

Sadakathullah Appa College (Autonomous)

(Reaccredited with 'A' Grade and ISO 9001:2008 Certified)

Rahmath Nagar, Tirunelveli – 627 011

DEPARTMENT OF COMMERCE (COMPUTER APPLICATION) (Unaided)



CBCS SYLLABUS (2015-2018)

For

B.Com. (CA)

(Applicable for students admitted in June 2015 and onwards)

**(As per the Resolutions of the Academic Council Meeting
held on 11-03-2015)**

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* Common to B.Com. (CA), B.Com. (Finance) and B.Com.

** Common to B.Com. and B.Com. (CA)

B.COM. (CA) COURSE STRUCTURE (CBCS) (2015 – 18)
(Applicable for students admitted in June 2015 and onwards)

PART	Semester I	Hrs. /W	Credit	PART	Semester II	Hrs. /W	Credit
I	Tamil/ Arabic	6	3	I	Tamil / Arabic	6	3
II	English-I	6	3	II	English-II	6	3
III	CORE I	5	5	III	CORE III	5	5
	CORE II	5	4		CORE IV	5	4
	Allied I – Paper I	3	3		Allied I – Paper II	3	3
	Allied Practical I	3	-		Allied Practical I	3	3
IV	Environmental Studies	2	1	IV	Value Education I (Or) Value Education II	2	1
	Total	30	19		Total	30	22
PART	Semester III	Hrs./W	Credit	PART	Semester IV	Hrs./W	Credit
III	Core V	6	5	III	Core VIII	6	5
	Core VI	6	5		Core IX	6	5
	Core VII	3	3		Core X	3	3
	Core Practical I	3	-		Core Practical I	3	3
	Allied II – Paper I	6	5		Allied II – Paper II	6	5
IV	Skill based Elective I	3	2	IV	Skill based Elective II	3	2
	Non-major elective I	3	2		Non-major elective II	3	2
	Total	30	22	V	Extension Activities	--	1
					Total	30	26
PART	Semester V	Hrs. / W	Credit	PART	Semester VI	Hrs. / W	Credit
III	Core XI	6	5	III	Core XV	6	5
	Core XII	6	5		Core XVII	6	5
	Core XIII	6	5		Core XVI	3	3
	Core XIV	3	3		Core Practical II	3	3
	Core Practical II	3	-		Core XVIII – Project	6	5
	Core – Elective I	6	6		Core Elective II	6	6
	Total	30	24		Total	30	27

B.COM. (CA) (2015 – 2018)**(Applicable for students admitted in June 2015 and onwards)****DISTRIBUTION OF HOURS, CREDITS, NO. OF PAPERS & MARKS**

PART	COURSE	SEMESTER	HOURS	CREDITS	PAPERS	MARKS
I	Tamil / Arabic	I to II	12	6	2	200
II	English	I to II	12	6	2	200
III	Core + Project + Practical	I to VI	104	80+6	17+1+2	2000
	Core Elective	V & VI	12	12	2	200
	Allied + Practical	I to IV	24	16+3	4+1	500
IV	Skilled Based Elective	III & IV	6	4	2	200
	Non Major Elective	III & IV	6	4	2	200
	Environmental Studies	I	2	1	1	100
	Value Education	II	2	1	1	100
V	Extension Activities	I to IV	- -	1	1	100
TOTAL			180	140	38	3800

SEMESTER WISE DISTRIBUTION OF HOURS

PART	I	II	III				IV			TOTAL
SEM	T/A	ENG	CORE	CE	P	AL	SBE	NME	EVS/VE	
I	6	6	10	-	-	6	-	-	2	30
II	6	6	10	-	-	6	-	-	2	30
III	-	-	18	-	-	6	3	3	-	30
IV	-	-	18	-	-	6	3	3	-	30
V	-	-	24	6	-	-	-	-	-	30
VI	-	-	18	6	6	-	-	-	-	30
TOT	12	12	98	12	6	24	6	6	4	180

B.COM. (CA) – COURSE STRUCTURE (CBCS) (2015 – 18)
TITLE OF THE PAPERS, CREDITS & MARKS

I SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	I 1	Tamil	15UTAL11	6	3	25	75	100
	AR 1	Arabic	15UARL11					
II	I 1	English I	15UENL11	6	3	25	75	100
III	C 1	Principles of Accounting *	15UCCC11	5	5	25	75	100
	C 2	Marketing Management	15UCCC12	5	4	25	75	100
	AI-1	Introduction to Information Technology	15UCCA11	3	3	25	75	100
		B.Com. (CA) Allied Practical I	-	3	Examination II semester			
IV	EVS	Environmental Studies	15UEVS11	2	1	25	75	100
TOTAL				30	19	150	450	600
II SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	I 2	Tamil	15UTAL21	6	3	25	75	100
	AR 2	Arabic	15UARL21					
II	I 2	English II	15UENL21	6	3	25	75	100
III	C 3	Financial Accounting *	15UCCC21	5	5	25	75	100
	C 4	Management Information System	15UCCC22	5	4	25	75	100
	AI-2	Application of Tally	15UCCA21	3	3	25	75	100
		B.Com. (CA) Allied Practical I	15UCCA2P	3	3	40	60	100
IV	SVE	Value Education I	15USVE2A	2	1	25	75	100
		Value Education II	15USVE2B					
TOTAL				30	22	150	450	600
III SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 5	Business Communication *	15UCCC31	6	5	25	75	100
	C 6	Advanced Accountancy *	15UCCC32	6	5	25	75	100
	C 7	Introduction to Internet and HTML	15UCCC33	3	3	25	75	100
	CP1	B.Com. (CA) Core Practical I	-	3	Examination IV semester			
	AII-1	Business Mathematics *	15UCCA31	6	5	25	75	100
IV	SBE1	Entrepreneurial Development	15UCCS31	3	2	25	75	100
	NME1	Choose from the list	-	3	2	25	75	100
TOTAL				30	22	150	450	600

* Common to B.Com. (CA), B.Com. (Finance) and B.Com.

B.COM. (CA) - COURSE STRUCTURE (CBCS) (2015 – 18)								
TITLE OF THE PAPERS, CREDITS & MARKS								
IV SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 8	Modern Banking *	15UCCC41	6	5	25	75	100
	C 9	Auditing	15UCCC42	6	5	25	75	100
	C10	Visual Basic Programming	15UCCC43	3	3	25	75	100
	CP1	B.Com. (CA) Core Practical I	15UCCC4P	3	3	40	60	100
	AI-2	Business Statistics *	15UCCA41	6	5	25	75	100
IV	SBE2	E- Commerce	15UCCS41	3	2	25	75	100
	NME2	Choose from the list	-	3	2	25	75	100
V		Extension activities (NCC/NSS/SOP/Youth Welfare, etc)	-	-	1	-	-	100
TOTAL				30	26	165	435	600
V SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 11	Cost Accounting *	15UCCC51	6	5	25	75	100
	C 12	Corporate Accounting *	15UCCC52	6	5	25	75	100
	C 13	Business Law *	15UCCC53	6	5	25	75	100
	C 14	Database Management System Using MS Access	15UCCC54	3	3	25	75	100
	CP2	B.Com. (CA) Core Practical II	-	3	-	Examination VI semester		
	CE 1	A) Income Tax Law and Practice * OR B) Corporate Finance *	15UCCE5A 15UCCE5B	6	6	25	75	100
TOTAL				30	24	150	450	600
VI SEMESTER								
P	SUB	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
III	C 15	Management Accounting *	15UCCC61	6	5	25	75	100
	C 16	Multimedia	15UCCC62	6	3	25	75	100
	CP2	B.Com. (CA) Core Practical II	15UCCC6P	3	3	40	60	100
	C 17	Industrial Law *	15UCCC63	6	5	25	75	100
	C 18	Project	15UCCP61	6	5	25	75	100
	CE 2	A) Indirect Tax * OR B) Co-Operation *	15UCCE6A 15UCCE6B	6	6	25	75	100
TOTAL				30	27	150	450	600

* Common to B.Com. (CA), B.Com. (Finance) and B.Com.

B.COM. (CA) COURSE STRUCTURE (CBCS) (2015 – 18)
PART I AND II SUBJECTS - TITLE OF THE PAPERS, CREDITS & MARKS

(Applicable for students admitted in June 2015 and onwards)
TITLE OF THE PAPERS, CREDITS & MARKS

GROUP I COURSES (ONE YEAR LANGUAGE COURSES) (B.Com., B.Com. C.A., B.Com. Finance, B.B.A., B.Sc. Computer Science, B.Sc. Information Technology and B.C.A.)							
SEM	Title of the paper	S.CODE	H/W	C	I	E	T
PART I – TAMIL							
I	இக்காலத் தமிழ்	15UTAL11	6	3	25	75	100
II	சமயத் தமிழ்	15UTAL21	6	3	25	75	100
TOTAL			24	6	100	300	400
PART I – ARABIC							
I	Applied Grammar and Translation – I	15UARL11	6	3	25	75	100
II	Applied Grammar and Translation – II	15UARL21	6	3	25	75	100
TOTAL			24	6	100	300	400
PART II – ENGLISH							
I	Prose, Poetry and Remedial Grammar - I	15UENL11	6	3	25	75	100
II	Prose, Poetry and Remedial Grammar - II	15UENL21	6	3	25	75	100
TOTAL			24	6	115	285	400

PART III (2015 – 18 ONWARDS)
(Applicable for students admitted in June 2015 and onwards)

DEPT. OF COMMERCE CBCS SYLLABUS - B.COM. (CA) (2015 - 2018)								
PART III CORE, CORE ELECTIVE & PROJECT (FOR B.COM. (CA) MAJOR)								
SEM	No.	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	C1	Principles of Accounting *	15UCCC11	5	5	25	75	100
	C2	Marketing Management	15UCCC12	5	4	25	75	100
II	C3	Financial Accounting *	15UCCC21	5	5	25	75	100
	C4	Management Information System	15UCCC22	5	4	25	75	100
III	C5	Business Communication*	15UCCC31	6	5	25	75	100
	C6	Advanced Accountancy *	15UCCC32	6	5	25	75	100
	C7	Introduction to Internet and HTML	15UCCC33	3	3	25	75	100
	CP1	B.Com. (CA) Core Practical I	-	3	0	Examination IV semester		
IV	C8	Modern Banking *	15UCCC41	6	5	25	75	100
	C9	Auditing	15UCCC42	6	5	25	75	100
	C10	Visual Basic Programming	15UCCC4P	3	3	25	75	100
	CP1	B.Com. (CA) Core Practical I	15UCCC43	3	3	40	60	100
V	C11	Cost Accounting *	15UCCC51	6	5	25	75	100
	C12	Corporate Accounting *	15UCCC52	6	5	25	75	100
	C13	Business Law *	15UCCC53	6	5	25	75	100
	C14	Database Management System Using MS Access	15UCCC54	3	3	25	75	100
	CP 2	B.Com. (CA) Core Practical II	-	3	0	Examination VI semester		
	CE1	Income Tax Law and Practice *	15UCCE5A	6	6	25	75	100
		Corporate Finance *	15UCCE5B					
VI	C15	Management Accounting *	15UCCC61	6	5	25	75	100
	C16	Industrial Law *	15UCCC63	6	5	25	75	100
	C17	Multimedia	15UCCC62	3	3	25	75	100
	CP 2	B.Com. (CA) Core Practical II	15UCCC6P	3	3	40	60	100
	C18	Project	15UCCP61	6	5	-	100	100
	CE2	Indirect Tax *	15UCCE6A	6	6	25	75	100
		Co-Operation *	15UCCE6B					
TOTAL				116	98	375	1225	1600

* Common to B.Com. (CA), B.Com. (Finance) and B.Com.

DEPT. OF COMMERCE CBCS SYLLABUS (2015- 2018)								
PART III - ALLIED – (FOR B.COM. (CA))								
SEM	P	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS		
						I	E	T
I	AI 1	Introduction to Information Technology	15UCCA11	3	3	25	75	100
	AI P	B.Com. (CA) Allied Practical I	-	3	Examination II semester			
II	AI 2	Application of Tally	15UCCA21	3	3	25	75	100
	AI P	B.Com. (CA) Allied Practical I	15UCCA2P	3	3	40	60	100
III	AII 1	Business Mathematics *	15UCCA31	3	5	25	75	100
IV	AII 2	Business Statistics *	15UCCA41	6	5	25	75	100
TOTAL				24	19	100	300	400
PART IV – SKILL-BASED ELECTIVE (FOR B.COM. (CA))								
III	SBE 1	Entrepreneurial Development	15UCCS31	3	2	25	75	100
IV	SBE 2	E- Commerce	15UCCS41	3	2	25	75	100
TOTAL				18	4	50	150	200
PART IV- NON-MAJOR ELECTIVE (FOR OTHER MAJOR STUDENTS)								
III	NME 1	Development of Small Business	15UCCN31	3	2	25	75	100
IV	NME 2	Basics in Accounting **	15UCCN41	3	2	25	75	100
TOTAL				6	4	50	150	200
PART IV – EVS & VALUE EDUCATION (FOR ALL MAJOR STUDENTS)								
I	EVS	Environmental Studies	15UEVS11	2	1	25	75	100
II	VE	Value Education I OR	15USVE2A	2	1	25	75	100
		Value Education II	15USVE2B					
TOTAL				4	2	50	150	200
PART – V								
SEM	Extension Activities (Choose any one)		S.CODE	H/W	C	I	E	T
I to IV	Enviro Club		15UEXEVC	-	1	-	100	100
	NCC		15UEXNCC					
	NSS		15UEXNSS					
	Physical Education		15UEXPHY					
	Red Ribbon Club		15UEXRRC					
	Sadakath Outreach Programme		15UEXSOP					
	Youth Red Cross		15UEXYRC					
	Youth Welfare		15UEXYWL					
			-	1	-	100	100	

* Common to B.Com. (CA), B.Com. (Finance) and B.Com.

** Common to B.Com. and B.Com. (CA)

PART – 1 TAMIL			
முதல் பருவம்			
Part – 1	இக்காலத் தமிழ்	15UTAL11	
Hrs/Week : 6	Hrs/Sem : 90	Hrs/Unit : 18	Credits : 3

நோக்கம் :

- ❖ தமிழ்ப் படைப்பிலக்கியங்களான புதுக்கவிதைகள், சிறுகதைகள் ஆகியவற்றை எழுத வைத்தல்.
- ❖ சமூகம் பற்றிய சிந்தனைகளைப் படைப்பிலக்கியங்கள் மூலம் ஏற்படுத்துதல்.6

அலகு - 1

தமிழ்ச் செய்யுள் - புதுக்கவிதைகள்

1. அல்லாஹ் - மகாகவி பாரதியார்
2. தமிழுக்கு அமுதென்று பெயர் - பாவேந்தர் பாரதிதாசன்
3. பாடல் - பட்டுக்கோட்டை கல்யாணசுந்தரம்
4. ஆயிரம் திருநாமம் பாடி - கவிக்கோ அப்துல் ரகுமான்
5. தேசப்பிதாவுக்கு ஒரு தெருப் - மு. மேத்தா
பாடகனின் அஞ்சலி
6. ஐந்து பெரிது ஆறு சிறிது - வைரமுத்து
7. மழை கொடுக்கும் - கவியரசு கண்ணதாசன்
8. எத்திசையிலிருந்து எறியப்பட்டது - கல்யாணஜி
9. சினேகிதனின் தாழ்வான வீடு - கலாப்பிரியா
10. தூக்கம் விற்ற காசுகள் - ரசிகவ்ஞானியார்
11. தோழர் மோசிகீரனார் - ஞானக்கூத்தன்
12. வயலும் வாழ்வும் - நா.முத்துக்குமார்
13. கடவுள் போற்றி - கவிமணி
14. நண்பனே - கலில் ஜீப்ரான்

அலகு - 2 (சிறுகதைக் களஞ்சியம்)

- | | |
|-------------------------|-------------------------|
| 1. காஞ்சனை | - புதுமைப்பித்தன் |
| 2. கூறல் | - வண்ணதாசன் |
| 3. சொர்க்க கன்னிகை | - கருணாமணாளன் |
| 4. காலத்தின் ஆவர்த்தனம் | - தோப்பில் முகமதுமீரான் |
| 5. கனவில் உதிர்ந்த பூ | - நாரும்புநாதன் |
| 6. ராஜமீன் | - கீரனார் ஜாஹிர்ராஜா |
| 7. சங்காத்தி | - தீன் |

அலகு - 3 உரைநடை

1. படிப்பது சுகமே – வெ. இறையன்பு இ.ஆ.ப.
நீயூ செஞ்சுரி புக் ஹவுஸ் (பி) லிட், சென்னை.

அலகு - 4 இலக்கிய வரலாறு

1. தமிழ்ப் புதுக்கவிதைகள் தோற்றமும் வளர்ச்சியும்
2. தமிழ்ச் சிறுகதைகள் தோற்றமும் வளர்ச்சியும்
3. தடம் பதித்த தமிழ்ச் சிறுகதையாசிரியர்கள்
4. தற்காலத் தமிழ்ப் புதுக்கவிதைகள், சிறுகதைகளின் போக்கு

அலகு - 5 இலக்கணம்

1. எழுத்து வகை பற்றிய விளக்கம்
முதலெழுத்துகள், சார்பெழுத்துகள், சுட்டெழுத்துகள்,
வினாவெழுத்துகள்
2. மொழி முதல் எழுத்துக்கள், மொழி இறுதி எழுத்துகள்
3. வல்லினம் மிகுமிடங்கள், மிகா இடங்கள்

பார்வை நூல்கள் :

- | | | |
|-----------------------|---|--|
| தமிழ் இலக்கிய வரலாறு | : | முனைவர்.சு.ஆனந்தன்,
கண்மணிப் பதிப்பகம்,
திருச்சி – 02. |
| குத்பு நாயகம் ஆய்வுரை | : | டாக்டர்.மு.அப்துல்கரீம்
உலக தமிழாராய்ச்சி நிறுவனம்
சென்னை. |

PART – 1 TAMIL			
இரண்டாம் பருவம்			
Part – 1	சமயத் தமிழ்	15UTAL21	
Hrs/Week : 6	Hrs/Sem : 90	Hrs/Unit : 18	Credits : 3

நோக்கம் :

- ❖ பலசமயக் கருத்துக்களை ஒப்பிட்டுச் சமய நல்லிணக்கத்தோடு மாணவர்கள் வாழ இப்பருவம் துணை புரிகிறது.
- ❖ தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத் தேர்வுக்கு மாணவர்களை ஆயத்தப்படுத்துதல்

அலகு - 1 தமிழ்ச் செய்யுள் (துறை வெளியீடு)

சைவம்

1. தேவாரம்
 - திருநாவுக்கரசர் - மாசில் வீணையும்...
 - நாமார்க்கும் குடியல்லோம்...
 - அப்பன் நீ அம்மை நீ...
 - திருஞானசம்பந்தர் - தோடுடைய செவியன்...
 - வேயுறு தோளி பங்கன்...
 - மருந்தவை மந்திரம்...
 - சுந்தரமூர்த்தி நாயனார் - பித்தா பிறைகுடி...
2. திருவாசகம்
 - மாணிக்கவாசகர் - பால் நினைந்தாட்டும்...
3. திருவெம்பாவை - ஆதியும் அந்தமும் இல்லா...
4. திருமந்திரம்
 - திருமூலர் - ஒன்றே குலமும் ஒருவனே தேவனும்...

வைணவம்

5. பொய்கையாழ்வார் - வையம் தகளியா...
- பூதத்தாழ்வார் - அன்பே தகளியா...
- பேயாழ்வார் - திருக்கண்டேன்...
6. திருப்பாவை
 - ஆண்டாள் - மார்கழித் திங்கள்...

7. வளையாபதி - மக்கட் செல்வம்

பௌத்தம்

8. புத்தபிரான் - மு.ரா.பெருமாள்

கீரிக்கவம்

9. இயேசு காவியம் (சில பகுதிகள்)- கண்ணதாசன்

இஸ்லாம்

10. நபிகள் நாயக மான்மிய மஞ்சரி - சதாவதானி

செய்குத்தம்பிப்பாவலர் (குறிப்பிட்ட பாடல்கள்)

11. குணங்குடி மஸ்தான் பாடல்கள் - பாசக்கயிற்று வலை

12. ஞானப் புகழ்ச்சி - தக்கலை பீர்முகமது அப்பா

13. அலகிலா அருளும் - இறையருட் கவிமணி. கா.

அப்துல்கபூர்

நீதி இலக்கியங்கள்

14. திருக்குறள் (வான் சிறப்பு)

15. நாலடியார் - கல்வி கரையில்

16. இன்னாநாற்பது - ஆன்றவித்த...

அலகு - 2

புகன்மம்

“கல்மரம்”

- திலகவதி

அலகு - 3 உரைநடை (தமிழ்த் துறை வெளியீடு)

1. நபிகள் நாயகம் (ஸல்) அன்பின் தாயகம்
2. சதக்கத்துல்லாஹ் அப்பா அவர்களின் வாழ்வும் பணியும்
3. கவி.கா.மு.ஷெரிப் - த.மு.சா காசாமைதீன்
4. கவிக்கோ அப்துல்ரகுமானின் கவிதைகள்
5. தமிழ் இலக்கியங்களில் மனிதநேயச் சிந்தனைகள்
6. இணையத்தில் தமிழ்

அலகு - 4 (போட்டித் தேர்வுத் தயாரிப்பு)

இலக்கிய வரலாறு

1. சைவம், வைணவம், கிறித்துவம், இசுலாம் வளர்த்த தமிழ்
2. புகழ் பெற்ற தமிழ் நூல்கள், நூலாசிரியர்கள்
3. தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையம் நடத்தும் போட்டித் தேர்வுக்குரிய பொதுத்தமிழ் பாடத்திட்டம் - ஓர் அறிமுகம்

அலகு - 5 இலக்கணம்

வேர்ச்சொல் அறிதல், அகரவரிசைப்படி மாற்றியமைத்தல், செய்வினை, செய்யப்பாட்டுவினை, தன்வினை, பிறவினை, உடன்பாடு, எதிர்மறை, செய்தி வாக்கியம், கலவை வாக்கியம், பெயர்வினை, இடை, உரிச்சொற்களின் இலக்கணம் மற்றும் பெயர்ச்சொல், வினைச்சொல் வகைகள், லகர, ளகர, ணகர, ரகர, றகர வேறுபாடுகள்.

PART - I - ARABIC			
Applicable for Group I Courses (one year language courses) such as B.Com., B.Com. (C.A.) B.Com. (Finance), B.B.A., B.Sc. Computer Science, B.Sc. Information Technology and B.C.A.			
Semester I			
PAPER-I	APPLIED GRAMMAR AND TRANSLATION-I	15ULAR11	
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Unit I

Lessons 1 to 5 (Reader)

Unit II

Lessons 6 to 10

Unit III

Grammar Portions

- 1) Al Mufrad wal- muthanna wal jam'
- 2) Huroof ul Jarr
- 3) Asmaa – ul Ishaarah.
- 4) Adawaatul Istifhaa
- 5) Ad Damaair – ul – Munfasilah Val Muthasilah
- 6) Al-Idaafah
- 7) Al Mubtada wal khabar
- 8) As-sifatu wal mausoof
- 9) Al mudhakkar wal muannath
- 10) Asmaa-ul-mausool

Unit IV

Lessons 11 to 15

Unit V

Lessons 16 to 20

TEXT BOOKS:

1. ***Duroosul Lughatil Arabiya*** Part – I (Reader) - Lessons 1 to 20 only by Dr.V. Abdur Rahim. Available at: Islamic foundation Trust, 78 Perambur High Road, Perambur, Chennai- 600 012.
2. ***An-Nahwul Waadih Ibtidayee*** – Part I (Grammar, selected topics only) by Ali Al-jaarim and Mustafa Ameen. Available at: Hilal Book House, Tirurkad, Angadipuram, Kerala.

Semester II			
Paper-II	APPLIED GRAMMAR AND TRANSLATION-II	15ULAR21	
Hrs/Week: 6	Hrs/Sem: 90	Hrs/Unit: 18	Credits: 3

Unit I**Lessons 1 to 3 (Reader)****Unit II****Lessons 4 to 7****Unit III****Grammar Portions**

- 1) *Inna wa Akhavaatuha*
- 2) *Ismut Tafleel*
- 3) *AlMali wal Mularee*
- 4) *Al-Amr wan Nahi*
- 5) *Al Fa-il*
- 6) *Al Maf-ool*
- 7) *Al-Asmaul Mausool*
- 8) *Taqseemu Fihl ila As-saheeh wal Muhtal*
- 9) *Ismul Maf'ool*
- 10) *Ismul Faa'il.*

Unit IV**Lessons 8 to 11****Unit V****Lessons 12 to 15****TEXT BOOKS:**

1. ***Duroosul Lughatil Arabiya*** Part – II (Reader) Lessons 1 to 15 only by Dr.V. Abdur Rahim. - Available at: Islamic foundation Trust, 78 Perambur High Road, Perambur, Chennai- 600 012.
2. ***An-Nahwul Waadih Ibtidayee*** –Part I & II (Selected Grammar Portions only) by Ali Al-jaarim and Mustafa Ameen. - Available at: Hilal Book House, Tirurkad, Angadipuram, Kerala.

PART – II ENGLISH
ONE – YEAR LANGUAGE COURSE
B.Com., B.Sc. Computer Science, Information Technology, B.B.A.,
B.Com. (C.A), B.C.A., and B.Com. (Finance)

I SEMESTER			
EN1	PROSE, POETRY AND REMEDIAL GRAMMAR - I	15UENL11	
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Objectives:

1. To answer comprehensive questions on passages of moderate level of difficulty.
2. To analyse the prescribed prose pieces and to attempt a critical appreciation of the poems.
3. To write grammatically.

UNIT I – PROSE

1. Letter to a Teacher - Nora Rossi and Tom Cole (Trans.)
2. Spoken English and Broken English - George Bernard Shaw
3. Voluntary Poverty - M.K. Gandhi

UNIT II – PROSE

4. A Snake in the Grass - R.K. Narayan
5. The Civilization of Today - C.E.M. Joad
6. Kamala Nehru - Jawaharlal Nehru

UNIT III – POETRY

1. On His Blindness - John Milton
2. Upon Westminster Bridge - William Wordsworth
3. When I have Fears - John Keats

UNIT IV – FUNCTIONAL GRAMMAR

1. Articles and Nouns (Units 68-80 of *Intermediate English Grammar*)
2. Pronouns and Determiners (Units 81 – 90 of *Intermediate English Grammar*)

UNIT V – FUNCTIONAL GRAMMAR

3. Reported Speech (Units 46-47 of *Intermediate English Grammar*)
4. Questions and auxiliary verbs (Units 48-51 of *Intermediate English Grammar*)
5. 'ing' and the infinitive (Units 52-67 of *Intermediate English Grammar*)

TEXTBOOKS:

1. T. Srirama, Colin Swatridge. ed. *College Prose and Poetry*. New Delhi: Trichy, 1989 (rpt. 2014).
2. Raymond Murphy. ed. *Intermediate English Grammar*. New Delhi: Cambridge University Press, 1994 (rpt. 2006).

II SEMESTER			
EN2	PROSE, POETRY AND REMEDIAL GRAMMAR - II	15UENL21	
Hrs/ Week: 6	Hrs/ Sem: 90	Hrs/ Unit: 18	Credits: 3

Objectives:

1. To answer comprehensive questions on passages of moderate level of difficulty.
2. To analyse the prescribed prose pieces and to attempt a critical appreciation of the poems.
3. To write grammatically.

UNIT I – PROSE

1. With the Photographer -Stephen Leacock
2. Professions for Women -Virginia Woolf
3. On Letter Writing -Alpha of the Plough

UNIT II – PROSE

4. The Night the Ghost Got In - James Thurber
5. The Donkey - Sir. J.Arthur Thomson
6. A Cup of Tea - Katherine Mansfield

UNIT III – POETRY

1. The Flower - Alfred Lord Tennyson
2. Homage to a Government - Philip Larkin
3. Obituary - A.K. Ramanujan

UNIT IV – FUNCTIONAL GRAMMAR

1. Present and Past (Units 1-6 of *Intermediate English Grammar*)
2. Present Perfect and Past (Units 7-18 of *Intermediate English Grammar*)
3. Future (Units 19-22 of *Intermediate English Grammar*)

UNIT V – FUNCTIONAL GRAMMAR

4. Future (Units 23-25 of *Intermediate English Grammar*)
5. Modals (Units 26-36 of *Intermediate English Grammar*)
6. Conditionals and 'Wish' (Units 37-40 of *Intermediate English Grammar*)
7. Passive (Units 41-45 of *Intermediate English Grammar*)

TEXTBOOKS:

1. T. Srirama, Colin Swatridge. ed. *College Prose and Poetry*. New Delhi: Trichy, 1989 (rpt. 2014).
2. Raymond Murphy. ed. *Intermediate English Grammar*. New Delhi: Cambridge University Press, 1994 (rpt. 2006).

PART III - CORE, CORE ELECTIVE & PROJECT			
I SEMESTER			
C1	PRINCIPLES OF ACCOUNTING *	15UCCC11/ 15UCFC11/ 15UCOC11	
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit: 15	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives:

- To enable the students to understand the basic accounting concept
- To provide knowledge in preparing various accounts

UNIT - I

Introduction to Accounting - meaning - objectives - limitations - Accounting concepts - Accounting conventions - IAS - IFRS - Meaning - Double entry system - Rules for debit and credit - Journal - Ledger - Balancing of accounts - Trail Balance

UNIT - II

Subsidiary books - Cash book - Petty Cash Book - Rectification of errors - Suspense account - Bank Reconciliation Statement - reasons for difference between Cash book and Pass book

UNIT - III

Bills of Exchange - honour and dishonour of a bill - renewal of a bill - retirement of a bill - insolvency of the acceptor - Accommodation bills

UNIT - IV

Final Accounts - Trading and Profit and Loss Account - Balance Sheet - adjustment entries - provision for bad and doubtful debts - provision for discount on debtors and creditors

UNIT - V

Average due date and Account Current - Meaning - Methods - Forward method - Backward Method - Red ink interest

(Theory 40% and problems 60%)

TEXT BOOKS:

1. Advanced Accountancy - R.L. Gupta and M. Radhaswamy - Sulthan and sons
2. Advanced Accountancy - M.A. Arulanandam and K.S. Raman - Himalaya Publishing House

REFERENCE BOOKS:

1. Advanced Accountancy - S.P. Jain and K.L. Narang - Kalyani Publishers
2. Introduction to Accountancy - T.S. Grewal - S. Chand and Company
3. Advanced Accountancy - Dr. S.N. Maheswari - Vikas Publishing House
4. Advanced Accountancy - M.C. Shukla & T.C. Grewal - S. Chand and Company

II SEMESTER			
C2	MARKETING MANAGEMENT	15UCCC12	
Hrs/Week: 5	Hrs / Sem: 75	Hrs. / Unit: 15	Credits: 4

Objective:

- To endow the students with the knowledge of Marketing Management and
- To develop the ability to design the best marketing strategy.

UNIT - I

Definition - market and Marketing - Evolution of Marketing - Importance - Features of Modern Marketing - marketing and the Social Science - is marketing a science or an art?

UNIT - II

Functions of Marketing - Functions of Exchange - Functions of Physical supply - Concept of Marketing Mix.

UNIT - III

Meaning and definition of Product and Product planning and development - Features - Classification - Product life cycle - Branding - Packaging.

UNIT - IV

Pricing - Meaning - Objective - Factors affecting Pricing - Physical Distribution - Channels - Types - Functions - Selection of channels.

UNIT - V

Promotion - Advertising - Merits - Demerits - Sales Promotion - Techniques - Personal selling - Merits and Demerits.

TEXTBOOK:

1. R.S.N. Pillai & Bagawathi - Marketing - S. Chand & Co., Delhi
2. C.B. Memoria and Joshi - Principles and Practice of Marketing

REFERENCE BOOKS:

1. Philip Kotler - Marketing management Practice - Hall of India Private Limited - New Delhi
2. William J. Stanton Etal - Fundamentals of marketing McGraw - Hill International Editions
3. Marketing - Zikmund, Thomson Learning
4. Marketing - Limb Hair Mac Daniel - Thomson Asia

II SEMESTER			
C3	FINANCIAL ACCOUNTING *	15UCCC21/ 15UCFC21/ 15UCOC21	
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit: 15	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives:

- To provide knowledge for acquiring skills in preparing various accounts
- To provide knowledge on accounting practices of different traders

UNIT - I

Accounts of non trading concerns - Receipts and Payments account - Income and Expenditure account - differences between the two - preparation of the Balance Sheet - capital and revenue - capital expenditure - revenue expenditure - deferred revenue expenditure

UNIT - II

Accounting for consignment - differences between Consignment and sale - valuation of unsold stock on consignment - Goods sent on invoice price - accounting for loss of goods - Accounting for joint venture - differences between consignment and joint venture - maintenance of separate books - Recording in Existing Books

UNIT - III

Self balancing system - meaning - journal entries in sales and purchases ledger - transfer from one ledger to another - Accounts from incomplete records - differences between Single entry and Double entry - defects of single entry - preparation of statement of affairs - conversion method

UNIT - IV

Depreciation - need - causes - methods of providing depreciation - Straight line method - Diminishing balance method - Sinking Fund method - Annuity method

UNIT - V

Insurance Claim - loss of stock policy - Average Clause - loss of profit or Consequential loss policy (Simple Problems)

(Theory 40% and problems 60%)

TEXT BOOKS:

1. Advanced Accountancy - R.L. Gupta and M. Radhaswamy - Sulthan and sons
2. Advanced Accountancy - M.A. Arulanandam and K.S. Raman - Himalaya Publishing House

REFERENCE BOOKS:

1. Advanced Accountancy - S.P. Jain and K.L. Narang - Kalyani Publishers
2. Introduction to Accountancy - T.S. Grewal - S. Chand and Company
3. Advanced Accountancy - Dr. S.N. Maheswari - Vikas Publishing House
4. Advanced Accountancy - M.C. Shukla & T.C. Grewal - S. Chand and Company

II SEMESTER			
C4	MANAGEMENT INFORMATION SYSTEM	15UCCC22	
Hrs/Week:5	Hrs / Sem: 75	Hrs. / Unit: 15	Credits: 4

Objectives :

To make the student to be aware of utilization of business information for decision making and to know the Integration of Business Information through Information Technology.

UNIT - I

Foundation concept: Information systems and technologies - Business Application - Development and Management

Fundamentals of strategic advantage - using information Technology for strategic advantage.

UNIT - II

Information technologies: Managing data resources - Data warehousing and data mining - Technical Foundation of Database Management.

The network enterprise - Telecommunications network alternatives

UNIT - III

Business applications: Functional Business systems - Cross functional enterprise systems

Decision support in business - Artificial Intelligence Technologies in business

UNIT - IV

Development processes: Planning fundamentals - Implementation challenges

Development Business systems - Implementing business systems

UNIT - V

Management Challenges - Managing Global IT.

TEXTBOOK:

1. Management Information System - Sixth Edition, James A.O. Brien, TMH.

REFERENCE BOOK:

1. Management Information System - Loudon & Loudon, 9th Edition, PHI

III SEMESTER			
C5	BUSINESS COMMUNICATION	15UCCC31/ 15UCFC31/ 15UCOC31	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to know communication and its importance
- To help the students to write various business letters to suit various business situation

UNIT - I

Introduction - Importance - Definition - Process of communication - Media for communication - Types of communication - Barriers to communication

UNIT - II

Business Letter - Need - Characteristics of a good letter - Functions - Kinds - Essentials of a good business letter - Layout - Application for situation - Resume Writing

UNIT - III

Letters of Offer and Quotation - Enquiry and Reply - Orders and their Execution - Credit and Status Enquiry

UNIT - IV

Complaints and adjustments - Collection letters - Circular letters - Sales letters - Report writing

UNIT - V

Banking correspondence - Insurance correspondence - Agency correspondence - Communication Network - E - mail correspondence

TEXT BOOKS:

Essentials of Business Communication - Rajendra Pal & S. Korlahalli - Sultan Chand & Sons - New Delhi.

REFERENCE BOOKS:

1. Effective Business Communication - Asha Kaul - Prentice Hall
2. Business Communication - Asha Kaul - Prentice Hall
3. Business Communication - RSN Pillai and Bagavathi

III SEMESTER			
C6	ADVANCED ACCOUNTANCY *	15UCCC32/ 15UCFC32/ 15UCOC32	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To impart knowledge about accounting procedure and enable the students and to understand the accounting of branch, departmental, and hire purchase organisation and partnership organisations.

UNIT - I

Branch accounting - Debtor's system - Stock and debtors system - Invoice price method - Departmental accounts - Allocation of common expenses - Departmental transfer at invoice price

UNIT - II

Hire purchase and Installment system - calculation of interest - calculation of cash price - default and repossession - difference between hire purchase and installment

UNIT - III

Royalties account - meaning - minimum rent - short working - types of recoupment - strikes - Sublease - Accounting Entries

UNIT - IV

Partnership accounts - Admission of a partner - New Ratio - Revaluation - Treatment of Goodwill - Retirement - Sacrifice ratio - settlement of Retiring Partner's loan account - death - Joint Life Policy - settlement of Executor's Account

UNIT - V

Dissolution of a firm - Realization account - conversion of a firm into a company - Insolvency of a partner - Garner Vs Murray - Insolvency of all partners - Gradual realization of assets - Piece meal distribution of cash - Maximum loss method

(Theory 40% and problems 60%)

TEXT BOOKS:

1. Advanced Accountancy - R.L. Gupta and M. Radhaswamy - Sulthan and Sons
2. Advanced Accountancy - M.A. Arulanandam and K.S. Raman - Himalaya Publishing House

REFERENCE BOOKS:

1. Accountancy - S.P. Jain and K.L. Narang - Kalyani Publishers
2. Introduction to Accountancy - T.S. Grewal - S. Chand and Company
3. Advanced Accountancy - Dr. S.N. Maheswari - Vikas Publishing House
4. Advanced Accountancy - M.C. Shukla & T.C. Grewal - S. Chand and Company

III SEMESTER			
C7	INTRODUCTION TO INTERNET AND HTML 15UCCC33		
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 3

Objectives:

To know the working principle of Internet and to develop web programming skill using HTML.

UNIT - I

Introduction to Internet: Computers in business - Network - Internet - Electronic mail - Resource Sharing - Gopher - WWW - Usenet - Telnet - Bulletin services - Wide Area information service. Internet browsers - Mobiles browsers.

UNIT - II

Introduction to HTML: Designing a Home page - History of HTML - HTML generations - HTML documents - Anchor tag - Hyper links - Sample HTML documents.

Head and Body section: Header section - Title - Prologue - Links - Colorful Web page - Comments lines.

Designing the body: Heading printing - Aligning the headings - Horizontal rule - Paragraph - Tab setting - Image and pictures - Embedding PNG format Images.

UNIT - III

Ordered and unordered lists: List - Unordered lists - headings in a list - ordered lists - Nested Lists

Table handling: Tables - table creation in HTML - Width of the Tables and cells - Cells spanning multiple rows / Columns - Coloring cells - Column specification.

UNIT - IV

Frames: Frameset - Definition - Frame Definition - Nested Framesets.

Forms: Action attributes - Method attributes - Enctype attribute - Input tag - Option tag - Text area.

UNIT - V

DHTML and Style sheets: Defining Styles - Elements of Styles - Linking a style sheet to an HTML document - Inline styles - Internal & External Style sheets - Multiple styles

TEXTBOOKS:

1. World Wide Web design with HTML, C. Xavier, TMH 2001.
2. Fundamentals of information technology, Mathew's lenon and Alxis Leon, Vijay Nicole Private Limited, Chennai.

IV SEMESTER			
C8	MODERN BANKING *	15UCCC41/ 15UCFC41/ 15UCOC41	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to learn and understand the structure and functioning of banking system
- To enable the students to know the Islamic Banking concept
- To highlight modern technology application in Bank

UNIT - I

Origin of bank - Classification of Banks - Commercial banks - Primary functions - Secondary functions - Banker Customer relationship - General relationship - Special Relationship

UNIT - II

Reserve Bank of India - Functions - Methods of credit Control - Banking Regulation Act, 1949 - Capital requirements - Management - Maintenance of Liquid Assets - Opening of new Branches - New licensing Policy

UNIT - III

Opening and Operation of Bank a/c - saving - current - recurring deposit - fixed deposit - procedure for opening of a/c - special type of customer - minor - partnership firm - joint stock companies - clubs and association - Cheques - features - Types - Crossing - types - Material alteration - marking of a cheque - MICR - meaning - importance - endorsement - types

UNIT - IV

Paying banker - duties and liabilities - legal protection - Collecting banker - duties - core banking - Credit Card - Internet banking - ATM - mobile banking - electronic transfer - NEFT - RTGS

UNIT - V

Islamic banking - Meaning - origin of Islamic banking - definition - objectives - features - principles - Islamic appraisals of conventional banking - operating structure of Islamic banks - models of Islamic banking; sources and application of funds.

TEXTBOOK:

1. Banking Theory Law and Practice - E.Gorden and Dr. K.Natarajan
2. An Introduction to Islamic banking and finance - Abdul Fathah M. Farah

REFERENCE BOOKS:

1. Theory and Practice of Banking - Reddy and Appanaiah - M/S. Himalaya Publishing House, Mumbai
2. Theory and Practice of Banking - Radhaswamy and Vasudevan.
3. Banking Law and Practice - S.N.LAL
4. Banking Law and Practice - Sundaram and Varshney
5. Banking Theory Law and Practice - Dr.S.Gurusamy, Thomson learning

IV SEMESTER			
C9	AUDITING		15UCCC42
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Objectives

- To know the procedures for contact a audit
- To gain the knowledge about auditing

UNIT - I

Introduction - Meaning - Objectives - Differences between accountancy and auditing - Advantages - Limitations - Audit programme - Auditing working papers - Preliminaries before audit - Test Checking and routine checking

UNIT - II

Internal check - meaning - Objectives - Differences between internal control and internal audit - advantages and disadvantages - Internal check regarding cash, wages, purchases and purchases returns, sales and sales returns - Vouching - meaning - objects - importance of Vouchers - precautions to be taken by auditor while examining vouchers - vouching of transactions

UNIT - III

Verification and Valuation of assets and liabilities - meaning - classification of assets - verification of different types of assets - verification of liabilities

UNIT - IV

Company auditor - Appointment - Qualification and disqualifications - Removal of an auditor - Status - Rights, duties and liabilities - Auditor's report - contents - kinds of auditor's reports

UNIT - V

Investigation - Meaning - Differences between investigation and auditing - Essentials - Classification - EDP Audit - Computerised Audit techniques - Online Auditing (especially Bank and Industry)

TEXTBOOK:

1. Auditing - B.N. Tandon - S. Chand & Co., Delhi

REFERENCE BOOKS:

1. TEXTBOOK on Auditing - Saxana, Reddy & Appannaiah - M/s. Himalaya Publishing House, Mumbai
2. Principles & Practice of Auditing - Dinkar Pagra - Sultan Chand & Sons, New Delhi.
3. Fundamentals of Auditing - Kamal Gupta - Tata Mc Graw - Hill Edition
Auditing - Dr. T.R. Sharma - Sahitya Publications, Agra

IV SEMESTER			
C10	VISUAL BASIC PROGRAMMING	15UCCC43	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 3

Objectives:

To enable the students develop basic Visual Programming skill and develop a front end tool using Visual Basic6.0.

UNIT - I - Integrated Development Environment (IDE) and Forms

Introducing Visual BASIC - Learning the IDE Features - Working with Forms: The Anatomy of a Form - Working with Form Properties - Tweaking a Form's Properties - Introducing Form events - Introducing Form methods - Working with Multiple Document Interface (MDI) Forms.

UNIT - II - Selecting and Using Controls

Introducing Controls - Command Buttons - Text Boxes - Labels - Option Buttons - Check Boxes - Frame controls - List Boxes - Combo Boxes - Image objects - Picture objects Timers - Scroll Bars - Drive Lists - Directory List Boxes - File List Boxes.

UNIT - III - Logic and Program Flow Data Types

Understanding Logical operations - Making Comparisons - Evaluating Conditions in code - Performing repetitive tasks. Introducing variables - variable types - Arrays - Constants.

UNIT - IV - Modules, Classes and Menus

Introducing Code Modules and Classes - Creating a Code Library - Working with sub procedures - Working with Function procedures - Using Private and public sub procedures. Working with class modules - Using the class Builder. Understanding the Menu Object - Creating a menu with the Menu Editor - Considering a Menu's Design.

UNIT - V - Storing and Retrieving Data

Data controls - Understanding the Anatomy of a database - Creating data bases with Visual Data Manager - Creating a Data base Table - Creating a Query - Modifying a table.

TEXTBOOK:

1. Visual BASIC 6 in Record Time - Steve Brown - Publications.

REFERENCE BOOKS:

1. Visual BASIC 6 - Paul Sheriff - PHI
2. The Complete Reference Visual Basic 6 - Noel Jerke TATA McGRAW - HILL Edition.

III & IV SEMESTERS		
CP 1	B.COM. (CA) CORE PRACTICAL - I	15UCCC4P
Hrs/Week: 3	Hrs / Sem: 45	Credits: 3

INTERNET & HTML PRACTICAL

1. Write a HTML code to display information about your college.
Use 1) Bold Tag 2) Centre Tag 3) Heading tags and font tags,
Add background color and picture
2. Design a web page with attractive background color and text color
the academic and personal facets of an international leader. Give
suitable headings and horizontal rules
3. Write an HTML program to print the following details in given
format using tab:

Employee Details

Name	:
Father's Name	:
Date of Birth	:
Address	:
Phone	:
Educational Qualification	:
Occupation	:
Annual Income	:
Marital status	:

VISUAL BASIC PROGRAMMING PRACTICAL

1. Create an application to format the text inside the text box.
2. Design an Analog Clock
3. Designing a color mixer using basic colors.
4. Create an Arithmetic Calculator
5. Objective type Questionnaire.
6. Create an application to move the elements from list to list and
add new items.
7. Create a file open dialogue box to load a picture.
8. Menu Creation with simple files and edit options.
9. Viewing records using data base controls.
10. Adding records to database using data base controls.

4. Write the names of continents in a paragraph and store it as `continentents.html`". Prepare a HTML document for each continent specified with its countries as hot text. When a hot text is clicked its respective html document must be opened.
5. Write an HTML document to print the following.
The Library has the following cassettes:
- 1. Cinema**
 - 2. Educational**
 - I Love You MATHEMATICS
 - Grazy Crazy Part I: Analytical Geometry
 - The sun Part II: Calculus
 - Part III: Trigonomerty
 - 3. Cultural**
 - Classical Music
 - M.S.Subalakshmi
 - Sreenivasa Iyengar
 - Yesudas
 - Thiagaraja Bhagavathar
 - Classical Dances
 - a. Bharata Natyam
 - b. Kuchupudi
 - c. Bhangra
6. Create a table to display your I semester marks obtained in the exam.
7. Write an HTML program to display your current semester time table.
8. Write an HTML code to display a list of μ cars in a frame Line, each one to a brief description in second frame. Both the frames should be side by side.
- Write an HTML program to display any three Flower details in separate frames. Each frame should be side by side.

V SEMESTER			
C11	COST ACCOUNTING *	15UCCC51/ 15UCFC51/ 15UCOC51	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To ensure the students to understand the basic principles of cost accounting
- To help the students to know cost accounting methods

UNIT - I: Concepts

Costing - Importance - Advantages - Limitations - Installation - scope - functions - Financial Accounting Vs Cost Accounting - Concepts - Classification - Cost Sheet preparation

UNIT - II: Material

Meaning - need for material control - importance - purchase procedure - store keeper - various stock levels - EOQ - bin card - stores ledger - Issue procedure - methods of pricing issues, FIFO, LIFO, Simple Average Price, Weighted Average Price - Simple problems only.

UNIT - III: Labour

Meaning - importance of labour cost - Net Wages calculation - Methods Of Wage Payment - Time Rate System - Piece Rate System - Taylor's differential piece rate system - Merricks' system - Halsey - Halsey weir - Rowan - Computation of labour cost - Labour turn over - causes - calculation of LTO

UNIT - IV: Overheads

Meaning of overheads - Collection - Classification - Allocation - Apportionment - Reapportionment - Over and under absorption.

UNIT - V: Methods of Costing

Methods of costing - Job costing - contract costing - **UNIT** - costing - process costing - features - process loss - normal loss - Abnormal loss - abnormal gain - Preparation of process cost account - simple problems only

(Theory 40% and problems 60%)

TEXT BOOKS:

1. Cost Accounting - S.P.Jain & Narang ; M/s Kalyani Publishers

REFERENCE BOOKS:

1. Cost Accounting - R.S.N. Pillai M/s Sultan Chand & Sons; New Delhi
2. Cost Accounting - M.L. Agarwal , Sahitya Bhavan publications
3. Cost accounting - an introduction - B.M.Lal Nigam, I.C. Jain - Prentice Hall
4. Cost accounting - Jawahar Lal, Tata McGraw - Hill Edition
5. Cost Accounting - S.P. Iyengar; M/s Sultan chand & Sons, New Delhi
Cost Accounting - M. Wilson Himalaya Publishing House, Mumbai

V SEMESTER			
C12	CORPORATE ACCOUNTING *	15UCCC52/ 15UCFC52/ 15UCOC52	
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to learn accounting used in Joint stock Companies
- To help the students to solve accounting issues of a company

UNIT - I

Issue of Shares - Issue at par, premium and discount - Calls in arrears - Calls in advance - Forfeiture and reissue of shares - Pro rata allotment - Redemption of Preference Shares - issue of Bonus Shares.

UNIT - II

Issue of Debentures - Redemption of Debentures - Sinking fund - Own debentures - Ex - interest and cum interest - Underwriting of Shares and Debentures.

UNIT - III

Profit prior to incorporation - Final accounts - simple problems (except calculation to Managerial Remuneration) - Valuation of Shares - Valuation of Goodwill

UNIT - IV

Amalgamation - Absorption - External reconstruction - Purchase consideration - calculation of purchase consideration - accounting treatment in the books the parties.

UNIT - V

Alteration of Share capital and Internal Reconstruction - accounting entries - Liquidation - meanings - Types - Liquidator's final statement of accounts.

(Theory 40 % and Problems 60 %)

TEXT BOOKS

1. Advanced Accountancy - R.L. Gupta and M. Radhaswamy - Sulthan and sons.
2. Corporate Accounting - M. A. Arulanandam and K.S. Raman - Hmalaya Publishing House.

REFERENCE BOOKS

1. Advanced Accountancy - S.P. Jain and K.L Narang - Kalyani Publishers.
2. Intoduction to Accountancy - T.S .Grewal - S. Chand and company.
3. Advanced Accountancy - Dr. S.N. Maheswari - vikas Publishing House
4. Advanced Accountancy - M.C. Shukla & T.C. Grewal - s.Chand and company

V SEMESTER			
C13	BUSINESS LAW *	15UCCC53/ 15UCFC53/ 15UCOC53	
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to learn the fundamentals of laws relating to contract and special contract

UNIT - I: The Indian contract Act 1872:

Essential elements of a valid contract - Classification of contracts - Legal rules as to offer, acceptance, Revocation - Communication of offer and acceptance - Legal rules as to consideration - without consideration is void - exception.

Legality of Contract - Capacity to contract with reference to minor, unsound mind, legally disqualified person - free consent - coercion, undue influence, mistake of law and fact, misrepresentation, fraud - Legality of object - unlawful, illegal agreement, agreement opposed to public policy - void agreement, contingent and wagering agreement.

UNIT - II: Performance of Contract:

Contracts which need not be performed - appropriation of payment, assignment of contract - mode of discharged of contract - Remedies for breach of contract - kinds of quasi contract.

UNIT - III: Special Contracts:

Contract of indemnity - contract of guarantee - Extent of surety's liability - kinds of guarantee - Rights of surety - Discharge of surety - Bailment, types of bailment - Rights and Duties of bailer and bailee - Lien - Finder of last goods - pledge, Rights and duties of pawnor and pawnee - pledge by non owner - types of agents, creation of agency, personal liabilities of agent - Termination of agency, irrevocable agency, rights and duties of agent.

UNIT - IV: Sale of Goods Act 1930:

Contract of sale - Agreement to sell - Goods - Types of goods - delivery with its kinds - condition and warranties - Caveat Emptor - Rights and duties of buyer - Rights of an unpaid seller - auction sale.

UNIT - V: Indian Partnership Act 1932:

Indian Partnership Act, 1932: Kinds of partners - creation of partnership or firm - Difference between Firm and Joint Hindu Family, Company, Co - ownership, Club - Rights and duties of partners - Dissolution of firm - Test of partnership

REFERENCE BOOKS:

1. Elements of mercantile Law - N.D.Kapoor, Sultan Chand & Sons
2. Law of Contract - Dr.Subba Rao
3. Law of Contract - Avtar Singh.

V SEMESTER			
C14	DATABASE MANAGEMENT SYSTEM USING MS ACCESS		15UCCC54
Hrs/Week: 3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 3

Objectives:

To enable the students to learn the data base operations and process through MS - Access

UNIT - I

Creating and using a Database - DBMS Concepts - Codd's rules - Overview - Designing a Database - Creating a Database - The Access Window - Creating table - Quitting Access - Opening a database - Previewing and Printing the content of a table - Creating additional tables.

UNIT - II

Querying a Database: Overview - Creating Queries - Entering Criteria - Sorting - joining Tables - Calculations - Cross tab queries

UNIT - III

Maintaining a Database: Overview - Updating Records - Filtering Records - Changing the Database Structure - Validation Rules - referential integrity - Ordering Records -

UNIT - IV

Creating Reports and Form: Overview - Report creation - Multi table Reports - Form Creation - Multi table Form - Updating new fields - Multi table form Techniques -

UNIT - V

Sharing Data among Applications: Importing or Linking Data from other Applications to Access - Exporting Data From Access to other applications.

TEXT BOOK:

1. Gary Shelly, Thomas J. Cashman, Philip Pratt, Mary Last, Microsoft Office Access 2007: Complete Concepts and Techniques, Thomas Learning Inc., 2008 Edition.
2. Step by Step - Microsoft Office 2007, Joyce Cox, Curtis Frye, Dow Lambert III, Steve Lambert, John Pierce and Joan Preppernau, Microsoft Press

V SEMESTER			
CE1 A	INCOME - TAX LAW AND PRACTICE*	15UCCE5A/ 15UCFE5A/ 15UCOE5A	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 6

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to learn the concept of Income tax in general
- To help the students to calculate taxable income under different heads

UNIT - I

Definitions - Exempted Incomes - residential status of individual and firm - incidence of taxation and residential status - problems from residential status

UNIT - II

Salaries - Allowances - Perquisites - Forms of Salary - Gross Salary - Deductions - Computation

UNIT - III

Income from house property - Gross annual Value - Deduction - Computation

UNIT - IV

Income from business and profession - Methods of Accounting - Deduction expressly allowed - Computation

UNIT - V

Capital gains - Short term and long term - Computation - Exempted capital gains - Income from other sources - Computation of Total income for individuals

[Theory 40% and problems 60% (Simple problems)]

TEXTBOOK:

Income - tax Law & Practice - H.C. Mehrothra

REFERENCE BOOKS:

1. Income - tax Law & Practice - Gour & Narang
2. Students guide to Income - tax - Vinod K. Singhania

V SEMESTER			
CE1 B	CORPORATE FINANCE*	15UCCE5B/ 15UCFE5B/ 15UCOE5B	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 6

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

UNIT - I

Corporate Finance - Meaning - functions - financial forecasting - profit planning - importance - demand forecasting

UNIT - II

Sources of finance - types of funds required - sources of fixed capital - sources of working capital - other methods of raising finance and the merits and demerits of each method

UNIT - III

Capitalisation - meaning - over capitalization - causes - remedies - under capitalization - causes - remedies - capital structure - theories - factors determining the capital structure

UNIT - IV

Investment decision - Capital budgeting process - basic principles of capital expenditure proposals - capital rationing

UNIT - V

Project appraisal - basic aspects - technical - financial - economic appraisal - project identification

TEXTBOOK:

S.C. Kuchaal, Corporation Finance, principles and problems

REFERENCE BOOKS:

1. Financial management - Reddy and Appanaiah. Himalaya Publishing House
2. R.M. Srivastava, Fundamentals of corporation finance (Sterling Publishers)

VI SEMESTER			
C15	MANAGEMENT ACCOUNTING *	15UCCC61/ 15UCFC61/ 15UCOC61	
Hrs/Week: 6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to know the basic concept in management accounting
- To help the students to apply the techniques of management accounting in business situation

UNIT - I

Management Accounting - Definition - Objectives - Nature - Scope - Function - Management Accounting Vs Financial Accounting - Management Accounting Vs Cost Accounting - Advantages - Limitations of Management Accounting.

UNIT - II

Ratio analysis - Meaning - Nature - Uses - significance - Limitations - Classification - solvency ratios - Profitability ratios - Activity ratios.

UNIT - III

Fund Flow analysis - Meaning - Funds - Statement of changes of Working Capital - Preparation of Fund Flow Statement - Cash Flow Analysis - Meaning of Cash flow - Cash from Operations - Preparation of Cash flow statement - Fund Flow Statement Vs Cash flow Statement.

UNIT - IV

Budget and Budgetary control - Budget - Meaning - Budgetary control - objectives - features - advantages and limitations - classification - preparation of flexible budget and cash budget

UNIT - V

Marginal Costing - Meaning - features - assumptions - Contribution - PV ratio - CVP analysis - Break Even point - assumptions - advantages - Limitations - Margin of safety - Make or buy decisions - Sales mix decisions.

(Theory 40 % and Problems 60 % (simple Problems))

TEXT BOOKS

1. Management Accounting - S.N. Maheswari
2. Management Accounting E. Gordon N. Sundram Himalaya Publishing House. Gupta Kalyani Publishers.

REFERENCE BOOKS:

1. Management Accounting - R.S.N. Pillai and Bhagavathi, S. Chand and co.
2. Management Accounting - S.P. Gupta
3. Management Accounting - Dr.M. Wilson .Himalaya Publishing House

VI SEMESTER			
C16	INDUSTRIAL LAW *	15UCCC63/ 15UCFC63/ 15UCOC63	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5
Common to B.Com. (CA), B.Com. (Finance) and B.Com.			

Objectives

- To enable the students to acquire knowledge on basic industrial laws
- To help the students to understand the provisions of various act applicable to industry

UNIT - I: The Industrial Disputes Act 1947:

Object - industrial dispute - Prevention and Settlement - Award and Settlement - Strike, lockout - illegal strike and lockout, Retrenchment, Lay off, closing down - Conciliation and adjudication machineries - unfair labour practice.

UNIT - II: Factories Act 1948:

Factory, manufacturing process - Power of inspector - Hazardous proven - Health, Safety and welfare - working hours Leave with wages - Employment nature of women and young person - certifying surgeon - Certificate of fitness.

UNIT - - III: The workmen's Compensation Act 1923:

Rules regarding determination of compensation - Liabilities of employer, Defenses available to employer - Distribution of compensation - Notice and claim.

UNIT - IV: The Trade Unions Act 1926:

Registration - Rights and Privileges of registered trade union - Amalgamation, check off system of membership, Devolution of trade union the Employees State Insurance Act 1948 - Benefits - Administration of ESI Schemes - ESI Court - Coverage - Contribution - The Employees Provident Funds and miscellaneous provisions Act 1952 - Coverages, Administration of EPF - Schemes Various benefits, contribution - EPF appellate tribunal - Inspection.

UNIT - V: The Payment of Gratuity Act 1972:

Payment and forfeiture of gratuity, Determination to claim gratuity - Time of payment of gratuity - The payment of wages Act 1936 - Time and mode of payment of wage, various deductions to be made and not to be made - The Minimum Wages Act 1948 - Wages content - Fixation and Revision of minimum wage - Schedule employment, Cost of living price index number - The payment of Bonus Act 1965 - Eligibility, disqualification of bonus - Determination of bonus - minimum and maximum bonus - Principle of set - on and set - off - Forfeiture of bonus - Time of payment of bonus.

TEXTBOOK:

Elements of mercantile Law - N.D.Kapoor, Sultan Chand & Sons

REFERENCE BOOKS:

1. Industrial Law - S.K.Puri
2. Labour Law - Mishna

VI SEMESTER			
C17	MULTIMEDIA	15UCCC62	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 3

Objective :

To understand the fundamentals of Multimedia and provide the most essential skills in handling multimedia tools and designing multimedia content in a development environment.

UNIT - I

Multimedia - Meaning - Definition - Multimedia Highway - Uses of Multimedia. Making Multimedia: the Stages of a Project - Multimedia Skills - The Team.

UNIT - II

Text: Meaning - Font and faces - Using Text in Multimedia - Hypermedia and Hypertext.

Sound: Multimedia System sounds - Digital Audio - Making MIDI Audio - Audio file formats

UNIT - III

Images: Making still Images - Image file formats.

Animation: Principle of Animation - Animation by Computer - Making Animation that work.

UNIT - IV

Video: Using Video - working principle of video - Analog display standard - Digital display Standard - Video recording and Tape format - Multimedia Authoring tools

UNIT - V

Planning and Costing - Scheduling estimating - Designing and Production - Producing content and Talent - Delivering and Testing

TEXT BOOK:

Tay Vaughan, Multimedia : Making it work, Tata McGraw-Hill Education Private Limited, New Delhi , 2008, Seventh Edition.

V & VI SEMESTERS		
CP 2	B.COM. (CA) CORE PRACTICAL II	15UCCC6P
Hrs/Week: 3	Hrs / Sem: 45	Credits: 3

MS ACCESS PRACTICAL LIST

1. Design a table for a relational database.
2. Modify a table by adding and removing fields and changing field properties.
3. Create and edit table relationships.
4. Create a query using the Simple Query Wizard
5. Create a query to select records by a single and multiple criteria
6. Sort records by a single field or by more than one field
7. Create a form with the Form Wizard
8. Add, delete, and modify records using a form
9. Create a summary report using the Report Wizard
10. Create a label report

ORACLE PRACTICAL

1. Creating, modifying and dropping Tables.
2. Creating tables with referential and check constraints.
3. Inserting, modifying, deleting rows.
4. Dropping, disabling / enabling constraints
5. Retrieving rows with operators in where clause
6. Retrieving rows with Character functions.
7. Retrieving rows with Number and Date functions.
8. Retrieving rows with Group functions and HAVINGs.
9. Joining Tables (Inner and Outer)

VI SEMESTER		
C18	PROJECT	15UCCP61
Hrs/Week: 6	Hrs / Sem: 90	Credits: 5

- The Project can be either Individual Project or Group Project.
- In case of group project, the number of students in the group shall not exceed five.
- The **Project Report should be in English**
- The project report shall contain a minimum of 50 pages including the questionnaire if any.
- The Projects are to be evaluated both by the Internal Examiner as well as External Examiner each for 100 marks.
- A viva - voce examination will be conducted both by the Internal Examiner as well as the External Examiner.
- The distribution of mark should be **60 marks for the Project Report and 40 marks for the Viva - voce Examination**. The Division of marks for the Project Report is as below:

Particulars	Internal Examiner	External Examiner
Wording of Title	5	5
Objectives/ Formulation including Hypothesis	5	5
Review of Literature	10	10
Relevance of Project to Social Needs	5	5
Methodology/ Technique/ Procedure Adopted	20	20
Summary/ Findings/ Conclusion	5	5
Bibliography/ Annexure/ Foot notes	10	10
Total	60	60

VI SEMESTER			
CE2 A	INDIRECT TAXES*	15UCCE6A/ 15UCFE6A/ 15UCOE6A	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 6

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

Objectives

- To enable the students to understand the basic indirect tax structure in India
- To help the students to understand the provisions of excise act, customs act, VAT and service tax act

UNIT - I

Indirect Taxes - Meaning - Special features - merits - demerits - major reforms in indirect taxation in India

UNIT - II

Central Excise Act 1944 - basic conditions for excise liability - taxable event - types of excise duty - excisable goods - related buyer - manufacture - processes amounting to manufacture - classification of goods - rules for classification - transaction value - inclusions and exclusions - rules for valuation - simple problems on computation of excise value

UNIT - III

Customs Act 1962 - nature of customs duty - taxable event - territorial waters of India - Indian customs waters - types of customs duty - customs value - inclusions and exclusions - simple problems on computation of customs value

UNIT - IV

Value Added Tax (VAT) - meaning - special features - need - mechanism - simple problems

UNIT - V

Service tax - introduction - need - Definition of service - Declared service - negative list - taxable services - simple problems

(Theory 80 % and Problems 20 % (simple Problems))

TEXTBOOK:

1. Indirect taxation - Dr V. Balachandran, Sulthan Chand and Sons

REFERENCE BOOKS:

1. Central Excise for small scale Industries - Gopinath Sarangi
2. Job Work for Service Tax - B.N. Gururaj
3. A Hand Book of Service Tax - C. parthasarathy & Sanjeev Agarwal
4. Customs Law Manual - R.K. Jain
5. Customs Tariff of India - R.K. Jain
6. Central Excise - V.S. Datey Tax Mann Publication
7. Indirect Taxes - V.S. Datey Tax Mann Publication

VI SEMESTER			
CE2 B	CO - OPERATION*	15UCCE6B/ 15UCFE6B/ 15UCOE6B	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 6

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

UNIT - I: Introduction to Co - Operation

The concept of co - operation - Evolution of co - operative movement - Principles - Characteristics of a co - operative enterprise - Types of co - operatives - Economic and social benefits of Co - operation - Co - operation and Capitalism - Co - operation and Socialism

UNIT - II: Co - Operation in India

Origin and Growth - Organisational structure - Role in economic development - Special features and problems of co - operative movement in India

UNIT - III: Management in Co - operative Societies

The management structure - Functions and powers of General Body - Constitution - Annual and special general meetings - Management committee - Secretary - Supervision and inspection - Inquiry - Audit - Co - operative Audit Vs Company Audit

UNIT - IV: Financial Management in Co - operative Societies

Meaning and importance of financial management - objective of financial management in Co - operatives - Sources of finance for fixed and working capital - management of working capital - Account keeping - Creation of Reserves - Distribution of Net profit

UNIT - V: Co - operative Law

Tamil Nadu Co - operative Societies Act 1983 - Provisions regarding: Registration of Co - operatives - By - law - membership (eligibility, type and admission) - Duties and responsibilities of members - Withdrawal and termination - Settlement of Disputes - Supervision and Audit - Liquidation

TEXT BOOK:

1. Co - operation in India - Dr.B.S. Mathur

PART III - ALLIED COMPUTER APPLICATIONS			
I SEMESTER			
AI-1	INTRODUCTION TO INFORMATION TECHNOLOGY		15UCCA11
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 3

Objectives:

To provide basic conceptual knowledge about information technology and Applications of MS - Office.

UNIT - I

Introduction - Characteristics - Evaluation - Generation - Classification - Applications. Compute Architecture: Introduction - CPU - Communication among various units - Instruction format - Instruction cycle - Instruction set - Data representation - Coding schemes.

UNIT - II

Computer Memory and Storage: Memory - Primary memory - secondary memory - Input Devices - Output devices

UNIT - III

IT Basics - Multimedia essentials - Computer languages - Computer Software

UNIT - IV

Understanding word fundamentals - Editing and formatting Text - formatting Documents - working with graphics objects - Understanding Excel fundamentals - formatting and editing work sheet - using formula and functions - working with chart and graphics

UNIT - V

Understanding Power Point - formatting and Modifying presentations - Enhancing the presentation

TEXTBOOK:

1. Introduction to Information Technology, ITL Education Solutions Limited, Pearson Education
2. Microsoft Office 2007 Fundamentals, Laura Story and Dawna Walls, Thomson Course Technology, Boston (USA)

REFERENCE BOOK:

1. Sams Teach Yourself Microsoft Office 2007 All in One, Perry ,Pearson Education India, 2007

II SEMESTER			
AI-2	APPLICATION OF TALLY	15UCCA21	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 3

Objective:

To impart basic knowledge about computerised accounting and equip the students with application of Tally package.

UNIT - I

Introduction to Tally - Features of Tally - Starting Tally - Company creation - Chart of Accounts and Accounts Master - Accounts Groups creation - Ledger creation.

UNIT - II

Accounts Vouchers - Voucher Entry - Accounts Voucher Types - Contra Voucher - Payment Voucher - Receipt voucher - Purchase voucher - Sales voucher - Journal voucher - Voucher Alternation, Deletion and Cancellation.

UNIT - III

Final Accounts - Trial Balance - Detailed Trail Balance - Trail Balance Configuration - Reports - Profit & Loss Account - Detailed Profit & Loss Account - Balance Sheet - Detailed Balance Sheet - Printing of Reports - Bank Reconciliation Statement. Data Maintenance - Backup and Restore.

UNIT - IV

Inventory Information - Inventory Masters - Unit of Measure - Stock Group - Stock Item - Stock Category - Godowns - Inventory Vouchers - Receipt Note Voucher - Rejection in Voucher - Delivery Note Voucher - Rejection out Voucher - Stock Journal Voucher - Order Processing - Invoicing.

UNIT - V

Data Collaboration - Security - Tally Vault - Tally Audit - Export of Data - Internet Connectivity - Emailing Tally Report as attachment - Import and migration of Data.

TEXTBOOK:

1. Implementing Tally 9 - A.K. Nadhani, K.K. Nadhani, BPB Publications.
Chapters: 1, 2, 3, 5, 6, 7, 9, 15, 16, 17, 19, 20, 27 and 28.
2. Tally 9 - Narmata Agarwal

I & II SEMESTERS		
AP1	B.COM. (CA) ALLIED PRACTICAL - I	15UCCA2P
Hrs/Week: 3	Hrs / Sem: 45	Credits: 3

* Examination at the end of II Semester

INTRODUCTION TO INFORMATION TECHNOLOGY & MS OFFICE PRACTICAL

MS WORD 2003

1. Typing letters and editing and printing.
2. Using Spell Check and Thesaurus.
3. Using Header, Footer Bookmark, Foot notes.
4. Typing 5 pages of Mathematical equations using symbols.
5. Mail merges a letter to an address file.

MS EXCEL 2003

1. Entering spread sheets with formula
2. Entering spreadsheet and doing statistical calculations
3. Printing of Graphs and charts for the given data

MS POWER POINT 2003

1. Creation of presentation with different styles on a given topic of current interest.

APPLICATION OF TALLY PRACTICAL

1. Create the following company

Agni computers deal in both software and hardware. Its corporate office is located at 21, Lenin Sarani, Kotkatta - 700 013. PAN: A3234456 L, Local S.T.Reg: ST/ Cal/2734. They are not registered under central sales tax. They operate within the country.

2. Ledger Creation (Single & Multiple)
3. Group Creation (Single & Multiple)
4. Entering Accounting Vouchers
5. Creating Stock Group, Stock Item, **UNIT** - Price etc.
6. a). Develop a Purchase day book with your own data
b). Create a Sales day book with your own data
7. With the following particulars prepare a trial balance

Capital accounts	50,000
Sales	6,50,000
Purchases	7,60,000
Salaries	2,200
Carriage inwards	400
Carriage outwards	500
Lightings	300
Rates and insurance	400
Discount earned	500
Buildings	30,000
Furniture	6,000
Sundry debtors	8,000
Sundry creditors	20,000
Cash and bank	1,850

8. Creating Reports (Profit & Loss A/c and Balance Sheet) with your own data.
9. Creating an Invoice.

III SEMESTER			
AII-1	BUSINESS MATHEMATICS *	15UCCA31/ 15UCFA31/ 15UCOA31	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

UNIT - I: Number System and Equations:

Counting techniques - Natural - Whole - Rational - Irrational - Real Numbers - Algebraic Expression - Factorization - Equations - Linear equations with two or three unknowns - Solutions of Quadratic equations - Permutations - Combinations.

UNIT - II: Theory of Indices:

Indices - Fractional Indices - Logarithms; Properties - laws of Logarithms - Common Logarithms - Arithmetic progression - n^{th} term - sum of n terms.

UNIT - III: Analytical Geometry:

Distance between two points in a plane slope of a Straight line - equation of straight line - point of intersection of two lines - applications (1) Demand and Supply (2) Cost Output (3) Break - Even Analysis.

UNIT - IV: Matrices

Basic concepts - matrix Addition - Scalar multiplication - Multiplication of Matrix - Inverses of a Matrix - solution of a system of linear equations - matrix method.

UNIT - V: Commercial Arithmetics:

Percentages - Ratio and Proportions - Simple Interest - Compound Interest - Annuities - Depreciation - Discount - Banker's discount - True discount.

(Theory 40% and problems 60%)

TEXT BOOK:

Business Mathematics - Dr. M. Wilson - Woodland Publishing Company - Kulasekharam

REFERENCE BOOKS:

1. Business Mathematics - D.C.Sancheti and V.K.Kapoor Publisher: Sultan Chand & Sons, New Delhi
2. A text book of Business Mathematics by G.K.Ranganath - Himalaya Publishing House, Delhi

IV SEMESTER			
AII-2	BUSINESS STATISTICS *	15UCCA41/ 15UCFA41/ 15UCOA41	
Hrs/Week:6	Hrs / Sem: 90	Hrs. / Unit: 18	Credits: 5

Common to B.Com. (CA), B.Com. (Finance) and B.Com.

UNIT - I - Introduction:

Meaning and Definition - Functions - Scope - Limitations - Collection of Data - Primary Data - Methods - Secondary Data - Sources - Classification - Objectives - Types - Tabulation of Data - Presentation - Diagrams and Graphs - Types.

UNIT - II - Measures of Central Tendency and Dispersion:

Measures of Central Tendency - Objectives - Requisites of a Good Average - Types of Averages - Arithmetic Mean - Median - Mode - Geometric Mean - Harmonic Mean; Measures of Dispersion - Meaning - Methods of Dispersion - Range - Quartile Deviation - Mean Deviation - Standard Deviation.

UNIT - III - Skewness, Moments and Kurtosis:

Meaning - Types - Measures of Skewness - Karl Pearson's Co-efficient of Skewness - Bowley's Co-efficient of Skewness - Kelly's Co-efficient of Skewness - Measures of Skewness based on Moment; Kurtosis - Meaning - Types.

UNIT - IV - Correlation and Regression:

Correlation - Meaning - Types - Karl Pearson's Co-efficient of Correlation - Rank Correlation - Concurrent Deviation method; Regression - Uses - Methods - Regression lines - Difference between Correlation and Regression.

UNIT - V - Index Numbers and Time Series:

Index numbers - Meaning - Uses - Problems in the Construction of Index Numbers - Methods of Index Numbers - Laspeyre's - Paasche's - Fisher's Ideal Methods - Analysis of time series - Meaning - Components - Trend analysis - Graphic Method - Semi Average Method - Moving Average Method - Method of Least Square.

(Theory 40% and problems 60%)

TEXT BOOK:

Statistical methods - Dr.S.P.Gupta Sultan Chand & Sons, New Delhi

REFERENCE BOOKS:

1. Statistics, Theory and Practice - R.S.N.Pillai & Baghavathy - S.Chand & Company Ltd. New Delhi
2. Business Statistics - G.C.Beri TataMcgraw - Hill Edition
3. Statistical Methods Sanchetti Kapoor - Business Statistics - M.Wilson, Himalaya Publishing House, Mumbai

PART IV - SKILL BASED ELECTIVE			
III SEMESTER			
SBE 1	ENTREPRENEURIAL DEVELOPMENT	15UCCS31	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 2

Objective:

To understand the frame work for planning, analyzing and evaluating the project and to prepare a ground where the students build the necessary competencies and to motivate for a career in Entrepreneurship.

UNIT - I: Concept of Entrepreneurship:

Entrepreneurship - Meaning - Definition - Need - Functions of Entrepreneurs - types of Entrepreneur - Role of Entrepreneurs - Intrapreneur - role of Entrepreneurship in economic development - Qualities of a good Entrepreneur - Factors affecting entrepreneur.

UNIT - II: Women Entrepreneur:

Concept of women Entrepreneurship - functions and problems of women Entrepreneurs - rural Entrepreneurship - need - problems - development of rural Entrepreneurship.

UNIT - III: Financial Service Organisation:

Agencies dealing with entrepreneurs - SISI - ITCOT - DIC - Financial Institutions dealing with entrepreneurs - Bank - SFC.

UNIT - IV: Small Scale Industries:

Small industries - characteristics - objectives - scope - role of small industries in economic development - problems of small industries - tax concessions to small industries in rural and backward areas.

UNIT - V: Project Report:

Project formulation - Project Identification - Project Appraisal - Project Report - significance - contents of Project Report.

TEXT BOOK: Entrepreneurial Development - S.S. Khanka - S.Chand & CO

REFERENCE BOOKS:

- 1) Entrepreneurship - Donald. F. Kuratko, Thomas Learning, Sixth Edition
- 2) Entrepreneurship Development - P.Saravana Vel - Himalaya Publishing House
- 3) Small Scale Industries and Entrepreneurship - Vasanth Desai - Himalaya Publishing House
- 4) Entrepreneurship Development - Josepaul, Ajit Kumar - Himalaya Publishing house
- 5) Dynamics of Entrepreneurial Development - Vasanth Desai - Himalaya Publishing house
- 6) Entrepreneurship Development - N.P.Srinivasan - Sultan Chand & Sons
- 7) Entrepreneurship - Robert DE Hisrich Tata McGraw Hill Companies

IV SEMESTER			
SBE 2	E - COMMERCE	15UCCS41	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 2

Objectives :

To enable the students to understand the technology of e - Commerce for Business Application

UNIT - I

Introduction to E - Commerce Traditional commerce and electronic commerce - value chains in electronic commerce - SWOT analysis: evaluating business Unit opportunities.

UNIT - II

Technology infrastructure: The Internet and the World Wide Web: The Internet and WWW - internet protocols - markup languages and the web - internet connection options.

UNIT - III

Selling on the Web: Revenue models and building a web presence: Revenue models for selling on the web - revenue models in transition - revenue strategy issues.

UNIT - IV

Marketing on the web - Business modules of E - commerce - Web marketing strategies - communicating with different market segments - customer behavior and relationship intensity - advertising on the web - E - Mail Marketing - Technology enabled customer relationship management - creating and maintaining brands on the web.

UNIT - V

Business to business strategies: Electronic data interchange - EDI on the internet - EDI architecture - supply chain management - electronic market places portals.

TEXTBOOK:

1. Electronic commerce, Gary P.Schneider., Thomson course Technology 4th Edition

REFERENCE BOOKS:

1. Electronic Commerce Bharat Bhasker., Tat McGraw - Hill companies 2nd Edition.
2. E - commerce strategy, Technologies and Applications by David Whitely. Tata McGraw - hill companies.

<p align="center">PART IV - NON - MAJOR ELECTIVE OFFERED BY COMMERCE DEPARTMENT (FOR OTHER MAJOR STUDENTS) (2015 - 2018)</p>

III SEMESTER			
NME 1	DEVELOPMENT OF SMALL BUSINESS	15UCCN31	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 2

Objectives :

To make the student should be well versed in Concept relating to entrepreneur , Knowledge in the finance institution, project report incentives and subsidies

UNIT - I

Meaning of Small Scale Enterprises - Objectives of Micro - Importance of MSMEs - Advantages - Problems - Measures of the Government to Develop Small Industries.

UNIT - II

Steps for Starting a Small Industry - Search for Business Idea, Sources of Ideas - Project Formulation and Design.

UNIT - III

Selection of Type of Organization - Sole Proprietorship, Partnership - Joint Stock Company - Factors Influencing the Choice of Organization.

UNIT - IV

Sources of Project Finance - Short Term, Medium Term and Long Term Finance - Role of Banks - Institutions Assisting Small Enterprises - District Industries Centres (DICs), Industrial Estates, SIDO, NSIC, SIDCO, SISIs and SIPCOT.

UNIT - V

Incentives and Subsidies - Meaning - Need and Problems - Schemes of Incentives for SSI Units, Taxation benefits to SSI (PMRY, SJSY).

REFERENCE BOOKS:

1. Y.K.Bhusan - Business organization - Sultan Chand, New Delhi
2. C.B.Gupta & N.P.Srinivasan - Entrepreneurship Development in India Sultan Chand
3. P.Saravanavel - Entrepreneurship Development ESS PEE KAY Pub, Chennai.
4. E. Gordon, K. Natrajan - Entrepreneurship Development - Himalaya Publishing House

PART IV - NON - MAJOR ELECTIVE OFFERED BY COMMERCE DEPARTMENT (FOR OTHER MAJOR STUDENTS) (2015 - 2018)			
IV SEMESTER			
NME2	BASICS IN ACCOUNTING **	15UCCN41/ 15UCON41	
Hrs/Week:3	Hrs / Sem: 45	Hrs. / Unit: 9	Credits: 2

**** Common to B.Com. and B.Com. (CA)**

Objective:

To make the students learn the Concepts and Conventions of Accounting and Basic Accounting Framework

UNIT - I

Introduction to Accounting - meaning - objectives - limitations - Accounting concepts - Accounting conventions - double entry system - Rules for debit and credit

UNIT - II

Journal - Ledger - subsidiary books - Cash Book - Purchase book, purchase return book, sales book and sales return book - Balancing of accounts.

UNIT - III

Rectification of Errors - Suspense Account

UNIT - IV

Trial Balance - Rectification of mistakes in Trial Balance

UNIT - V

Financial Accounts - Trading and Profit and Loss Account - Balance Sheet - adjustment entries (Simple adjustments only)

(Theory 40% and Problems 60% (Simple Problems))

TEXTBOOK:

1. Advanced Accountancy - R.L. Gupta and M. Radhaswamy - Sulthan and sons

REFERENCE BOOKS:

1. Advanced Accountancy - S.P. Jain and K.L. Narang - Kalyani Publishers
2. Advanced Accountancy - M.A. Arulanandam and K.S. Raman - Himalaya Publishing House

PART IV – NON-MAJOR ELECTIVE (UNAIDED COURSES) (2015–2018)								
SEM	TITLE OF THE PAPER	S.CODE	H/W	C	MARKS			
					I	E	T	
DEPT. OF ENGLISH								
III	Computer Assisted Language Learning: Reading & Writing	15UENN31	3	2	25	75	100	
IV	Computer Assisted Language Learning: Listening & Speaking	15UENN41	3	2	25	75	100	
DEPT. OF ISLAMIC STUDIES								
III	Arabic for Beginners	15UISN31	3	2	25	75	100	
IV	Fundamentals of Arabic Grammar	15UISN41	3	2	25	75	100	
DEPT. OF COMMERCE								
III	Principles of Commerce	15UCON31	3	2	25	75	100	
IV	Basics in Accounting *	15UCON41	3	2	25	75	100	
DEPT. OF COMMERCE (CA)								
III	Development of Small Business	15UCCN31	3	2	25	75	100	
IV	Basics in Accounting *	15UCCN41	3	2	25	75	100	
DEPT. OF COMMERCE (FINANCE)								
III	Investment Management	15UCFN31	3	2	25	75	100	
IV	Advertising	15UCFN41	3	2	25	75	100	
DEPT. OF BUSINESS ADMINISTRATION								
III	Basics in Management	15UBAN31	3	2	25	75	100	
IV	Retail Management	15UBAN41	3	2	25	75	100	
DEPT. OF COMPUTER SCIENCE								
III	Office Automation	15UCSN31	3	2	25	75	100	
IV	Desktop Publishing **	15UCSN41	3	2	25	75	100	
DEPT. OF COMPUTER APPLICATION								
III	Internet & HTML	15UCAN31	3	2	25	75	100	
IV	Desktop Publishing **	15UCAN41	3	2	25	75	100	
DEPT. OF INFORMATIN TECHNOLOGY								
III	Introduction to Computers	15UITN31	3	2	25	75	100	
IV	MS Office	15UITN41	3	2	25	75	100	
DEPT. OF MATHEMATICS								
III	Mathematics for Competitive Examinations – I	15UMAN31	3	2	25	75	100	
IV	Mathematics for Competitive Examinations – II	15UMAN41	3	2	25	75	100	
DEPT. OF MICROBIOLOGY								
III	General Microbiology	15UMBN31	3	2	25	75	100	
IV	Biotechnology	15UMBN41	3	2	25	75	100	
DEPT. OF NUTRITION AND DIETETICS								
III	Introduction to Bakery	15UNDN31	3	2	25	75	100	
IV	Food Preservation	15UNDN41	3	2	25	75	100	

* Common to Department of Commerce and Department of Commerce (CA)

** Common to Department of Computer Science and Department of Computer Application

I SEMESTER			
EVS	ENVIRONMENTAL STUDIES		15UEVS11
Hrs/ Week: 2	Hrs/ Sem: 30	Hrs/ UNIT: 6	Credits: 1

UNIT - I: Nature of Environmental Studies

Goals, Objectives and guiding principles of environmental studies. Towards sustainable development - Environmental segments – Atmosphere, Hydrosphere, Lithosphere, Biosphere – definition. Pollution episodes -- Hiroshima – Nagasaki, - Bhopal gas Tragedy, Fukushima – Stone leprosy in Taj Mahal

UNIT - II: Natural Resources

Renewable and Non Renewable resources - classification.

- Forest resources: Use and over - exploitation, Afforestation and deforestation.
- Water resources: Use and over - utilization and conservation of surface and ground water - Rain harvesting.
- Marine Resources: Fisheries and Coral reefs.
- Mineral resources: Use and exploitation - environmental impacts of extracting and using mineral resources.
- Food resources: Effects of modern agriculture fertilizers - pesticide problem.
- Energy resources: Growing energy needs - use of alternate energy source - Solar cells & wind mills.
- Land resources: Land degradation

UNIT - III: Ecosystem

- Concept of Eco-systems - Trophic level, food chains, food web and Ecological pyramids. Types, structure & Functions of the following:
 - a) Aquatic ecosystem
 - b) Grassland ecosystem
 - c) Forest ecosystem
 - d) Desert ecosystem
 - e) Living conditions on other planets (Briefly)

UNIT - IV: Biodiversity & Its Conservation

Introduction - Definition: ecosystem diversity, species and Genetic Hot spots of biodiversity - Western Ghats, Eastern Himalayas

and Gulf of Mannar. Threats to biodiversity - Habitual Loss, Poaching of wild life and Man - wild life conflicts.

Conservation of biodiversity: Insitu and ex-insitu.

UNIT - V: Environmental Pollution

Sources, effects, prevention and control measures of the following.

- a) Air pollution: Composition of clean air, Global warming, Ozone layer depletion.
- b) Water Pollution: Fresh and Marine water pollution
- c) Noise Pollution
- d) Soil pollution
- e) Bio degradable and Non Bio degradable wastes
 - Air (prevention & Control of Pollution) Act.
 - Environmental Protection Act
 - Water (Prevention & Control of pollution) Act
 - Environmental movements - Green peace and Chipco,
 - Role of State & Central pollution Control Boards.

REFERENCE BOOKS:

1. Basic of Environmental Science - Viyajalakhmi, Murugesan and Sukumaran - Manonmaniam Sundaranar University publications.
2. Environmental Studies - John de Brito, Victor, Narayanan and Patric Raja - published by St. Xavier's College, Palayamkottai.
3. Environmental Science and Biotechnology - A.G. Murugesan and C. Raja Kumar - MJP Publishers.
4. Fundamental of Environmental pollution - Krishnan Kannan - Chand & Company Ltd., New Delhi 1997.
5. Environmental studies - S. Muthiah, Ramalakshmi publications, Tirunelveli.
6. Environmental studies - V.M. Selvaraj, Bavani Publications, Tirunelveli.

II SEMESTER			
VE1	VALUE EDUCATION – I		15USVE2A
Hrs/ Week: 2	Hrs/ Sem: 30	Hrs/ Unit: 6	Credits: 1

Objectives:

1. To inculcate moral values in the minds of students.
2. To teach ethical practices to be adopted by the students in their life.
3. To make the students honest and upright in their life.

UNIT I

Islam – Meaning – Importance – A complete Religion – The religion accepted by God – Five Pillars of Islam – Kalima – Prayers – Fasting – Zakat – Haj.

Iman – Monotheism – Angels – Books – Prophets – Dooms Day – Life after death – Heaven and Hell.

UNIT II

Quran – The Book of Allah – Wahi – Revelation to Prophet Muhammad(sal) – Compilation – Preservance – Structure – Content – Purpose – Source of Islamic Law – Sura Fathiha , Kafirun, Iqlas, Falakh and Nas.

UNIT III

Hadith – Siha Sitha – Buhari – Muslim – Tirmithi – Abu Dawood – Nasai – Ibn Maja – Collection of Hadith – Meaning of 40 Hadith.

UNIT IV

Life History of Prophet Muhammad (sal) – Aiamul Jahiliya – Prophet's Childhood and Marriage – Prophethood – Life at Mecca – Life at Medinah – Farewell Address – Seal of Prophethood.

UNIT V

Good character – Etiquetes – Halal and Haram – Duties towards Allah – Duties towards fellow beings – Masnoon Duas.

REFERENCE BOOKS:

1. V.A. Moahmed Ashrof – Islamic Dimensions – Reflection and Review on Quranic Themes.
2. The Presidency of Islamic Researchers – Revised & Edited – The Holy Quran.
3. M. Manzoor Nomani – Islamic Faith & Practice.
4. Abdul Hasan Ali Nadvi – Muhammad Rasulullah.
5. K. Ali – A Study of Islamic History.
6. Abdul Rahuman Abdullah – Islamic Dress code for Women.
7. Dr. Munir Ahamed Mughal – Code For Believers.
8. Abdul Malik Mujahid – Gems and Jewels.

II SEMESTER			
VE2	VALUE EDUCATION – II		15USVE2B
Hrs/ Week: 2	Hrs/ Sem: 30	Hrs/ Unit: 6	Credits: 1

UNIT I

Individual Morality – Objective of Moral life – Living in accordance with the code of Morality – the goodness of Morality – Morality and *Thirukural*- The need for faith.

UNIT II

Adherence to higher code of Morality – Fear of God – Good Moral Values – Duty to Parents – Teacher, respecting elders – Moral Etiquette – Right-minded Principle – High Principles for Proper conduct.

UNIT III

Inculcating good attitudes – Open mindedness – Morale – analysing the Pros and cons of good and bad – Service to others – Mind Power, tolerance, respecting others, showing love to others, patience – tranquility – Modesty, kindness and forgiveness.

UNIT IV

Quotations and moral Stories expressing Good characters of Great personalities – Life History of Great people: Mahatma Gandhiji, Abraham Lincoln, Dr. A.P.J. Abdul Kalam.

UNIT V

Truth, the importance of uprightness, integrity, friendship – Health awareness on Alcohol and drug abuse – inculcating reading habit – reading good books – Hygiene – Dowry – Corruption – Communal Harmony.

TEXTBOOK:

Publication of Sadakathullah Appa College.

SCHEME OF EXAMINATIONS UNDER CBCS (2015 - 2018)
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The medium of instruction in all UG and PG courses is English and students shall write the CIA and Semester Examinations in English. However, if the examinations were written in Tamil, the answer papers will be valued.

**DISTRIBUTION OF MARKS FOR CIA AND SEMESTER
EXAMINATIONS**

UNDERGRADUATE, CERTIFICATE & DIPLOMA COURSES

SUBJECT	TOTAL MARKS	CIA TEST	SEMESTER EXAM.	PASSING MINIMUM		
				CIA TEST	SEM. EXAM.	OVER ALL
Theory	100	25	75	Nil	30	40
Practical	100	40	60	Nil	24	40
Project	100	Nil	Report - 60 marks Viva - 40 marks	Nil	40	40

POSTGRADUATE COURSES

SUBJECT	TOTAL MARKS	CIA TEST	SEMESTER EXAM.	PASSING MINIMUM		
				CIA EXAM.	SEM. EXAM.	OVER ALL
Theory	100	25	75	nil	38	50
Practical	100	40	60	nil	30	50
Project	100	nil	Report - 60 marks Viva - 40 marks	nil	50	50

DIVISION OF MARKS FOR CIA

SUBJECT	MARKS	ASSIGNMENT FOR UG / ASSIGNMENT OR SEMINAR FOR PG	REGULARITY	RECORD NOTE	TOTAL MARKS
Theory	20	5	--	--	25
Practical	30	--	5	5	40

1. The duration of CIA theory examination is **ONE** hour and the semester examination is **THREE** hours.
2. **Three CIA tests of 20 marks each will be conducted** and the average marks of the best two tests out of the three tests will be taken.
3. The I test will be based on the first 1.5 units of the syllabus, the II test will be based on the next 1.5 units of the syllabus and the III test will be based on the next 1.5 units of the syllabus.
4. Two assignments for Undergraduate, Certificate, Diploma and Advanced Diploma Courses and **two assignments OR two seminars for Postgraduate Courses.**
5. The duration and the pattern of question paper for practical examination may be decided by the respective Boards of Studies. However, out of **60 marks in the semester practical examination, 10 marks may be allotted for record and 50 marks for practical.**
6. **Three internal practical tests** of 25 marks each will be conducted for science students in the **even semester** and the best two out of the three will be taken. The total 50 marks of best two tests will be converted to 30 by using the following formula:

$$\left(\begin{array}{c} \text{Marks secured in the first best Practical Test (Out of 25)} \\ + \\ \text{Marks secured in the next best Practical Test (out of 25)} \end{array} \right) \times 0.6$$
7. The Heads of Science Departments are requested to keep a record of attendance of practicals for students to assign marks for regularity.

QUESTION PAPER PATTERN FOR CIA TEST (THEORY)

Duration: 1 Hr

Maximum Marks: 20

Section	Question Type	No. of Questions & Marks	Marks
A	No Choice Answer should not exceed 75 words	2 Questions - 2 mark each	$2 \times 2 = 4$
B	Internal choice (Either or type) Answer should not exceed 200 words	2 Questions - 4 marks each	$2 \times 4 = 8$
C	Open Choice (Answer ANY ONE out of Two) Answer should not exceed 400 words	1 Question - 8 marks each	$1 \times 8 = 8$
TOTAL			20 MARKS

QUESTION PAPER PATTERN FOR SEMESTER EXAMINATION (THEORY)

Duration: 3 Hrs

Maximum Marks: 75

Section	Question Type	No. of Questions & Marks	Marks
A	No Choice Answer should not exceed 75 words	10 Questions - 2 marks each (2 Questions from each unit)	$10 \times 2 = 20$
B	Internal choice (Either or type) Answer should not exceed 200 words	5 Questions with internal choice. Each carries 5 marks (Two questions from each unit)	$5 \times 5 = 25$
C	Open Choice (Answer ANY THREE out of FIVE) Answer should not exceed 400 words	3 Questions out of 5 - 10 marks each (1 Question from each unit)	$3 \times 10 = 30$
TOTAL			75 MARKS