagram Protocol (UDP), Transmission Control

Protocol (TCP), Dynamic Host Configuration Protocol (DHCP), Hyper Text Transfer Protocol (HTTP), File Transfer Protocol (FTP), Telnet, Post Office Protocol (POP), Simple Mail Transfer Protocol (SMTP).

UNIT - VI: XML and Data Warehousing: Definition of eXtensible Markup Language (XML); XML Development Goals; Comparison between HTML and XML; Business importance in using XML Based Technology; Advantages, Disadvantages and Applications

of XML; Structure of an XML Document; XHTML and X/Secure; Data Warehousing; Data Marts and Operational Data Stores.

UNIT - VII: E-Marketing: Traditional Marketing; E-Marketing; Identifying Web Presence Goals – Achieving web presence goals, Uniqueness of the web, Meeting the needs of website visitors, Site Adhesion: Content, format and access; Maintaining a Website; Metrics Defining Internet Units of Measurement; Online Marketing; Advantages of Online Marketing.

UNIT - VIII: E-Security: Security on the Internet; Network and Website Security Risks – Denial-of-Service attacks, Viruses, Unauthorized access to a computer network; Vulnerability of Internet Sites; Network and Website Security – Transaction security and data protection, Security audits and penetration testing; E-Business Risk Management Issues; Firewall – Network policy, Advanced authentication mechanism, Packet filtering, Application gateways; Defining Enterprise Wide Security Framework.

### **BLOCK III: E-PAYMENT SYSTEMS AND CRM, SCM**

UNIT - IX: E-Payment Systems: Electronic Funds Transfer; Digital Token Based E-Payment Systems; Modern Payment Systems; Steps for Electronic Payment; Payment Security; Net Banking.

UNIT - X: E-Customer Relationship Management: Customer Relationship Management (CRM) – Marketing automation, Enterprise customer management; Customer Relationship Management Areas; CRM Processes; Architectural Components of a CRM Solution – Customer's information repository, Campaign management, Event triggers, business logic and rules repository, Decision support tools, Higher level statistical analysis, Forecasting and planning tools, True channel management, Workflow management, Collateral management; Electronic Customer Relationship Management; Need, Architecture and Applications of Electronic CRM.

UNIT - XI: Supply Chain Management: Goals of SCM; Functions of SCM; Strategies of SCM; Electronic SCM and its benefits; Components of Electronic SCM; Electronic Logistics and its Implementation.

### **BLOCK IV: WIRELESS APPLICATIONS AND KNOWLEDGEMENT**

UNIT - XII: Wireless Application Protocol: Architecture of WAP; Working of WAP; Wireless Technologies; Generations in Wireless Communications; Security Issues related to Wireless Communications; Mobile Computing in Four Dimensions; Wireless Millennium.

UNIT -XIII: Knowledge Management: Knowledge Management and its Goals; Collaborative Computing and Knowledge Management; Knowledge Management Tools; Features of Knowledge Management Tools; Knowledge Creating Process; Knowledge Management Strategies for Different Organizations; Knowledge Management in Research and Development Organizations.

UNIT - XIV: Implementation of E-Commerce: WWW.EBAY.COM - B2C Website – Registration, Time factor, Bidding process, Growth of eBay; PayPal – New Trend in Making Payments Online; National Electronic Funds Transfer.

**REFERENCE BOOKS:**

1. Bharat Bhasker. 2009. Electronic Commerce [Third Edition]. Tata Mc Graw Hill Publishing Co Ltd., New Delhi.
2. RaviKalakota., and Andrew B.Whinston. 2013. Frontiers of Electronic Commerce [Fourteenth Edition]. Dorling Kindersley (India) Pvt Ltd.,
3. Daniel Minoli., and Emma Minoli. 2007. Web Commerce Technology Handbook. [Thirteenth Edition]. Tata McGraw Hill Publishing, NewDelhi.
4. Elias,M. and Awa. .2009. E–Commerce From vision to Fulfillment [Third Edition]. PHI Publishing, New Delhi.

### THIRD SEMESTER

Course Code	Title of the Course
12331/12831	Corporate Accounting

#### **Learning Objectives:**

1. To give a clear understanding and knowledge to the students in the area of corporate accounting and other related matters.
2. To provide the knowledge based on corporate need to have a global perspective and grow accordingly.

#### **BLOCK I: ISSUES OF SHARES & GOODWILL AND FINAL ACCOUNTS OF COMPANY**

UNIT – I: Issue of shares: Par, Premium and Discount - Forfeiture - Reissue - Surrender of Shares - Right Issue – Underwriting.

UNIT – II: Redemption of Preference Shares – Provisions of the companies Act - Debentures - Issue – Treatment of different items relating to debenture in final accounts – Redemption – Methods of redemption of Debenture - Sinking Fund Method – Insurance Policy method.

UNIT – III: Final Accounts of Companies – Trading Account – Profit and Loss Account – Profit and Loss Appropriation Accounts – Balance sheet - Managerial Remuneration – Remuneration payable to different categories of managerial personnel – Calculation of Managerial remuneration.

UNIT – IV: Valuation of Goodwill - Need - Methods of valuation of Goodwill - Average Profit method – super profit method – capitalization method.

#### **BLOVK II: LIQUIDATION OF COMPANY AND AMALGAMATION**

UNIT – V: Shares - Methods of valuation of Shares – Net asset method – Yield Method – Fair value Method.

UNIT – VI: Liquidation of Companies –Modes of Winding up - Statement of Affairs - Deficiency account or Surplus Account.

UNIT – VII: Company Final accounts – Schedule VI Part I and Part II – Profit prior to incorporation - Managerial remuneration – Preparation of profit and loss account and Balance Sheet.

UNIT – VIII: Amalgamation – Meaning – Advantages – Purchase consideration – Types of amalgamation – Net present value method - Absorption (Excluding inter – company holdings).

### **BLOCK III: HOLDING COMPANY ACCOUNTS**

UNIT – IX: External reconstruction and Internal reconstruction – Meaning – Accounting treatment – Alteration of share capital – Capital reduction account.

UNIT – X: Holding company accounts excluding inter-company holdings – Mutual Owings - Contingent Liability - Unrealized Profit - Revaluation of Assets.

UNIT – XI: Liquidation of companies – Meaning – Reasons for winding up – Liquidator – Preferential creditors – Calculation of liquidator's remunerations – Liquidator's final statement of accounts.

### **BLOCK IV: BANKING COMPANY ACCOUNTS, HR ACCOUNTING**

UNIT – XII: Accounts for banking companies - Preparation of profit and loss account and balance sheet - Accounts for Insurance Companies - Preparation of profit and loss account and balance sheet.

UNIT – XIII: International Financial Reporting Standards (IFRS) – Meaning – Advantages - Disadvantages.

UNIT – XIV: Human resource accounting - Characteristic, Applications methods - Principles of Government accounting – Principles of Responsibility accounting.

#### **REFERENCE BOOKS:**

1. Dr. M. A. Arulanandam, and Dr. K. S. Raman, 2003, –Advanced Accountancy, Part-III - Himalaya Publications, New Delhi.
2. Jain S. P. & Narang K. L., 2004 - -Advanced Accounting|| - Kalyani Publishers, New Delhi.
3. Gupta R. L. & Radhaswamy M., 2006, –Corporate Accounts – Theory, Method and Application||, Sultan Chand & Co., New Delhi.
4. Reddy & Murthy, 2004, –Financial Accounting|| - Margham Publicatuions, Chennai.
5. Jain S. P and Narang K. L. 2004, Corporate Accounting, (First Edition) Kalyani Publications, Chennai.
6. Joseph. T. 2009, Corporate Accounting, Vol. 1, (1<sup>st</sup> Edition), Tata McGraw-Hill Education Pvt. Limited, New Delhi.

Course Code	Title of the Course
12332/12832	Principles of C Programming

### **Learning Objectives:**

1. Objective - C is a general-purpose, object-oriented programming language that adds Smalltalk-style messaging to the C programming language. This is the main programming language used by Apple for the OS X and iOS operating systems and their respective APIs, Cocoa and Cocoa Touch

### **BLOCK I: PROGRAMMING CONCEPTS & C LANGUAGE**

UNIT - I: Principles of programming - Programming - Programming Domain - Scientific Application - Business Applications - Artificial Intelligence - Systems Programming - Web Software Categories of Programming Languages - Machine Level Languages - Assembly Level Languages - High Level Languages Programming Design Methodologies - Top Down and Bottom UP Program Development Cycle with case study

- Program Execution and Translation Process -Problem solving using Algorithms and Flowcharts - Performance Analysis and Measurements - Time and Space complexity.

UNIT - II: C Programming - Features of C and its Basic Structure - Simple C programs – Constants - Integer Constants - Real Constants - Character Constants - String Constants - Backslash Character Constants - Concept of an Integer and Variable - Rules for naming Variables and assigning values to variables.

UNIT - III: Operators and Expressions - Arithmetic Operators - Unary Operators - Relational and Logical Operators - The Conditional Operator - Library Functions - Bitwise Operators - The Increment and Decrement Operators - The Size of Operator - Precedence of operators.

UNIT - IV: Data Types and Input/Output Operators – Floating - point Numbers - Converting Integers to Floating-point and vice-versa - Mixed-mode Expressions - The type cast Operator - The type char - Keywords - Character Input and Output - Formatted input and output - The gets( ) and puts( ) functions - Interactive Programming.

### **BLOCK II: BASICS OF OPERATOR AND DATATYPES**

UNIT - V: Control Statements and Decision Making - The go to statement - The if statement - The if-else statement - Nesting of if statements - The conditional expression

- The switch statement - The while loop - The do...while loop - The for loop - The



nesting of for loops - The break statement and continue statement.

UNIT - VI: Arrays and Strings - One Dimensional Array - Passing Arrays to Functions - Multidimensional Arrays – Strings.

UNIT - VII: Pointers – I - Basics of Pointers - Pointers and One-dimensional Arrays - Pointer Arithmetic - Pointer Subtraction and Comparison - Similarities between Pointers and One-dimensional Arrays.

UNIT - VIII: Pointers – II - Null pointers - Pointers and Strings - Pointers and two - dimensional arrays - Arrays of Pointers.

### **BLOCK III: ARRAY CONCEPTS, POINTERS & FUNCTION**

UNIT - IX: Structures and Unions - Basics of Structures - Arrays of Structures - Pointers to Structures - Self-referential Structures - Unions.

UNIT - X: Functions - Function Philosophy - Function Basics - Function Prototypes - and Passing Parameters - Passing Parameter by value and Passing Parameter by reference - passing string to function - Passing array to function - Structures and Functions Recursion.

UNIT - XI: Storage Classes - Storage Classes and Visibility - Automatic or local variables - Global variables - Static variables - External variables.

### **BLOCK IV: STORAGE CLASSES & FILE MANAGEMENT**

UNIT - XII: The Preprocessor - File Inclusion - Macro Definition and Substitution - Macros with Arguments - Nesting of Macros - Conditional Compilation.

UNIT - XIII: Dynamic Memory Allocation and Linked List - Dynamic Memory Allocation - Allocating Memory with malloc - Allocating Memory with calloc - Freeing Memory - Reallocating Memory Blocks - Pointer Safety - The Concept of linked list - Inserting a node by using Recursive Programs - Sorting and Reversing a Linked List - Deleting the Specified Node in a Singly Linked List.

UNIT - XIV: File Management - Defining and Opening a file - Closing Files - Input/output Operations on Files - Predefined Streams - Error Handling during I/O Operations - Random Access to Files - Command Line Arguments.

### **REFERENCE BOOKS:**

1. Er. Anil Panghal and Sharda Panghal, Principles of Programming Languages, Laxmi Publications (P) Ltd., New Delhi.

Course Code	Title of the Course
12333/12833	<b>Merchant Banking and Financial Services</b>

**Learning Objectives:**

1. To understand the trade-off between risk and reward in investing
2. To know the structure of financial markets
3. To learn the Functioning of Stock Exchanges and Financial Intermediaries
4. This course acquaints students with the concept and tools and techniques of marketing financial services.

**BLOCK I: INTRODUCTION, ISSUE MANAGEMENT UNDERWRITING AND BROKERAGE**

UNIT – I: Merchant Banking and Financial Services – Concept of merchant banking - financial system in India - development of merchant banks and regulations.

UNIT – II: Issue Management - pre-issue and post-issue management activities performed by merchant banks.

UNIT – III: Underwriting and Brokerage - This unit introduces you to the different roles played by underwriters and brokers in issue management and their responsibilities.

UNIT – IV: Raising Capital from International Markets - needs of Indian companies for raising funds from foreign markets usage of euro issue - evaluation of various types of depository receipts - American Depository Receipts - Global Depository Receipts - FCCBs and FCEBs.

**BLOCK II: FINANCIAL SERVICES, DEPOSITORY SYSTEM IN INDIA, MUTUAL FUND**

UNIT – V: Financial Services - financial services in India – types - and importance - online trading - dematerialization and re-materialization.

UNIT – VI: Depository System in India - depository system - the Depository Act of 1996 and depository participants – NSDL - CDSL and benefits of a depository system.

UNIT – VII: Mutual Funds and AMCs - mutual funds - various types of mutual funds schemes - advantages and disadvantages of investing in mutual funds - legal structure and the regulation of mutual funds in India.

UNIT – VIII: Lease - leasing, benefits and limitations - types of leasing.

**BLOCK III: HIRE PURCHASE, MERGER AND ACQUISITIONS PORTFOLIO**

## **MANAGEMENT**

UNIT – IX: Hire Purchase - important financial innovations - lease financing and hire - purchase financing.

UNIT – X: Mergers and Acquisitions – Mergers and acquisitions - benefits of mergers - the procedure and theories of mergers and the legal aspects governing mergers - acquisitions and takeovers in India.

UNIT – XI: Portfolio Management - Portfolio management - theories of portfolio management - techniques of portfolio evaluation and measures of portfolio revision.

## **BLOCK IV: SECURITIZATION OF DEBTS, SECURITIZATION OF DEBTS, FACTORING**

UNIT – XII: Securitization of Debts - Securitization – features - advantages and the steps involved in the securitization process - guidelines laid down by the Securitization Act – 2002.

UNIT – XIII: Securitization of Debts - features - emergence of venture capitalism in India - Credit Rating - processes - scope of credit rating agencies in India.

UNIT – XIV: Factoring - process and features of factoring - types of factoring contracts - advantages and disadvantages of factoring - differences between factoring and bill discounting - process of factoring as it exists in India and explains the process of forfeiting.

### **REFERENCE BOOKS:**

1. Dr Natarajan K, 2009, –Financial Markets and Services, Himalaya Publishing House Pvt. Ltd., India.
2. Dr. Guruswamy S, 2009, –Financial Services, Tata Mc Graw-hill Education, New Delhi.
3. Prasanna Chandra, 2011 –Financial Management Theory and Practice, Tata McGraw- hill Education, New Delhi.
4. Khan M Y and Jain P K, 2008, –Financial Management Text, Problems and Cases, Tata Mc Graw-hill Education, New Delhi.

<b>Course Code</b>	<b>Title of the Course</b>
12334/12834	<b>Managerial Economics</b>

Learning Objectives:

1. To discuss the relationship between economics and business.
2. To analyze the application of economic theories in modern business.

**BLOCK I: INTRODUCTION – DEMAND AND SUPPLY**

UNIT – I: Meaning and Importance of Managerial Economics - Meaning - Scope of Managerial Economics - Importance of the study of Managerial Economics - Two Major Functions of a Managerial Economist.

UNIT – II: Demand Analysis – Meaning and Law of Demand - Elasticity of Demand.

UNIT – III: Demand Forecasting – Meaning and Forecasting - Level of Demand Forecasting - Criteria for Good Demand Forecasting, Methods or Techniques of Demand Forecasting - Survey Methods - Statistical Methods - Demand Forecasting for a New Products.

UNIT – IV: Supply & Market Equilibrium - Meaning of Supply and Law of Supply - Exceptions to the Law of Supply - Changes or Shifts in Supply - Elasticity of supply - Factors Determining Elasticity of Supply - Practical Importance - Market Equilibrium and Changes in Market Equilibrium.

**BLOCK II: PRODUCTION, COST ANALYSIS, REVENUE ANALYSIS**

UNIT – V: Production Analysis – Meaning of Production and Production Function - Cost of Production.

UNIT – VI: Cost Analysis - Types of Costs - Cost-Output Relationship - Cost Function - Cost-Output Relationships in the Short Run - and Cost-Output Relationships in the Long Run.

UNIT – VII: Objectives of Firm - Profit Maximization Model - Economist Theory of the Firm - Cyert and March's Behavior Theory - Marris' Growth Maximisation Model, Baumol's Static and Dynamic Models - Williamson's Managerial Discretionary Theory  
 UNIT – VIII: Revenue Analysis and Pricing Policies - Revenue - Meaning and Types - Relationship between Revenues and Price Elasticity of Demand - Pricing Policies - Objectives of Pricing Policies - Pricing Methods.

**BLOCK III: PRICE DETERMINATION UNDER PERFECT COMPETITION, MACRO ECONOMICS**

UNIT – IX: Price Determination under Perfect Competition – Market and Market Structure

- Perfect Competition - Price-Output Determination under Perfect Competition  
- Short-run Industry Equilibrium under Perfect Competition - Short-run Firm Equilibrium under Perfect Competition - Long-run Industry Equilibrium under Perfect Competition - Long-run Firm Equilibrium under Perfect Competition.

UNIT – X: Pricing Under Imperfect Competition – Monopoly - Price Discrimination under Monopoly - Bilateral Monopoly - Monopolistic Competition – Oligopoly - Collusive Oligopoly and Price Leadership – Duopoly - Industry Analysis.

UNIT – XI: Macro Economics and some of its measures – Basic Concepts - Macroeconomic Ratios - Index Numbers - National Income Deflators.

#### **BLOCK IV: CONSUMPTION, INVESTMENT FUNCTIONS BUSINESS CYCLE**

UNIT – XII: Consumption Function and Investment Function - Consumption Function, Investment Function - Marginal efficiency of capital and business expectations - Multiplier - Accelerator.

UNIT – XIII: Stabilization Policies – Economic Stability - Instruments of economic Stability - Monetary Policy - Fiscal Policy - Physical Policy or Direct Controls.

UNIT – XIV: Business Cycle – Meaning and Features - Theories of Business Cycles - Measures to Control Business Cycles - Business Cycles and Business Decisions - Inflation and Deflation - Inflation - Meaning and Kinds - Measures to Control Inflation – Deflation.

#### **REFERENCE BOOKS:**

1. Sankaran.S.2004. **Managerial Economics**. Margham Publication.
2. Gupta.G.S .2009. **Managerial Economics**. Tata McGraw-Hill EducationPvt.Ltd.
3. Cauvery.R., Dr.Sudha Nayak. U.K., Girija.M.and Dr.Meenakshi.R. 2010. **Managerial Economics**. S.Chand, New Delhi.
4. Maheswari.K.L and Varshney.R.L. 2014. **Managerial Economics**. [22<sup>nd</sup> Edition, Chand Sons, New Delhi.

## FOURTH SEMESTER

Course Code	Title of the Course
12341/12841	Insurance Management

### **Learning Objectives:**

1. Demonstrate knowledge of insurance contracts and provisions, and the features of property-liability insurance, life and health insurance, and employee benefit plans.
2. Demonstrate knowledge of the operation and management of insurance entities, and the economic implications of organizational design and structure.
3. Develop skills to facilitate insurance product cost and pricing, marketing, and distribution.
4. Develop practical skills through professional development seminars, internships, and / or a practicums in insurance and risk management.
5. Examine the role of public policy including social insurance in personal financial planning and risk management.

### **BLOCK I: RISK, REFORMS, REGULATIONS OF INSURANCE**

UNIT – I: Risk - Interpretations of the term ‘risk’ - types of business and personal risks - significance of risk management function within business organizations.

UNIT – II: Insurance and Risk - significance of insurance and risk - general structure of the insurance market - significant aspects of this industry.

UNIT – III: Reforms in Indian Insurance Industry - importance of the privatization of insurance industry - problems associated with public insurance enterprises - relation between insurance and economic growth.

UNIT – IV: Regulations Relating to Insurance Accounting and Management - framework for IRDA rules and regulations regarding general insurance investment in the country - role of financial reporting in managing insurance operations - significance of determining solvency margins.

### **BLOCK II: LIFE & NON LIFE INSURANCE FUNCTIONS**

UNIT – V: Life Insurance - factors influencing the key functioning of insurance organizations insurable interest - role of riders in insurance policies.

UNIT – VI: Non-life Insurance - elements of fire insurance contract and its ancillary features - Significance of marine insurance and its various policies - the role of rural insurance in making people’s lives better in rural India.

UNIT – VII: Non-life Insurance - II - types of motor insurance policies - critical aspects of aviation industry in the country - significance of liability insurance in India.

UNIT – VIII: Functions and Organization of Insurers - components of the distribution

system of life insurance companies in the country - role of agents in the life insurance sector in India - important activities carried out in a life insurance organization

### **BLOCK III: PRODUCT DESIGN, INSURANCE UNDER WRITING CLAIMS**

UNIT – IX: Product Design and Development - Product development in the life and non-life insurance sectors in India - role of risk evaluation in the process of insurance product formation - future trends in the domain of insurance product design and development.

UNIT – X: Insurance Underwriting - need for insurance underwriting - factors that affect the activities performed by the underwriter - steps involved in the process of insurance underwriting.

UNIT – XI: Claims Management - factors affecting the insurance claim management system - types of documents needed in various types of claims, meaning of ‘Causa Proxima’ in insurance claim settlement.

### **BLOCK IV: INSURANCE PRICING & MARKETING, RE-INSURANCE**

UNIT – XII: Insurance Pricing and Marketing - principles of insurance pricing and marketing - tools and techniques used in pricing individual life and health insurance.

UNIT – XIII: Financial Management in Insurance Companies and Insurance Ombudsman  
- importance of financial management in insurance companies - tools of managing expenses in the insurance companies - modes used by the insurance companies in channelizing their funds.

UNIT – XIV: Reinsurance - reinsurance in the insurance sector - Areas of the application of reinsurance - Information Technology in Insurance - application of information technology in the insurance sector - role of insurance companies in insurance security - contours of the future of insurance in rural areas.

#### **REFERENCE BOOKS:**

1. Neelam C. Gulati, Principles of Insurance Management, Published by Excel Books 2007.
2. S.C. Das and S.C. Sahoo, Insurance Management (Text and Cases, Himalaya Publishing House Private Limited, Mumbai, 2015.

Course Code	Title of the Course
12342/12842	Business Statistics

### **Learning Objectives:**

1. To describe data with descriptive statistics
2. To perform statistical analyses
3. To interpret the results of statistical analyses
4. To make inferences about the population from sample data

### **BLOCK I: FUNDAMENTALS OF STATISTICS**

UNIT – I: Statistics - Importance of Statistics in modern business environment - Definition of Statistics - Scope and Applications of Statistics Characteristics of Statistics  
- Functions of Statistics - Limitations of Statistics - Statistical Software.

UNIT – II: Measures of Central Tendency and Dispersion - Objectives of statistical average - Requisites of a Good Average - Statistical Averages - Arithmetic mean - Properties of arithmetic mean - Merits and demerits of arithmetic mean - Median - Merits and demerits of median - Mode - Merits and demerits of mode - Geometric Mean  
- Harmonic Mean - Appropriate Situations for the Use of Various Averages - Positional Averages - Dispersion – Range - Quartile deviations - Mean deviation, Standard Deviation - Properties of standard deviation Coefficient of Variance.

UNIT – III: Theory of Probability - Definition of probability - Basic terminology used in probability theory - Approaches to probability - Rules of Probability - Addition rule - Multiplication rule - Conditional Probability - Steps Involved in Solving Problems on Probability - Bayes' Probability - Random Variables.

UNIT – IV: Theoretical Probability Distributions - Random variables - Probability Distributions - Discrete probability distributions - Continuous probability distributions - Bernoulli Distribution - Repetition of a Bernoulli experiment - Binomial Distribution - Assumptions for applying a binomial distribution - Examples of binomial variate - Recurrence formula in case of binomial distribution - Case study on binomial distribution Poisson Distribution - Assumptions for applying the Poisson distribution -Real life examples of Poisson variate - Recurrence relation -Case study on Poisson distribution - Normal Distribution - Standard Normal Distribution.

### **BLOCK II: ESTIMATION, TESTING, CHI-SQUARE TEST, F-TEST**

UNIT – V: Estimation: Reasons for Making Estimates - Making Statistical Inference - Types of Estimates - Point estimate - Interval estimate - Criteria of a Good Estimator - Unbiasedness - Efficiency - Consistency – Sufficiency - Point Estimates - Interval

Estimates - Case study on calculating estimates - Making the interval estimate Interval Estimates and Confidence Intervals - Interval estimates of the mean of large samples -



Interval estimates of the proportion of large samples - Interval estimates using the Student's  $t$  distribution - Determining the Sample Size in Estimation.

UNIT – VI: Testing of Hypothesis in Case of Large and Small Samples - Large Samples – Assumptions - Testing Hypothesis - Null and alternate hypothesis - Interpreting the level of significance - Hypotheses are accepted and not proved - Selecting a Significance Level - Preference of type I error - Preference of type II error - Determine appropriate distribution - Two – Tailed Tests and One – Tailed Tests - Two – tailed tests - Case study on two – tailed and one-tailed tests - Classification of Test Statistics - Statistics used for testing of hypothesis - Test procedure - How to identify the right statistics for the test - Testing of Hypothesis in Case of Small Samples - Small samples -  $t$  Distribution - Uses of  $t$  test.

UNIT – VII: Chi-square Test - Chi-square as a Test of Independence - Characteristics of Chi-square test - Degrees of freedom - Restrictions in applying Chi-square test - Practical applications of Chi-square test - Levels of significance - Steps in solving problems related to Chi-Square test - Interpretation of Chi-Square values - Chi-Square Distribution  
- Properties of Chi-square distribution - Conditions for applying the Chi-Square test - Uses of Chi-square test - Applications of Chi-Square test - Tests for independence of attributes - Test of goodness of fit - Test for specified variance.

UNIT – VIII: F – Distribution and Analysis of Variance (ANOVA) – Analysis of Variance (ANOVA) - Assumptions for F-test - Objectives of ANOVA - ANOVA table - Assumptions for study of ANOVA - Classification of ANOVA - ANOVA table in one- way ANOVA - Two way classifications.

### **BLOCK III: CORRELATION & REGRESSION, BUSINESS FORECASTING**

UNIT – IX: Simple Correlation and Regression - Correlation - Causation and Correlation  
- Types of Correlation - Measures of Correlation - Scatter diagram - Karl Pearson's correlation coefficient - Properties of Karl Pearson's correlation coefficient - Factors influencing the size of correlation coefficient - Probable Error - Conditions under which probable error can be used.

UNIT – X: Spearman's Rank Correlation Coefficient - Partial Correlations - Multiple Correlations - Regression - Regression analysis - Regression lines - Regression coefficient - Standard Error of Estimate - Multiple Regression Analysis - Reliability of Estimates - Application of Multiple Regressions.

UNIT – XI: Business Forecasting –Objectives of forecasting in business - Prediction, projection and forecasting - Characteristics of business forecasting  
- Steps in forecasting , Methods of Business Forecasting - Business barometers.

### **BLOCK IV: TIME SERIES ANALYSIS, INDEX NUMBERS**

UNIT – XII: Time series analysis – Extrapolation - Regression analysis - Modern econometric methods - Exponential smoothing method - Theories of Business Forecasting - Sequence or time-lag theory - Action and reaction theory - Economic rhythm theory - Specific historical analogy - Cross-cut analysis theory - Utility of Business Forecasting - Advantages of business forecasting - Limitations of business forecasting.

UNIT – XIII: Time Series Analysis – Utility of the Time Series - Components of Time Series - Long term trend or secular trend - Seasonal variations - Cyclic variations - Random variations - Methods of Measuring Trend - Free hand or graphic method - Semi- average method - Method of moving averages - Method of least squares - Mathematical Models for Time Series - Additive model - multiplicative model, Editing of Time Series - Measurement of Seasonal Variation - Seasonal average method - Seasonal variation through moving averages - Chain or link relative method - Ratio to trend method - Forecasting Methods Using Time Series - Mean forecast - Naive forecast - Linear trend forecast - Non-linear trend forecast - Forecasting with exponential smoothing.

UNIT – XIV: Index Numbers: Definition – Relative - Classification of index numbers - Base year and current year - Chief characteristics of index numbers - Main steps in the construction of index numbers - Methods of Computation of Index Numbers – Un- weighted index numbers - Weighted index numbers, Tests for Adequacy of Index Number Formulae - Cost of Living Index Numbers of Consumer Price Index - Utility of consumer price index numbers - Assumptions of cost of living index number - Steps in construction of cost of living index numbers - Methods of Constructing Consumer Price Index - Aggregate expenditure method - Family budget method - Weight average of price relatives - Limitations of Index Numbers - Utility and Importance of IndexNumbers.

**REFERENCE BOOKS:**

1. G. V. Shenoy, Uma K. Srivastava, S. C. Sharma, Business Statistics, New Age International, 1988.
2. T N Srivastava (Author), Shailaja Rego, Statistics for Management, McGraw Hill Education, 2017.

Course Code	Title of the Course
12343/12843	Database Management System

**Learning Objectives:**

1. To learn the basic concepts of DBMS
2. To know the concepts of SQL
3. To understand PL / SQL, Triggers and cursors
4. To know the concept of Normalization

**BLOCK I: FUNDAMENTALS OF DBMS & FILE ORGANISATION**

UNIT - I: Database Management System Concepts - Significance of Database - Database System Applications - Data Independence - Data Modeling for a Database - Entities and their Attributes - Entities – Attributes - Relationships and Relationships Types - Advantages and Disadvantages of Database Management System - DBMS VsRDBMS.

UNIT - II: Database System Architecture - Three Level Architecture of DBMS - The External Level or Subschema - The Conceptual Level or Conceptual Schema - The Internal Level or Physical Schema - Mapping - MySQL Architecture - SQL Server 2000 Architecture - Oracle Architecture - Database Management System Facilities - Data Definition Language - Data Manipulation Language - Database Management System Structure - Database Manager - Database Administrator - Data Dictionary - Distributed Processing - Information and Communications Technology System (ICT) - Client / Server Architecture.

UNIT - III: Database Models and Implementation - Data Model and Types of Data Model - Relational Data Model - Hierarchical Model - Network Data Model - Object/Relational Model - Object-Oriented Model - Entity-Relationship Model - Modeling using E-R Diagrams - Notation used in E-R Model - Relationships and Relationship Types - Associative Database Model.

UNIT - IV: File Organization for Conventional DBMS - Storage Devices and its Characteristics - Magnetic Disks - Physical Characteristics of Disks - Performance Measures of Disks - Optimization of Disk-Block Access - File Organization - Fixed- Length Records - Variable-Length Records - Organization of records in files - Sequential file Organization - Indexed Sequential Access Method (ISAM) - Virtual Storage Access Method (VSAM).

**BLOCK II: BASICS OF SQL & RELATION ALGEBRA**

UNIT - V: RDBMS - An informal look at the relational model - Relational Database Management System - RDBMS Properties - The Entity-Relationship Model - Overview

of Relational Query Optimization - System Catalog in a Relational DBMS - Information Stored in the System Catalog - How Catalogs are Stored.

UNIT - VI: SQL – 1 - Categories of SQL Commands - Data Definition - Data Manipulation Statements - SELECT - The Basic Form - Sub queries - Functions - GROUP BY Feature - Updating the Database - Data Definition Facilities.

UNIT - VII: SQL – 2 - Views - Embedded SQL \* - Declaring Variables and Exceptions - Embedding SQL Statements - Transaction Processing - Consistency and Isolation - Atomicity and Durability.

UNIT - VIII: Relational Algebra - Basic Operations - Union (U) - Difference (-) - Intersection - Cartesian product (x) - Additional Relational Algebraic Operations – Projection - Selection - JOIN – Division.

### **BLOCK III: NORMALIZATION CONCEPTS & QUERY PROCESSING**

UNIT - IX: Relational Calculus - Tuple Relational Calculus - Semantics of TRC Queries - Examples of TRC Queries - Domain Relational Calculus - Relational ALGEBRA vs. Relational CALCULUS.

UNIT - X: Normalization - Functional Dependency - Anomalies in a Database - Properties of Normalized Relations - First Normalization - Second Normal Form Relation - Third Normal Form - Boyce-Cod Normal Form (BCNF) - Fourth and Fifth Normal Form.

UNIT - XI: Query Processing and Optimization - Query Interpretation - Equivalence of Expressions - Algorithm for Executing Query Operations - External sorting - Select operation - Join operation - PROJECT and set operation - Aggregate operations - Outer join - Heuristics in Query Optimization - Semantic Query Optimization - Converting Query Tree to Query Evaluation Plan - Cost Estimates in Query Optimization - Measure of query cost - Catalog information for cost estimation of queries - Join Strategies for Parallel Processing - Parallel join - Pipelined multi way join - Physical organization.

### **BLOCK IV: DISTRIBUTED DATABASE & MAPPING CARDINALITIES**

UNIT - XII: Distributed Databases - Structure of Distributed Database - Trade-offs in Distributing the Database - Advantages of Data Distribution - Disadvantages of Data Distribution - Design of Distributed Databases - Data Replication - Data Fragmentation.

UNIT - XIII: Object Oriented DBMS - Next Generation Data Base System - New Database Application - Object Oriented Database Management System - Features of Object Oriented System - Advantages of Object Oriented Database Management System - Deficiencies of Relational Database Management System - Difference between Relational Database Management System and Object Oriented Database Management System - Alternative Object Oriented Database Strategies.

UNIT - XIV: Object Relational Mapping - Significance of Mapping - Mapping Basics - Mapping a Class Inheritance Tree - Mapping Object Relationships - Types of relationships - Implementation of object relationships - Implementation of relational database relationships - Relationship mappings - Mapping ordered collections - Mapping recursive relationships - Modeling with Join Tables - Open Source Object Relational Mapping Software.

### **REFERENCE BOOKS:**

1. P. S. Gill, Database Management Systems, I K International Publishing House Pvt. Ltd, 2011.

Course Code	Title of the Course
12344/12844	Management Accounting

**Learning Objectives:**

1. To enable the students to understand the conceptual framework of Management Accounting.
2. To acquaint the students with the Management Accounting Techniques that facilitates managerial decision making.

**BLOCK I: INTRODUCTION AND STANDARD COSTING**

UNIT – I: Management Accounting - Meaning, Features – Scope – Importance – Functions - Differences between Financial accounting - Cost accounting and Management accounting.

UNIT – II: Budgetary Control – Meaning - Characteristics – Objectives – Steps – Advantages – Limitations - Types of budgets.

UNIT – III: Standard Costing: Meaning – Advantages – Limitations – Preliminaries - Steps in setting up of standard costs - Differences between Budgetary control and standard costing - Estimated cost.

UNIT – IV: Variance Analysis – Meaning - Favourable and Unfavourable variances - Controllable and uncontrollable variances - Uses of variances - Analysis of variances - Types of variances.

**BLOCK II: MARGINAL COSTING, FINANCIAL STATEMENT AND RATIO ANALYSIS**

UNIT – V: Marginal Costing – Meaning – Features – Advantages – Limitations - Absorption costing.

UNIT – VI: Cost – Volume – Profit Analysis- Contribution - Break even analysis - Profit Volume Ratio - Margin of safety.

UNIT – VII: Analysis and Interpretation of Financial Statements – Meaning – Steps – Objectives - Types of Analysis - Comparative financial statement - Common size financial statement - Trend Analysis.

UNIT – VIII: Ratio Analysis: Meaning – Advantages – Limitations - Classifications of ratios.

**BLOCK III: WORKING CAPITAL MANGEMENT, FUND AND CASHFLOW STATEMENT**

UNIT – IX: Working Capital Management - Meaning of working capital - Kinds of working capital - Sources of working capital - Objectives of working capital management  
- Determinants of working capital requirement - Estimation of working capital

requirement.

UNIT – X: Fund Flow Statement – Meaning – Uses – Limitations - Sources and uses of funds.

UNIT – XI: Cash Flow Statement – Meaning – Uses – Limitations - Sources and uses of cash.

**BLOCK IV: CAPITAL BUDGETING & DIVIDEND POLICY**

UNIT – XII: Capital Budgeting – Meaning - Principles of capital – budgeting - Methods of evaluating - Capital Rationing.

UNIT – XIII: Management of Profits / Dividend Policy - Meaning of dividend policy - Types of dividend policy - Factors influencing dividend policy - Forms of dividend - Dividend models.

UNIT – XIV: Overview of latest developments in Accounting - Transfer Pricing – Responsibility – accounting - Inflation accounting - Divisional performance analysis - Human Resources Accounting.

**REFERENCE BOOKS:**

1. Sharma., and Gupta, S.K. (2006). Management Accounting. Kalyani Publishers, New Delhi.
2. Reddy, T.S., and Hari Prased Reddy, Y. (2010). Management Accounting. Margham publications. Chennai.
3. Maheswari, S.N. (2004). Management Accounting. Sultan Chand & Sons, New Delhi.
3. Jain, S.P., and Narang. K.L. (2001). Cost and Management Accounting. Kalyani Publishers, New Delhi.

## FIFTH SEMESTER

Course Code	Title of the Course
12351/12851	Human Computer Interface

### **Learning Objectives:**

1. The principles and characteristics of human-computer interaction, such as direct manipulation, usability affordances, and interaction design heuristics.
2. The workflow for designing and evaluating user-centered designs, from need finding to prototyping to evaluation.
3. The current state of research and development in human-computer interaction, such as augmented reality, wearable devices, and robotics.

### **BLOCK I: HUMAN COMPUTER INTERFACE & INTERACTION DEVICES**

UNIT - I: Human Computer Interface - Importance of User Interface - History of Human Computer Interface - Importance of Good Design - Benefits of Good Design - Principles of User Interface Design.

UNIT - II: Interaction Devices - Keyboard Keys - Function Keys - Pointing Devices - Speech Recognition - Handwriting Recognition - Speech Generation - Image Display - Video Display - Device Drivers.

UNIT - III: Color and Content - Why Colors - Color Uses - Choosing Colors - Possible Problems With Colors - Page Title - Headings - Text - Messages - Error Messages - Icons.

UNIT - IV: User Interface Design Process – I Understanding How User Interact With Computers - User Interface Models - Design Methodologies - Designing an Interface - Process of Interaction Design.

### **BLOCK II: USER INTERFACE DESIGN & GRAPHICAL USER INTERFACE**

UNIT - V: User Interface Design Process - II Human Interaction with Computers - Human Interaction Speeds - Human Characteristics in Design - Human Consideration in Design.

UNIT - VI: Graphical User Interface Popularity of Graphics - Characteristics of Graphical User Interface - Concepts of Direct Manipulation - Graphical System Advantages and Disadvantages - Web User Interface Characteristics and Popularity.

UNIT - VII: Device and Screen - Based Control Device Based Controls - Operable Controls - Text Entry/Read-Only Controls - Selection Controls - Combining Entry/Selection Controls - Other Operable Controls - Presentation Controls and Selecting Proper Controls.

UNIT - VIII: Design Goals - Test for a Good Design - Screen and Web Page Meaning and Purpose - Organizing Screen Elements Clearly - Ordering of Screen Data and Content - Screen Navigation and Flow.

### **BLOCK III: WINDOW CHARACTERISTICS – SOFTWARE TOOLS**

UNIT – IX: Windows Window characteristics - Components of Window - Window Presentation Styles - Types of Windows - Window Management.

UNIT - X: Understanding Business Functions Business Definitions and Requirement analysis - Determining Business Functions - Design Standards or Style Guides - System Training and Documentation.

UNIT - XI: Software Tools Specification Methods - Interface Building Tools - Interface Mock Up Tools - Software Engineering Tools - Windowing System Layer - GUI Tool Kit Layer.

UNIT - XII: Information Search and Visualization Database Query - Phase Search in Documents - Multimedia Document Searches - Information Visualization - Advanced Filtering - Hypertext - Web Technology - Static Web Content and Dynamic Web Content.

### **BLOCK IV: INFORMATION SEARCH – USABILITY & PROTOTYPES**

UNIT - XIII: Time Response Time - Dealing With Time Delays - Echo Delay - File Delay - Blinking for Attention - Use of Sound - Preventing Errors.

UNIT - XIV: Usability and Prototypes Usability - Purpose of Usability - Importance of Usability - Usability Testing – Prototypes - Hand Sketches and Scenarios - Interactive Paper Prototypes - Programme Facades - Prototype - Oriented Languages - Comparisons of Prototypes.

#### **REFERENCE BOOKS:**

1. K. Meena and R. Sivakuma, Human-Computer Interaction, Prentice-Hall of India Private Limited, New Delhi, 2015.



Course Code	Title of the Course
12352/12852	Retail Marketing Management

### **Learning Objectives:**

1. To describe the key elements of a retail business and the retail trading environment
2. To discuss issues associated with operating a business in a retail environment / context
3. Outline the key module topics and explain why each topic is important to understanding the principles of retail management
3. To explain linkages between components of the module
4. To organize your studies, including paper-based and computer-based services
5. Continue to develop your awareness of how you learn and how different elements of
6. The module applied to your individual learning style.

### **BLOCK I: PROPERTY MANAGEMENT**

UNIT – I: Property Management: Concept of Real Property - Types of Real Property - Residential property - Commercial real estate - Industrial property – Special - purpose property - Concept of Property Management - Duties of Property Manager - Property Management as a Profession - Growth of Professionalism in Property Management.

UNIT – II: Characteristics of Property and Property User - Understanding Characteristics of Property - Good record keeping - Physical appraisal of property - Proprietary features - Financial appraisal – Evaluation - Define Property User - Society and Stakeholder Relationships - Management Relationships with Stakeholders - Management Relationships with User Community.

UNIT – III: Sources and Essentials when buying a Property - Different Sources for buying a property (banks, building societies, client's employer, private mortgage, finance houses) - Necessities when buying a Property (need, checking hidden costs, insurance, taxes).

UNIT – IV: Property Management - Economics and Planning - Economics of Property management - Business Economy - Real Estate Economy - Concept of Property Management Planning - Market analysis - Property analysis - Analysis of owner's objectives - Preparation of Property Management Plan - Property as a Part of Competitive Strategy.

### **BLOCK II: STRATEGIC, PERFORMANCE, MANAGING RETAIL PROPERTY**

UNIT – V: Strategic Property Management - Concept of Strategic Property Management - Importance of strategic property management - Property as investment asset - Definition of Corporate Property (exhibit- SEZ) - Formulating Strategy for Property

Management - Catchment survey - Positioning the property - Joint Development of property - Activity for strategic utilization of property - Legal aspects of property development (legal laws) (registration, mutation).

UNIT – VI: Performance Evaluation of Property - Role of Property in Business - Performance Evaluation of Property as an Investment Asset - Performance Evaluation of Property as an Operational Asset - Property Life Cycle (for residential and commercial) - Concept of Benchmarking.

UNIT – VII: Retail Property - Concept of Retail Property - Importance of Retail Property Management - Increasing Demand of Retail Property - FSI (floor space index) - Retail Hierarchy.

UNIT – VIII: Managing Retail Property - Need of Managing Retail Property - Ways to Manage Retail Property - Market area classifications - Pattern classifications - Owner classification - Merchandising classification.

### **BLOCK III: LEASING AND VALUATION RETAIL PROPERTY**

UNIT – IX: Leasing Retail Property - Define Leasing - Leasing of Retail Property - Qualifying retail prospects - Tenant mix – Location - Prospect's needs - Percentage Leases, Negotiating Lease - Setting the Rental Rates - Non-Complete Clause - Regulating Tenant Operation.

UNIT – X: Financial Aspects of Retail Property - Administrative Responsibilities of Retail Property Manager - Financial Reports - Major rental income items - Actual income  
- Expense items - Operating Budget - Capital Expenditure – Preservation – Income - producing capital expenditures - Monthly Cash Flow Forecast - Insurance for Shopping Centers.

UNIT – XI: Valuation of Retail Property - Define Valuation - Cost components of property - Determinants of Property Value - Factors Affecting Retail Property Value - Estimation of Rental Value of Retail Property - Methods of Property Valuation - Activity to forecast retail property management comparing three catchment areas.

### **BLOCK IV: MARKETING, MAINTENANCE, FUTURE OF RETAIL PROPERTY**

UNIT – XII: Marketing Retail Property - Importance of Effective Marketing of Retail Property - Different Methods of Marketing Retail Property – Signage - Display advertising - Brochures - Direct mail - Personal contact - Publicity and public relations – Newspapers - Online promotion.

UNIT – XIII: Maintenance of Retail Property: Property Maintenance - Types of Maintenance - Preventive maintenance - Emergency maintenance - Corrective maintenance - Cosmetic maintenance - Measures to Maintain a Property - Need and Maintenance of Retail Property - Security of Retail Property.

UNIT – XIV: Future of Retail Property - Future of Retailers - Increasing competition- Methods to handle competition - Analysing the requirement of retail property - Retail

Customers in Future - Increasing retail market size - Changing expectations and buying behaviour of customers - Influence of social trends - How retail property industry meets the demand of customers? - Usage of Internet in Future - Impact of Internet Usage on Retail Property Industry - Importance of Future Planning in Retail Property Industry - Impact of Transportation on Retail Property Industry - Future Designs of Retail Stores.

**REFERENCE BOOKS:**

1. S.C. Bhatia, Retail Management, Atlantic Publishers & Dist, 2008
2. Suja R Nair, Retail Management, Himalaya Publishing House.

<b>Course Code</b>	<b>Title of the Course</b>
12353/12853	<b>Cost Accounting</b>

**Learning Objectives:**

1. To enable the students to understand the Costing Terms in business.
2. To provide adequate knowledge on Cost Accounting Practice

**BLOCK I: COST ACCOUNTING PRINCIPLES AND STORES ISSUES**

UNIT – I: Cost Accounting Principles: Meaning of cost and cost accounting – Objectives of cost accounting – Installation of a costing system.

UNIT – II: Elements of cost – Cost concepts – Cost classifications – Methods, systems and techniques of costing – Cost sheet.

UNIT – III: Cost Accounting for material cost control – Need for material cost control – Purchase control – Stores control – Stock levels – EOQ analysis.

UNIT – IV: Pricing of stores issues – Perpetual inventory control – ABC analysis – VED analysis – Treatment of waste, scrap, defectives and spoilage.

**BLOCK II: METHODS AND COST CONTROL**

UNIT – V: Labour Cost Control – Time keeping and time booking – Treatment of idle time and overtime cost – Wage rates for costing – Systems of wage payment – Time wage and piece rate – Incentive schemes of wage payment – Labour turnover.

UNIT – VI: Overhead Cost Control – Classification of overheads – Allocation and appointment – Absorption of overheads – Different methods – Treatment of under absorption and over absorption of overheads.

UNIT – VII: Methods of Costing – Job costing – Contract costing – Profit on incomplete contracts – Cost plus contracts – Target costing – Escalation clause.

UNIT – VIII: Unit costing – Meaning – Cost accumulation – Procedure in unit costing – Preparation of cost sheet.

**BLOCK III: PROCESS, CONTRACT AND OPERATING COSTING**

UNIT – IX: Process Costing – Features – Job costing Vs Process costing – Process cost accounts – Inter-process profits – Accounting for joint products and by products.

UNIT – X: Contract costing – Types – Procedure for contract costing – Contract plus

costing – Profit from incomplete contract.

UNIT – XI: Operating Costing – Meaning – Features – Objectives – Cost Unit –  
Transport costing – Operating cost sheet.

#### **BLOCK IV: BATCH, STANDARD COSTING AND RECONCILIATION OF COST**

UNIT – XII: Batch costing – Definition – Economic batch quantity – Applicability of  
batch costing.

UNIT - XIII: Standard Costing – Definition – Advantages and limitations of standard costing  
– Variance analysis.

UNIT – XIV: Reconciliation of cost and final accounts – Cost control and cost reduction  
– Meaning – Tools and techniques – Essentials for success of cost control and cost  
reduction – Distinction between cost control and cost reduction – Areas of cost reduction  
and control – Advantages.

#### **REFERENCE BOOKS:**

1. Jain, S. P., and Narang, K. L. 2001, Cost and Management Accounting [Fifth Edition], Kalyani Publishers, New Delhi.
2. Pillai, R. S. N., and Bagavathi, 2009, Cost Accounting [First Edition], Sultan Chand Company Ltd., New Delhi.
3. Sharma, and Shashi K. Gupta, 2012, Management Accounting [Twelfth Edition], Kalyani Publishers, New Delhi.
4. Maheswari, S. N. 2003, Cost and Management Accounting [First Edition], Sultan Chand Company Ltd., New Delhi.

Course Code	Title of the Course
12354/12854	Project Management

**Learning Objectives:**

1. Manage the selection and initiation of individual projects and of portfolios of projects in the enterprise.
2. Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management.
3. Demonstrate effective project execution and control techniques that result in successful projects.
4. Conduct project closure activities and obtain formal project acceptance.
5. Demonstrate a strong working knowledge of ethics and professional responsibility.
6. Demonstrate effective organizational leadership and change skills for managing projects, project teams, and stakeholders.

**BLOCK I: BASICS, IDENTIFICATION, PLANNING OF PROJECT MANAGEMENT**

UNIT – I: Basics of Project Management – Need for Project Management - Project Management Knowledge Areas and Processes - The Project Life Cycle - The Project Manager (PM) - Phases of Project Management Life Cycle - Project Management Processes - Impact of Delays in Project Completions - Essentials of Project Management Philosophy - Project Management Principles.

UNIT – II: Project Identification and Selection - Project Identification Process - Project Initiation - Pre-Feasibility Study - Feasibility Studies - Project Break -even point.

UNIT- III: Project Planning - Project Planning - Need of Project Planning - Project Life Cycle – Roles - Responsibility and Team Work - Project Planning Process - Work Breakdown Structure (WBS).

UNIT – IV: Organisational Structure and Organisational Issues - Concept of Organisational Structure - Roles and Responsibilities of Project Leader - Relationship between Project Manager and Line Manager - Leadership Styles for Project Managers - Conflict Resolution - Team Management and Diversity Management - Change management.

**BLOCK II: PERT AND CPM, RISK AND QUALITY MANAGEMENT OF PROJECT**

UNIT – V: PERT and CPM – Development of Project Network - Time Estimation - Determination of the Critical Path - PERT Model - Measures of variability - CPM Model - Network Cost System.

UNIT – VI: Resources Considerations in Projects - Resource Allocation – Scheduling - Project Cost Estimate and Budgets - Cost Forecasts.

UNIT – VII: Project Risk Management – Risk - Risk Management - Role of Risk Management in Overall Project Management - Steps in Risk Management - Risk Identification - Risk Analysis - Reducing Risks.

UNIT – VIII: Project Quality Management and Value Engineering – Quality - Quality Concepts - Value Engineering.

### **BLOCK III: PROJECT MIS, PROJECT PURCHASING & PERFORMANCE**

UNIT – XI: Project Management Information System – Project Management Information System (PMIS) - Planning of PMIS - Design of PMIS.

UNIT – X: Purchasing and Contracting for Projects – Purchase Cycle - Contract Management - Procurement Process.

UNIT – XI: Project Performance Measurement and Evaluation – Performance Measurement – Productivity - Project Performance Evaluation - Benefits and Challenges of Performance Measurement and Evaluation - Controlling the Projects.

### **BLOCK IV: EXECUTION & CONTROL, CLOSEOUT, SOFTWARE OF PROJECT MANAGEMENT**

UNIT – XII: Project Execution and Control – Project Execution - Project Control Process - Purpose of Project Execution and Control.

UNIT – XIII: Project Close-out - Termination and Follow-up – Project Close-out - Steps for Closing the Project - Project Termination - Project Follow-up.

UNIT – IV: Project Management Software - Advantages of Using Project Management Software - Common Features Available In Most of the Project Management Software – Illustration.

### **REFERENCE BOOKS:**

1. Nagarajan K, Project Management, New Age International, New Delhi, 2004.

## SIXTH SEMESTER

Course Code	Title of the Course
12361/12861	Software Project Management

### **Learning Objectives:**

1. Understand the fundamental principles of Software Project management & will also have a good knowledge of responsibilities of project manager and how to handle these.
2. Be familiar with the different methods and techniques used for project management.
3. By the end of this course student will have good knowledge of the issues and challenges faced while doing the Software project Management and will also be able to understand why majority of the software projects fails and how that failure probability can be reduced effectively, will be able to do the Project Scheduling, tracking, Risk analysis, Quality management and Project Cost estimation using different techniques.

### **BLOCK I: SOFTWARE DEVELOPMENT ORGANIZATION & PROJECT**

UNIT - I: Software Development Organization and Roles - The Management Spectrum - Organizational Structure - Types of Organizational Structures - Hierarchical Organizational Structure - Flat Organizational Structure - Matrix Organizational Structure - Networked Organizational Structure - T-form Organization - Job Roles in Software Development.

UNIT - II: Overview of Project Management - Project Management - Definitions - Factors Influencing Project Management - Project Manager - Project Management Activities - Stakeholders - Project Communication - Project Development Phases - Project Charter - Statement of Work (Sow) - Project Management Associations.

UNIT - III: Project Planning - Tasks in Project Planning - Work Breakdown Structures (WBS) - Planning Methods - Development Life Cycle Models - A Generic Project Model.

UNIT - IV: Estimation and Budgeting of Projects - Software Cost Estimation - COCOMO Model - Budgeting.

### **BLOCK II: PROJECT SCHEDULING & RISK MANAGEMENT**

UNIT - V: Project Scheduling - Scheduling Techniques - Program Evaluation and Review Technique (PERT) - Gantt chart - Critical Path Method (CPM) - Automated Tools.

UNIT - VI: Project Monitoring and Controlling - Project Status Reporting - Project Metrics - Earned Value Analysis (EVA) - Project Communication Plan & Techniques - Steps for Process Improvement.

UNIT - VII: Risk Management - Concepts of Risks and Risk Management - Risk Management Activities - Effective Risk Management - Risk Categories - Aids for Risk Identification - Potential Risk Treatments - Risk Components and Drivers - Risk



Prioritization.

UNIT - VIII: Configuration Management - Software Configuration Management (SCM)  
- Baselines - Software Configuration Items (SCI) - SCM Process - Identification of  
Objects in the Software Configuration - Version Control - Change Control -  
Configuration Audit - Status Reporting - Goals of SCM.

### **BLOCK III: SCM CONCEPTS & TEAM DEVELOPMENT**

UNIT - IX: Team Development and Conflict Management - Basic Concepts - Organization  
Types – Centralized - control team organization - Decentralized - control team organization  
- Mixed-control team organization - Case Study 1. Open-Source Development Team  
Organization - An Assessment of Team Organizations - Nokia Software Factories - Team  
Discipline; Conflict Management.

UNIT - X: Software Quality Assurance - Software Quality Assurance Activities - Software  
Qualities - Software Quality Standards - ISO Standards for Software Organization -  
Capability Maturity Model (CMM) - Comparison between ISO 9001 & SEI CMM - Other  
Standards.

UNIT - XI: Computer Aided Software Engineering (CASE) Tools - CASE Concepts -  
Classification of CASE Tools - Steps for CASE Tool Implementation - Integrated CASE  
Environment - Architecture of CASE Environment.

### **BLOCK IV: FUNDAMENTALS OF SOFTWARE QUALITY ASSURANCE & TESTING TECHNIQUES**

UNIT - XII: Testing Techniques - Software Testing Concepts - Types of Software Testing -  
Manual Testing - Automated Testing - Black Box Testing - White Box Testing Techniques.

UNIT - XIII: Software Re-Engineering - Software Maintenance Problems - Redevelopment  
vs. Reengineering - Business Process Reengineering - Software Reengineering Process  
Model - Technical Problems of Reengineering.

UNIT - XIV: Project Closure - Project Closure Analysis - Infosys Project Closure Analysis  
Report - ACIC Project Closure Analysis Report.

### **REFERENCE BOOKS:**

1. Hughes, Software Project Management, McGraw Hill Education, 2017

<b>Course Code</b>	<b>Title of the Course</b>
12362/12862	<b>Supply Chain Management</b>

**Learning Objectives:**

1. Understand fundamental supply chain management concepts
2. Apply knowledge to evaluate and manage an effective supply chain
3. Understand the foundational role of logistics as it relates to transportation and warehousing
4. How to align the management of a supply chain with corporate goals and strategies
5. Analyze and improve supply chain processes

**BLOCK I: CONCEPT OF SCM & ROLE OF IT**

UNIT - I: Concept of supply chain - integrated supply chain - Growth of Supply chain - Strategic decision in supply chain.

UNIT - II: Scope of Supply Chain Management - Scope - Supply Chain Management as a Management Philosophy - Function of SCM - Why Supply Chain Management - Value chain for Supply Chain Management.

UNIT - III: SCM Strategies Performance - Supply chain strategies - achieving strategic fit - value chain - Supply chain drivers and obstacles - Strategic Alliances and Outsourcing - purchasing aspects of supply chain - Supply chain performance measurement - The balanced score card approach - Performance Metrics - Planning demand and supply - Demand forecasting in supply chain - Aggregate planning in supply chain - Predictable variability.

UNIT - IV: The role of IT in Supply chain - Uses of IT in inventories - transportation & facilities within a supply chain - The Supply Chain It frame Work-macro Processes - Advent of internet business technologies.

UNIT - V: Supply chain information System Design - Planning - Capacity - Performance requirement - manufacturing requirement - Operation - Transportation - Inventory development - E-Business - Role in Supply chain - Framework - Impact on Cost.

UNIT - VI: Integrating Impact of IT integrated SCM: Infrastructure - impact of e-commerce - framework for IT integrated SCM - Impact of integrating IT with SCM.

UNIT - VII: Decision support systems for SCM - DSS - Components - types - processing information - specific types of DSS - Information Technology (IT) Support System for Effective Supply Chain Decision Making.

**BLOCK II: CUSTOMER RELATIONSHIP MANAGEMENT & SUPPLY CHAIN**

UNIT - VIII: Customer and Service Management - Utilizing CRM to Drive value to the

customer - Creating the customer - centric supply chain - Applying technology to CRM  
- CRM and the supply chain - New concepts in customer management technologies.

UNIT - IX: Manufacturing and supply chain planning - Manufacturing in the age of the global enterprise - Impact of technology on manufacturing - supply chain optimization tools.

UNIT - X: Supply chain and Inventory management - Overview - benefits - key features - warehouse and inventory control - purchasing and vendor management - Optimized manufacturing process.

### **BLOCK III: LOGISTICS RESOURCE MANAGEMENT & SRM BASICS**

UNIT - XI: Logistics Resource Management - Utilizing technology to enhance logistics competitive advantage - Defining LRM - Defining LRM in the age of the global internet - Understanding third party logistics network.

UNIT - XII: Supplier Relationship Management - Integrating suppliers into the value chain - Defining purchasing and SRM - Internet driven SRM environment - implementation of e-SRM.

### **BLOCK IV: COST MANAGEMENT IN SUPPLY CHAIN & FUTURE OF IT**

UNIT - XIII: Strategic Cost Management in Supply Chain - The financial impacts - Volume leveraging and cross docking - global logistics and material positioning - global supplier development - target pricing - cost management enablers - Measuring service levels in supply chains - Customer Satisfaction/Value/Profitability/Differential Advantage.

UNIT - XIV: The future of IT in the Supply Chain - Internal Supply Chain management- Supply relationship management - The Transaction Management Foundation - Data mining - Methods application area in supply chain.

#### **REFERENCE BOOKS:**

1. Sunil Chopra, Supply Chain Management, Pearson Prentice Hall, 2015.
2. Anand Sharma, Supply Chain Management, Himalaya Publishing House Pvt. Ltd, Mumbai.

## SIXTH SEMESTER

Course Code	Title of the Course
12363/12863	Entrepreneurship Development

### **Learning Objectives:**

1. Ability to recognize a business opportunity that fits the individual student
2. Demonstrate the understanding of how to launch the individual's entrepreneurial career

### **BLOCK I: BASIC CONCEPT OF ENTREPRENEURSHIP**

UNIT – I: Concept of entrepreneurship - Definition Nature and characteristics of entrepreneurship – Function and type of entrepreneurship - Phases of EDP - Development of women entrepreneur & rural entrepreneur – including self employment of women council scheme.

UNIT – II: Factors influencing entrepreneurship – Internal factors – External factors – Institutional Finance to entrepreneurs – Functions of DICs – NSIC – SIDO – SISIs – KVIC – IFCI.

UNIT – III: Business idea generation technique – Sources of business idea – Methods of generating ideas – Method of evaluating ideas.

UNIT – IV: Identification of business opportunities – Meaning – Sources of entrepreneurial opportunities – Opportunity analysis.

### **BLOCK II: MARKETING AND TECHNICAL ANALYSIS**

UNIT – V: Marketing feasibility – Phases of feasibility study – Marketing strategies – Specialist roles open to market Nichers – Financial and Economic feasibilities – Classification of sources of finance.

UNIT – VI: Technical and locational feasibilities – technical analysis – Locational feasibility – Selection of site – plant lay out – Size of the business firm.

UNIT – VII: Managerial and legal feasibility – Characteristics of a company – Types of companies.

UNIT – VIII: Project appraisal – Classification of the project – Marketing risk – Process of risk management – Types of risk.

### **BLOCK III: PROJECT AND ECONOMIC DEVELOPMENT**

UNIT – IX: Project report – Meaning – Purposes of project report – Formulation of business plan – Characteristics of a successful business plan.

UNIT – X: Role of entrepreneur in economic development – Role of entrepreneurs – Small scale entrepreneurs – Importance of SSIs – Problems of small industries in India.

UNIT – XI: Creativity and innovation – Characteristics of innovation – Sources of

innovation – Forms of innovation – Importance of creativity and innovation – Global and Indian innovations.

**BLOCK IV: SMALL ENTERPRISES AND RECENT DEVELOPMENT**

UNIT – XII: Family enterprises – Stages of transformation – Family management practices in India – Issues in family business – Planning process – Future of family business.

UNIT – XIII: Recent development in small enterprises in India – Government rules and regulations – Industrial sickness in India – Reasons for sickness – Causes – Consequences.

UNIT – XIV: Franchising – Types – Advantages – Disadvantages – Evaluation of franchise arrangement – Rural entrepreneurship – Need for rural entrepreneurship – Problems – SHGs and rural development.

**REFERENCE BOOKS:**

1. Gupta C.B. and Srinivasan, N. P., Entrepreneurial Development, Kalyani Publishers.
2. S. S. Khanka, 2013, Entrepreneurial Development (Fourth Revised & Millennium Edition) Sultan Chand & Sons Publishers. New Delhi.
3. Mohanty K. S., Fundamentals of Entrepreneurship, Prentice Hall of India.
4. Vasant Desai, 1997, Management of Small Scale Industries, Himalayan Publishing House.
5. Radha, Entrepreneurial Development, Prasanna Publishers, Chennai.

Course Code	Title of the Course
12364/12864	Auditing

**Learning Objectives:**

1. To discuss the philosophy and environment of auditing.
2. To Examine the CPA's legal liability to clients and third parties.
3. To analyze the concept of materiality in an audit.

**BLOCK I: INTRODUCTION OF AUDITING**

UNIT – I: Auditing – Definitions – Features – Accountancy and auditing – Scope of auditing – Objectives of independent audit – Efficiency audit – Cost audit – techniques of audit – Audit evidence.

UNIT – II: Internal check – Internal control – Internal audit – Procedure for implementing accounting control – Limitations of internal control – Comparison of internal audit and independent financial audit – Operational audit.

UNIT – III: Vouching - Voucher - Vouching of Cash Book - Vouching of Trading Transactions - Vouching of Impersonal Ledger – Cash transactions – Verification of documentary evidence – Methods of window dressing.

UNIT – IV: Audit evidence and sampling – Nature of evidence – Procedures – Methods – Audit sampling – Test checking – Limitations of test checking – Statistical sampling.

**BLOCK II: AUDIT OF LEDGER VERIFICATION AND COMPANY AUDIT**

UNIT – V: Audit of ledgers – Role of auditor – General ledger - Derivatives: Financial or speculative - Price risk and exchange rate financial instruments like derivatives.

UNIT – VI: Verification and valuation of assets and liabilities – auditors position regarding the valuation and verifications of assets and liabilities – depreciation – reserves and provisions – secret reserves.

UNIT – VII: Company audit – Appointment of auditors – Auditor's remuneration – Removal of auditors – Procedure for removal.

UNIT – VIII: Company audit – Powers and duties of auditors – Auditor's report – Maintenance of books and records – Types of audit report.

**BLOCK III: SHARE CAPITAL, BRANCH, COST AUDITS**

UNIT – IX: Audit of share capital – Steps involved in issue of shares – Verification of allotment and money received on allotment – Verification of calls – Alteration of share capital.

UNIT – X: Branch audit – Special audit – Joint audit – Continuous audit – Statutory audit – Management audit – Scope – Objectives – Advantages and disadvantages.

UNIT – XI: Cost audit – Appointment of cost auditor – Powers of cost auditor – Cost audit report – Approach to EDP auditing – Auditing with the computer – Administrative control – Procedural control.

**BLOCK IV: AUDIT OF SPECIAL INSTITUTION AND INVESTIGATION**

UNIT – XII: Audit of special institutions – Role of an auditor on verification of reports – Audit of club – Audit of cinema – Audit of hostels – Audit of hospitals.

UNIT – XIII: Liabilities of an auditor – Professional negligence – Damages – Civil liabilities – Professional ethics – Qualities of good auditor – Procedure for enquiry.

UNIT – XIV: Investigation - Objectives of Investigation - Audit of Computerized Accounts – Computer based Accounting Vs Conventional Accounting System-Computer assisted auditing techniques- Electronic Auditing - Investigation under the provisions of Companies Act.

**REFERENCE BOOKS:**

1. Tandon B.N, 2005, -Practical Auditing, S. Chand Company Ltd, New Delhi.
2. Pagare Dinkar, 2014, -Principles & Practice of Auditing, Sultan Chand & Sons, New Delhi.
3. Kishnadwala V.H and Kishnadwala N.H, -Principles and Practice of Auditing, Sultan Chand & Sons, New Delhi.
4. Jagdish Prakash, 2014, -Auditing- Principles, Practices and Problems, Kalyani Publishers, New Delhi.

*Bachelor of Library and information Science*



**i. Detailed Syllabi**

**Course Code: 10911**

**LIBRARY AND SOCIETY**

**BLOCK I: INTRODUCTION AND HISTORICAL DEVELOPMENT**

**UNIT I**

Libraries and Information Centres – Definition, Need and Importance, Emerging Trends – The impact of Social, Cultural, Educational, Economic and Technological changes in library & information services.

**UNIT II**

Five Laws of Library Science – Their relevance – Library extension activities – Outreach programmes.

**UNIT III**

History of Libraries in USA, UK and India – growth and development of Library and Information Science

**BLOCK II: TYPES OF LIBRARIES AND LIBRARY LEGISLATION**

**UNIT IV**

Functions and Importance – National, Public, Academic, and Special – Libraries

**UNIT V**

National Libraries - India, USA, UK and Russia– Functions.

**UNIT VI**

Library Legislation – Model State and Central Library Act in India — Delivery of Books and Newspapers Act – Copyright Act - IPR

**UNIT VII**

Public Libraries Act in India - current status - Tamilnadu – Karnataka, Andhra Pradesh

**BLOCK III: RESOURCE SHARING**

**UNIT VIII**

Library Cooperation - Resource Sharing and Library Consortia – Definition, need and purpose –

**UNIT IX**

Networking of Libraries india – types of Networks – DELNET, INFLIBNET, UGC – INFONET, DAE Consortium, CSIR - E-Journals Consortium.

**UNIT X**

Networking of Libraries - International level - International Librarians Network - International Nuclear Library Network (INLN) - International School Libraries Network (ISLN)

## **BLOCK IV: LIBRARIES AND LIBRARY ASSOCIATION**

### **UNIT XI**

Library and Librarianship – Qualities of good librarian – Professional Ethics

### **UNIT XII**

Professional associations – International Role of ALA, ASLIB, IFLA, CILIP, UNESCO

### **UNIT XIII**

Professional associations – National ILA, IASLIC, IATLIS, MALA –RRLF

### **UNIT XIV**

Ethical dilemmas (eg. censorship, privacy); Professional standards, Personal responsibility and odes of Conduct; Liability and information quality

### **SUGGESTED READINGS:**

1. Bhatt (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
3. Chowdhury (G G), Burton (P F) and McMenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. Feather (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. Khanna (J K). Library and society. 1955. Research Publication, Kurukshetra.
6. Krishan Kumar. Library organisation. 1993. Vikas, New Delhi.
7. Martin (W J). The information society. 1988. Aslib, London.
8. Ranganathan (S R). Five laws of library science. Ed. 2. 1989. SaradaRanganathan Endowment for Library Science, Bangalore.
9. Singh (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
10. Venkappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

**Course Code : 10912**  
**INFORMATION SOURCES, SYSTEMS AND SERVICE**

**BLOCK I: SOURCES OF INFORMATION & COMMUNICATION**

**Unit I**

Information, Information explosion & information environment – Nature and characteristics of information.

**Unit II**

Information transfer – Means & methods – Formal & informal- Barriers to Communication.

**Unit III**

Sources of Information – Documentary – Non-documentary – Published and unpublished – Types of information sources – Primary, Secondary, Tertiary sources.

**BLOCK II: REFERENCE SOURCES AND EVALUATION**

**Unit IV**

Categories of information sources – Encyclopedias – Dictionaries, Directories, Handbooks & Manuals – Biographical sources – Geographical sources- Bibliographies, Almanacs, Year Books.

**Unit V**

General evaluation of information sources – Authority scope, arrangement, treatment, etc – Abstracting and indexing periodicals.

**BLOCK III: NATIONAL AND INTERNATIONAL CENTRES**

**Unit VI**

Information Systems – National level - Need Purpose and Functions – NISCAIR, DESIDOC

**Unit VII**

Information Systems – International National level - NASSDOC, AGRIS, MEDLARS, INIS.

**BLOCK IV: INFORMATION SERVICES**

**Unit VIII**

Information services – Reference service – Definition, need and types – Ready reference service – Long range reference service

**Unit IX**

User needs – User Education. Documentation services – Current awareness service, SDI.

**Unit X**

Bibliographical services – Types of Bibliographies – INB and BNB – Planning, Compilation of Bibliography.

## **BLOCK V: ELECTRONIC RESOURCES AND SEARCH TECHNIQUES**

### **Unit XI**

Electronic resources – Types of Electronic resources – advantages and disadvantages

### **Unit XII**

Web based resources and services – Evaluation criteria.

### **Unit XIII**

Reference Librarian: Role, Skills, & Competencies.

### **Unit XIV**

Reference Interview & Search Techniques - Literature search

#### **SUGGESTED READINGS:**

1. Cheney (FN) and Williams (W J). Fundamental reference sources. Ed.3. 2000. ALA, Chicago.
2. Farmer (LSJ), Ed. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
3. Fourie (D) and Dowell (D). Libraries in the information age.2002. Libraries Unlimited, New York.
4. Kakabadse, Nada K and Kakabadse, Andrew K. Creating future: Leading change through information systems. Ashgate, USA, 2000.
5. Ranganathan (S R). Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
6. Gale Group: Information industry association. Information sources, The association, 1988, pp300.
7. Lea, Peter W: Printed Reference Materials. Ed.3 London, Library Association, 1990.
8. Parker, CC & Purely: Information sources in science and Technology, Ed.2. 1986.
9. Sharma J.S. and Grower D.: Reference service and sources of information, New Delhi, ESS, 1987.
10. Bell, Simon. Learning with information systems: Learning cycles in information systems development. London, Routledge, 1996

**Course Code: 10913**

**INFORMATION PROCESSING-I CLASSIFICATION THEORY**

**BLOCK I: TYPES OF CLASSIFICATION**

**Unit I**

Classification: Need and Purpose of classification – Basic concepts and terminologies – Species of Classification Schemes

**Unit II**

Knowledge classification – Universe of subjects – Development and modes of formation of subjects.

**Unit III**

Knowledge Classification and document classification – Physical arrangement of documents – Notation – Functions – arrays

**Unit IV**

Theory and Development - General Theory: Normative Principles

**BLOCK II: FUNDAMENTAL CATEGORIES**

**Unit V**

Fundamental categories – Facet analysis – Principles of inversion and facet sequence – Principles of helpful sequence.

**Unit VI**

Canons of Classification – Postulates and Postulation Approaches – Zone analysis, Systems and Specials Phase analysis

**Unit VII**

Notation and Construction of Classification Number - Need, Purpose, Types and Qualities

**Unit VIII**

Common Isolates – Standard Sub Division - Devices in Library Classification

**BLOCK III: CLASSIFICATION SCHEMES**

**Unit IX**

Schemes of library classification – Historical development – DDC, UDC, CC

**Unit X**

Enumerative and Analytico Synthetic schemes – Comparative study of DDC & CC.

**Unit XI**

Call Number: Class Number, Book Number and Collection Number - Construction of Class Numbers

## **Unit XII**

Major Contributions by S.R. Ranganathan to classification Theory.

## **UNIT XIV**

Trends in Library Classification: KOS in the Internet world, Ontology, Folksonomy.  
Taxonomy Categories.

### **SUGGESTED READINGS:**

1. Parkhi, RS: Library Classification: Evolution and Dynamic Theory, Bombay, Asia, 1960.
2. Ranganathan SR: Colon Classification. Ed 6, Bombay, Asia, 1963.
3. Ranganathan, SR: Prolegomena to Library Classification, Ed 2, London, Library Association, 1965.
4. Sehgal R.L.: Number Building in Dewey Decimal Classification Universal Decimal Classification & Colon Classification, ESS-ESS publication, New Delhi, 1993.
5. Raju A.: Universal Decimal Classification, T.R. Publishers, 1991.
6. Ohdedara A.K.: Library Classification, The world press Pvt., Ltd., Calcutta, 1973.
7. Sharma C.K. and Sharma Amit K.: Library classification, Atalantic publishers & Distributors, 2007.
8. Pushpa: Library classification: Theory and principles, Wishwaprakashan, New Delhi.
9. Satija M.P. and Agruwal S.P.: Book Numbers, concept publishing company, New Delhi.
10. Ranghanathan S.R. ed. Palmer B.I.: SharadaRanghanathan endowment for library science: Elements of library classification, Bangalore, 1991.

**Course Code: 10914**

**Paper 4: INFORMATION PROCESSING– III: CLASSIFICATION PRACTICE**

Classification of Documents according to abridged Dewey Decimal Classification (DDC) 19<sup>th</sup> edition.

For details refer Course material.

**Course Code: 10921**

**Paper 5: INFORMATION COMMUNICATION TECHNOLOGIES IN LIBRARIES**

**BLOCK I: INTRODUCTION TO ICT**

**Unit I**

Information Technology: Definition and their major components.

**UNIT II**

Introduction to computers, Components, Types, Advantages

**BLOCK II: NETWORKING**

**Unit III**

Networking: Concepts, objectives and Types.

**Unit IV**

Telecommunications, Wireless Communication, Wi-Fi

**BLOCK III: COMPUTER HARDWARE & SOFTWARE**

**Unit V**

Hardware and Software, Programming Language

**Unit VI**

System Software and Application Software

**BLOCK IV: LIBRARY AUTOMATION**

**Unit VII**

Nature and type of Software packages and their use, Library and Information Software packages, Features of India Software packages.

**Unit VIII**

Open Sources software – GSDL, KOHA, Dspace

**Unit IX**

Library Automation of Library housekeeping operations

**BLOCK V: DIGITAL LIBRARY**

**Unit X** Computerized Information Service management of Computerized Library.

### **Unit XI**

Digitization – Definition, Need, Purpose – process – methods and Equipment

### **Unit XII**

Library and Information Networks, INFLIBNET - DELNET

### **Unit XIII**

Resource Sharing Networks, Internet.

### **Unit XIV**

Metadata Standards – Dublincore – Z39.50

### **SUGGESTED READINGS:**

1. Information Technology: Basics (Block 1,2,3,4) IGNOU Study Materials
2. Information Technology in Libraries – Prem Singh and Khanna, J.K. (PragatiPrakasan, Delhi)
3. Electronic Library – Rowley, Jennifer (LA, London)
4. Lucy, A. Tedd. An Introduction to computer based library system. Ed.3 Chinchester, Wiley, 2005
5. Lancaster, F.W. Electronic publishing and their implications for libraries and beyond, London, Clive bingley, 1990
6. Library Networks, an Indian Experience – Kaul, H.K. (Vorgo publ. Delhi)
7. Computer Based Library System – Tedd, L.
8. Managing Library Automation – Harbour, R.T. (ASLIB, London)
9. Gorman, G.E. Digital factor in Library and Information Services. London: Facet publishing, 2002. Haynes, David. Metadata for Librarianship in India. London: Greenwood Press, 2004
10. Patel, Jashu. Libraries and Librarianship in India. London, Greenwood Press, 2001.



**Paper 6: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

**BLOCK I: MANAGEMENT TECHNIQUES**

**Unit I**

Principles of Management and their application in library management -Library as a System

**Unit II**

Organizational structure of different types of library, Scientific Management Character - Advantages and Disadvantages - Open access

**Unit III**

Housekeeping Operations: Book / Information Resource selection and acquisition section, License negotiation and relevant rights issues.

**Unit IV**

Technical processing section: Serial control and circulation control - Policy, procedures and methods of maintenance and stock verification - Collection evaluation and weeding out

**BLOCK II: COLLECTION DEVELOPMENT POLICY**

**Unit V**

Collection Management: Policy and procedures for print and non-print resources including print and ejournals - Selection criteria and tools - Barriers of acquisition including licensing of electronic resources - Library security

**Unit VI**

Types of information resources and classification of documents - Different Types of Selection tools and their importance.

**Unit VII**

Acquisition: Book Selection, Ordering and accessioning etc. - Circulation: Charging and Discharging etc.

**BLOCK III: LIBRARY INFRASTRUCTURE**

**Unit VIII**

Library Building / Space: Building and space management of library and information centres - Safety issues - Equipments and furniture- in addition for differently abled people - Library standards - Indian and International

**Unit IX**

Policy, procedures and methods of maintenance and stock verification - Collection evaluation and weeding out - Shelf rectification Binding and Preservation of Library materials.

## **Unit X**

Library authority and library committee.

## **BLOCK IV: LIBRARY HUMAN RESOURCING AND BUDGETING**

### **Unit XI**

Human Resource Development: Need, Purpose and Mechanism Personnel Planning in Libraries: Recruitment, Selection and Training.

### **Unit XII**

Budgeting: Principles of budgeting, types of budget and allocation of budget (Petty cash and regular expenses like postage/ mailing, nominal maintenance etc.) and Reporting and Preparation of Budget - Sources of finance in different type of libraries

### **Unit XIII**

Reporting: Various types of Report generation including Annual report

### **Unit XIV**

Approaches of Management: Management by Objectives – Organisational hierarchy - System approach to MBO.

## **SUGGESTED READINGS:**

1. Application of Management Technique to Library and Information Systems, 12<sup>th</sup> IASLIC Conference, Roorkee, 1979.
2. Chatterjee, AK: Introduction to Management: Its Principles and Techniques, Kolkatta, World Press.
3. Davar, RS: The Management process, 1982.
4. Jones, N & Jordan, P: Staff Management in Library and Information work, 1982.
5. Katz, WA: Collection Development: Selection of Materials for libraries, New York, HRW, 1980.
6. Krishna Kumar: Library Administration and Management, Delhi, Vikas, 1987.
7. Sharma JK: Personnel Management in Libraries, 1981.
8. Philip D. Leighton and David C. Weber, Keyes D. Metcalf ed: Planning academic and research library buildings, ESS-ESS publication, New Delhi, 2010.
9. Dr. SubodhGopal Nandi: Library Management: Recent thoughts and development, Kaveri Books, 2011.
10. Rakesh Kumar ShantilaPraiapati: Theories and practices of library management, Discovery publishing house, Pvt. Ltd, 2013.

**Course Code: 10923**

**Paper 7: INFORMATION PROCESSING – II: CATALOGUING THEORY**

**BLOCK I: LIBRARY CATELOGUE AND TYPES**

**Unit I**

Library catalogue-Definition, need, purpose and functions – Physical forms Catalogue

**Unit II**

Types of Library Catalogue – Subject catalogue – Classified, dictionary, alphabetical –  
Functions of subject catalogues and comparative study of different types

**Unit III**

Catalogue codes – Origin, growth and development since 1930 – Classified Catalogue Code (CCC)  
and AACR -2

**BLOCK II: CATELOGUE ENTRIES**

**Unit IV**

Preparing entries in Catalogue - Choice and rendering the entries – Single, Multiple,  
Corporate authors, Serials, Non- Book materials.

**Unit V**

Subject Indexing Languages – Sear's List of subject headings – Chain Procedure – PRECIS, POPSI  
and Uniterm Indexing.

**Unit VI**

Normative principles, canons and laws of cataloguing – their implications.

**BLOCK III: CO-OPERATIVE CATELOGUE AND STANDARD NUMBERS**

**Unit VII**

Co-operative and Centralized Cataloguing – Role of library of congress, Union Catalogue - Centralized  
cataloguing in India – Problems and prospects

**Unit VIII**

Electronic form of catalogues - CIP, OPAC, MARC, and World Cat

**Unit IX**

Descriptive cataloguing - Standardization at International level – ISBD, ISBN, ISSN. RDA, QR  
Code

**BLOCK IV: STANDARDS AND FORMATS**

**Unit XI**

Meaning Definition, Purpose and Importance of Metadata - Basic Features of Metadata - Types of  
Metadata - Elements of Metadata. - Benefits of Metadata for Libraries and Users.

## **Unit XII**

Metadata Standards: Dublin Core, Z239, MARC -21 and ISO 2009

## **Unit XIII**

Automated cataloguing and Indexing, Web OPAC – Features, Emerging Trends.

## **Unit XIV**

Information Retrieval – Boolean Operators – Types of Searches

### **SUGGESTED READINGS:**

1. RanganathanSR : Cataloguing Practice, Ed 2, Bombay, Asia, 1964.
2. RanganathanSR : Classified catalogue code with additional rules for Dictionary catalogue, Ed 5, Bombay, Asia, 1963.
3. RanganathanSR : Library Catalogue: Fundamentals and Procedure, Madras, Library Association, 1950.
4. Viswanathan, CG : Cataloguing Theory and Practice, 1990.
5. Dr. Janaki Raman C.: Online cataloging, Pacific books international, New Delhi, 2011. Krishan Kumar: An introduction to AACR-2, Vikash publishing house, 1986.
6. Khan M.T.M.: Anglo American Cataloguing Rules (AACR), Shree publishers & distributors, New Delhi, 2005.
7. Eric J Junter&Bakewell K.G.B.: Cataloguing, Clive Bingley, London.
8. Mishra A.R. & Ahmad M.D.: Issues in Digital Cataloging, Shree Publishers & Distributors, New Delhi, 2004.
9. Bidgut Mal: Practical cataloguing, Shree publishers & Distributors, New Delhi, 2005.
10. Ranghanathan S.R.: Cataloguing practice, SharadaRanghanthan Endowment for library science.

Course Code: 10924

**Paper 8: INFORMATION PROCESSING –IV:  
CATALOGUING PRACTICE**

Cataloguing of books, Serials and Non Nook material according to AACR-2R and Sears List of Subject Headings.