



**VIT**<sup>®</sup>

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**Vellore Institute of Technology**

(Deemed to be University under section 3 of UGC Act, 1956)

# **SCHOOL OF SOCIAL SCIENCES AND LANGUAGES**

## **B. Com - Commerce**

**Curriculum**

**(2021 - 2022 admitted students)**

## **VISION STATEMENT OF VELLORE INSTITUTE OF TECHNOLOGY**

VIT will impart futuristic education in multidisciplinary areas and instill high patterns of discipline through our dedicated staff, who shall set global standards, making our students cognitively superior and ethically strong, who in turn shall improve the quality of life of the human race.

## **MISSION STATEMENT OF VELLORE INSTITUTE OF TECHNOLOGY**

- **World class Education:** Excellence in education, grounded in ethics and critical thinking, for improvement of life.
- **Cutting edge Research:** An innovation ecosystem to extend knowledge and solve critical problems.
- **Impactful People:** Happy, accountable, caring and effective workforce and students.
- **Rewarding Co-creations:** Active collaboration with national & international industries & universities for productivity and economic development.
- **Service to Society:** Service to the region and world through knowledge and compassion.

## **VISION STATEMENT OF THE SCHOOL OF SOCIAL SCIENCES AND LANGUAGES**

- To be a centre of academic excellence by fostering holistic growth and development in students.

## **MISSION STATEMENT OF THE SCHOOL OF SOCIAL SCIENCES AND LANGUAGES**

- To mould students from different cross-sections of society by enhancing professional competence, self - confidence and positive attitude that would help in the economic development of the nation
- To disseminate knowledge in the academic stream relating to commerce with innovative teaching learning processes.
- To inspire and empower the students from diverse backgrounds to become innovative leaders and entrepreneurs who contribute to the betterment of society with ethical and social responsibility.

## **B. Com- Commerce**

### **PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)**

1. Graduates will function in their profession with social awareness and responsibility
2. Graduates will interact with their peers in other disciplines in their work place and society and contribute to the economic growth of the country
3. Graduates will be successful in pursuing higher studies in their chosen field

## **B. Com - Commerce**

### **PROGRAMME OUTCOMES (POs)**

- PO\_01: Having a clear understanding of subject related concepts and contemporary issues.
- PO\_02: Having the ability for Financial Planning, analysis, control and decision making.
- PO\_03: Having an ability to understand concepts of taxation and the legal aspects of business.
- PO\_04: Having critical thinking skills and adaptability relating to the business context and entrepreneurial development
- PO\_05: Having a clear understanding of professional integrity and ethical responsibility
- PO\_06: Having a good proficiency of communicating in English
- PO\_07: Having interest in lifelong learning

## **B. Com - Commerce**

### **PROGRAMME SPECIFIC OUTCOMES (PSOs)**

On completion of B. Com (Commerce) Programme, graduates will be able to:

- PSO1: To develop proficiency in various facets of management and accounting activities.
- PSO2: To enable students to acquire practical skill sets in the fields of accounting, entrepreneurship and taxation with modern software to work as Tax consultants, Audit assistants and other financial support services like BPO, KPO.
- PSO3: To inculcate in students the ability to gain mastery over professional courses, viz ACCA, CA, CS, CWA-I and prove their proficiency in competitive exams.

## **B. Com - Commerce**

### **CREDIT STRUCTURE**

#### **CATEGORY-WISE CREDIT DISTRIBUTION**

| <b>Category</b>          | <b>Credits</b> |
|--------------------------|----------------|
| University core (UC)     | <b>35</b>      |
| Programme core (PC)      | <b>51</b>      |
| Programme elective (PE)  | <b>42</b>      |
| University elective (UE) | <b>6</b>       |
| Bridge course (BC)       | -              |
| Total credits            | <b>134</b>     |

## B. Com Commerce

### DETAILED CURRICULUM

#### UNIVERSITY CORE

| S. No. | Course Code | Course Title  | L | T | P | J | C  |
|--------|-------------|---|---|---|---|---|----|
| 1.     | STS1011     | Introduction to Soft Skills                                 | 3 | 0 | 0 | 0 | 1  |
| 2.     | STS1012     | Introduction to Business Communication                      | 3 | 0 | 0 | 0 | 1  |
| 3.     | STS2011     | Reasoning Skill Enhancement                                 | 3 | 0 | 0 | 0 | 1  |
| 4.     | STS2012     | Aptitude and Reasoning Skills                               | 3 | 0 | 0 | 0 | 1  |
| 5.     | STS3003     | Soft Skills for Professional Development                    | 3 | 0 | 0 | 0 | 1  |
| 6.     | ENG1911     | General English I   | 1 | 0 | 2 | 0 | 2  |
| 7.     | ENG1912     | General English II  | 1 | 0 | 2 | 0 | 2  |
| 8.     | ENG1913     | Effective Communication Skill                               | 1 | 0 | 2 | 0 | 2  |
| 9.     | HUM1032     | Ethics and Values   | 2 | 0 | 0 | 0 | 2  |
| 10.    | MAT1012     | Statistical Applications                                    | 2 | 0 | 2 | 0 | 3  |
| 11.    | CHY1003     | Environmental Studies                                       | 3 | 0 | 0 | 0 | 3  |
| 12.    | EXC4097     | Personality Development<br>(Extra / Co-Curricular Activity) | 0 | 0 | 0 | 0 | 2  |
| 13.    | CCA3098     | Comprehensive Examination                                   | 0 | 0 | 0 | 0 | 2  |
| 14.    | CCA3099     | Capstone Project  | 0 | 0 | 0 | 0 | 12 |



## B. Com Commerce

### DETAILED CURRICULUM

#### PROGRAMME CORE

| S. No. | Course Code | Course Title                  | L | T | P | J | C |
|--------|-------------|-------------------------------|---|---|---|---|---|
| 1.     | CCA1002     | Business Economics            | 3 | 0 | 0 | 0 | 3 |
| 2.     | CCA1014     | Business Mathematics          | 2 | 0 | 0 | 0 | 2 |
| 3.     | CCA1701     | Financial Accounting          | 4 | 0 | 0 | 0 | 4 |
| 4.     | CCA1703     | Organization and Management   | 3 | 0 | 0 | 0 | 3 |
| 5.     | CCA1705     | Management Accounting         | 4 | 0 | 0 | 0 | 4 |
| 6.     | CCA1706     | Business Law                  | 3 | 0 | 0 | 0 | 3 |
| 7.     | CCA1709     | Principles of Marketing       | 2 | 0 | 0 | 4 | 3 |
| 8.     | CCA2706     | Corporate Accounting          | 4 | 0 | 0 | 0 | 4 |
| 9.     | CCA2707     | Cost Accounting               | 4 | 0 | 0 | 0 | 4 |
| 10.    | CCA2708     | Banking Theory and Practice   | 2 | 0 | 0 | 4 | 3 |
| 11.    | CCA2709     | Advanced Financial Accounting | 4 | 0 | 0 | 0 | 4 |
| 12.    | CCA3701     | Income Tax Law and Practice   | 4 | 0 | 0 | 0 | 4 |
| 13.    | CCA3702     | E-Commerce                    | 3 | 0 | 0 | 0 | 3 |
| 14.    | CCA3717     | Advanced Corporate Accounting | 4 | 0 | 0 | 0 | 4 |
| 15.    | FRE1002     | Francais facile               | 3 | 0 | 0 | 0 | 3 |
| 16.    | HIN1002     | Applied Hindi                 | 3 | 0 | 0 | 0 | 3 |
| 17.    | TAM1003     | Tamil                         | 3 | 0 | 0 | 0 | 3 |

## B. Com Commerce

### DETAILED CURRICULUM

#### PROGRAMME ELECTIVE

| S. No. | Course Code | Course Title                           | L | T | P | J | C |
|--------|-------------|--|---|---|---|---|---|
| 1.     | CCA1704     | Introduction to Information Technology | 3 | 0 | 2 | 0 | 4 |
| 2.     | CCA1707     | Corporate Governance and Ethics        | 3 | 0 | 0 | 0 | 3 |
| 3.     | CCA1708     | Export Marketing                       | 2 | 0 | 0 | 4 | 3 |
| 4.     | CCA1719     | Business Communication                 | 2 | 0 | 0 | 0 | 2 |
| 5.     | CCA2701     | Corporate Laws                         | 3 | 0 | 0 | 0 | 3 |
| 6.     | CCA2702     | Performance Management                 | 3 | 0 | 0 | 0 | 3 |
| 7.     | CCA2703     | Financial Reporting                    | 3 | 0 | 0 | 0 | 3 |
| 8.     | CCA2704     | Audit and Assurance                    | 3 | 0 | 0 | 0 | 3 |
| 9.     | CCA2705     | Financial Management                   | 3 | 0 | 0 | 0 | 3 |
| 10.    | CCA2710     | Strategic Business Reporting           | 3 | 0 | 0 | 0 | 3 |
| 11.    | CCA2711     | Strategic Business Leader              | 3 | 0 | 0 | 0 | 3 |
| 12.    | CCA2712     | Macro Economics                        | 3 | 0 | 0 | 0 | 3 |
| 13.    | CCA2713     | Rural Marketing                        | 2 | 0 | 0 | 4 | 3 |
| 14.    | CCA2714     | Service Marketing                      | 3 | 0 | 0 | 0 | 3 |
| 15.    | CCA3703     | Business Analysis                      | 3 | 0 | 0 | 0 | 3 |
| 16.    | CCA3704     | Advanced Financial Management          | 3 | 0 | 0 | 0 | 3 |
| 17.    | CCA3705     | Advanced Performance Management        | 4 | 0 | 0 | 0 | 4 |
| 18.    | CCA3706     | Research Methods                       | 3 | 0 | 0 | 4 | 4 |
| 19.    | CCA3707     | Indirect Taxation                      | 2 | 0 | 2 | 0 | 3 |
| 20.    | CCA3708     | Accounting Packages                    | 0 | 0 | 4 | 0 | 2 |
| 21.    | CCA3709     | Indian Financial System                | 3 | 0 | 0 | 0 | 3 |
| 22.    | CCA3710     | Entrepreneurship Development           | 3 | 0 | 0 | 0 | 3 |
| 23.    | CCA3711     | Logistics and Supply Chain Management  | 3 | 0 | 0 | 0 | 3 |

|     |         |                                    |   |   |   |   |   |
|-----|---------|------------------------------------|---|---|---|---|---|
| 24. | CCA3712 | Investment and Securities Analysis | 4 | 0 | 0 | 0 | 4 |
| 25. | CCA3713 | Managerial Decision Making         | 4 | 0 | 0 | 0 | 4 |
| 26. | CCA3714 | Human Behaviour at Work            | 3 | 0 | 0 | 0 | 3 |
| 27. | CCA3715 | Advanced Audit and Assurance       | 3 | 0 | 0 | 0 | 3 |
| 28. | CCA3716 | Advanced Cost Accounting           | 4 | 0 | 0 | 0 | 4 |
| 29. | CCA3718 | E-Database Management Systems      | 3 | 0 | 0 | 0 | 3 |
| 30. | CCA3719 | Web Design and Development         | 2 | 0 | 1 | 0 | 3 |

### **HUMANITIES COURSES**

| <b>Sl.No</b> | <b>Course Code</b> | <b>Title</b>                              | <b>L</b> | <b>T</b> | <b>P</b> | <b>J</b> | <b>C</b> |
|--------------|--------------------|---|----------|----------|----------|----------|----------|
| 1            | HUM1003            | Basic Taxation for Engineers              | 3        | 0        | 0        | 0        | 3        |
| 2            | HUM1005            | Cost Accounting for Engineers             | 3        | 0        | 0        | 0        | 3        |
| 3            | HUM1006            | Business Accounting for Engineers         | 3        | 0        | 0        | 0        | 3        |
| 4            | HUM1007            | Contemporary Legal Framework For Business | 3        | 0        | 0        | 0        | 3        |

# University Core

| Course code   | Course title                  | L                | T | P | J | C |
|---|-------------------------------|------------------|---|---|---|---|
| STS1011   | Introduction to Soft skills   | 3                | 0 | 0 | 0 | 1 |
| Pre-requisite   | None                          | Syllabus version |   |   |   |   |
|   |                               | 2                |   |   |   |   |
| <b>Course Objectives:</b>   |                               |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To Identify and develop personal skills to become a more effective team member/leader.</li> <li>To Examine, clarify and apply positive values and ethical principles.</li> <li>To develop habits which promote good physical and mental health.</li> </ol>   |                               |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |                               |                  |   |   |   |   |
| 1. Enabling students to know themselves and interact better with self and environment   |                               |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Lessons on excellence</b>  | <b>10 hours</b>  |   |   |   |   |
| <b>Ethics and integrity</b><br>Importance of ethics in life, Intuitionism vs Consequentialism, Non-consequentialism, Virtue ethics vs situation ethics, Integrity - listen to conscience, Stand up for what is right<br><b>Change management</b><br>Who moved my cheese?, Tolerance of change and uncertainty, Joining the bandwagon, Adapting change for growth - overcoming inhibition<br><b>How to pick up skills faster?</b><br>Knowledge vs skill, Skill introspection, Skill acquisition, "10,000 hours rule" and the converse<br><b>Habit formation</b><br>Know your habits, How habits work? - The scientific approach, How habits work? - The psychological approach, Habits and professional success, "The Habit Loop", Domino effect, Unlearning a bad habit<br><b>Analytic and research skills.</b><br>Focused and targeted information seeking, How to make Google work for you, Data assimilation |                               |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Team skills</b>            | <b>11 hours</b>  |   |   |   |   |
| <b>Goal setting</b><br>SMART goals, Action plans, Obstacles -Failure management<br><b>Motivation</b><br>Rewards and other motivational factors, Maslow's hierarchy of needs, Internal and external motivation<br><b>Facilitation</b><br>Planning and sequencing, Challenge by choice, Full Value Contract (FVC), Experiential learning cycle, Facilitating the Debrief<br><b>Introspection</b><br>Identify your USP, Recognize your strengths and weakness, Nurture strengths, Fixing weakness, Overcoming your complex, Confidence building<br><b>Trust and collaboration</b><br>Virtual Team building, Flexibility, Delegating, Shouldering responsibilities  |                               |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Emotional Intelligence</b> | <b>12 hours</b>  |   |   |   |   |
| <b>Transactional Analysis</b><br>Introduction, Contracting, Ego states, Life positions<br><b>Brain storming</b><br>Individual Brainstorming, Group Brainstorming, Stepladder Technique, Brain writing, Crawford's Slip writing approach, Reverse brainstorming, Star bursting, Charlette procedure, Round robin brainstorming<br><b>Psychometric Analysis</b><br>Skill Test, Personality Test<br><b>Rebus Puzzles/Problem Solving</b><br>More than one answer, Unique ways  |                               |                  |   |   |   |   |

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| <b>Module:4</b>  | <b>Adaptability</b>  | <b>12 hours</b> |                 |
| <b>Theatrix</b><br>Motion Picture, Drama, Role Play, Different kinds of expressions<br><b>Creative expression</b><br>Writing, Graphic Arts, Music, Art and Dance<br><b>Flexibility of thought</b><br>The 5'P' framework (Profiling, prioritizing, problem analysis, problem solving, planning)<br><b>Adapt to changes(tolerance of change and uncertainty)</b><br>Adaptability Curve , Survivor syndrome |  |                 |                 |
| <b>Total Lecture hours</b>   |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | <u>Chip Heath</u> , <u>How to Change Things When Change Is Hard (Hardcover)</u> , 2010, First Edition, Crown Business.   |                 |                 |
| 2.   | <u>Karen Kindrachuk</u> , <u>Introspection</u> , 2010, 1 <sup>st</sup> Edition.  |                 |                 |
| 3.   | <u>Karen Hough</u> , <u>The Improvisation Edge: Secrets to Building Trust and Radical Collaboration at Work</u> , 2011, Berrett-Koehler Publishers   |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | <u>Gideon Mellenbergh</u> , <u>A Conceptual Introduction to Psychometrics: Development, Analysis and Application of Psychological and Educational Tests</u> , 2011, Boom Eleven International. |                 |                 |
| 2.   | <u>Phil Lapworth</u> , <u>An Introduction to Transactional Analysis</u> , 2011, Sage Publications (CA)   |                 |                 |
| <b>Mode of Evaluation:</b> FAT, Assignments, Projects, Case studies, Role plays,3 Assessments with Term End FAT (Computer Based Test)  |  |                 |                 |
| Recommended by Board of Studies  |  | 09-06-2017      |                 |
| Approved by Academic Council   |  | No. 45          | Date 15-06-2017 |

| Course code  | Course title                                 | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| STS1012  | Introduction to Business Communication       | 3                | 0 | 0 | 0 | 1 |
| Pre-requisite  | None   | Syllabus version |   |   |   |   |
|  |  | 2                |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| <ul style="list-style-type: none"> <li>To provide an overview of Prerequisites to Business Communication.</li> <li>To enhance the problem solving skills and improve the basic mathematical skills.</li> <li>To organize the thoughts and develop effective writing skills.</li> </ul> |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |  |                  |   |   |   |   |
| 1. Enabling students enhance knowledge of relevant topics and evaluate the information   |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Study skills</b>                          | <b>10 hours</b>  |   |   |   |   |
| <b>Memory techniques</b>   |  |                  |   |   |   |   |
| Relation between memory and brain, Story line technique, Learning by mistake, Image-name association, Sharing knowledge, Visualization   |  |                  |   |   |   |   |
| <b>Concept map</b>   |  |                  |   |   |   |   |
| Mind Map, Algorithm Mapping, Top down and Bottom Up Approach   |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Emotional Intelligence (Self Esteem )</b> | <b>6 hours</b>   |   |   |   |   |
| <b>Empathy</b>   |  |                  |   |   |   |   |
| Affective Empathy and Cognitive Empathy  |  |                  |   |   |   |   |
| <b>Sympathy</b>  |  |                  |   |   |   |   |
| Level of sympathy (Spatial proximity, Social Proximity, Compassion fatigue)  |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Business Etiquette</b>                    | <b>9 hours</b>   |   |   |   |   |
| <b>Social and Cultural Etiquette</b>   |  |                  |   |   |   |   |
| Value, Manners, Customs, Language, Tradition   |  |                  |   |   |   |   |
| <b>Internal Communications</b>   |  |                  |   |   |   |   |
| Open and objective Communication, Two way dialogue, Understanding the audience   |  |                  |   |   |   |   |
| <b>Planning</b>  |  |                  |   |   |   |   |
| Identifying, Gathering Information, Analysis, Determining, Selecting plan, Progress check, Types of planning   |  |                  |   |   |   |   |
| <b>Writing press release and meeting notes</b>   |  |                  |   |   |   |   |
| Write a short, catchy headline, Get to the Point –summarize your subject in the first paragraph, Body – Make it relevant to your audience  |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Quantitative Ability</b>                  | <b>4 hours</b>   |   |   |   |   |
| <b>Numeracy concepts</b>   |  |                  |   |   |   |   |
| Fractions, Decimals, Bodmas, Simplifications, HCF, LCM, Tests of divisibility  |  |                  |   |   |   |   |
| <b>Beginning to Think without Ink</b>  |  |                  |   |   |   |   |
| Problems solving using techniques such as: Percentage, Proportionality, Support of answer choices, Substitution of convenient values, Bottom-up approach etc.  |  |                  |   |   |   |   |
| <b>Math Magic</b>  |  |                  |   |   |   |   |
| Puzzles and brain teasers involving mathematical concepts  |  |                  |   |   |   |   |
| <b>Speed Calculations</b>  |  |                  |   |   |   |   |
| Square roots, Cube roots, Squaring numbers, Vedic maths techniques   |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Reasoning Ability</b>                     | <b>3 hours</b>   |   |   |   |   |
| <b>Interpreting Diagramming and sequencing information</b>   |  |                  |   |   |   |   |
| Picture analogy, Odd picture, Picture sequence, Picture formation, Mirror image and water image  |  |                  |   |   |   |   |
| <b>Logical Links</b>   |  |                  |   |   |   |   |
| Logic based questions-based on numbers and alphabets   |  |                  |   |   |   |   |

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| <b>Module:6</b>  | <b>Verbal Ability</b>  | <b>3 hours</b>  |                 |
| <b>Strengthening Grammar Fundamentals</b><br>Parts of speech, Tenses, Verbs( Gerunds and infinitives)  |  |                 |                 |
| <b>Reinforcements of Grammar concepts</b><br>Subject Verb Agreement, Active and Passive Voice, Reported Speech   |  |                 |                 |
| <b>Module:7</b>  | <b>Communication and Attitude</b>  | <b>10 hours</b> |                 |
| <b>Writing</b><br>Writing formal & informal letters, How to write a blog & knowing the format, Effective ways of writing a blog, How to write an articles & knowing the format, Effective ways of writing an articles, Designing a brochures |  |                 |                 |
| <b>Speaking skills</b><br>How to present a JAM, Public speaking  |  |                 |                 |
| <b>Self-managing</b><br>Concepts of self-management and self-motivation, Greet and Know, Choice of words, Giving feedback, Taking criticism  |  |                 |                 |
| <b>Total Lecture hours</b>   |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | FACE, Aptipedia, Aptitude Encyclopedia, 2016, First Edition, Wiley Publications, Delhi.  |                 |                 |
| 2.   | ETHNUS, Aptimithra, 2013, First Edition, McGraw-Hill Education Pvt. Ltd.   |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | Alan Bond and Nancy Schuman, 300+ Successful Business Letters for All Occasions, 2010, Third Edition, Barron's Educational Series, New York. |                 |                 |
| 2.   | Josh Kaufman, <u>The First 20 Hours: How to Learn Anything ... Fast</u> , 2014, First Edition, Penguin Books, USA.                           |                 |                 |
| <b>Mode of Evaluation:</b> FAT, Assignments, Projects, Case studies, Role plays,<br>3 Assessments with Term End FAT (Computer Based Test)  |  |                 |                 |
| Recommended by Board of Studies  |  | 09-06-2017      |                 |
| Approved by Academic Council   |  | No. 45          | Date 15-06-2017 |



| Course code   | Course title                               | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| STS2011   | Reasoning Skill Enhancement                | 3                | 0 | 0 | 0 | 1 |
| Pre-requisite   | None                                       | Syllabus version |   |   |   |   |
|   |  | 2                |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <ul style="list-style-type: none"> <li>To Strengthen the social network by the effective use of social media and social interactions.</li> <li>To Identify own true potential and build a very good personal branding.</li> <li>To Enhance the Analytical and reasoning skills</li> </ul>   |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |  |                  |   |   |   |   |
| 1. Understanding the various strategies of conflict resolution among peers and supervisors and respond appropriately  |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Social Interaction and Social Media</b> | <b>6 hours</b>   |   |   |   |   |
| <b>Effective use of social media</b><br>Types of social media, Moderating personal information, Social media for job/profession, Communicating diplomatically<br><b>Networking on social media</b><br>Maximizing network with social media, How to advertise on social media<br><b>Event management</b><br>Event management methods, Effective techniques for better event management<br><b>Influencing</b><br>How to win friends and influence people, Building relationships, Persistence and resilience, Tools for talking when stakes are high<br><b>Conflict resolution</b><br>Definition and strategies , Styles of conflict resolution |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Non Verbal Communication</b>            | <b>6 hours</b>   |   |   |   |   |
| <b>Proximecs</b><br>Types of proximecs, Rapport building<br><b>Reports and Data Transcoding</b><br>Types of reports<br><b>Negotiation Skill</b><br>Effective negotiation strategies<br><b>Conflict Resolution</b><br>Types of conflicts   |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Interpersonal Skill</b>                 | <b>8 hours</b>   |   |   |   |   |
| <b>Social Interaction</b><br>Interpersonal Communication, Peer Communication, Bonding, Types of social interaction<br><b>Responsibility</b><br>Types of responsibilities, Moral and personal responsibilities<br><b>Networking</b><br>Competition, Collaboration, Content sharing<br><b>Personal Branding</b><br>Image Building, Grooming, Using social media for branding<br><b>Delegation and compliance</b><br>Assignment and responsibility, Grant of authority, Creation of accountability   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Quantitative Ability</b>                | <b>10 hours</b>  |   |   |   |   |
| <b>Number properties</b><br>Number of factors, Factorials, Remainder Theorem, Unit digit position, Tens digit position<br><b>Averages</b>   |  |                  |   |   |   |   |

|  |   |                          |                 |
|--|---|--------------------------|-----------------|
| Averages, Weighted Average   |   |                          |                 |
| <b>Progressions</b>  |   |                          |                 |
| Arithmetic Progression, Geometric Progression, Harmonic Progression  |   |                          |                 |
| <b>Percentages</b>   |   |                          |                 |
| Increase & Decrease or successive increase   |   |                          |                 |
| <b>Ratios</b>  |   |                          |                 |
| Types of ratios and proportions  |   |                          |                 |
| <b>Module:5</b>  |   | <b>Reasoning Ability</b> | <b>8 hours</b>  |
| <b>Analytical Reasoning</b>  |   |                          |                 |
| Data Arrangement(Linear and circular & Cross Variable Relationship), Blood Relations, Ordering/ranking/grouping, Puzzle test, Selection Decision table |   |                          |                 |
| <b>Module:6</b>  |   | <b>Verbal Ability</b>    | <b>7 hours</b>  |
| <b>Vocabulary Building</b>   |   |                          |                 |
| Synonyms & Antonyms, One word substitutes, Word Pairs, Spellings, Idioms, Sentence completion, Analogies   |   |                          |                 |
| <b>Total Lecture hours</b>   |   | <b>45 hours</b>          |                 |
| <b>Text Book(s)</b>  |   |                          |                 |
| 1.   | FACE, Aptipedia Aptitude Encyclopaedia, 2016, First Edition, Wiley Publications, Delhi.   |                          |                 |
| 2.   | ETHNUS, Aptimithra, 2013, First Edition, McGraw-Hill Education Pvt.Ltd.   |                          |                 |
| 3.   | Mark G. Frank, David Matsumoto, Hyi Sung Hwang, Nonverbal Communication: Science and Applications, 2012, 1 <sup>st</sup> Edition, Sage Publications, New York.                              |                          |                 |
| <b>Reference Books</b>   |   |                          |                 |
| 1.   | Arun Sharma, Quantitative aptitude, 2016, 7 <sup>th</sup> edition, Mcgraw Hill Education Pvt. Ltd.  |                          |                 |
| 2.   | Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler, Crucial Conversations: Tools for Talking When Stakes are High, 2001,1 <sup>st</sup> edition McGraw Hill Contemporary, Bangalore. |                          |                 |
| 3.   | Dale Carnegie, How to Win Friends and Influence People, Latest Edition,2016. Gallery Books, New York.   |                          |                 |
| <b>Mode of evaluation:</b> FAT, Assignments, Projects, Case studies, Role plays,<br>3 Assessments with Term End FAT (Computer Based Test)              |   |                          |                 |
| Recommended by Board of Studies  |   | 09-06-2017               |                 |
| Approved by Academic Council   |   | No. 45                   | Date 15-06-2017 |

| Course code  | Course title                  | L                | T | P | J | C |
|--|-------------------------------|------------------|---|---|---|---|
| STS 2012   | Aptitude and Reasoning skills | 3                | 0 | 0 | 0 | 1 |
| Pre-requisite  | None                          | Syllabus version |   |   |   |   |
|  |                               | 1                |   |   |   |   |
| <b>Course Objectives:</b>  |                               |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To enhance the logical reasoning skills of the students and improve the problem-solving abilities</li> <li>2. To strengthen the ability to solve quantitative aptitude problems</li> <li>3. To enrich the verbal ability of the students</li> <li>4. To develop the self-presentation skills</li> </ol>  |                               |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |                               |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. The students will be able to interact confidently and use decision making models effectively</li> <li>2. The students will be able to deliver impactful presentations</li> <li>3. The students will be able to be proficient in solving quantitative aptitude and verbal ability questions effortlessly</li> </ol>   |                               |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Logical Reasoning</b>      | <b>5 hours</b>   |   |   |   |   |
| Logical connectives, Syllogism and Venn diagrams <ul style="list-style-type: none"> <li>• Logical Connectives</li> <li>• Syllogisms</li> <li>• Venn Diagrams – Interpretation</li> </ul> Venn Diagrams – Solving   |                               |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Quantitative Aptitude</b>  | <b>11 hours</b>  |   |   |   |   |
| <b>Logarithms, Progressions, Geometry and Quadratic equations</b> <ul style="list-style-type: none"> <li>• Logarithm</li> <li>• Arithmetic Progression</li> <li>• Geometric Progression</li> <li>• Geometry</li> <li>• Mensuration</li> <li>• Coded inequalities</li> <li>• Quadratic Equations</li> </ul> <b>Permutation, Combination and Probability</b> <ul style="list-style-type: none"> <li>• Fundamental Counting Principle</li> <li>• Permutation and Combination</li> <li>• Computation of Permutation</li> <li>• Circular Permutations</li> </ul> Computation of Combination and Probability |                               |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Verbal Ability</b>         | <b>8 hours</b>   |   |   |   |   |

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| <p>Critical Reasoning</p> <ul style="list-style-type: none"> <li>• Argument – Identifying the Different Parts (Premise, assumption, conclusion)</li> <li>• Strengthening statement</li> <li>• Weakening statement</li> <li>• Mimic the pattern</li> </ul> <p><b>Vocabulary for placements</b></p> <ul style="list-style-type: none"> <li>• Exposure to solving questions of</li> <li>• Synonyms</li> <li>• Antonyms</li> <li>• Analogy</li> <li>• Confusing words</li> </ul> <p>Spelling correctness</p>  |  |                 |
| <b>Module:4</b>   | <b>Recruitment Essentials</b>  | <b>8 hours</b>  |
| <p><b>Mock interviews</b></p> <p><b>Cracking other kinds of interviews</b></p> <p>Skype/ Telephonic interviews</p> <p>Panel interviews</p> <p>Stress interviews</p> <p><b>Case studies/ situational interview</b></p> <ul style="list-style-type: none"> <li>• Scientific strategies to answer case study and situational interview questions</li> <li>• Best ways to present cases</li> </ul> <p>Practice on presenting cases and answering situational interviews asked in recruitment rounds.</p>  |  |                 |
| <b>Module:5</b>   | <b>Writing skills for placements</b>   | <b>6 hours</b>  |
| <p><b>Essay writing</b></p> <ul style="list-style-type: none"> <li>• Idea generation for topics</li> <li>• Best practices</li> <li>• Practice and feedback</li> </ul> <p><b>Writing Company Blogs</b></p> <p>Building a blog, Developing brand message, FAQs', Assessing Competition</p> <p><b>Email writing etiquette</b></p>  |  |                 |
| <b>Module: 6</b>  | <b>Adaptability &amp; Time management</b>  | <b>7 hours</b>  |
| <p><b>Theatrix</b></p> <p>Motion Picture, Drama, Role Play, Different kinds of expressions</p> <p><b>Creative expression</b></p> <p>Writing, Graphic Arts, Music, Art and Dance</p> <p><b>Flexibility of thought</b></p> <p>The 5'P' framework (Profiling, prioritizing, problem analysis, problem solving, planning)</p> <p><b>Adapt to changes(tolerance of change and uncertainty)</b></p> <p>Adaptability Curve , Survivor syndrome</p> <p><b>Time management skills</b></p> <p>Prioritization - Time Busters, Procrastination, Scheduling, Multitasking, Monitoring</p> <p>6. Working under pressure and adhering to deadlines</p> |  |                 |
| <b>Total Lecture hours</b>  |  | <b>45 hours</b> |
| <b>Text Book(s):</b>  |  |                 |
| 1   | FACE, Aptipedia Aptitude Encyclopedia, 2016, 1st Edition, Wiley Publications, Delhi.                             |                 |
| 2   | ETHNUS, Aptimithra, 2013, 1st Edition, McGraw-Hill Education Pvt.Ltd.  |                 |
| 3   | SMART, PlaceMentor, 2018, 1st Edition, Oxford University Press.  |                 |
| 4   | R S Aggarwal, Quantitative Aptitude For Competitive Examinations, 2017, 3rd Edition, S. Chand Publishing, Delhi. |                 |

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| <b>Reference Books:</b>  |  |            |                 |
| 1.   | Arun Sharma, Quantitative Aptitude, 2016, 7 <sup>th</sup> Edition, McGraw Hill Education Pvt. Ltd. |            |                 |
| <b>Mode of Evaluation:</b> FAT, Assignments, 3 Assessments with Term End FAT (Computer Based Test) |  |            |                 |
| Recommended by Board of Studies  |  | 09-06-2017 |                 |
| Approved by Academic Council   |  | No. 45     | Date 15-06-2017 |

| Course code   | Course title                                    | L                | T | P | J | C |
|---|---|------------------|---|---|---|---|
| STS3003   | Soft skills for Professional Development        | 3                | 0 | 0 | 0 | 1 |
| Pre-requisite   | None  | Syllabus version |   |   |   |   |
|   |   | 1                |   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To enhance the logical reasoning skills of the students and improve the verbal ability of the students.</li> <li>To facilitate the Basic quantitative ability.</li> <li>To enrich the professional requirements in students.</li> </ol>  |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>The Students will be able to perform effectively in social, academic and professional contexts</li> </ol>  |   |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Numeracy</b>                                 | <b>10 hours</b>  |   |   |   |   |
| Time, Speed & Distance-Work-Interest calculations- Value of money ,ratio, Proportion-Mixtures & Solution-Progression-Problems on Ages-Numbers- Power cycle- Remainder pattern,-Finding last two unit digits- Pipes and Cisterns- Divisibility rules for unlimited numbers-LCM and HCF- Alligations and Mixtures Introduction to Statistics-Stocks and Shares-discounts-Introduction to Business Mathematics |   |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Logical Reasoning</b>                        | <b>5 hours</b>   |   |   |   |   |
| Directions-Analogy-Sequential Input and Output-Syllogisms-Puzzles Complex arrangements- Clocks, Calendars, Cubes-Abductive Reasoning, Deductive Reasoning, Visual Reasoning-Blood Relations, Spatial reasoning  |   |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Verbal Reasoning &amp; Vocabulary</b>        | <b>5 hours</b>   |   |   |   |   |
| Critical Reasoning - Para jumbles, General Vocabulary, Business Vocabulary, Collocations - Strategies for vocabulary enhancement, Idiomatic phrases & Phrasal verbs   |   |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Business Communication &amp; Grammar</b>     | <b>5 hours</b>   |   |   |   |   |
| Fundamentals of Business Communication - Written Communication- Direct & Indirect Speech- Voice-Tenses: Exceptions to rules in Grammar  |   |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Professional networking</b>                  | <b>5 hours</b>   |   |   |   |   |
| Creating a network through multiple Channels- Social Media Different Conversation techniques- Capitalizing on one's strength Successful Negotiation - Essential Skills and Strategies-Netiquette  |   |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Interview Facing Skills / Resume Writing</b> | <b>5 hours</b>   |   |   |   |   |
| Structured and Unstructured Interview, Face-Face Interview Techniques to face Video Interviews, Grooming, Body Language, Dressing Etiquette-Mock Interview- Customizing Resume - Usage of Power Verbs, Formatting- One's selling power  |   |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Case Studies</b>                             | <b>5 hours</b>   |   |   |   |   |
| Technical/Non-Technical Company specific tests Mock tests   |   |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Organizational Culture</b>                   | <b>5 hours</b>   |   |   |   |   |
| Understanding the hierarchy of an Organization- Adapting to the culture of the Work place - Meeting the Industry's expectation Workload Management and prioritizing- Team work  |   |                  |   |   |   |   |

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| <b>Total Lecture hours</b>  |  | <b>45 hours</b> |            |
| <b>Text Book(s)</b>   |  |                 |            |
| 1   | FACE, Aptipedia Aptitude Encyclopedia, 2016, 1 <sup>st</sup> Edition, Wiley Publications, Delhi. |                 |            |
| 2   | ETHNUS, Aptimithra, 2013, 1 <sup>st</sup> Edition, McGraw-Hill Education Pvt.Ltd                 |                 |            |
| 3   | SMART, PlaceMentor, 2018, 1st Edition, Oxford University Press.                                  |                 |            |
|   |  |                 |            |
| <b>Reference Books</b>  |  |                 |            |
| 1   | Brown, Lola (2007) Resume Writing Made Easy. Canada. Prentice Hall.                              |                 |            |
| 2   | Swan, Michael (2013) Practical English Usage. Oxford. Oxford Publications                        |                 |            |
| 3   | Cosentino, Marc. P. (2016) Case in point Burgee Press  |                 |            |
| 4   | RS Agarwal, R.S. (2013) Quantitative Aptitude. Mumbai Publishers S. Chand                        |                 |            |
|   |  |                 |            |
| Mode of Evaluation: 3 Assessments - Assignments, Projects, Case studies, Role plays and FAT (Computer Based Test) |  |                 |            |
| Recommended by Board of Studies   |  | 08-05-2016      |            |
| Date of approval by the Academic Council  | No. 45   | Date            | 12-12-2016 |

| Course code   | Course title                      | L                | T | P | J | C              |
|---|-----------------------------------|------------------|---|---|---|----------------|
| ENG1911   | General English-I                 | 1                | 0 | 2 | 0 | 2              |
| Pre-requisite   | Cleared EPT/English for Beginners | Syllabus version |   |   |   |                |
|   |                                   | 1                |   |   |   |                |
| <b>Course Objectives:</b>   |                                   |                  |   |   |   |                |
| <ol style="list-style-type: none"> <li>To synthesize information, analyze simple arguments, generate and express their own opinions on a limited range of technical as well as general-interest topics inside as well as outside the classroom.</li> <li>To develop competencies in all the areas of LSRW skills</li> <li>To speak and write in grammatically error-free English with the aid of active vocabulary.</li> </ol>  |                                   |                  |   |   |   |                |
| <b>Expected Course Outcome:</b>   |                                   |                  |   |   |   |                |
| <ol style="list-style-type: none"> <li>Develop communicative competence to express himself/herself in English in all challenging situations</li> <li>Apply knowledge, ideas and concepts in the technicalities of proper pronunciation, Grammatical structure</li> <li>Have better grasp over appropriate use and style of the English Language as well as the application areas of English communication</li> <li>Write all types of official Letters/Emails used in the corporate world</li> <li>Interpret text, diagram etc. which helps them in their academic as well as professional career.</li> </ol> |                                   |                  |   |   |   |                |
| <b>THEORY</b>   |                                   |                  |   |   |   |                |
| <b>Module:1</b>   | <b>Grammar and Vocabulary</b>     |                  |   |   |   | <b>4 Hours</b> |
| Grammatical & structural aspects covering -Types of sentences, Active & Passive Voice, Tenses, WH- Question Tags, Gerund, Auxiliaries & Modal Verbs, Preposition<br>Vocabulary: Synonyms, Antonyms, Homonyms, Homophones<br>Activity: Solving Worksheets of Grammar; Enhancing the knowledge of vocabulary through written interpretation and reading English newspapers/magazines  |                                   |                  |   |   |   |                |
| <b>Module:2</b>   | <b>Text-based Analysis</b>        |                  |   |   |   | <b>6 Hours</b> |
| Two short-stories-i) <i>A Tiger in the House</i> by Ruskin Bond; ii) <i>Real Time</i> by Amit Chaudhury<br>Activity: Understanding sentence structures and enriching vocabulary by analyzing a text   |                                   |                  |   |   |   |                |
| <b>Module:3</b>   | <b>Job-related Communication</b>  |                  |   |   |   | <b>3 Hours</b> |
| Writing resumes, Job-application & Thank-you letters.<br>Activity: An in-depth discussion on the different types of resumes, Job- application and Thank-you letters.  |                                   |                  |   |   |   |                |
| <b>Module-4</b>   | <b>Reading Skills</b>             |                  |   |   |   | <b>2 Hours</b> |
| Skimming, scanning, guessing unfamiliar words from context, understanding text organization, recognizing argument and counter-argument; distinguishing between main information and supporting detail, fact and opinion, hypothesis versus evidence; summarizing and note-taking<br>Activity: Reading of Newspapers & Articles in the class   |                                   |                  |   |   |   |                |
| <b>PRACTICE SESSIONS</b>  |                                   |                  |   |   |   |                |
| <b>Activity-1</b>   | <b>Listening Comprehensions</b>   |                  |   |   |   | <b>4 hours</b> |
| Listening & Note Making: Short speeches/ news clips from Indian TV channels in English with   |                                   |                  |   |   |   |                |



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| interpretive questions<br>Session: Summarizing/ note-making and drawing inferences   |   |                |
| <b>Activity-2</b>  | <b>Introduction to Phonetics</b>  | <b>4 hours</b> |
| Speech Sounds – Vowels and Consonants – Minimal Pairs- Consonant Clusters- Past Tense Marker and Plural Marker<br>Session: Learning varied types of speech sounds  |   |                |
| <b>Activity-3</b>  | <b>Public Speaking: Two Models</b>  | <b>6 hours</b> |
| <p>i) The interactional model of public speaking which includes encoding, decoding and feedback.</p> <p>ii) The transactional model of public speaking takes on a more mutual communication effort between the sender and receiver wherein both seek to find mutual meaning in the message.</p> <p>Session: The learners watch different videos on Public speaking and accordingly engage themselves in planning and preparing speeches that inform, persuade, or fulfill the needs of a special occasion.</p> |   |                |
| <b>Activity-4</b>  | <b>Skit on Social issues / Debate</b>   | <b>6 hours</b> |
| <p>To highlight the use of functional English which helps the students to learn the usage of language in different occasions</p> <p>Session: Under the supervision of the Instructor and the audio-visual materials, the students will enact small skit on social issues and learn different expressions used for various situations like getting to know someone, introducing someone etc.; they will also hone their oratory power and argumentative skills by taking part in debates</p>                    |   |                |
| <b>Activity-5</b>  | <b>Reading E-books through Intonation</b>   | <b>4 hours</b> |
| <p>Intonation refers to the way the reader varies the voice in tone, pitch, and volume to reflect the meaning of the text--sometimes called "expression."</p> <p>Session: Students learn to read E-books properly with the appropriate use of intonation</p>   |   |                |
| <b>Activity-6</b>  | <b>Information Transfer</b>   | <b>6 hours</b> |
| <p>Information transfer, or presenting verbal account of facts and processes in pictorial form and, conversely, changing Web-based graphic representations to writing, involves learning how to restate a given body of material in different ways.</p> <p>Session: The learners will be interpreting the information in different forms like tree diagrams, bar charts, pie charts</p>  |   |                |
| 1.   | <b>Textbook/ Workbook</b>   |                |
|  | Wren & Martin, (Re-Printed 2018), <i>High School English Grammar &amp; Composition</i> (Revised by Dr. N.D.V. Prasada Rao); New Delhi, S. Chand & Company Ltd., |                |
| <b>Reference Books</b>   |   |                |
| 1.   | Parul Popat (2015) <i>Communication Skills</i> , Noida, Pearson Education.  |                |
| 2.   | Aruna Koneru, (2015) <i>Professional Speaking Skills</i> , New Delhi, OUP.  |                |
| <b>Mode of Evaluation:</b> Quizzes, Presentations, Discussions, Role Play, Assignments and FAT.  |   |                |
|  | <b>List of Challenging Experiments (Indicative)</b>   |                |
| <b>1</b>   | Vocabulary building through reading a newspaper article   | <b>5 hours</b> |

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| <b>2</b>  | Reading the prescribed text and writing a summary      | <b>10 hours</b> |
| <b>3</b>  | Writing a resume                                       | <b>5 hours</b>  |
| <b>4</b>  | Listening to speeches/news clips and making inferences | <b>5 hours</b>  |
| <b>5</b>  | Public speaking  | <b>10 hours</b> |
| <b>6</b>  | Debates on current issues                              | <b>10 hours</b> |
|   | <b>Total Laboratory Hours</b>                          | <b>45 Hours</b> |
| <b>Mode of Evaluation:</b> Quizzes, Presentations, Discussions, Role Play, Assignments and FAT. |  |                 |
| <b>Recommended by Board of Studies</b>  | 08.06.2019   |                 |
| <b>Approved by Academic Council</b>   | No. 55   | Date 13-06-2019 |

| Course code   | Course title                  | L                | T | P | J | C              |
|---|-------------------------------|------------------|---|---|---|----------------|
| ENG1912   | General English-II            | 1                | 0 | 2 | 0 | 2              |
| Pre-requisite   | General English-I             | Syllabus version |   |   |   |                |
|   |                               | 1                |   |   |   |                |
| <b>Course Objectives:</b>   |                               |                  |   |   |   |                |
| <ol style="list-style-type: none"> <li>To provide resources for the students to learn pronunciation of the English sounds through the knowledge of syllable-break-up and stress; and to know the advance level English grammar and vocabulary</li> <li>To learn to appear for personal interview and to participate in Group Discussions</li> <li>To develop the students' reading skills to enable them to skim an adapted text for main idea, to scan the text for specific information, to interpret and for inferences</li> </ol>   |                               |                  |   |   |   |                |
| <b>Course Outcome:</b>  |                               |                  |   |   |   |                |
| <ol style="list-style-type: none"> <li>Communicate effectively in medium level interview and group-discussions;</li> <li>Develop the listening skills so as to understand and apply specific information from the source;</li> <li>Use English appropriately in their professional and academic environment</li> <li>Improve the Grammar writing skills to enable the students to respond to input provided through training so as to stimulate, to select and to summarize information in Technical Reports and apply acquired information to a specified task like Transcoding, writing letters etc.</li> <li>Develop the overall personality and to hone the leadership qualities of the learners</li> </ol> |                               |                  |   |   |   |                |
| <b>THEORY</b>   |                               |                  |   |   |   |                |
| <b>Module:1</b>   | <b>Advanced-level Grammar</b> |                  |   |   |   | <b>5 hours</b> |
| Simple, Compound and Complex Sentences, Phrases-Adjective Phrases, Adverb Phrases, Noun Phrases, Direct and Indirect Speech, Conditionals, Concord, Punctuation<br>Vocabulary building: Idioms<br>Activity: Grammar Worksheet   |                               |                  |   |   |   |                |
| <b>Module:2</b>   | <b>Professional Dialogues</b> |                  |   |   |   | <b>2 hours</b> |
| Formal Conversations – at the office with the CEO/ with the Registrar of a University/ Introducing oneself at an interview panel<br>Activity: Role play [students practice short formal conversations in pairs/groups of 5-6]   |                               |                  |   |   |   |                |
| <b>Module:3</b>   | <b>Drafting</b>               |                  |   |   |   | <b>4 hours</b> |
| Notice, Circular, Resolution & Minutes, Business letter writing- Offer letter, quotation, status enquiry, Confirmation, Execution, Refusal and cancellation of order, recommendation, credit collection, claim, bank loan<br>Activity: Worksheets   |                               |                  |   |   |   |                |
| <b>Module:4</b>   | <b>Text-based Analysis</b>    |                  |   |   |   | <b>4 hours</b> |
| <i>You Can Win</i> by Shiv Khera<br>Activity: Skimming, scanning, guessing unfamiliar words from context; summarizing/note making & drawing inferences from the Text  |                               |                  |   |   |   |                |
| <b>PRACTICE SESSIONS:</b>   |                               |                  |   |   |   |                |
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| <b>Activity-1</b>  | <b>Listening Comprehension for General Details</b>   | <b>2 hours</b>                         |
| Listening Comprehension Tests; Testing Exercises<br>Session: Students will reflect back what they hear from the videos, which help them to be understood.  |  |  |
| <b>Activity-2</b>  | <b>Syllable structure; Word stress</b>   | <b>4 hours</b>                         |
| Structure of Syllables – Word Stress– Weak Forms and Strong Forms –Tone & Rhythm<br>Session: Practicing basic rules of word accent - Stress shift - Weak forms and Strong forms- Sentence Stress   |  |  |
| <b>Activity-3</b>  | <b>Verbal &amp; Non-Verbal Communication</b>   | <b>6 hours</b>                         |
| Exposure to videos of structured talks delivered by leaders across all domain - Presentation Skills- Non-verbal Communication<br>Session: Students will make short speeches by watching relevant TED-Talk videos –PPT presentations by students communicating non-verbally in a pair/group   |  |  |
| <b>Activity-4</b>  | <b>Features of Good Conversation</b>   | <b>4 hours</b>                         |
| Strategies for effective Communication and the use of polite language through the aid of audio-visual materials.<br>Session: Making requests and seeking permissions, Telephone etiquette, Participating in Case-study based Group Discussions   |  |  |
| <b>Activity-5</b>  | <b>Report Writing &amp; Transcoding</b>  | <b>8 hours</b>                         |
| Report writing format; Essential qualities of technical writing; Data interpretation & Transcoding; logical and analytical reasoning questions<br>Session: Students write a Report; they interpret graphs of medium level difficulty   |  |  |
| <b>Activity-6</b>  | <b>Leadership Development</b>  | <b>6 hours</b>                         |
| The focus will be on individual, group and organization factors associated with leadership.<br>Session: Students will be acquainted with the development of the conception of leadership and in the process would hone their vocabulary and conversational power, by watching videos of leaders delivering Lectures; Seminars conducted by Administrative Heads of various Schools/ Departments within the University. |  |  |
|  |  | <b>Total Practical hours: 45 hours</b> |
| <b>Text Book/ Work Book</b>  |  |  |
| 1  | Wren & Martin, (Re-Printed 2018) <i>High School English Grammar &amp; Composition</i> (Revised by Dr. N.D.V. Prasada Rao); New Delhi, S. Chand & Company Ltd., |  |
| <b>Reference Books</b>   |  |  |
| 1.   | Maclean Joan and Lynch Tony (2013) <i>Study Speaking</i> , CUP.  |  |
| 2.   | Thill John and L. Bove Courtland (2016) <i>Excellence in Business Communication</i> , Pearson Publications   |  |
| 3  | Khera Shiv 2013 (Reprint 2019) <i>You Can Win</i> : New Delhi, Bloomsbury India, New Delhi   |  |
| <b>Mode of Evaluation:</b> Quizzes, Presentation, Discussion, Role play, Assignments and FAT   |  |  |
| <b>List of Challenging Experiments (Indicative)</b>  |  |  |

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| 1  | Error detection in paragraph                       | <b>6 hours</b>  |
| 2  | Role plays on professional situations              | <b>10 hours</b> |
| 3  | Discussing a Case on communication skills          | <b>7 hours</b>  |
| 4  | Academic listening and note taking                 | <b>7 hours</b>  |
| 5  | Report Writing                                     | <b>10 hours</b> |
| 6  | Guessing unfamiliar words from the prescribed text | <b>5 hours</b>  |
|  | <b>Total Laboratory Hours</b>                      | <b>45 hours</b> |
| <b>Mode of Evaluation:</b> Quizzes, Presentation, Discussion, Role Play, Assignments & FAT |  |                 |
| <b>Recommended by Board of Studies</b>   | 08-06-2019   |                 |
| <b>Approved by Academic Council</b>  | No. 55   | Date 13-06-2019 |

| Course code  | Course title   | L                | T | P | J | C              |
|--|--|------------------|---|---|---|----------------|
| ENG1913  | Effective Communication Skills                                 | 1                | 0 | 2 | 0 | 2              |
| Pre-requisite  | General English-II   | Syllabus version |   |   |   |                |
|  |  | v.1              |   |   |   |                |
| <b>Course Objectives:</b>  |  |                  |   |   |   |                |
| <ol style="list-style-type: none"> <li>To be an independent/ a competent speaker in all areas of written and spoken communication for successful business/ professional interactions.</li> <li>To organize, compare and contrast, categorize and describe complex content.</li> <li>To speak and write with fluency and confidence, with minor grammatical errors and with a fairly wide active vocabulary.</li> </ol>   |  |                  |   |   |   |                |
| <b>Course Outcome:</b>   |  |                  |   |   |   |                |
| <ol style="list-style-type: none"> <li>Acquire an effective command over the language, though with minor inaccuracies</li> <li>Understand complex theories of varied subjects and understand detailed logic &amp; reasoning</li> <li>Perform well in middle to upper-end placement interviews/ competitive exams/ general social situations</li> <li>Participate actively and independently in seminars/discussions</li> <li>Understand the requisite proficiency for difficult/ varied levels of communications in BBC/UK &amp; CNN/US accents</li> </ol> |  |                  |   |   |   |                |
| <b>THEORY</b>  |  |                  |   |   |   |                |
| <b>Module:1</b>  | <b>Verbal-Logic &amp; Reasoning</b>                            |                  |   |   |   | <b>4 hours</b> |
| Verbal reasoning tests assess the learner's understanding and comprehension skills.<br>Activity: Interpreting short texts.   |  |                  |   |   |   |                |
| <b>Module:2</b>  | <b>The Art of Paraphrasing</b>                                 |                  |   |   |   | <b>2 hours</b> |
| A restatement of the meaning of a text or passage using other words.<br>Activity: Paraphrasing different articles & Research papers  |  |                  |   |   |   |                |
| <b>Module:3</b>  | <b>Text-based Analysis</b>                                     |                  |   |   |   | <b>6 hours</b> |
| <i>The Thousand Faces of Night</i> by Githa Hariharan<br>Activity: Summarizing/ note making & drawing inferences from the text   |  |                  |   |   |   |                |
| <b>Module:4</b>  | <b>Research Paper Writing</b>                                  |                  |   |   |   | <b>3 hours</b> |
| Structure of a Research paper; Plagiarism<br>Activity: Practice on Research Paper writing.   |  |                  |   |   |   |                |
| <b>PRACTICE-SESSIONS</b>   |  |                  |   |   |   |                |
| <b>Activity-1</b>  | <b>Vocalics</b>  |                  |   |   |   | <b>4 hours</b> |
| The learners will undergo training in vocalics which are rate, or speed at which the person speaks, pitch, inflection and variety in the voice, volume, being loud or soft, and articulation and pronunciation, or how correctly and clearly the person speaks.<br>Session: Type the learners will undergo training in vocalics  |  |                  |   |   |   |                |
| <b>Activity-2</b>  | <b>Travel blogs / E-Travel Diary</b>                           |                  |   |   |   | <b>6 hours</b> |
| Briefing on the art of writing travel blogs.<br>Session: The learners will engage in writing relevant blogs  |  |                  |   |   |   |                |
| <b>Activity-3</b>  | <b>Video-conference and Interview</b>                          |                  |   |   |   | <b>8 hours</b> |
| Preparing the students for Interviews.<br>Session: Students will participate in mock-Interviews and real-time video-conference   |  |                  |   |   |   |                |
| <b>Activity-4</b>  | <b>Language Sensitivity &amp; Cross Cultural Communication</b> |                  |   |   |   | <b>4 hours</b> |
| Meaning & importance of Cross Cultural Communication; Understanding Inter and Cross-Cultural Communication Nuances through relevant videos & case-studies<br>Session: Students will attempt a case study on cross-cultural communication   |  |                  |   |   |   |                |

|   |   |  |
|---|---|--|
| <b>Activity-5</b>   | <b>Mass-Media Communication</b>   | <b>2 hours</b>                         |
| <p>Briefing on the constituents of mass media such as newspapers, magazines, films/documentaries, radio, television, the mechanism of conveying information to a mass-audience and an academic investigation of the different methods of mass correspondence</p> <p>Activity: An advanced understanding of news media and their role in the society and relevant media education through the mode of note-making &amp; interpretive exercises</p> |   |  |
| <b>Activity-6</b>   | <b>Writing Abstract/Summary/Articles</b>  | <b>6 hours</b>                         |
| <p>Equip participants with skills in writing and presenting effective and successful Abstract/ Summary. The participants will also acquire skills in writing quality Articles which can engage the audience. Session: Each individual student will submit an Article under the guidance of the course-Instructor</p>  |   |  |
|   |   | <b>Total Lecture hours: 45 hours</b>   |
| <b>Text Book/Work Book</b>  |   |  |
| 1   | Krizan, Merrier, Logan, Williams (Eight Edition) 2012 <i>Business Communication</i> , New Delhi, Cengage Learning |  |
| <b>Reference Books</b>  |   |  |
| 1.  | Githa Hariharan (2013) <i>The Thousand Faces of Night</i> , Royal New Zealand Foundation of the Blind             |  |
| 2.  | O' Brien, Terry, (2011) <i>Effective English Skills</i> , Nd: Rupa  |  |
| 3.  | Kumar, Sanjay & Puspallata, (2015-2 <sup>nd</sup> Ed) <i>Communication Skills</i> ,Nd: OUP                        |  |
| <b>Mode of Evaluation:</b> Quizzes, Presentation, Discussion, Role play, Assignments & FAT  |   |  |
| <b>List of Challenging Experiments (Indicative)</b>   |   |  |
| <b>1</b>  | Interpreting short texts and writing a paragraph  | <b>8 hours</b>                         |
| <b>2</b>  | Writing an abstracts  | <b>10 hours</b>                        |
| <b>3</b>  | Mock Interviews through video conferencing  | <b>12 hours</b>                        |
| <b>4</b>  | Analysing and discussing a case on cross cultural communication   | <b>6 hours</b>                         |
| <b>5</b>  | Listening and paraphrasing  | <b>4 hours</b>                         |
| <b>6</b>  | Reading aloud travel blogs or E-travel diary with focus on vocalics   | <b>5 hours</b>                         |
|   |   | <b>Total Laboratory Hours 45 hours</b> |
| <b>Mode of Evaluation:</b> Quizzes, Presentation, Discussion, Role play, Assignments & FAT  |   |  |
| <b>Recommended by Board of Studies</b>  | 08.06.2019  |  |
| <b>Approved by Academic Council</b>   | No.55   | Date 13-06-2019                        |

| Course code   | Course Title  | L                | T | P | J | C               |
|---|---|------------------|---|---|---|-----------------|
| HUM1032   | ETHICS AND VALUES   | 2                | 0 | 0 | 0 | 2               |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |                 |
|   |   | 1.1              |   |   |   |                 |
| <b>Course Objectives:</b>   |   |                  |   |   |   |                 |
| 1. To understand and appreciate the ethical issues faced by an individual in profession, society and polity   |   |                  |   |   |   |                 |
| 2. To understand the negative health impacts of certain unhealthy behaviors   |   |                  |   |   |   |                 |
| 3. To appreciate the need and importance of physical, emotional health and social health  |   |                  |   |   |   |                 |
| <b>Expected Course Outcome:</b>   |   |                  |   |   |   |                 |
| Students will be able to:   |   |                  |   |   |   |                 |
| 1. Follow sound morals and ethical values scrupulously to prove as good citizens  |   |                  |   |   |   |                 |
| 2. Understand various social problems and learn to act ethically  |   |                  |   |   |   |                 |
| 3. Understand the concept of addiction and how it will affect the physical and mental health  |   |                  |   |   |   |                 |
| 4. Identify ethical concerns in research and intellectual contexts, including academic integrity, use and citation of sources, the objective presentation of data, and the treatment of human subjects                                |   |                  |   |   |   |                 |
| 5. Identify the main typologies, characteristics, activities, actors and forms of cybercrime  |   |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Being Good and Responsible</b>   | <b>5 hours</b>   |   |   |   |                 |
| Gandhian values such as truth and non-violence – Comparative analysis on leaders of past and present – Society’s interests versus self-interests - Personal Social Responsibility: Helping the needy, charity and serving the society |   |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>Social Issues 1</b>  | <b>4 hours</b>   |   |   |   |                 |
| Harassment – Types - Prevention of harassment, Violence and Terrorism   |   |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Social Issues 2</b>  | <b>4 hours</b>   |   |   |   |                 |
| Corruption: Ethical values, causes, impact, laws, prevention – Electoral malpractices;<br>White collar crimes - Tax evasions – Unfair trade practices   |   |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Addiction and Health</b>   | <b>5 hours</b>   |   |   |   |                 |
| Peer pressure - Alcoholism: Ethical values, causes, impact, laws, prevention – Ill effects of smoking - Prevention of Suicides;<br>Sexual Health: Prevention and impact of pre-marital pregnancy and Sexually Transmitted Diseases    |   |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Drug Abuse</b>   | <b>3 hours</b>   |   |   |   |                 |
| Abuse of different types of legal and illegal drugs: Ethical values, causes, impact, laws and prevention  |   |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>Personal and Professional Ethics</b>   | <b>4 hours</b>   |   |   |   |                 |
| Dishonesty - Stealing - Malpractices in Examinations – Plagiarism   |   |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Abuse of Technologies</b>  | <b>3 hours</b>   |   |   |   |                 |
| Hacking and other cyber crimes, Addiction to mobile phone usage, Video games and Social networking websites   |   |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Contemporary issues:</b>   | <b>2 hours</b>   |   |   |   |                 |
| Guest lectures by Experts   |   |                  |   |   |   |                 |
| <b>Total Lecture hours</b>  |   |                  |   |   |   | <b>30 hours</b> |
| <b>Reference Books</b>  |   |                  |   |   |   |                 |
| 1.  | Dhaliwal, K.K , “Gandhian Philosophy of Ethics: A Study of Relationship between his Presupposition and Precepts,2016, Writers Choice, New Delhi, India. |                  |   |   |   |                 |
| 2.  | Vittal, N, “Ending Corruption? - How to Clean up India?”, 2012, Penguin Publishers, UK.   |                  |   |   |   |                 |
| 3.  | Pagliaro, L.A. and Pagliaro, A.M, “Handbook of Child and Adolescent Drug and Substance Abuse:   |                  |   |   |   |                 |



|  |   |            |                 |
|--|---|------------|-----------------|
| 4.   | Pharmacological, Developmental and Clinical Considerations”, 2012Wiley Publishers, U.S.A.     |            |                 |
|  | Pandey, P. K (2012), “Sexual Harassment and Law in India”, 2012, Lambert Publishers, Germany. |            |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, Seminar and FAT |   |            |                 |
| Recommended by Board of Studies                            |   | 26-07-2017 |                 |
| Approved by Academic Council                               |   | No. 46     | Date 24-08-2017 |

| Course Code  | Course title  | L                       | T        | P        | J        | C        |
|--|---|-------------------------|----------|----------|----------|----------|
| <b>MAT1012</b>   | <b>Statistical Applications</b>                       | <b>2</b>                | <b>0</b> | <b>2</b> | <b>0</b> | <b>3</b> |
| <b>Pre-requisite</b>   | None  | <b>Syllabus Version</b> |          |          |          |          |
|  |   | 1.0                     |          |          |          |          |
| <b>Course Objectives:</b>  |   |                         |          |          |          |          |
| [1] This course provides the meaning and scope of Statistical Applications.  |   |                         |          |          |          |          |
| [2] This enables the students to understand and use statistics in real-world problems.   |   |                         |          |          |          |          |
| [3] This course imparts comprehensive knowledge on data collection, presentation of data, pictorial representation, and measures of central tendency, measures of dispersion, control charts, correlation, regression, time series, probability, estimation and inference.   |   |                         |          |          |          |          |
| <b>Expected Course Outcome :</b>   |   |                         |          |          |          |          |
| After completion of the course, a student will be able to  |   |                         |          |          |          |          |
| [1] Organize, present and interpret statistical data, both numerically and graphically.  |   |                         |          |          |          |          |
| [2] perform regression analysis, and compute and interpret the coefficient of correlation  |   |                         |          |          |          |          |
| [3] use various methods to compute the probabilities of events   |   |                         |          |          |          |          |
| [4] Analyse and interpret data using appropriate statistical hypothesis and parametric testing techniques.   |   |                         |          |          |          |          |
| [5] apply statistical quality control techniques   |   |                         |          |          |          |          |
| [6] implement SPSS code for statistical data   |   |                         |          |          |          |          |
| <b>Module:1</b>  | <b>Introduction to Statistics and Data Collection</b> | <b>5 hours</b>          |          |          |          |          |
| Importance of statistics, concepts of statistical population and a sample - Methods of scales - Random and Non -Random Sampling - quantitative and qualitative data - Measurement nominal, ordinal, interval and ratio - Primary and secondary data- Classification and tabulation of data. Diagrammatic and graphical representation of data-Histograms and Frequency Polygons. |   |                         |          |          |          |          |
| <b>Module:2</b>  | <b>Describing Business Data</b>                       | <b>5 hours</b>          |          |          |          |          |
| Measures of Central tendency- Mean, median and mode- Measures of Dispersion, Range, Quartile deviation, Mean Deviation, Standard Deviation-The coefficient of Variation.   |   |                         |          |          |          |          |
| <b>Module:3</b>  | <b>Correlation and Regression Analysis</b>            | <b>4 hours</b>          |          |          |          |          |
| The Scatter Plot- Correlation-Types-Karl Pearson's Coefficient of Correlation-Spearman's Rank Correlation -Regression lines and coefficients- the coefficient of Determination- Residuals-the standard error of Estimate.  |   |                         |          |          |          |          |
| <b>Module:4</b>  | <b>Probability</b>                                    | <b>4 hours</b>          |          |          |          |          |
| Probability, Random experiments, trial, sample space, events. Approaches to probability - of classical, empirical, subjective and axiomatic. Theorems on probabilities of events. Addition rule of probability. Conditional probability, independence of events and multiplication rule probability. Bayes theorem and its applications.   |   |                         |          |          |          |          |
| <b>Module:5</b>  | <b>Testing of Hypothesis</b>                          | <b>5 hours</b>          |          |          |          |          |
| Testing of Hypothesis – Z- test, Student's t- test, F-test, Chi-square test.   |   |                         |          |          |          |          |
| <b>Module:6</b>  | <b>Statistical Quality Control Charts</b>             | <b>5 hours</b>          |          |          |          |          |
| Statistical Quality Control Charts- Introduction - Types of Control Charts – Setting up a Control Procedure – X bar (Mean) Chart and R Chart–c Chart–p Chart–Advantages and Limitations of Control Charts.   |   |                         |          |          |          |          |

|  |   |                 |                 |
|--|---|-----------------|-----------------|
| <b>Module:7</b>  | <b>Contemporary Issues</b>  | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>   |   |                 |                 |
|  |   | <b>30 hours</b> |                 |
| <b>Text Book(s)</b>  |   |                 |                 |
| 1.   | Statistics for managers using MS-Excel, David. M. Levin, David. F. Stephen, and Cathryn. A. Szadat 7 <sup>th</sup> Edition, Pearson Education (India), (2013) .                   |                 |                 |
| <b>Reference Books</b>   |   |                 |                 |
| 1.   | Business Statistics and Statistical Methods, S. P. Gupta, S. Chand Publication, New Delhi,2014.   |                 |                 |
| 2.   | Probability and Statistics for Engineers and Scientists, Ronald E. Walpole , Raymond H. Myers, Sharon L. Myers, Keying E. Ye, (9 <sup>th</sup> Edition), Pearson Education (2015) |                 |                 |
| 3.   | Statistics For Management, Levin Richard and Rubin David, 7 <sup>th</sup> Edition, Pearson Education, Dorling Kindersley,( 2008, 2011-reprint).                                   |                 |                 |
| 4.   | Discovering Statistics Using IBM SPSS Statistics, Andy Field, 4 <sup>th</sup> Edition, Sage Publication, (2013).  |                 |                 |
| <b>Mode of Evaluation</b>  |   |                 |                 |
| Digital Assignments, Continuous Assessments, Final Assessment Test |   |                 |                 |
| <b>List of Challenging Experiments (Indicative)</b>                |   |                 |                 |
| 1  | Tabulation and Pictorial representations of Various data types using Excel or SPSS.   | 2 hours         |                 |
| 2  | Calculation of Mean, Median, Mode, location measures, Variance and Box-Plot representations, calculation using Excel or SPSS.   | 2 hours         |                 |
| 3  | Plotting scatter diagram, computing correlation   | 2 hours         |                 |
| 4  | Fitting of linear regression  | 2 hours         |                 |
| 5  | Fitting of Multiple linear regression   | 2 hours         |                 |
| 6  | Plotting Mean and Range Charts, C chart, using Excel or SPSS.   | 2 hours         |                 |
| 7  | Plotting P chart, np chart and C chart using Excel or SPSS.   | 2 hours         |                 |
| 8  | Z-test for means and Proportions-One sample and Two sample tests  | 2 hours         |                 |
| 9  | t-test for single mean, difference of means and Proportions   | 2 hours         |                 |
| 10   | Test for variance and Contingency (Chi-Square -Cross Tab) Test Excel or SPSS.   | 2 hours         |                 |
| <b>Total Laboratory Hours</b>                                      |   |                 | <b>20 hours</b> |
| <b>Mode of Evaluation</b>  |   |                 |                 |
| Weekly Assessments, Final Assessment Test                          |   |                 |                 |
| Recommended by Board of Studies                                    |   | 12-06-2016      |                 |
| Approved by Academic Council                                       |   | No. 37          | Date 16-06-2015 |

| Course code  | Course title          | L                | T | P | J | C |
|--|-----------------------|------------------|---|---|---|---|
| CHY1003  | ENVIRONMENTAL STUDIES | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | None                  | Syllabus version |   |   |   |   |
|  |                       | 1.1              |   |   |   |   |
| <b>Course Objectives</b>   |                       |                  |   |   |   |   |
| The course is aimed at   |                       |                  |   |   |   |   |
| <ul style="list-style-type: none"> <li>To make students understand and appreciate the unity of life in all its forms and the implications of life style on the environment.</li> <li>To broaden the understanding of global climate changes and the importance of renewable sources of energy.</li> <li>To give students a basic understanding of the major causes of environmental degradation on the planet, with specific reference to Indian situation.</li> <li>To inspire students to find ways in which they can contribute personally and professionally to prevent and rectify environmental problems.</li> </ul>   |                       |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |                       |                  |   |   |   |   |
| Students will be able to   |                       |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>Know the importance of environment and awareness on natural resources to find the causes, effects and the consequences if not protected.</li> <li>Acquire knowledge on renewable and non-renewable energy resources to solve the future problems on energy demand.</li> <li>Enriching the understanding of the need for eco-balance and importance of biodiversity conservation.</li> <li>Identify the numerous causes for environmental pollutions, hazards, their management and control methods.</li> <li>Find ways to protect the environment on global climatic changes and their mitigation.</li> <li>Recognise some of the social issues and gaining knowledge on the protection of environment.</li> <li>Develop adequate knowledge on population which enabling them to make better in life decisions as well as enter a career in an environmental profession or higher education.</li> </ol> |                       |                  |   |   |   |   |
| <b>Module:1 Environment and Natural Resources 7 hours</b>  |                       |                  |   |   |   |   |
| Definition, scope, importance; need for public awareness on natural resources Forest resources – use, exploitation, causes and consequences of deforestation. Water resources – use of surface and subsurface water; dams - effect of drought, water conflicts. Land resources - Land degradation, soil erosion and desertification. Indian Case studies. Food resources – Definition, world food problems, Traditional and modern agriculture and its impacts and remedies.   |                       |                  |   |   |   |   |
| <b>Module:2 Energy Resources 7 hours</b>   |                       |                  |   |   |   |   |
| Definition for renewable and non-renewable energy resources. Non-renewable energy resources - oil, Natural gas, Coal, Nuclear energy. Renewable energy - Solar energy, Hydroelectric power, Ocean thermal energy, Wind and geothermal energy. Biomass energy and Bio Gas.  |                       |                  |   |   |   |   |
| <b>Module:3 Ecosystem and Biodiversity 5 hours</b>   |                       |                  |   |   |   |   |
| Concept of ecosystem, Structure and functions of an ecosystem, Food chains, food webs. Energy flow in an ecosystem, ecological pyramids and ecological succession. Case studies: Bio magnification of DDT. Biodiversity-Bio-geographical classification of India, hotspots, values of biodiversity. Threats to biodiversity - Case study. Conservation of bio-diversity. GM Crops  |                       |                  |   |   |   |   |
| <b>Module:4 Environmental changes and Remediation 6 hours</b>  |                       |                  |   |   |   |   |
| Air, water, soil, Thermal Pollution: Causes, effects and control measures; Nuclear hazard. Solid waste Management- Causes, Effects and control measures. Floods, earthquakes, cyclones, tsunami and landslides, Case studies.  |                       |                  |   |   |   |   |

|  |   |                 |                 |
|--|---|-----------------|-----------------|
|  |   |                 |                 |
| <b>Module:5</b>  | <b>Global Climatic Change and Mitigation</b>  | <b>5 hours</b>  |                 |
| Global climate change and greenhouse effect – Kyoto Protocol, Carbon sequestration, Acid rain, Ozone depletion problem – Montreal Protocol.  |   |                 |                 |
|  |   |                 |                 |
| <b>Module:6</b>  | <b>Social Issues and the Environment</b>  |                 | <b>6 hours</b>  |
| Urban problems related to energy and sustainable development, Water conservation, Rain water harvesting, Wasteland Reclamation. Environment Protection Act - Prevention and control of Pollution of Air and Water. Wildlife protection and Forest Conservation Acts.   |   |                 |                 |
|  |   |                 |                 |
| <b>Module:7</b>  | <b>Human Population and the Environment</b>   |                 | <b>7 hours</b>  |
| Population growth, variation among nations, population explosion, Family Welfare Programme, Environment, Women and Child Welfare, Human rights, HIV/AIDS, Role of information technology on environment and human health. Discussion on current environmental issues / topics by an Industrial expert or faculty |   |                 |                 |
|  |   |                 |                 |
| <b>Module: 8</b>   | <b>Contemporary issues</b>  |                 | <b>2 hours</b>  |
| Industry Expert Lectures   |   |                 |                 |
| <b>Total Lecture hours</b>   |   | <b>45 hours</b> |                 |
|  |   |                 |                 |
| <b>Text Book(s)</b>  |   |                 |                 |
| 1.   | Anubha Kaushik and C.P. Kaushik, Environmental Science and Engineering, 2016, 5th Edition, ISBN: 978-81-224-4013-3, New Age International.  |                 |                 |
| 2.   | G. Tyler Miller Jr and Scott E. Spoolman, Living in the Environment, 2012. 17 <sup>th</sup> Edition, ISBN-13: 978-0-538-73534-6, Brooks / Cole.                                     |                 |                 |
|  |   |                 |                 |
| <b>Reference Books</b>   |   |                 |                 |
| 1.   | Environmental Science and Engineering by Anjali Bagad, 2014, 1st Edition, ISBN-10: 9350997088, Technical Publications.  |                 |                 |
| 2.   | Introduction to Environmental Engineering by Masters, 2015, 3rd Edition, ISBN-10: 9332549761, Pearson Education India.  |                 |                 |
| 3.   | Basic Environmental Sciences For Undergraduates by Dr. Tanu Allen, Dr. Richa K. Tyagi Dr. Sohini Singh, 2014, 1 <sup>st</sup> Edition, ISBN-10: 938375827, Vayu Education of India. |                 |                 |
|  |   |                 |                 |
| Mode of Evaluation: Internal Assessment (CAT, Quizzes, Digital Assignments) & FAT  |   |                 |                 |
| Recommended by Board of Studies  |   | 12-8-2017       |                 |
| Approved by Academic Council   |   | No.47           | Date 05-10-2017 |

| <b>Course code</b>  | <b>Course Title</b>                    | <b>L</b>                | <b>T</b> | <b>P</b>   | <b>J</b> | <b>C</b> |
|---|--|-------------------------|----------|------------|----------|----------|
| <b>CCA3098</b>  | <b>Comprehensive Examination</b>       | <b>0</b>                | <b>0</b> | <b>0</b>   | <b>0</b> | <b>2</b> |
| <b>Pre-requisite</b>  | <b>As per the academic regulations</b> | <b>Syllabus version</b> |          |            |          |          |
|   |  | 1.0                     |          |            |          |          |
| <b>Course Objectives:</b>   |  |                         |          |            |          |          |
| <ol style="list-style-type: none"> <li>1. To emphasize on thought process and comprehensive skill in the subjects.</li> <li>2. Aims to map the recent developments in the core and major courses.</li> <li>3. Emphasizing on curriculum based learning</li> </ol>   |  |                         |          |            |          |          |
| <b>Expected Course Outcome:</b>   |  |                         |          |            |          |          |
| At the end of the course  |  |                         |          |            |          |          |
| <ol style="list-style-type: none"> <li>1. Creating the ability to use the presence of mind in the subjects.</li> <li>2. Analytical skill can be developed.</li> <li>3. Students will be able to understand the things which are important in the subject specialization.</li> <li>4. Imparting knowledge towards the business and accounting field.</li> <li>5. Develop their professional skills in the specialized subjects.</li> </ol> |  |                         |          |            |          |          |
| <b>Mode of Evaluation:</b> Periodic reviews, Presentation, Final oral viva with external examiners  |  |                         |          |            |          |          |
| Recommended by Board of Studies   |  | 12-06-2016              |          |            |          |          |
| Approved by Academic Council  |  | 37                      | Date     | 16-06-2015 |          |          |

| Course code   | Course title  | L                | T    | P          | J | C  |
|---|---|------------------|------|------------|---|----|
| CCA3099   | Capstone Project  | 0                | 0    | 0          | 0 | 12 |
| Pre-requisite   | As per the academic regulations   | Syllabus version |      |            |   |    |
|   |   | 1.0              |      |            |   |    |
| <b>Course Objectives:</b>   |   |                  |      |            |   |    |
| <ol style="list-style-type: none"> <li>To enable the students to cope up with the recent developments in Accounting, Marketing and Finance.</li> <li>To train the students in the mode of work- ready force concept.</li> </ol>   |   |                  |      |            |   |    |
| <b>Expected Course Outcome:</b>   |   |                  |      |            |   |    |
| At the end of the course the student will be able to  |   |                  |      |            |   |    |
| <ol style="list-style-type: none"> <li>Students will be able to manage the accounting and financial activities in organizations.</li> <li>To think in a creative manner and act according to the situations.</li> <li>The ability to analyse the data in research can be enriched.</li> <li>Analytical skill and innovative skill can be developed among the students</li> <li>Students will be able to engage in the major arena such as Marketing, Financial Services, Management and Accounting.</li> <li>Research activities are developed through Projects.</li> <li>Students can acquire knowledge in the real working conditions.</li> </ol> |   |                  |      |            |   |    |
| <b>Contents</b>   |   |                  |      |            |   |    |
| 1   | Accounting – GAAP- International Standards- Financial reporting – Financial Accounting – Corporate Accounting - Cost and Management Accounting – Study and Analysis                               |                  |      |            |   |    |
| 2   | Entrepreneurship ideas and skill development - Field research and survey - business ideas – innovative thinking and study   |                  |      |            |   |    |
| 3   | Banking and other financial services- modern banking –digital banking and other banking financial services- Stock market – Mutual funds- Non- Banking financial Institutions – Study and Analysis |                  |      |            |   |    |
| 4   | Customers Perception- online shopping- e-market- Problems and Prospects in different arena of business and trade  |                  |      |            |   |    |
| 5   | Marketing – stages – international marketing – export and import – Analysis and suggestions   |                  |      |            |   |    |
| 6   | Taxation – direct tax- indirect tax – GST – Application of different tax  |                  |      |            |   |    |
| 7   | Business Law – Policies – Procedures – Applications – Corporate law – Case Studies and Analysis   |                  |      |            |   |    |
| 8   | Computer and Information Technology – Apps introduction – Algorithms – Applications   |                  |      |            |   |    |
| 9   | Management – Human Resource – Financial Management – Performance Management- Research and Development – Application and Analysis  |                  |      |            |   |    |
| <b>Mode of Evaluation:</b> Periodic reviews, Presentation, Final oral viva with external examiners  |   |                  |      |            |   |    |
| Recommended by Board of Studies   |   | 12-06-2016       |      |            |   |    |
| Approved by Academic Council  |   | 37               | Date | 16-06-2015 |   |    |

# **Programme Core**



| Course Code  | Course Title                          | L                | T | P | J | C               |
|--|---------------------------------------|------------------|---|---|---|-----------------|
| CCA1002  | BUSINESS ECONOMICS                    | 3                | 0 | 0 | 0 | 3               |
| Pre-requisite  | NIL                                   | Syllabus version |   |   |   |                 |
|  |                                       | 1.1              |   |   |   |                 |
| <b>Course Objectives:</b>  |                                       |                  |   |   |   |                 |
| The course gives students the necessary background to:   |                                       |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. To enable students to identify and explain economic concepts and theories related to the behaviour of economic agents, markets, industry and firm structures</li> <li>2. To integrate theoretical knowledge with quantitative and qualitative evidence in order to explain past economic events and to formulate predictions on future ones.</li> <li>3. To evaluate the consequences of economic activities and institutions for individual and social welfare</li> </ol> |                                       |                  |   |   |   |                 |
| <b>Expected Course Outcome:</b>  |                                       |                  |   |   |   |                 |
| Students will be able to:  |                                       |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Understand the discipline of business economics</li> <li>2. Analyse how consumers and producers make decisions</li> <li>3. Evaluate the production and pricing decisions of business firms</li> <li>4. Understand the general principles of how the market economy functions</li> <li>5. Develop the skills to use theories, models and graphs to analyse economic issues in business</li> </ol>   |                                       |                  |   |   |   |                 |
| <b>Module:1</b>  | <b>Introduction</b>                   | <b>6 hours</b>   |   |   |   |                 |
| Objectives and Scope of Business Economics -Demand Analysis: Consumer Equilibrium- Law of Diminishing Marginal Utility Theory – Law of Demand – Demand determinants.   |                                       |                  |   |   |   |                 |
| <b>Module:2</b>  | <b>Elasticity of Demand</b>           | <b>6 hours</b>   |   |   |   |                 |
| Elasticity of Demand – Types – Importance of Elasticity of Demand in Management – Demand Forecasting.  |                                       |                  |   |   |   |                 |
| <b>Module:3</b>  | <b>Supply Analysis</b>                | <b>5 hours</b>   |   |   |   |                 |
| Law of Supply – Elasticity of Supply – Factors influencing Supply.   |                                       |                  |   |   |   |                 |
| <b>Module:4</b>  | <b>Production Analysis</b>            | <b>6 hours</b>   |   |   |   |                 |
| Producer’s Behavior – Production Function – Law of Variable Proportion – Law of Returns to Scale.  |                                       |                  |   |   |   |                 |
| <b>Module:5</b>  | <b>Cost Analysis</b>                  | <b>5 hours</b>   |   |   |   |                 |
| Cost and Revenue Functions- Types – Short Run – Long Run – Areas of Cost Control.  |                                       |                  |   |   |   |                 |
| <b>Module:6</b>  | <b>Break - Even Analysis</b>          | <b>5 hours</b>   |   |   |   |                 |
| Break-even Point – Determination of Break-even Point – Managerial uses of Break-even Analysis.   |                                       |                  |   |   |   |                 |
| <b>Module:7</b>  | <b>Market Structure &amp; Pricing</b> | <b>5 hours</b>   |   |   |   |                 |
| Perfect, Imperfect, Monopolistic, Monopoly, Oligopoly Pricing- Role of Pricing in Market.  |                                       |                  |   |   |   |                 |
| <b>Module:8</b>  | <b>Objectives of Business Firm</b>    | <b>5 hours</b>   |   |   |   |                 |
| Sales or Revenue Maximization Theory- Objectives of Pricing Policy – Factors- Pricing Strategies: Skimming – Penetration Pricing.  |                                       |                  |   |   |   |                 |
| <b>Contemporary Issues</b>   |                                       |                  |   |   |   | <b>2 hours</b>  |
| <b>Total Lecture Hours</b>   |                                       |                  |   |   |   | <b>45 hours</b> |

|  |   |            |                 |
|--|---|------------|-----------------|
|  |   |            |                 |
| <b>Text Book(s)</b>  |   |            |                 |
| 1.   | Pyndik & Rubinfeld “Modern Micro Economics”, Pearson Education, Seventh Edition, 2009.  |            |                 |
| <b>Reference Books</b>                                     |   |            |                 |
| 1  | Varian H.R., “Intermediate Microeconomics: A Modern Approach”, East West Press Pvt., Ltd, New Delhi, Eighth Edition, 2015.    |            |                 |
| 2.   | Dominick Salvatore, Principles of Microeconomics, Oxford University Press, Fifth Edition, 2015.                               |            |                 |
| 3.   | Paul Keat, Managerial Economics, Philip Young, Global Edition, 7th Edition, 2013.   |            |                 |
| 4.   | Joseph Nellis, David Parker , Principles of Business Economics, 2nd Edition, , Financial Times Prentice Hall Publisher, 2006. |            |                 |
| 5.   | ManabAdhikary, Anurag , Business Economics, Jain Publishers, New Delhi, 2008.   |            |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, FAT and Seminar |   |            |                 |
| Recommended by Board of Studies                            |   | 12-08-2017 |                 |
| Approved by Academic Council                               |   | No:46      | Date 24.08.2017 |

| Course Code  | Course Title  | L                | T | P | J | C               |
|--|---|------------------|---|---|---|-----------------|
| CCA1014  | BUSINESS MATHEMATICS  | 2                | 0 | 0 | 0 | 2               |
| Pre-requisite  | NIL   | Syllabus version |   |   |   |                 |
|  |   | 1.1              |   |   |   |                 |
| <b>Course Objectives:</b>  |   |                  |   |   |   |                 |
| The course gives students the necessary background to:   |   |                  |   |   |   |                 |
| <ul style="list-style-type: none"> <li>To understand the application of Maths in business and administration.</li> <li>To solve the real problems using math application in an accurate way</li> </ul>   |   |                  |   |   |   |                 |
| <b>Expected Course Outcome:</b>  |   |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>Students will be able to:</li> <li>The students can do the matrix and inverse square.</li> <li>Pay roll and annuities can be calculated in the organizations.</li> <li>Students will be able to calculate the depreciation and find out the value of Assets.</li> <li>Students will be able to use differentiation and chain rules in the business and organization.</li> <li>Problem solving techniques using Maxima and Minima can be applied in the management.</li> </ol> |   |                  |   |   |   |                 |
| <b>Module:1</b>  | <b>Matrices</b>   | <b>5 hours</b>   |   |   |   |                 |
| Definition of Matrix – Different types of matrices – Transpose of a matrix Matrix operation –Addition, Subtraction, Multiplication of matrices, Determinants of square matrix of order two and three-Inverse square matrix   |   |                  |   |   |   |                 |
| <b>Module:2</b>  | <b>Pay roll</b>   | <b>5 hours</b>   |   |   |   |                 |
| Gross pay-Hourly rate and hours worked-overtime-salary and commission-Net pay  |   |                  |   |   |   |                 |
| <b>Module:3</b>  | <b>Depreciation – Straight line method</b>  | <b>4 hours</b>   |   |   |   |                 |
| Depreciation and salvage value-straight line method-Units of products- Diminishing balance method-Sum of the year's digits method.   |   |                  |   |   |   |                 |
| <b>Module:4</b>  | <b>Annuities and its Applications</b>   | <b>4 hours</b>   |   |   |   |                 |
| Annuities- sinking funds and Amortization and sinking fund   |   |                  |   |   |   |                 |
| <b>Module:5</b>  | <b>Differentiation</b>  | <b>4 hours</b>   |   |   |   |                 |
| The Derivative – Basic Differentiation Rules and Rates of Change - Higher-Order Derivatives-Chain Rule   |   |                  |   |   |   |                 |
| <b>Module:6</b>  | <b>Applications of Derivatives</b>  | <b>3 hours</b>   |   |   |   |                 |
| Average and marginal cost- relationship among total cost, average and marginal cost curves – Total revenue, marginal revenue and average revenue   |   |                  |   |   |   |                 |
| <b>Module:7</b>  | <b>Maxima and Minima</b>  | <b>3 hours</b>   |   |   |   |                 |
| Maximum and minimum values for single variable function - applications   |   |                  |   |   |   |                 |
| <b>Module:8</b>  | <b>Contemporary Issues</b>  | <b>2 hours</b>   |   |   |   |                 |
| <b>Total Lecture Hours:</b>  |   |                  |   |   |   |                 |
|  |   |                  |   |   |   | <b>30 hours</b> |
| <b>Text Book(s)</b>  |   |                  |   |   |   |                 |
| 1.   | Business Mathematics Theory and Applications, J. K. Sharma, Ane Books India, New Delhi, 2008. |                  |   |   |   |                 |
| <b>Reference Books</b>   |   |                  |   |   |   |                 |

|  |   |            |                 |
|--|---|------------|-----------------|
| 1  | Business Mathematics, Qasi Zameeruddin, VK Khanna and SK Bhambria, Vikas Publishing House Pvt. Ltd, 2009. |            |                 |
| 2.   | Business Mathematics, P.R. Vittal, Margham Publications, Chennai, 2009.                                   |            |                 |
| 3.   | Business Mathematics and Statistics, J. K. Sharma, Ane Books India, New Delhi, 2008.                      |            |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, FAT and Seminar |   |            |                 |
| Recommended by Board of Studies                            |   | 12-06-2016 |                 |
| Approved by Academic Council                               |   | No:41      | Date 17.06.2016 |

| Course Code   | Course title                               | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA1701   | FINANCIAL ACCOUNTING                       | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite   | Nil  | Syllabus version |   |   |   |   |
|   |  | 1.0              |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <p>The course gives students the necessary background to:</p> <ol style="list-style-type: none"> <li>1. Understand the accounting process and to develop skills necessary to evaluate financial position of sole proprietor, branch and department</li> <li>2. Enable students the steps involved in the process of finding profit or loss in case of incomplete records</li> <li>3. Learn the theoretical knowledge and apply it in the real practical world</li> </ol>  |  |                  |   |   |   |   |
| <b>Course Outcome:</b>  |  |                  |   |   |   |   |
| <p>The students will able to:</p> <ol style="list-style-type: none"> <li>1. Acquire basic knowledge on double entry system of accounting and the role of accountant in the society</li> <li>2. Employ critical thinking skills to analyze financial data and effects of differing financial accounting methods on financial statements</li> <li>3. Explain the various reasons of disagreement, the various types of errors disclosed by a trial balance and the essential steps to locate those errors.</li> <li>4. Be familiar with the causes of different between cash book or pass book balance</li> <li>5. Gain practical application to find out profit or loss when single entry records are converted into double entry</li> <li>6. Know the procedure in calculating profits by preparing branch accounts under debtors' system</li> <li>7. Understand the advantages of keeping departmental accounting to business firms</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Introduction to Accounting</b>          | <b>6 hours</b>   |   |   |   |   |
| Financial Reporting- Nature- Scope- Principles- Types of business entity- Users of accounting information- Concepts and Conventions of Accounting   |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Accounting Cycle, Books and Records</b> | <b>8 hours</b>   |   |   |   |   |
| Double entry system- concepts, Accounting equation- Books of Primary entry- Journal-Ledger- Trial Balance- Types of errors- Rectification of errors   |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Final Accounts</b>                      | <b>9 hours</b>   |   |   |   |   |
| Trading and profit and loss account- Balance Sheet with adjustments   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Bank Reconciliation Statement</b>       | <b>9 hours</b>   |   |   |   |   |
| Meaning-Causes-Importance- Preparation of Bank Reconciliation Statement   |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Depreciation</b>                        | <b>8 hours</b>   |   |   |   |   |
| Meaning- Causes- Methods of recording depreciation-Straight line method, Diminishing balance method-Change of method- Recording of depreciation in final accounts   |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Incomplete Records</b>                  | <b>9 hours</b>   |   |   |   |   |
| Meaning- Ascertainment of profit- Net worth Method- Missing figures -Conversion Method  |  |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Branch and Departmental Accounting</b>  | <b>9 hours</b>   |   |   |   |   |
| Branch Accounting-Meaning- objectives-Types of branches-Methods- Debtors system, Stock and Debtor system - Departmental Accounting-Meaning-Needs-Advantages-Techniques of - departmental accounting - Departmentalization of expenses- Inter departmental transfer  |  |                  |   |   |   |   |

|  |  |                 |            |
|--|--|-----------------|------------|
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |            |
|  | <b>Total Lecture hours:</b>  | <b>60 hours</b> |            |
| <b>Text Book(s)</b>  |  |                 |            |
| 1.   | R.L. Gupta and V. K Gupta,(2012), Advanced Accountancy, Sultan Chand and Sons Publishers, New Delhi      |                 |            |
| <b>Reference Books</b>                                     |  |                 |            |
| 1.   | M.C. Shukla, T.S. Grewal and S.C. Gupta,( 2013), Advanced Accounts, S. Chand Publishing, New Delhi       |                 |            |
| 2.   | S.P. Jain and K.L. Narang,(2012), Advanced Accountancy, Kalyani Publishers, New Delhi                    |                 |            |
| 3.   | S.N. Maheshwari and S.K. Maheshwari,(2012), Advanced Accountancy, Vikas Publishing House Ltd., New Delhi |                 |            |
| Mode of Evaluation: CAT, Assignment, Quiz, Seminar and FAT |  |                 |            |
| Recommended by Board of Studies                            | 12-08-2017   |                 |            |
| Approved by Academic Council                               | No. 46   | Date            | 24-08-2017 |

| Course code  | Course title  | L                | T | P | J | C |
|--|---|------------------|---|---|---|---|
| CCA1703  | ORGANISATION AND MANAGEMENT                               | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil   | Syllabus version |   |   |   |   |
|  |   | 1                |   |   |   |   |
| <b>Course Objectives:</b>  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To create basic understanding about functions of organization and management</li> <li>2. To inculcate the knowledge about human behaviour towards organizational structure</li> <li>3. To help developing the skills of gathering information for taking effective decisions</li> </ol>  |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |   |                  |   |   |   |   |
| The students will be able to:  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Analyse the Environments so as to venture into Business</li> <li>2. Apply Principles in the real time organisation</li> <li>3. Design the contingent and situational structure to build effective relationship among employees</li> <li>4. Predict the behaviour of employees for effective use of human resources</li> <li>5. Create a motivational workforce</li> <li>6. Analyse the necessary information through effective Information System</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Understanding Business</b>                             | <b>6 Hours</b>   |   |   |   |   |
| Meaning of business – Nature and Objectives- Vision and Mission- Environments affecting business-SWOT Analysis Internal and External Environments- Social Responsibility of Business – Governance- Types of Business-Commercial, Not for Profit, Public Sector, NGOs and Co-operatives.  |   |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Management functions -Planning and Decision Making</b> | <b>6 Hours</b>   |   |   |   |   |
| Meaning and Definitions of Management – Characteristics - Evolution of Management- Contributions of Henry Fayol, F.W. Taylor and Peter F. Drucker. Functions of Manager. Planning: Meaning – Nature – Types of plans – Process of Planning– Problems in planning –. Making planning effective – Decision Making process and techniques   |   |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Organisational Structure – Elements and Governance</b> | <b>6 Hours</b>   |   |   |   |   |
| Formal and Informal Organisation – Types of Formal organisation - Entrepreneurial, Functional, Committee, Matrix, Divisional, Boundary less – Advantages and limitations – Role of Committees  |   |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Elements of Organising and Staffing</b>                | <b>6 Hours</b>   |   |   |   |   |
| Span of Control – Factors and Types. Centralisation and Decentralisation – Main departments in the organisation – Strategic Management of different departments –Recruitment, Selection and Training.  |   |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Organisational Behaviour</b>                           | <b>7 Hours</b>   |   |   |   |   |
| Definition – Scope – Individual, Group and Organisational – Personality: Types and Determinants – Perception: Importance and Process– Attitude: Components and formation – Learning: characteristics, process and types – Group Dynamics: Interpersonal communication, Team Effectiveness - Organisational Dynamics: Change and development, Diversity in organization, Professional Ethics – Role of Professional Bodies, Ethical codes and conflicts.  |   |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Motivation, Communication and Leadership</b>           | <b>7 Hours</b>   |   |   |   |   |
| Motivation: Meaning-Importance –Theories of motivation -Abraham Maslow’s, Herzberg and Mc Gregor- Financial and non-financial motivational methods.  |   |                  |   |   |   |   |
| Communication: Meaning - Types - Process- Obstacles -Measures to overcome barriers   |   |                  |   |   |   |   |
| Leadership: Concept-Qualities of a Good Leader – Leadership Style  |   |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Management Information and Control</b>                 | <b>5 Hours</b>   |   |   |   |   |
| Meaning -Importance of controlling –Process – Management Information System – Role of  |   |                  |   |   |   |   |

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| Information Technology in Information System.              |  |                 |                 |
| <b>Module:8</b>  | <b>Contemporary issues:</b>  | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>                                 |  | <b>45 Hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | Stoner A.F. James, Freeman R Edward, Gilbert R Daniel, (2013), Management, 6 <sup>th</sup> Edition, Pearson Education, New Delhi |                 |                 |
| 2.   | Mc Shane, VenGlinow, Radha Sharma,(2012), Organisational Behaviour, Mc Grawhill Education, New Delhi                             |                 |                 |
| <b>Reference Books</b>                                     |  |                 |                 |
| 1.   | Harold Koontz and Heinz Weihrich,(2012), Essentials of Management, Tata McGraw Hill, New Delhi                                   |                 |                 |
| 2.   | Vishal Pandey, (2011), Business Organization & Management, Pearson Education, New Delhi  |                 |                 |
| 3.   | Stephen P. Robbins,(2013), Organisational Behaviour, Pearson Prentice, 15 <sup>th</sup> Edition, New Delhi                       |                 |                 |
| 4.   | Udai Pareek,(2011) Understanding Organisational Behaviour, Oxford Publishing, New Delhi.   |                 |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, Seminar and FAT |  |                 |                 |
| Recommended by Board of Studies                            |  | 12-08-2017      |                 |
| Approved by Academic Council                               |  | No. 46          | Date 24-08-2017 |



| Course code   | Course title                                  | L                | T | P | J | C               |
|---|---|------------------|---|---|---|-----------------|
| CCA1705   | MANAGEMENT ACCOUNTING                         | 4                | 0 | 0 | 0 | 4               |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |                 |
|   |   | 1.0              |   |   |   |                 |
| <b>Course Objectives:</b>   |   |                  |   |   |   |                 |
| The course gives students the necessary background to:  |   |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Familiarize the students with the basic management accounting concepts, definition and their applications in managerial decision making</li> <li>2. Develop the skills needed to analyze budget statements effectively</li> <li>3. Gain an understanding of the choices enterprises make a forecast that would give better results of their business activities</li> </ol>  |   |                  |   |   |   |                 |
| <b>Course Outcomes:</b>   |   |                  |   |   |   |                 |
| The students will be able to  |   |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Assist in Planning and Formulation of Future Policies and Costing based on the data and information available</li> <li>2. Forecast future expenditure and manage them efficiently in terms of the cost of material, labour and overheads</li> <li>3. Understand the need for budgeting and preparing different budgeting based on cost</li> <li>4. Provide a formal basis for assessing performance, efficiency and control costs by establishing standards and analysis of variances</li> <li>5. Practice the principle of 'management by exception' at the detailed, operational level</li> </ol> |   |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Introduction</b>                           | <b>9 hours</b>   |   |   |   |                 |
| The nature, source and purpose of Management information: Accounting for management-Sources of data – Cost classifications - presenting information   |   |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>Elements of Cost</b>                       | <b>9 hours</b>   |   |   |   |                 |
| Accounting for material - concept and techniques - Methods - Accounting and Control of labor cost – Overhead Classification, allocation, apportionment and absorption of overhead - Treatments of items in costing- Activity based costing  |   |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Budgeting</b>                              | <b>9 hours</b>   |   |   |   |                 |
| Nature and purpose of budgeting - Budget preparation - Flexible budgets – Capital budgeting and discounted cash flow - budgetary controls and reporting - Behavioural aspects of budgeting  |   |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Standard costing and Variance Analysis</b> | <b>8 hours</b>   |   |   |   |                 |
| Meaning of standard cost and standard costing: advantages, limitations and applications. Variance analysis – material, labour, overhead and sales variances, Disposition of variances, Control ratios- Reconciliation of budgeted and actual profit   |   |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Absorption and Marginal Costing</b>        | <b>8 hours</b>   |   |   |   |                 |
| Introduction - Provisions, contingent liabilities and contingent assets (IAS 37 and Ind AS 37) - Share based payments (IFRS 2 and Ind AS 102) – Accounting for taxation (IAS 12).   |   |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>Application of Marginal Costing</b>        | <b>7 hours</b>   |   |   |   |                 |
| Differential costing / incremental analysis – Key factor –Make or buy – Fixing the selling price-mix – Product mix – Shut down decision   |   |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Funds Flow Statement</b>                   | <b>8 hours</b>   |   |   |   |                 |
| Concepts of Funds Flow Statement – Sources and Uses of Funds – Managerial Uses of Funds Flow Analysis- Construction of Funds Flow Statement   |   |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>      | <b>2 hours</b>   |   |   |   |                 |
| <b>Total Lecture hours:</b>   |   |                  |   |   |   | <b>60 hours</b> |
| <b>Text Book(s)</b>   |   |                  |   |   |   |                 |

|  |  |            |                 |
|--|--|------------|-----------------|
| 1.   | N. Maheswari, (2012), Management Accounting, S. Chand Publications, New Delhi.                                     |            |                 |
| 2.   | Maheswari, S.N. and S.N. Mittal, (2012), Cost Accounting: Theory and Problems. Shri Mahabir Book Depot, New Delhi. |            |                 |
| <b>Reference Books</b>                                     |  |            |                 |
| 1  | an, M.Y. and P.K. Jain,(2013), Management Accounting, Tata McGraw Hill, Publishing, New Delhi.                     |            |                 |
| 2  | MA P1,(2015),-Management Accounting – BPP or Kaplan Publications.  |            |                 |
| 3  | Jain, S.P. and K.L. Narang,(2013), Cost Accounting: Principles and Methods, Kalyani Publishers, Jalandhar.         |            |                 |
| 4  | Mittal, D.K. and Luv Mittal, (2013), Cost Accounting, Galgotia Publishing Co., New Delhi.                          |            |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, Seminar and FAT |  |            |                 |
| Recommended by Board of Studies                            |  | 12-08-2017 |                 |
| Approved by Academic Council                               |  | No. 46     | Date 05.10.2017 |

| Course code  | Course title  | L                | T | P | J | C |
|--|---|------------------|---|---|---|---|
| CCA1706  | BUSINESS LAW  | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil   | Syllabus version |   |   |   |   |
|  |   | v. 1             |   |   |   |   |
| <b>Course Objectives:</b>  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Enable the students to comprehend the basic rules of law</li> <li>2. Build an aptitude to interpret laws and legal language</li> <li>3. Develop the capacity to apply theory in real life situations</li> </ol>  |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Familiarize the regulation of laws and to get thorough knowledge of the various provisions of the legal framework in India.</li> <li>2. Understand the maneuverer of drafting an agreement</li> <li>3. Realize the most imperative clauses of an agreement and its applicability</li> <li>4. Develop an ability to compare and contrast the legal mechanisms of court and out of court settlements</li> <li>5. Build an aptitude towards policy and legal applications for international business transactions and their jurisdiction</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Legal System</b>   | <b>6 hours</b>   |   |   |   |   |
| Business, political, economic and legal systems – Doctrine of Separation of powers – Distinction between criminal and civil law – International trade – International legal regulation – Conflict of laws  |   |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Alternative Dispute Resolution Mechanisms</b>                | <b>6 hours</b>   |   |   |   |   |
| Court-based adjudication – Alternative dispute resolution mechanisms – International courts of trade – International court of arbitration – United Nations Commission on International Trade Law (UNCITRAL) model law on international commercial arbitration – Arbitral tribunal – Arbitral award   |   |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Contract Laws in India</b>                                   | <b>6 hours</b>   |   |   |   |   |
| Elements of valid contract – Discharge of contract – Breach of Contract – Remedies for Breach  |   |                  |   |   |   |   |
| <b>Module:4</b>  | <b>International Business Transactions</b>                      | <b>6 hours</b>   |   |   |   |   |
| UN convention on contracts – International sale of goods and International Chamber of Commerce (ICC) Incoterms – Rules for creating contractual relations under the convention.  |   |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Seller and Buyer Obligations under UN Convention</b>         | <b>6 hours</b>   |   |   |   |   |
| Seller obligations: Delivery of goods – Conformity of the goods and third party claims – for breach of contract by seller – Buyer obligations: Payment of price – Taking delivery – Remedies of breach of contract by buyer – Common provisions applicable to both buyer and seller Remedies– Passing of Risk  |   |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Transportation and Payment of International Transactions</b> | <b>6 hours</b>   |   |   |   |   |
| Operation of bills of lading – Operation of bank Transfers – UNCITRAL model law on and international credit transfer – Rules under the UN convention on international bills of exchange international promissory notes – Letters of credit and letters of comfort  |   |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Partnership and Agency Laws</b>                              | <b>7 hours</b>   |   |   |   |   |
| Unlimited partnerships – Formation of partnerships – Authority of partners – Liability of partners for partnership debts – Termination of partnership - Partners' subsequent rights and liabilities – Role of agent – Examples of such relationships: Partners and company directors – Formation of  |   |                  |   |   |   |   |

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| agency – Authority of agent – Liability of principal and agent |  |                 |                 |
| <b>Module:8</b>  | <b>Contemporary issues:</b>  | <b>2 hours</b>  |                 |
| <b>Total Lecture hours:</b>                                    |  | <b>45 Hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | Avtar Singh, Business Law, 2018, 11 <sup>th</sup> Edition, Eastern Book Company, Delhi.  |                 |                 |
| 2.   | James Crawford, Brownlie's Principles of Public International Law, 2012, 8 <sup>th</sup> Edition Oxford University Press, UK.                            |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | Ray August, <i>et al.</i> , International Business Law: Text, Cases and Readings, 2014, 6 <sup>th</sup> Edition, Pearson, USA                            |                 |                 |
| 2.   | Richard Schaffer, Filiberto Agusti, Lucien J., International Business Law and its Environment, 2017, 10 <sup>th</sup> Edition, Cengage Learning Inc, USA |                 |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, Seminar and FAT     |  |                 |                 |
| Recommended by Board of Studies                                |  | 12-08-2017      |                 |
| Approved by Academic Council                                   |  | No. 47          | Date 05-10-2017 |

| Course code   | Course Title  | L                | T | P | J | C |
|---|---|------------------|---|---|---|---|
| CCA1709   | PRINCIPLES OF MARKETING                             | 2                | 0 | 0 | 4 | 3 |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |   |
|   |   | V.1              |   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |   |   |   |   |
| To enable the students to learn various components involved in marketing function.  |   |                  |   |   |   |   |
| 2. To recognize organizational markets and buyer behavior.  |   |                  |   |   |   |   |
| 3. To Identify the product mix, cycle, strategy, distribution strategies and Promotion/ Advertising.  |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |   |                  |   |   |   |   |
| 1. Introduce the marketing concept and identify, understand and satisfy the needs of customers and markets  |   |                  |   |   |   |   |
| 2. Understand how organization identifies customers and their needs and wants   |   |                  |   |   |   |   |
| 3. Help the student to understand the factors that influence marketing decisions and focus attention on the vital role of marketing in today's global economy   |   |                  |   |   |   |   |
| 4. Enable the students to learn various components involved in marketing function   |   |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Introduction to Marketing</b>                    | <b>4 hours</b>   |   |   |   |   |
| Meaning – Evolution of Marketing- Kinds of market – Significance of Marketing – Marketing Mix - Marketing functions – Recent trends in Marketing  |   |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Marketing Environment and Information system</b> | <b>4 hours</b>   |   |   |   |   |
| Marketing Environment: Demographic, Economic, natural, technological, politic, legal and socio-cultural environment. Marketing Information System and Marketing Research  |   |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Market Segmentation and Buyer Behaviour</b>      | <b>4 hours</b>   |   |   |   |   |
| Meaning – Essentials of Market Segmentation – Need and bases of segmentation, concept of niche marketing. Factors of buyer behavior – buying decision process – Profile and feature of Indian consumers         |   |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Product Mix</b>                                  | <b>4 hours</b>   |   |   |   |   |
| Product planning - product mix - deciding product policy- product line decisions, product differentiation – Branding – packaging and labeling - concept of product life cycle - new product development process |   |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Pricing Mix</b>                                  | <b>4 hours</b>   |   |   |   |   |
| Meaning – Factors – Pricing Process –Objectives –Strategies –Policies – Methods of Pricing  |   |                  |   |   |   |   |

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| <b>Module:6</b>  | <b>Place Mix</b>   |            |      | <b>4 hours</b>  |
| Need – Factors – Levels – Types of Middlemen – Functions of wholesalers – Types – Functions of Retailers – Types – Modern trends in Retailing                                |  |            |      |                 |
| <b>Module:7</b>  | <b>Promotion Mix</b>   |            |      | <b>4 hours</b>  |
| Meaning - Importance, Elements of Promotion Mix – Advertising – Role of Advertising, Advertising Media – Sales Promotion – Personal selling – Public Relations and Publicity |  |            |      |                 |
| <b>Module:8</b>  | <b>External invited lecture on Contemporary Topics</b>   |            |      | <b>2 hours</b>  |
| <b>Total Lecture hours:</b>  |  |            |      |                 |
|  |  |            |      | <b>30 hours</b> |
| <b>Text Book(s)</b>  |  |            |      |                 |
| 1.   | Philip Kotler, Kevin Lane Keller, Abraham Koshy, MithileshwarJha, Marketing Management 14e, Pearson Education, New Delhi 2013.                   |            |      |                 |
| <b>Reference Books</b>   |  |            |      |                 |
| 1  | Philip Kotler, Marketing Management (2009), Pearson Education, New Delhi.  |            |      |                 |
| 2  | William J Stanton, et all Marketing, (2004), 13th Edition, Tata McGraw Hill, New Delhi.  |            |      |                 |
| 3  | R.L.Varshay and S.L.Gupta, Marketing Management, (2000), An Indian Perspective Sultan Chand and sons, New Delhi.                                 |            |      |                 |
| 4  | V.S.Ramasamy and Namakumari, Marketing Management, Planning Implementing and Control, An Indian Context, (2005) Macmillan Publishers, Bangalore. |            |      |                 |
| 5  | S.A.Sherlekar, Marketing Management (2009), Himalaya Publishing House, New Delhi.  |            |      |                 |
| Mode of Evaluation: CAT, Assignment, Quiz, FAT and Seminar   |  |            |      |                 |
| <b>Sample Projects:</b>  |  |            |      |                 |
| 1. Role of Advertisement in marketing  |  |            |      |                 |
| 2. Impact of pricing policies in sales of a product  |  |            |      |                 |
| Mode of evaluation: CAT / Assignment / Quiz / Seminar / Project / FAT  |  |            |      |                 |
| Recommended by Board of Studies  |  | 14-06-2016 |      |                 |
| Approved by Academic Council   |  | No. 41     | Date | 17- 06 -2016    |

| Course code   | Course Title  | L                | T | P | J | C               |
|---|---|------------------|---|---|---|-----------------|
| CCA 2706  | CORPORATE ACCOUNTING  | 4                | 0 | 0 | 0 | 4               |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |                 |
|   |   | 1.1              |   |   |   |                 |
| <b>Course Objectives:</b>   |   |                  |   |   |   |                 |
| The course gives students the necessary background to:  |   |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Familiarise the students the accounting treatment adopted for raising funds and redemptions</li> <li>2. Provide knowledge and develop the skills in the preparation of final accounts of corporates.</li> <li>3. Understand the Provisions of the companies act 2013.</li> <li>4. Give them an exposure to calculate the value of Goodwill and shares.</li> </ol>   |   |                  |   |   |   |                 |
| <b>Expected Course Outcome:</b>   |   |                  |   |   |   |                 |
| The students will be able to  |   |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Acquire knowledge on issue of shares.</li> <li>2. Understand the knowledge on issue of debentures and redemption.</li> <li>3. Describe the calculation of profits prior to incorporation and final accounts.</li> <li>4. Understand the accounting treatment for valuation of goodwill &amp; shares.</li> <li>5. Demonstrate an understanding about the profits of the company and their division.</li> <li>6. Understand the provisions related to liquidation of companies</li> <li>7. Be aware on the corporate accounting conformity with the provision of the companies act</li> </ol> |   |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Share Capital</b>  | <b>9 hours</b>   |   |   |   |                 |
| Company and its Features – Various Kinds – Types of shares -Issue of Shares –Issued at Par, Premium and at Discount – Forfeiture and Re-issue of Shares   |   |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>Preference Shares and Debentures</b>   | <b>9 hours</b>   |   |   |   |                 |
| Meaning- Types- Issue - Redemption of preference shares-Issue – Redemption of Debentures  |   |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Final Accounts</b>   | <b>9 hours</b>   |   |   |   |                 |
| Preparation of Profit and Loss Account and Balance Sheet of Companies as per Schedules  |   |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Profits Prior to Incorporation</b>   | <b>8 hours</b>   |   |   |   |                 |
| Meaning- Basis-Profit Pre and Post incorporation  |   |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Valuation of Goodwill and Shares</b>   | <b>8 hours</b>   |   |   |   |                 |
| Meaning – Sources of Goodwill- Need for valuing Goodwill- Factors affecting value of Goodwill- Methods of Valuation of Goodwill and Shares  |   |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>Liquidation of Companies</b>   | <b>9 hours</b>   |   |   |   |                 |
| Meaning – Different ways of Liquidation-Liquidator’s Final Statement of Accounts  |   |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Human Resource Accounting</b>  | <b>6 hours</b>   |   |   |   |                 |
| Meaning- Objective –Limitation- Efficient use of Human Resource- Calculating the Market Value of Assets   |   |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>  | <b>2 hours</b>   |   |   |   |                 |
| <b>Total Lecture hours:</b>   |   |                  |   |   |   |                 |
|   |   |                  |   |   |   | <b>60 hours</b> |
| <b>Text Book(s)</b>   |   |                  |   |   |   |                 |
| 1.  | R.L. Gupta and M. Radhaswamy, (2012), Advanced Accountancy, Volume II, Sultan Chand and Sons Publishers, New Delhi. |                  |   |   |   |                 |

| <b>Reference Books</b>                                      |   |            |                 |
|---|---|------------|-----------------|
| 1.  | M.C. Shukla, T.S. Grewal and S.C. Gupta,(2013), Advanced Accounts Volume II, S. Chand Publishing, New Delhi.        |            |                 |
| 2.  | S.P. Jain and K.L. Narang,(2012), Advanced Accountancy Volume II, Kalyani Publishers, New Delhi.                    |            |                 |
| 3.  | S.N. Maheshwari and S.K. Maheshwari,(2012), Advanced Accountancy Volume II, Vikas Publishing House Ltd., New Delhi. |            |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT |   |            |                 |
| Recommended by Board of Studies                             |   | 12-08-2017 |                 |
| Approved by Academic Council                                |   | No. 47     | Date 05-10-2017 |



| Course code  | Course title                          | L                | T | P | J | C |
|--|---------------------------------------|------------------|---|---|---|---|
| CCA2707  | COST ACCOUNTING                       | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite  | Nil                                   | Syllabus version |   |   |   |   |
|  |                                       | 1.0              |   |   |   |   |
| <b>Course Objectives :</b>   |                                       |                  |   |   |   |   |
| This course enables the student to:  |                                       |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Thoroughly understand the theory and practice of cost accounting for decision making</li> <li>2. Define the costs and their impact on value creation in the companies</li> <li>3. Use advanced accounting methods of cost calculation</li> </ol>   |                                       |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |                                       |                  |   |   |   |   |
| The students will be able to:  |                                       |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Gain a working knowledge of the principles and process of cost accounting</li> <li>2. Express the place and role of cost sheet in the modern economic environment</li> <li>3. Select the material costs according to their impact on business and differentiate methods of calculating stock consumption</li> <li>4. Differentiate methods of labour costs and overhead costs according to the nature of the business</li> <li>5. Interpret the use of the process and operating cost</li> <li>6. Identify the applications of contract costing</li> <li>7. Develop the skills in the cost accounting applications.</li> </ol> |                                       |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Introduction</b>                   | <b>7 hours</b>   |   |   |   |   |
| Meaning of Costing and Cost Accounting – Objectives- <b>Scope</b> - and functions of Cost Accounting – Cost  |                                       |                  |   |   |   |   |
| Accounting Vs. Financial Accounting – Advantages and limitations of cost accounting –  |                                       |                  |   |   |   |   |
| Essentials of a good costing system-Classifications of cost  |                                       |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Cost Sheet</b>                     | <b>7 hours</b>   |   |   |   |   |
| Elements of cost – Preparation of Cost sheet- Tenders and quotations   |                                       |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Material Cost</b>                  | <b>9 hours</b>   |   |   |   |   |
| Need and essentials of Material Control-Accounting for Material- Concept and Techniques -  |                                       |                  |   |   |   |   |
| Inventory - Control — EOQ- Levels of Inventory- Methods of pricing of Materials issues –   |                                       |                  |   |   |   |   |
| FIFO, LIFO - Simple averages and weighted Average – ABC Analysis   |                                       |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Labour Cost</b>                    | <b>8 hours</b>   |   |   |   |   |
| Accounting and Control of Labour cost – Labour Turnover – Labour Remuneration – Methods of Remuneration – Time rate System – Piece rate system and incentive schemes   |                                       |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Overhead Cost</b>                  | <b>9 hours</b>   |   |   |   |   |
| Overheads – Classification –Distribution and absorption of overheads   |                                       |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Process Costing</b>                | <b>9 hours</b>   |   |   |   |   |
| Characteristics of process costing - Process costing procedure – Process losses and wastages –   |                                       |                  |   |   |   |   |
| Abnormal loss or gain  |                                       |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Contract and Operating Costing</b> | <b>9 hours</b>   |   |   |   |   |
| Features of contract costing – Contract costing Vs. Job costing – Work certified and uncertified –   |                                       |                  |   |   |   |   |
| profit on incomplete contracts – cost plus contract Operating costing – characteristics – Transport Costing  |                                       |                  |   |   |   |   |

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| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |                 |
|  | <b>Total Lecture hours:</b>  | <b>60 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | S.P. Jain and K.L. Narang,(2016), Cost Accounting ,(2016), Kalyani Publishers, New Delhi             |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | B.K. Bhar, Cost Accounting,( 2015),, Academic Publishers, Calcutta.                                  |                 |                 |
| 2.   | Bhabatosh Banerjee, Cost Accounting Theory And Practice ,(2014), PHI Learning Private Ltd, New Delhi |                 |                 |
| 3.   | S.P Iyengar, Cost Accounting,(2015), Sultan Chand and Sons., New Delhi                               |                 |                 |
| 4.   | Ravi M. Kishore, Cost Accounting (2016),, Taxman's Allied Services Private Ltd, New Delhi            |                 |                 |
| 5.   | C.T.Horangren, Cost Accounting, (2015),: A Managerial Emphasis, Pearson Education, New Delhi         |                 |                 |
| <b>Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT</b> |  |                 |                 |
| Recommended by Board of Studies                                    |  | 12-08-2017      |                 |
| Approved by Academic Council                                       |  | No. 47          | Date 05-10-2017 |

| Course code   | Course title                               | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA2708   | BANKING THEORY AND PRACTICE                | 2                | 0 | 0 | 4 | 3 |
| Pre-requisite   | NIL  | Syllabus version |   |   |   |   |
|   |  | 1                |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| 1. To enable the reader to understand the features of Indian banking system         |  |                  |   |   |   |   |
| 2. To know the significance of contribution of different types of banks             |  |                  |   |   |   |   |
| 3. To appreciate how important banking services for the development of the country. |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |  |                  |   |   |   |   |
| The students will be able to  |  |                  |   |   |   |   |
| 1. Understand the role and purpose of Banking System                                |  |                  |   |   |   |   |
| 2. Acquire knowledge in Banker and Customer relationship                            |  |                  |   |   |   |   |
| 3. Attain knowledge in credit control techniques                                    |  |                  |   |   |   |   |
| 4. Gain knowledge in the system of RBI and lending process                          |  |                  |   |   |   |   |
| 5. Use the digital banking system   |  |                  |   |   |   |   |
| 6. Ability to solve contemporary issues through redressal mechanism.                |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Bank Origin</b>                         | <b>4 hours</b>   |   |   |   |   |
| Origin of Banks – Banking Regulation Act, 1949 -Definition of Banking –             |  |                  |   |   |   |   |
| Nationalization of Banks - Branch banking -Unit Banking. Deposit Banking -          |  |                  |   |   |   |   |
| Commercial Banking – Industrial Banking - Developmental Banking-Recent              |  |                  |   |   |   |   |
| Developments in Banking   |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Banker And Customer</b>                 | <b>4 hours</b>   |   |   |   |   |
| Opening of an Account-Types of Account –Customers -Individuals, Firms, Trusts       |  |                  |   |   |   |   |
| and Companies- KYC- Relationship between Banker and Customer                        |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Commercial Banks</b>                    | <b>4 hours</b>   |   |   |   |   |
| Structure and Banking System in India- Banking Sector Reforms- Commercial and       |  |                  |   |   |   |   |
| Banks- Functions of Commercial Banks –Deposit Mobilization and Credit Creation      |  |                  |   |   |   |   |
| Control   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Reserve Bank of India</b>               | <b>4 hours</b>   |   |   |   |   |
| Origin - Functions-Methods of Credit Control-Quantitative and Qualitative – Repo    |  |                  |   |   |   |   |
| rate and Reverse Repo rate  |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>E – Banking</b>                         | <b>4 hours</b>   |   |   |   |   |
| TM Cards, Credit Cards, Personal Identification Number – Online Enquiry System      |  |                  |   |   |   |   |
| – National Electronic Fund Transfer- Real Time Gross Settlement – Electronic        |  |                  |   |   |   |   |
| Clearing System   |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Principles of Lending</b>               | <b>4 hours</b>   |   |   |   |   |
| Types of loans – precautions to be taken by a banker while lending against          |  |                  |   |   |   |   |
| various securities  |  |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Customer Grievances &amp; Redressal</b> | <b>4 hours</b>   |   |   |   |   |
| Types of Customer Grievances- Redressal Mechanism – Ombudsman                       |  |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Contemporary issues:</b>                | <b>2 hours</b>   |   |   |   |   |

|   |   |                         |                 |
|---|---|-------------------------|-----------------|
| <b>Total Lecture hours</b>  |   | <b>30 hours</b>         |                 |
| <b>Text Book(s)</b>   |   |                         |                 |
| 1.  | Gordon E and Natarajan K , Banking Law Theory and Practice, Himalaya Publications, 2017 |                         |                 |
| <b>Reference Books</b>  |   |                         |                 |
| 1   | B.Santhanam, Banking and Financial Systems Margham Publishers, 2015                     |                         |                 |
| 2   | S.N. Maheswari, Banking Law Theory and Practice, Kalyani Publications,2015              |                         |                 |
| 3   | Gomez Clifford, Banking and Finance : Theory, Law and Practice,PHI, 2015                |                         |                 |
| 4   | Sundaram and Varshney, Banking Theory and Practice,Sultan Chand and Sons, 2015          |                         |                 |
| 5   | K C Shekhar and Lekshmy Shekar, Banking Theory And Practice, Vikas Publications, 2016   |                         |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / Project / Seminar & FAT |   |                         |                 |
| <b>Sample Projects:</b>   |   | 60 (Non- contact hours) |                 |
| 1. Role of Technology in banking                                      |   |                         |                 |
| 2. Relationship between customer and banker                           |   |                         |                 |
| Recommended by Board of Studies                                       |   | 12-08-2017              |                 |
| Approved by Academic Council  |   | No. 47                  | Date 05-10-2017 |

| Course code   | Course title                                 | L                | T | P | J | C               |
|---|--|------------------|---|---|---|-----------------|
| CCA2709   | ADVANCED FINANCIAL ACCOUNTING                | 4                | 0 | 0 | 0 | 4               |
| Pre-requisite   | Financial Accounting                         | Syllabus version |   |   |   |                 |
|   |  | 1.0              |   |   |   |                 |
| <b>Course Objectives:</b>   |  |                  |   |   |   |                 |
| The course is aimed at  |  |                  |   |   |   |                 |
| 1. To enable students understand the process of finding partnership profit and settlement of account in case retirement, death and dissolution of firm.                       |  |                  |   |   |   |                 |
| 2. Imparting the thinking capability on capital structure of public limited company.  |  |                  |   |   |   |                 |
| 3. Extrapolating the analytical and interpretation skills on financial statement.   |  |                  |   |   |   |                 |
| <b>Expected Course Outcome:</b>   |  |                  |   |   |   |                 |
| At the end of the course the student should be able to  |  |                  |   |   |   |                 |
| 1. Describe various accounting adjustments required at the time of admission of a partner.  |  |                  |   |   |   |                 |
| 2. Compare and construct the procedure to be followed at the time of retirement cum admission of a partner.   |  |                  |   |   |   |                 |
| 3. Solve the real time issues on insolvency of a partner.   |  |                  |   |   |   |                 |
| 4. Illustrate the different accounting treatments of 'provisions', 'contingent liabilities' and 'contingent asserts'.   |  |                  |   |   |   |                 |
| 5. List the major sources of share capital, including the various classes of shares.  |  |                  |   |   |   |                 |
| 6. Apply financial statement analysis to assess the solvency of a business  |  |                  |   |   |   |                 |
| 7. Summaries the types of cash flow activities reported in the statement of cash flows.   |  |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Admission of a partner</b>                | <b>9 hours</b>   |   |   |   |                 |
| Calculation of new profit-sharing ratio- Sacrificing ratio- Calculation of Goodwill- Adjustment of Goodwill. Revaluation account- Partners' capital account and Balance sheet |  |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>Retirement and Death of a partner</b>     | <b>9 hours</b>   |   |   |   |                 |
| Calculation of gaining ratio- Amount to be paid to outgoing partner or to deceased partner. Joint life policy- Treatment. Preparation of Capital account and Balance sheet    |  |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Dissolution of Firm</b>                   | <b>8 hours</b>   |   |   |   |                 |
| Meaning- Modes- Settlement of accounts. Insolvency of partner- Piecemeal distribution   |  |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Provision and Contingencies</b>           | <b>7 hours</b>   |   |   |   |                 |
| Meaning- Contingent Liabilities- Contingent Assets- Difference- Accounting Method- Calculation of Provision   |  |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Capital Structure</b>                     | <b>8 hours</b>   |   |   |   |                 |
| Equity share- Preference share- Reserves in balance sheet. Issue of bonus shares and Right shares   |  |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>Interpretation of Financial Statement</b> | <b>8 hours</b>   |   |   |   |                 |
| Importance – Purpose- Ratio analysis- Profitability- Liquidity- Efficiency and position   |  |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Cash Flow Statement</b>                   | <b>9 hours</b>   |   |   |   |                 |
| Meaning- Purpose –Benefits and drawback. Preparation of cash flow statement   |  |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>     | <b>2 hours</b>   |   |   |   |                 |
| <b>Total Lecture hours</b>  |  |                  |   |   |   |                 |
|   |  |                  |   |   |   | <b>60 hours</b> |
| <b>Text Book(s)</b>   |  |                  |   |   |   |                 |

|    |  |
|----|--|
| 1. | R.L. Gupta and M. Radhaswamy, (2012), Advanced Accountancy, Sultan Chand and Sons Publishers, New Delhi.   |
| 2  | A. Murthy and S. Gurusamy,(2013), Management Accounting, Vijay Nicole Imprints Private Limited, New Delhi. |
|    |  |

**Reference Books**

|    |  |
|----|--|
| 1. | S.N. Maheshwari and S.K. Maheshwari,(2012), Advanced Accountancy, Vikas Publishing House Ltd, New Delhi. |
| 2. | S.P. Jain and K.L. Narang,(2012), Advanced Accountancy, Kalyani Publishers, New Delhi.                   |
| 3. | M.C. Shukla, T.S. Grewal and S.C. Gupta,(2013),Advanced Accounts, S. Chand Publishing, , New Delhi.      |
| 4. | P.C. Tulsian,(2014), Financial Accounting, Tata Mc Graw Hill Publishing, New Delhi.                      |
| 5. | Ashok K. Nadhani,(2012), Tally ERP 9, BPB Publications, New Delhi.                                       |
|    |  |

**Mode of Evaluation: CAT / Assignment / Quiz / FAT**

|                                 |            |      |            |
|---------------------------------|------------|------|------------|
| Recommended by Board of Studies | 12-08-2017 |      |            |
| Approved by Academic Council    | No. 47     | Date | 05-10-2017 |

| Course code   | Course title                           | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA3701   | INCOME TAX LAW AND PRACTICE            | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite   | Nil                                    | Syllabus version |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To enable the students to provide basic knowledge and equip with application of principles and provisions of Income-Tax Act.</li> <li>To able to interpret and analyze personal income tax and understand direct tax laws as prescribed under different provisions of the Income-tax Act, 1961.</li> <li>To help in taking different financial/managerial decisions after evaluating and reviewing the impact of direct tax laws.</li> </ol>   |  |                  |   |   |   |   |
| <b>Course Outcome:</b>  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To understand the basic concepts and also know how to compute the tax liability of a person and the applicable tax rates.</li> <li>Able to determine the residential status and understand scope of total income.</li> <li>To identify the allowances and perquisites exempt from tax and to compute the income chargeable to tax under the head.</li> <li>To determine and compute annual value of different categories of house property</li> <li>To identify the expenditure/payments which are admissible as deduction while computing business income from business and profession.</li> <li>To comprehend the meaning of short- term capital assets and long term capital assets and identify the types of assets and to compute capital gains.</li> <li>To identify the admissible and inadmissible deductions while computing income under the head income from other sources</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Introduction</b>                    | <b>7 hours</b>   |   |   |   |   |
| Basic Concepts – Assessee – Person – Income - Assessment Year – Previous year-Exceptions-Gross Total Income – Rates of Tax.   |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Residential Status</b>              | <b>7 hours</b>   |   |   |   |   |
| Determination of residential status of an Individual – Incidence of Tax– Exempted Income u/s 10.  |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Income from Salary</b>              | <b>9 hours</b>   |   |   |   |   |
| Salary – Basis of Charge of Salary Income – Taxation of different forms of salary and Allowances - of Perquisites and their types- Treatment - Permissible Deductions from Salary – Problems on computation income from salary.   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Income from House Property</b>      | <b>9 hours</b>   |   |   |   |   |
| Basis of Charge – Basis of determining Annual Value – Computation of Taxable income from House property –Deductions available under sections 24 from Net Adjusted Annual Value – Problems on computation of income from house property.   |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Income from Business/Profession</b> | <b>9 hours</b>   |   |   |   |   |
| Definition – rules- Allowable expenses- Expenses expressly disallowed-Weighted deduction Expenses - Problems on computation of income from business/profession.   |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Income from Capital gains</b>       | <b>9 hours</b>   |   |   |   |   |
| Short term and long term capital asset – Exempted Capital Assets-Transfer of capital Asset – Computation of Capital Gain – Exemption.   |  |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Income from Other Sources</b>       | <b>8 hours</b>   |   |   |   |   |

|   |  |                 |                 |
|---|--|-----------------|-----------------|
| General Incomes-Specific Incomes- Expenses expressly disallowed- Computation of Income from other sources – Permissible deductions from gross total income under section 80 C to 80 U - |  |                 |                 |
| Assessment of total Income Tax for individuals  |  |                 |                 |
| <b>Module:8</b>   | <b>Invited Talk:</b> Contemporary Issues   | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>  |  | <b>60 hours</b> |                 |
| <b>Text Book(s)</b>   |  |                 |                 |
| 1.  | Dr. Vinod K Singhania and Dr. Monica Singhania Students' Guide to Income Tax, Taxmann Publication. |                 |                 |
| <b>Reference Books</b>  |  |                 |                 |
| 1.  | H.C Mehrotra and Goyal from Sahitya Bhawan .   |                 |                 |
| 2   | Law and practice of Income tax by DinkarPagare from Sultan Chand and Sons.                         |                 |                 |
| <b>Mode of Evaluation: :</b> CAT / Assignment / Quiz / Seminar / FAT  |  |                 |                 |
| Recommended by Board of Studies   |  | 12-08-2017      |                 |
| Approved by Academic Council  |  | No. 47          | Date 05-10-2017 |



| Course code  | Course title   | L                | T | P | J                           | C |
|--|--|------------------|---|---|-----------------------------|---|
| CCA 3702   | E-COMMERCE   | 3                | 0 | 0 | 0                           | 3 |
| Pre-requisite  | Nil  | Syllabus version |   |   |                             |   |
|  |  | 1                |   |   |                             |   |
| <b>Course Objectives:</b>  |  |                  |   |   |                             |   |
| The course gives students the necessary background to:   |  |                  |   |   |                             |   |
| 1. Understand the importance of electronic medium in today's business environment  |  |                  |   |   |                             |   |
| 2. Develop the skills needed to build e-commerce websites, domain names registration   |  |                  |   |   |                             |   |
| 3. Gain an understanding of the electronic data interchange and e-payment concepts   |  |                  |   |   |                             |   |
| <b>Module:1</b>  | <b>Introduction to E-Commerce</b>  | <b>4 hours</b>   |   |   |                             |   |
| Definition – Traditional Commerce vs E-Commerce- Advantages and Disadvantages of E-Commerce.   |  |                  |   |   |                             |   |
| <b>Module:2</b>  | <b>Business Models and Anatomy of E-Commerce</b>   | <b>4 hours</b>   |   |   |                             |   |
| E-Commerce Business Models – Types of E-Commerce – Inter Organization (B2B) – Intra Organizational -Commerce – Business to Consumer (B2C) E-Commerce – Anatomy of E-Commerce E Applications                                  |  |                  |   |   |                             |   |
| <b>Module:3</b>  | <b>Electronic Data Interchange (EDI)</b>   | <b>4 hours</b>   |   |   |                             |   |
| Meaning – Nature – Benefits – Legal, Security and privacy issues in Electronic data interchange.   |  |                  |   |   |                             |   |
| <b>Module:4</b>  | <b>Technologies and Search Engines</b>   | <b>4 hours</b>   |   |   |                             |   |
| Enabling Technologies of the Internet and World Wide Web – Search Engines – Steps in building an E-commerce Enterprise – Ascertain the need for E-Commerce – Competition – Global reach – Customer service – Value additions |  |                  |   |   |                             |   |
| <b>Module:5</b>  | <b>Designing an E-Commerce Web Site</b>  | <b>4 hours</b>   |   |   |                             |   |
| Setting up a website – Customer effective web design – Requirements of Intelligent websites – and Domain name Registration – Registering the website with search engines – Setting website goals Objectives                  |  |                  |   |   |                             |   |
| <b>Module:6</b>  | <b>E- Payment and Security</b>   | <b>4 hours</b>   |   |   |                             |   |
| E-Commerce security risks – Information security issues and Security management systems – E-payment types – Digital signature  |  |                  |   |   |                             |   |
| <b>Module:7</b>  | <b>Government Rules and Regulations</b>  | <b>4 hours</b>   |   |   |                             |   |
| Web URL hosting – Website registration – Client relationship – Client information sharing  |  |                  |   |   |                             |   |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>   |   |   |                             |   |
|  |  |                  |   |   | <b>Total Lecture hours:</b> |   |
| <b>30 hours</b>  |  |                  |   |   |                             |   |
| <b>Text Book(s)</b>  |  |                  |   |   |                             |   |
| 1.   | P.T. Joseph, (2015), E-Commerce, An Indian Perspective, Prentice Hall of India (PHI), New Delhi.           |                  |   |   |                             |   |
| 2.   | David Whiteley, (2017), E - Commerce: Strategy, Technologies and Applications, McGraw Hill Education       |                  |   |   |                             |   |
| <b>Reference Books</b>   |  |                  |   |   |                             |   |
| 1.   | Chaffey, (2009), E-Business and E-Commerce Management, Pearson Education, New Delhi.                       |                  |   |   |                             |   |
| 2.   | Jaffey F. Rayport & Bernard J. Joworski , (2009), Introduction to E-Commerce, Tata McGraw Hill, New Delhi. |                  |   |   |                             |   |
| 3.   | Bharat Bhasker , (2006), Electronic Commerce, Tata McGraw Hill Publishing Co Ltd, New Delhi.               |                  |   |   |                             |   |

|  |   |      |            |
|--|---|------|------------|
| 4.   | Ravi Kalakota and Andrew B. Whinston, (2013), Frontiers of Electronic Commerce, Pearson Education, New Delhi. |      |            |
|  |   |      |            |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / FAT |   |      |            |
| Recommended by Board of Studies                          | 12-08-2017  |      |            |
| Approved by Academic Council                             | No. 47  | Date | 05-10-2017 |

| Course code  | Course title   | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA3717  | ADVANCED CORPORATE ACCOUNTING                            | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite  | Corporate accounting                                     | Syllabus version |   |   |   |   |
|  |  | 1.0              |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| The course gives students the necessary background to:   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Make students aware about latest issues of corporate accounting</li> <li>2. Provide the student with knowledge of recent developments in corporate accounting</li> <li>3. Acquire knowledge of AS-14 and preparation of accounts of banking and insurance companies.</li> </ol>  |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |  |                  |   |   |   |   |
| e students will be able to   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Become expert in corporate account management like, amalgamation and absorption of companies</li> <li>2. Prepare accounts of corporate sectors when there is an alteration of share capital and restructuring of share capital</li> <li>3. Implement their knowledge in current issues in the insurance companies</li> <li>4. Prepare final accounts of banking companies</li> <li>5. Interpret the consolidated balance sheets.</li> <li>6. Understand the double account system followed in public sector companies.</li> <li>7. Analyse concepts and practices of company accounts in accordance with statutory requirements</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Amalgamation and Absorption of Companies</b>          | <b>9 hours</b>   |   |   |   |   |
| Meaning- purchase consideration- accounting entries in the books of transferor and transferee companies  |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Alteration of Share Capital and Re-construction</b>   | <b>9 hours</b>   |   |   |   |   |
| Meaning-Kinds of alteration –Accounting entries- Internal reconstruction - Reduction of share capital- procedure for reducing share capital- Revised Balance sheet- External reconstruction  |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Accounting for Life Insurance</b>                     | <b>9 hours</b>   |   |   |   |   |
| Life Insurance – Revenue account – Profit and Loss account – Balance sheet as per new format   |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Accounting for General Insurance- Fire and Marine</b> | <b>8 hours</b>   |   |   |   |   |
| Meaning – Revenue account - Profit and Loss account – Balance sheet as per new format  |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Accounting for Banking Companies</b>                  | <b>7 hours</b>   |   |   |   |   |
| Banking companies – Rebate on Bills discounted – Profit and Loss account – Balance Sheet as per new format   |  |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Holding Company Accounts</b>                          | <b>9 hours</b>   |   |   |   |   |
| Meaning– Capital Profit – Revenue Profit - Cost of control - Consolidated Balance sheet  |  |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Double Account Systems</b>                            | <b>7 hours</b>   |   |   |   |   |
| Accounts of Electricity and Railway Companies  |  |                  |   |   |   |   |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary issues</b>                 | <b>2 hours</b>   |   |   |   |   |

|   |  |                 |                 |
|---|--|-----------------|-----------------|
| <b>Total Lecture hours</b>                        |  | <b>60 hours</b> |                 |
| <b>Text Book(s)</b>                               |  |                 |                 |
| 1.  | M.C. Shukla, T.S. Grewal and S.C. Gupta,(2012), Corporate Accounting, S. Chand Publishing, New Delhi               |                 |                 |
| <b>Reference Books</b>                            |  |                 |                 |
| 1.  | T. S. Reddy and A. Murthy, (2012), Corporate Accounting, Margham Publications, Chennai                             |                 |                 |
| 2   | S.P. Jain and K.L. Narang,(2012), Advanced Accountancy Volume II, Kalyani Publishers, New Delhi                    |                 |                 |
| 3   | S.N. Maheshwari and S.K. Maheshwari,(2012), Advanced Accountancy Volume II, Vikas Publishing House Ltd., New Delhi |                 |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / FAT |  |                 |                 |
| Recommended by Board of Studies                   |  | 12-08-2017      |                 |
| Approved by Academic Council                      |  | No. 47          | Date 05-10-2017 |

| Course code   | Course title                         | L                       | T        | P        | J        | C              |
|---|--------------------------------------|-------------------------|----------|----------|----------|----------------|
| <b>FRE1002</b>  | <b>Français facile (Easy French)</b> | <b>3</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>3</b>       |
| <b>Pre-requisite</b>  |                                      | <b>Syllabus version</b> |          |          |          |                |
| <b>NIL</b>  |                                      | v.1                     |          |          |          |                |
| <b>Course Objectives</b>  |                                      |                         |          |          |          |                |
| The course gives students the necessary background to:  |                                      |                         |          |          |          |                |
| <ol style="list-style-type: none"> <li>1. Acquaint the learners with the basics of French language.</li> <li>2. Enable learners understand the sentence structures in French.</li> <li>3. Use Information Technology and Multimedia for teaching of French.</li> </ol>  |                                      |                         |          |          |          |                |
| <b>Expected Course Outcome:</b>   |                                      |                         |          |          |          |                |
| e students will be able to:   |                                      |                         |          |          |          |                |
| <ol style="list-style-type: none"> <li>1. create the basic communication by introducing and greeting in French language</li> <li>2. understand the gender of nouns and apply numerical in day to day life</li> <li>3. remember the various parts of speech and use them appropriately</li> <li>4. create basic sentences in French</li> <li>5. understand French language and French grammar for appreciating the aspects of French culture</li> <li>6. create the art of narration/ share information with others</li> </ol> |                                      |                         |          |          |          |                |
| <b>Module:1</b>   |                                      |                         |          |          |          | <b>9 hours</b> |
| La conjugaison des verbes en <i>-er</i> – les pronoms sujets – les articles indéfinis – les nombres 1à 20.  |                                      |                         |          |          |          |                |
| <i>Savoir-faire pour:</i> saluer, et se présenter – épeler en français – communiquer en classe – utiliser des stratégies pour comprendre un texte en français – différencier le tutoiement du vouvoiement.  |                                      |                         |          |          |          |                |
| <b>Module:2</b>   |                                      |                         |          |          |          | <b>7 hours</b> |
| Les verbes être et avoir – les adjectifs de nationalité – le lexique de l’identité – le lexique de  |                                      |                         |          |          |          |                |
| l’expression des goûts et des intérêts – les nombres 21 à 100.  |                                      |                         |          |          |          |                |
| <i>Savoir-faire pour:</i> demander et donner des renseignements personnels – exprimer des objectifs – renseigner sur la nationalité.  |                                      |                         |          |          |          |                |
| <b>Module:3</b>   |                                      |                         |          |          |          | <b>6 hours</b> |
| Le présent du verbe irrégulier – il y a/ il n’y a pas – les articles définis – les prépositions de lieu – les adjectifs qualificatifs.  |                                      |                         |          |          |          |                |
| <i>Savoir-faire pour:</i> décrire et qualifier une ville ou un quartier – localiser – exprimer la quantité.   |                                      |                         |          |          |          |                |
| <b>Module:4</b>   |                                      |                         |          |          |          | <b>5 hours</b> |
| Les formes de la négation – les adjectifs possessifs – le lexique des liens de parenté – le lexique de  |                                      |                         |          |          |          |                |
| loisirs.  |                                      |                         |          |          |          |                |
| <i>Savoir-faire pour:</i> parler de notre entourage – parler de la première impression que produit quelqu’un et de son caractère – présenter et décrire quelqu’un.  |                                      |                         |          |          |          |                |
| <b>Module:5</b>   |                                      |                         |          |          |          | <b>6 hours</b> |
| Les verbes pronominaux – les adverbes de temps – le lexique des jours de la semaine et des moments de la journée.   |                                      |                         |          |          |          |                |
| <i>Savoir-faire pour :</i> parler de nos habitudes – exprimer l’heure – nous informer sur la fréquence, l’heure et le moment – exprimer la ressemblance et la différence.   |                                      |                         |          |          |          |                |
| <b>Module:6</b>   |                                      |                         |          |          |          | <b>5 hours</b> |
| Les adjectifs interrogatifs- les adjectifs démonstratifs – les adjectifs du couleur- le future proche.  |                                      |                         |          |          |          |                |

|   |   |                            |                 |
|---|---|----------------------------|-----------------|
| <i>Savoir-faire pour:</i> s'informer sur un produit – acheter et vendre un produit – expliquer comment on s'habille – donner un avis sur la façon de s'habiller – parler du temps qu'il fait - Situer une action dans le futur. |   |                            |                 |
| <b>Module:7</b>   |   | <b>5 hours</b>             |                 |
| Les pronoms compléments d'objet direct – les articles partitifs – le lexique des aliments – le lexique de la quantité - le passé composé – les marqueurs temporels du passé.  |   |                            |                 |
| <i>Savoir-faire pour:</i> Donner et demander des informations sur un plat – Commander dans un restaurant – parler de nos expériences et de ce que nous savons faire – parler de faits passés.                                   |   |                            |                 |
| <b>Module:8</b>   |   | <b>Contemporary Issues</b> |                 |
|   |   | <b>2 hours</b>             |                 |
| <b>Total Lecture hours</b>  |   | <b>45 hours</b>            |                 |
| <b>Text Book(s)</b>   |   |                            |                 |
| 1.  | CONNEXIONS- 1, Méthode de français, Régine Mérieux, Yves Loiseau, Les Éditions Didier, 2010   |                            |                 |
| 2   | CONNEXIONS -1, Le cahier d'exercices, Régine Mérieux, Yves Loiseau, Les Éditions Didier, 2010   |                            |                 |
| <b>Reference Books</b>  |   |                            |                 |
| 1.  | ALTER EGO 1, Méthode de français, Annie Berthet, Catherine Hugo, Véronique M. Kizirian, Béatrix Sampsonis, Monique Waendendries, Hachette livre, Paris, 2006. |                            |                 |
| 2   | ALTER EGO 1, Le cahier d'activités, Annie Berthet, Catherine Hugo, Béatrix Sampsonis, Monique Waendendries, Hachette livre, Paris, 2006.                      |                            |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / FAT   |   |                            |                 |
| Recommended by Board of Studies   |   | 26.02.2016                 |                 |
| Approved by Academic Council  |   | 41                         | Date 17.06.2016 |

| Course code  | Course title  | L                           | T               | P          | J | C |
|--|---|-----------------------------|-----------------|------------|---|---|
| HIN 1002   | APPLIED HINDI   | 3                           | 0               | 0          | 0 | 3 |
| Pre-requisite  | Know to read and write Hindi  | Syllabus version            |                 |            |   |   |
|  |   | 1.0                         |                 |            |   |   |
| <b>Course Objectives:</b>  |   |                             |                 |            |   |   |
| The course gives students the necessary background to:   |   |                             |                 |            |   |   |
| <ol style="list-style-type: none"> <li>1. develop communicative and technical skills in Applied Hindi.</li> <li>2. effectively communicate in different fields like administration, media and business.</li> <li>3. understand translation as a linguistic, cultural, economic and professional activity and analyzing the problems and challenges of effective communication in Hindi.</li> </ol>                   |   |                             |                 |            |   |   |
| <b>Expected Course Outcome:</b>  |   |                             |                 |            |   |   |
| The students will be able to   |   |                             |                 |            |   |   |
| <ol style="list-style-type: none"> <li>1. Create situation for students sit in the competitive exams.</li> <li>2. Apply technology in various fields through Hindi.</li> <li>3. Understand about various careers other than software where Hindi is used.</li> <li>4. Analyze the use of Hindi skill in various fields.</li> <li>5. Understand different areas where Hindi is used other than literature.</li> </ol> |   |                             |                 |            |   |   |
| <b>Module:1</b>  | <b>भूमिका</b>   | <b>3 hours</b>              |                 |            |   |   |
| हिन्दीभाषा- प्रयोजनमूलकहिन्दी: सामान्यपरिचय – विशेषता  |   |                             |                 |            |   |   |
| <b>Module:2</b>  | <b>हिन्दीमेंपत्राचार</b>  | <b>6 hours</b>              |                 |            |   |   |
| सामान्यपत्राचार: नौकरीकेलिएआवेदनपत्र – छुट्टीकेलिएपत्र<br>वाणिज्यकएवंव्यावसायिकपत्राचार : प्रकाशककेनामपत्र- पूछताछपत्र – व्यापारीशिकायतीपत्र – बैंककोपत्र  |   |                             |                 |            |   |   |
| <b>Module:3</b>  | <b>प्रयोजनमूलकहिन्दीकेकार्यक्षेत्रकापरिचय</b>                                   | <b>6 hours</b>              |                 |            |   |   |
| वाणिज्यऔरव्यापार – विज्ञानसूचनाएवंप्रद्योगिकी – जनसंचारमाध्यम – बैंकिंग – प्रशासन  |   |                             |                 |            |   |   |
| <b>Module:4</b>  | <b>हिन्दीकम्प्यूटरऔरविज्ञापन</b>  | <b>6hours</b>               |                 |            |   |   |
| कम्प्यूटरमेंहिन्दीकाअनुप्रयोग – हिन्दीऔरइंटरनेट<br><b>विज्ञापन :</b> परिभाषा – उद्देश्यऔरमहत्त्व – विज्ञापनकेमाध्यम – जनसंचारमाध्यमोंमेंविज्ञापन –शब्द – दृश्य – श्रव्यसंचार<br>– विज्ञापनोंमेंहिन्दीकाप्रयोग – अभ्यास   |   |                             |                 |            |   |   |
| <b>Module:5</b>  | <b>अनुवादसिद्धान्त</b>  | <b>6 hours</b>              |                 |            |   |   |
| अनुवाद :अर्थएवंपरिभाषा – अनुवादककेगुण – अनुवादकामहत्त्व- अनुवादकेप्रकार- अनुवादकीसामान्यसमस्याएं   |   |                             |                 |            |   |   |
| <b>Module:6</b>  | <b>अनुवादअभ्यास (हिन्दी – अङ्ग्रेज़ी – हिन्दी )</b>                             | <b>9hours</b>               |                 |            |   |   |
| व्यावसायिक – बैंकिंग-वाणिज्यआदिसेसंबंधित   |   |                             |                 |            |   |   |
| <b>Module:7</b>  | <b>पारिभाषिकशब्दावली</b>  | <b>6 hours</b>              |                 |            |   |   |
| अर्थएवंस्वरूप – अपेक्षितगुण- समस्याएं – विभिन्नक्षेत्रोंमेंप्रयुक्तपारिभाषिकशब्दावली   |   |                             |                 |            |   |   |
|  |   | <b>Total Lecture hours:</b> | <b>45 hours</b> |            |   |   |
| <b>Text Book(s)</b>  |   |                             |                 |            |   |   |
| 1.   | डॉकृष्णकुमारगोस्वामी,अनुप्रयोगिकहिन्दी,वाणीप्रकाशन 2012                         |                             |                 |            |   |   |
| <b>Reference Books</b>   |   |                             |                 |            |   |   |
| 1.   | डॉअनुपचंदबाहनी,व्यावसायिकसंप्रेषण, राजपालएंडसन्स, दिल्ली, प्र.सं 2011.          |                             |                 |            |   |   |
| 2  | डॉकृष्णकुमारगोस्वामी,अनुप्रयोगिकहिन्दीअरुणोदयप्रकाशननईदिल्लीप्र.सं 2015.        |                             |                 |            |   |   |
| 3  | डॉसुनागलक्ष्मी,प्रयोजनमूलकहिन्दीप्रासंगिकताएवंपरिदृश्यजवाहरपुस्तकालयमथुरा 2012. |                             |                 |            |   |   |
| 4  | दंगलझाल्टेप्रयोजनमूलकहिन्दीसिद्धंतऔरप्रयोगवाणीप्रकाशननईदिल्ली 2009.             |                             |                 |            |   |   |
| 5  | मधुधवन,विज्ञापनकलावाणीप्रकाशननईदिल्ली 2010.                                     |                             |                 |            |   |   |
| Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT  |   |                             |                 |            |   |   |
| Recommended by Board of Studies  |   | 11.12.2015                  |                 |            |   |   |
| Approved by Academic Council   |   | 39 <sup>th</sup> AC         | Date            | 17.12.2015 |   |   |

|  |                |                  |   |   |   |   |
|--|----------------|------------------|---|---|---|---|
| TAM1003  | தமிழ்          | L                | T | P | J | C |
| For UG Programmes  |                | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil            | Syllabus version |   |   |   |   |
|  |                | 1                |   |   |   |   |
| <b>Course Objectives:</b>  |                |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. ஐந்திணை நிலங்களின் அடிப்படையில் மக்களின் வாழ்வைப் புரிந்து கொள்ளுதல்</li> <li>2. சமய ஒற்றுமை கூறுதல்</li> <li>3. தமிழ்ச் சிறுகதை, மரபுக்கவிதை முதல் நவீன கவிதை வரையிலான தமிழ் இலக்கிய வளர்ச்சி – புரிதல், படைப்பூக்கம் பெறுதல்</li> </ol>  |                |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |                |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. சங்க காலம் முதல் நவீன காலம் வரையிலான தமிழக மக்களின் வாழ்வியல் குறித்த புரிதல்</li> <li>2. தமிழ்நாடு அரசு பணியாளர்கள் தேர்வாணையம் (TNPSC) நடத்தும் தேர்விற்குத் தயாராகுதல்</li> <li>3. நவீன கவிதை மற்றும் சிறுகதைகளுக்கு மாணவர்களின் பங்களிப்பை தர வைத்தல் (படைப்பாளியாக்குதல்)</li> <li>4. தமிழ்ச் சிறுகதையின் போக்கு , உலகச் சிறுகதை -அறிமுகம்</li> <li>5. உலக மொழிகளில் பரவியுள்ள தமிழின் வேர்ச்சொல் , தமிழரின் நாடகம், மறுவாசிப்பு , தொல்லியல் களங்கள், சூழலியல் குறித்த புரிதல்</li> </ol> |                |                  |   |   |   |   |
| <b>Student Learning Outcomes:</b>  |                |                  |   |   |   |   |
|  |                | 2,11             |   |   |   |   |
| அலகு 1   | சங்க இலக்கியம் | 8 hours          |   |   |   |   |
| <b>அகம்:</b> குறிஞ்சி : காலையும் பகலுங் கையறு மாலையும் (குறுந்- 32), செம்புலப் பெயல் நீரார் – (குறுந்-40),   |                |                  |   |   |   |   |
| <b>முல்லை :</b> அம்ம வாழி தோழி காதலர் (குறுந்-287) , தருமணல் தாழ்ப்பெய்து இல்பூவல் ஊட்டி (கலித்தொகை- 114 : 12-21),   |                |                  |   |   |   |   |
| <b>மருதம்:</b> கழனி மாத்து விளைந்துகு தீம்பழம்(ஐங்கு-8), சிலரும் பலரும் கடைக்கண் நோக்கி - குறுந் 149.),  |                |                  |   |   |   |   |
| <b>நெய்தல் :</b> விளையாடு ஆயமொடு வெண்மணல் அழுத்தி – (நற்றி 172),பூ இடைப்படினும் யாண்டு கழிந்தன்ன- (குறுந் -57),  |                |                  |   |   |   |   |
| <b>பாலை:</b> கன்றும் உண்ணாது கலத்தினும் படாது, (குறுந்-27), முட்டுவேன் கொல் (குறுந்-28),   |                |                  |   |   |   |   |
| <b>புறம் :</b> செஞ்ஞா யிற்றுச் செலவு (புறம்- 30 ), மைம்மீன் புகையினும் (புறம்-117 ),யாதும் ஊரே யாவரும் கேளிர் (புறம்-192)  |                |                  |   |   |   |   |



|   |                                       |          |  |
|---|---------------------------------------|----------|--|
| அலகு 2  | நீதி இலக்கியம்                        | 6 hours  |  |
| திருக்குறள் : புலவி நுணுக்கம் ( 132 வது அதிகாரம் )  |                                       |          |  |
| நாலடியார் : பெரியாரைப் பிழையாமை (1முதல் 5) பாடல்கள்   |                                       |          |  |
| இன்னா நாற்பது: ( 8 முதல் 12 வரை ) பாடல்கள்  |                                       |          |  |
| இனியவை நாற்பது : ( 2 முதல் 6 வரை ) பாடல்கள்   |                                       |          |  |
| பழமொழி நானூறு : அவையறிதல்: 21   |                                       |          |  |
|   |                                       |          |  |
| அலகு 3  | பக்தி இலக்கிய , சிற்றிலக்கிய அறிமுகம் | 4 hours  |  |
| சைவம்: காத லாகி கசிந்து கண்ணீர் மல்கி (சம்பந்தர் தேவாரம்-3320) , பித்தா பிறைகுடி பெருமான ! அருளாளா( சுந்தரர் தேவாரம், 7225) ஊன் ஆய், உயிர் ஆய், உணர்வு ஆய், என்னுள் கலந்து, (திருவாசகம் - திருஅம்மாணை -16)          |                                       |          |  |
| வைணவம்:( ஆண்டாள் நாச்சியார் திருமொழி) ,கற்பூரம் நாறுமோ கமலப்பூ நாறுமோ - 64, வாரணம் ஆயிரம் சூழ வலம்செய்து -555, மத்தளம் கொட்ட வரிசங்கம் நின்றூத - 560  |                                       |          |  |
| சித்தர் இலக்கியம்: அன்பும் சிவமும் இரண்டு என்பர் அறிவிலார் (திருமந்திரம் : -270), படமாடக் கோயில் பகவற்கு ஒன்று ஈயில் (திருமந்திரம் 1857), நட்ககல்லைத் தெய்வமென்று நாலுபுஷ்பந் சாத்தியே - (சிவவாக்கியர் 521)         |                                       |          |  |
| குற்றால குறவஞ்சி - குறத்தி மலை வளங்கூறுதல்: 1,2,3,6   |                                       |          |  |
|   |                                       |          |  |
| அலகு : 4  | நவீன இலக்கியம் ( கவிதை )              | 10 hours |  |
| பாரதி - பாரத தேசம், பாரதி தாசன் -தமிழியக்கம்- இருப்பதைவிட இறப்பது நன்று   |                                       |          |  |
| பட்டுக்கோட்டை கல்யாணசுந்தரம் - சும்மா கெடந்த நெலத்தைக் கொத்தி ( பாடல்) ,உடுமலை நாராயண கவி - எங்கே சொர்க்கம் ?, கண்ணதாசன் - மயக்கமா கலக்கமா ( பாடல்)   |                                       |          |  |
| நா . காமராசன் - காகித பூக்கள், அப்துல் ரகுமான் - தொலைந்து போனவர்கள்   |                                       |          |  |
| சிற்பி பாலசுப்பிரமணியம் - ஒரு கிராமத்து நதி, அறிவுமதி - நட்புக் காலம் ( தேர்ந்தெடுத்த கவிதைகள் )  |                                       |          |  |
| மனுசி - (தேர்ந்தெடுத்த கவிதைகள் ), ப . சுடலைமணி - ( தேர்ந்தெடுத்த கவிதைகள் )  |                                       |          |  |
|   |                                       |          |  |
| அலகு : 5  | சிறுகதை                               | 6 hours  |  |
| அண்ணா - செவ்வாழை , புதுமைப்பித்தன் - செல்லம்மாள் , பி. எஸ். ராமையா- நட்சத்திரக் குழந்தைகள் , சு. வேணுகோபால் - புற்று, அழகிய பெரியவன்- திசையெங்கும் சுவர்கள் கொண்ட கிராமம், ஆண்ட்ரே செகாவ் - வான்கா ( ரஷ்ய சிறுகதை ) |                                       |          |  |

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|---|--|----------|--|
| அலகு .6   | உரைநடை   | 5 hours  |  |
| பேராசிரியர் அருளி - வேர்ச்சொல்லின் தேவை , முனைவர் மு .ராமசாமி - தமிழ் நாடகமும் நாடகத்தமிழும், சிவசு - இலக்கியமும் மறுவாசிப்பும் , முனைவர் செளந்திர மஹாதேவன் - தன்னம்பிக்கை தரும் நம்பிக்கை , புலவர் ந .வேங்கடேசன் - தமிழக தொல்லியல் தடங்கள், தியோடர் பாஸ்கரன் - காணுறை வேங்கை |  |          |  |
| அலகு .7   | இலக்கிய வரலாறு   | 4 hours  |  |
| சங்க இலக்கியம் , சமய இலக்கியம் , தமிழ்ச் சிறுகதை வரலாறு , புதுக்கவிதை வரலாறு  |  |          |  |
| அலகு .8   | சிறப்பு விரிவுரை   | 2 hour   |  |
| Total Lecture hours   |  | 45 hours |  |
| வி ஐ டி பல்கலைக்கழக வெளியீடு  |  |          |  |
| <b>Reference Book (s):</b>  |  |          |  |
| 1.  | சங்க இலக்கியம் ( தொகுப்பு ) - திருநெல்வேலி தென்னிந்திய சைவசித்தாந்த நூற்பதிப்பு கழகம் லிட் , 522.டி .டி .கே . சாலை ,ஆழ்வார்பேட்டை ,சென்னை -18- ( திசம்பர் 2007 )   |          |  |
| 2.  | ஞானசம்பந்தர் தேவாரம் - வீ .சிவஞானம் , விஜயா பதிப்பகம் , ராஜவீதி ,கோவை 001 மார்ச் 2016  |          |  |
| 3.  | மகாகவி பாரதியார், நியூ செஞ்சுரி புக் ஹவுஸ் , அண்ணாசாலை , மெளன்ட் ரோடு , சென்னை 02- ( 2014 )  |          |  |
| 4.  | மக்கள் கவிஞர் பட்டுக்கோட்டை கல்யாணசுந்தரம் பாடல்கள் - நியூ செஞ்சுரி புக் ஹவுஸ் (பி)லிட் .,41-பி சிட்கோ இண்டஸ்ட்ரியல் எஸ்டேட் , அம்பத்தூர் , சென்னை 98 ( செப் 2017) |          |  |
| 5.  | கண்ணதாசன் திரை இசை பாடல்கள் , கண்ணதாசன் பதிப்பகம் , கண்ணதாசன் சாலை , தி நகர் , சென்னை 17 , 2015  |          |  |
| 6.  | கறுப்பு மலர்கள் ,நா.காமராசன்,கவிதா பதிப்பகம், த பெ எண் : 6123, 8, மாசிலாமணி தெரு , பாண்டி பஜார் , தி நகர் , சென்னை , 17 , Jan 2016                                 |          |  |
| 7.  | ஒரு கிராமத்து நதி - ஆசிரியர்: சிற்பி பாலசுப்ரமணியம், கவிதா பதிப்பகம், த பெ எண் : 6123, 8, மாசிலாமணி தெரு , பாண்டி பஜார் , தி நகர் , சென்னை , 17 , Dec 2012         |          |  |
| 8.  | கவிக்கோ அப்துல்ரகுமான் கவிதைகள் , நேஷனல் பப்ளிஷர்ஸ், தம்பு செட்டி வீதி , பாரிஸ் , சென்னை 001 ( 2013 ) ,  |          |  |
| 9.  | 100 சிறந்த கதைகள் , தொகுப்பு எஸ் .ராமகிருஷ்ணன் , டிஸ்கவரி புக் பேலஸ் , கே கே நகர் , சென்னை 78. (2016)  |          |  |
| 10.   | அழகிய பெரியவன் கதைகள் - நற்றிணை பதிப்பகம் , திருவல்லிக்கேணி , சென்னை -2013   |          |  |
| 11.   | காணுறை வேங்கை, தியோடர் பாஸ்கரன் , காலச்சுவடு பதிப்பகம் 669,கே .பி சாலை , நாகர்கோவில் 01( 2006)   |          |  |
| <a href="http://www.tamilvu.org">www.tamilvu.org</a>  |  |          |  |

|   |            |      |            |
|---|------------|------|------------|
| <b>Mode of Evaluation: CAT , Quiz and Digital Assignments</b> |            |      |            |
| Recommended by Board of Studies                               | 31.10.2018 |      |            |
| Approved by Academic Council                                  | No. 53     | Date | 13.12.2018 |

# **Programme Elective**

| Course Code  | Course title                            | I                | T | P | J | C |
|--|---|------------------|---|---|---|---|
| CCA1704  | INTRODUCTION TO INFORMATION TECHNOLOGY  | 3                | 0 | 2 | 0 | 4 |
| Pre-requisite  | Nil                                     | Syllabus version |   |   |   |   |
|  |   | 1                |   |   |   |   |
| <b>Course Objectives:</b>  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Learn the organization of a digital computer.</li> <li>2. Be exposed to the number systems.</li> <li>3. Ability Draw flow charts for problems.</li> <li>4. Be exposed to the syntax of C Programming.</li> <li>5. Learn to usage operators in C Programming.</li> <li>6. Be exposed to problem solving techniques and computer networks.</li> <li>7. Develop the skills to analysis the social media.</li> </ol> |   |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>   |   |                  |   |   |   |   |
| The students will be able to:  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Understand the components of the digital computer</li> <li>2. Convert the number systems.</li> <li>3. Learn to think logically and write pseudo code</li> <li>4. Design algorithm for problems.</li> <li>5. Be familiar with the use of Office software.</li> <li>6. Be exposed to presentation and visualization tools.</li> </ol>  |   |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Fundamental Concepts and History</b> | <b>6 hours</b>   |   |   |   |   |
| History of Computers - Functionality of computer -Basic Components of Computer System – Control Unit – Memory unit - Input Devices –Output Devices   |   |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Number systems and codes</b>         | <b>7 hours</b>   |   |   |   |   |
| Characteristics and Classification of Computer Systems - Data Representations within Computer - Bits - Bytes and Words - Number Systems and Codes  |   |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Software</b>                         | <b>6 hours</b>   |   |   |   |   |
| Types of Software – Software Terminologies – Installing and uninstalling software-Software Piracy –Booting-Software Development steps – Usage of Application software  |   |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Database</b>                         | <b>6 hours</b>   |   |   |   |   |
| Data –Database –Data Base Management System –Database Models – Database Language Problems with file system- Data management - Commercial Databases and Applications  |   |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Algorithm</b>                        | <b>6 hours</b>   |   |   |   |   |
| Algorithm – Definition – Properties of Algorithm – Classification of Algorithms – Algorithm Logic  |   |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Flow Chart</b>                       | <b>6 hours</b>   |   |   |   |   |
| Importance of Flowchart, Flow chart symbols, Advantages of flow chart – Limitation of flow Charts  |   |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Computer Networks</b>                | <b>6 hours</b>   |   |   |   |   |
| Concepts of Computer Networking – Advantages – Network types – Network topologies-   |   |                  |   |   |   |   |

|  |   |                 |                 |
|--|---|-----------------|-----------------|
| Applications of Computer Networks.                                       |   |                 |                 |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>  |                 | <b>2 hours</b>  |
| <b>Total Lecture hours</b>   |   | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |   |                 |                 |
| 1.   | Peter Norton,(2013),Introduction to Computers, TMH Publications, New Delhi                            |                 |                 |
| 2.   | Dennis P., Curtin, (2012), Information Technology: The Breaking Wave, McGraw Hill, New Delhi          |                 |                 |
| <b>Reference Books</b>   |   |                 |                 |
| 1.   | E.Balagurusamy, (2012), Fundamentals of Computers, McGraw Hill, New Delhi                             |                 |                 |
| 2.   | AnitalGoel, (2013),Computer Fundamentals, Pearson Publications, New Delhi                             |                 |                 |
| 3.   | V Rajaraman,(2013), Fundamentals of Computers, Prentice Hall publications, New Delhi                  |                 |                 |
| 4.   | P.K.Sinha,(2013),Computer Fundamentals, BPB Publications, New Delhi                                   |                 |                 |
| <b>List of Challenging Experiments (Indicative)</b>                      |   |                 |                 |
| 1  | Design a Business card and company broacher (tri fold) for an upcoming organization.                  | 3 hours         |                 |
| 2  | ABC Company is introducing a new product; send the invitation to 100 of its clients using mail merge. | 3 hours         |                 |
| 3  | Design a Digital advertisement to be displayed in Amazon web site for electronic items.               | 3 hours         |                 |
| 4  | Design a route map for ABC Company from Chennai International airport.                                | 3 hours         |                 |
| 5  | Create a worksheet for calculating Employee payroll of an Information Technology (IT) organization.   | 3 hours         |                 |
| 6  | Create a worksheet for automatic calculation of student's grade point.                                | 3 hours         |                 |
| 7  | Create a template using worksheet for calculating number systems (All 4 System)                       | 3 hours         |                 |
| 8  | Create a worksheet and charts for ABC Company's annual report.  | 3 hours         |                 |
| 9  | Create a presentation about ABC Company for a business meet.  | 3 hours         |                 |
| 10   | Create an Annual report presentation for an IT organization.  | 3 hours         |                 |
| <b>Total Lab hours</b>   |   | <b>30 hours</b> |                 |
| <b>Mode of Evaluation: CAT, Quiz , Digital Assignments and Practical</b> |   |                 |                 |
| Recommended by Board of Studies  |   | 12-08-2017      |                 |
| Approved by Academic Council   |   | No. 46          | Date 24-08-2017 |

| Course Code   | Course title                                    | L                      | T | P | J | C |
|---|---|------------------------|---|---|---|---|
| CCA1708   | EXPORT MARKETING                                | 2                      | 0 | 0 | 4 | 3 |
| Pre-requisite   | None  |                        |   |   |   |   |
| <b>Course Objectives:</b>   |   |                        |   |   |   |   |
| This course enables the student to:   |   |                        |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Understand the export marketing concepts.</li> <li>2. Demonstrate their skills in writing and presenting team oriented professional business strategies for a firm with global orientation</li> <li>3. Carry out the export marketing procedures and activities.</li> </ol> |   |                        |   |   |   |   |
| <b>Student Learning Outcome:</b>  |   |                        |   |   |   |   |
| 2,11,12,18  |   |                        |   |   |   |   |
| 2. Having a clear understanding of the subject related concepts and of contemporary issues  |   |                        |   |   |   |   |
| 11. Having interest in lifelong learning  |   |                        |   |   |   |   |
| 12. Having adaptive thinking and adaptability   |   |                        |   |   |   |   |
| 18. Having critical thinking and innovative skills  |   |                        |   |   |   |   |
| <b>Module:1</b>   | <b>Basics of Export Marketing</b>               | <b>6 hours</b>         |   |   |   |   |
| Concepts and features – Importance – difference between domestic and export marketing – Factors affecting export marketing.   |   |                        |   |   |   |   |
| <b>Module:2</b>   | <b>Global Framework for Export Marketing</b>    | <b>6 hours</b>         |   |   |   |   |
| Economic grouping of export marketing – Implication of World Trade Organization Agreements – General Agreement of Trade and Tariff, General Agreement of Tariff and Services.   |   |                        |   |   |   |   |
| <b>Module:3</b>   | <b>Export Product</b>                           | <b>6 hours</b>         |   |   |   |   |
| Modes of entry in foreign markets - Criteria for selection of products for exports -Steps in new product development process - identifying foreign markets for export of products.  |   |                        |   |   |   |   |
| <b>Module:4</b>   | <b>Export Pricing</b>                           | <b>6 hours</b>         |   |   |   |   |
| Factors –objectives - quotations - Marginal cost pricing - Break even pricing - Export pricing strategies.  |   |                        |   |   |   |   |
| <b>Module:5</b>   | <b>Export Finance</b>                           | <b>6 hours</b>         |   |   |   |   |
| Types of export finance - Features of pre-shipment and post-shipment finance - Methods of payment – Letter of credit - Role of commercial banks and EXIM bank in export finance.  |   |                        |   |   |   |   |
| <b>Module:6</b>   | <b>Export Policies and Promotional Measures</b> | <b>7 hours</b>         |   |   |   |   |
| Foreign Trade Policies – Highlights and implications, Privileges of export and trading house status – Role of Directorate -General of Foreign Trade.  |   |                        |   |   |   |   |
| <b>Module:7</b>   | <b>Export Procedure and Incentives</b>          | <b>6 hours</b>         |   |   |   |   |
| Stages in export procedure - Shipping and Customs formalities- Procedure for realization of export incentives - Main export incentives available to Indian exporters.   |   |                        |   |   |   |   |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>        | <b>2 hours</b>         |   |   |   |   |
| <b>Total Lecture hours:</b>   |   | <b>45 hours</b>        |   |   |   |   |
| <b>Sample Projects Outcomes:</b>  |   |                        |   |   |   |   |
| Students will be able to write a report on  |   |                        |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. A study on L/C in export marketing</li> <li>2. Documentations and Procedures in Export – A study</li> <li>3. Impact of Pricing policies in export marketing</li> </ol>  |   | 60 (Non-Contact hours) |   |   |   |   |

| <b>Text Book(s)</b>  |   |            |                 |
|--|---|------------|-----------------|
| 1.   | D.C. Kapoor, Export Management, Vikas Publishing House Pvt Ltd. New Delhi, 2012.  |            |                 |
| <b>Reference Books</b>   |   |            |                 |
| 1.   | P.K.Khurana, Export Management, Galgotia Publications, New Delhi, 2013.   |            |                 |
| 2.   | Michael R. Czinkota, Ilkka A. Ronkainen, Marta Ortiz, The Export Marketing Imperative, South- Western publisher, USA, 2004.         |            |                 |
| 3  | New Import Export Policy, Nabhi Board Members, Nabhi Publications, New Delhi, 2009.   |            |                 |
| 4  | Gerald. Albaum, Edwin. Duerr, Jesper. Strandkov, International Marketing and Export Management, Pearson Education, New Delhi, 2005. |            |                 |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / Project / FAT |   |            |                 |
| Recommended by Board of Studies                                    |   | 12-08-2017 |                 |
| Approved by Academic Council                                       |   | No. 47     | Date 05-10-2017 |



| Course code   | Course title   | L                | T | P | J | C               |
|---|--|------------------|---|---|---|-----------------|
| CCA1719   | BUSINESS COMMUNICATION                                   | 2                | 0 | 0 | 0 | 2               |
| Pre-requisite   | Nil  | Syllabus version |   |   |   |                 |
|   |  | 1.1              |   |   |   |                 |
| <b>Course Objectives:</b>   |  |                  |   |   |   |                 |
| The Course provides the fundamentals to the students to   |  |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Create basic understanding of the communication.</li> <li>2. Impart the skills of listening, speaking, reading and writing</li> <li>3. Explore the various kinds of body language in the component of communication</li> <li>4. Know the contemporaries in communication</li> </ol>   |  |                  |   |   |   |                 |
| <b>Expected Course Outcome:</b>   |  |                  |   |   |   |                 |
| The students will be able to  |  |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>1. Enhance their effectiveness of communication skills</li> <li>2. Project appropriate body language along with the verbal communication</li> <li>3. Write various kinds of business letters</li> <li>4. Apply the skills of communication in the real life situations</li> <li>5. Update and upgrade the contemporaries in communication</li> </ol> |  |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Introduction and Types of Communication</b>           | <b>4 hours</b>   |   |   |   |                 |
| Meaning and Definition - Importance –Process- Essentials of good communication - Principles of Communication -Downward – Upward – Horizontal – Grapevine – Consensus  |  |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>Barriers to Communication</b>                         | <b>4 hours</b>   |   |   |   |                 |
| Physical; Psychological; Semantic; Organizational Structure Barrier- Cross Cultural Barriers - Overcoming communication barriers  |  |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Listening Process</b>                                 | <b>4 hours</b>   |   |   |   |                 |
| Barriers to Listening - Ten thumb rules for good listening - Active Listening Practices - Listening in conversational Interaction - Listening and note –taking  |  |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Non-Verbal Communication</b>                          | <b>4hours</b>    |   |   |   |                 |
| Kinesics – Proxemics – Chronemics – Vocalics – Occulesics - Personal Appearance   |  |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Business Letters and Drafting of Business Letters</b> | <b>6hours</b>    |   |   |   |                 |
| Need and functions of business letters - Planning and layout of business letter - Kinds of business letters - Essentials of effective correspondence – E-Business mails   |  |                  |   |   |   |                 |
| Enquiries and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters - Circular letters - Application for employment and resume - Report writing - Notices, Agenda and Minutes of the Meetings – Memos  |  |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>Application of Communication Skills</b>               | <b>3 hours</b>   |   |   |   |                 |
| Group Decision-Making - Conflict and Negotiations - Presentation and Interviews – Speeches  |  |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Digital Communication</b>                             | <b>3 hours</b>   |   |   |   |                 |
| Social media- WhatsApp- Twitter- Face Book- LinkedIn  |  |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>                 | <b>2 hours</b>   |   |   |   |                 |
| <b>Total Lecture hours</b>  |  |                  |   |   |   | <b>30 hours</b> |

| <b>Text Book(s)</b>  |  |            |                 |
|--|--|------------|-----------------|
| 1.   | Nirmal Singh, (2013), Business Communication, Deep and Deep Publications Pvt.Ltd., New Delhi.  |            |                 |
| <b>Reference Books</b>                                       |  |            |                 |
| 1.   | Krishna Mohan &MeeraBanerji, (2012), Developing Communication Skills, McMillan India Ltd, New Delhi.                                       |            |                 |
| 2.   | Rajendra Pal & J.S. Korlahalli, (2014), Essentials of Business Communication, Sultan Chand Publications, New Delhi.                        |            |                 |
| 3.   | M. Ashraf Rizvi, (2013), Effective Technical Communication, Tata McGraw-Hill Education, New Delhi.   |            |                 |
| 4.   | K. K. Sinha, (2012), Business Communication, Taxman Publishing Pvt. Ltd., New Delhi.   |            |                 |
| 5.   | R. C. Sharma and Krishna Mohan (2014), Business Correspondence and Report Writing, Tata McGraw-Hill Publishing Company Limited, New Delhi. |            |                 |
| <b>Mode of Evaluation:</b> CAT, Quiz and Digital Assignments |  |            |                 |
| Recommended by Board of Studies                              |  | 12-08-2017 |                 |
| Approved by Academic Council                                 |  | No. 47     | Date 05-10-2017 |

| Course code  | Course title                                   | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA2701  | CORPORATE LAWS                                 | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil  | Syllabus version |   |   |   |   |
|  |  | 1.0              |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Complement this course contents with other courses such as Tax, Corporate Accounting, Banking system, etc.</li> <li>2. Build an ability to interpret laws and legal language</li> <li>3. Develop the aptitude to apply theory in real life situation</li> </ol>  |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>6. Apprehend the basic rules of conduct enforced by the state to regulate the conduct of corporations</li> <li>7. Develop an ability to compare and contrast the mechanism of policy frameworks</li> <li>8. Institute ideas of starting a company</li> <li>9. Be acquainted with the structure of governing a company</li> <li>10. Tinge upon ethical standards and contemplate over not falling prey to crimes</li> <li>11. Gain confidence to apply theory in real life situations</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Corporations and Legal Personality</b>      | <b>6 hours</b>   |   |   |   |   |
| Definition, Meaning, Nature and its Characteristics – Different types of companies - Company vis-à-vis other Forms of Business – Concept of Corporate Personality – Corporate Veil – Lifting the Veil of incorporation   |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Formation and Constitution of a Company</b> | <b>8 hours</b>   |   |   |   |   |
| Promoters: meaning, responsibilities and duties, rights and liabilities - Pre-incorporation contracts  |  |                  |   |   |   |   |
| Procedural aspects of formation of companies - Constitutional documents, its effect:   |  |                  |   |   |   |   |
| Memorandum and Articles of Association, its contents and alteration– Prospectus: Definition – Contents – The Golden Rule– Mis-statement – Remedies   |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Company Officers</b>                        | <b>5 hours</b>   |   |   |   |   |
| Directors: Types (de jure and de facto), Director's Identification Number (DIN), Appointment / Reappointment, Qualifications, Disqualifications, Role and Responsibilities of Directors – Powers and Duties – Remuneration of Directors  |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Other Officers</b>                          | <b>5 hours</b>   |   |   |   |   |
| Appointment, Role and Responsibilities, Company Secretary as a Key Managerial Personnel, Company Auditor: appointment, duties, rights, removal and resignation   |  |                  |   |   |   |   |

|   |  |                 |                 |
|---|--|-----------------|-----------------|
| <b>Module:5</b>   | <b>Company Meetings and Resolutions</b>  | <b>9 hours</b>  |                 |
| Meetings of Board -Frequency, Convening, Proceedings, Video Conferencing of Board - Practice  |  |                 |                 |
| Resolution by Circulation, Minutes and Evidence- General Meetings –Kinds of Meetings- Law, and Procedure Relating to Convening And Proceedings at General and Other Meetings; Notice, Quorum, Chairman, Proxy, Voting including Voting through Electronic Means; Resolutions, Circulation of Members' Resolution, Postal Ballot, Recording, Signing and Inspection of Minutes |  |                 |                 |
| <b>Module:6</b>   | <b>Insolvency</b>  | <b>5 hours</b>  |                 |
| Liquidation: Compulsory and voluntary liquidation, Process and Procedure; Appointment, powers and duties of liquidator and insolvency practitioners. Consequences of Winding Up   |  |                 |                 |
| <b>Module:7</b>   | <b>Corporate Fraud and Criminal Behaviour</b>  | <b>5 hours</b>  |                 |
| Nature and Legal Control: Insider dealing, market abuse, money laundering, bribery, fraudulent and Wrongly trading  |  |                 |                 |
| <b>Module:8</b>   | <b>Contemporary issues:</b>  | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>  |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>   |  |                 |                 |
| 1.  | Munish Bhandari, A Handbook on Corporate and Allied Laws (for CA Final), 2019, 24 <sup>th</sup> Edition, Best Word Publication, New Delhi. |                 |                 |
| <b>Reference Books</b>  |  |                 |                 |
| 1.  | ICSI, Corporate Laws (Set of 2 volumes - Pocket Edition), 2017, 36 <sup>th</sup> Edition, Taxman Publication, New Delhi                    |                 |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT   |  |                 |                 |
| Recommended by Board of Studies   |  | 12-08-2017      |                 |
| Approved by Academic Council  |  | No. 47          | Date 05-10-2017 |

| Course code<br>CCA2702   | Course title  | L                       | T        | P        | J        | C        |
|--|---|-------------------------|----------|----------|----------|----------|
|  | <b>PERFORMANCE MANAGEMENT</b>                               | <b>3</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| <b>Pre-requisite</b>   | Nil   | <b>Syllabus version</b> |          |          |          |          |
| <b>Course Objectives:</b>  |   |                         |          |          |          |          |
| The Course provides the foundations to:  |   |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>1. Create basic understanding about the concepts of Performance Management</li> <li>2. Impart Skills required to enhance the performance of Organisation</li> <li>3. Explore the various accounting aspects of performance</li> </ol>   |   |                         |          |          |          |          |
| <b>Course Outcome:</b>   |   |                         |          |          |          |          |
| The students will be able to:  |   |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>1. Handle the Quantitative Areas of Performance in product-wise and division-wise</li> <li>2. Decide on operational and managerial performance based on marginal costing principles</li> <li>3. Analyze the costs through effective budgetary systems</li> <li>4. Evaluate the value added and non-value added activities to reduce the cost and to increase profit</li> <li>5. Apply the Standard Costing Principles in taking various operational and market decisions.</li> <li>6. Analyse and Interpret the Financial Statements in Not for Profit Organizations</li> </ol> |   |                         |          |          |          |          |
| <b>Module:1</b>  | <b>Specialist cost and Management Accounting Techniques</b> | <b>6 hours</b>          |          |          |          |          |
| Activity-based costing, Target costing, Life-cycle costing.  |   |                         |          |          |          |          |
| <b>Module:2</b>  | <b>Special Areas on costing</b>                             | <b>6 hours</b>          |          |          |          |          |
| Throughput accounting, Environmental accounting.   |   |                         |          |          |          |          |
| <b>Module:3</b>  | <b>Decision-making Techniques</b>                           | <b>6 hours</b>          |          |          |          |          |
| Relevant cost analysis, Cost volume analysis, Limiting factors, Pricing decisions, Make-or-buy and other short-term decisions, Dealing with risk and uncertainty in decision making.   |   |                         |          |          |          |          |
| <b>Module:4</b>  | <b>Budgeting and Control</b>                                | <b>6 hours</b>          |          |          |          |          |
| Budgetary systems, Types of budget, Quantitative analysis in budgeting.  |   |                         |          |          |          |          |
| <b>Module:5</b>  | <b>Standard Costing</b>                                     | <b>7 hours</b>          |          |          |          |          |
| Material mix and yield variances, Sales mix and quantity variances, Planning and operational Variances, Performance analysis and Behavioural aspects.  |   |                         |          |          |          |          |
| <b>Module:6</b>  | <b>Performance Measurement and Control</b>                  | <b>6 hours</b>          |          |          |          |          |
| Performance management information systems, Sources of management information, Management reports, Performance analysis in private sector. Organisations and Divisional performance.   |   |                         |          |          |          |          |
| <b>Module:7</b>  | <b>Trends in Costing</b>                                    | <b>6 hours</b>          |          |          |          |          |
| Transfer pricing, Performance analysis in Not-for-profit organisations and the public sector, External considerations and behavioural aspects  |   |                         |          |          |          |          |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>                    | <b>2 hours</b>          |          |          |          |          |
| <b>Total Lecture hours</b>   |   | <b>45 hours</b>         |          |          |          |          |
| <b>Text Book(s)</b>  |   |                         |          |          |          |          |

|  |  |            |                 |
|--|--|------------|-----------------|
| 1.   | S.P. Jain and K.L. Narang , Cost Accounting (2016), - Kalyani Publishers - New Delhi.                  |            |                 |
| <b>Reference Books</b>   |  |            |                 |
| 1.   | B.K. Bhar, Cost Accounting ,(2015), -Academic publishers, Calcutta.                                    |            |                 |
| 2.   | Bhabatosh Banerjee , Cost Accounting Theory And Practice, (2014), PHI Learning Private Ltd, New Delhi. |            |                 |
| 3.   | S.P Iyengar , Cost Accounting ,(2015), Sultan Chand and Sons, New Delhi.                               |            |                 |
| 4.   | Ravi M. Kishore, Cost Accounting (2016), Taxmann's Allied Services Private Ltd, New Delhi.             |            |                 |
| 5.   | C.T.Horangren, Cost Accounting (2015), A Managerial Emphasis- Pearson education-New Delhi.             |            |                 |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / Seminar / FAT |  |            |                 |
| Recommended by Board of Studies                                    |  | 12-08-2017 |                 |
| Approved by Academic Council                                       |  | No. 47     | Date 05-10-2017 |

| Course code  | Course title   | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA2703  | FINANCIAL REPORTING                                      | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | NIL  | Syllabus version |   |   |   |   |
|  |  | 1.0              |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| The course aimed at:   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To understand the concepts and measurements that underlie financial statements</li> <li>To develop the skills needed to prepare financial statements effectively</li> <li>To gain an understanding of the choices enterprises make in reporting the results of their business activities.</li> </ol>  |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |  |                  |   |   |   |   |
| At the end of the course the student should be able to   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>Interpret general purpose financial reports</li> <li>Differentiate between International Financial Reporting Standards and Indian Accounting standards</li> <li>Apply International Financial Reporting Standards in the context of Indian companies</li> <li>Contrast between accounting policies and accounting estimates and assemble the financial data in prescribed format of financial statements</li> <li>Demonstrate the application of Ind AS while drawing the financial statements of a company.</li> <li>Implement the provision of Ind AS 7 while preparing Cash Flow Statement of a company</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Introduction</b>                                      | <b>6 hours</b>   |   |   |   |   |
| Objectives and uses of financial statements for users - Role/objectives of accounting standards -  |  |                  |   |   |   |   |
| Development of accounting standards in India - Requirements of international accounting  |  |                  |   |   |   |   |
| standards - International organizations engaged in accounting harmonization  |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>International Standards</b>                           | <b>6 hours</b>   |   |   |   |   |
| International Accounting Standards Board (IASB) – Financial Accounting Standards Board   |  |                  |   |   |   |   |
| (FASB) - Role of IASB in developing IFRS – International Financial Reporting Standards (IFRS)-   |  |                  |   |   |   |   |
| adoption or convergence in India - Implementation plan in India - Ind AS - Differences between   |  |                  |   |   |   |   |
| Ind AS and IFRS- Conceptual framework - Definition of financial elements - Principles of   |  |                  |   |   |   |   |
| recognition, measurements, presentation and disclosure   |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Assets Based Accounting Standards</b>                 | <b>6 hours</b>   |   |   |   |   |
| Accounting for tangible non-current assets (IAS 16 and Ind AS 16) - Accounting for intangible  |  |                  |   |   |   |   |
| assets (IAS 38 and Ind AS 38) Accounting for impairment of assets (IAS 36 and Ind AS 36) –   |  |                  |   |   |   |   |
| Inventories (IAS 2 and Ind AS 2) - Accounting for borrowing costs (IAS 23 and Ind AS 23).  |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Revenue Based Accounting Standards</b>                | <b>6 hours</b>   |   |   |   |   |
| Revenue from contracts with customers (IFRS 15 and Ind AS 115) - Income tax (IAS 12 and Ind  |  |                  |   |   |   |   |
| AS 12) - Employee benefits (IAS 19 and Ind AS 19)  |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Liability based Accounting Standards</b>              | <b>6 hours</b>   |   |   |   |   |
| Introduction - Provisions, contingent liabilities and contingent assets (IAS 37 and Ind AS 37) -   |  |                  |   |   |   |   |
| Share based payments (IFRS 2 and Ind AS 102) – Accounting for taxation (IAS 12).   |  |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Preparation of Single Entity Financial Statements</b> | <b>7 hours</b>   |   |   |   |   |
| Presentation of financial statements (IAS 1 and Ind AS 1) - Accounting policies, accounting  |  |                  |   |   |   |   |
| estimates (IAS 8 and Ind AS 8)- Events after reporting date (IAS 10 and Ind AS 10) –Structure  |  |                  |   |   |   |   |
| and content of financial statements.   |  |                  |   |   |   |   |

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| <b>Module:7</b>  | <b>Preparation of consolidated financial statements including an associate</b>   | <b>6 hours</b>  |                 |
| Preparation of financial statements : Statement of Financial Position (SOFP) - Statement of Profit or Loss (SOPL) - Statement of Changes in Equity (SOCE) - Cash Flow Statement (SOCF) (IAS 7 and Ind AS 7). |  |                 |                 |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>   |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | Vinatan Patel, Bhupendra Mantri,(2015), Indian Accounting Standards, Taxmann Publications, New Delhi.                              |                 |                 |
| 2.   | Olphy D'Souza, Vishal Bansal,(2014),Indian Accounting Standards, Snow White Publications, New Delhi.                               |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | T. P, Ghosh,(2015), Illustrated Guide To Indian Accounting Standards, Taxmann Publications, New Delhi.                             |                 |                 |
| 2.   | B. D, Chatterjee,(2015), Illustrated Guide To Indian Accounting Standards, Taxmann Publications, New Delhi.                        |                 |                 |
| 3.   | Financial Reporting,(2015), BPP or Kaplan Publications, New Delhi.   |                 |                 |
| 4.   | IFRS,(2013), International Financial Reporting Standards, New Delhi: Taxmann Publications P Ltd, New Delhi.                        |                 |                 |
| 5.   | IASB- A Guide through International Financial Reporting Standards, (2014), New Delhi: IASB, New Delhi.                             |                 |                 |
| 6.   | Abbas AliMirza, Graham J. Holt and Magnus Orrell, IFRS (2013): Practical implementation guide and workbook, New Delhi: Wiley India |                 |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / FAT  |  |                 |                 |
| Recommended by Board of Studies  |  | 12-08-2017      |                 |
| Approved by Academic Council   |  | No. 47          | Date 05-10-2017 |



| Course code<br>CCA2704  | Course title   | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
|   | AUDIT AND ASSURANCE  | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Nil  | Syllabus version |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To introduce students passed elements of accounting and finance or principles accounting to the principles of external auditing and other assurance services.</li> <li>To provide the students with an understanding of nature of the functions of auditing and other assurance services</li> </ol>  |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |  |                  |   |   |   |   |
| The student will be able to   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>explain why external audits and other types of assurance services are conducted</li> <li>discuss the duties of auditors and other assurance providers and how these have changed over time</li> <li>explain the meaning of concepts that are fundamental to auditing and assurance services, such as 'independence', 'evidence', 'risk', 'materiality'</li> <li>describe, in general terms, the processes involved in auditing and other assurance services</li> <li>distinguish between compliance and substantive testing and describe various audit tests</li> <li>discuss the form, content and importance of the reports provided at the end of the audit or assurance service</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Concepts</b>  | <b>6 hours</b>   |   |   |   |   |
| Assurance engagements- external audits-corporate governance- Professional ethics and code of ethics and conduct   |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Internal Audit</b>  | <b>6 hours</b>   |   |   |   |   |
| Internal audit and governance- difference between external and internal audit- scope of internal audit- Internal audit assignments  |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Audit Engagements</b>   | <b>6 hours</b>   |   |   |   |   |
| Obtaining and accepting audit engagements- objective and general principles   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Planning and Risk Assessment</b>  | <b>6hours</b>    |   |   |   |   |
| Assessing audit risks- <b>understanding the entity and environment- audit planning and documentation.</b>   |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Internal Control</b>  | <b>6 hours</b>   |   |   |   |   |
| Internal control systems- Use and evaluation of internal control systems by auditors- Tests of control- <b>communication on internal control</b>  |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Audit Evidence and Sampling</b>   | <b>7hours</b>    |   |   |   |   |
| Financial statements assertions and evidence- methods of obtaining evidence-audit procedures- audit sampling and testing- computer assisted audit techniques  |  |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Reporting</b>   | <b>6 hours</b>   |   |   |   |   |
| Audit Report – Types- Qualifications, Disclaimers, Adverse opinion, Disclosures, Reports and certificates   |  |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>   |   |   |   |   |
| <b>Total Lecture hours:</b>   |  | <b>45 hours</b>  |   |   |   |   |
| <b>Text Book(s)</b>   |  |                  |   |   |   |   |
| 1.  | VarshaAinapure and MukundAinapure , (2012), Auditing and Assurance - PHI Learning Pvt ltd, New Delhi |                  |   |   |   |   |

| <b>Reference Books</b>                                       |   |            |                 |
|--|---|------------|-----------------|
| 1.   | B.N. Tandon , (2013), A Handbook of Practical Auditing, Sultan Chand, New Delhi               |            |                 |
| 2.   | Gupta, Contemporary Auditing, (2012), Tata-McGraw Hill, New Delhi                             |            |                 |
| 3.   | P. Kamal Gupta and Ashok Arora, (2012), Fundamentals of Auditing, Tata-McGraw Hill, New Delhi |            |                 |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments</b> |   |            |                 |
| Recommended by Board of Studies                              |   | 12-08-2017 |                 |
| Approved by Academic Council                                 |   | No. 47     | Date 05-10-2017 |

| Course code  | Course title                            | L                | T | P | J | C |
|--|---|------------------|---|---|---|---|
| CCA2705  | FINANCIAL MANAGEMENT                    | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil                                     | Syllabus version |   |   |   |   |
|  |   | 1.0              |   |   |   |   |
| <b>Course Objective:</b>   |   |                  |   |   |   |   |
| The course is aimed at   |   |                  |   |   |   |   |
| 1. Develop a thorough understanding of the role of the financial manager in relation to investment and financing decisions.  |   |                  |   |   |   |   |
| 2. Understand the application of investment appraisal techniques in the financial management.  |   |                  |   |   |   |   |
| <b>Course Outcomes (CO):</b>   |   |                  |   |   |   |   |
| The student should be able to  |   |                  |   |   |   |   |
| 1. Understand role and purpose of Financial Management   |   |                  |   |   |   |   |
| 2. Assess the impact of the economic environment on Financial Management   |   |                  |   |   |   |   |
| 3. Apply Working Capital Management techniques   |   |                  |   |   |   |   |
| 4. Carry out effective investment appraisal  |   |                  |   |   |   |   |
| 5. Evaluate alternative source of Business and calculate cost of capital and factors which affect it.  |   |                  |   |   |   |   |
| 6. Apply principles of business and risk management techniques   |   |                  |   |   |   |   |
| 7. Ability to solve contemporary issues.   |   |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Financial Management Function</b>    | <b>5 hours</b>   |   |   |   |   |
| The nature and purpose of financial management- Financial objectives and relationship with corporate strategy  |   |                  |   |   |   |   |
| .Stakeholders and impact on corporate objectives - Financial and other objectives in not-for-profit organizations  |   |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Financial Management Environment</b> | <b>5 hours</b>   |   |   |   |   |
| Economic environment for business - Nature and role of financial markets - Financial institutions and money market   |   |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Working Capital Management</b>       | <b>6 hours</b>   |   |   |   |   |
| Nature, elements and importance of working capital - Management of inventories, accounts receivables, accounts payable and cash - Determining working capital needs and funding - Strategies   |   |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Investment Appraisal</b>             | <b>6 hours</b>   |   |   |   |   |
| Investment appraisal techniques - Allowing for inflation and taxation in investment appraisal – Adjustment for risk and uncertainty in investment appraisal- Specific investment decisions (lease or buy; asset replacement, capital rationing       |   |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Business Finance</b>                 | <b>7 hours</b>   |   |   |   |   |
| Sources of raising business finances - Estimating the cost of capital - Capital structure theories and practical considerations - Finance for small and medium sized entities  |   |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Business Valuations</b>              | <b>7 hours</b>   |   |   |   |   |
| Nature and purpose of the valuation of business and financial assets - Models for the valuation of Shares - Valuation of debt and other financial assets - Efficient market hypothesis (EMH) and practical considerations in the valuation of shares |   |                  |   |   |   |   |

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|--|--|-----------------|-----------------|
| <b>Module:7</b>  | <b>Risk Management</b>   | <b>7 hours</b>  |                 |
| Nature and types of risk and approaches to risk management - Causes of exchange rate differences and interest rate fluctuations - Hedging techniques for foreign currency risk - Hedging techniques for interest rate risk |  |                 |                 |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>   |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | M. Pandey,(2012), Financial Management, Vikas Publishing House (P) Ltd., New Delhi.                                  |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | Prasanna Chandra, (2012), Financial Management, Theory and Practice, Tata McGraw Hill Publishing Company, New Delhi. |                 |                 |
| 2.   | Khan and Jain, (2011), Basic Financial Management & Practice, Tata McGraw Hill Publishing Company, New Delhi.        |                 |                 |
| 3.   | James C Vanhorne,(2013), Financial Management and Policy, Pearson Education Asia (Low Priced Edition), New Delhi.    |                 |                 |
| 4.   | Aswat Damodaran,(2011), Corporate Finance Theory and Practice, John Wiley and Sons, New Delhi.                       |                 |                 |
| <b>Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT</b>   |  |                 |                 |
| Recommended by Board of Studies  |  | 12-08-2017      |                 |
| Approved by Academic Council   |  | No. 47          | Date 05-10-2017 |

| Course code  | Course title   | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA2710  | STRATEGIC BUSINESS REPORTING   | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil  | Syllabus version |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| The students will be to  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Prepare reports and presentations relating to financial matters for the board and senior officers of organisations</li> <li>2. Apply knowledge, skills, and exercise professional judgement in the application and evaluation of financial reporting principles and practices</li> <li>3. Gain an understanding of the choices enterprises make in reporting the results of their business activities.</li> </ol>  |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1 Demonstrate ethical behaviour while complying with accounting standard.</li> <li>2 Evaluate strengths and weakness of an accounting framework.</li> <li>3 Create performance report of small and medium sized enterprises</li> <li>4 Present financial statements of group of entities, not for profit and public sector companies</li> <li>5 Analyse the effect of changes in accounting standards on business entities</li> <li>6 Distinguish between national and international reporting standards</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Professional and Ethical Duty of the Accountant</b>                         | <b>6 hours</b>   |   |   |   |   |
| Professional behaviour and compliance with accounting standards- Ethical requirements of corporate reporting and the consequences of unethical behaviour- Social Responsibility  |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Financial Reporting Framework</b>   | <b>6 hours</b>   |   |   |   |   |
| The applications, strengths and weaknesses of an accounting framework- Critical evaluation of principles and practices   |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Reporting the Financial Performance</b>                                     | <b>6 hours</b>   |   |   |   |   |
| Performance reporting-Non-current assets- Leases- Reporting requirements of small and medium sized entities (SMEs)   |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Financial Statements of Groups of Entities</b>                              | <b>6 hours</b>   |   |   |   |   |
| Group accounting including statements of cash flows- Continuing and discontinued interests- Changes in group structures- Foreign transactions and entities   |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Specialised Entities and Transactions</b>                                   | <b>7 hours</b>   |   |   |   |   |
| Financial reporting in specialised, not-for-profit and public sector entities- Entity reconstructions  |  |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Implications of Changes in Accounting Regulation on Financial Reporting</b> | <b>6 hours</b>   |   |   |   |   |
| The effect of changes in accounting standards on accounting systems - Proposed changes to accounting standards   |  |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Current Development</b>   | <b>6 hours</b>   |   |   |   |   |
| Environmental and social reporting- Convergence between national and international reporting standards- Current reporting issues   |  |                  |   |   |   |   |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>                                       | <b>2 hours</b>   |   |   |   |   |

|  |   |                 |                 |
|--|---|-----------------|-----------------|
| <b>Total Lecture hours</b>   |   | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |   |                 |                 |
| 1.   | David Young, Jacob Cohen,(2013), Corporate Financial Reporting and Analysis, 3rd Edition, John Wiley and Sons, London |                 |                 |
| <b>Reference Books</b>   |   |                 |                 |
| 1.   | Andrew W Higson,(2012), Corporate Financial Reporting: Theory and Practice, SAGE Publications Ltd, United States      |                 |                 |
| 2.   | Corporate Financial Reporting Study Notes, (2016), ICWA, Kolkata  |                 |                 |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / Seminar / FAT |   |                 |                 |
| Recommended by Board of Studies                                    |   | 12-08-2017      |                 |
| Approved by Academic Council                                       |   | No. 47          | Date 05-10-2017 |

| Course code   | Course title  | L                | T | P | J | C |
|---|---|------------------|---|---|---|---|
| CCA2711   | STRATEGIC BUSINESS LEADER                                       | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To enable students understand concepts of organisational leadership.</li> <li>2. To enable students to acquire advisory capabilities and relevant professional skills.</li> </ol>   |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To understand the qualities of leadership</li> <li>2. To demonstrate the Governance aspects of leadership</li> <li>3. To apply strategic choices to the forces of business environments</li> <li>4. To evaluate the tools of excellence through change management</li> <li>5. To analyze business analytics and big data for effective control of business</li> <li>6. To create tools of business and finance to ensure effective strategic business control.</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Leadership</b>   | <b>4 hours</b>   |   |   |   |   |
| Qualities of leadership- Leadership and organizational culture- Professionalism, ethical codes and the public interest.   |   |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Governance</b>   | <b>5 hours</b>   |   |   |   |   |
| Agency, Stakeholder analysis and organisational social responsibility-Governance, scope and Approaches-Reporting to stakeholders- The board of directors. Public sector governance  |   |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Strategy and Risk</b>  | <b>9 hours</b>   |   |   |   |   |
| Concepts of strategy - Environmental issues - Competitive forces - The internal resources, capabilities and competences of an organisation - Strategic choices  |   |                  |   |   |   |   |
| Identification-assessment and measurement of risk - Managing, monitoring and mitigating risk.   |   |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Innovation, performance excellence and change management</b> | <b>8 hours</b>   |   |   |   |   |
| Enabling success: disruptive technologies - Enabling success: talent management - Enabling success: performance excellence - Managing strategic change - Innovation and change management - Leading and managing projects-Professional skills - Communication - Commercial Acumen - Analysis - Scepticism – Evaluation  |   |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Technology and data analytics</b>                            | <b>7 hours</b>   |   |   |   |   |
| Cloud and mobile technology - Big data and data analytics - E- business: value chain - IT systems security and control.   |   |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Organisational control and audit</b>                         | <b>5 hours</b>   |   |   |   |   |
| Management and internal control systems - Audit and compliance - Internal control and management reporting.   |   |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Finance in planning and decision-making</b>                  | <b>5 hours</b>   |   |   |   |   |
| Finance function- Financial analysis and decision making techniques - Cost and management accounting.   |   |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Contemporary issues</b>                                      | <b>2 hours</b>   |   |   |   |   |
| <b>Total Lecture hours:</b>   |   | <b>45 hours</b>  |   |   |   |   |

| <b>Text Book(s)</b>  |  |            |                 |
|--|--|------------|-----------------|
| 1.   | Edgar H. Schein and Peter Schein, Organizational Culture and Leadership, (2016) 5th Edition, Wiley Publishers, United States.      |            |                 |
|  |  |            |                 |
| <b>Reference Books</b>   |  |            |                 |
| 1.   | I.M. Pandey, Financial Management, (2015), Vikas Publishing House PVT Ltd., New Delhi.   |            |                 |
| 2.   | David Mayle, Big-Data Analytics for Cloud Managing Innovation and Change (2015), Sage publishing, <u>California, United States</u> |            |                 |
|  |  |            |                 |
| <b>Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT</b> |  |            |                 |
| Recommended by Board of Studies                                    |  | 10.02.2018 |                 |
| Approved by Academic Council                                       |  | No. 49     | Date 15-03-2018 |



| Course code   | Course title  | L                | T                 | P | J | C |
|---|---|------------------|-------------------|---|---|---|
| CCA2712   | MACRO ECONOMICS   | 3                | 0                 | 0 | 0 | 3 |
| Pre-requisite   | Nil   | Syllabus version |                   |   |   |   |
| 1.1   |   |                  |                   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |                   |   |   |   |
| 1. To enable the student to understand the different concepts of macroeconomics including national income, income and employment, fiscal and monetary policies etc.   |   |                  |                   |   |   |   |
| <b>Expected Course Outcome:</b>   |   |                  |                   |   |   |   |
| 1. Apply economic reasoning to the analysis of selected contemporary economic problems.   |   |                  |                   |   |   |   |
| 2. Use economic problem solving skills to discuss the opportunities and challenges of the increasing globalization of the world economy.  |   |                  |                   |   |   |   |
| <b>Module:1</b>   | <b>National Income Accounting</b>   | <b>6 hours</b>   |                   |   |   |   |
| Meaning and subject matter of macroeconomics – macroeconomic issues - National Income Accounting - Methods- circular flow of income - computational problems- Problem of double counting.   |   |                  |                   |   |   |   |
| <b>Module:2</b>   | <b>Keynesian Models</b>   | <b>6 hours</b>   |                   |   |   |   |
| Keynes theory of income and employment – liquidity preference-investment, savings, & Consumption Functions -IS-LM model –Equilibrium-multiplier-liquidity trap  |   |                  |                   |   |   |   |
| <b>Module:3</b>   | <b>Inflation</b>  | <b>6 hours</b>   |                   |   |   |   |
| Meaning & types of inflation-demand pull inflation-cost push inflation-inflationary gap-Phillips curve and Inflation-effects of inflation-control of inflation-stagflation- -inflation and economic development                     |   |                  |                   |   |   |   |
| <b>Module:4</b>   | <b>Employment and Unemployment</b>  | <b>6 hours</b>   |                   |   |   |   |
| Concept of employment-Classical theory of employment- Say’s law of market-Pigou’s wage cut policy- causes of unemployment-types - -meaning and causes-policies to reduce unemployment   |   |                  |                   |   |   |   |
| <b>Module:5</b>   | <b>Fiscal Policy</b>  | <b>6 hours</b>   |                   |   |   |   |
| Meaning & objectives of fiscal policy-instruments -fiscal policy and stabilization-fiscal policy and Deflation, economic development, depression and inflation- - limitations of fiscal policy                                      |   |                  |                   |   |   |   |
| <b>Module:6</b>   | <b>Monetary policy</b>  | <b>6 hours</b>   | <b>SLO:9,12</b>   |   |   |   |
| Concept of Monetary Policy-instruments -objectives -monetary policy and stabilization-monetary policy and economic development- effectiveness of monetary policy during recession& inflation-Monetary policy and developing economy |   |                  |                   |   |   |   |
| <b>Module:7</b>   | <b>Money and RBI</b>  | <b>7 hours</b>   | <b>SLO:11,12</b>  |   |   |   |
| Concept of money-functions of money- demand for money- supply of money -RBI and its functions-determinants of money supply-concept of credit control- methods of credit control   |   |                  |                   |   |   |   |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>  | <b>2 Hours</b>   | <b>SLO: 2, 12</b> |   |   |   |
| <b>Total Lecture hours:</b>   |   | <b>45 hours</b>  |                   |   |   |   |
| <b>Text Book(s)</b>   |   |                  |                   |   |   |   |
| 1.  | N. Gregory Mankiw, (2012), Principles of Macroeconomics, Cengage Learning, Stanford, USA. |                  |                   |   |   |   |
| <b>Reference Books</b>  |   |                  |                   |   |   |   |
| 1.  | N. Gregory Mankiw, (2010), Macroeconomics, Worth Publishers, 7th edition.                 |                  |                   |   |   |   |

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|---|---|------------|-----------------|
| 2.  | M.L.Jhingan, (2010), Macroeconomic theory, Konark Publishers Pvt. Ltd.  |            |                 |
| 3.  | Edward Shapiro, (2009), Macro Economic Analysis, Prentice Hall of India |            |                 |
| <b>Mode of Evaluation:</b> CAT, Quiz and Digital Assignments. |   |            |                 |
| Recommended by Board of Studies                               |   | 12-08-2017 |                 |
| Approved by Academic Council                                  |   | No. 47     | Date 07-10-2017 |

| Course code   | Course title                                   | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA 2713  | RURAL MARKETING                                | 2                | 0 | 0 | 4 | 3 |
| Pre-requisite   | Nil  | Syllabus version |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <p>1. To study the various aspects of Indian rural markets because of the saturation of the urban markets and the increase in the purchasing power of the rural population.</p> <p>2. To cover aspects like relevance and scope of rural market in India, the environment prevailing these dynamic involved in the behavior of rural consumers, rural markets research, and rural market segmentation and targeting.</p> <p>3. To go in details for explaining the product strategy adopted by the companies for rural market, pricing strategy and rural distributions includes traditional and modern channel</p>   |  |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>  |  |                  |   |   |   |   |
| <p>The students will be able to:</p> <ol style="list-style-type: none"> <li>1. Explore the various facets of rural marketing and develop an insight into rural marketing regarding different concepts and basic practices in this area.</li> <li>2. Identify the challenges and opportunities in the field of rural marketing for the budding managers and also expose the students to the rural market environment and the emerging challenges in the globalization of the economies</li> <li>3. Acquaint with the appropriate concepts and techniques in the area of rural marketing</li> <li>4. Apply adaptations to the rural marketing mix (4 A's) to meet the needs of rural consumers</li> <li>5. Understand the concept and methodology for conducting the research in rural market.</li> <li>6. Familiarize with the special problems related to sales in rural markets</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Introduction</b>                            | <b>4 hours</b>   |   |   |   |   |
| Definition – Concept and Scope – Nature of Rural Market – Rural Market Structure – Economic structure – Income and consumption – Problems of Rural Market – Rural Market vs Urban Market  |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Rural Marketing Environment</b>             | <b>4 hours</b>   |   |   |   |   |
| Rural Marketing Environment – Social factors – Economic factors – Political factors – Personal factors – Psychological factors - Technological – Cultural factors – Market Segmentation   |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Rural Consumer Behavior</b>                 | <b>4 hours</b>   |   |   |   |   |
| Introduction – Models of Consumer Behavior – Buyer Characteristics – Buying decision process - Factors affecting consumer's behaviors – Brand – Types – Brand awareness – Brand loyalty   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Rural Market Product and Price Strategy</b> | <b>4 hours</b>   |   |   |   |   |
| Product strategy – Product concept and classification – Product item decisions – New product pricing strategy - Kinds of pricing  |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Rural Market Promotion Strategy</b>         | <b>4 hours</b>   |   |   |   |   |
| Introduction – Exploring Media – Designing right Promotion Strategy – Promotional Campaigns   |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Rural Market Distribution Strategy</b>      | <b>4 hours</b>   |   |   |   |   |
| Communication strategy – Challenges of Rural communications – Media strategy – Distribution strategy - Channels of distribution – Physical distribution   |  |                  |   |   |   |   |

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| <b>Module:7</b>  | <b>Rural Market Research and Management Information System</b>   | <b>4 hours</b>          |                 |
| Research to rural markets – Major techniques of market research – Multi-dimensional scaling – Data collection – Rural marketing information system Role of innovations – Importance of ICT in rural distribution – ICT initiatives |  |                         |                 |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>          |                 |
| <b>Total Lecture hours</b>   |  | <b>30 hours</b>         |                 |
| <b>Sample Projects:</b><br>1. Promotional Strategies in Rural Marketing<br>2. Rural Consumers' Satisfaction  |  | 60 (Non- contact hours) |                 |
| <b>Text Book(s)</b>  |  |                         |                 |
| 1.   | Pradeep Kashyap and Siddhartha Raut, (2013), The Rural Marketing, Biztantra, New Delhi   |                         |                 |
| 2.   | C.S.G. Krishnamacharyulu and Lalitha Ramakrishnan, (2011), Rural Marketing, Pearson Education, India                                   |                         |                 |
| <b>Reference Books</b>   |  |                         |                 |
| 1.   | Awadhesh Kumar Singh and Satyaprakash Pandey, (2011), Rural Marketing: Indian Perspective, New Age International Publishers, New Delhi |                         |                 |
| 2.   | U.C. Mathur, (2011), Rural Marketing: Text and Cases, Excel Books, New Delhi   |                         |                 |
| <b>Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT</b>   |  |                         |                 |
| Recommended by Board of Studies  |  | 12-08-2017              |                 |
| Approved by Academic Council   |  | No. 47                  | Date 05-10-2017 |

| Course code<br>CCA2714  | Course title                        | L                       | T        | P        | J        | C        |
|---|-------------------------------------|-------------------------|----------|----------|----------|----------|
|   | <b>SERVICE MARKETING</b>            | <b>3</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| <b>Pre-requisite</b>  | <b>Nil</b>                          | <b>Syllabus version</b> |          |          |          |          |
| <b>Course Objectives:</b>   |                                     |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>1. To understand the role of services in economic development of the country</li> <li>2. To provide students with an appreciation of concepts, functions, and techniques of the craft of marketing services.</li> <li>3. To identify critical issues in service design including the nature of service products &amp; markets, building the service model, and creating customer value</li> </ol>  |                                     |                         |          |          |          |          |
| <b>Expected Course Outcome:</b>   |                                     |                         |          |          |          |          |
| The students will be able to  |                                     |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>1. To be able to differentiate marketing of goods and services and apply various concepts models and principles in various service industries</li> <li>2. To provide a theoretical and practical basis for assessing service performance using company examples</li> <li>3. To explain the nature and scope of services marketing</li> <li>4. To explain describe and utilize key services frameworks and concepts including the of marketing, the customer satisfaction, loyalty, and customer lifetime value.</li> <li>5. To explain service blueprinting, the integration of new technologies, and other key issues facing to days customer service providers and service managers.</li> <li>6. To identify critical issues in service design including the nature of service products &amp; markets, building the service model, and creating customer value.</li> </ol> |                                     |                         |          |          |          |          |
| <b>Module:1</b>   | <b>Introduction</b>                 | <b>6 hours</b>          |          |          |          |          |
| Concept of services and Services Marketing - Characteristics of Services – Classification of services – Challenges in Service Marketing – Growth of the service sector in Indian Economy  |                                     |                         |          |          |          |          |
| <b>Module:2</b>   | <b>Services Design</b>              | <b>6 hours</b>          |          |          |          |          |
| Design and Delivery Components – Guiding principles in Service Design – Blue Printing- Components of Service blue prints – Stages in the preparation of a service blue print - Benchmarking - Services Triangle   |                                     |                         |          |          |          |          |
| <b>Module:3</b>   | <b>Services Marketing Mix</b>       | <b>6 hours</b>          |          |          |          |          |
| Definition of service marketing mix – Service Product – Concept – Pricing objectives – Promotion mix – Tools of Sales promotion – Communication Mix- The Seven P’s-Product Decision, Pricing Strategies, Tactics, Promotion of service and placing of distribution methods for services ,people, physical evidence and process  |                                     |                         |          |          |          |          |
| <b>Module:4</b>   | <b>Service Quality</b>              | <b>7 hours</b>          |          |          |          |          |
| Service Quality dimensions – Five Dimensions of service quality – Gap analysis – Factors and Techniques to closing the gaps – Programs for organization Quality Improvement – Service Productivity  |                                     |                         |          |          |          |          |
| <b>Module:5</b>   | <b>Managing Demand and Capacity</b> | <b>6 hours</b>          |          |          |          |          |

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| Managing Demand and Capacity – Managing Queue – Customer role in services delivery-<br>Building customer Relationships – Services Recovery   |  |                 |
| <b>Module:6</b>  | <b>Marketing of Services</b>   | <b>6 hours</b>  |
| Financial Services – Characteristics of marketing of financial services – Role of personal<br>selling in Financial services – Insurance Marketing – Segmentation in the insurance<br>organization – Significance of segmentation to the insurance business |  |                 |
| <b>Module:7</b>  | <b>Application of Services Marketing</b>   | <b>6 hours</b>  |
| Health Services – Types of hospitals – Tourism Service – Techniques of sales promotion for<br>Tourism – Educational Services - Professional or consultancy Services – Telecommunication Services   |  |                 |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |
| <b>Total Lecture hours:</b>  |  | <b>45 hours</b> |
| <b>Text Book(s)</b>  |  |                 |
| 1.   | Chrisopher Lovelock and JochenWirtz, (2013), Services Marketing; People, Technology<br>Strategy, Seventh Edition, Pearson Education, New Delhi                           |                 |
|  |  |                 |
| <b>Reference Books</b>   |  |                 |
| 1.   | larie A. Zeithaml and Mary Jo Bitner, (2012), Services Marketing; Integrating<br>Customer Focus across the firm, Tata McGraw Hill, New Delhi                             |                 |
| 2.   | nes A. Fitzsimmons and Monaj. Filzsimmons, (2011),Services Management;<br>Operations, Strategy and Information Technology, McGraw Hill, International<br>Edition, Boston |                 |
| 3.   | Jha S.M., Services Marketing, (2011), Himalaya Publishing House, Bangalore   |                 |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / Seminar / FAT   |  |                 |
| Recommended by Board of Studies  |  | 12-08-2017      |
| Approved by Academic Council   | No. 47   | Date 05-10-2017 |

| Course code  | Course title                  | L                | T | P | J | C |
|--|-------------------------------|------------------|---|---|---|---|
| CCA3703  | BUSINESS ANALYSIS             | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil                           | Syllabus version |   |   |   |   |
| <b>Course Objectives:</b>  |                               |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To improve efficiency, reduce waste, identify and implement solutions, meet project deadlines and accurately document the necessary requirements</li> <li>To become more efficient, effective and profitable.</li> </ol>  |                               |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |                               |                  |   |   |   |   |
| The students will be able to   |                               |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>Understand the day to day life of a Business Analyst within a project</li> <li>Understand how to tackle the project from a Business Analysis perspective</li> <li>Develop an ability to elicit and document different type of requirements</li> <li>Identify and estimate the Business Analyst's specific tasks</li> <li>Understand the challenges faced by the Business Analysts during a project</li> <li>Decide whether Business Analysis is the right career choice for them</li> </ol> |                               |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Strategic Position</b>     | <b>6 hours</b>   |   |   |   |   |
| Need and purpose of strategic and business analysis - Environmental issues affecting the strategic position- future outlook of Organization, Competitive forces affecting an organization- Marketing and the value of goods and services - resources, capabilities and competences of an organization - expectations of stakeholders and the influence of ethics and culture   |                               |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Strategic Choices</b>      | <b>6 hours</b>   |   |   |   |   |
| The influence of corporate strategy on an organization - Alternative approaches to achieving competitive advantage - alternative directions and methods of development   |                               |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Strategic Action</b>       | <b>6 hours</b>   |   |   |   |   |
| Organizing and enabling success, managing strategic change, Understanding strategy development   |                               |                  |   |   |   |   |
| Business and process change - role of process and process change Initiatives of an organization - Software Solutions   |                               |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Information Technology</b> | <b>6 hours</b>   |   |   |   |   |
| Principles of information technology and e-business. E-business application - upstream supply chain management - downstream supply chain management - customer relationship Management. Project management- The nature of projects, building a business case, managing and leading projects, planning, monitoring and controlling projects, concluding a project   |                               |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Data Mining</b>            | <b>6 hours</b>   |   |   |   |   |
| Text mining, Web mining, Spatial mining, and Process mining. BI process- Private and Public intelligence,  |                               |                  |   |   |   |   |
| Strategic assessment of implementing BI  |                               |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Data Warehousing</b>       | <b>6 hours</b>   |   |   |   |   |
| Characteristics and view - OLTP and OLAP - Design and development of data warehouse, Meta data models, Extract/ Transform / Load (ETL) design  |                               |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Financial Analysis</b>     | <b>7 hours</b>   |   |   |   |   |
| The link between strategy and finance - finance decisions to formulate and support business strategy - role of cost and management accounting in strategic planning and implementation - financial implications  |                               |                  |   |   |   |   |

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| of making strategic Choices and consequences of implementing strategic actions. People: Strategy and people – leadership - Strategy and people: job design, Strategy and people: staff development |  |                 |                 |
| <b>Module:8</b>  | <b>Invited Talk:</b> Contemporary Issues   | <b>2 hours</b>  |                 |
| <b>Total Lecture hours:</b>  |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | Kevin Brennan, (2015), A guide to the business analysis body of knowledge, Canada: International institute of business analysis. |                 |                 |
| 2.   | Jaiwei Ham and Micheline Kamber, (2006), Data Mining concepts and techniques, Kauffmann Publishers                               |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | Barbara A. Carkenord, (2013), Seven steps to mastering business analysis, Florida: J. Ross Publishing, New Delhi.                |                 |                 |
| 2.   | Business Analysis, (2015), – BPP or Kaplan Publications, New Delhi   |                 |                 |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / Seminar / FAT   |  |                 |                 |
| Recommended by Board of Studies  |  | 12-08-2017      |                 |
| Approved by Academic Council   |  | No. 47          | Date 05-10-2017 |



| Course code<br>CCA3704   | Course title  | L                       | T        | P        | J        | C        |
|--|---|-------------------------|----------|----------|----------|----------|
|  | <b>ADVANCED FINANCIAL MANAGEMENT</b>                        | <b>3</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| <b>Pre-requisite</b>   | Financial Management  | <b>Syllabus version</b> |          |          |          |          |
|  |   | 1.0                     |          |          |          |          |
| <b>Course Objectives:</b>  |   |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>To develop a thorough understanding of role of financial manager with regard to investment and financing decisions</li> <li>To provide, in conjunction with BA629, a complete overview of modern corporate finance, including relevant theory and practical application.</li> </ol>   |   |                         |          |          |          |          |
| <b>Expected Course Outcome:</b>  |   |                         |          |          |          |          |
| The Students are able to   |   |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>Describe the financial environment within which organizations must operate</li> <li>evaluate the financial objectives of various types of organizations and the respective requirements of stakeholders</li> <li>Discuss the function of capital markets</li> <li>Explain alternative sources of finance and investment opportunities and their suitability in particular circumstances</li> <li>Assess the factors affecting investment decisions and opportunities presented to an organization</li> <li>Analyse a company's performance and make appropriate recommendations.</li> </ol> |   |                         |          |          |          |          |
| <b>Module:1</b>  | <b>Roles and Responsibilities towards Stakeholders</b>      | <b>7 hours</b>          |          |          |          |          |
| The role and responsibility of senior financial executive/advisor - Financial strategy formulation -   |   |                         |          |          |          |          |
| Conflicting stakeholder interests - Ethical issues in financial management-Environmental   |   |                         |          |          |          |          |
| issues and integrated reporting  |   |                         |          |          |          |          |
| <b>Module:2</b>  | <b>Economic Environment for Multinational Organizations</b> | <b>4 hours</b>          |          |          |          |          |
| Management of international trade and finance –Strategic business and financial planning for multinational organizations   |   |                         |          |          |          |          |
| <b>Module:3</b>  | <b>Advanced Investment Appraisal</b>                        | <b>7 hours</b>          |          |          |          |          |
| Discounted cash flow techniques - Application of option pricing theory in investment decisions -   |   |                         |          |          |          |          |
| Impact of financing on investment decisions and adjusted present values-Valuation and  |   |                         |          |          |          |          |
| the use of free cash flows -International investment and financing decisions   |   |                         |          |          |          |          |
| <b>Module:4</b>  | <b>Acquisition and Merger</b>                               | <b>6 hours</b>          |          |          |          |          |
| Acquisition and merger- versus other growth strategies-Valuation for acquisitions and mergers -  |   |                         |          |          |          |          |
| Regulatory framework and processes -Financing acquisitions and mergers   |   |                         |          |          |          |          |
| <b>Module:5</b>  | <b>Corporate reconstruction and Re-organization</b>         | <b>4 hours</b>          |          |          |          |          |
| Financial reconstruction- Business re-organization   |   |                         |          |          |          |          |
| <b>Module:6</b>  | <b>Treasury and Advanced Risk Management Techniques</b>     | <b>7hours</b>           |          |          |          |          |
| The role of the treasury function in multinationals -The use of financial derivatives to hedge   |   |                         |          |          |          |          |
| against forex risk -The use of financial derivatives to hedge against interest rate risk -   |   |                         |          |          |          |          |
| Dividend policy in multinationals and transfer pricing   |   |                         |          |          |          |          |
| <b>Module:7</b>  | <b>Emerging Issues in Finance</b>                           | <b>8 hours</b>          |          |          |          |          |
| Developments in world financial markets -Developments in international trade and finance -   |   |                         |          |          |          |          |
| Developments in Islamic financing Nature of funds management open and closed end investment  |   |                         |          |          |          |          |
| companies, mutual funds, Hedge funds other type of funds   |   |                         |          |          |          |          |
| <b>Module:8</b>  | <b>Contemporary issues:</b>                                 | <b>2 hours</b>          |          |          |          |          |

|  |   |                 |                 |
|--|---|-----------------|-----------------|
| <b>Total Lecture hours:</b>  |   | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |   |                 |                 |
| 1.   | Keown, J; Martin, D. J;William. J &Scott, D. F (2011)., Financial Management: Principle and applications, Prentice Hall, <u>New Jersey, United States</u> . |                 |                 |
| 2.   | an, M. Y & Jain, P. K(2011). Financial management, 6 <sup>nd</sup> Edition, Tata McGraw Hill, New Delhi.  |                 |                 |
|  |   |                 |                 |
| <b>Reference Books</b>   |   |                 |                 |
| 1.   | Prasanna Chandra, (2012), Financial Management, Theory and Practice, Tata McGraw Hill Publishing Company, New Delhi.  |                 |                 |
| 2.   | Panday. I. M (2015). Financial management.11 <sup>th</sup> Edition, Vikash Publishing House, New Delhi.   |                 |                 |
| 3.   | Gupta, S.K & Sharma, P. K(2015).Financial Management Theory and Practices, Kalyani Publishers, New Delhi.   |                 |                 |
| 4.   | VanHorne, C; Wachowicz, M . J (2009).Fundamentals of Financial management 13 <sup>th</sup> Edition, Prentice Hall, <u>New Jersey, United States</u>         |                 |                 |
| <b>Mode of Evaluation:</b> CAT / Assignment / Quiz / Seminar / FAT |   |                 |                 |
| Recommended by Board of Studies                                    |   | 10.02.2018      |                 |
| Approved by Academic Council                                       |   | No. 49          | Date 15-03-2018 |

| Course code  | Course title   | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA3705  | ADVANCED PERFORMANCE MANAGEMENT                      | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite  |  | Syllabus version |   |   |   |   |
|  |  | 1.1              |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. The main objective of the course is to provide a thorough understanding of the theory and practice of cost accounting for decision making</li> <li>2. To run an effective and efficient organization</li> <li>3. To explain the difference between performance appraisal and performance management</li> </ol>   |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |  |                  |   |   |   |   |
| e students will be able  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To meet the growing complex, informative needs of planners decision makers and controllers of modern commercial and industrial enterprises</li> <li>2. To Systematically decide and communicate strategic performance aims, objectives, priorities and targets.</li> <li>3. To plan effective performance management policies and practices to improve organisational and employee performance. (CIPD 7PFM2)</li> <li>4. To devise and sustain arguments for using appropriate performance management techniques, rewards and sanctions to improve performance. (CIPD 7PFM3 CIPD 7SBL7)</li> <li>5. To demonstrate the communication skills required when managing achievement and underachievement. (CIPD 7PFM4 CIPD 7SBL4)</li> <li>6. To critically evaluate the effectiveness of performance management. (CIPD 7PFM</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Strategic Management Accounting</b>               | <b>6 hours</b>   |   |   |   |   |
| Introduction to Strategic Management Accounting – Meaning and importance -Strategic Planning and   |  |                  |   |   |   |   |
| Control – Role of Management Accountant – Changes in Business Structure and Management Accounting  |  |                  |   |   |   |   |
| – Information Technology on Strategic Management Accounting.   |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Environments to Business Performance</b>          | <b>9 hours</b>   |   |   |   |   |
| Internal and External Factors – SWOT Analysis – Changing business environment – Impact of External Factors on Strategic Management Accounting.   |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Performance of Management Information System.</b> | <b>9 hours</b>   |   |   |   |   |
| Performance Measurement – Design of Management Accounting Information System –   |  |                  |   |   |   |   |
| Techniques – Responsibility Accounting – bench marking – kaizen costing, target costing and other cost reduction Techniques  |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Measurement Process</b>                           | <b>8 hours</b>   |   |   |   |   |
| Sources of Management Information – Recording and Processing Methods – Management Reports.   |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Techniques of Measurement</b>                     | <b>9 hours</b>   |   |   |   |   |
| Return on Capital Employed (ROCE) - Return on Investment (ROI) – Earnings Per Share (EPS) – Earnings Before Interest, Tax, Depreciation and Amortization (EBITDA) – Residual Income (RI)   |  |                  |   |   |   |   |

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| – Net Present Value (NPV) – Internal Rate of Return (IRR) and Modified Rate of Return (MIRR).  |  |                 |                 |
|  |  |                 |                 |
| <b>Module:6</b>  | <b>Types of Measurement</b>  | <b>9 hours</b>  |                 |
| Strategic Performance in Private Sector – Divisional Performance and Transfer Pricing –        |  |                 |                 |
| Strategic Performance in Not-for-profit organizations – Non-financial performance indicators – |  |                 |                 |
| Performance management and the Reward Systems – Behavioral issues.                             |  |                 |                 |
|  |  |                 |                 |
| <b>Module:7</b>  | <b>Corporate Failure Prevention Strategies</b>   | <b>8 hours</b>  |                 |
| Causes – Evaluation techniques – Balanced Score Card – Performance Pyramid - Performance       |  |                 |                 |
| Prism – Activity Based Management Approaches.  |  |                 |                 |
|  |  |                 |                 |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |                 |
|  |  |                 |                 |
| <b>Total Lecture hours</b>   |  | <b>60 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | Tulsian, (2015), Advanced Management Accounting, S.Chand Publications, New Delhi.  |                 |                 |
|  |  |                 |                 |
| <b>Reference Books</b>   |  |                 |                 |
| 1.   | Rao, M.E,(2012), Advanced Cost and Management Accounting, New International Publications, New Delhi.                       |                 |                 |
| 2.   | S.P.Jain,(2013), Advanced Cost Accounting, Kalyani Publishers , New Delhi.   |                 |                 |
| 3.   | Management Accounting, Shashi K Gupta, RK Sharma, (2014), Kalyani Publishers, 13 <sup>th</sup> Revised Edition, New Delhi. |                 |                 |
|  |  |                 |                 |
| <b>Mode of Evaluation: : CAT / Assignment / Quiz / Seminar / FAT</b>                           |  |                 |                 |
| Recommended by Board of Studies  |  | 12-08-2017      |                 |
| Approved by Academic Council   |  | No. 47          | Date 05-10-2017 |

| Course Code   | Course title                             | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA3706   | RESEARCH METHODS                         | 3                | 0 | 0 | 4 | 4 |
| Pre-requisite   | None                                     | Syllabus Version |   |   |   |   |
| Course Objectives:  | 1  |                  |   |   |   |   |
| <p>The course gives students the necessary background to:</p> <ol style="list-style-type: none"> <li>1. Understand research terminologies</li> <li>2. Identify the real business problem of an enterprises</li> <li>3. Scientifically and logically study the problem and</li> <li>4. Apply the acquired solution for the business problem by knowledge in business</li> </ol>  |  |                  |   |   |   |   |
| <b>Course Outcomes:</b>   |  |                  |   |   |   |   |
| <p>e students will be able to:</p> <p>Develop a thorough understanding of the fundamental theoretical ideas and logic of research</p> <p>Formulate research questions and decide on the appropriateness of hypothesis/hypotheses</p> <p>Propose and distinguish appropriate research designs and methodologies to apply to a specific research project</p> <ol style="list-style-type: none"> <li>4. Understand the various techniques to analyse the business problems</li> <li>5. Critically analyse research methodologies identified in existing literature</li> <li>6. Apply the understanding of feasibility and practicality of research methodology for a proposed project</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Introduction</b>                      | <b>6 hours</b>   |   |   |   |   |
| Business Research – Definition and Significance – the research process – Types of Research – Exploratory and causal Research – Theoretical and empirical Research   |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Research Design and Measurement</b>   | <b>6 hours</b>   |   |   |   |   |
| Research design – Definition – Types of research design – exploratory and causal research design – Descriptive and experimental design – different types of experimental design - Validity and Reliability of instrument  |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Data Collection</b>                   | <b>6 hours</b>   |   |   |   |   |
| Types of data – Primary Vs Secondary data – Methods of Primary Data collection – Survey Vs Observation – Experiments – Construction of Questionnaire and Instrument   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Data Preparation</b>                  | <b>6 hours</b>   |   |   |   |   |
| Data Preparation – Editing – Coding –Data entry – Validity of data  |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Sampling</b>                          | <b>6 hours</b>   |   |   |   |   |
| Sampling plan – Sample size – Determinants optimal sample size – Sampling Techniques – Probability Vs Non–probability Sampling Methods  |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Data Analysis</b>                     | <b>8 hours</b>   |   |   |   |   |
| Qualitative Vs Quantitative data analyses – Scaling techniques- Correlation and Regression analysis using Excel application-Chi-Square test and ANOVA   |  |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Report Design</b>                     | <b>5 hours</b>   |   |   |   |   |
| Research Report – Different types – Contents of report – need of executive summary – chapterization contents of chapter – report writing – the role of audience – readability – Comprehension – tone – –final proof – Report format – Title of the report   |  |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b> | <b>2 hours</b>   |   |   |   |   |

|   |  |                         |                 |
|---|--|-------------------------|-----------------|
| <b>Total Lecture hours</b>  |  | <b>45 hours</b>         |                 |
| <b>Sample Projects:</b><br>1. Population and Suitability of Sampling Techniques<br>2. Measurement in validity of data |  | 60 (Non- contact hours) |                 |
| <b>Text Book(s)</b>   |  |                         |                 |
| 1.  | C.R. Kothari, (2004), Research Methodology: Methods and Techniques, New Age International Publishers, Mumbai.  |                         |                 |
| <b>Reference Books</b>  |  |                         |                 |
| 1.  | Alan Bryman and Emma Bell, (2011), Business Research methods, Oxford University Press, New Delhi.  |                         |                 |
| 2.  | Uma Sekaran and Roger Bougie, (2012), Research methods for Business, Wiley India, New Delhi.   |                         |                 |
| 3.  | William G Zikmund, Barry J Babin, Jon C.Carr, Atanu Adhikari, Mitch Griffin,(2012), Business Research methods, A South Asian Perspective, Cengage Learning, New Delhi. |                         |                 |
| <b>Mode of Evaluation: : CAT / Assignment / Quiz / Seminar / FAT</b>  |  |                         |                 |
| Recommended by Board of Studies   |  | 12-08-2017              |                 |
| Approved by Academic Council  |  | No. 47                  | Date 05-10-2017 |

| Course code  | Course title                             | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA3707  | INDIRECT TAXATION                        | 2                | 0 | 2 | 0 | 3 |
| Pre-requisite  | Nil                                      | Syllabus version |   |   |   |   |
|  |  | 1.1              |   |   |   |   |
| <b>Course Objectives :</b>   |  |                  |   |   |   |   |
| The course is aimed at:  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To provide working knowledge and framework of taxation systems in India</li> <li>To provide an in-depth study of the various provisions of indirect tax laws and their impact on business decision making.</li> <li>To get exposure on how to compute the assessable value of transactions related to goods and services for levy and determination of tax liability.</li> </ol>  |  |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>   |  |                  |   |   |   |   |
| the end of the course the student should be able to:   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>To Identify and analyze the procedural aspects under different applicable statutes related to Customs tax and its valuation.</li> <li>To provide a thorough knowledge of laws and practices of indirect taxes in all aspects including tax planning and management</li> <li>Gain an insight into the recording and analyzing the transactions for compliance under GST.</li> <li>Understand and make use of knowledge of GST rules in taking managerial decisions in various tax-related matters</li> <li>To examine the method of input tax credit including Inflows and outflows and tax exemptions, tax deductions as well.</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Customs Duty</b>                      | <b>4 hours</b>   |   |   |   |   |
| Introduction- Levy and Collection of Customs Duty- Types of Customs Duty-Exemptions from duty- Prohibition on importation and Exportation of goods   |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Valuation of goods</b>                | <b>4 hours</b>   |   |   |   |   |
| Valuation of goods under customs Act- Penalties and offences-Duty drawback-Special economic Zones  |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Goods and Services Tax</b>            | <b>4 hours</b>   |   |   |   |   |
| Introduction-Objectives of the Act – Components- Scope of supply- Tax liability on composite and mixed supplies- Levy and collection-Composition levy- Power to grant exemption from tax.  |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Registration</b>                      | <b>4 hours</b>   |   |   |   |   |
| Registration liability-Compulsory registration in certain cases-Procedure for registration-deemed registration-cancellation of registration-revocation of cancellation of registration.  |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Time and Value of Supply</b>          | <b>4 hours</b>   |   |   |   |   |
| Time of supply of goods-Time of supply of services-Change in rate of tax in respect of supply of goods or services-Value of taxable service.   |  |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Input Tax Credit</b>                  | <b>4 hours</b>   |   |   |   |   |
| Eligibility and conditions for taking input tax credit-Taking input tax credit in respect of inputs and capital goods sent for job-work- Manner of distribution of credit by input service distributor   |  |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Integrated Goods and Services Tax</b> | <b>4 hours</b>   |   |   |   |   |
| Levy and collection-Power to grant exemption from tax-inter-state supply-intra-state supply-Place of supply of goods or services or both   |  |                  |   |   |   |   |

|   |  |                 |                 |
|---|--|-----------------|-----------------|
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>  |  | <b>30 hours</b> |                 |
| <b>List of Challenging Experiments (Indicative)</b>                                       |  |                 |                 |
| <b>1</b>  | Types of sales in manufacturing organization, recording sales, price levels.                           | 3 hours         |                 |
| <b>2</b>  | Preparation of invoice.  | 3 hours         |                 |
| <b>3</b>  | Ledger-wise outstanding, interest calculation.   | 3 hours         |                 |
| <b>4</b>  | Interest receivable, interest payable, group interest calculation.                                     | 3 hours         |                 |
| <b>5</b>  | Group summary and stock transfer, Physical stock register, sales order book, purchase order book       | 3 hours         |                 |
| <b>6</b>  | Stock categories, stock query, sales order summary, purchase order,                                    | 3 hours         |                 |
| <b>7</b>  | Furnishing details of outward supplies/ inward supplies  | 3 hours         |                 |
| <b>8</b>  | Matching of input tax credit, Reversal and reclaim of input tax credit                                 | 3 hours         |                 |
| <b>9</b>  | Matching of output tax liability   | 3 hours         |                 |
| <b>10</b>   | Reversal and reclaim of output tax liability   | 3 hours         |                 |
| <b>Total Lab Hours</b>  |  | <b>30 hours</b> |                 |
| <b>Text Book(s)</b>   |  |                 |                 |
| 1.  | V.S. Datey,(2017) Indirect Taxes Law and Practice, Taxman publication                                  |                 |                 |
| <b>Reference Books</b>  |  |                 |                 |
| 1.  | Dr. Vinod K. Singhania (2017), Students guide to Indirect Tax Laws, Taxman.                            |                 |                 |
| 2.  | Bagawati Prasad, (2017), Income Tax Law and Practice, Wishwa Prakashan (Wiley Eastern Ltd.) New Delhi. |                 |                 |
| 3.  | Ashok K. Nadhani,(2017), Tally ERP 9, BPB Publications   |                 |                 |
| <b>Mode of Evaluation: CAT, Quiz, Digital Assignments and Practical's / Seminar / FAT</b> |  |                 |                 |
| Recommended by Board of Studies   |  | 12-08-2017      |                 |
| Approved by Academic Council  |  | No. 47          | Date 05-10-2017 |



| Course code  | Course title        | L                | T | P | J | C               |
|--|---------------------|------------------|---|---|---|-----------------|
| CCA3708  | ACCOUNTING PACKAGES | 0                | 0 | 4 | 0 | 2               |
| Pre-requisite  | Nil                 | Syllabus version |   |   |   |                 |
|  |                     | 1.1              |   |   |   |                 |
| <b>Course Objectives:</b>  |                     |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>The objective of the course is to acquaint students with the accounting concept, tools and techniques influencing business organization will be liable for preparation of financial statements in the modern technological era.</li> <li>To enable the students to explore to and acquire skills in respect of most sophisticated computerized accounting procedures and practices so as to help them serve better the vast accounting needs of every commercial organization.</li> <li>The students do possess required skill and can also be employed as audit assistant, accountant and also data entry operator.</li> </ol>   |                     |                  |   |   |   |                 |
| <b>Expected Course Outcomes:</b>   |                     |                  |   |   |   |                 |
| The students are able:   |                     |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>To create their own company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements.</li> <li>To lay a foundation for the preparations of financial statements from incomplete record using computerized accounting environment.</li> <li>To get exposure and perform for preparation of reconciliation statements on a variety of accounts using accounting software.</li> <li>To understand how to create and maintain cost categories, cost centres of a product for easy processing of sales and purchase inventories using Tally.</li> <li>To know about GST compilation with adjustments using tally software and preparation of statutory reports including financial statements for filing of returns.</li> </ol>   |                     |                  |   |   |   |                 |
| <b>Practical</b>   |                     |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>Nature of trading organization, Activities in a trading organization, Accounting and commercial terms</li> <li>Vouchers- Configuring vouchers- creating/customizing vouchers- displaying vouchers- altering vouchers</li> <li>Alteration of a company, configure –Master configuration, voucher configuration</li> <li>Predefined vouchers- contra vouchers- sales vouchers- payment vouchers- receipt vouchers- journal vouchers- memo vouchers- optional vouchers</li> <li>Introduction to Inventory- Kinds of inventory-Introduction to inventory valuation, Inventory systems, Determining Inventory level</li> <li>Purchase- Cash and credit purchase, Price levels, Bills of exchange, Duties and taxes</li> <li>Sales- Cash and credit sales, price level, Bills of exchange, Duties and taxes</li> <li>Goods and Service Tax (GST) –introduction – configuration with tally – preparation of statutory reports including adjustments.</li> <li>Transaction: Depreciation entries, provision entries, Adjustment entries for prepaid expenses &amp; other adjustment entries.</li> <li>Cost categories- Creating cost category- Displaying cost category- Altering a cost category- deleting cost category</li> <li>Printing Reports: Types of print configuration options, print formats</li> <li>Reports: Balance Sheet, Profit &amp; loss account, Accounts books, statement of accounts, Statutory Masters, Statutory report and Day book</li> <li>Outstanding: Ledger wise view of outstanding reports, Interest calculations.</li> <li>Interest receivable, Interest payable and group interest calculations.</li> <li>Statements of Inventory-Godown summary, Stock categories, Stock query, purchase order summary &amp; sales order summary.</li> <li>Statutory Masters-classification, types, TDS and nature of payments, service categories.</li> <li>Management control system-Management structure-Centralized management-Decentralized Management-Responsibility centres-Costing system</li> <li>System Administration &amp; other utilities-Consolidation of accounts-Split company data-Export and Import of data-Web enabled data.</li> </ol> |                     |                  |   |   |   | <b>60 hours</b> |

|  |  |                 |
|--|--|-----------------|
| 19. Multiple currencies and foreign exchanges- budget- securities control in Tally –<br>Data import and data export- backup and restore. |  |                 |
| <b>Total Lecture hours</b>   |  | <b>60 hours</b> |
| <b>Text Book(s)</b>  |  |                 |
| 1.   | Ashok K. Nadhani, (2017) Tally ERP 9 with GST, BPB Publications. |                 |
| <b>Reference Books</b>   |  |                 |
| 1.   | Shraddha Singh, (2017) Tally ERP 9 with GST, Kindle Edition      |                 |
| 2.   | Soumya Ranjan Behera (2017), Learn Tally ERP 9 with GST          |                 |
| <b>Mode of Evaluation:</b> CAT and Practical's   |  |                 |
| Recommended by Board of Studies  | 12-08-2017   |                 |
| Approved by Academic Council   | No. 47   | Date 05-10-2017 |

| Course code  | Course title   | L                | T | P | J | C |
|--|--|------------------|---|---|---|---|
| CCA3709  | INDIAN FINANCIAL SYSTEM  | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite  | Nil  | Syllabus version |   |   |   |   |
|  |  | 1.1              |   |   |   |   |
| <b>Course Objectives:</b>  |  |                  |   |   |   |   |
| This course enables the student to -   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Understand the structure, organization and functioning of the financial system in India</li> <li>2. Build relationship between a financial system and economic growth</li> <li>3. Realize the complexity of Indian financial system for better financial decision making</li> </ol>  |  |                  |   |   |   |   |
| <b>Course Outcomes:</b>  |  |                  |   |   |   |   |
| The students will be able to-  |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Get exposure to new financial instruments and their implications in the regulatory framework</li> <li>2. Understand the development of financial markets in India, trading of financial instruments and their intermediaries</li> <li>3. Know how non-banking financial institutions support the development of Indian economy</li> <li>4. Learn the functions and monetary policies of RBI as well as the recent development in commercial banks</li> <li>5. Know the role of development banks and their functions – pre- and post-globalization</li> <li>6. Get acquainted with the recent development of new financial instruments in Indian financial system</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Financial System and the Economy</b>                              | <b>6 hours</b>   |   |   |   |   |
| Nature and role of financial system; Financial system and economic development; Indian financial system –an overview.  |  |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Financial markets</b>   | <b>6 hours</b>   |   |   |   |   |
| Money and capital market; Money market – meaning , constituents, functions of money market; Money market instruments – call loans, treasury bills, certificates of deposits, commercial bills, trade bills etc..   |  |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Money market</b>  | <b>6 hours</b>   |   |   |   |   |
| Recent trends in Indian money market; Capital market- primary and secondary markets; their role and recent developments; Government securities market. SEBI: Objectives and Functions  |  |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Reserve Bank of India</b>   | <b>6 hours</b>   |   |   |   |   |
| Organization, management and functions; Recent Monetary policy of RBI. Commercial Banks: Meaning, functions; E-banking; Recent developments in commercial banking.   |  |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Development banks</b>   | <b>6 hours</b>   |   |   |   |   |
| Concept, objectives, and functions of development banks; Role of development banks; IFCI, IDBI, NABARD, SIDCs, SIDBI; State financial corporations.  |  |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Non-banking financial institutions</b>                            | <b>6 hours</b>   |   |   |   |   |
| Concept, role and functions of non-banking financial institutions; Major Sources of finance.   |  |                  |   |   |   |   |
| <b>Module:7</b>  | <b>New financial instruments</b>                                     | <b>7 hours</b>   |   |   |   |   |
| Financial Instruments: Shares, Debentures/Bonds including Floating Rate Bonds, Zero Coupon Bonds.  |  |                  |   |   |   |   |
| <b>Module:8</b>  | <b>Invited Talk: External invited lecture on Contemporary Topics</b> | <b>2 hours</b>   |   |   |   |   |

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|  |  | <b>Total Lecture hours</b> | <b>45 hours</b> |
| <b>Text Book(s)</b>  |  |                            |                 |
| 1.   | H.R Machiraju, (2010), Indian Financial System, Vikas Publishers, New Delhi.   |                            |                 |
| <b>Reference Books</b>                                       |  |                            |                 |
| 1.   | M.Y.Khan,( 2011), Financial Services, McGraw Hill Education (India) Private Limited, New Delhi.                                      |                            |                 |
| 2.   | Bharati V. Pathak,(2014), Indian Financial System, Pearson Education, New Delhi.   |                            |                 |
| 3.   | Bharati V. Pathak,(2013), The Indian Financial System: Markets, Institutions and Services, 3rd Edition,Pearson Education, New Delhi. |                            |                 |
| 4.   | Dr. S.Guruswamy, (2009), Indian Financial System, Tata McGraw-Hill Education, New Delhi.   |                            |                 |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments</b> |  |                            |                 |
| Recommended by Board of Studies                              |  | 12-08-2017                 |                 |
| Approved by Academic Council                                 | 47   | Date                       | 05.10.2017      |

| Course code   | Course title  | L                | T | P | J | C |
|---|---|------------------|---|---|---|---|
| CCA3710   | ENTREPRENEURSHIP DEVELOPMENT                            | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |   |
|   |   | v. 1             |   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |   |   |   |   |
| The course gives students the necessary background to:  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Develop and can systematically apply an entrepreneurial way of thinking.</li> <li>2. Define, identify and/or apply the principles of new venture financing, growth financing, and growth financing for existing businesses</li> <li>3. Master the knowledge necessary to plan entrepreneurial activities.</li> </ol>  |   |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>  |   |                  |   |   |   |   |
| e students will be able to  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Define, the principles of entrepreneurial and family business;</li> <li>2. Identify and/or apply the principles of entrepreneurial and family business;</li> <li>3. Apply the principles of entrepreneurial management and growth through strategic plans, consulting projects and/or implementing their own businesses;</li> <li>4. Implement the principles of entrepreneurial management and growth through strategic plans, consulting projects and/or implementing their own businesses;</li> <li>5. Create and defend an entrepreneurial marketing plan;</li> <li>6. Apply the principles of new venture financing, growth financing, and growth financing for existing businesses</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Entrepreneurship Concepts</b>                        | <b>6 hours</b>   |   |   |   |   |
| Meaning – Types of Entrepreneurs – Traits - Factors affecting Entrepreneurship growth – Theories of Entrepreneurship – Entrepreneurship Decision process –Social Entrepreneurship   |   |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Aspects of Entrepreneurial Process</b>               | <b>6 hours</b>   |   |   |   |   |
| Identification – Selection of a good Business opportunity - Market survey and Research – developing a business plan -Entrepreneurship Development Programme   |   |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Formulation of Business Idea</b>                     | <b>6 hours</b>   |   |   |   |   |
| Sources for new ideas - evaluation of new ideas of business - barriers to entrepreneurship – Components of project cost - Criteria's for selecting a particular project –Project report   |   |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Preparation of Business Plan</b>                     | <b>7 hours</b>   |   |   |   |   |
| Business Plan: Meaning, Objectives, Model format of business Plan   |   |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Process of Business Commencement</b>                 | <b>6 hours</b>   |   |   |   |   |
| Formalities for registration of business units - Types of ownership in Business- merits and demerits – business incubators  |   |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Institutional Support for setting up Enterprises</b> | <b>6 hours</b>   |   |   |   |   |
| Enterprise. National Small Industries Corporation. Small Scale Industries. Small Industries Development Bank of India. EDP of the various Governments, Incentives and subsidies- District Industries Centre, National Bank for agriculture and Rural Development, Rural and Women   |   |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Case Studies of Entrepreneurs</b>                    | <b>6 hours</b>   |   |   |   |   |
| The Four Entrepreneurial Pitfalls - Case studies of Successful Entrepreneurial Ventures, Failed Entrepreneurial Ventures and Turnaround Ventures  |   |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>                | <b>2 hours</b>   |   |   |   |   |

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|  | <b>Total Lecture hours</b>  | <b>45 hours</b> |
| <b>Text Book(s)</b>                                      |   |                 |
| 1.   | Anshuja Tiwari, (2015), Entrepreneurship Development in India, Himalaya Publishing House, New Delhi.                                    |                 |
| <b>Reference Books</b>                                   |   |                 |
| 1.   | Poornima M Charantimath, (2016), Entrepreneurship Development Small Business Enterprises, Dorling Kindersley India Pvt. Ltd, New Delhi. |                 |
| 2.   | Anshuja Tiwari, (2015), Women Entrepreneurship and Economic Development, Himalaya Publishing House, New Delhi.                          |                 |
| 3.   | S. Anil Kumar, (2015), Small Businesses and Entrepreneurship, International Publishing House Private Ltd, New Delhi.                    |                 |
| 4.   | Dr. S.S. Khanka, (2012), Entrepreneurial Development, S.Chand, New Delhi.   |                 |
| 5.   | Robert D Hisrich, (2015), Michel Peters, Entrepreneurship, Tata McGraw Hills, New Delhi.  |                 |
| <b>Mode of Evaluation: CAT / Assignment / Quiz / FAT</b> |   |                 |
| Recommended by Board of Studies                          | 12-08-2017  |                 |
| Approved by Academic Council                             | No. 47  | Date 05-10-2017 |

| Course code   | Course title   | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA3711   | LOGISTICS AND SUPPLY CHAIN MANAGEMENT                | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Nil  | Syllabus version |   |   |   |   |
|   |  | 1.1              |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To improve the overall organization performance and customer satisfaction by improving product or service delivery to consumer.</li> <li>2. to move the inventory in a <b>supply chain</b> effectively and efficiently and to extend the desired level of customer service at the minimal cost</li> </ol>   |  |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |  |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. The student will be able</li> <li>2. To get a comprehensive understanding of supply chain management that covers planning, design and operations.</li> <li>3. To understand fundamental supply chain management concepts.</li> <li>4. To apply knowledge to evaluate and manage an effective supply chain.</li> <li>5. To understand the foundational role of logistics as it relates to transportation and warehousing.</li> <li>6. To align the management of a supply chain with corporate goals and strategies.</li> <li>7. To analyse and improve supply chain processes.</li> </ol> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Logistics: at the Centre of World Trade</b>       | <b>6 hours</b>   |   |   |   |   |
| Introduction – Logistics defined – Scope of Logistics – Logistics – A system concept – Customer value chain – Logistic functions – A logistic for Business Excellence – Objectives of Logistics management  |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Understanding the Supply Chain</b>                | <b>6 hours</b>   |   |   |   |   |
| Definition – Decision phases in a supply chain – Process view of a supply chain – The importance of supply chain flows  |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Supply Chain Drivers and Obstacles</b>            | <b>6 hours</b>   |   |   |   |   |
| Drivers of supply chain performance – A frame work for structuring drivers – Inventory – Transportation – Facilities – Information – Obstacles of Achieving Fit   |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Demand Forecasting in a Supply Chain</b>          | <b>6hours</b>    |   |   |   |   |
| The Role of forecasting in a supply chain – Characteristics of Forecasts – Components of a Forecast and Forecasting Methods – Basic approach to demand forecasting – <b>Problems in demand forecasting</b>  |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Aggregate Planning in a Supply Chain</b>          | <b>6 hours</b>   |   |   |   |   |
| The Role of aggregate planning in a supply chain – the aggregate planning problem – aggregate planning strategies – Aggregate planning using linear programming – Implementing aggregate planning in practice   |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Designing and Planning Transportation Network</b> | <b>6 hours</b>   |   |   |   |   |
| The Role of transportation in a supply chain – Factors affecting transportation decisions – Modes of transportation and their performance characteristics – Design Options for a transportation network – Trade offs in transportation design – Routing and scheduling in Transportation  |  |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Information Technology in a Supply Chain</b>      | <b>7hours</b>    |   |   |   |   |
| The role of information Technology in a supply chain – <b>Framework for IT adoption</b> -The importance of Information in a supply chain – Use of information in supply chain – Supply chain information Technology in practice   |  |                  |   |   |   |   |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>             | <b>2 hours</b>   |   |   |   |   |

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| <b>Total Lecture hours</b>                                   |   | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |   |                 |                 |
| 1.   | Sunil Chopra and Peter Meindl, (2013), Supply Chain Management Strategy, Planning and Operation, Pearson Prentice Hall, New Delhi |                 |                 |
| <b>Reference Books</b>                                       |   |                 |                 |
| 1.   | Donald Waters, (2013), Logistics an Introduction to Supply Chain Management, Palgrave Macmillan, New York.                        |                 |                 |
| 2.   | Vinod V Sople, (2012), Logistic Management the supply chain imperative, Pearson Education Singapore.                              |                 |                 |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments</b> |   |                 |                 |
| Recommended by Board of Studies                              |   | 12-08-2017      |                 |
| Approved by Academic Council                                 |   | No. 47          | Date 05-10-2017 |



| Course code  | Course title  | L                | T | P | J | C |
|--|---|------------------|---|---|---|---|
| CCA3712  | INVESTMENT AND SECURITIES ANALYSIS  | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite  | Nil   | Syllabus version |   |   |   |   |
|  |   | 1.1              |   |   |   |   |
| <b>Course Objectives:</b>  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To understand different investment alternatives in the market</li> <li>2. To understand how securities are traded in the market</li> <li>3. To be able to analyze and price different securities</li> </ol>  |   |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>   |   |                  |   |   |   |   |
| <p>The students will be able</p> <ol style="list-style-type: none"> <li>1. To understand the risk and return involved in the investment</li> <li>2. To value assets such as stocks and bonds.</li> <li>3. To manage investment portfolios.</li> <li>4. To optimally diversify portfolios.</li> <li>5. To allocate investments into stock and bond portfolios in accordance with a person's risk preferences.</li> <li>6. To figure out when a trading account at a brokerage firm will receive a margin call.</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Introduction</b>   | <b>8 hours</b>   |   |   |   |   |
| Concepts of investment – Sources of investment information- Investment Instruments. Investment Cycle   |   |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Valuation of Securities and Bonds</b>  | <b>8 hours</b>   |   |   |   |   |
| Meaning of Securities- types- valuation of equity and preference shares- Bond and fixed income instruments valuation   |   |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Risk and Return</b>  | <b>8 hours</b>   |   |   |   |   |
| Concept-Types- factors contributing to total risk : default risk, interest rate risk, market risk, management risk, purchasing power risk, systematic and unsystematic risk  |   |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Measurement of Risk and Return</b>   | <b>8 hours</b>   |   |   |   |   |
| Measurement of return- Methods- Measurement of Risk-Standard deviation – Beta – Computation and interpretation   |   |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Fundamental Analysis</b>   | <b>8 hours</b>   |   |   |   |   |
| Concept of intrinsic value- Objectives and beliefs of fundamental analysts- Economic, Industry, Company framework and forecasting  |   |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Technical analysis</b>   | <b>9 hours</b>   |   |   |   |   |
| Points and figures chart, bar chart, RSA, RSI, Moving average analysis, MACD, Japanese Candlesticks  |   |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Efficient Market hypotheses</b>  | <b>9 hours</b>   |   |   |   |   |
| Random Walk theory- Weak form, Semi-Strong form and strong form hypotheses   |   |                  |   |   |   |   |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>  | <b>2 hours</b>   |   |   |   |   |
| <b>Total Lecture hours</b>   |   | <b>60 hours</b>  |   |   |   |   |
| <b>Text Book(s)</b>  |   |                  |   |   |   |   |
| 1.   | S. Kevin, (2015), Security Analysis and Portfolio Management, PHI Learning Private Ltd. |                  |   |   |   |   |

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|--|--|------------|-----------------|
|  | New Delhi.   |            |                 |
| <b>Reference Books</b>                                       |  |            |                 |
| 1.   | Frank K. Reilly and Keith C. Brown, (2012), Investment Analysis and Portfolio Management, Cengage Learning India Private Limited, New Delhi. |            |                 |
| 2.   | Zvi Bodie, Alex Kane, Alan Marcus, Pitabas Mohanty, (2013), Investments, Tata McGraw-Hill, New Delhi.  |            |                 |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments</b> |  |            |                 |
| Recommended by Board of Studies                              |  | 12-08-2017 |                 |
| Approved by Academic Council                                 |  | No. 47     | Date 05-10-2017 |

| Course code  | Course title   | L              | T | P | J | C               |
|--|--|----------------|---|---|---|-----------------|
| CCA3714  | HUMAN BEHAVIOUR AT WORK  | 3              | 0 | 0 | 0 | 3               |
| Pre-requisite  | Nil  | Version        |   |   |   |                 |
|  |  | 1.1            |   |   |   |                 |
| <b>Course Objectives:</b>  |  |                |   |   |   |                 |
| <ol style="list-style-type: none"> <li>To create basic understanding about behaviour at work</li> <li>To enable the students to analyse the psychology of self and others</li> <li>To help developing the skills of predicting the behaviour of others in an organizational settings.</li> </ol>   |  |                |   |   |   |                 |
| <b>Expected Course Outcome:</b>  |  |                |   |   |   |                 |
| The students will be able to:  |  |                |   |   |   |                 |
| <ol style="list-style-type: none"> <li>Analyze the concepts of human behaviour</li> <li>Apply theories of personality in the real time life.</li> <li>Learn the theories of learning and change the undesirable behaviour</li> <li>Be aware of the effective perception</li> <li>Predict the emotional behaviour of employees for effective use of human resources</li> <li>Influence the behaviour of employees to work in team and with the balance in their lives.</li> </ol> |  |                |   |   |   |                 |
| <b>Module:1</b>  | <b>Fundamentals of Human Behaviour</b>   | <b>7 Hours</b> |   |   |   |                 |
| Nature, Meaning; Approaches for studying Human Behaviour: Behavioural Approach, Cognitive Approach, Psychoanalytic Approach  |  |                |   |   |   |                 |
| <b>Module:2</b>  | <b>Personality</b>   | <b>7 Hours</b> |   |   |   |                 |
| Personality – Nature and Meaning - types – Factors influencing personality   |  |                |   |   |   |                 |
| <b>Module:3</b>  | <b>Learning</b>  | <b>7 Hours</b> |   |   |   |                 |
| Nature and Meaning - Types of learners – The learning process – Learning theories - Classical conditioning and Operant conditioning  |  |                |   |   |   |                 |
| <b>Module:4</b>  | <b>Perception</b>  | <b>7 Hours</b> |   |   |   |                 |
| Nature and Meaning, Laws of Perceptual Organization, Attention and Perception  |  |                |   |   |   |                 |
| <b>Module:5</b>  | <b>Emotional Intelligence</b>  | <b>6 Hours</b> |   |   |   |                 |
| Positive and Negative affectivity - relation of Job satisfaction with work behavior  |  |                |   |   |   |                 |
| <b>Module:6</b>  | <b>Organizational change</b>   | <b>5 Hours</b> |   |   |   |                 |
| Team Building – Quality of Work Life - Employee Involvement in decision making Creativity in workplace – Group Development Process - Group Dynamic Process   |  |                |   |   |   |                 |
| <b>Module:7</b>  | <b>Work Life Balance(WLB)</b>  | <b>4 Hours</b> |   |   |   |                 |
| Concept-work ethic – consequences of work life imbalances -stress- Employer strategies for managing WLB  |  |                |   |   |   |                 |
| <b>Module:8</b>  | <b>Contemporary issues</b>   | <b>2 hours</b> |   |   |   |                 |
| <b>Total Lecture hours</b>   |  |                |   |   |   | <b>45 Hours</b> |
| <b>Text Book(s)</b>  |  |                |   |   |   |                 |
| 1.   | Stephen P. Robbins,(2012), Organizational Behaviour, Prentice Hall of India, New Delhi                         |                |   |   |   |                 |
| 2.   | David Newth,(2013)Stress and Work /Life Balance, Insight for Managers, David Newth&Ventus Publishing New Delhi |                |   |   |   |                 |

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| <b>Reference Books</b>                                      |  |
| 1.  | Luthans, F.,(2012),Organizational Behaviour, McGraw-Hill Book Company, New Delhi                           |
| 2.  | Davis, K. (2011),Human Behaviour at Work, Organizational Behaviour, Tata McGraw Hill Publishing, New Delhi |
|   |  |
| Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT |  |
| Recommended by Board of Studies                             | 12-08-2017   |
| Approved by Academic Council                                | No. 47   |
| Date  | 05-10-2017   |

| Course code   | Course title  | L                | T | P | J | C |
|---|---|------------------|---|---|---|---|
| CCA3515   | ADVANCED AUDIT AND ASSURANCE  | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Audit and Assurance   | Syllabus version |   |   |   |   |
|   |   | 1.1              |   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To understand auditing standards and techniques</li> <li>2. To provide theoretical and practical training in accounting, financial and non-financial reporting and account auditing, aimed at people who wish to specialize and those who are seeking to update their skills.</li> <li>3. to prepare, review and analyse financial reports, work on account audits and take part in insolvency proceedings, as future account auditors or as future accountants.</li> </ol>   |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>   |   |                  |   |   |   |   |
| e student will be able  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. To impart knowledge about principles and methods of auditing and their applications</li> <li>2. To demonstrate research skills in finding and assimilating previous research.</li> <li>3. To establish a solid understanding of contemporary research practices and problems in selected areas of auditing research.</li> <li>4. To determine a critical understanding of auditing research.</li> <li>5. To complete an original research projecting auditing that reflects and understanding of the research process and contemporary research practices.</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Regulatory Environment</b>   | <b>6 hours</b>   |   |   |   |   |
| International regulatory frameworks for audit and assurance services - Money laundering-Laws and Regulations  |   |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Professional and Ethical Considerations</b>                              | <b>6 hours</b>   |   |   |   |   |
| Code of Ethics for Professional Accountants - Fraud and error - Professional liability  |   |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Practice Management</b>  | <b>6 hours</b>   |   |   |   |   |
| Quality control (firm-wide)-Advertising, publicity, obtaining professional work and fees - Professional Appointments  |   |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Planning and conducting an audit of historical financial information</b> | <b>6 hours</b>   |   |   |   |   |
| Planning, materiality and assessing the risk of misstatement - Evidence and testing considerations- Audit procedures and evidence evaluation - Using the work of others - Group audits  |   |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Completion, review and reporting</b>                                     | <b>6 hours</b>   |   |   |   |   |
| Subsequent events and going concern - Completion and final review - Auditor's reports - Reports to those charged with governance and management   |   |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Other assignments</b>  | <b>7 hours</b>   |   |   |   |   |
| Audit-related and assurance services - Specific assignments - The audit of social, environmental and integrated reporting-The audit of performance information (pre-determined objectives) in the public sector - Reporting on other assignments  |   |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Current Issues and Developments</b>                                      | <b>6 hours</b>   |   |   |   |   |
| Professional and ethical developments - Other current issues  |   |                  |   |   |   |   |

|  |  |                 |                 |
|--|--|-----------------|-----------------|
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>   | <b>2 hours</b>  |                 |
| <b>Total Lecture hours</b>                                   |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>  |  |                 |                 |
| 1.   | Varsha Ainapure and Mukund Ainapure, (2012), Auditing and Assurance - PHI Learning Pvt ltd, New Delhi. |                 |                 |
| <b>Reference Books</b>                                       |  |                 |                 |
| 1.   | B.N. Tandon , (2013), A Handbook of Practical Auditing, Sultan Chand, New Delhi                        |                 |                 |
| 2.   | Gupta, (2012), Contemporary Auditing, Tata-McGraw Hill, New Delhi.                                     |                 |                 |
| 3.   | P. Kamal Gupta and Ashok Arora, (2012) Fundamentals of Auditing, Tata-Mc Graw Hill, New Delhi.         |                 |                 |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments</b> |  |                 |                 |
| Recommended by Board of Studies                              |  | 12-08-2017      |                 |
| Approved by Academic Council                                 |  | No. 47          | Date 05-10-2017 |

| Course code  | Course title  | L                | T | P | J | C |
|--|---|------------------|---|---|---|---|
| CCA3716  | ADVANCED COST ACCOUNTING  | 4                | 0 | 0 | 0 | 4 |
| Pre-requisite  | Cost Accounting   | Syllabus version |   |   |   |   |
|  |   | 1.0              |   |   |   |   |
| <b>Course Objectives:</b>  |   |                  |   |   |   |   |
| 1. The main objective of the course is to provide a thorough understanding of the theory and practice of cost accounting for decision making   |   |                  |   |   |   |   |
| <b>Expected Course Outcome:</b>  |   |                  |   |   |   |   |
| 1. Reconcile cost accounts with financial accounts   |   |                  |   |   |   |   |
| 2. Prepare process accounts for process based industries   |   |                  |   |   |   |   |
| 3. Apply costing methods and techniques used for joint and By-Product  |   |                  |   |   |   |   |
| 4. Develop the skills necessary for inter firm comparison  |   |                  |   |   |   |   |
| 5. Demonstrate accounting procedures for manufacturing businesses.   |   |                  |   |   |   |   |
| 6. Identify the applications of marketing cost analysis  |   |                  |   |   |   |   |
| 7. Explain the basic concepts and processes in determination of cost of services   |   |                  |   |   |   |   |
| <b>Module:1</b>  | <b>Reconciliation of Cost and Financial Accounts</b>  | <b>7 hours</b>   |   |   |   |   |
| Need for reconciliation – Reasons for disagreement in profit/loss – Method of reconciliation – Memorandum reconciliation account – Reconciliation statement  |   |                  |   |   |   |   |
| <b>Module:2</b>  | <b>Process Costing</b>  | <b>9 hours</b>   |   |   |   |   |
| Process Costing –Equivalent production – Evaluation of equivalent production – FIFO – Average cost method-Inter-process profit - Process costing with multiple departments - Impact of flexible manufacturing and JIT on process costing |   |                  |   |   |   |   |
| <b>Module:3</b>  | <b>Joint Product and By-Product Costing</b>   | <b>9 hours</b>   |   |   |   |   |
| Joint products and co-products – Joint costs and subsequent costs – Accounting for joint products and By-products – Distinction – Scrap and waste - Decision making for further processing   |   |                  |   |   |   |   |
| <b>Module:4</b>  | <b>Uniform Costing and Inter firm Comparisons</b>   | <b>9 hours</b>   |   |   |   |   |
| Uniform cost manual- Benefits and limitations of uniform costing Procedure and problems in inter firm comparison   |   |                  |   |   |   |   |
| <b>Module:5</b>  | <b>Activity-Based Costing</b>   | <b>7 hours</b>   |   |   |   |   |
| Relevant cost and Activity-Based Costing (ABC) – Qualitative considerations in decision analysis   |   |                  |   |   |   |   |
| - Decision-making process – Cost concepts for decision making  |   |                  |   |   |   |   |
| <b>Module:6</b>  | <b>Marketing Cost Analysis</b>  | <b>9 hours</b>   |   |   |   |   |
| Objectives of marketing cost accounting - ABC system for marketing costs - Standard for marketing costs - ABC drives for marketing activities  |   |                  |   |   |   |   |
| <b>Module:7</b>  | <b>Service Costing</b>  | <b>8 hours</b>   |   |   |   |   |
| Concept of service costing - Power costing - Canteen costing - Hospital costing  |   |                  |   |   |   |   |
| <b>Module:8</b>  | <b>Invited Talk: Contemporary Issues</b>  | <b>2 hours</b>   |   |   |   |   |
| <b>Total Lecture hours</b>   |   | <b>60 hours</b>  |   |   |   |   |
| <b>Text Book(s)</b>  |   |                  |   |   |   |   |
| 1.   | T.S. Murthy and S. Gurusamy,(2017), Advanced Cost Accounting, Vijay Nicole Imprints Ltd., Chennai |                  |   |   |   |   |

| <b>Reference Books</b>                                       |   |            |                 |
|--|---|------------|-----------------|
| 1.   | B.K. Bhar,(2015), Cost Accounting, Academic publishers, Calcutta                                    |            |                 |
| 2.   | Bhabatosh Banerjee,(2014), Cost Accounting Theory And Practice, PHI Learning Private Ltd, New Delhi |            |                 |
| 3.   | S.P Iyengar,(2015), Cost Accounting, Sultan Chand and Sons, New Delhi                               |            |                 |
| 4.   | Ravi M. Kishore, (2016), Cost Accounting, Taxmann's Allied Services Private Ltd, New Delhi          |            |                 |
| 5.   | C.T.Horangren, (2015), Cost Accounting-A Managerial Emphasis- Pearson education, New Delhi          |            |                 |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments</b> |   |            |                 |
| Recommended by Board of Studies                              |   | 12-08-2017 |                 |
| Approved by Academic Council                                 |   | No. 47     | Date 05-10-2017 |



| Course Code   | Course title                                 | L                | T | P | J | C |
|---|--|------------------|---|---|---|---|
| CCA3718   | E - Database Management Systems              | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Nil  | Syllabus version |   |   |   |   |
|   |  | 1                |   |   |   |   |
| <b>Course Objectives:</b>   |  |                  |   |   |   |   |
| <ul style="list-style-type: none"> <li>To learn the fundamentals of data, files and databases.</li> <li>To demonstrate the essentials of database modeling techniques for E-payment systems</li> <li>To provide the fundamentals of back-end database connectivity process.</li> <li>To apply electronic management principles across the e-commerce disciplines.</li> <li>To learn the concepts in emerging database security systems.</li> </ul>  |  |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>  |  |                  |   |   |   |   |
| e students will be able to  |  |                  |   |   |   |   |
| <ul style="list-style-type: none"> <li>Apply the fundamental concepts of database management system to e-business management.</li> <li>Design and experiment the database modeling.</li> <li>Select and use algorithm for PL/SQL and system implementation techniques.</li> <li>Communicate effectively through normal forms for databases.</li> <li>Model and implement the database applications.</li> <li>Apply a systematic, quantifiable approach to the database security problems.</li> <li>Learn the algorithm for solving the database recovery issues.</li> </ul> |  |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Data base Systems</b>                     | <b>6 hours</b>   |   |   |   |   |
| History of database systems- Components of database systems - DBMS functions- Database architecture - Data independence.  |  |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Data Modelling</b>                        | <b>6 hours</b>   |   |   |   |   |
| Data modelling - Conceptual models -Object-oriented model - Relational data model - Database query Languages - Overview of database languages – SQL – DDL – DML – TCL.  |  |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Relational Databases</b>                  | <b>6 hours</b>   |   |   |   |   |
| Mapping conceptual schema to a relational schema - Entity and referential integrity- Relational - algebra - Relational calculus- Relational database design - Database design.  |  |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Normalization</b>                         | <b>6 hours</b>   |   |   |   |   |
| Functional dependency - Normal forms – 2NF – BCNF - Multivalued dependency - Join dependency- Representation theory.  |  |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Transaction Processing and E-Payments</b> | <b>6 hours</b>   |   |   |   |   |
| Introduction to Transactions – Single user and multiuser system transactions – Read and write operations DBMS buffers – Transactions system concepts – Digital Payment – Digital Signature.   |  |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Physical Database Design</b>              | <b>7 hours</b>   |   |   |   |   |
| Storage and file structure-Indexed files- hashed files - Signature files - b-trees - Files with dense index - Files with variable length records- Database efficiency and tuning.   |  |                  |   |   |   |   |

|   |  |                 |      |                |
|---|--|-----------------|------|----------------|
| <b>Module:7</b>   | <b>Concurrency, Recovery and Security</b>  |                 |      | <b>6 hours</b> |
| Database security issues - Types of locks – System lock tables – deadlocks – Timestamp ordering algorithm - Recovery concepts – ARIES recovery algorithm. |  |                 |      |                |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>   |                 |      | <b>2 hours</b> |
| <b>Total Lecture hours</b>  |  | <b>45 hours</b> |      |                |
| <b>Text Book(s)</b>   |  |                 |      |                |
| 1.  | Raham Silberschatz, Henry F. Korth and S. Sudarshan, “Database System Concepts”, Sixth Edition, McGraw-Hill Publishing, New Delhi, 2015.                             |                 |      |                |
| 2.  | Ajay Kumar Jain, Sardool Singh, “Electronic Database System & Management”, Random Publications, New Delhi, 2014.   |                 |      |                |
| <b>Reference Books</b>  |  |                 |      |                |
| 1.  | Ramez Elmasri and Shamkant B. Navathe, “Fundamental Database Systems”, Seventh Edition, Pearson Education, New Delhi, 2017   |                 |      |                |
| 2.  | C. J. Date, “An introduction to database systems”, Eighth Edition, Addison-Wesley Educational Publishers, 2014.  |                 |      |                |
| 3.  | Thomas Connolly, Carolyn Begg, “Database Systems: A Practical Approach to Design, Implementation and Management” Fourth Edition, Pearson Education, New Delhi, 2017. |                 |      |                |
| 4.  | Ramez Elmasri, “Database Systems”, Sixth Edition, Pearson Education, New Delhi, 2013.  |                 |      |                |
| 5.  | Raghu Ramakrishnan and Johannes Gehrke “Database Management System”, Third Edition McGraw-Hill Publishing, New Delhi, 2016.  |                 |      |                |
| 6.  | Online Tutorials, COURSE ERA, MOOC, SWAYAM   |                 |      |                |
| <b>Mode of Evaluation: CAT, Quiz and Digital Assignments, Seminar and FAT</b>   |  |                 |      |                |
| Recommended by Board of Studies   |  | 03.11.2018      |      |                |
| Approved by Academic Council  |  | No. 53          | Date | 13.12.2018     |

| Course Code   | Course title                             | L                | T | P | J | C               |
|---|--|------------------|---|---|---|-----------------|
| CCA3719   | Web Design and Development               | 2                | 0 | 1 | 0 | 3               |
| Pre-requisite   | Nil                                      | Syllabus version |   |   |   |                 |
|   |  | 1                |   |   |   |                 |
| <b>Course Objectives:</b>   |  |                  |   |   |   |                 |
| <ol style="list-style-type: none"> <li>To introduce the concepts of internet programming technologies</li> <li>To gain knowledge in a variety of web skills crucial for building dynamic websites and applications.</li> <li>To develop dynamic web pages and Web based application forms.</li> </ol>   |  |                  |   |   |   |                 |
| <b>Course Outcomes:</b>   |  |                  |   |   |   |                 |
| <p>Students will be able to:</p> <ol style="list-style-type: none"> <li>Learn the importance of web based applications for today's e-world.</li> <li>Design and create E-commerce web pages using HTML</li> <li>Apply knowledge of HTML and CSS code and an HTML editor to create personal and/or business websites following current professional and/or industry standards</li> <li>Facilitate the creation and validation of simple forms.</li> <li>Write well-structured, easily maintained, standards-compliant CSS code to present HTML pages in different ways.</li> <li>Apply CSS code to target HTML tags, text and other elements in an HTML page.</li> <li>Use CSS in creating user interfaces for mobile and websites.</li> </ol> |  |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Internet and its Applications</b>     | <b>4 hours</b>   |   |   |   |                 |
| Introduction – Internet Service Provider - Internet Protocol Addressing - Domain Name System –  |  |                  |   |   |   |                 |
| Electronic mail - Search engine - world wide web - Internet Relay Chat- Virus - types and effects -   |  |                  |   |   |   |                 |
| Cookies- cybercrimes and types  |  |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>HTML5</b>                             | <b>4 hours</b>   |   |   |   |                 |
| Tags and attributes and values - head - body – title - headings - text - hyperlinks and anchor – meta tag -   |  |                  |   |   |   |                 |
| image tag - background Images - list and its types - Marquee and other dynamic effects  |  |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Tables</b>                            | <b>4 hours</b>   |   |   |   |                 |
| Basic tags - inserting and resizing rows and columns - cell spacing - cell spanning - setting border -  |  |                  |   |   |   |                 |
| border color - caption - background.  |  |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Frames</b>                            | <b>4 hours</b>   |   |   |   |                 |
| Basic tags - margins and size – scrollbars – Communicating between frames –Inline frames  |  |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Form Controls</b>                     | <b>4 hours</b>   |   |   |   |                 |
| introduction – tags - get and post method - text field – password - radio button – checkboxes - text area –   |  |                  |   |   |   |                 |
| submit buttons – input box and message box - navigating through a form – Processing forms with simple   |  |                  |   |   |   |                 |
| reset and functions   |  |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>CSS3 Introduction</b>                 | <b>4 hours</b>   |   |   |   |                 |
| Introduction – Colors – Backgrounds – Fonts – Text – Images – Links – Tables – Borders – Margins –  |  |                  |   |   |   |                 |
| List – Padding - Selectors and Pseudo Classes   |  |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Enhancements and effects with CSS</b> | <b>4 hours</b>   |   |   |   |                 |
| Cursors – Outlines – Dimension – Scrollbars - Box effects – Transitions – Transforms –Linking – Animations -  |  |                  |   |   |   |                 |
| Embedding - Images and Media – Navigation Bar – Creating simple web pages   |  |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b> | <b>2 hours</b>   |   |   |   |                 |
| <b>Total Lecture hours</b>  |  |                  |   |   |   | <b>30 hours</b> |

## LAB

### Indicative List of Experiments in the areas of :

#### 1. Build website from scratch

- Use basic HTML tags to define the overall structure of a web page.
- Add some text content to the web page.
- Add an image to the web page.
- Separate the web page into sections and give each section a heading.

#### 2. Margin

- Set the left margin of `<h1>` to "20px".
- Set all margins for `<h1>` to "25px".
- Use the margin property to set the top and bottom margins for `<h1>` to "50px", and left and right margins to "25px".
- Use the margin property to center align the `<h1>` element.

#### 3. Padding

- Set the top padding of `<p>` to "30px".
- Set all paddings for `<p>` to "50px".
- Use the padding property to set the top and bottom paddings for `<p>` to "25px", and left and right paddings to "50px".

#### 4. Box-Model

- Set the width of the div to "200px".
- Set the padding of the div to "25px".
- Set the border of the div to "25px solid navy".
- Set the margin of the div to "25px".

#### 5. Outline

- Set a "solid", "5px" outline for `<p>`.
- Set the outline color for `<p>` to "green".
- With the outline property: Set the outline for `p` to "red", "dotted" and "10px".

#### 6. Tables

- Set the border to "2px solid green" for table, th and td elements.
- Collapse the table borders into a single border.
- Set the width of the table to "100%".
- Set the text alignment in `<td>` elements to "right".
- Set the padding in `<th>` elements to "15px".
- Set the background color of `<th>` elements to "lightblue".

#### 7. Positioning

- Position the `<h1>` element relative to the browser window. 50px from the top, and 50px from the right.
- Position the `<h1>` element 20px left, and 30px down, relative to its normal position.
- Position the `<h1>` element 50px from the left, and 100px from the top, relative to the HTML page.
- Position the `<img>` element behind the text.
- Position the element with the "top left" class 30px from the left, and 15px from the top, relative to its container.

#### 8. Pseudo-Classes

- Set the background color for visited and unvisited links to "light blue", and the background color for the hover and active link states to "yellow".
- Change the background color, when a user hovers over p elements, with the class "highlight", to "light blue".
- Set the background color of `<p>` elements that are the first child of any element, to "light blue".
- Set the background color of `<input>` elements that are in focus (clicked or active), to "light blue".

#### 9. Pseudo-elements

- Set text color to red, for the first line of the `<p>` element.
- Set text color to "red", and the text size to "xx-large", for the first letter of the `<p>` element.
- Insert the image "smiley.gif" before, and after `<p>` elements, using the `::before` and `::after` pseudo-elements.

#### 10. Transition

- Add a 2 second transition effect for width changes of the <div> element.
- Specify that the transition of the <div> element should have a "ease-in-out" speed curve.
- Specify that the transition of the <div> element should have a "0.5" second delay before starting.
- Add a 2 second transition effect for background, and transform changes of the <div> element.
- Using the transition shorthand property, specify width changes for the <div> element should have: "2" second duration, "ease-in-out" speed curve, and a "0.5" second delay before starting.

#### 11. Animation

- Add a 2 second animation for the <div> element, which changes the color from red to blue.
- Specify that the animation of the <div> element should have a "1" second delay before starting.
- Specify that the animation of the <div> element should continue to loop forever.
- Specify that the animation of the <div> element should alternate between running forwards and backwards.
- Specify that the animation of the <div> element should have a "ease-in-out" speed curve.

**Total hours**

**30 hours**

#### Text Book(s)

#### BASICS OF INTERNET PROGRAMMING

- |    |  |
|----|--|
| 1. | Elizabeth Castro, Bruce Hyslop, "HTML5 and CSS3", Peachpit Press, Seventh edition, 2015  |
| 2. | Laura Lemay, Rafe colburn, Jennifer kyrnin, "Mastering HTML, CSS & Javascript Web Publishing", BPB publications, First edition, 2016 |

#### Reference Books

- |    |  |
|----|--|
| 1. | Joel Sklor, "Principles of Web Design ", Cengage learning, Sixth edition, 2016   |
| 2. | John Pollock, "Javascript: A Beginner's Guide", McGraw Hill, Fourth edition, 2015.   |
| 3. | Martyr Steep, Jessica Miller and Victoria Kirst, "Web Programming Step by Step", Step by Step Publishing", Second edition, 2017. |
| 4. | Satish Jain, "Internet Technology and Web Design", BPB Publications, First edition, 2015.  |
| 5. | Online Tutorials, COURSE ERA, MOOC, SWAYAM   |

**Mode of Evaluation:** CAT, Quiz, Digital Assignments and Practical / Seminar / FAT

Recommended by Board of Studies

03.11.2018

Approved by Academic Council

No. 53

Date

13.12.2018

# **University Elective**

| Course code   | Course title  | L                | T | P | J | C               |
|---|---|------------------|---|---|---|-----------------|
| HUM1006   | Business Accounting for Engineers   | 3                | 0 | 0 | 0 | 3               |
| Pre-requisite   | NIL   | Syllabus version |   |   |   |                 |
| <b>Course Objectives:</b>   |   |                  |   |   |   |                 |
| This course enables the students  |   |                  |   |   |   |                 |
| <ul style="list-style-type: none"> <li>To facilitate the understanding of Business Accounting in general.</li> <li>To gain comprehensive understanding of business accounting system by engineers.</li> <li>To understand the process of budgetary system and capital budgeting</li> </ul>  |   |                  |   |   |   |                 |
| <b>Expected Course Outcomes:</b>  |   |                  |   |   |   |                 |
| <ul style="list-style-type: none"> <li>To develop and understand the nature and purpose of financial statements and to prepare Trial Balance</li> <li>To develop the ability to prepare Final Accounts</li> <li>To know the process of Computing ratios in relation with decision making.</li> <li>To understand the preparation of Fund Flow Statement and Cash Flow Statement</li> <li>To enable the students to prepare different types of budgeting.</li> <li>To solve contemporary issues in Accounting</li> </ul> |   |                  |   |   |   |                 |
| <b>Module:1</b>   | <b>Introduction to Accounting</b>   | <b>6 hours</b>   |   |   |   |                 |
| Meaning and scope of accounting: Basic accounting concepts and conventions – objectives of Accounting – accounting transactions - Journal, Ledger, Trial Balance  |   |                  |   |   |   |                 |
| <b>Module:2</b>   | <b>Final Accounts</b>   | <b>7 hours</b>   |   |   |   |                 |
| Final accounts – Profit and Loss Account – Balance Sheet  |   |                  |   |   |   |                 |
| <b>Module:3</b>   | <b>Ratio Analysis</b>   | <b>6 hours</b>   |   |   |   |                 |
| Classifications of ratio - Calculation of ratio.  |   |                  |   |   |   |                 |
| <b>Module:4</b>   | <b>Fund Flow Statement</b>  | <b>6 hours</b>   |   |   |   |                 |
| Meaning of fund flow --preparation of fund flow statement   |   |                  |   |   |   |                 |
| <b>Module:5</b>   | <b>Cash Flow Statement</b>  | <b>6 hours</b>   |   |   |   |                 |
| Meaning - Distinction between cash flow and fund flow- preparation of Cash flow statement   |   |                  |   |   |   |                 |
| <b>Module:6</b>   | <b>Budgetary Control</b>  | <b>6 hours</b>   |   |   |   |                 |
| Budgetary control – Preparation of budgets- purchase budget, production budget – cash budget – flexible budget  |   |                  |   |   |   |                 |
| <b>Module:7</b>   | <b>Capital Budgeting</b>  | <b>6 hours</b>   |   |   |   |                 |
| Techniques- Pay- back period- NPV method-Accounting rate of return- Internal rate of return- Profitability Index  |   |                  |   |   |   |                 |
| <b>Module:8</b>   | <b>Contemporary issues:</b>   | <b>2 hours</b>   |   |   |   |                 |
| <b>External invited lecture on Contemporary Topics</b>  |   |                  |   |   |   |                 |
| <b>Total Lecture hours:</b>   |   |                  |   |   |   | <b>45 hours</b> |
| <b>Text Book(s)</b>   |   |                  |   |   |   |                 |
| 1.  | R.L. Gupta and V.K. Gupta, Financial Accounting (2011), Sultan Chand & Sons, New Delhi. |                  |   |   |   |                 |

|    |   |
|----|---|
| 2. | S.N. Maheshwari, Cost and Management Accounting (2014), Sultan Chand & Sons, New Delhi. |
|----|---|

|                        |  |
|------------------------|--|
| <b>Reference Books</b> |  |
|------------------------|--|

|    |  |
|----|--|
| 1. | P.C. Tulisan, Financial Accounting (2011), Tata McGraw Hill Publication, New Delhi.  |
| 3. | T.S.Reddy and A.Murthy, Management Accounting (2013), Margham Publications, Chennai. |
| 4. | T.P.Ghosh, Financial Accounting for Managers(2011), Taxmann Publications.            |

|   |  |
|---|--|
| Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT |  |
|---|--|

|                                 |            |
|---------------------------------|------------|
| Recommended by Board of Studies | 12-08-2017 |
|---------------------------------|------------|

|                              |        |      |            |
|------------------------------|--------|------|------------|
| Approved by Academic Council | No. 47 | Date | 05-10-2017 |
|------------------------------|--------|------|------------|



| Course code   | Course title  | L                | T | P | J | C |
|---|---|------------------|---|---|---|---|
| HUM1007   | CONTEMPORARY LEGAL FRAMEWORK FOR BUSINESS                     | 3                | 0 | 0 | 0 | 3 |
| Pre-requisite   | Nil   | Syllabus version |   |   |   |   |
|   |   | v. 1             |   |   |   |   |
| <b>Course Objectives:</b>   |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>1. Enable the students to understand the basic rules of law</li> <li>2. Build an ability to interpret laws and language</li> <li>3. Develop the aptitude to apply theory in real life situation</li> </ol>   |   |                  |   |   |   |   |
| <b>Expected Course Outcomes:</b>  |   |                  |   |   |   |   |
| <ol style="list-style-type: none"> <li>7. Familiarize the regulation of laws and to get thorough knowledge of the various provisions of the legal framework in India.</li> <li>8. Understand the maneuver of drafting an agreement</li> <li>9. Realize the most imperative clauses of an agreement and its applicability</li> <li>10. Develop an ability to compare and contrast the legal mechanisms of agreements of companies online and conventional</li> <li>11. Significance of contracts in our daily life</li> <li>12. Know who is considered as a consumer based on the legal requisites and their rights</li> <li>13. Apprehend the competition that takes place in a market through various case laws</li> </ol> |   |                  |   |   |   |   |
| <b>Module:1</b>   | <b>Introduction</b>   | <b>5 hours</b>   |   |   |   |   |
| Introduction –Concept of Law– History and development of mercantile law in India – Sources of mercantile law in India – Codification and Limiting factors of the Indian Contract Act, 1872.   |   |                  |   |   |   |   |
| <b>Module:2</b>   | <b>Contract Laws</b>  | <b>10 hours</b>  |   |   |   |   |
| Definition of contract and agreement – Enforceability of an agreement –Objective test of intention - Essential elements of a valid contract   |   |                  |   |   |   |   |
| <b>Module:3</b>   | <b>Modes of Discharge of Contract and Remedies for Breach</b> | <b>6 hours</b>   |   |   |   |   |
| Termination of contractual relations – various approaches –Breach of contract as one of the termination – Various remedies available for a breach – The Specific Relief Act – Suit for Specific Performance   |   |                  |   |   |   |   |
| <b>Module:4</b>   | <b>Special Contracts</b>                                      | <b>6 hours</b>   |   |   |   |   |
| Bailment & Pledge: rights and duties of bailor & bailee; pawnor & pawnee – Indemnity: rights of the indemnified & commencement of liability – Guarantee: elements; difference between indemnity and guarantee – Agency: Principal & Agent their rights and duties, Vicarious Liability, Termination of Agency.  |   |                  |   |   |   |   |
| <b>Module:5</b>   | <b>Sale of Goods</b>  | <b>6 hours</b>   |   |   |   |   |
| Definition of ‘goods’ & ‘sale’– Essentials of a sale – Difference between ‘contract of sale’ & its ‘agreement to sell’ – Caveat Emptor – Conditions and Warranties – Nemo Dat quod non habet& exceptions – Unpaid Seller Rights   |   |                  |   |   |   |   |
| <b>Module:6</b>   | <b>Consumer Protection Laws</b>                               | <b>5 hours</b>   |   |   |   |   |
| Who is a Consumer? – Nature of Protection – Aims and Objects of the Act – Redressal Agencies – District Forums – State Commission – National Commission – Unfair Trade Practices – Consumer Protection Act, 1986.   |   |                  |   |   |   |   |
| <b>Module:7</b>   | <b>Competition Laws</b>                                       | <b>5 hours</b>   |   |   |   |   |
| Replacement of MRTP Act, 1969 – Substantive Provisions – Exceptions: Intellectual Property  |   |                  |   |   |   |   |

|   |   |            |                 |
|---|---|------------|-----------------|
| Rights and Protection of Export Rights – Meaning of Dominant Position – Prohibition of Abuse of Dominant Position – Combinations – Regulation of Combinations – Competition Commission in India |   |            |                 |
| <b>Module:8</b>   | <b>Contemporary issues:</b>   |            | <b>2 hours</b>  |
| <b>Total Lecture hours</b>  |   |            | <b>45 hours</b> |
| <b>Text Book(s)</b>   |   |            |                 |
| 1.  | Avtar Singh, Business Law, 2018, 11 <sup>th</sup> Edition, Eastern Book Company, Delhi.                                       |            |                 |
| 2.  | James Crawford, Brownlie's Principles of Public International Law, 2012, 8 <sup>th</sup> Edition Oxford University Press, UK. |            |                 |
| 3.  | Consumer Protection Laws and Practice, Avtar Singh, Eastern Book Company, 2015.   |            |                 |
| <b>Reference Books</b>  |   |            |                 |
| 1.  | P C Tulsian, Business Laws, 2018, 3 <sup>rd</sup> Edition, McGraw Hill Education, Noida.                                      |            |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / FAT / Project / Seminar   |   |            |                 |
| Recommended by Board of Studies   |   | 12-08-2017 |                 |
| Approved by Academic Council  |   | No. 47     | Date 05-10-2017 |

| Course code  | Course title                                  | L                       | T        | P        | J        | C        |
|--|---|-------------------------|----------|----------|----------|----------|
| <b>HUM1005</b>   | <b>COST ACCOUNTING FOR ENGINEERS</b>          | <b>3</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>3</b> |
| <b>Pre-requisite</b>   | <b>NIL</b>                                    | <b>Syllabus version</b> |          |          |          |          |
| <b>Course Objectives:</b>  |   |                         |          |          |          |          |
| The course is aimed at   |   |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>1. To understand the basic concepts and techniques in depth of cost accounting</li> <li>2. To Understand the concept and role of cost accounting in the business management of manufacturing and non-manufacturing companies</li> <li>3. To use accounting methods of cost calculation</li> </ol>   |   |                         |          |          |          |          |
| <b>Expected Course Outcome:</b>  |   |                         |          |          |          |          |
| At the end of the course the student should be able to   |   |                         |          |          |          |          |
| <ol style="list-style-type: none"> <li>1. Apply the basic concept of costs while preparing cost statements</li> <li>2. Demonstrate different techniques of inventory control in the material control process</li> <li>3. Evaluate different wage policies and compute labour cost</li> <li>4. Classify, allocate and apportion different overheads to production and services departments</li> <li>5. Analyze the basic cost flow model and be able to assign costs in a job cost system</li> <li>6. Analyze and evaluate a given business situation using marginal costing principles.</li> </ol> |   |                         |          |          |          |          |
| <b>Module:1</b>  | <b>Introduction</b>                           | <b>6 hours</b>          |          |          |          |          |
| Costing – Scope – Objectives – Functions – Importance - Advantages and Limitations of cost accounting – Cost classification and cost concepts – Elements of cost – Cost unit – Cost center – Preparation of cost sheet and tenders   |   |                         |          |          |          |          |
| <b>Module:2</b>  | <b>Material Costing</b>                       | <b>6 hours</b>          |          |          |          |          |
| Materials – purchase procedure - Functions of store-keeper – Inventory control Techniques –and ABC, VED and FSN Analyses - JIT method – Stock levels: Maximum, Minimum, Re-ordering Danger – Methods of Pricing material   |   |                         |          |          |          |          |
| <b>Module:3</b>  | <b>Labour Costing</b>                         | <b>6 hours</b>          |          |          |          |          |
| Computation and control of Labour cost – Wage policy - Time Rate system – Piece rate system – Premium and Bonus plans  |   |                         |          |          |          |          |
| <b>Module:4</b>  | <b>Overhead Costing</b>                       | <b>6 hours</b>          |          |          |          |          |
| Importance of overhead cost – classification – allocation and apportionment of overheads – Primary distribution of overheads – secondary distribution of overheads – Absorption of overheads – methods – under and over absorption   |   |                         |          |          |          |          |
| <b>Module:5</b>  | <b>Methods of Costing</b>                     | <b>6 hours</b>          |          |          |          |          |
| Job and batch costing - Features of process costing – Advantages – Disadvantages – Job costing Vs process costing – Process losses, Waste, Scrap. Normal loss , Abnormal loss, Abnormal gain – Preparation of process accounts   |   |                         |          |          |          |          |
| <b>Module:6</b>  | <b>Marginal Costing</b>                       | <b>7 hours</b>          |          |          |          |          |
| Concept of Marginal Costing – Marginal Vs Absorption – Advantages and Limitations of Marginal costing - Break Even Analysis – Cost Volume Profit Analysis  |   |                         |          |          |          |          |
| <b>Module:7</b>  | <b>Decision Making under marginal costing</b> | <b>6 hours</b>          |          |          |          |          |
| Make or buy Decisions – Accepting or rejecting an order - Key factor - Product mix – Exploring   |   |                         |          |          |          |          |

|   |  |                 |                 |
|---|--|-----------------|-----------------|
| Foreign Markets – Shut down Decisions                       |  |                 |                 |
| <b>Module:8</b>   | <b>Invited Talk: Contemporary Issues</b>   |                 | <b>2 hours</b>  |
| <b>Total Lecture hours</b>                                  |  | <b>45 hours</b> |                 |
| <b>Text Book(s)</b>   |  |                 |                 |
| 1.  | S.N. Maheswari, Cost Accounting, 2011, Sultan Chand and Sons, New Delhi                          |                 |                 |
| <b>Reference Books</b>                                      |  |                 |                 |
| 1.  | M N. Arora, Cost and Management Accounting, 2011, Vikas Publishing House Pvt. Ltd.               |                 |                 |
| 2.  | Bhabatosh Banerjee, Cost Accounting Theory and Practice, 2011, Prentice Hall of India.           |                 |                 |
| 3.  | Jawahar Lal and Seema Srivastava, Cost Accounting, The McGraw-Hill Company Ltd, 2011, New Delhi. |                 |                 |
| Mode of Evaluation: CAT / Assignment / Quiz / Seminar / FAT |  |                 |                 |
| Recommended by Board of Studies                             |  | 31.05.2016      |                 |
| Approved by Academic Council                                |  | No. 41          | Date 17.06.2016 |