

**MEENAKSHI ACADEMY OF HIGHER EDUCATION  
AND RESEARCH**

**(Deemed To Be University U/S 3 OF UGC ACT, 1956), CHENNAI.  
12, Vembuliamman Koil Street, West K.K. Nagar, Chennai – 600 078**

**FACULTY OF HUMANITIES AND SCIENCE**

**DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)**



**REGULATIONS AND SYLLABUS**

**(REGULATIONS – 2018)**

**Effective from the Academic Year 2018 – 2019**

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FACULTY OF HUMANITIES AND SCIENCE  
MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH  
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No: 12, Vembuliamman Koil Street,  
West K.K. Nagar, Chennai-600 078.

# MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

REGULATIONS -2018


## Vision

- To be a world-class institution, transforming society through value-based diverse programs and healthcare advancements, leading to the all-around development of human resources, knowledge, innovation, entrepreneurship, and research.

## Mission

- To become an institute of eminence by developing world-class professionals in the field of healthcare, science, liberal arts, technology and research with a focus on the societal good.
- To create an enabling state-of-the-art infrastructure, intellectual capital and provide best-in-class learning experience with a freedom to innovate and invent.
- To foster values and ethics so as to develop students and learners into responsible citizens of the Nation and the world.



  
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West K.K. Nagar, Chennai-600 078.

# MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH

FACULTY OF HUMANITIES AND SCIENCE  
REGULATIONS -2018


## VISION

- Provide quality education which would make learning effective and expand the frontiers of knowledge to serve the society

## MISSION

- To be a world class institution committed to develop individuals to meet global challenges.
- To instil a sense of confidence and leadership qualities in the minds of students for the wholesome personality development



  
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## LIST OF PROGRAMS:

### STREAMS IN ARTS

- B.A (Bachelor in English)
- B. Com (Bachelor in Commerce)
- B. Com (CA) (Bachelor in Commerce with Computer Applications)
- B. Com (CS) (Bachelor in Commerce with Corporate Secretary ship)

### STREAMS IN SCIENCE

- B.C.A (Bachelor in Computer Applications)
- B.Sc. (Bachelor in Computer Science)
- B.Sc. (Bachelor in Mathematics)
- B.Sc. (Bachelor in Visual Communication)

### STREAMS IN PROFESSIONAL PROGRAM

- B.B.A (Bachelor in Business Administration)



*V. S. Senthil*

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**MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH**

**FACULTY OF HUMANITIES AND SCIENCE**

**REVISED REGULATIONS -2018**

In exercise of the powers conferred by the Board of Management, Meenakshi Academy of Higher Education and Research, Chennai here by makes the following Regulations:

**1. SHORT TITLE**

These Regulations shall be called “THE REGULATIONS FOR B.A., B.Sc., B.C.A., B.Com., AND B.B.A DEGREE PROGRAMS UNDER FACULTY OF HUMANITIES AND SCIENCE OF MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH”.

**2. COMMENCEMENT**

They shall come into force from the academic year 2018 –2019 onwards.

The Revised Regulations and the Syllabus are subject to modification by the Standing Academic Council of MAHER from time to time.

**3. TITLE OF THE PROGRAM**

It shall be called as Bachelor of Arts (English), Bachelor of Science (Computer Science / Mathematics / Visual Communication), Bachelor of Computer Applications, Bachelor of Commerce (General / Computer Applications / Corporate Secretaryship) and Bachelor of Business Administration.

**4. ELIGIBILITY FOR ADMISSION**

Candidates should have passed in the Higher Secondary Examination (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Academic Council of MAHER and the subjects specified below:



*V. S. Sankar*  
PROF.  
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**For all B.A., B.Sc., B.C.A., B.Com and B.B.A Degree Programs - Under**

**Faulty of Humanities and Science**

S.No.	Program and Branch	Major Subjects Of Study In HSE (+2)
1	B.A English	A Pass in the Higher Secondary Examinations (Academic or Vocational Stream)
2	B.Sc Mathematics	Mathematics or Statistics or Business Mathematics
3	B.Sc Visual Communication	A Pass in the Higher Secondary Examinations (Academic or Vocational Stream)
4	B.Sc Computer Science	Computer Science or Mathematics or Statistics or Business Mathematics
5	B.C.A	Computer Science or Mathematics or Statistics or Business Mathematics
6	B.Com (General)	Accountancy and Commerce
7	B.Com (Computer Applications)	Accountancy, Commerce and Computer Science



*Mr. Senthil*

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8	B.Com (Corporate Secretaryship)	Accountancy and Commerce
9	B.B.A	A Pass in the Higher Secondary Examinations (Academic or Vocational Stream)

## 5. CRITERIA FOR SELECTION

Students for all Degree Programs shall be admitted based on performance at the Qualifying Examination conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Academic Council of MAHER.

## 6. AGE LIMIT FOR ADMISSION

Candidate should have completed the age of 17 years at the time of admission or would complete the age of 17 years on or before 31st December of the year of admission to the first year Degree Program.

## 7. ELIGIBILITY CERTIFICATE

No candidate from other states shall be admitted to the Degree Program unless the candidate has obtained and produced Eligibility Certificate issued by this University. The candidate has to make an application to MAHER with the Original and Xerox copies of the following documents along with the prescribed fee.

- 1) Higher Secondary or equivalent Examination Mark Sheet and
- 2) Transfer Certificate Candidate should obtain Eligibility Certificate before the last date for admission as notified by MAHER.



*V. Senthil*  
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## 8. REGISTRATION

A candidate admitted to the Degree Program of MAHER shall register by remitting the prescribed fees along with the application form for registration duly filled in and forwarded to this MAHER through the Head of the Institution within the stipulated date.

## 9. DURATION OF THE PROGRAM

The Duration of the program is for a period of three years (Six semesters). Each academic year shall comprise of two semester's viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and Even Semesters shall be from November / December to April / May. There shall be not less than 90 working days for each semester (Exclusive of the days for the conduct of University end-semester examinations).


## 10. CUT OFF DATES FOR ADMISSION TO EXAMINATIONS

The candidates admitted from 1st June to 31st July of the academic year be registered to take up their of November of the academic year. There will not be any admission after 31st July for the academic year.

## 11. CREDIT REQUIRMENTS AND ELIGIBILITY FOR AWARD OF DEGREE

A candidate shall be eligible for the award of the Degree only if he/she has undergone the prescribed course of study under the Faculty of Humanities and Science of MAHER for a period of not less than three academic years and passed the examinations of all the Six Semesters prescribed earning a minimum of 140 credits as per the distribution given in Regulation 12 for Part I, II, III, IV & V and also fulfilled such other conditions as have been prescribed thereof.



  
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**12. PROGRAM OF STUDY, CREDITS AND SCHEME OF EXAMINATION.**

12.1 The Program Components and Credit Distribution shall consist of the following: (Minimum Number of Credits to be obtained)

Program Component	Name of the Course	Credits allotted for Four Semester Language Papers (B.A & B.Sc Courses)	Credits allotted for Two Semester Language Paper (B.Com, B.B.A & B.C.A Courses)
<b>PART I</b>	Tamil or Other Languages	12	6
<b>PART II</b>	English	12	6
<b>PART III</b>	Core Courses	60	76
	Allied Courses	20	16
	Project/ Three Elective Courses	15	15
<b>PART IV</b>	i. Basic Tamil/ Advanced Tamil/ NME (Non Major Elective)	4	4
	ii. Soft Skill Courses	12	12
	iii. Environmental Studies	2	2
	iv. Value Education	2	2
<b>PART V</b>	Extension Activities	1	1
<b>Total Credits</b>		140	140



*V. S. Ganith*  
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## 12.2 DETAILS OF PROGRAM OF STUDY OF PARTS I – V

12.2.1 **PART I:** Tamil: According to the syllabus and text-books prescribed from time to time

12.2.2 **PART II:** English: According to the syllabus and text-books prescribed from time to time


12.2.3 **PART III :** Core, Allied and Project/Three Elective Courses: As prescribed by the Board of Studies.

12.2.4 **PART IV:** I Non Major Elective (NME). II. Soft Skill Courses. III. Environmental Studies. IV. Value Education

12.2.5 **PART V:** Extension Activities: Students shall be awarded a maximum of 1 Credit for Compulsory Extension Service. All the Students shall have to enroll for NSS /NCC/ NSO (Sports & Games) Rotract/ Youth Red Cross or any other Service Organizations in the Faculty of Humanities and Science and shall have to put in compulsory minimum attendance of 40 hours which shall be duly certified by the Principal of the Faculty of Humanities and Science before 31st March in a year. If a student lacks 40 hours attendance in the first year, he or she shall have to compensate the same during the subsequent years. Those students who complete minimum attendance of 40 hours in one year will get 'half-a-credit and those who complete the attendance of 80 or more hours in Two Years will get 'one credit'. Literacy and Population Education and Field Work shall be compulsory components in the above extension service activities.

12.2.6 Scheme of Examinations and syllabus of each programme given separately in Annexure –I



  
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### 13 INSTRUCTIONAL (TEACHING) HOURS

13.1 For First, Second, Third and Fourth semesters:

Course	BA, BBA and B. Com	B. Sc without Practical	B. Sc and BCA with Practical
Language	4+2hours*	4+2hours*	4+2hours*
English	4+2hours@	4+2hours@	4+2hours@
Core course I	5 hours	5 hours	5 hours Theory 3 hours Practical
Core course II	5 hours	5 hours	-
Allied course	6 hours	6 hours	5 hours Theory 3 hours Practical
Non-Major Elective Course	2 hours	2 hours	2 hours
<b>Total</b>	<b>30 hours</b>	<b>30 hours</b>	<b>30 hours</b>

\*2 hours for Part IV Environmental Studies/ Value Education

@2 hours for Soft Skills Courses.

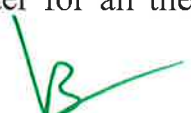
13.2 For Fifth and Six Semesters:

Program	BA,BBAandB.Com	B.Scand BCA
CoreCourse(each)	6hours	6hours
ElectiveCourse(each)	5hours	5hours

### 14. EXAMINATION AND EVALUATION

14.1 Register for all subjects: Students shall be permitted to proceed from the First Semester up to Final Semester irrespective of their failure in any of the Semester Examination. For this purpose, Students shall register for all the arrear



  
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subjects of earlier semesters along with the current (subsequent) Semester Subjects.

#### 14.2 Marks for Internal and End Semester Examinations for PART I, II, III, and IV

Category	Theory	Practical
Internal Assessment	25	40
End-Semester (University) Examination	75	60

#### 14.3 Procedure for Awarding Internal Marks


Course	Particulars	Marks
	<b>Tests (2 out of 3)</b>	<b>10</b>
<b>Theory Papers</b>	Attendance	5
	Seminars	5
	Assignments	5
	Total	25
	Attendance	5
<b>Practical Papers</b>	Test best 2 out of 3	30
	Record	5
	Total	40
	Internal Marks (best 2 out of 3 presentations)	20
<b>Project</b>	Viva-Voce	20
	Project Report	60
	<b>Total</b>	<b>100</b>

#### 14.4 (i) Awarding Marks for Attendance (out of 5)

Attendance below 60% = 0 marks, 61 % to 75% = 3 marks,

76 % to 90% = 4 marks and above 91%= 5 marks



  
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(ii) Conducting Practical and Project Viva-voce Examination: By Internal and External Examiners

#### 14.5. Question Paper Pattern for End Semester (University) Examination

##### SECTION – A

(30 words) 10 questions out of 12 questions

10 X 2 marks = 20 marks

##### SECTION – B

(200 words) 5 questions out of 7 questions

5 X 5 marks = 25 marks

##### SECTION – C

(500 words) 3 questions out of 5 questions

3 X 10 marks = 30 marks


TOTAL = 75 marks

#### 14.6. PASSING MINIMUM

14.6.1 The passing minimum for Internal Assessment shall be 40% out of 25 Marks (i.e. 10 Marks). Failed candidates in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing tests and by submitting Assignments.

14.6.2 For external examination, passing minimum shall be 40% [Forty Percentage] of the maximum marks prescribed for the paper for each Paper / Practical / Project and Viva-Voce.



  
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14.6.3 In the aggregate [External/Internal] the passing minimum shall be of 40%.

14.6.4. He/She shall be declared to have passed the whole examination, if he/she passes in all the papers and practical wherever prescribed as per the scheme of the examinations by earning 140 CREDITS in Part I, II, III, IV & V. He/she shall also fulfill the extension activities prescribed earning a minimum of 1 credit to qualify for the Degree.

#### 14.7. RETOTALLING OF THE ANSWER SCRIPTS:

There shall be no revaluation of for UG Students. However, all UG Students who appeared for their Semester Examinations are eligible for applying for re totalling of their answer scripts.

#### 15. CONDONATION

15.1. Students must have 75% of attendance in each course for appearing the examination.

15.2. Students who have 74% to 70% of attendance shall apply for Condonation in the prescribed form with the prescribed fee of Rs.500/- (Rupees Five Hundred only).

15.3. Students who have 69% to 60% of attendance shall apply for Condonation in prescribed form with prescribed fee of Rs.500/- (Rupees Five Hundred only) along with the Medical Certificate.

15.4. Students who have below 60% of attendance are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the programme.



  
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## 16. CLASSIFICATION OF SUCCESSFUL STUDENTS

16.1. PART I TAMIL / OTHER LANGUAGES;

PART II ENGLISH AND

PART III CORE SUBJECTS, ALLIED, ELECTIVES COURSES AND PROJECT:

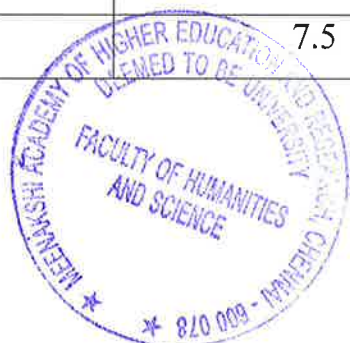
16.1.1 For each of the three parts, there shall be separate classification on the basis of CGPA as indicated in regulation 18.2.

16.1.2 A successful candidate who secures 75% and above of the marks in his / her first appearance in all the subjects in Part III within the prescribed period will be declared to have passed in first class with Distinction.

16.1.3 Successful Students passing the Examinations for the Part I, Part II and Part III courses and securing the marks (a) 60 percent and above and (b) 50 percent and above but below 60 percent in the aggregate shall be declared to have passed the examination in the FIRST and SECOND class respectively; all other successful candidates shall be declared to have passed the examination in the THIRD Class.

17. **MARKS AND GRADES:** The following table shows the marks, grade points and letter grades to indicate the performance of the Student:

MARKS	GRADEPOINTS	LETTERGRADE
96 and above	10	S+
90- 95	9.5	S
86-90	9	D++
81-85	8.5	D+
76-80	8	D
71-75	7.5	A++



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66-70	7	A+
61-65	6.5	A
56-60	6	B+
51-55	5.5	B
46-50	5	C+
40-45	4.5	C
Below 40	0	F

### 18.1. Computation of Grade Point Average (GPA) in a Semester, Cumulative Grade Point Average (CGPA) and Classification

GPA for a Semester: =  $\sum_i C_i G_i \div \sum_i C_i$

That is, GPA is the sum of the multiplication of grade points by the credits of the courses divided by the sum of the credits of the courses in a semester.

CGPA for the entire programme: =  $\sum_n \sum_i C_{ni} G_{ni} \div \sum_n \sum_i C_{ni}$

That is, CGPA is the sum of the multiplication of grade points by the credits of the entire programme divided by the sum of the credits of the courses of the entire programme Where,

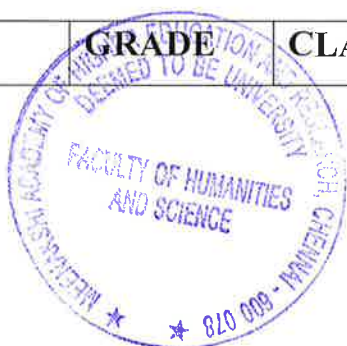
$C_i$  = Credits earned for course  $i$  in any semester,


$G_i$  = Grade Points obtained for course  $i$  in any semester

$n_i$  = Semester in which such courses were credited.

### 18.2. Letter Grade and Class

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
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9.51 and above	S+	First Class Exemplary *
9.01-9.50	S	
8.51-9.00	D++	
8.01-8.50	D+	First Class with Distinction *
7.51-8.00	D	
7.01-7.50	A++	
6.51-7.00	A+	First Class
6.01-6.50	A	
5.51-6.00	B+	
5.01-5.50	B	Second Class
4.51-5.00	C+	Third Class
4.00 - 4.50	C	
Below 4.00	F	Fail

\*The Students who have passed in the first appearance and within the prescribed semester of the UG Programme (Major, Allied and Elective courses only) are eligible.


## 19. RANKING

Students who pass all the examinations prescribed for the Program in the **FIRST APPEARANCE ITSELF ALONE** are eligible for Ranking / Distinction.

## 20. RE-ADMISSION AFTER BREAK OF STUDY

a) The calculation of the break of study of the candidate for readmission shall calculate from the date of first discontinuance of the Course instead of from the date of admission.



  
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- b) Candidates having break of study shall be considered for re admission provided, they are not subjected to any disciplinary action and no charges pending or contemplated against them.
- c) All readmissions of candidates are subject to the approval of the Vice-Chancellor.
- d) A candidate having a break of study upto 3 years from the date of discontinuation shall apply for the readmission for condonation to the Academic Officer of this University. The candidates may be readmitted in the corresponding course of study. The candidate has to fulfill the attendance requirements of the University and shall be granted exemption in the subjects he/she has already passed.
- e) Candidates having a break of study of 4 years and above from the date of discontinuance and more than two spells of break will not be considered for readmission.

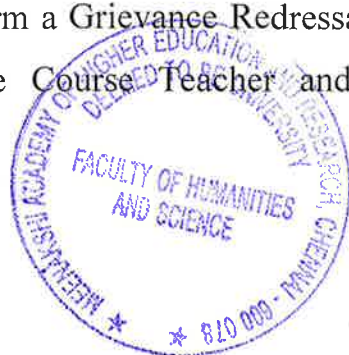
## **21. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMS TO QUALIFY FOR A DEGREE**

**21.1** The candidate has to successfully complete the program in 6 years i.e., double the duration of the program from the date of joining.

**21.2** Students qualifying during the extended period (after normal period of 3 years), shall not be eligible for RANKING.

## **22. Grievance Redressal Committee**

The College shall form a Grievance Redressal Committee for each course in each department with the Course Teacher and the HOD as the members. This



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Committee shall solve all grievances relating to the Internal Assessment marks of the students.

### SUMMARY OF CREDIT ALLOCATION

Course Component	Name of the Course	Credits allotted for Four Semester Language Papers (B.A & B.Sc Courses)
PART I	Tamil or Other Languages	12
PART II	English	12
PART III	Core Courses	60
	Allied Courses	20
	Project/ Three Elective Courses	15
PART IV	i. Basic Tamil/ Advanced Tamil/ NME (Non Major Elective)	4
	ii. Soft Skill Courses	12
	iii. Environmental Studies	2
	iv. Value Education	2
PART V	Extension Activities	1
	<b>Total Credits</b>	<b>140</b>

Course Component	Name of the Course	Credits allotted for Two Semester Language Paper (B.Com, B.B.A & B.C.A Courses)
PART I	Tamil or Other Languages	6
PART II	English	6
PART III	Core Courses	76
	Allied Courses	16
	Project/ Three Elective Courses	15
PART IV	i. Basic Tamil/ Advanced Tamil/ NME (Non Major Elective)	4
	ii. Soft Skill Courses	12
	iii. Environmental Studies	2
	iv. Value Education	2
PART V	Extension Activities	1
	<b>Total Credits</b>	<b>140</b>



  
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## PROGRAM AND PROGRAM SPECIFIC OUTCOME

### PROGRAM BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP)

#### PROGRAM OUTCOMES (PO's)

**PO 1-** Build a strong foundation in accounting, management and business subjects

**PO 2-** Seek variety of career options in accounting, management and business related fields

**PO 3-** Equip with skills and knowledge to excel in their future careers

**PO 4-** Develop critical thinking skills in students

**PO 5-** Enter master programmers like M.Com, MBA and pursue professional programmers like C.A, CMA, C.S, etc.

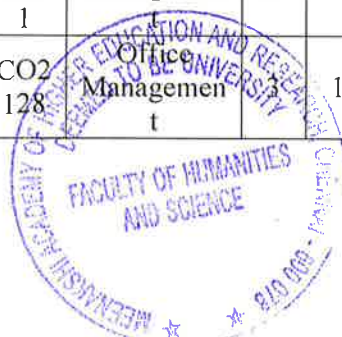
#### PROGRAM SPECIFIC OUTCOMES (PSO's)

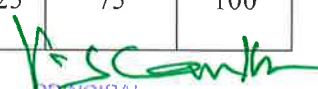
**PSO 1:** Understand the basic concepts and functions of accounting, trade and computer software

**PSO 2:** Analyse the scope of the business by adopting modern technology in the business practice

### SEMESTER I

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CI A	External	
I	I	Language Course - I (LC); Tamil	LT 2101	Tamil - I	3	0	0	3	25	75	100
	II	English Language Course - I (ELC);	LE 2102	English I	3	0	0	3	25	75	100
	III	Core Course CC - I	CO2 101	Financial Accounting	3	1	0	4	25	75	100
		Core Course CC - II	MS 2301	Principle of Management	3	1	0	4	25	75	100
		Allied Course AC - I	CO2 128	Office Management	1	0	0	4	25	75	100




  
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I V	Non Major Elective - I		Non Major Elective - I	2	0	0	2	25	75	100
	Career Development Course - I	CD2801	Soft Skills - I; Essentials of Language and Communication	2	0	1	3	40	60	100
	Total						23			700

### SEMESTER II

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CI A	External	
II	I	Language Course - II (LC); Tamil	LT2201	Tamil - I	3	0	0	3	25	75	100
	II	English Language Course - II (ELC);	LE2202	English I	3	0	0	3	25	75	100
	III	Core Course CC - III	CO2105	Advanced Financial Accounting	3	1	0	4	25	75	100
		Core Course CC - IV	MS2316	Human Resource Management	3	1	0	4	25	75	100
		Allied Course(AC) - II	LE2000	Business Communication	3	1	0	4	40	60	100
	I V	Non - major Elective - II		Non Major Elective - II	2	0	0	2	25	75	100
Career Development Course - II		CD2802	Soft Skills - II : Essentials of Spoken and Presentation Skills	2	0	1	3	40	60	100	
Total								23			700



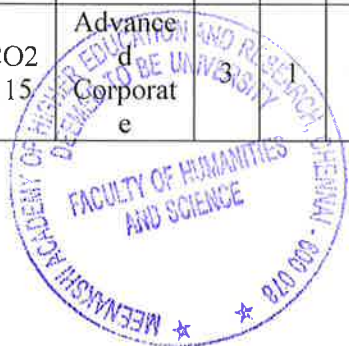
  
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**SEMESTER III**

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks	
			Code	Title	L	T	P		CI A	External		
III	I	Language Course - III (LC); Tamil	LT2 301	Tamil – III	3	0	0	3	25	75	100	
	II	English Language Course - III (ELC);	LE2 302	English – III	3	0	0	3	25	75	100	
	III		Core Course(CC) - V	CO2 109	Corporate Accounting - I	3	1	0	4	25	75	100
			Core Course(CC) - VI	CO2 251	Company Law and secretarial Practice - I	3	1	0	4	25	75	100
			Allied Course(AC) - III	MA 2567	Business Statistics - I	3	1	0	4	25	75	100
	IV		Career Development Course – III	ES2 981	Environmental Studies	2	0	0	2	25	75	100
			Career Development Course – IV	CD2 803	Soft Skills - III :	2	0	1	3	40	60	100
					Total				23			700

**SEMESTER IV**

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CI A	External	
IV	I	Language Course - IV (LC); Tamil	LT2 401	Tamil – IV	3	0	0	3	25	75	100
	II	English Language Course - IV (ELC);	LE2 402	English – IV	3	0	0	3	25	75	100
	III	Core Course(CC) -VII	CO2 115	Advanced Corporate	3	1	0	4	25	75	100

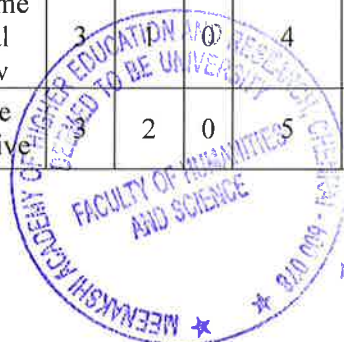


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			accounting								
		Core Course(CC) -VIII	CC2 253	Company Law and Secretarial practice - II	3	1	0	4	25	75	100
		Allied Course(AC) - IV	MA 2571	Elements of Operation Research - II	3	1	0	4	25	75	100
IV		Career Development Course – V	VE2 001	Value Education	2	0	0	2	25	75	100
		Career Development Course – VI	CD2 804	Soft skills - IV	2	0	1	3	40	60	100
								23			700

### SEMESTER V

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CI A	External	
V	III	Core Course(CC) - IX	CO2 120	Elements of Cost Accounting	3	1	0	4	25	75	100
		Core Course(CC) - X	CO2 111	Banking Theory Law and Practice	3	1	0	4	25	75	100
		Core Course(CC) - XI	CO2 124	Income Tax Law & Practice - I	3	2	0	5	25	75	100
		Core Course(CC) - XII	CC2 254	Commercial Law	3	1	0	4	25	75	100
		Core Elective-I		Core Elective		2	0		25	75	100



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				-I							
Total								22			500

**SEMESTER VI**

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CI A	External	
VI	III	Core Course(CC) XIII	CO2 106	Management Accounting	3	1	0	4	25	75	100
		Core Course(CC) XIV	CC2 256	Industrial Laws	3	1	0	4	25	75	100
		Core Course(CC) - XV	CO2 127	Income Tax and Practice - II	3	2	0	5	25	75	100
		Core Elective-II	MS2 310	Financial Services	3	2	0	5	25	75	100
		Core Elective-III	CC2 291	Institutional Training	3	2	0	5	25	75	100
	Extension Activities		NSS/NC C/CSS	0	0	1	1				
					Total				24		



  
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### NON-MAJOR SEM I

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CIA	External	
I	IV	Non Major Electives	NE2 951	Retail Marketing	2	0	0	2	25	75	100
			NE2 953	General Commercial Knowledge	2	0	0	2	25	75	100
			NE2 954	Elements of Accountancy	2	0	0	2	25	75	100

**\*Students will be provided an option to choose any one course from the above electives**

### NON-MAJOR SEM II

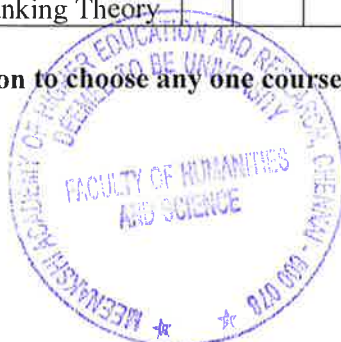
Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CIA	External	
II	IV	Non Major Electives	NE2 952	Concept Self Help Group	2	0	0	2	25	75	100
			NE2 955	Elements of Insurance	2	0	0	2	25	75	100
			NE2 956	Indian banking	2	0	0	2	25	75	100


**\*Students will be provided an option to choose any one course from the above electives**

### ELECTIVE SEM V

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CIA	External	
V	III	Core Elective-I	CC2 255	Corporate Finance	3	2	0	5	25	75	100
			CC2 256	Entrepreneurial Development.	3	2	0	5	25	75	100
			CC2 257	Banking Theory	3	2	0	5	25	75	100

**\*Students will be provided an option to choose any one course from the above electives**




  
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### ELECTIVE SEM VI

Semester	Part	Course Components	Course		Teaching Per Week			Course Credits	University Examination		Total Marks
			Code	Title	L	T	P		CIA	External	
IV	III	Core Elective II	MS2318	Customer Relationship Management	3	1	1	5	25	75	100
			MS2310	Financial Services	3	2	0	5	25	75	100
			MS2320	Capital Markets	3	2	0	5	25	75	100
		Core Elective III	CC2291	Institutional Training	3	1	1	5	20	80	100
			MS2392	Essentials of Information Technology	3	1	1	5	25	75	100
			MS2393	Indian Economics in Global Scenario	3	1	1	5	25	75	100

**\*Students will be provided an option to choose any one course from the above electives**



  
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**SEMESTER - I**

<b>Title of the Course</b>	<b>Financial Accounting -I</b>	<b>CODE</b>	CO2101
<b>Core</b>	First Year & First Semester	<b>Credit</b>	4
<b>Course Objectives</b>	<p>1. To enable the students to know the Principles of Accounting.</p> <p>2. To Understand the System of Keeping Financial Accounting Records.</p>		
<b>Course Outline</b>	<p><b>Unit1:Introduction</b>  Meaning and scope of Accounting, Basic Accounting Concepts and Conventions – Objectives of Accounting – Accounting Transactions – Double Entry Book Keeping – Journal, Ledger, Preparation of Trial Balance – Preparation of Cash Book</p>		
	<p><b>Unit-2:Final Accounts</b>  Preparations of Final Accounts of a Sole Trading Concern –Adjustments – Preparations of Receipt and Payments Accounts , Income and Expenditure Account and Balance Sheet of Non Trading Organizations.</p>		
	<p><b>Unit 3: Rectification Of Errors And Bank Reconciliation Statement</b>  Classification of errors – Rectification of errors – Preparation of Suspense Account. Bank Reconciliation Statement-Need and preparation</p>		
	<p><b>Unit-4: Depreciation and insurance claims</b>  Depreciation – Meaning, Causes, Types – Straight-Line Method – Written Down Value method –concept of useful life under companies act,2013.Insurance Claims – Average Clause</p>		
	<p><b>Unit-5 : Single entry system</b>  Meaning of and features of Single Entry system – Defects, Differences between Single Entry and Double Entry System – methods of calculation of profit -Statement of Affairs Method – Conversion Method.</p>		
<b>References</b>	<p><b>1. Recommended Texts</b>  T.S. Reddy &amp;A.Murthy – Financial Accounting</p> <p><b>2. Reference Books</b>  1.Shukla &amp;Grewal – Advanced Accounting  2.Jain &amp;Narang – Financial Accounting  3.P.C.Tulsian – Financial Accounting</p>		



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4.S.Parthasarathy &A.Jaffarulla – Financial Accounting  
5.R.L Gupta &Radhaswamy – Advanced Accounting – Volume I

**COURSE OUTCOMES:**

**CO2101.1:** Understanding the basic concepts of accounting and preparation of journal ledger ,trailbalance and cash book

**CO2101.2:** Understanding the final accounts ,income and expenditure accounts,receipts and payments accounts

**CO2101.3:** Understanding the reconciliation of bank accounts and how to rectify errors in the books of accounts

**CO2101.4:** Understanding the various methods of depreciation and insurance claims

**CO2101.5:** Understanding the calculation of single entry system and statement of affairs method

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2101.1	3	3	3	1	3	2	1
CO2101.2	3	2	1	2	1	1	3
CO2101.3	1	3	1	1	3	2	2
Average	2.33	2.66	1.66	1.33	2.33	1.67	2



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<b>Title of the Course</b>	<b>Principles of Management</b>	<b>Code</b>	<b>MS2301</b>
<b>Core</b>	First Year & First Semester	<b>Credit</b>	4
<b>Course Objectives</b>	1. To make the students to understand the basic concepts of Management. 2. To prepare the students to know about the significance of the management in business.		
<b>Course Outline</b>	<b>Unit 1: Introduction</b> Definition – Importance – Nature and Scope of Management – Process of Management – Role and functions of Managers – Levels of Management – Scientific Management – Contributions Management by different schools of thought.		
	<b>Unit 2: Planning</b> Nature – Importance – types of Planning – Steps in Planning – Objective of Planning – Policies – Decision making Process – Types of Decisions.		
	<b>Unit 3: Organisation</b> Meaning and Types of organisation – Principles – Formal and Informal organisation – Organisation Structure – Span of Control – Departmentalisation – Basis – Meaning and Importance of Departmentalisation. Polices – Meaning and Types – procedures – Forecasting.		
	<b>Unit 4: Authority &amp; Responsibility</b> Authority – Definition – Sources – Limitations – Different between Authority and Responsibility – Delegation of Authority – Meaning – Principles and importances – CentralisationVsDecentralisation.		
	<b>Unit 5: Direction, Coordination &amp; Control</b> Direction – Nature – Purpose. Coordination – Need – Types and Techniques – Requisites for Excellent Coordination. Controlling – Meaning – Importatance – Control Process.		
<b>References</b>	1. Gupta, C.B.Management Theory & Practice, Sulthan Chand & Sons, New Delhi. 2.Prasad, L.M. Principles & Practice of Management, Sultan Chand & Sons, New Delhi. 3.Tripathi , P.C. & Reddy, P.N.Principles of Managements, Tata Mac. Graw Hill, New Delhi. 4.Weirich and Koontz, Management – A Global Perspective. 5.N.Premavathy, Principles of Management, sriCishnu Publications, Chennai. 6.Jayasankar, J.Business Management, Margham Publication, Chennai. 7.Sundar, K. Principles of Mangement, Vijay Nicole Imprints Pvt.Ltd., Chennai.		


**COURSE OUTCOMES:**

**MS2301.1** Able to assume the roles and responsibilities associated with managerial functions.

**MS2301.2** Able to identify the key contributors and their contributions in the development of management school of thought.

**MS2301.3** Able to compare numerous approaches in management for problem solving and decision making.



  
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Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
MS2301.1	2	1	2	2	0	2	0
MS2301.2	2	2	1	1	2	1	2
MS2301.3	0	2	1	2	1	2	1
Average	2.00	1.67	1.33	1.67	1.5	1.67	1.5



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<b>Title of the Course</b>	<b>Managerial Economics</b>	<b>Code</b>	CO2104
<b>Core</b>	First Year & First Semester	<b>Credit</b>	4
<b>Course Objectives</b>	1. To make the students to understand the basic concepts of Managerial Economics. 2. To prepare the students to know about the significance of the Decision making skill in business		
<b>Course Outline</b>	<b>Unit - I</b> Nature and scope of managerial economics - definition of economics - important concepts of economics - relationship between micro, macro and managerial economics		

	- nature and scope - objectives of the firm.
	<b>Unit - II</b> Demand analysis - Theory of consumer behaviour - Marginal utility analysis - indifference curve analysis. Meaning of demand - Law of demand - Types of demand - Determinants of demand - elasticity of demand - Demand forecasting
	<b>Unit - III</b> Production and cost analysis - Production - Factors of production - Production function - Concept - Law of variable proportion - Law of return to scale and economies of scale - cost analysis - Different cost concepts - Cost output relationships - Short run and long run - Revenue curves of firms - Supply analysis
	<b>Unit - IV</b> Pricing methods and strategies - Objectives - Factors - General consideration of pricing - methods of pricing - Dual pricing - Price discrimination
	<b>Unit - V</b> Market classification - Perfect competition - Monopoly - Monopolistic competition - Duopoly - Oligopoly.



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<b>References</b>	<ol style="list-style-type: none"> <li>1. Dr.S.shankaran, Managerial Economics – Margham Publication – Chennai</li> <li>2. P.L.Metha, Managerial Economics – Sultan Chand Publications – New Delhi</li> <li>3. 3.RL Varsheny and K.L Maheswari, Managerial Economics - Sultan Chand Publications – New Delhi</li> <li>4. Joel Dean, Managerial Economics – Prentice Hall of India Pvt.Ltd - New Delhi</li> <li>5. Spencer M H, Contemporary Economics – Worth Publishers –New York</li> <li>6. VI Mote Samuel Paul G.S.Gupta, Managerial Economics – Concepts and Cases – Tata McGraw Hill - New Delhi</li> </ol>
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**COURSE OUTCOMES:**

**CO2104.1** Able to assume the roles and responsibilities associated with managerial functions.

**CO2104.2** Able to identify the key contributors and their contributions in the development of management school of thought.

**CO2104.3** Able to compare numerous approaches in management for problem solving and decision making

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2104.1	2	1	2	2	0	2	0
CO2104.2	2	2	1	1	2	1	2
CO2104.3	0	2	1	2	1	2	1
Average	2.00	1.67	1.33	1.67	1.5	1.67	1.5



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<b>Title of the Course</b>	OFFICE MANAGEMENT	<b>Code</b>	CO2128
<b>Core</b>	First Year & First Semester	<b>Credit</b>	4
<b>Course Objectives</b>	<b>Objective:</b> To provide working knowledge of office administration and functions.		
<b>Course Outline</b>	<b>UNIT I:</b> Office – Meaning – Functions of Office – Office Management – Importance – Elements of Office Management – Office Manager – Qualities – Duties		

<b>References</b>	<b>UNIT II:</b> Office Layout – Open and Private Offices- Office Lighting – Ventilation – Interior Decoration – Furniture – Cleanliness
	<b>UNIT III:</b> Office Manual – Office Forms – Design Management and Control, Stationery and Supplies – Continuous Stationery – Office Security – Office Services.
	<b>UNIT IV:</b> Office Mail Service – Handling Inwards and Outwards Mail – E-Mail – Modern Office Gadgets – Computer, Laptop, Cell Phones, Xerox Machine.
	<b>UNIT V:</b> Records Management – Filing – Different Methods of Filing – Essential Features of Good Filing System – Their Advantages and Disadvantages – Indexing – Different Methods of Indexing – Their Advantages and Disadvantages.
	<b>REFERENCE BOOKS:</b> <ol style="list-style-type: none"> <li>1. P.K. Ghosh – Office Management</li> <li>2. R.S.N.Pillai&amp;Bhagawathi – Office Management</li> <li>3. Chopra P.K. – Office Management</li> <li>4. S.P. Arora – Office Management</li> <li>5. Ltteingnell – Office Manage.</li> </ol>

### Course Outcomes

CO2128.1 To enlighten with nature and scope of business organisation

CO2128.2 To familiarize the students about various sources of finance



CO2128.3 To provide knowledge about stock exchange

Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2128.1	2	1	2	2	0	2	0
CO2128.2	2	2	1	1	2	1	2
CO2128.3	0	2	1	2	1	2	1
Average	2.00	1.67	1.33	1.67	1.5	1.67	1.5



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**SEMESTER – II**

<b>TITLE OF THE COURSE/ PAPER</b>	<b>ADVANCED FINANCIAL ACCOUNTING</b>		
<b>CORE</b>	<b>I Year &amp; Second Semester</b>	<b>Credit 4</b>	<b>Code CO2105</b>
<b>COURSE OBJECTIVS</b>	<p>1. To enable the students to get a comprehensive understanding of the Financial Accounting.</p> <p>2. To make the students know the various methods of maintaining the accounting records in various forms of business.</p>		
<b>COURS OUTLINE</b>	<p><b>Unit1:Branch Accounts</b> Dependent Branches – Stock and debtors System – Distinction between Wholesale Profit and Retail Profit – Independent Branches ( Foreign Branches excluded).</p>		
	<p><b>Unit-2:Departmental Accounts</b> Basis of Allocation of Expenses – Calculation of Profit – Inter - departmental Transfer at Cost or Selling Price.</p>		
	<p><b>Unit 3: Hire Purchase And Instalment System</b> Hire Purchase System – Default and repossession – Hire Purchase Trading Account Instalment System – Calculation of Profit.</p>		
	<p><b>Unit-4: Partnership Accounts</b> Admission of a partner – Retirement of a Partner – Death of Partner</p>		
	<p><b>Unit-5 : Partnership Accounts</b> Dissolution of a Partnership Firm – Insolvency of a Partner – Insolvency of all Partners- Piece meal Distribution of cash in case of Liquidation of Partnership Firm.</p>		



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<b>References</b>	<p>1. Recommended Texts T.S. Reddy &amp; A. Murthy – Financial Accounting</p> <p>2. Reference Books</p> <p>1. Shukla &amp; Grewal – Advanced Accounting 2. Jain &amp; Narang – Financial Accounting 3. P.C. Tulsian – Financial Accounting 4. S. Parthasarathy &amp; A. Jaffarulla – Financial Accounting 5. R.L. Gupta &amp; Radhaswamy – Advanced Accounting – Volume I</p>

**COURSE OUTCOMES:**

**CO2105.1:** To know how to calculate branch accounts under various methods

**CO2105.2:** To know how to allocate expenses of various departments.

**CO2105.3:** To understand how to do calculation of hire purchase and installment system.

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2105.1	2	1	3	2	3	3	2
CO2105.2	2	3	1	3	1	1	2
CO2105.3	3	2	2	1	2	2	1
Average	2.33	2.00	2.00	2.00	2.00	2.00	1.67




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<b>TITLE OF THE COURSE/ PAPER</b>	<b>HUMAN RESOURCES MANAGEMENT</b>		
<b>CORE</b>	<b>I Year &amp; Second Semester</b>	<b>Credit 4</b>	<b>Code MS2316</b>
<b>COURSE OBJECTIVES</b>	<b>Objective :</b> To provide knowledge regarding manpower planning and development.		
<b>COURSE OUTLINE</b>	<b>UNIT I:</b> HRM – Meaning – Definition – Nature and Scope – Human Resource Planning – Human Resource Audit – Nature and Benefits.		
	<b>UNIT II:</b> Recruitment – Selection – Methods of Selection – Interview Techniques in Selection – Placement.		
	<b>UNIT III:</b> Induction – Training – Methods – Techniques – Identification of the Training Needs – Training and Development – Performance Appraisal – Transfer – Promotion and Termination of Services – Career Development.		
	<b>UNIT IV:</b> Remuneration – Components of Remuneration – Incentives – Benefits – Motivation – Welfare and Social Security Measures.		
	<b>UNIT V:</b> Labour Relation – Functions of Trade Unions – Forms of Collective Bargaining – Workers Participation in Management – Types and Effectiveness – Industrial Disputes and Settlements (Law Excluded).		
<b>Reference</b>	<u>1 REFERENCE BOOKS.</u> 1. C.B.Gupta – Human Resource Management. 2. Ashwathappa - Human Resource Management. 3. Garry Deseler - Human Resource Management. 4. L.M. Prasad - Human Resource Management. 5. Tripathi - Human Resource Management.		



  
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### Course Outcomes

**MS2316.1** Able to demonstrate the understanding of theoretical concepts and framework required for effective Human Resource Management.

**MS2316.2** Able to develop an overview on various functions and processes of human resource management.

**MS2316.3** Able to identify the human resource needs of an organization and plan accordingly.

### Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
MS2316.1	2	1	3	2	3	3	2
MS2316.2	2	3	1	3	1	1	2
MS2316.3	3	2	2	1	2	2	1
Average	2.33	2.00	2.00	2.00	2.00	2.00	1.67



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### SEMESTER III

<b>Title of the Course</b>	<b>Business Communication</b>	<b>Code</b>	<b>LE2000</b>
<b>Core</b>	Second Year & Third Semester	<b>Credit</b>	4
<b>Course Objectives</b>	1. To facilitates the students to understand the concept of Communication. 2. To Know the Basic Techniques of the Modern forms of Communication		
<b>Course Outline</b>	<b>Unit 1: Communication</b> Definition – Methods – Types – Principles of Effective Communication – Barriers to Communication – Business letters – lay out		
	<b>Unit 2: Business Letters</b> Meaning – Kinds of Business Letters – Application for a situation – Interview – Appointment letter – Acknowledgement – Promotion – Enquires – Replay Letter to Enquires – Orders – Sales Letter – Circular Letter – Complaints Letter		
	<b>Unit 3: Correspondence</b> Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Share Holders & Directors		
	<b>Unit 4: Reports &amp; Meeting</b> Reports – Meaning – writing of Reports – Meeting – Agenda – Minutes – Memorandum – Office order – Circular Notes.		
	<b>Unit 5: Forms of Communication</b> Modern forms – Fax – email – video conference – Internet – Websites – uses of the various forms of communication.		
<b>References</b>	Rajendra Paul & Koralahalli, J.S. Essentials of Business Communication, Sultan Chand & Sons, New Delhi. 2. Shirley Taylor, Communication for Business, Pearson Publication, New Delhi. 3. Bovee, Thill, Schatzman, Business Communication Today – Peason Education Private Ltd – New Delhi. 4. Penrose, Rasbery, Myers, Advanced Business Communication, Bangalore. 5. Simon Collin, Doing Business on the Internet, Kogan Page Ltd, London. 6. Mary Ellen Guffey, Business Communication – Process and Product, International Thomson Publishing, Ohio.		

#### Course Outcomes

**LE2000.1** Able to Relate to the various concepts and processes of managerial communication.


**LE2000.2** Able to identify the gap between current level of communication skills and the expected industry standards.

**LE2000.3** Able to develop essential communication skills required for managing a business.

#### Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
LE2000.1	3	1	2	2	2	2	1
LE2000.2	2	3	2	3	3	3	3
LE2000.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



  
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<b>TITLE OF THE COURSE/ PAPER</b>	<b>CORPORATE ACCOUNTING - I</b>		
<b>CORE</b>	<b>II Year &amp; Third Semester</b>	<b>Credit: 4</b>	<b>Code : CO2109</b>
<b>COURSE OBJECTIVES</b>	1. To enable the students about the preparation of the company accounts. 2. To motivate the students to understand the various provisions of the companies Act.		
<b>COURSE OUTLINE</b>	<p><b>Unit1:Share capital</b>  Issue of shares –types of shares- Forfeiture of shares –reissue of shares-Underwriting of shares-stock split-Meaning of redemption- redemption of preference shares</p> <p><b>Unit-2: ; Debentures&amp; Acquisition of Business</b>  Meaning –types of debentures-issue- underwriting of debentures - redemption of debentures. Acquisition of Business-Meaning-Profit to incorporation.</p> <p><b>Unit 3: Final Accounts</b>  Final accounts –Preparation of P&amp;L A/C and balance sheet- Managerial Remuneration Calculation and Legal Provisions.</p> <p><b>Unit-4: Valuation of share and goodwill</b>  Valuation of shares and goodwill-Meaning –Methods of valuation of shares and goodwill</p> <p><b>Unit-5 ; Alteration Reconstruction of share capital</b>  Meaning –Internal Reconstruction-Reduction of share capital.</p>		
<b>References</b>	<p><b>1.Recommended Texts</b>  1.ReddyT.S &amp;Murthy,A.corporate accounting, MarghamPublications,Chennai</p> <p><b>2.Reference Books</b>  1.Gupta,R.L&amp;Radhaswamy,M.Advancedaccounts,Sulthanchand,Newdelhi  2.Jain,S.P&amp;Norang,N.L, Advanced accounting ,Kalyani Publications.</p>		



  
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## COURSE OUTCOME

**CO2109.1:** Understand the basics of shares

**CO2109.2:** Understand the debentures, acquisition of debentures and profit prior to incorporation

**CO2109.3:** To know how to calculate final accounts of the company and managerial remuneration

### Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2109.1	3	1	2	2	2	2	1
CO2109.2	2	3	2	3	3	3	3
CO2109.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



  
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<b>TITLE OF THE COURSE/ PAPER</b>	<b>COMPANY LAW AND SECRETARIAL PRACTICE-I</b>		
<b>CORE</b>	<b>II Year &amp; Third Semester</b>	<b>Credit: 4</b>	<b>Code : CO2251</b>
<b><u>COURSE OBJECTIVES</u></b>	<b>Objectives:</b> To Provide Understanding of Procedural requirements on various matters relating to Company Law and Secretarial Practice.		
<b>COURSE OUTLINE</b>	<b>UNIT-I</b> Introduction – Definition of company – Characteristics – Advantages – Lifting of the corporate Veil – kinds of company – Special Privilege of a Private Company		
	<b>UNIT_II</b> Secretary – Definition – Types of Secretaries – Company Secretary – Legal position – Qualifications – Appointment – Rights, Duties and Liabilities – Dismissal of Company Secretary.		
	<b>UNIT-III</b> Formation of Company –Promoter – Duties of Promoters – Liabilities of Promoter – Incorporation of a company – Documents to be filed with Registrar – certificate of Incorporation – Certificate of Commencement of Business – Duties of Secretary at the Promoting Stage.		
	<b>UNIT-IV</b> Memorandum of Association and Articles of Association – Meaning and Importance – Contents – Alternation of Memorandum and Articles of Association – Prospectus – Meaning – Contents of a Prospectus – Meaning – Contents of a Prospectus – Mis – Statement in Prospectus and their Consequences – Statement in Lieu of Prospectus.		
	<b>UNIT-V</b> Share capital – Meaning – Kinds – Alteration of Capital – Reduction of Capital – Secretarial Procedure for Reduction of Capital – Secretary's Duties in Connection with Issue of Shares – Bonus Shares.		



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<b>References</b>	<p><b>REFERENCE BOOKS:</b></p> <ol style="list-style-type: none"> <li>1. N.D. Kapoor – Company law and secretarial practice.</li> <li>2. P.P.S. Gogna – A Text Book of Company Law.</li> <li>3. Taxmann – Students Guide to Company Law.</li> <li>4. P.K Ghosh&amp; Dr. V.Balachandran - Outline of company secretary practice.</li> <li>5. B.N.Tondon – Manual of Secretarial Practice.</li> </ol>
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**COURSE OUTCOME**

**CO2251 .1.** To understand the borrowing powers of the company and different methods of rising funds.

**CO2251.2:** To understand the process of formation and registration process of the company.

**CO2251.3:** To learn the procedures involved in conducting various types companies meeting.

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO25251.1	3	1	2	2	2	2	1
CO25251.2	2	3	2	3	3	3	3
CO25251.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33

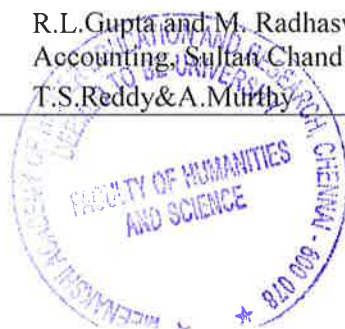


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SEMESTER IV

<b>TITLE OF THE COURSE/ PAPER</b>	<b>CORE COURSE IX : ADVANCED CORPORATE ACCOUNTING</b>		
<b>CORE</b>	II Year & Fourth Semester	Credit: 4	Code CO2115
<b><u>COURSE OBJECTIVES</u></b>	<p>1. o make the students understand the application of accounting transactions in corporate sector</p> <p>2. o facilitate the students to understand the provision of the Indian Companies Act</p>		
<b>COURSE OUTLINE</b>	<b>Unit1:COMPANY ACCOUNTS</b> Amalgamations , absorption and External Reconstruction of Companies		
	<b>Unit-2: ; HOLDING COMPANY</b> Holding Company – Subsidiary company- Meaning – Preparation of consolidated Final Statements of Accounts- Treatment of Dividend.(Inter-Company Owing excluded)		
	<b>Unit 3: BANKING COMPANY &amp; INSURANCE COMPANY</b> Preparation of – Final Accounts of Banking insurance Companies.		
	<b>Unit-4:LIQUIDATION</b> Meaning – preparation of liquidator’s Final Statement of Account- Calculation of Liquidator’s Remuneration.		
	<b>UNIT 5: Special Accounting</b> Accounting for price level Changes – Human Resources Accounting- Computerized Accounting Meaning		
<b>References</b>	<p><b>1.Recommended Texts</b> 1.ReddyT.S &amp;Murthy,A.corporate accounting, Margham Publications,Chennai</p> <p><b>2.Reference Books</b></p> <p>1. R.L.Gupta and M. Radhaswamy Advanced Accounting, Sultan Chand &amp; Sons, NewDelhi.</p> <p>2. T.S.Reddy&amp;A.Murthy Corporate Accounting,</p>		



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	<p>Margham Publications, Chennai.</p> <p>3. S.P. Jain and K.L. Narang Advanced Accounts – Kalyani Publishers.</p> <p>4. M.C. Shukla and J.S. Grewal Advanced Accounts, S. Chand and Company, New Delhi.</p> <p>5. M.A. Arulanandam and K.S. Raman Corporate Accounting</p> <p>6. S.N. Maheswari Advanced Accountancy</p>
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**COURSE OUTCOME**

**CO2115.1:** To enable the students to understand about the existing companies are Amalgamated, absorbed, reconstructed and how to maintain their accounts

**CO2115.2:** To make the students to understand the treatment of accounts for the holding companies

**CO2115.3:** To make the students to learn the preparation of final accounts of banking and insurance companies.

**Mapping Function of PO's and CO's & PSO's**

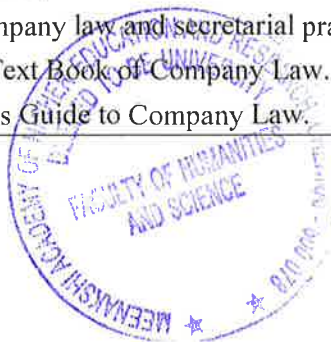
CO2115	Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
	CO2115.1	3	1	2	2	2	2	1
	CO2115.2	2	3	2	3	3	3	3
	CO2115.3	1	3	3	3	2	2	3
	Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33




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<b>TITLE OF THE COURSE/ PAPER</b>	<b>COMPANY LAW AND SECRETARIAL PRACTICE-II</b>		
<b>CORE</b>	<b>II Year &amp; fourth Semester</b>	<b>Credit: 4</b>	<b>Code : CC2253</b>
<b><u>COURSE OBJECTIVE</u></b> <u>S</u>	<b>Objectives:</b> To Provide Understanding of Procedural requirements on various matters relating to Company Law and Secretarial Practice.		
<b>COURSE OUTLINE</b>	<p><b>UNIT-I</b></p> <p>Borrowing Powers: Meaning – Ultra Vires Borrowing- Mortgages and Charges- Fixed and Floating charges-Registration of Charges – Effects and Consequences of NonRegistration of charge. Debentures- Definition-Kinds - Duties of Secretary- Comparison between a Shareholder and a Debentures Holder.</p> <p><b>UNIT-II</b></p> <p>Company Management: Introduction – Directors- Qualification – Disqualification Appointment-Vacation-Removal-Powers Duties and Liabilities of Directors- Managing Director-Appointment-Managers Duties of director- liabilities of Directors. Managing Director- Appointment- Disqualification- Managers.</p> <p><b>UNIT-III</b></p> <p>Meetings and Procedures: Introduction-Kinds of Meetings- Meetings of share holders- Statutory Meeting-Annual General Meeting- Extra- ordinary General Meeting-Class Meetings- Board Meetings-Secretarial work relating of Meetings. Motions and Resolutions-Types of Resolutions- Agenda-Minutes- Voting and Poll-Proxy – Quorum-Chairman of Meeting-Duties of Secretary- Secretarial Standards relating to Meetings.</p> <p><b>UNIT-IV</b></p> <p>Dividends, Accounts and Audit: Dividend- Definition-Rules regarding dividends – Secretarial Procedure Regarding Payment of Dividends - Company Auditor - Qualifications- Appointment-Rights, Duties and Powers.</p> <p><b>UNIT-V</b></p> <p>Winding Up -Meaning-Modes of Winding up-Compulsory Winding up – Voluntary Winding up –Winding up. Subject to Supervision of Court- Duties of Secretary in respect of Winding up.</p>		
<b>References</b>	<p><b><u>REFERENCE BOOKS:</u></b></p> <ol style="list-style-type: none"> <li>1. N.D. Kapoor – Company law and secretarial practice.</li> <li>2. P.P.S. Gogna – A Text Book of Company Law.</li> <li>3. Taxmann – Students Guide to Company Law.</li> </ol>		



  
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5. B.N.Tondon – Manual of Secretarial Practice.

### COURSE OUTCOME

**CC2253.1:**To enable the students to understand about the existing companies are Amalgamated, absorbed, reconstructed and how to maintained their accounts

**CC2253.2:**To make the students to understand the treatment of accounts for the holding companies

**CC2253.3:** To make the students to learn the preparation of final accounts of banking and insurance companies.

### Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CC2253.1	3	1	2	2	2	2	1
CC2253.2	2	3	2	3	3	3	3
CC2253.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



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<b>TITLE OF THE COURSE/ PAPER</b>	<b>ELEMENTS OF COST ACCOUNTING</b>		
<b>CORE</b>	<b>II Year &amp; Fourth Semester</b>	<b>Credit: 4</b>	<b>Code :CO2120</b>
<b><u>COURSE OBJECTIVES</u></b>	<b><u>Objectives:</u></b> 1. To make the Students to know the Process of Accounting for Cost Elements. 2. To Understand the advantages of costing to the Stakeholders, workers, Creditors and the Public.		
<b>COURSE OUTLINE</b>	<p><b>UNIT - I: Cost Accounting</b>  Definition – Nature and Scope – Principles of Cost Accounting – Cost Accounting and Financial Accounting – Cost Accounting Vs Management Accounting – Installation of Costing System – Classification of Costs Cost Centre – Profit Centre.</p> <p><b>UNIT - II: Cost Sheet</b>  Meaning Control – Preparation of Cost Sheet –Reconciliation of Cost and Financial Accounts.</p> <p><b>UNIT - III: Material Costing</b>  Material Control – Meaning and Objectives – Purchase of Materials – Stock Levels of Materials – EOQ – Stores Records – ABC Analysis – Issue of Materials – Methods of Issue – FIFO – LIFO – HIFO – Base Stock Method – Specific Price Method – Simple and Weighted Average Method – Standard and Inflated Price Method.</p> <p><b>UNIT - IV: Labour Costing</b>  Direct Labour and Indirect Labour – Time Keeping – Methods abd Calculation of Wage Payments – Time Wages – Piece Wages – Incentives – Different Methods of Incentive Payments – Idle time – overtime – Labour Turnover – Meaning, Causes and Measurement.</p> <p><b>UNIT - V: Overheads Costing</b>  Overheads – Definition – Classification – Allocation and Apportionment of Overheads – Basis of Allocation – Absorbtion of Overheads – Preparation of Overheads Distribution Statement – Machine Hour Rate – Computation on Machine Hour Rate.</p>		

**COURSE OUTCOME**

**CO2120 1.**To deal with various aspects of cost accounting.



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**CO2120 2.** To ascertain cost of goods/services accurately to control its prices.

**CO21203.** To learn about the preparation of various methods of wage payments, methods of incentives.

**Mapping Function of PO's and CO's & PSO's**


Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2120.1	3	1	2	2	2	2	1
CO2120.2	2	3	2	3	3	3	3
CO2120.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



  
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<b>TITLE OF THE COURSE/ PAPER</b>	<b>BANKING THEORY LAW AND PRACTICE</b>		
<b>CORE</b>	<b>II Year &amp; Fourth Semester</b>	<b>Credit: 4</b>	<b>Code :CO2111</b>
<b><u>COURSE OBJECTIVES</u></b>	<b>Objectives:</b> 1. To facilitate the understanding of the growth of the Indian Banking System. 2. To Understand the Modern day Developments in Indian Banking Sector.		
<b><u>COURSE OUTLINE</u></b>	<p><b>UNIT - I: Introduction to Banking</b>  History of Banking – Components of Indian Banking – Indian Banking – Phases of development – Banking structure in India – Payment banks and Small Banks – Commercial banking – Definition – Classification of Banks. Banking System – Universal Banking – Commercial Banking – functions – Rolé of Banks in economic Development. Central Banking – Definition – Need – Principles – Central Banking Vs. Commercial Banking – Functions of Central Bank.</p> <hr/> <p><b>UNIT – II: RBI</b>  Establishment – Objectives – Legal framework – Functions – SBI – Orgin and History – Establishment – Indian Subsidiaries – Non-Banking – Subsidiaries – Personal Banking International banking – Trade financing – Correspondent Banking Co-operative banks Meaning and Definition – Features – Co-operative banks Vs Commercial banks – Structure.</p> <hr/> <p><b>UNIT – III: E-Banking</b>  Meaning – Services – E-banking and Financial Services – Initiatives – Opportunities – Internet banking – Meaning – Internet banking Vs Traditional banking – Services – Drawbacks – Frauds in Internet banking. Mobile banking – Meaning – Features – Services – Security issues – Electronic Mobile Wallets. ATM – Evolution – Concept – Features – Types – Mechanism – Functions. Electronic money – Meaning – Categories – Merits of emoney – Electronic Funds Transfer (EFT) system – Meaning – Steps – Benefits.</p> <hr/> <p><b>UNIT – IV: Bank Account</b>  Opening – Types of accounts – FDR – Steps in Opening Accounts – Savings Vs Current Account – 'Donatio Mortis Causa' Passbook – Bank Customer Relationship – Special Types of Customers – KYC norms. Bank Lending – Lending Sources – Bank Lending Principles – Forms of lending Loan evaluation process – Securities of lending – Factors influencing Bank lending – Negotiable Instruments – Meaning – Characteristics – Types. Crossing – Definition – Objectives – Crossing and Negotiability – Consequence of Crossing.</p>		



  
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**UNIT – V: Endorsement**

Meaning – Components – Kinds of Endorsements – Cheques payable to fictitious persons – Endorsement by legal representative – Negotiation back – effect of endorsement – Rules regarding endorsement. Paying Banker's duty – Dishonoring of Cheque – Discharge of Paying banks – Payments of a crossed Cheque – Material alteration – Statutory protection under section 85 – Refusal of cheque payment. Collecting Banker – Statutory protection under section 131 – Collecting banker's duty – RBI instructions – paying bankers Vs Collecting Bankers – Customer grievance – Grievances redressal – Banking Ombudsman.

**References**

1. Gurusamy S, Banking Theory : Law and Practice, Vijay Nicole Publications, 2015, Chennai
2. Clifford Gomez, Banking and Finance , Theory , Law and Practice , Jain Book Agency, 2010, Mumbai
3. Gupta, R.K Banking Law and Practice , Jain Book Agency , 2001, New Delhi.
4. Sundaram and Varshney , Banking Theory Law and Practice , Sultan Chand Co, 2010, New Delhi
5. Maheswari , S.N. Banking Theory Law and Practice , Kalyani Publications, 2011, Mumbai
6. Santhanam B, Banking Theory Law and Practice , MargamPuublications.
7. Nirmala Prasad , Banking and Financial Services , Himalaya Publications

**COURSE OUTCOMES:**

CO2111.1 To have an overview of capital gains.

CO2111.2 To learn about the calculation of income from other sources.

CO2111.3 To learn about the calculation of agricultural and non-agricultural income.

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2111.1	3	1	2	2	2	2	1
CO2111.2	2	3	2	3	3	3	3
CO2111.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



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**SEMESTER – V**

<b>TITLE OF THE COURSE/ PAPER</b>	<b>INCOME TAX LAW AND PRACTICE-I</b>		
<b>CORE</b>	III Year & Fifth Semester	<b>Credit: 5</b>	<b>Code CO2124</b>
<b><u>COURSE OBJECTIVES</u></b>	<ol style="list-style-type: none"> <li>1. To understand the basic concept of taxation</li> <li>2. To help the students to understand the relevance and significance of tax</li> <li>3. To Facilitate the students in understanding the Various Provisions I.T act</li> </ol>		
<b>COURSE OUTLINE</b>	<p><b>Unit1:</b> Meaning of Income-Features of Income Tax-Types-Important definitions under the Income Tax Act-Assesses-Types-Rates of Tax-Residential Status-Scope of Total Income-Incomes Exempt from Tax.</p> <hr/> <p><b>Unit-2:</b> Definition-Allowances-Valuations of Perquisites-Deductions from salary-Gratuity-Pension- Computation of Pension-Leave Salary-Profits in lieu of Salary-Provident Funds-Deductions under Sec.80.</p> <hr/> <p><b>Unit 3:</b> Annual Value-Meaning and Computation-Deductionsfrom Annual Value-Legal Provisions.</p> <hr/> <p><b>Unit-4:</b> Income from Business or Profession-Allowable expenses- Not Allowable expenses-General Deductions-Provisions relating to Depreciation-Deemed Business Profits-Undisclosed incomes-Investments-Compulsory maintenance of Books of accounts-Audit of Accounts of certain persons-Special provisions for Computing incomes on Estimated basis-Computation of Income from Business or profession.</p>		



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	<p><b>UNIT 5 :</b>  Assessment of Individuals (Covering Incomes Under Salary, House Property, Business or Profession Including Sec. 80C – Computation of Tax) – Filing of Return – Various Return Forms – Permanent Account Number (PAN) And Its Usage.</p>
<p><b>References</b></p>	<p><b>1. Reference Books</b></p> <p>1. Dr. Vinod K. Singhanian, Students Guide to Income Tax. Taxmann Publications Pvt. Ltd, New Delhi.</p> <p>2. P. Gaur, D. B. Narang, Income Tax Law and Practice, Kalyani Publications.</p> <p>3. T. S. Reddy, Y. Hari Prasad Reddy, Income Tax Theory Law and Practice, Margham Publication, Chennai</p> <p>4. Dr. H. C. Mehrotra, Dr. S. P. Goyal, Income Tax Law And Practice, Sahitya Bhawan Publications, Agra.</p> <p>5. Murthy .A Income tax law and practice, Vijay Nicole Imprints Pvt. Ltd. Chennai.</p> <p>6. Hariharan .N tax law and practice, Vijay Nicole Imprints Pvt. Ltd. Chennai.</p>

**COURSE OUTCOME**

**CO2124.1:** To make the students to understand the concept of income tax

**CO2124.2:** To make the students to know the calculation of income from salary

**CO2124.3:** To make the students to know the calculation of income from house property, or profession

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2124.1	3	1	2	2	2	2	1
CO2124.2	2	3	2	3	3	3	3
CO2124.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



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<b>TITLE OF THE COURSE/ PAPER</b>	<b>COMMERCIAL LAW</b>		
<b>CORE</b>	III Year & Fifth Semester	<b>Credit: 5</b>	<b>Code CO2254</b>
<b><u>COURSE OBJECTIVES</u></b>	<b>Objective:</b> To acquire knowledge regarding the various provisions of Commercial Laws.		
<b>COURSE OUTLINE</b>	<b><u>UNIT – I:</u></b> Meaning of Law – Sources of Law – Classification of Contracts, Express and Implied. Valid and Voidable Contracts – Executory Contracts – Unilateral and Bilateral Contracts.		
	<b><u>UNIT – II</u></b> Structure and Formation of Contract. Essential Elements of Contract – Consensus – ad – idem – Offer and Acceptance – Lawful Consideration – Capacity of Parties – Free Consent – Mistake – Misrepresentation, Fraud, Coercion and Undue Influence – Lawful Object – Discharge of Contracts – Remedies for Breach of Contracts.		
	<b><u>UNIT – III</u></b> Bailment : Meaning – Definition – Classification of Bailment – Essential Elements of Bailment – Duties of the Bailor and Bailee – Termination of Bailment. Pledge – Definition – Distinction between Bailment and Pledge – Right of Pawnee and Pawnor.		
	<b><u>UNIT – IV</u></b> Contract of Agency , Essentials – Creation of Agency – Kinds of Agents – Agents Authority – Duties and Rights of Principal – Agent when Personally Liable – Delegation of Authority – Sub Agent – Substituted Agent – Termination of Agency – Irrevocable Agency.		



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	<p><b><u>UNIT - V</u></b>          Law of Sale of Goods – Definition – Sale and Agreement to sell – Sale and Hire Purchase – Conditions and Warranties – Duties and Rights of Buyer and Seller</p>
<b>Suggested Text</b>	<ol style="list-style-type: none"> <li>1. N.D.Kapoor – Mercantile Law</li> <li>2. Avtar Singh - Mercantile Law</li> <li>3. M.C.Shukla - Mercantile Law</li> <li>4. M.R.Srinivasan – Business Law</li> <li>5. Relevant Bare Act</li> </ol>

**COURSE OUTCOME**

**CO2254.1:** Understand the acts of the contract its nature and formation

**CO2254.2:** To know about the offer acceptance and consideration

**CO2254.3:** To learn the capacities of various parties to the contract

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2254.1	3	1	2	2	2	2	1
CO2254.2	2	3	2	3	3	3	3
CO2254.3	1	3	3	3	2	2	3
Average	2.00	2.33	2.33	2.67	2.33	2.33	2.33



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<b>TITLE OF THE COURSE/ PAPER</b>	<b>CORPORATE FIANCE</b>		
<b>CORE</b>	III Year & Fifth Semester	<b>Credit: 5</b>	<b>CodeCC2255</b>
<b><u>COURSE OBJECTIVES</u></b>	<b>Objective:</b> To impart knowledge about Corporate Financial Management.		
<b>COURSE OUTLINE</b>	<u><b>UNIT – I</b></u> Finance Functions – Definition, Scope and Importance – Role of Financial Manager.		
	<u><b>UNIT – II</b></u> Cost of Capital – Meaning and Significance – Measurement of Cost of Capital (Simple Problems Only)		
	<u><b>UNIT – III</b></u> Capital Structure: Concepts – Optimum Capital Structure – Factors Influencing Capital Structure – Theories in Capital Structure (Net Income , Net Operating Income , Traditional and MM Theories)(Simple Problems Only)		
	<u><b>UNIT – IV</b></u> Management of working capital: Gross and Net Working Capital Concepts – Importance – Adequacy of Working Capital – Determination of Working Capital. (Simple Problems Only).		



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	<p><b><u>UNIT – V</u></b>          Venture Capital, Mutual Funds, Leasing, Factoring. (Theory Only).</p> <p><b><u>REFERENCE BOOKS</u></b></p> <ol style="list-style-type: none"> <li>1. Pandey I.M – Financial Management.</li> <li>2. Khan &amp; Jain – Financial Management.</li> <li>3. Maheswari S.N – Financial Management.</li> <li>4. Van horned – Financial Management.</li> <li>5. Khan M.Y - Financial Services.</li> </ol>
<b>Reference</b>	

**COURSE OUTCOME**

**CC2255.1:** To make the students to understand the concept of financial management

**CC2255.2:** To make the students to understand about the planning in capital structure

**CC2255.3:** To make the students to know about the calculation of cost of capital

**Mapping Function of PO's and CO's & PSO's**


Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CC2255.1	2	3	2	2	2	2	3
CC2255.2	3	2	2	2	3	3	2
CC2255.3	2	1	1	1	2	2	1
Average	2.33	2.00	1.67	1.67	2.33	2.33	2.00



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<b>TITLE OF THE COURSE/ PAPER</b>	<b>MANAGEMENT ACCOUNTING</b>		
<b>CORE</b>	III Year & Fifth Semester	<b>Credit: 4</b>	<b>Code CO2106</b>
<b><u>COURSE OBJECTIVES</u></b>	<p><b><u>Objectives</u></b></p> <p>1. To enable the students to get knowledge about the various techniques of Management Principle.</p> <p>2. To make the students to get practical skill in solving management problems.\</p>		
<b>COURSE OUTLINE</b>	<p><b><u>UNITS I : Introduction</u></b></p> <p>Management Accounting Meaning - Scope - Importance - Limitations  Management Accounting Vs Cost Accounting - Management Accounting Vs Financial Accounting</p>		
	<p><b><u>UNITS II : Financial Statement Analysis</u></b></p> <p>Analysis and interpretation of Financial Statement - Nature and Significance - Types of Financial Analysis - Tools of Analysis - Comparative Statement - Common Size Statement - Trend Analysis</p>		
	<p><b><u>UNITS III : Ratio Analysis</u></b></p> <p>Meaning - Advantages - Limitations - Types of Ratios - liquidity Ratios - Profitability Ratios - Turnover Ratios - Capital Structure Ratios - Leverage Ratios - Calculation of Ratios</p>		
	<p><b><u>UNITS IV : Cash Flow Analysis &amp; Marginal Costing</u></b></p> <p>Meaning of Cash Flow Statements - Advantages - Limitations - Preparation of Cash Flow Statement - Types of Cash Flows - Operating, Financing, and Investing Cash Flows Application of Marginal Costing in Decision Making - Make or Buy - Shutdown or Continue - Exploring New Markets.</p>		



  
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### UNITS V :Budgetary Control & Capital Budgeting Control

Budgetary Control - Meaning - Preparation of various Budgets - Cash - Budget - Flexible Budget - Production Budget - Sales - Budget - Capital - Expenditure Control - Meaning of Capital Budgeting - Assessment of Capital Expenditure through Pay Back Method Net Present Value Method and Accounting Rate of Return Method.

#### Referenc

e

1. Maheswari , S.N. Management Accounting , Sultan Chand & Sons.
2. Murthy .A and Gurus Amy .S Management Accounting . Theory & Practices Vijay Nicole
3. Charles . T Horngren and Gary Sundem, .N . Introduction to Management Accounting  
Prentice Hall.
4. Sharma & Shashi . K Gupta , Management Accounting , Kalyani Publishers
5. Reddy, T.S. & Dr. Hari Prasad Reddy , Y. Management Accounting , Margham Publications , Chennai.
6. Hansen - Mowen , Cost Management Accounting and Control , South Western College

### COURSE OUTCOME

CO2106.1-To make the students to understand the basics of management accounting and management accounting preparation of cost sheet.

CO2106.2 - To make the students to understand about the various methods of capital structure

CO2106.3 - To make the students to know about the cost of capital

### Mapping Function of PO's and CO's & PSO's

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2106.1	2	3	2	2	2	2	3
CO2106.2	3	2	2	2	3	3	2
CO2106.3	2	1	1	1	2	2	1
Average	2.33	2.00	1.67	1.67	2.33	2.33	2.00



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**SEMESTER – VI**

<b>TITLE OF THE COURSE/ PAPER</b>	<b>INDUSTRIAL LAW</b>		
<b>CORE</b>	III Year & sixth Semester	<b>Credit: 4</b>	<b>Code CC2256</b>
<b><u>COURSE OBJECTIVES</u></b>	<b>Objectives:</b> To provide knowledge of Industrial Laws.		
<b>COURSE OUTLINE</b>	<b>UNITS - I</b>  <b>FACTORIES ACT, 1948:</b> Definitions - Health - Safety - Welfare - Working Hours of Adults , Employment of Women - Employment of Young person's - Leave with Wages.		
	<b>UNITS - II</b>  <b>THE PAYMENTS OF WAGES ACT, 1936;</b> Definitions - Responsibilities for Payment - Wages Periods - Time of Payment - Deductions - Claims for Wrongful Deductions		
	<b>UNITS – III</b>  <b>MINIMUM WAGES ACT , 1948:</b> Interpretation - Fixing Minimum Rates of Wages - Minimum Rate of Wages - Procedures for Fixing - Committee and Advisory Boards - Payments of Minimum Wages - Register and Records- Inspectors - Claims - Penalties - Procedures.		



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**UNITS - IV**

**THE INDUSTRIAL DISPUTES ACT, 1947:** Definitions - Authorities under the Act - Reference of Disputes - Procedures and Powers of Authorities Strike and Lockout - Lay - off - Retrenchment - Special Provision relating to Lay - off Retrenchment

**UNITS – V**

**Workman’s Compensation Act 1923** - Scope - Definitions - Rules Regarding Workman’s Compensation.

**REFERENCE BOOKS:**

1. N.D. Kapoor - Industrial Law
2. Avtar Singh - Mercantile Law
3. M.C. Shukla - Mercantile Law
4. P.C. Tripathi - Industrial Law
5. Dr. M.R. Srinivasan & C.D. Balaji - Industrial Law

**COURSE OUTCOME**

**CC2256.1:** Understand the acts of the contract its nature and formation

**OUTCOME**

**CC2256.2:** To know about the offer acceptance and consideration

**CC2256.3:** To learn the capacities of various parties to the contract

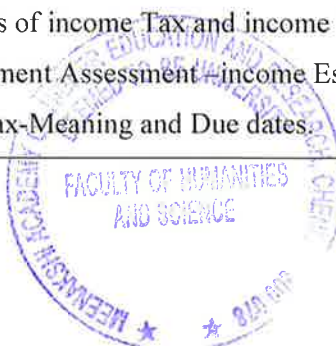
**Mapping Function of PO's and CO's & PSO's**


Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2256.1	2	3	2	2	2	2	3
CO2256.2	3	2	2	2	3	3	2
CO2256.3	2	1	1	1	2	2	1
Average	2.33	2.00	1.67	1.67	2.33	2.33	2.00



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<b>TITLE OF THE COURSE/ PAPER</b>	<b>INCOME TAX LAW AND PRACTICE-II</b>		
<b>CORE</b>	III Year & Sixth Semester	<b>Credit: 5</b>	<b>Code</b> CO2127
<b>COURSE OBJECTIVES</b>	<p>1.To help the students to understand the relevance and significance of tax</p> <p>2.To Facilitate the students in understanding the Various Provisions I.T act</p>		
<b>COURSE OUTLINE</b>	<p><b>Unit1:</b> <b>Income from capital gain</b> Capital Gain –Meaning –Short term and Long term capital Gains-certain Transactions not included as transfer –Cost of Acquisitions -Cost of improvement - indexation –capital Gain under different circumstances-Exempted capital Gains –Computations of Capital Gains</p> <p><b>Unit-2:</b> <b>Income from other sources</b> Computation-Grossing up-Deduction in Computing income under the head and other related Provisions</p> <p><b>Unit 3:</b> <b>Clubbing of Incomes and set off/ carry forward and set- off of losses</b> Clubbing of incomes under various situations-Deemed incomes-Simple Problems on Clubbing of Incomes –Set off-Carry forward and set off of losses.</p> <p><b>Unit-4:</b> <b>Deductions from Gross income</b> Permissible Deductions from Gross Total income - Sec.80C,80CC,80CCCD,80D,80DD,80DDB,,80E,80G,80GG,80GGA,80QQB,80RRB, 80U.Assessment of individual-computations of tax</p> <p><b>UNIT 5 :</b> <b>IncomeTax Authorities and Procedure of Assessment</b> Income Tax Authorities –Powers of the central Board of Direct Taxes (CBDT).Commissioners of income Tax and income Officers. Assessment Procedures-Self Assessment-Best judgement Assessment –income Escaping Assessment (Re Assessment)- Advance Payment of Tax-Meaning and Due dates.</p>		



  
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### **1.Reference Books**

- 1.vinod,K.Singhania,Students Guide to income Tax,Taxman Publications Pvt Ltd.
- 2.Mehrotra-Income Tax Law &Accounts,Goyal,SathiyaBhavan Publications.
- 3.Gaur&Narang,income Tax Law& Practice ,Kalyani publishers.
- 4.Reddy,T.S&Hariprasad Reddy,Y,Income Tax Theory, Law&Practice, MarghamPublications. Chennai.
- 5.Murthy.A,Income TaxLaw&practice,Vijay Nicole imprints Pvt Ltd. Chennai
- 6.Hariharan N. Income TaxLaw&practice, Vijay Nicole imprints Pvt Ltd. Chennai

### **COURSE OUTCOME**

**CO2127.1:** To make the students to understand the calculation of capital gains


**CO2127.2:**To make the students know the calculation of income from other sources

**CO2127.3:** To make the students to know how to club the incomes and setting forward of profits and losses

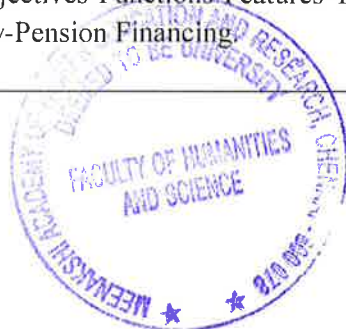
### **Mapping Function of PO's and CO's & PSO's**


Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO2127.1	2	2	1	1	1	2	2
CO2127.2	2	3	3	3	2	3	3
CO2127.3	1	1	1	1	2	2	2
Average	1.67	2.00	1.67	1.67	1.67	2.33	2.33



  
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<b>Title of the Course</b>	<b>Financial Services</b>	<b>Code</b>	MS2310
<b>Core</b>	Second Year & Fourth Semester	<b>Credit</b>	5
<b>Course Objectives</b>	To make the students to gain knowledge of the financial services To highlight the students about the financial players in service sector		
<b>Course Outline</b>	<p><b><u>Unit I: Introduction</u></b> Financial Services-Concept-Objectives-Functions-Characteristics-Financial Services Market-Concept-Constituents-Growth of Financial Services in India-Financial Services Sector Problems-Financial Services Environment-The Forces-Players in Financial Markets-Interest Rate Determination-Micro Economic Aggregates in India.</p>		
	<p><b><u>Unit II: Merchant Banking and Public Issue Management</u></b> Definition-Functions-Merchant Code of Conduct-Public Issue Management-Concept-Functions-Categories of Securities Issue-Mechanics of Public Issue Management-Issue Manager Role of Issue Manager-Manage of Issue-New Issues Market Vs Secondary Market-Understanding-Types-Benefits Functions.</p>		
	<p><b><u>Unit III: Money Market and Stock Exchange</u></b> Characteristics-Functions-Indian Capital Market-Constitutes of Indian Capital Market New Financial Institutions and Instruments-Investor Protection-Stock Exchange- Functions-Services-Features-Role-Stock Exchange Traders-Regulations of Stock Exchanges-Depository-SEBI-Functions and Working.</p>		
	<p><b><u>Unit IV :Leasing</u></b> Characteristics-Types-Participants-Myths about Leasing-Hire Purchase-Lease Financing Vs Hire Purchase Financing-Factoring-Mrchanism-Functions of a Factor Factoring-Players-Types-Operational Profile of Indian Factoring-Operational Problems in Indian Factoring-Factoring Vs bills Discounting-Consumer Finance- Mechanics-Sources-Modes-Demand for Consumer Finance-Factors-Consumer Finance Insurance.</p>		
	<p><b><u>Unit V: Venture Capital</u></b> Origin and Growth of Venture Capital-Investment Nurturing Methods-Mutual Funds-Portfolio Management Process in Mutual Funds-Credit Rating System-Growth Factors -Credit Rating Process- Global and Domestic Credit Rating agencies-Principles of Insurance-Life and Non-Life Insurance-IRDA-Powers-Pension Fund-Objectives-Functions-Features-Types-Chilean Model-Pension Investment Policy-Pension Financing</p>		



  
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<b>Reference</b>	<ol style="list-style-type: none"> <li>1. Gurusamy S, Essentials of Financial Services, Vijay Noice Imprints, Chennai, 2014</li> <li>2. Gomez Clifford, Prentice Hall of India, Financial Markets, Institutions and Financial Services, 2008.</li> <li>3. Meir Kohn, Financial Institutions and Markets, Oxford University Press</li> <li>4. Rajesh Kothari, Financial Services in India: Concept and Application, Sage Publications, 2012, New Delhi.</li> <li>5. Madhu Vij &amp; Swati Dhawan, Merchan Banking and Financial Services, Jain Book Agency, 2000, Mumbai</li> <li>6. Vasant Desai, Financial Markets and Financial Services, Himalayan Publishing House PVT Ltd, 2000, Mumbai</li> <li>7. Santhanam B, Financial Services, Margam Publications</li> </ol>
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**COURSE OUTCOME**

**MS2310.1** Able to assume the roles and responsibilities associated with managerial functions.

**MS2310.2** Able to identify the key contributors and their contributions in the development of management school of thought.

**MS2310.3** Able to compare numerous approaches in management for problem solving and decision making.

**Mapping Function of PO's and CO's & PSO's**

Course Outcome	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
MS2310.1	2	3	2	2	2	2	3
MS2310.2	3	2	2	2	3	3	2
MS2310.3	2	1	1	1	2	2	1
Average	2.33	2.00	1.67	1.67	2.33	2.33	2.00



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## ANNEXURE I

### MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH FACULTY OF HUMANITIES AND SCIENCE

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### SYLLABUS

### PART I-TAMIL

Common for UG students who study PART I - Tamil for four semesters/ two semesters (i.e. B.A.(English)/ B.Sc.(Mathematics),B.Sc(Computer Science), B.Sc (Visual Communication),B.C.A/B.Com.(General),B.Com (CS),B.Com (CA) & B.B.A)

### முதற்பருவம் (First Semester)

#### 1.செய்யுள்:

அ.	மனோன்மணியம்	தமிழ்த் தெய்வ வணக்கம் 'நீராருங் கடலுடுத்த' என்று தொடங்கும் முதற்பாடல் 'கடல்குடித்த...' என்று தொடங்கும் ஆறு கண்ணிகள்.
ஆ.	இராமலிங்க அடிகளார்	ஆறாந்திருமுறையில் இடம் பெற்றுள்ள அருள் விளக்க மாலையில் 'கோடையிலே', 'கதிக்கு வழி, தனித்தனி' எனத் தொடங்கும் மூன்று பாடல்கள் மட்டும்.
இ.	கவிமணி தேசிய விநாயகம் பிள்ளை	மலரும் மாலையும் என்னும் நூலில் இடம் பெற்றுள்ள 'கோவில் வழிபாடு' வாழ்க்கைத் தத்துவங்கள் எனும்; தலைப்பிலுள்ள கவிதை முழுமையும்.
ஈ.	பாரதியார்	'கண்ணன் என் சேவகன்' என்ற தலைப்பில் அமைந்துள்ள கவிதை முழுமையும்.
உ.	பாரதிதாசன்	'அழகின் சிரிப்பு' நூலில் இடம் பெற்றுள்ள 'ஆல்' என்ற தலைப்பில் உள்ள பாடல்கள்.
ஊ.	ஈரோடு தமிழன்பன்	'அந்த நந்தனை எரித்த நெருப்பின் மிச்சம்' என்ற நூலில் இடம் பெற்றுள்ள 'வாக்குச் சீட்டுகளுக்கு ஓர் அர்த்தம் வரட்டும்' என்னும் கவிதை மட்டும்.
எ.	கவிஞர் வைரமுத்து	திருத்தி எழுதிய தீர்ப்புகள் என்னும் நூலில் இடம் பெற்றுள்ள 'நிலத்தை ஜெயித்த விதை கவிதை மட்டும்.
2.	இலக்கணம்	
	இலக்கணக்குறிப்பு	பாடத்திட்டத்தில் இடம் பெற்றுள்ள செய்யுட்களில் அமைந்துள்ள இலக்கணக் குறிப்புகளை எடுத்துக் காட்டுதல்.
3.	மொழித்திறன்	
	1. கலைச் சொல்லாக்கம் 2. நேர் காணல் 3. பொருந்திய சொல் தருதல் 4. மரபுத் தொடர்.	
4.	பாடந்தழுவிய இலக்கிய வரலாறு	
5.	பொதுக்கட்டுரை	Note: இடஞ்சுட்டிப் பொருள் விளக்கம் செய்யுள் பகுதியில் இடம் பெற வேண்டும்.



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இரண்டாம் பருவம் (Second Semester)

1.செய்யுள்:

அ.	திருநாவாவுக்கரசர் தேவாரம்	நான்காம் திருமுறை- நமச்சிவாயத் திருப்பதிகம் 10 பாடல்கள்
ஆ.	குலசேகர ஆழ்வார்	பெருமாள் திருமொழி - 'ஆலைநீள் கரும்பன்னவன் எனத் தொடங்கும் தேவகி புலம்பல் (முழுமையும்)
இ.	நளவெண்பா	கலி நீங்கு காண்டம் தேர்ந்தெடுக்கப்பட்ட 40 பாடல்கள்
ஈ.	சீறாப்புராணம்	மானுக்குப் பிணை நின்றபடலம் தேர்ந்தெடுக்கப்பட்ட 65 பாடல்கள்
உ.	கண்ணதாசன்	ஏசு காவியம்-பாடுகளின் பாதை - தேர்ந்தெடுக்கப் பட்ட பாடல்கள் மட்டும்
2.	இலக்கணம் இலக்கணக் குறிப்பு-செய்யுட் பகுதியில் அமைதல் வேண்டும்.	
3.	உரைநடை டாக்டர் மு.வ.வின் 'நல்வாழ்வு' நூல் முழுமையும் பாரி நிலையம் சென்னை -60 108	
4.	பாடந் தழுவிய இலக்கிய வரலாறு	
5.	மொழி பெயர்ப்பு பொது (ஆங்கிலத்திலிருந்து தமிழ்) இடஞ்சுட்டிப் பொருள் விளக்கம் செய்யுட் பகுதியில் இடம் பெற வேண்டும்.	



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# SYLLABUS

## Part I Tamil

Common for UG/ students who study PART II - Tamil for four semesters

(i.e. B.A.(English)/ B.Sc.(Mathematics), B.Sc(Computer Science), B.Sc (Visual Communication))

### 1.செய்யுள்:

திருக்குறள்	- அன்புடைமை	- அதிகாரம்	8
	கல்வி	- அதிகாரம்	40
	கேள்வி	- அதிகாரம்	42
	அறிவுடைமை	- அதிகாரம்	43
	சிலப்பதிகாரம்	- வழக்குரை காதை	
	மணிமேகலை	- 17. உலக அறவி புக்க காதை	
	சீவக சிந்தாமணி	- விமலையார் இலம்பகம் (42 பாடல்கள்)	
	கம்பராமாயணம்	- குகப்படலம் (46 பாடல்கள்)	
	பெரிய புராணம்	- காரைக்கால் அம்மையார் புராணம்	

### 2. இலக்கணம்:

செய்யுள் பகுதியிலிருந்து அணி இலக்கணம் மட்டும்.

### 3. சிறுகதை:


அறிஞர் அண்ணாவின் சிறுகதைகள்

1. கொக்கரக்கோ
2. சரோஜா ஆறணா
3. பேய் ஓடிப் போச்சு
4. 1938-40 ஒரு வசீகர வரலாறு
5. சாது
6. செவ்வாழை
7. பொங்கல் பரிசு
8. வேலை போச்சு
9. விழுப்புரம் சந்திப்பு
10. காலிழந்தான்

### 4.பாடம் தழுவிய இலக்கிய வரலாறு:

நீதி இலக்கியங்கள், ஐம்பெருங்காப்பியங்கள், சோழர் கால இலக்கியங்கள்.



  
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5. பயன்பாட்டுத் தமிழ்:

1. அகர வரிசைப் படுத்துதல்
2. ஒரு பொருள் குறித்த பல சொற்கள்
3. பல பொருள் குறித்த ஒரு சொல்
4. எழுத்துப் பிழை நீக்கம்
5. ஒற்றுப் பிழைகளை நீக்கி எழுதுதல்
6. தொடர் பிழை நீக்கம்
7. பிறமொழிச் சொற்களை நீக்கி எழுதுதல்.



  
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நான்காம் பருவம் ( Fourth Semester)

1. செய்யுள்:

புறநானூறு : 212, 213, 214, 215, 216

- அ. 212 பாடியவர் -பிசிராந்தையார், கோப்பெருஞ்சோழனின் மாண்பைப் பாடியது. திணை -இயன்மொழி "நுங்கோ யாரென வினவின் எங்கோக்..." (10 அடிகள்)
- ஆ. 213 பாடியவர் - புல்லாற்றார் எயிற்றயினார் கோப்பெருஞ்சோழன் தன் மக்கள் மேல் போருக்கு எழுந்த போது பாடியது. வஞ்சித் திணை, துணை வஞ்சித்துறை "மண்டமர் அட்ட மதனுடைய நோன்றாள்" (24 அடிகள்)
- இ. 214 கோப்பெருஞ்சோழன் வடக்கிருந்த போது பாடியது. பொதுவியல் திணை, பொருண்மொழிக்காஞ்சித்துறை "செய்குவம் கொல்லோ நல்வினை எனவே" (13 அடிகள்)
- ஈ. 215 கோப்பெருஞ்சோழன் பிசிராந்தையார் வருவார் எனப் பாடியது. பாடாண் திணை, இயன்மொழித்துறை "கவைக் கதிர் வரகின் அவைப்புறு வாக்கல்..." (9 அடிகள்)
- உ. 216 கோப்பெருஞ்சோழன் பாடல், பாடாண்திணை இயன்மொழித் துறை. "கேட்டல் மாத்திரை அல்லது யாவதும்..." 12 அடிகள்)

குறுந்தொகை : பாடல் எண், 2, 3, 16, 20, 31, 40, 49, 69, 124, 167

- |             |                                           |   |                                                 |
|-------------|-------------------------------------------|---|-------------------------------------------------|
| பா.எண் 2 -  | குறிஞ்சித்திணை<br>இறையனார்                | - | தலைவன் கூற்று<br>"கொங்குதேர் வாழ்க்கை ...."5    |
| பா.எண். 3 - | குறிஞ்சித்திணை<br>தேவகுலத்தார்            | - | தலைவி கூற்று<br>"நிலத்தினும் பெரிதே ..." 4      |
| பா.எண்.16 - | பாலைத்திணை<br>பாலை பாடிய<br>பெருங்கடுங்கோ | - | தோழி கூற்று<br>"உள்ளார் கொல்லோ தோழி .....5      |
| பா.எண். 20- | பாலைத்திணை<br>கோப்பெருஞ்சோழன்             | - | தலைவி கூற்று<br>"அருளும் அன்பும் நீக்கித் ..."4 |
| பா.எண். 31- | மருதத்திணை<br>ஆதிமந்தியார்                | - | தலைவி கூற்று<br>"மள்ளார் குழிகிய விழவினாலும் 6  |
| பா.எண். 40- | குறிஞ்சித் திணை<br>செம்புலப்பெயல் நீரார்  | - | தலைவன் கூற்று<br>"யாயும் ஞாயும்..." 5           |
| பா.எண். 49- | நெய்தல் திணை<br>அம்முவனார்                | - | தலைவி கூற்று<br>"அணிற் பல்லன்ன ....5            |
| பா.எண். 69- | குறிஞ்சித்திணை<br>கடுந்தோட் கரவீரனார்     | - | தோழி கூற்று<br>கடுங்கண் தாக்கலை .... 6          |



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பா.எண். 69-	குறிஞ்சித்திணை கடுந்தோட் கரவீரனார்	-	தோழி கூற்று "கருங்கண் தாக்கலை .... 6
பா.எண். 124-	பாலைத்திணை பாலை பாடிய பெருங்கடுங்கோ	-	தோழி கூற்று உமணர் சேர்ந்து ....4
பா.எண். 167-	முல்லைத்திணை கூடலூர்கிழார்	-	செவிலித்தாய் கூற்று "முளிதயிர் பிசைந்த ...6
கலித்தொகை:	நெய்தற்கலி 133 பாலைக்கலி 9 பட்டினப்பாலை	-	"மாமலர் முண்ட .... "எறித்தருகதிர்த் .... முழுவதும்

இலக்கணம்: திணை, துறை, விளக்கம்

நாடகம்: "பாண்டியன் பரிசு" - பாரதிதாசன்

இலக்கிய வரலாறு : பாடம் தழுவிய இலக்கிய வரலாறு

சங்க இலக்கியங்கள்: பாட்டும் தொகையும்

மொழிபெயர்ப்பு : அலுவலகக் கடிதம் (ஆங்கிலத்திலிந்து தமிழில்  
மொழிபெயர்த்தல்)  
இடம் சுட்டிப் பொருள் விளக்கம் செய்யுட் பகுதியில்  
அமைதல் வேண்டும்.



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# SYLLABUS

## PART II - ENGLISH

Common for UG students who study PART II - English for four semesters/ two semesters (i.e. B.A.(English)/ B.Sc.(Mathematics),B.Sc(Computer Science), B.Sc (Visual Communication),B.C.A/B.Com.(General),B.Com (CS),B.Com (CA) & B.B.A)

### First Year - First Semester

#### Unit I Prose :

Textures of English ( Cambridge University Press India Pvt. Limited )

Headache	–	R.K. Narayan
A Little Bit of What You Fancy	–	Desmond Morris
My Early Days	–	Abdul Kalam
How to Escape from Intellectual Rubbish	–	Russell
Town by the Sea	–	Amitav Ghosh
Key To Courage	–	I.A. R Wylie

#### Unit II Poetry :

Verse ( Macmillan Publishers India Limited)

Written in Early Spring	–	Wordsworth
When I have Fears	–	John Keats
Ulysses	–	Tennyson
Obituary	–	Ramanujan
The Unknown Citizen	–	Auden
For Elkana	–	Ezekiel

#### Unit III Short Stories

Vignettes A Collection of Short Stories Ed. Dr.P. N.Ramani

(New Century Book House( P) Limited)

Upper Division Clerk	–	Manohar Malgonkar
The Doll's House	–	Katherine Mansfield
Marriage is a Private Affair	–	Chinua Achebe
The Man Who Knew Too Much	–	Alexander Baron
The Ransom of Red Chief	–	O Henry
The Adventure of the German Student	–	Washington Irving



  
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## Unit IV

### Grammar

Tense, Aspect, Auxiliaries ( Primary and Modal), Concord, Negatives, Interrogatives ( Yes or No, Wh) Tag questions, Completing the sentences , Common errors  
Synonym, Antonym, Word class, Use in sentences of words ( Text based)

## Unit V

Functional English Comprehension, Note Making,  
A Handbook of English Grammar – Dr. H.M. Williams and  
Dr. V. Saraswathi ( Anu Chitra Publications)



  
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FACULTY OF HUMANITIES & SCIENCE  
MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH  
(Deemed to be University)  
No: 12, Vembuliamman Koil Street,  
West K.K. Nagar, Chennai-600 078.

**PART II - ENGLISH**  
**Second Semester**

**Unit I Prose :**

**Textures of English ( Cambridge University Press India Pvt. Limited )**

History of Chess	—	Barbara Mack
To Know When to Say, 'It's None of Your Business'	—	Mc Cormick
The India of My Dreams	—	Indira Gandhi
The Second Crucifixion	—	Collins and Lapierre
How to Avoid Argument	—	Sam Horn
Six Thinking Hats	—	Edward Bono

**Unit II Poetry :**

**Verse ( Macmillan Publishers India Limited)**

Leave this Chanting	—	Tagore
The Stone	—	Gibson
Mending Wall	—	Frost
The Ballad of Father Gilligan	—	W.B. Yeats
Hawk Roosting	—	Hughes
The Listeners	—	De La Mare

**Unit III Biographical sketches**

**Portraits in Prose –An Anthology of Biographical Sketches**

**Ed: S.Jagadisan (Orient Blackswan Private Limited)**

Socrates	—	Sir Richard Livingstone
Sir Issac Newton	—	Nathaniel Hawthorne
Leo Tolstoy	—	Ronald Seth
Alexander Fleming	—	Philip Cane
Mother Teresa	—	John Frazer
Martin Luther King	—	R.N.Roy

**Unit IV Grammar**


Grammar Voice, Articles, Prepositions, Reported Speech,  
Conditional sentence,  
Completing the sentences, Common Errors  
Synonym, Antonym, Word class.  
Use in sentences ( Words as different word classes -Text based))

**Unit V**

**Functional English** Completing a dialogue , Expansion of hints  
Use in sentences ( Words as different word classes -Text based))

**A Handbook of English Grammar and Dr. H.M. Williams and  
Dr. V. Saraswathi ( Anurupa Publications)**



  
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## Part II English

Common for UG/ students who study PART II - English for four semesters  
(i.e. B.A.(English)/ B.Sc.(Mathematics), B.Sc(Computer Science),  
B.Sc (Visual Communication)

### Second Year - Third Semester

#### Unit I – Prose

Classic Assets ( Emerald Publishers)

My Visions for India	–	Abdul Kalam
On Saying Please	–	A. G. Gardiner
The Lady or the Tiger?	–	Frank Stockton
How to be a Doctor	–	Stephen Leacock
The Sporting Spirit	–	George Orwell
The Portrait of a Lady	–	Kushwant Singh

#### Unit II – Drama

Six One Act Plays Ed; Dr. Nafeesa Kaleem –  
(Anu Chitra Publications)

The Dear Departed	–	Stanley Houghton
The Boy Comes Home	–	A. A. Milne
The Discovery	–	Herman Ould
The Shirt	–	Francis Dillon
The Pie and the Tart	–	Hugh Chesterton
Refund	–	Fritz Karinthy

#### Unit III – Fiction

Stevenson – Dr. Jekyll and Mr. Hyde ( Retold by Kennet) – S. Chand & Company Ltd

#### Unit IV – Grammar

Grammar Clauses, Types of sentences, Linkers, Adjectives and Adverbs, Degree of Comparison, Conjunctions and Sentence Linkers  
Gerunds and infinitives,  
Beginning sentences with It  
Completing the sentences  
Synonym, Antonym, Word class  
Use in sentences ( Phrases - Text based)

#### Unit V

Functional English Letter Writing( Informal), Report Writing, Diary writing

A Handbook of English Grammar – Dr. H.M. Williams and Dr. V. Saraswathi (Anu Chitra Publications)



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## PART II – ENGLISH

### SECOND YEAR - Fourth Semester

(Effective from the academic year 2009 -2010 for the students admitted from 2008 -09)

#### Unit I – Prose

##### Classic Assets ( Emerald Publishers)

Tree Speaks	–	C. Rajagopalchari
Nehru - Some Memories	–	Arnold Toynbee
Tolerance	–	E.M.Forster
The Lion and the Lamb	–	Leonard Clark
Professions for Women	–	Virginia Woolf
Little Things	–	Samuel Smiles

#### Unit II – Drama

##### Selected Scenes from Shakespeare's Plays – Book I ( Emerald Publishers)

Funeral Oration ( Julius Caesar)  
Trial for a Pound of flesh ( The Merchant of Venice)  
He Kills Sleep ( Macbeth)  
Play out a Play( Henry IV Part I)  
Patterns of Love ( As You Like It)

#### Unit III – Fiction

##### Arthur Conan Doyle – The Hound of the Baskervilles – Abridged by Aanand Kuma Raju (Blackie Books)

#### Unit IV

Grammar - Phrasal Verbs-  
Transformation of Sentences Negatives, voice, direct and  
Indirect , Changing clauses into phrases and phrases into  
Clauses, Common Errors Completing the sentences  
Synonym, Antonym, Word class  
Use in sentences ( Idioms - Popular ones only)

#### Unit V

Functional English Letter Writing( Formal), CV, Paragraph Writing  
Use in sentences ( Idioms - Text based)  
A Handbook of English Grammar – Dr. H.M. Williams and  
Dr. V. Saraswathi ( Anu Chitra Publications) Rs.52/-



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## SYLLABUS

### SOFT SKILL I, II , III

#### Common for UG/ students who study

(i.e. B.A.(English)/ B.Sc.(Mathematics),B.Sc(Computer Science), B.Sc (Visual Communication), BCA, BBA, B.COM(GEN),(C.A),(C.S))

### SOFT SKILLS –I

## ESSENTIALS OF LANGUAGE AND COMMUNICATION

### OBJECTIVES

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

#### UNIT 1:

Recap of language skills - vocabulary, phrase, clause, sentence.

#### UNIT 2:

Fluency building

#### UNIT 3:

Principles of Communication

#### UNIT 4:

Types of Communication

#### UNIT 5:


LSRW in Communication.

### REFERENCE:

#### WEBSITES :

1. [www.shg-india.net](http://www.shg-india.net)
2. [www.tnruralbazaar.com](http://www.tnruralbazaar.com)



  
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## SOFT SKILLS – II

### ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS

#### OBJECTIVES:

We train Students to become aware of their thinking style and to enable them to convert thinking into performance. We prepare students to evolve mental models for intra-personal and inter-personal transactions. We make students reflect and improve their use of body language - Posture, Gesture, Facial expression, Tone.

#### UNIT I:

Thinking and Articulation - Cognitive, Affect, critical, creative aspects of articulation.

#### UNIT II:

Acquisition of Oral and Aural Skills.

#### UNIT III:

Communication Boosters - Body language.

#### UNIT IV:

Function of Cultural Codes in Presentation - Etiquette.

#### UNIT V:


Models of Presentation.

#### REFERENCES

#### RECOMMENDED TEXTS:

1. Powell 1998. MacMillan Company
2. Cotton, et al. Market Leader. Longman.
3. Pease, Allan. 1998. Body Language: How to Read Others Thoughts by their Gestures. Sudha Publications. New Delhi.
4. Gardner, Howard. 1993. Multiple Intelligences: The Theory in Practice: A Reader. Basic Books. New York.
5. De Bono, Edward. 2000. Six Thinking Hats. 2nd Edition. Penguin Books.



  
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## SOFT SKILL III

### PERSONALITY ENRICHMENT

#### OBJECTIVES

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

#### UNIT I: INTRODUCTION

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

#### UNIT II: SELF-AWARENESS AND SELF MOTIVATION

1. Self analysis through SWOT and Johari window. 2. Elements of motivation. 3. Seven rules of motivation. 4. Techniques and strategies for self motivation. 5. Motivation checklist and Goal setting based on the principle of SMART. 6. Self motivation and life.

#### UNIT III: GENERAL KNOWLEDGE AND CURRENT AFFAIRS

1. Regional, National and International events. 2. Geographical, political and historical facts. 3. Information on sports and other recreational activities. 4. Basic knowledge with regard to health and health promotion.

#### UNIT IV: MEMORY, DECISION MAKING AND STUDY SKILLS

1. Definition and importance of memory. 2. Causes of forgetting. 3. How to forget (thought stopping), how to remember (techniques for improving memory) 4. The technique of passing exams. 5. The rational decision making process. 6. Improving creativity in decision making and components of creativity.

#### UNIT V: POWER OF POSITIVE THINKING

1. Thinking power- seven steps for dealing with doubt. 2. Traits of positive thinkers and high achievers, 3. Goals and techniques for positive thinking. 4. Enhancement of concentration through positive thinking. 5. Practicing a positive life style.

#### REFERENCES

1. Mile, D.J. (2004). Power of positive thinking. Delhi: Rohan Book Company. 2. Pravesh Kumar. (2005). All about self-motivation. New Delhi: Goodwill Publishing House. 3. Dudley, G.A. (2004). Double your learning power. Delhi: Konark Press. Thomas publishing Group Ltd. 4. Lorayne, H. (2004). How to develop a super power memory. Delhi: Konark Press. Thomas publishing Group Ltd. 5. Hurlock, E.B. (2006). Personality Development, 28th Reprint. New Delhi: Tata Mc Graw Hill.



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**SYLLABUS**  
**SOFT SKILL IV**

**Common for UG/ students who study (i.e. B.A.(English)/ B.Sc.(Mathematics), BBA, B.COM(GEN),(C.A),(C.S))**

**SOFT SKILL – IV**  
**COMPUTING SKILLS**

**OBJECTIVE:**

The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Power point etc., at two levels based on their knowledge and exposure. It provides essential skills for the user to get adapted to any work environment, as most of the systems in any6 work place have MS Office installed for their day to day activities. The course is highly practice oriented rather than regular class room teaching. Pre-requisite : NIL.

**UNIT I:**

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

**UNIT II:**

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

**UNIT III:**

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

**UNIT IV:**

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

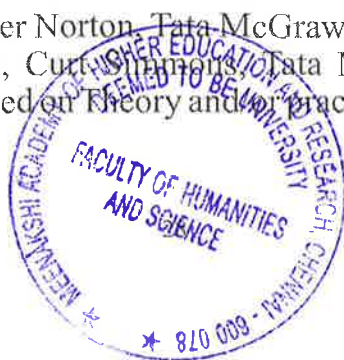
**UNIT V:**

Networks - Internet Explorer - components; www - working, browsing, searching, saving - Bookmark - favorite, create, delete - Printing a web page; email - creating, receiving, reading and sending messages. Note: Unit II to Unit V needs exposure thru practicals.

**REFERENCES:**

1. Introduction to Computers - Peter Norton, Tata McGrawHill. 2. Microsoft 2003 - Jennifer Ackerman Kettel, Guy HatDavis, Curt Sherman, Tata McGraw-Hill. EXAMINATION:

1. Internal assessment could be based on Theory and practicals. 2. End semester is based on practicals.



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**SYLLABUS**  
**III SEMESTER**  
**ENVIRONMENTAL STUDIES**

Common for UG/ students who study

(i.e. B.A.(English)/ B.Sc.(Mathematics),B.Sc(Computer Science),B.Sc(Visual Communication) BCA, BBA, B.COM(GEN),(C.A),(C.S))

**Objective:** This course is designed

1. To enable students understand interrelationships of living organisms and their environments.
2. To enhance the knowledge and attitudes towards environment.
3. To understand the growing concern for conservation of biodiversity, prudent use of natural resources, effects of population and pollution on environment.
4. To create an awareness on the laws and ethics in environmental issues.

**Unit 1 – Introduction & Natural Resources (6 Hours)**

The multi-disciplinary nature of environmental studies – Definition, Scope and importance, Need for public awareness. Natural Resources: Renewable and non – renewable resource Used and over - exploitation of forest, water and food resources

**Unit 2 – Ecosystems (4 Hours)**

Concept of an ecosystem – structure and function of an ecosystem – producers, consumers and decomposers – Energy flow in the ecosystem and ecological pyramids

**Unit 3 – Biodiversity and its conservation (6 Hours)**

Introduction – definition: genetic, species and ecosystem diversity – Value of biodiversity – consumptive use, productive use, social, ethical, aesthetic and optional Values – India as a mega – diversity nation – Hot spot of bio-diversity – Threats to bio-diversity, habitat loss, poaching of wildlife, man wildlife conflicts.

**Unit 4 – Environmental Pollution (6 Hours)**

Definition – Causes, effects and control measures of – Air pollution, water pollution, soil pollution – solid waste management – causes, effects and control measures of urban and industrial wastes – Role of an individual in prevention of pollution.

**Unit 5 – Social Issues and the Environment (8 Hours)**

From unsustainable to sustainable development – urban problems related to energy – water conservation, rain water harvesting, water shed management – Disaster management floods, earthquake, cyclone and landslides.

Environment ethics – issues and possible solutions, climate change, global warming, nuclear accidents and holocaust.



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**SYLLABUS**  
**VALUE EDUCATION - IV**

Common for UG/ students who study

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B.Sc (Visual Communication), BCA, BBA, B.COM (GEN),(C.A),(C.S))

**UNIT-I Introduction**

Value education – Education and institution culture-cultural values. Fivefold moral culture & nonviolence personality development: submission purpose and philosophy of life (perfection).

**UNIT-II Structure in life:**

Physical structure of human body-Five factors to balance in life-Four structure in life-Introspection-Thought process.

**UNIT-III Desire and Anger:**

Moralization of desire-Neutralizations of Anger.


**UNIT-IV Human resource development:**

Eradication of worries-greatness of blessings/friendship-peace-family-peace of mind.

**UNIT-V Laws of nature:**

Unified force-cause and effect system-purity of thought and deed-genetic centre.



  
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**I SEMESTER**  
**ALLIED MATHEMATICS-I**  
**(For B.Sc., Computer Science, BCA)**

**UNIT-I**

Theory of equations -Relation between roots and coefficients – Transformation of equations-Increasing and decreasing the roots of an equation-Reciprocal equation –Horner's method-Newton's method of finding roots.

**UNIT-II**

Matrices: Characteristics roots and characteristic vectors- Properties (Statements only) Cayley Hamilton theorem (Statements only) verification-To find the inverse using the above theorem –Diagonalization of a matrix and using it to find the powers of a matrix.

**UNIT-III**

Trigonometry- Expansions of  $\cos n\phi$ ,  $\sin n\phi$ ,  $\tan n\phi$ , in powers of  $\phi$ - hyperbolic functions- Inverse hyperbolic function- Real and Imaginary parts of  $\sin(\alpha + i\beta)$ ,  $\cos(\alpha + i\beta)$ ,  $\tan^{-1}(\alpha + i\beta)$

**UNIT-IV**

Multiple integrals- Application of double integral- Integral in evaluating area between curves- Evaluation of triple integrals – Jacobian of two and three variables- Beta and Gamma functions-Relation- Evaluation of double and triple integrals using Beta and Gamma functions.


**UNIT-V**

Fourier Series- Definition- Finding Fourier coefficients for a given periodic function with period  $2\pi$  - Odd and Even function- Half Range series.

**Books for Reference:**

1. S. Narayanan and T.K. Manickavachagam Pillai – Ancillary Mathematics, S. Viswanathan Printers, 1986, Chennai.
2. P. Kandasamy and K.Thilagavathi , Allied Mathematics Volume I and II-2004, S.Chand and Co., New Delhi.
3. Ancillary Mathematics Volume I and II by P. Balasubramanian & K.G.Subramanian.



  
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**II SEMESTER**  
**ALLIED- MATHEMATICS-II**  
**(For B.Sc., Computer Science and BCA)**

**UNIT-I**

Differential equation of the form  $(aD^2+bD+C)y = e^{ax} \phi(x)$  where a, b, c are constants,  $\phi(x) = \sin mx$  (or)  $\cos mx$  (or)  $x^m$ . Solution of homogeneous linear differential equations of the form  $(ax^2D^2+bxD+C)y = X$ , where x is a function of x – variation of parameters.

**UNIT II**

Formation of Partial differential equations by eliminating arbitrary constants and arbitrary function – Solutions of standard types of first order equations –  $f(p,q) = 0$ ;  $p(x,p,q) = 0$ ,  $f(y,p,q) = 0$ ,  $f(z,p,q) = 0$ ,  $z = px+qy+f(p,q)$  – Charpit's method (Problem Only) Lagrange method of solving linear partial differential equation  $Pp+Qq+R$ .

**UNIT III**

Vector Calculus – Scalar and Vector point function, Differentiation of Vectors, Differential operators, Directional Derivative, gradient, Divergence and curl.

**UNIT IV**

Integration of Vectors : Line, Surface and Volume Integrals. Theorems of Gauss, Green, Stokes theorems (Statement Only) Verification Simple Problems.

**UNIT V**

Laplace transformation : Definition – Laplace Transform of  $e^{at}$ ,  $\cos at$ ,  $\sin at$ ,  $\cos ht$ ,  $\sin ht$  at  $t^n$ , n-a Positive integer –  $e^{at} f(t)$ ,  $tn f(t)$ ,  $f'(t)$ ,  $f''(t)$  – Inverse Laplace Transform – Solving differential equation of second order with constant coefficients using Laplace Transform – Solving simultaneous equations using Laplace Transform.

**Books for Reference :**

1. S. Narayanan and T.K. Manickavasgam Pillai – Ancillary Mathematics, S. Viswanathan Printers, 1986, Chennai.
2. P. Kandasamy and K. Thilagavathi, Allied Mathematics Volume I and Volume II – 2004, S. Chand and Co., New Delhi.
3. Ancillary mathematics Volume 1 and 2 by P. Balasubramanian & K. G. Subramanian.



  
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