

**PERIYAR UNIVERSITY
PERIYAR PALKALAI NAGAR
SALEM – 636011**

**DEGREE OF BACHELOR OF MANAGEMENT
*CHOICE BASED CREDIT SYSTEM***

Syllabus for
B.B.A (COMPUTER APPLICATIONS)

CBCS PATTERN with effect from 2021 -22 Onwards

Definitions:

- Programme:** –Programme means a course of study leading to the award of a degree in a discipline.
- Course** : –Course refers to a subject offered under the degree programme.
- Part I** : Tamil / Other languages: means —Tamil/other languages offered under Part I of the programme.
- Part II** : English: means —English language offered under Part II of the programme.
- Part III** : Means—the core courses related to the programme concerned including (Core Courses) practical's offered under Part III of the programme.
- Part III** : Means–Allied courses offered under part-III of the programme, which is (Allied Courses) in nature but related to the programme concerned.
- Part III** : Means—Elective courses related to the core courses of the program concerned.(Elective Courses) offered under Part III of the programme.
- Part IV** : Means basic orientation in Tamil language offered under Part IV(i) of the
- i) **Tamil:** programme (as name of the course) for those students who have not studied Tamil upto 12th standard.
 - ii) **Advanced Tamil:** Means, Advanced level Tamil offered under Part IV of the programme to students who have studied Tamil language up to 12th standard and chosen other languages under part I of the programme but would like to advance their Tamil language skills.
 - iii) **Non-Major Electives** Means elective subjects offered under Part IV (iii) option is being given not concerned with major but are to be selected by students who have not opted for (either) Advance Tamil or Tamil (as mandated).
 - iv) **Skill based Courses** - means the courses offered as skill based courses under Part IV of the programme aimed at imparting Advanced Skill.
 - v) **Foundation Course** : means courses such as
 - 1) Value Education (1st year I Semester)
 - 2) Environmental Studies (1st year II Semester)

Part V

—**Extension Activities:** means all those activities under NSS/NCC/Sports/YRC programme and other co curricular and extracurricular activities offered under part V of the programme.

A detailed explanation of the above with relevant credits are given under –Scheme of Examination along with Distribution of Marks and Credits.

Duration: Means the stipulated years of study to complete a programme as prescribed by the University from time to time. Currently for the undergraduate programme the duration of study is **THREE** years. These regulations shall apply to the regular course of study in approved institutions of the University.

Credits: Means the weightage given to each course of study (subject) by the experts of the Board of Studies concerned.

Credit System: Means, the course of study under this regulation, where weightage of credits are spread over to different semesters during the period of study and the Cumulative Grade Point Average shall be awarded based on the credits earned by the students. A total of 147 credits are prescribed for the Undergraduate Programme (Three years).

Choice Based Credit System: All Undergraduate Programmes offered by the University shall be under Choice Based Credit System (CBCS). This is to enhance the quality and mobility of the students within and between the Universities in the country and abroad.

1. Eligibility

The eligibility for a student to join BBA (CA) course shall be a pass in HSC. Preference should be given for commerce and accountancy streams.

2. Duration of the Course

The course shall extend over a period of **three years comprising** of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester for the respective subjects.

each semester has 450 teaching hours and the whole programme has 2600 teaching hours.

3. Course of Study

The course of study for the UG degree courses of all branches shall consist of the following:

Part - I: Tamil

Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu.

The subject shall be offered during the **first two semesters** with one examination at the end of each semester (2 courses – 6 credits).

Part – II: English

The subject shall be offered during the **first two semesters** with one examination at the end of each semester (2 courses – 8 credits).

Professional English is offered during the first two semester with one examination at the end of each semester (2 courses – 8 credits)

Part – III:

Core subject

As prescribed in the scheme of examination. Examination shall be conducted in the core subjects at the end of every semester. For the programmes with 2 semester languages, 22 core courses with 88 credits are to be offered.

Allied Subjects

As prescribed in the scheme of Examination, four subjects, **one each** in I, II, III and IV semester for a total of 14 credits are to be offered.

Electives courses

Two elective courses with 8 credits are to be offered one in the V semester and one in the VI Semester. Elective subjects are to be selected from the list of electives prescribed by the Board of Studies concerned. Any one group can be selected.

Part – IV

- 1 (a) Those who have not studied Tamil up to X std / XII std and taken a non-Tamil language under Part-I shall take Tamil comprising of two courses with 2 credits each (4 credits). The course content of which shall be equivalent to that prescribed for the 6th standard by the Board of Secondary Education and they shall be offered in the **third and fourth semesters**.

(OR)

- (b) Those who have studied Tamil up to XII std and taken a non-Tamil language under Part-I shall take Advanced Tamil comprising of two courses with 2 credits each (4 credits) in the **third and fourth semesters**.

(OR)

- (c) Others who do not come under the above a+b categories can choose the following non-major electives comprising of two courses with 2 credits each (4 credits) in the **third and fourth semesters**.

2. Skill Based Subjects:

All the UG programmes shall offer four courses of **skill based subjects two each** in III, IV, V & VI semesters with 2 credits each (8 credits) for which examination shall be conducted at the end of the respective semesters.

3. Environmental Studies:

All the UG programmes shall offer a course in Environmental Studies subjects and it shall be offered in the **second semester**. Examination shall be conducted at the end of the semester (one course with 1 credit).

4. Value Education:

All the UG programmes shall offer a course in –Value Education – Human Rights| subjects and it shall be offered in the **first semester**. Examination shall be conducted at the end of the semester (one course with 1 credit).

Part V: Extension Activities (One Credit)

Every student shall participate compulsorily for period of not less than two years (4 semesters) in any one of the following programmes.

NSS,

NCC

Sports

YRC

Other Extracurricular activities.

The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters. The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

20% of marks for Regularity of attendance.

60% of marks for Active Participation in classes/camps/games/special Camps/programmes in the college/ District/ State/ University activities.

10% of marks for Exemplary awards/Certificates/Prizes.

10% of marks for Other Social components such as Blood Donations, Fine Arts, etc.

The above activities shall be conducted outside the regular working hours of the college. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates.

A - Exemplary	- 80 and above
B - Very Good	- 70-79
C - Good	- 60-69
D - Fair	- 50-59
E – Satisfactory	-40 - 49

This grading shall be incorporated in the mark sheet to be issued at the end of the semester. (Handicapped students who are unable to participate in any of the above activities shall be required to take a test in the theoretical aspects of any one of the above fields and be graded and certified accordingly).

4. Requirement to appear for the examinations

- a) A Candidate shall be permitted to appear for the university examinations for any semester (practical/theory) if he/she secures **not less than 75%** of attendance in the number of working days during the semester.
- b) A candidate who has secured **less than 75% but 65%** and above attendance in any semester has to pay fine of Rs.800/- and a candidate shall be permitted to appear for the university examination in that semester itself.
- c) A candidate who has secured **less than 65% but 50%** and above attendance in any semester has to pay fine of Rs.800/- and can appear for arrear exam papers at the end of the current semester. They cannot be permitted to appear for the current papers.
- d) A candidate who has secured **less than 50%** of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 50%.

5. Scheme of examination

As given in the annexure.

6. Restrictions to appear for the examinations

- a) Any candidate having arrear paper(s) shall have the option to appear in any arrear paper along with the regular semester papers.
- b) Candidates who fail in any of the course of Part I, II, III, IV & V of UG degree examinations shall complete the course concerned **within 6 years** from the date of admission to the said programme, and should they fail to do so, they shall take the examination in the texts/ revised syllabus prescribed for the immediate next batch of candidates. If there is no change in the

texts/syllabus they shall appear for the examination in that course with the syllabus in vogue until there is a change in the texts or syllabus. In the event of removal of that course consequent to change of regulation and / or curriculum after 5 year period, the candidates shall have to take up an equivalent course in the revised syllabus as suggested by the Chairman and fulfill the requirements as per the regulation curriculum for the award of the degree.

7. Medium of Instruction and examinations

The medium of instruction and examinations for the courses of Part I, II & IV shall be the language concerned. For part III courses other than modern languages, the medium of instruction shall be English and the medium of examinations is English irrespective of the medium of instructions. For modern languages, the medium of instruction and examination shall be the language concerned.

8. Submission of Record Note Books for practical examinations

Candidates appearing for In – plant training, Campus to Corporate Project work Viva Voce examinations should submit bonafide Record prescribed for In – plant training, Campus to Corporate Project work Viva Voce examinations, otherwise the candidates shall not be permitted to appear for the In – plant training, Campus to Corporate Project work Viva Voce examinations.

9. Passing Minimum

- a) A candidate who secures **not less than 40% in the University (external)** Examination and 40% marks in the external examination and continuous internal assessment put together in any course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory or Practical).
- b) A candidate who secures not less than 40% of the total marks prescribed for the subject under part IV degree programme irrespective of whether the performance is assessed at the end semester examination or by continuous internal assessment shall be declared to have passed in that subject.
- c) A candidate who passes the examination in all the courses of Part I, II, III, IV & V shall be declared to have passed, the whole examination.

10. Distribution

Table – 1: The following are the distribution of marks for external and internal for University (external) examination and continuous internal assessment and passing minimum marks for **theory papers of UG programmes.**

Table 1

TOTAL MARKS	EXTERNAL		INTERNAL		Overall Passing Minimum for Total Marks (Internal + External)
	Max.Marks	Passing Minimum for external alone	Max.Marks	Passing Minimum for internal alone	
100	75	30	25	10	40

Table – 2: The following are the Distribution of marks for the continuous Internal assessment in the theory papers of UG programmes:

Table 2

S.No	For Theory – UG Courses	Distribution of Marks
1	Tests	15
2	Assignments (2 No.)	5
3	Attendance	5
Total Marks		25

The following courses shall have end semester examinations and Continuous Internal Assessment:

Table 3

S.No	Subject	Internal	External	Total
1	Value Education	25	75	100
2	Environmental Studies	25	75	100
3	Skill Based Electives – 3 rd semester	25	75	100
4	Skill Based Electives – 4 th semester	25	75	100
5	Skill Based Electives – 5 th semester	25	75	100
6	Skill Based Electives – 6 th semester	25	75	100

11. Grading

Once the marks of the CIA and end-semester examinations for each of the course are available, they

shall be added. The mark thus obtained shall then be converted to the relevant letter grade, grade point as per the details given below:

Table – 4

Conversion of Marks to Grade Points and Letter Grade (Performance in a Course / Paper)

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	C	Satisfactory
00-39	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

i = Credits earned for course i in any semester.

G_i = Grade Point obtained for course i in any semester.

n = refers to the semester in which such course were credited.

Grade point average (for a Semester):

Calculation of grade point average semester-wise and part-wise is as follows:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Sum of the multiplication of grade points by the credits of the courses offered under each part GPA
 =
 Sum of the credits of the courses under each part in a semester

Calculation of Grade Point Average (CGPA) (for the entire programme):

A candidate who has passed all the examinations under different parts (Part-I to V) is eligible for the following part-wise computed final grades based on the range of CGPA:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire programme under each part
 CGPA =
 Sum of the credits of the courses of the entire programme under each part

Table – 5

CGPA	GRADE
9.5 – 10.0	O++
9.0 and above but below 9.5	O+
8.5 and above but below 9.0	D++
8.0 and above but below 8.5	D+
7.5 and above but below 8.0	D
7.0 and above but below 7.5	A++
6.5 and above but below 7.0	A+
6.0 and above but below 6.5	A
5.5 and above but below 6.0	B+
5.0 and above but below 5.5	B
4.5 and above but below 5.0	C+
4.0 and above but below 4.5	C
0.0 and above but below 4.0	U

12. Improvement of Marks in the subjects already passed

Candidates desirous of improving the marks awarded in a passed subject in their first attempt shall reappear once within a period of subsequent two semesters. The improved

marks shall be considered for classification but not for ranking. When there is no improvement, there shall not be any change in the original marks already awarded.

13. Classification of Successful candidates

A candidate who passes all the examinations in Part I to Part V securing following CGPA and Grades shall be declared as follows **for Part I or Part II or Part III:**

Table 6

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 to 10.0	O+	First Class - Exemplary
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction
First Class 8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	

- a.** A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in part III comprising Core, Electives and Allied subjects shall be placed in the category of **“First Class– Exemplary”**.
- b.** A candidate who has passed all the Part-III subjects examination in the first appearance within the prescribed duration of the UG programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or D+ or D++ in part III comprising Core, Electives and Allied subjects shall be placed in the category of **“First Class with Distinction”**.
- c.** A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 6 to 7.5 and equivalent grades “A” or “A+” or “A++” shall be declared to have passed that parts in **“First Class”**
- d.** A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 5.5 to 6 and equivalent grades “B” or “B+” shall be declared to have passed that parts in **“Second Class”**
- e.** A candidate who has passed all the Part-I or Part-II or Part-III subjects examination of the UG programmes and secured a CGPA of 4.5 to 5 and equivalent grades “” or “C+” shall be declared to

have passed that parts in “**Third Class**”.

- f.** There shall be no classifications of final results; therefore, award of class for Part IV and Part V, however, those parts shall be awarded with final grades in the end semester statements of marks and in the consolidated statement of marks.

14. Conferment of the Degree:

No candidate shall be eligible for conferment of the Degree unless he / she

- i. Has undergone the prescribed course of study for a period of not less than six semesters in an institution approved by/affiliated to the University or has been exempted from in the manner prescribed and has passed the examinations as have been prescribed thereof.
- ii. Has completed all the components prescribed under Parts I to Part V in the CBCS pattern to earn 140credits.
- iii. Has successfully completed the prescribed Field Work/ Institutional Training as evidenced by certificate issued by the Principal of the College.

15. Ranking

A candidate who qualifies for the UG degree course passing all the examinations in the first attempt, within the minimum period prescribed for the course of study from the date of admission to the course and secures I class shall be eligible for ranking and such ranking shall be confined to 10% of the total number of candidates qualified in that particular branch of study, subject to a maximum of 10 ranks. The improved marks shall not be taken into consideration for ranking.

16. OTHER REQUIREMENTS

- i. As a part of BBA curriculum a minimum of 2 factory visits per year must be arranged for the students.
- ii. Industrial training report: For Industrial training. The students are expected to have a practical training in any business unit or undertaking to enable them to acquaint himself / herself with the procedure, practice and working of companies.
- iii. Each student should undergo industrial training for a minimum period of two weeks during the third semester vacation.

17. COMMENCEMENT OF THIS REGULATION

The regulations shall take effect from the academic year 2021-2022 i.e., for students who are admitted to the first year of the programme during the academic year 2021-2022 and thereafter.

18. TRANSITORY PROVISION

Candidates who were admitted to the UG programme of study before 2020-2021 shall be permitted to appear for the examinations under those regulations for a period of three years i.e., up to and inclusive of the examination of April / May 2021. Thereafter, they will be permitted to appear for the examination only under the regulations there in force

REVISED SYLLABUS

COURSE OF STUDY AND SCHEME OF EXAMINATION

SEMESTER – I

Part	Study Components	Course Title	Hrs/ Week	CIA	Uni. Exam	Total	Credits
I	Tamil or anyone of the modern (Indian or Foreign) or classical languages - I		6	25	75	100	3
II	English – I Communicative English		6	25	75	100	4
III	Core I : Principles of Management		4	25	75	100	4
III	Core II : Business Communication		4	25	75	100	4
I	Allied I: Statistics for Management - I		5	25	75	100	4
III	Add on Course : Professional English - I		4	25	75	100	4
IV	Value Education : Yoga		1				1
	Total		30				24

SEMESTER – II

Part	Study Components	Course Title	Hrs/ Week	CIA	Uni. Exam	Total	Credits
I	Tamil or anyone of the modern (Indian or Foreign) or classical languages - II		6	25	75	100	3
II	English – II Communicative English		4	25	75	100	4
III	Core III : Organizational Behavior		4	25	75	100	4
III	Practical - I : MS-Office Practical		4	40	60	100	4
III	Allied I : Statistics for Management - II		5	25	75	100	4
II	NMSDC- Language Proficiency for Employability (Effective English)		2	25	75	100	2
I	Add on Course : Professional English - II		4	25	75	100	4
IV	Non Major : Environmental Studies		1	25	75	100	1
	Total		30				26

SEMESTER – III

Part	Study Components	Course Title	Hrs/ Week	CIA	Uni. Exam	Total	Credits
III	Core : IV Marketing Management		5	25	75	100	4
III	Core : V Financial Management		5	25	75	100	4
III	Core : VI Human Resource Management		5	25	75	100	4
III	Core : VII Production and Materials Management		5	25	75	100	4
III	Allied III : Managerial Economics		6	25	75	100	3
IV	SBEC – I Fundamentals of Insurance		2	25	75	100	2
IV	NMEC - I: Entrepreneurial Development		2	25	75	100	2
	Total		30				23

SEMESTER – IV

Part	Study Components	Course Title	Hrs/ Week	CIA	Uni. Exam	Total	Credits
III	Core : VIII Financial & Cost Accounting		5	25	75	100	4
III	Core : IX Taxation		5	25	75	100	4
III	Core : X HTML and Web Designing - Theory		6	25	75	100	4
	Practical – II HTML and Web Designing - Practical		4	40	60	100	4
III	Allied IV: Money Banking and Global Business		4	25	75	100	3
IV	SBEC-NMSDC Digital Skills for Employability(Office Fundamentals)		2	25	75	100	2
IV	SBEC – II In-plant Training (Viva Voce)		2	25	75	100	2
IV	NMEC - II: Human Resource Management		2	25	75	100	2
	Total		30				27

SEMESTER –V

Part	Study Components	Course Title	Hrs/ Week	CIA	Uni. Exam	Total	Credits
III	Core : XI Management Accounting		5	25	75	100	4
III	Core : XII Operations Research		5	25	75	100	4
III	Core : XIII Business Law		4	25	75	100	4
III	Core : XIV Management Information System		6	25	75	100	4
III	Core XV : Fundamentals of Research Methodology		4	25	75	100	4
III	Elective - I		4	25	75	100	4
IV	SBEC – III Advertising		2	25	75	100	2
	Total		30				26

SEMESTER –VI

Part	Study Components	Course Title	Hrs/ Week	CIA	Uni. Exam	Total	Credits
III	Core : XVI Strategic Management		5	25	75	100	4
III	Core : XVII Financial Markets and services		5	25	75	100	4
III	Core : XVIII Entrepreneurial Development		5	25	75	100	4
III	Elective –NMSDC Digital Banking and Audit Essentials for Employability (Fintech Course 1)		2	25	75	100	2
III	Core : XIX Tally Theory		3	25	75	100	2
	Practical – III Tally		3	40	60	100	2
III	Core XX : Project Work		3	25	75	100	4
III	Elective - II		4	25	75	100	4
IV	SBEC – IV Campus to Corporate (Viva-Voce)		2	25	75	100	2
V	Extension Activities @		-	-	-	-	1
	Total		30				27
	Total		180 Hrs				153 Credits

@ No University Examinations. Only credit is given.

List of Elective Papers (Colleges can choose any one group)		
Group A	I	Consumer Behaviour
	II	Retail Management
Group B	I	Industrial Relations
	II	Training and Development
Group C	I	Multimedia
	II	Data Base Management System
Group D	I	Enterprise Resource Planning
	II	E- Business
Group E	I	Total Quality Management
	II	Merchandising Management

Note :Modern or classical languages:

- Indian – Telugu, Kanada, Malayalam, Urudu and Hindi
- Foreign –French
- Classical - Sanskrit, Arabic & Persian

SEMESTER-I

CORE I - PRINCIPLES OF MANAGEMENT

Course Objective: To impart the basic knowledge pertaining to functions on Management.

Course Outcomes:

On successful completion of this course the students will be able to

1. Understand various functions of Management
2. Know various principles of functions of management.
3. Recognize various styles of leadership

UNIT – I

Management– Definition – Importance – Nature – Scope and Functions – Principles of Management. Evolution of Management Thoughts – Contributions of F.W. Taylor - Henry Fayol – Elton Mayo – Hawthorne Experiment.

UNIT – II

Planning – Importance – Advantage – Steps in planning – Types of Plans – Management by Objectives (MBO) – Process – Merits – Limitations. Decision Making – Definition – Types of decision – Process of decision making.

UNIT – III

Organisation – Need for Organisation – Process – Organizational Structure – Line Functional, Line & Staff Organisation. Span of Management – Delegation –Centralization and Decentralization – Staffing
– Nature & Purpose of Staffing.

UNIT – IV

Directing – Meaning, Importance, Principles – Leadership – Styles of Leadership – Qualities for effective leadership. Motivation – Theories of motivation – Maslow's need hierarchy theory, Herzberg's two factor theory and their comparison

UNIT – V

Co-ordinating – Need – Principles – Approaches to achieve effective Co-ordination. Controlling – Meaning – Elements and significance – Steps in control process – control techniques.

TEXT BOOKS

1. C.B. Gupta, Business Organization & Management, Sultan Chand & Sons.
2. L.M. Prasad, Principles of Management, Sultan Chand & Sons.

REFERENCE BOOKS

1. Dingar Pagare, Business Management, Sultan Chand & Sons
2. Tripathi P.C. & P.N. Reddy, Principles of Management, TMH
3. Bhusan Y.K. Business Organization and Management, McGraw Hill
4. Koontz and O'Donnel, Essentials of Management, McGraw Hill
5. Ramasamy. T, Principles of Management, Macmillan India Ltd.,
6. Basu, Organization & Management, S.Chand
7. M.C. Shukla, Business Organization and Management, S.Chand
8. Rustom Davar, Management Process, Progressive Corporation Pvt., Ltd
9. J. Jayashankar, Principles of Management, Margham Publications.
10. Dr. V.R. Palanivelu, Principles of Management, Himalaya publishing House, Mumbai
11. Dr. S. Karthick, Principles of Management, Shanlax Publication.

SEMESTER-I
CORE II - BUSINESS COMMUNICATION

COURSE OBJECTIVES:

- To familiarize students with the mechanics of business writing.
- To enable students to write business correspondence precisely and effectively.

OUTCOMES:

Students shall be able to

- Read quite widely to acquire business writing.
- Get into the habit of writing regularly

UNIT-I

Communication-meaning-types-objectives-principles of effective communication - barriers to communication - layout of a business letter.

UNIT - II

Enquiry-replies-orders -sales - circular letters-complaints and adjustments- collection letters.

UNIT - III

Bank correspondence - Insurance correspondence - Agency correspondence-Application for a situation.

UNIT- IV

Company Correspondence-Duties of secretary - Correspondence with directors, Shareholders, Government departments and others-Agenda-Minutes.

UNIT - V

Report – meaning – importance – characteristics of a good report – preparing report -report by individuals – report by committees – speeches – characteristics of good speech – planning to speak.

Modern Forms of communication: Fax-E-Mail-Video Conferencing-Internet-Websites and their use in business.

TEXTBOOK:

- 1.Ragendrapaul and Koralahalii J.S, Essentials of Business Communication, Sultan Chand and Sons.

REFERENCE BOOKS

1. Ramesh M.S. & Pattan Shetty, Effective Business English & Correspondence RC Publications.
2. Balasubramanian, Business Communication, Vikas Publishing House Pvt., Ltd.,
3. US Rai, SM Rai, Business Communication, HPH
4. RSN Pillai, Bagavathi, Commercial Correspondence & Office Management.
5. N.S. Rashunathan and B. Santhanam, Business Communication, Margham Publications, Chennai.
6. Chanturvedi, Business Communication Concepts, Case and Applications, Pearson Education.

SEMESTER II

CORE III - ORGANIZATIONAL BEHAVIOUR

Course Objective:

- To impart knowledge on factors influencing Individual and group behavior in the organizational context.
- To make the students understand various styles of leadership

Course Outcome:

On successful completion of this course, the students will

1. Know the importance of understanding behavior in the organizational context
2. Be familiar with the factors affecting behavior
3. Know the formation and role of Groups in Organization
4. Be able to differentiate and apply various leadership styles.

Unit-I

Organizational Behaviour- Meaning - Importance – Evolution -Disciplines contributing to Organizational Behaviour- Models of Organizational Behaviour-relevance of OB in modern management.

Unit – II

Individual behavior: Factors affecting individual behavior – personal – biography- environmental – socio-cultural – political - organizational factors. Personality – Meaning-Determinants of personality - Theories of Personality -Type theory, Trait theory, Psychoanalytical theory, social learning theory, Self theory.

Unit III

Perception – Importance – Perceptual - Process selectivity – Developing perceptual skills Attitude and Behaviour - Factors in Attitude Formation – Relevant for Organisation – Effects of Employee Attitude – Developing positive attitude.

Unit IV

Group- meaning – types – stages in group formation-group norms - group cohesiveness-factors affecting cohesiveness- group decision making – advantages – disadvantages. Conflict – Types of conflict – Conflict Resolution.

Unit V

Leadership – Meaning, Functions and Qualities of a leader - Leader vs Manager - Leadership styles. Organizational change- meaning-reasons- types of change - managing planned change – planning, assessing and implementing the change-causes of resistance to change- overcoming resistance to change.

Text Book

1. Organizational behavior – L.M.Prasad S.Chand & company Ltd
2. Organizational behavior – S.S.Khanka, S.Chand & company Ltd

REFERENCE BOOKS

1. Fred Luthans, Organizational Behaviour, McGraw Hill.
2. Shashi K.Gupta & Rosy Joshi, Organizational Behaviour –Kalyani Publishers.
3. K. Aswathappa, Organizational behavior, Texts and cases –Himalaya Publishing company
4. Keith Devis, John W.Newstrom, OB –Human Behaviour at work, TMH
5. M.L Blum, Industrial Psychology and its Social foundations.
6. J Jayasankar, Organizational Behaviour, Margham Publications Chennai.
7. P SubbaRoa, Management and Organizational Behaviour – HPH.
8. Robbins Stephen P Organizational Behaviour, Prentice Hall, New Delhi.

SEMESTER – II
PRACTICAL –I MS-OFFICE

1. (a) Starting Ms-Word, Create, Save, Print (with Options), Close and Edit Document.
(b) Study of Ms-Word, Menu / Tool Bars.
2. (a) Create a document, Save it and edit the document as follows,
 - (i) Find, Replace options
 - (ii) Cut, Copy, Paste options
 - (iii) Undo, Redo options(b) Format the document using Bold, Underline and Italic.
(c) Change Character size using the font dialog box.
(d) Formatting Paragraph Center, Left align, and Right align.
(e) Formatting Paragraph and line spacing using Bullets and Numbering in Paragraphs.
(f) Creating, Clearing Paragraphs.
3. Using tab setting, enhancing the documents (Header, Footer, Page Setup, Border, Opening and Closing Toolbars, Print preview)
4. Creating Tables in a document, selecting rows and columns sort the record by using tables, format painter and AutoFormat.
5. Mail Merge in word (Creating main document, data source, inserting merge fields and viewing merge data, viewing & printing merged letter, using mail merge to print envelope, creating mailing labels.)

Ms-Excel

1. (a) Create a worksheet, Move /Copy/ insert and delete rows & columns. (Usage of Cut, Paste Commands copying a single cell, Copying arrange of data, filling up cell, Undo command, Inserting a row, column, Deleting rows and columns.)
(b) Formatting worksheets
 - (i) Bold Style.
 - (ii) Italic Style.
 - (iii) Font Size change
 - (iv) Formatting numbers (Auto fill, selection command, Currency Format, Currency Symbols)
 - (v) Specifying percentage (%) scientific notations.
 - (vi) Drawing border around cells.
 - (vii) Print a worksheet (Print Preview, Margin setting, Header and Footer.)
2. (a) Database concept – Database record file and field name – creating and sorting a data base and maintaining a database (Data Form)
(b) Using auto filter, advanced filter.
(c) Creating subtotals and grand totals – using data base functions.
 1. Creating Charts.

- (i) Using Chart wizard(5Steps)
 - (ii) Changing the chart type(Pie, Bar, Line)
 - (iii) Inserting titles for the Axes X,Y
 - (iv) Changing Colors.
 - (v) Printing Charts.
2. (a) Using date, time and Math Functions.
- (i) Entering Current Date.
 - (ii) Using Date Arithmetic (adding and subtracting dates)
 - (iii) Date Functions(Day, Month, Year)
 - (iv) Using time Functions(Hour, Minute, Second)
- (b) Math Functions
- i. SUM,COUNT,AVERAGE
MAX,MIN
 - ii. STD DEV, VAR
 - iii. ABS, EXP, INT
 - iv. LOG10& LOG
 - v. MOD,ROUND,SQRT
 - vi. Using AutoSum.
- (c) Logical and Financial Functions.
- Logical (IF / AND / OR / NOT) Financial (PMT / FV, NPER / RATE)
3. (i)Creating & Running a Macro.
- (ii) Assigning a button to a defined Macro.
 - (iii) Editing a Macro.

Ms-PowerPoint

- 1. Creating a Presentation using Auto Content Wizard.
- 2. Different Views in Power Point presentation.
- 3. Setting Animations effects/grouping/ungrouping/cropping Power Point objects.
- 4. Printing presentation/Importing–Exporting files.
- 5. Creating an organizational chart in Power Point.

SEMESTER III
CORE V - MARKETING MANAGEMENT

Course Objectives:

1. To impart the basic knowledge of marketing of goods.
2. To make aware of Digital marketing

Course Outcomes:

On successful completion of this course, the students will be able to

1. Understand various factors of marketing environment
2. Apply the basic concepts of marketing
3. Understand recent trends in marketing.

Unit-1

Meaning and Nature of Marketing –Scope-Objectives - Evolution of marketing concept - Marketing Functions- Factors influencing Marketing functions. Meaning of customer, consumer, demand, need and want. Marketing Environment – micro environmental factors – macro environmental factors.

Unit-II

Market segmentation-Meaning-Importance- bases. Targeting – Meaning –Importance- Strategies. Positioning – Meaning – Importance. Buyer Behaviour – Buying motives – Buying decision process.

Unit-III

Concept of marketing mix. Product – Definition – Features of product –Classification of Product. Product policies: Product mix and product line-Product life cycle stages-New product development process. Branding- Meaning – Functions. kinds of brand names – characteristics of a good brand name - Packaging-Meaning – Functions. Labeling- Meaning – Functions.

Unit IV

Pricing – Objectives – Factors affecting price of a product – Kinds of pricing. Channel of Distribution-Meaning-Objectives- Functions- Types of Channel - Factors affecting Selections of Marketing Channel.

Unit V

Promotional mix- Importance. Elements - Advertising – Managing Advertising-Publicity – Public Relations – Personal Selling and Sales promotion. Digital Marketing -Meaning- Scope- Benefits - Social media Marketing& online marketing. Recent trends in digital marketing. Effects of digital marketing in business.

Text book

Marketing management – C.B.Gupta and Rajan nair, Sulthan chand and sons Ltd.

Reference Books:

1. Marketing Management – Philip Kotler, Kevin Keller, Abraham Koshy, and Mithileshwar Jha. - Pearson Publication.
2. Marketing Management – Ramasamy V.S. and Namakumari. S - Macmillan.
3. Marketing Management – R.S.N. Pillai – S.chand
4. Marketing Management – Sherlakar S.A.- H.P.H.

SEMESTER III
CORE V - FINANCIAL MANAGEMENT

Course Objectives:

The objective of this course is to:

1. Understand the basic concepts in finance and financial management
2. Comprehend the principles and objectives of financial management.

Course Outcomes:

On successful completion of this course, the students should:

1. Understand the fundamentals of finance.
2. Recognize the importance of financial management knowledge.
3. Apply Cost of capital, capital structure and capital budgeting in corporate environment

UNIT – I

Finance: Introduction – Meaning - Scope of finance function — Source of finance - Long term- Equity – Preference – Debt – Short term bank and non-bank sources. Role of a Finance Manager.

UNIT – II

Financial Management: Introduction - Meaning – Definition – Objectives. Time Value of money Present value, Future Value, Lump sum & Annuity –Functions

UNIT – III

Cost of Capital : Introduction - Meaning – Definition – Cost of specific sources of capital – Equity Preferred stock – Debt – Reserves – Weighted average cost of capital.

UNIT – IV

Capital Structure: Introduction - Meaning – Definition – Factors influencing capital structure – Approaches – MM – Optimal capital structure – Operating leverage and financial leverage.

Dividend decisions-Determinants-Dividend policies-Forms

UNIT – V:

Capital Budgeting-Meaning-Factors affecting capital expenditure-Methods of appraisal-Pay Back – ARR – NPV – IRR-Profitability index.

Text Books

1. Sharma RK and Gupta SP, Financial Management, Kalyani Publications, 2017
2. S.N.Maheswari , Financial Management, Sultan Chand & Sons, 2019

REFERENCE BOOKS

1. Dr. S.N. Maheswari, Principles of Financial Management, Himalaya Publishing House.
2. M.C.Kuchal, Financial Management – Vikas Publishing House
3. Kulkarni&Sathya Prasad, Financial Management – Himalaya Publishing House.
4. Dr. Srivastava, Financial Management, Himalaya Publishing House.

SEMESTER III
CORE VI -HUMAN RESOURCE MANAGEMENT

Course Objective:

To provide knowledge about Human resource management and its managerial, operative functions.

Course Outcome:

On successful completion of this course, the students will

1. Analyse the process of Job analysis and its importance as a foundation of human resource management practice.
2. Understand the practical knowledge on e-HRM, e-compensation, e-learning

Unit I:

Human Resource Management – Definition, Nature, objectives and functions of HRM - Role of Human Resource Manager. Human Resource Planning – Objectives, importance and Human Resource Planning process.

Unit II:

Job Analysis – Meaning and Process of Job Analysis - Job Description – Job specification. Recruitment – Meaning, factors affecting recruitment and sources of recruitment. Selection – Meaning and selection process - Placement and Induction.

Unit III

Training – meaning – need for training – Training Methods. Executive Development – meaning – objectives – Executive development methods. Difference between Training and Development.

Unit- IV

Performance Appraisal – Meaning, objectives of Performance Appraisal - Methods of Performance Appraisal. Job Evaluation – definition – methods of job evaluation - Difference between Performance appraisal and Job Evaluation.

UNIT – V

e-HR - Nature of e-HRM, e-learning, e-compensation -Recent Techniques in HRM: HRM audit, Knowledge management, ethics in HRM.

TEXT BOOK

1. S.S. Khanka, Human Resource Management, Sulthan Chand& Sons, New Delhi.

REFERENCE BOOKS

1. C.B. Gupta, Human Resource Management – Sulthan Chand & Sons, New Delhi.
2. J. Jayasankar, Human Resource management, Margham Publications, Chennai.
3. K. Aswathappa, Human Resources and Personnel Management, TMH, New Delhi.
4. Keith Davis, Human Relations at work – TMH.
5. C.B. Matoria, Personnel Management – Himalaya publications house.
6. Kaushal Kumar, Human Resources Management – ABD Publishers.
7. G.R. Bassotia, Human Resources Management, Mangal Deep Publications.
8. Dr.K.Ramesh, —Human Resource Management, Mithila Publications,

SEMESTER III
CORE COURSE – VII
PRODUCTION AND MATERIALS MANAGEMENT

Course Objectives:

The objective of this course is to:

1. Understand the production function
2. Comprehend the role of Materials Management

Course Outcomes:

On successful completion of this course, the students should:

1. Identify the need for production management
2. Plan the production activity and design the plant layout
3. Acquire knowledge of material handling

UNIT - I

Production: Introduction-Principles-Role of Production Manager. Production Management: Introduction-Nature- Importance and Scope – Basic Functions.

UNIT - II

Plant Location- Importance – Problems - Advantages and Disadvantages of Urban, Suburban, Rural locations – Factors. Plant Layout - Principles - Types and Hybrid layouts – Pros and Cons.

UNIT - III

Production Planning and Control – Introduction- Stages-Need –Elements. Material Requirement Planning-Master Production Schedule- Bill of Material (Basics)

UNIT – IV

Total Productive Maintenance (TPM)-SixSigma-ISO9000Systems-LeanManufacturingand World Class Manufacturing (Basics). Maintenance - Types - Breakdown - Preventive - Routine - Methods study - Time study – Motion study.

UNIT - V

Materials Management: Meaning, Objectives and Importance – Purchasing principles – Purchase procedure – Vendor Rating and Vendor Evaluation. Material Handling: Meaning – Principles - Categories of Material Handling equipments.

TEXT BOOKS

1. Saravanavel .P &Sumathi .S, Production & Material Management., Margham publications.
2. Gopalakrishnan & Sundaresan, Materials Management, PHI

REFERENCE BOOKS

1. Dr.K.Arul& Dr. S.Karthick, Production and Materials Management, Shanlax Publication. Madurai.
2. Varma.M.M, Materials Management, Sultan Chand & Sons
3. Dutta, Integrated Materials Management, PHI
4. O.P. Kanna, Industrial Engineering & Management, Dhanpatrai Publications.
5. Martand Telsang, Industrial Engineering and Production Management, S.Chand.

SEMESTER III
SBEC – I FUNDAMENTALS OF INSURANCE

COURSE OBJECTIVES:

- To understand the risk in insurance
- To understand the management techniques for avoidance of risk.
- To understand the concept of Forward and Futures Contract, Options and Swaps.
- To understand the basics of insurance.

COURSE OUTCOMES:

- To analyze the sources of risk in Insurance policies.
- To apply the management techniques for avoidance of risk.
- Use Forward Contract and Futures Contract to hedge the unsystematic Risk.
- Gain insight knowledge on types of insurance to be needed in an hour for an individual.
- To evaluate the factors of business risk and contractual provisions.

UNIT – I

Insurance – Meaning – Definition – Nature – Functions. The Insurance Act 1938. Insurance Regulatory and Development Authority Act 1999.

UNIT – II

Life Insurance – Meaning – Definition- Characteristics – Advantages – Types – Assignment – Nomination – Surrender Value – Loans – Claims – Double insurance.

UNIT – III

Fire insurance – functions – features – principles – kinds of fire policies.

UNIT – IV

Marine insurance – meaning – definition – types – kinds of marine losses – settlement of claim in marine insurance.

UNIT – V

Motor insurance – types – Rural insurance schemes – Health insurance in India

TEXT BOOK

1. Dr A.Moorthy “Principles and Practice of Insurance”. Margham publications

REFERENCE BOOKS

1. Sharma R.S., Insurance: Principles and Practices (1960 Vora, Bombay)
2. Arifkhan M, Theory and Practice of Insurance (1976) Education Book House.
3. Srinivasan M.N., Principles of Insurance Law (1977) Ramanuja Publishers, Bangalore.
4. Dr. B.Varadharajan, Insurance : Vols. I and II (1979) Tamil Nadu Text Book Society IV -SBEC
5. Dr. R.Haridas, Life Insurance in India, New Century Publication, New Delhi.

SEMESTER III
NMEC – I ENTREPRENEURIAL DEVELOPMENT

Course Objectives:

- To inculcate the students about Entrepreneurship
- To educate the students about provisions for starting small industry

Course Outcome:

- The knowledge about small scale industry will be known
- The students can start an industry on their own.
- To create confidence in approaching the banks

UNIT I

Entrepreneurship – Meaning-Evolution- characteristics-types. Entrepreneur and enterprise - Entrepreneurs and Managers.

UNIT II

Project identification –formulation – project appraisal – layout.

UNIT III

Steps for starting small industry – selection of types of organization – incentives and subsidies.

UNIT IV

Women Entrepreneurs – Rural Entrepreneurship – Entrepreneurial Development Programmes in India.

UNIT V

Industrial Estate - DIC- SIDCO – SIPCOT – TIIC – Commercial Banks.

TEXT BOOK

1. Gupta. C.B and Srinivasan. N.P “Entrepreneurial Development”. Sultan Chand and Sons 2017.

REFERENCE BOOKS

1. Dr.K.Arul & Dr.A.Subanginidevi, Entrepreneurial Development, Shanlax Publication,Madurai.
2. Khanha, Entrepreneurial Development
3. Vasanth Desai, Organisation and Management of Small Industries
4. Saravanavel, P., Entrepreneurship Development
5. Tandon, B.C., Environment and Entrepreneurship
6. Rao T.V., and Udaipareek, Developing Entrepreneurship

SEMESTER IV
CORE: VIII-FINANCAL & COST ACCOUNTING

Course Objectives:

The objective of this course is to:

1. Understand the basic concepts of Financial & Cost accounting
2. Comprehend the operations of Financial and Cost Accounting

Course Outcomes:

On successful completion of this course, the students should:

1. Understand the fundamentals of financial & cost accounting
2. To know about the various stock levels
3. To estimate the preparation of cost sheet

UNIT - I

Accounting Meaning and definition - Basic accounting concepts and convention - Accounting equations – Journal, Ledger, Subsidiary books - Trial balance.

UNIT – II

Final Accounts with adjustments - (Simple Problems Only).

UNIT- 111

Depreciation accounting – Meaning - Advantages and disadvantages - Types of depreciation – straight line method-written down value method - annuity method – machine hour rate.

UNIT – IV

Cost - Meaning – Definition – Classification of Costs - Cost Accounting - Definition – Advantages – limitations – Financial accounting Vs. Cost accounting – Preparation of Cost Sheet.(Simple Problem)

UNIT – V

Materials - Materials control – Meaning – Objectives – Advantages - Methods of Stock Control – Stock levels – EOQ – Stores ledger pricing of issues FIFO, LIFO, Simple average and weighted average.

TEST BOOK

1. Gupta R.L., Advanced Accountancy – Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS

1. Shukla RL.,Grewal, T.S., Advanced Accountancy Vol. – I, Sultan Chand & Sons, New Delhi.
2. Tulsian P.C., Advanced Accountancy – Tata McGraw Hill.
3. Amitabha Mukerjee Mohammed Anif – Modern Accounting – Tata McGraw Hill.
4. T.S. Grewal, Double Entry Book – Keeping, Sultan Chand & Sons, New Delhi..
5. T.S. Reddy, A. Moorthy, Cost Accounting, Margham Publication, Chennai.

SEMESTER IV
CORE: IX TAXATION

COURSE OBJECTIVES:

- To promote a complete understanding of Taxation, Tax policy, Tax Policy and laws and their implications for business practices in India.

LEARNING OUTCOMES:

- Students can understand the basic Taxation in India.
- Understand the concepts of Sales Tax Act related Central Government and State Government.

UNIT – I

Taxation – Definition of Tax – characteristics of Tax – objectives of Taxation – characteristics of good tax system in India Features and problems in Indian Tax System. Classification of Taxes – Direct and Indirect Taxes, merits and demerits

UNIT – II

Goods and Services Tax (GST) – meaning – types of GST – CGST, SGST, IGST, UTGST, Impact of GST on state and central government, advantages and disadvantages of GST. Impact of GST and its implications.

UNIT – III

Definition of various terms of CGST. Exempted Goods and Services under GST.

UNIT – IV

Registration of GST – Supply – meaning, scope – time of supplies – value of supplies.

UNIT – V

Customs duty – objectives – Definition of concepts –different types of customs duty.

TEXT BOOK

1. T.S.Reddy, Y.Hari Prasad Reddy. Business Taxation – (Goods and Services Tax – GST)

SEMESTER IV

CORE X - HTML AND WEB DESIGNING- Theory

Objective:

- To enable the students to acquire knowledge on Internet, HTML DHTML, and Hyperlink and raise employability

Course Outcome

Students shall be able to

- Acquire Internet concepts and knowledge in diverse contexts
- Analyze the knowledge of various HTML and DHTML components
- Develop the creation of web page by adding graphics

UNIT I

HTML Basics: Understanding HTML -Setting Up the Document Structure – Formatting Text by Using Tags -Using Lists and Backgrounds -Creating Hyperlinks and Anchors Style Sheets and Graphics.

UNIT-II

Introduction to Style sheets - Formatting Text by Using Style Sheets -Formatting Paragraphs by Using Style Sheets.

UNIT-III

Graphics: Selecting a Graphics Format -Preparing Graphics for Web Use -Inserting - Graphics -Arranging Elements on the Page -Controlling Image Size and Padding - Hyper linking from Graphics -Utilizing Thumbnail Graphics -Including Alternate Text for Graphics.

UNIT -IV

Navigation: Creating Navigational Aids -Creating Tables -Formatting Tables.

UNIT -V

Layouts: Creating Division-Based Layouts -Creating User Forms -Using Frames for Layout -Incorporating Audio and Video.

TEXT BOOK

1. Microsoft Step by Step -HTML and XH, Faithe Wempen, Prentice Hall of India Private Limited, New Delhi, 2006

SEMESTER IV

HTML AND WEB DESIGN PRACTICAL–II

1. Prepare a Bio-data using HTML
2. Prepare a E-book using HTML in your favorite subject
3. Display information about your institution in multiple HTML pages with photos.
4. Display mark list of students using HTML tables
5. Prepare a E-Book using animated images and Multiple frames.
6. Develop a HTML page to check username and password.
7. Develop a HTML page to add and remove item from list box.
8. Develop a HTML page to link other web page

SEMESTER-IV
SBEC I - PAPER I - INPLANT TRAINING-VIVA-VOCE

- I. The students are expected to have a practical training in any business unit or undertaking to enable them to acquaint himself / herself with the procedure, practice and working of companies.
- II. Each student should undergo industrial training for a minimum period of two weeks during the third semester vacation.
- III. He / She shall undergo the above training in the institutions like banks, insurance companies, mutual funds, transport undertakings, private limited and public limited companies, hotels and hospitals, travel and tourism industries and financial institutions.
- IV. Students may make their own arrangements in fixing the companies for candidates should submit a report in not less than 25 type written pages.
- V. Candidates should submit the attendance certificate from the institution for having attended the training for 2weeks.
- VI. Industrial training reports shall be prepared by the students under the supervision of the faculty of the department.
- VII. Industrial training report must contain the following :
 - Cover page
 - Copy of training certificate
 - Profile of the business unit
 - Report about the work undertaken by them during the tenure of training
 - Observation about the concern
 - Findings
- VIII. Industrial training certificate shall be forwarded to the university, one month before the commencement of the fourth semester university examinations.
- IX. Practical viva – voce examination will be conducted with internal & external examiners at the end of the fourth semester and the credits will be awarded.

SEMESTER-IV

NMEC – II HUMAN RESOURCE MANAGEMENT

Course Objective:

- To impart basic knowledge in Human resource management practices.

Course Outcomes:

On successful completion of this course, the students will be able to

1. Understand various functions of Human Resource Management
2. Familiar with recruitment and selection process in an organization
3. Know the process of performance appraisal
4. Aware of the factors affecting promotion and transfer.

Unit-I

Unit I: Human Resource Management – Definition, Nature, objectives and functions of HRM - Role of Human Resource Manager. Human Resource Planning – meaning

Unit-II

Job Analysis – Meaning - Job Description – Job specification. Recruitment – Meaning, factors affecting recruitment and sources of recruitment. Selection – Meaning - selection process - Placement and Induction.

Unit-III

Training – Meaning–Methods – Advantages. Executive Development – Differences between Training and Development. Career Planning – Process – Succession Planning

Unit-IV

Performance Appraisal – Meaning, objectives of Performance Appraisal - Methods of Performance Appraisal- Factors affecting performance appraisal - Job evaluation and Merit rating.

Unit-V

Promotion – meaning – objectives. Transfer –Types – Demotion – meaning - causes; separation - various forms of employee separation.

Text Book: Human Resource Management - S.S. Khanka - S. Chand and Company Ltd.

Reference Books:

1. Human Resource Management - Text and cases – K. Aswathappa, Tata McGraw Hill.
2. Personnel Management and Industrial Relations– P C Tripathi, Sultan Chand and Sons.
3. Personnel Management – Dr.C. B Mamoria SV Gankar, - Himalaya Publishing House.
4. Human Resource Management – J. Jayasankar - Margam Publications.

SEMESTER-V

CORE: XI MANAGEMENT ACCOUNTING

Course Objectives:

The objective of this course is to:

1. Understand the basic concepts of management accounting
2. Comprehend the operations of marginal costing

Course Outcomes:

On successful completion of this course, the students should:

1. Understand the fundamentals of management accounting
2. Classify overheads
3. Prepare master budget.

UNIT - I

Management Accounting – Meaning, objectives and Scope –Need and Significance of Management Accounting.

UNIT - II

Analysis and Interpretation of Financial Statement –Ratio Analysis – Significance of Ratios and Long Term Financial Position–Profitability Uses and Limitations of Ratios (Simple Problems).

UNIT -III

Overhead – Classification of Overheads – Allocation and Absorption of Overhead (Simple Problems)

UNIT –IV

Cost – Volume – Profit Analysis – Marginal Costing and Break – Even Analysis, Marginal Costing Significance and Limitations of Marginal Costing (Simple Problems)

UNIT - V

Budgeting and Budgetary Control– Definition, Importance, Essentials, Classifications of Budgets, Master Budget and Preparation of Different Budgets – Steps In Budgetary Control (Simple Problems).

(Theory and problems may be in the ratio of 20% and 80% respectively)

Text Books

1. R.K.Sharma, Shasi.K.Gupta, Management Accounting Principles & Practice, Kalyani Publications, 2016
2. R.S.N.Pillai&Bhagavathi, Management Accounting, S.Chand and Co, 2015

REFERENCE BOOKS

1. Man Mohan &Goyal, S.M., Principles of Management Accounting –Sathiya.
2. Reddy T.S. &Hari prasad Reddy. Y, Management Accounting, Margham Publication.
3. R.S.N. Pillai and Bagavathi, Management Accounting – SultanChand.
4. Dr. P. Periyasamy, Financial & Management Accounting – Himalaya Publications.

SEMESTER-V

CORE: XII - OPERATIONS RESEARCH

COURSE OBJECTIVES

- To know the optimal solution of the graphical problem
- To apply the model to minimize the cost of transporting in commodity and to assign the suitable job for suitable persons
- To adopt various technique in dealing with competitive situations
- To foresee the difficulties in the operation of complex plans
- To determine the sequence of performing a series of jobs to optimize total time and cost.

COURSE OUTCOMES

- Able to plan and provide a feasible solution based on the constraints
- Able to estimate the cost and construct a model to derive a solution
- Capable of analyzing the various situations and implement the strategies
- Able to apply the network techniques of PERT and CPM to control the operation cost
- Able to find a better solution for complex problem

UNIT – I

Introduction to operations research – meaning – scope- uses – advantages and limitations of operations research

Linear Programming Problems – Formulations of LPP- Graphical method – simplex method (simple problems)

UNIT – II

Transportation models – meaning – definition – basic feasible solution – North West Corner Rule (NWCR), Least Cost Method (LCM), Vogel's Approximation Method (VAM), MODI method.

UNIT – III

Assignment problems – meaning – Definition – Application of assignment problems

Game theory – Basic terminologies – two person zero sum game – games with saddle point – (MiniMax, Maximin principles). Mixed strategy problem – Dominance property (simple problems).

UNIT – IV

Network analysis – construction of network. Time and critical path calculations, PERT- Programme Evaluation Review Technique – meaning – Problems.CPM and PERT comparison.

UNIT – V

Decision theory – decision making under the condition of uncertainty, Maximax criterion, Minimax criterion, Hurwicz criterion, Laplace criterion.

Decision making under risk – Expected value Criterion, Expected Opportunity Loss (EOL). Expected Value of Perfect Information(EVPI).

***Note: Questions in Theory and Problems carry 30% and 70% of the marks respectively..**

TEXT BOOK

Kapoor V.K. “Operations Research: Sultan Chand & Sons, New Delhi.

REFERENCE BOOKS

1. Prem Kumar Gupta, Operations Research – Sultan Chand &Co.
2. P.K. Man Mohan, Operations Research – Sultan Chand &Sons.
3. Vohra N.D., Quantitative techniques in Management, Tata McGraw Hill
4. Agarwal B.M. Quantitative Methods, New Academic Publication.
5. Vital P.R. Introduction to Operations Research, Margham Publications, Chennai

SEMESTER-V
CORE: XI BUSINESS LAW

COURSE OBJECTIVES:

- To create the knowledge of legal perspective and its practices to improve the business.

COURSE OUTCOME:

- Legal insight will be established in the business practices according to the situation of changing environment.

UNIT-I

Business law-meaning, objectives-source-law of contract-types-essentials of a valid contract.

UNIT-II

Discharge of contract-remedies for breach of contract-void agreements-wagering agreements and contingent contracts-quasi contracts.

UNIT-III

Bailment-rights and duties of bailor and bailee-pledge-Mortgage-Indemnity-Guarantee.

UNIT-IV

Law of sale of goods-sale and agreement to sell-their distinctions-types of goods - conditions and warranties caveat emptor-transfer of property-sale by non-owners-Rights of an unpaid seller-auction sale.

UNIT-V

Law of agency-creation of agency-classification of agents-duties and rights of agent and principal-termination of agency.

TEXTBOOK:

1. Kapoor N.D, Business Law, Sultan Chand and sons.

REFERENCE BOOKS

1. RSN Pillai, Bagavathi, Business Law, S.Chand.
2. Shukla M.C., Mercantile Law, S. Chand.
3. P.C. Tulsian, Business Law, TMH.

SEMESTER-V
CORE: XIV MANAGEMENT INFORMATION SYSTEM

Course Objectives:

1. To impart knowledge on concepts of Management Information System
2. To empower with the knowledge of role of MIS in decision making

Course outcomes:

On successful completion of this course, the students will be able to

1. Understand various concepts of MIS
2. Apply MIS for the decision making process
3. Know the roles of functional MIS
4. Be familiar with electronic payments.

Unit-I

Introduction to information system (IS) – Data and Information- Classification of Information- Importance of Information System-components-information system resources- Management Information System (MIS) – Meaning – Definition-Importance of MIS

Unit-II

Systems approach: System – meaning-characteristics-components- Types - System Development Life Cycle- System Analysis- System Design -Steps in implementing systems. System analyst-Meaning- Functions..

Unit-III

Transaction Processing System- Meaning – Importance- Components. Decision Making – Meaning - Types – Decision Support System (DSS) – Characteristics – Components – Expert System (ES) – Components – Applications – Introduction to Artificial Intelligence

Unit-IV

Office Automation System (OAS) – Meaning-Benefits. Executive Information Systems (EIS) – Components – Advantages. Functional Information System for Business – Marketing Information System – Human Resource Information System – Production / Manufacturing Information System – Accounting Information System. Finance Information System.

Unit-V

Telecommunication revolution – Introduction to Email, Internet, Intranet, Extranet, Teleconferencing, video conferencing, Virtual office, ERP – Benefits and challenges - Electronic payments. Introduction to cloud computing –concept of Big data

Text Book:

1. Management information systems – C.S.V. Murthy – Himalaya publishing house.

REFERENCE BOOKS:

1. Management information systems – L.M. Prasad and Usha Prasad – Sultan Chand & Sons
2. Management Information Systems- Text & Cases- Jawadekar. Tata McGraw Hill
3. Management Information Systems – Managing Information Technology in the E-business enterprise - James O'Brien – Tata McGraw Hill.

SEMESTER V

CORE: XV -FUNDAMENTALS OF RESEARCH METHODOLOGY

COURSE OBJECTIVES

- To provide knowledge to carry out research work.
- To make them aware of sources of collecting data
- To analysis the collected data from different scales.
- To state the relationship between variable.
- To enable the students to prepare research report

COURSE OUTCOMES

- Ability to apply research formulation on business problem
- Capable of collecting data using appropriate statistical tools
- Able to measure the variance.
- Adoption of various parameters to test the significance of variables
- Ability to select appropriate research design.

UNIT – I

Research – Meaning – Importance – Types – Definition of research problems – Research process.

UNIT – II

Research design – Types – Sample design – Sampling methods – Probability sampling and Non – Probability sampling - sampling errors.

UNIT – III

Data collection – primary data and secondary data – methods- designing of questionnaire – interview schedule – measurement of scaling techniques.

UNIT – IV

Data processing – editing – coding – classification of tabulation. Types of hypothesis- Null hypothesis – Alternate hypothesis – Formulation of hypothesis.

UNIT – V

Interpretation and report writing – techniques of interpretation – different steps in report writing – layout and types of report. Norms of using charts, index, tables, appendix and bibliography.

TEXT BOOK

1. C.R.Kothari.”Research Methodology”. New Age International(P) Ltd Publishers Re-print 2017

REFERENCE BOOKS

1. Research Methodology – Dr.Pawankumar oberoï – Global Academic Publishers.
2. Business Research Methods – T. Raju and R.Prabhu – MJP Publishers.
3. Research Methodology - Dipak Kumar Bhattacharyya – Excel Books.
4. Dr.S.M.Venkatachelam&M.Murali,—BasicsofBusinessResearchll,MithilaPublications,

SEMESTER V
SBEC – III ADVERTISING MANAGEMENT

Course Objectives:

- To educate the students on various concepts of advertising and their applications in business.

Course Outcome:

- To prepare the students for measuring advertising
- To make the students to measure media effectiveness

UNIT I

Advertising: Meaning – Importance – Objectives –Functions –Role of Advertising -Types of Advertising –Steps in developing an advertisement

Unit II

Media – Forms of Media – Indoor Advertising – Outdoor Advertising – -Types - Internet advertising – Film Advertising – Media Planning -Developing and Implementing media strategies.

Unit III

Advertising Layout Design of Layout –Functions. Advertising Campaign: Steps in Campaign Planning-Advertising techniques-concept – types.

UNIT IV

Advertising Copy – Definition -Objectives – Essentials – Types – Elements of Copy Writing – Headlines - Body Copy – Illustration – Catch Phrases and Slogans –Identification Marks

UNIT V

Advertising Agencies: Advertising Budget – types - Advertising Appeals -- concept- types of appeal - Advertising Organization - Functions - Social Effects of Advertising.

Text Book

1. Sontakki. C.N, Advertising , Kalyani Publishers, Ludhiana, 3rd Revised Edition, 2006.

REFERENCE BOOKS

1. Saravanavel .P and Sumathi.S. , Advertising and Salesmanship, Margham Publications, Chennai, 1st Edition, 2004
2. Chunnawalla, Kumar Sethia Subramanian Suchaki, Marketing , Salesmanship and Advertising, Himalaya Publishing house, Mumbai, 5th Edition 2004 .
3. Philip Kotler, Principles of Marketing, Prentice – Hall, New Delhi, 1st Edition, 2006.
4. RamaswamyS.M , Marketing, Salesmanship And advertising, , Sterling Publications, New Delhi, 1st Edition, Reprint,2003.

ELECTIVE: GROUP A CONSUMER BEHAVIOUR

COURSE OBJECTIVES

1. To provide basic knowledge about consumer behaviour and its applications of consumer behaviour.
2. To learn about pre purchase and post purchase behaviour of consumer behaviour.

COURSE OUTCOME

1. Students will gain the knowledge about consumer behaviour and its applications
2. Students will understand the psychological behaviour of consumer behaviour

UNIT – I

Consumer Behaviour – meaning – Definition – scope. Factors influencing consumer behaviour. Advantages and disadvantages of consumer behaviour.

UNIT – II

Psychological influence of consumer behaviour – Motivation – Perception – Meaning of perception – Dynamics of Perception. Learning – Meaning – Basic principles of learning.

UNIT – III

Attitudes of consumer behaviour – Image and Life styles. Consumer expectation and satisfaction. Socio cultural and cross cultural family. Group - reference group.

UNIT – IV

Purchase decision process – High and Low involvement – Pre- Purchase and Post – Purchase behaviour – online purchase decision purchase process.

UNIT – V

Organizational Buyer Behaviour – Consumer Research – Changing Consumer Research.

TEXT BOOKS

1. Leon . G. Sciffman& Leslie Lasar Karuk, Consumer Behaviour. Pearson Education. 2013.
2. Jay.D.Lindquist& Joseph Sirgy Shopper. Buyer and Consumer Behaviour. Biztranza Publication. 2014

ELECTIVE - GROUP – B
INDUSTRIAL RELATIONS

Course Objectives

1. To understand the functions of Industrial Relations
2. To learn about industrial disputes
3. To know about trade union
4. To create an awareness about collective bargaining

Course Outcome

1. To understand the various functions of industrial relation
2. To understand the various methods of collective bargaining

UNIT – I

Industrial Relation system – meaning – objectives – scope – Dunlop Model of Industrial Relations – Industrial Relations in India – State and Industrial Relations. Labour Policy – Tripartite Consultations– Indian Labour Conference.

UNIT – II

Industrial Disputes – concepts – causes of industrial disputes – Dynamics of Industrial disputes – Forms of industrial disputes – prevention of industrial disputes – settlement of industrial disputes – preventive and settlement machinery of industrial disputes in India.

UNIT – III

Collective bargaining – objectives – methods – Managements for negotiations – Union organization for bargaining – Negotiation Process – Recommendation of National Commission on Labour.

UNIT – IV

Trade Unionism – Theories of Trade Unionism – Principles, Philosophy and Policies of Indian Labour – Growth of trade unionism in India – Management of Trade unions – Problems of trade unions.

UNIT – V

Grievances – meaning – causes – procedure – disciplinary action – procedures for punishment - types of punishment.

TEXT BOOK

1. Mamoria, C.B., -Dynamics of Industrial Relations in India, Himalaya Publishing House, Bombay, 1992.

REFERENCE BOOKS

1. John T. Dunlop:—Industrial Relations System, Henry Holt and Company, New York, 1958.
2. Flanders Allen :-Trade Union, The English Languages Book Society, London, 1963.
3. Loyd G. Reynolds:—Labour Economics and Labour Relations Prentice Hall of India PVT .Ltd. ,New York, 1978.
4. Daniel Quinn Mills: —Labour Management Relations, McGraw Hill Books Company, New York, 1978.
5. Marry. S, —Collective bargaining, Asia Publishing House, Bombay, 1980.
6. R. Stagner and H. Rosen ;—Psychology of Unions— Management Relations Tavistock Publication Ltd., London, 1968.
7. R.C.Saxena;—Labour Problems and Social Welfare, K. Nath & Company Meerut, 1990.
8. A.M. Sharma, —Aspects of labour Welfare and Social Security, —Himalaya Publishing House, Bombay, 1990. Memoria, C.B.,—Dynamics of Industrial Relations in India, Himalaya Publishing House, Bombay, 1992.
9. Dr.K.Ramesh,—Industrial Relations and Labour Development, 1st Edition, Mithila Publications, 2016, ISBN : 978-93-80506-17-3.

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ELECTIVE GROUP: C

MULTIMEDIA

UNIT I

Introduction: Multimedia Definition – Use Of Multimedia – Delivering Multimedia – Text: About Fonts and Faces – Using Text in Multimedia – Computers and Text – Font Editing and Design Tools – Hypermedia and Hypertext.

UNIT II

Images: Plan Approach – Organize Tools – Configure Computer Workspace – Making Still Images – Color – Image File Formats. Sound: The Power of Sound – Digital Audio – Midi Audio – Midi vs. Digital Audio – Multimedia System Sounds – Audio File Formats – Vaughan's Law of Multimedia Minimums – Adding Sound to Multimedia Project.

UNIT III

Animation: The Power of Motion – Principles of Animation – Animation by Computer – Making Animations that Work. Video: Using Video – Working with Video and Displays – Digital Video Containers – Obtaining Video Clips – Shooting and Editing Video.

UNIT IV

Making Multimedia: The Stage of Multimedia Project – The Intangible Needs – The Hardware Needs – The Software Needs – An Authoring System's needs. Multimedia Production Team.

UNIT V

Planning and Costing: The Process of Making Multimedia – Scheduling – Estimating – RFPs and Bid Proposals. Designing and Producing – Content and Talent: Acquiring Content – Ownership of Content Created for Project – Acquiring Talent

TEXT BOOK

1. Multimedia: Making It work, Tay Vaughan(Eight Edition)

REFERENCEBOOK

1. Ralf Steinmetz &Klara Nahrstedt — Multimedia Computing, Communication & Applications — Pearson Education

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ELECTIVE GROUP: D

ENTERPRISE RESOURCE PLANNING

COURSE OBJECTIVES:

- Become familiar with ERP Process.
- Learn ERP implementation process using information technology

COURSE OUTCOME:

- Design and develop ERP applications using features of ERP tools

UNIT – I

Basics of ERP – ERP essentials – ERP evolution – ERP market – ERP tiers – information system- presentation tier – application tier – database tier

UNIT – II

Enterprise systems – standalone mainframe systems – client server architecture – service oriented architecture – types of enterprise systems – types of data.

UNIT – III

Process in ERP – Basic procurement process – physical flow - information flow – document flow – information flow- financial impact – role of enterprise systems in the procurement process - fulfillment process – production process.

UNIT – IV

Integration – integrated process – integrated process execution – additional intra company – extended (intra company) processes.

UNIT – V

ERP for construction industry – ERP for a manufacturing industry - ERP for a production industry - ERP for a marketing industry - ERP for a services industry - ERP for a human resources industry.

REFERENCE BOOKS

1. Simha R Magal, Jeff Word – “ Essentials of Business Process & Information System” Wicky publications
2. Marianne Bradford “Modern ERP, select, implement & use Today’s advanced business systems” LuLu Publishers
3. Jyorindra Zaveri “ERP” Himalaya Publishing House.

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ELECTIVE - GROUP E

TOTAL QUALITY MANAGEMENT (TQM)

Course Objectives

1. The knowledge about total quality management has been identified and created an idea
2. The control chart methods have been studied

Course Outcome

1. The students will be given an opportunity in the field of quality control
2. The knowledge about the quality management has been studied

UNIT-I

Concept of Quality – Quality as customer delight – Quality as meeting. Standards–Introduction to total Quality – Concept of total Quality Design, inputs, process and output – Quality as business performance – Attitude and involvement of top management.

UNIT-II

Quality Management – Fundamentals – Evolution and objectives –Planning for Quantity – Quality Process – Statistical Process Control (SPC)–Quality Assurance – Total Quality management.

UNIT-III

Quality Management System – ISO 9000 series – Techniques of TQM –5' Concepts – 7' tools – Cause – Effect Analysis stratification, Pareto diagram Histogram, Control charts (SQC) check sheet & Pie-

UNIT-IV

Bench marking – Essence of Bench Marketing–Benefits and Strategic Bench marking – Global bench marking – Business Process Re-engineering.

UNIT - V

Core competence and strategic alliance for ensuring quality – role of MNCS, in emergence of global quality – Barriers to TQM.

TEXTBOOK

1. Armond.V.Feigerbaum, Total Quality Control, McGraw Hill.
2. John Bark, Essence of TQM, PHI, Delhi.

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REFERENCEBOOKS

1. Joel,E.Ross, Total Quality Management
2. Ron Collard, Total Quality ,Jaico, Delhi
3. Willborn&T.C.Edwin Cheng, Global Management of Quality Assurance systems, McGraw Hill.
4. J.M.Juran, Juran On leadership for Quality—An Executive Hand Book.
5. ISOManuals.

SEMESTER VI

CORE: XVI – STRATEGIC MANAGEMENT

Objectives

- To enable the students to understand the significance of setting goals, objectives and strategy formulation, implementation and evaluation.

Outcomes -

1. Demonstrate the concepts of strategic management benefits received by the organisation.
2. Acquire knowledge on guidelines to formulate mission, goals and objectives.
3. Implement the knowledge gained in strategy selection.
4. Analyze the factors and approaches to implement the strategy
5. Understand the importance and criteria for strategic evaluation and control

UNIT I

Strategic Management: Concepts - Difference between strategy and tactics - Three Levels of strategy, Strategic Management Process - Benefits, TQM – concepts-Benefits

UNIT II

Strategic Formulation: Corporate Mission: Need – Formulation, Objectives: Classification - Guidelines, Goals: Features - Types, Environmental Scanning - Need – Approaches - SWOT analysis - ETOP - Value chain analysis.

UNIT III

Choice of strategy: BCG matrix - The GE nine cell planning grid - Corporate level generic strategies: Stability, Expansion, Retrenchment, Combination strategies.

UNIT IV

Strategic Implementation: Role of top management-Process - Approaches, Resource allocation -Factors - Approaches, Mckinsey's 7's framework, Strategic Positioning - Four routes to competitive advantage.

UNIT V

Strategic Evaluation: Importance - Criteria - Quantitative and Qualitative factors, Strategic control-Process - Criteria - Types, Essential features of effective evaluation and control systems.

Text Books

1. Francis Cherunillam –Strategic Management Himalaya Publishing House, Mumbai

Reference Books:

1. Biswanth Ghosh, Strategic Management: An Assessment , Streling Publishers, New Delhi, 1st Edition, 2004.
2. V.S.Ramaswamy & S.Namakumai, Strategic Planning - Formulation of corporate strategy, Macmillan Business Books, 4 th Edition, 2001.

SEMESTER VI
CORE: XVII – FINANCIAL MARKETS AND SERVICES

Course Objectives

1. The students will be inculcated in the field of financial markets
2. The idea will be given about financial services.

Course Outcome

1. The field of capital markets has been studied clearly
2. The knowledge about financial market has been understood

UNIT - I

Financial Markets – meaning – classifications – capital market – Industrial securities market – Government securities market – Long term loans market – Mortgages market – Financial guarantees market – Money market – Money market Vs Capital market – Objectives and importance of money market- Composition of money market.

UNIT – II

New issue market – meaning – Distinction between New Issue Market and Stock exchange – Functions of New issue Market – Methods of floating new issues – Secondary market –players - Functions – Method of trading in stock exchange – Recent developments – SEBI – Functions- Powers.

UNIT – III

National Stock Exchange (NSE) – objectives – features - OTCEI – Features – Advantages -National Security Depository Limited– Functions - SEBI – Powers and functions – Credit rating – Benefits – Credit Rating Agencies in India.

UNIT- IV

Financial services – Scope – New financial services – Merchant banking - services- Hire purchase –Features – Leasing – Steps in leasing – types of leasing.

UNIT-V

Venture capital –Features - Scope – Mutual funds – Importance – Facilities available to investors – Concept of Discounting – Factoring – Functions and Benefits – Concept of securitization

TEXT BOOK:

1. Financial Markets and Services - Garden and Natarajan, HPH.

REFERENCE BOOKS

1. Financial Institutions and Market -Bhole L.M, TMH.
2. Investment and Securities markets in India - Avadhani V.A, HPH.
3. Corporate Finance – KulKarni P.V,HPH
4. Financial Services - Khan M.Y, TMH.
5. Management of financial services - Bhatia &Batra, Deep & Deep.

SEMESTER VI
CORE: XVIII ENTREPRENEURIAL DEVELOPMENT

COURSE OBJECTIVES:

- To impart knowledge and skills needed to become an entrepreneur
- To motivate young people to set up own ventures and contribute to national economic development.

COURSE OUTCOMES

- On the successful completion of the course, students will be able

UNIT – I

Entrepreneurship – Meaning – Characteristics – Types – Traits – Functions of entrepreneurs – Theories of Entrepreneurship. Role of entrepreneurs in economic development. Phases of Entrepreneurial development programme.

UNIT – II

Growth of entrepreneurs – factors determining the growth of entrepreneurs. Women entrepreneurs – functions- role – growth – problems of women entrepreneurs – suggestions for the development of women entrepreneurs. Rural entrepreneurship – TRYSEM – risk taking development strategy for rural entrepreneurs.

UNIT – III

Project identification and classification – Project formulation – project design and network analysis – project appraisal.

UNIT – IV

Steps for starting a small industry – selection and type of organization – incentives and subsidies – financial analysis – sources of project finance.

UNIT – V

Entrepreneurial support – DIC, Industrial Estate – SIDO, NSIC, SSIC, SISI, SIDCO, SIPCOT, KVIC, Commercial banks and New entrepreneurial development agency.

TEXT BOOK

1. Gupta. C.B and Srinivasan. N.P “Entrepreneurial Development”. Sultan Chand and Sons 2017.

REFERENCE BOOKS

1. Dr.K.Arul & Dr.A.Subangini devi, Entrepreneurial Development, Shanlax Publication, Madurai.
2. Khanha, Entrepreneurial Development
3. Vasanth Desai, Organisation and Management of Small Industries
4. Saravanavel, P., Entrepreneurship Development
5. Tandon, B.C., Environment and Entrepreneurship
6. Rao T.V., and Udaipareek, Developing Entrepreneurship

SEMESTER-VI

Core XIX Tally –Theory

Objective: To familiarize the students with Tally and its applications in the field of business.

Course Outcome

- 1.Students shall be able to understand the company creation and vouchers
- 2.To understand the concept of TDS and VAT concepts

Unit I Tally 9.0: Introduction – Features –Requirements for Installing Tally 9.0. Company Creation: Creation – Selection – Alteration – Deletion – Configuring Accounting. Master: Groups – Creation – Primary Group – Sub Group – Ledger Creation.

UNIT II Vouchers: Types – Writing Voucher – Voucher Entry – Accounting Voucher –Type – Inventory masters.

UNIT III. Inventory voucher: Purchases Entry – Sales Entry – Purchases Order – Sales Order. Inventory Information: Stock Categories – Stock Items.

UNIT IV Taxation: TDS: Concept – Features – Benefits – Creation – Voucher Entry. VAT: Concept – Classification – Ledgers pertaining to VAT.

UNIT V. Reporting: Preparation of Trial Balance – Book of Accounts, Cash Book, Bank Book, Ledger Accounts, Group Summary, Sales Register and Purchases Register, Journal Register, Statement of Account and Balance Sheet , Funds flow and cash flow statements.

REFERENCE BOOKS

1. Kogent Solution Inc Tally 9 In Simple Steps, Dream tech Press, New Delhi, 1st Edition 2009.
2. Namrata Agrawal Tally 9, Dream tech Press, New Delhi, 1st Edition 2008.
3. Certificate Course on Tally 9 & Office Automation, Genesis (House of Accountants), 1 st Edition, 2009.
4. Tax Accounting in Tally, Genesis (House of Accountants), 3rd Edition, 2008.

SEMESTER –VI

Core Practical- III Tally 9.0 (Programming Lab)

1. Create a new company, groups & ledger and record minimum 10 Transactions & Display the results.
2. Prepare accounting vouchers by using the following methods.
 - Contra ▪ Payment ▪ Receipt ▪ Journal ▪ Sales ▪ Purchase ▪ Credit Note ▪ Debit Note
3. Create a stock item of a company by providing stock group with a unit of measurement.
4. Create a godown for the company stock items to store them in a office go down.
5. Prepare inventory vouchers by using the following methods.
 - Delivery Note ▪ Receipt Note ▪ Rejection In ▪ Rejection Out ▪ Stock Journal ▪ Physical Stock
6. Create masters including party's ledger, expenses ledger, related to TDS.
7. Create the ledger purchase accounts and also activate the features related to VAT.
8. Prepare the Trial Balance, Profit & Loss a/c and Balance Sheet.
9. Prepare the fund flow statement and cash flow statement

SBEC: IV CAMPUS TO CORPORATE –(VIVA –VOCE)

Course Objective: To make students fit to corporate by imparting required skills

Course Outcome:

On successful completion of this course the student will

1. Be able to read and listen better
2. Make their presentation more effective
3. Be a good team player
4. Perform better in GD and Interview.

Unit-I

Reading - meaning – critical reading – reading methods (Students should be exposed to the practice of reading news papers). Listening- – principles of good listening – accent comprehension – practical exercises

Unit-II

Presentation Meaning-Importance –Components- Verbal, Vocal, Visual. Presentation Aids, Preparation for making the Presentation Effective- Plan, Prepare, Practice and Perform. Self introduction

Unit III

Corporate etiquette – Dressing and grooming skills – Work place etiquette – Business etiquette – Email etiquette – Telephone and meeting etiquette- Video conferencing etiquette

Unit-IV

Self – analysis through SWOT. Goal setting –meaning – SMART goals. Types of goals – short term – medium – long term goals. Team building and team work – Skills needed - Role of a team leader – Role of team member

Unit-V

GD as selection process- different kinds of topics-outcome of GD-structure of GD-Preparation for GD. Successful GD techniques. Interview – meaning – types. Preparation for the interview- Mock interview

Text book

1. Soft skills – Know yourself and Know the world – Dr.K.Alex. S.Chand& Company

Reference books

1. Soft skills-S.Hariharan, N.Sundaram,S.P.Shanmugapriya
2. Effective communication and public speaking – S.K. Mandal – Jaico Publishing
3. A Course in Listening and Speaking II, V.Sasikumar,P .Kiranmai Dutt, Geetha Rajeevan, Cambridge University Press, 2007.

CORE – XXI

PROJECT WORK VIVA-VOCE

Specimen–I

TITLE

A project report submitted to the Periyar University in partial fulfillment of the requirements for the award of the degree of

BACHELOR OF BUSINESS ADMINISTRATION

By

Name of the student Reg.

No.....

Under the guidance of

Name of the guide

Department, College Name and place

Month and year of submission

Specimen – II

CERTIFICATE

This is to certify that the project entitled, –TITLE], is a bonafide work carried out by
.....Reg. No.under my supervision and guidance during the academic
year.....in partial fulfillment of the requirements for the award of
the degree of BACHELOROF BUSINESS ADMINISTRATION and the work is an original one and has not
formed basis for the award of any degree, diploma, associate ship, fellowship of any other similar title.

GUIDE SIGNATURE

HOD SIGNATURE

Project work evaluation viva – voce examination conducted on

INTERNAL EXAMINER

EXTERNAL EXAMINER

Specimen – III
DECLARATION

I hereby declare that this project work entitled "TITLE" submitted to the PERIYAR UNIVERSITY, SALEM in partial fulfillment of the requirements for the award of BACHELOR OF BUSINESS ADMINISTRATION is an original one and has not been submitted earlier either to this university or to any other institution for the award of any degree / diploma.

Date:

Candidate signature

Place

ELECTIVE II - GROUP A
RETAIL MARKETING MANAGEMENT

Objective -

- To enable the students to acquire knowledge on retailing concepts and buyer behavior

Course outcomes—After the course completion the student will be able to

- Understand retailing and marketing concepts
- Gathers knowledge on buyer behavior and sales forecasting methods

UNIT – I

Definition of Retail Marketing — Features of Modern Retail Marketing –Importance of Retail Marketing – Types of Retail Marketing – Retail Marketing Mix.

UNIT – II

Functions of Retail Marketing - Buying - Assembling - Selling - Transporting.

UNIT – III

Storage and Warehousing – Risk Bearing – Retail Market Information – Grading and Standardization– Retail Market Function.

UNIT – IV

Buyer Behavior – Consumer Goods and Industrial Goods – Buyer Behavior Model – Factors Influencing Buyer Behavior - Market Segmentation – Need and Basis – Targeting – Positioning.

UNIT – V

Retail Sales Forecasting – Methods – Analysis and Application – Products – Classification – New Product Development Process – Product Life Cycle –Line and Product Mix Decision.

TEXT BOOK

Retail Marketing Management – David Gilbert, Pearson Education.

REFERENCE BOOKS

1. Global Marketing Management – Warren J. Keejan, Prentice – Hall of India.
2. Retail Management – Chetan Bajaj, RajnishTuli, Nidhi V Srivastav - Oxford University Press.
3. Retailing Management – Michael Levy, Barton A Weitz and Ajay Pandit– McGraw Hill.
4. Retailing Management – Text & Cases – Swapna Pradhan – McGraw Hill.
5. Retail Marketing Management – David Gilbert – Pearson Education.

ELECTIVE II - GROUP B

TRAINING AND DEVELOPMENT

Course Objectives:

1. To give basic knowledge on Training and Development
2. To impart knowledge on various methods and techniques of training and development

Course Outcomes:

On successful completion of this course, the students will be able to

1. Do need analysis for a training program
2. Understand the role of training department in an organization
3. Know various methods and techniques of training and development.

Unit-I

Objective and concepts of Training-Scope of Training-Training and HRD – Benefits of training to Organization-Recent Trends in Training –Organisation for training – Objectives, structures and functions of Training Department – Execution of Training Programmes – Evaluation of Training Programmes.

Unit-II

Steps in Training-identification of Job Competencies-Criteria for identifying training needs- Assessment of Training Needs-Methods and Process of needs Assessment.

Unit-III

Trainer Identification, Methods- Techniques of On-the-job Training -Instructions-Apprenticeship-Vestibule-Coaching-job rotation- Techniques of off-the-job Training, Case studies, Role playing Programmed Instructions, T-Group training – simulations.

Unit-IV

Need & Importance of Management Development-Methods-Coaching-Position. Rotation-Multiple Management-Mentoring-Lectures-Discussions - Case studies – Conferences – Workshops – Syndicate-Brainstorming-Simulation-Selective Reading-Role play- Psycho drama – Simulation – In basket Games

Unit V

Sensitivity Training, Self – learning techniques, Planned reading – Correspondence Courses – Programmed instructions – Audio Visual lessons – Manuals and Hand-outs.-Counselling - Assistant to position – Under – study – Junior Board.

TEXT BOOK

1. M.C. Larney, William J : Management Training : Cases and Principles, Richard, D. Irwin, Illinois.

References:

1. Mcgrath E.H., Training for Life & Leadership in Industry, 4th edition, PHI, 2009.
2. Irwin.L Goldstein, Training in Organizations, Thomson, 2010
3. Sukla, A.F. Personnel Administration and Human Resources Development, John Wiley, New York.
4. Hacoan, R.J. Management Training : Aims and Methods, English Universities Press, London.
5. Ahmed, Abad : Management and Organisational Development, Rachana Prakasham, New Delhi.
6. Mamoria, C.B. Personnel Management, Himalayas Publishing House, Bombay.

ELECTIVE II - GROUP C

DATA BASE MANAGEMENT SYSTEM

UNIT- I

Introduction: Database System Applications -Purpose of Database Systems -View of Data -Database Languages -Transaction Management -Database Architecture -Database users and Administrators. Relational Model: Structure of Relational Databases -Database Design -ER Model - Overview of the Design Process – The Entity- relationship Model -Constraints -Entity Relationship Diagrams.

UNIT -II

Relational Algebra Operations -Relational Languages: The Tuple —Relational Calculus - The Domain Relational Calculus -SQL: Background -Data Definition - Basic Structure of SQL Queries -Set Operations -Aggregate Functions -Null Values - Nested Sub- Queries -Views -Modification of the Database

UNIT-III

PL/SQL: A Programming Language: History -Fundamentals -Block Structure Comments- Data Types - Other Data Types -Declaration -Assignment operation – Bind variables -Substitution -Variables - Arithmetic Operators. Control Structures and Embedded SQL: Control Structures -Nested Blocks -SQL in PL/SQL –Data Manipulation -Transaction Control statements.

UNIT IV

PL/SQL Cursors and Exceptions: Cursors -Implicit & Explicit Cursors and Attributes -Cursor FOR loops -SELECT...FOR UPDATE -WHERE CURRENT OF clause- Cursor with Parameters - Cursor Variables -Exceptions -Types of Exceptions.

UNIT -V

PL/SQL Composite Data Types: Records. -Tables -Varrays. Named Blocks: Procedures -Functions - Packages -Triggers -Data Dictionary Views

TEXTBOOKS

1. "Database System Concepts", Abraham Silberschatz, Henry F .Korth, S.Sudarshan , TMH5th Edition (Units -I,II)
2. DATABASE SYSTEMS USING ORACLE -Nilesh Shah, 2nd edition, Prentice Hall 25 of India Private Limited, New Delhi.

ELECTIVE - GROUP –D

E -BUSINESS

UNIT I

Basic Internet Fundamentals: Overview of the Internet, Browsing the World Wide Web, Electronic Mail, Basics of using FTP, Newsgroups, Searching the web to gain Market Intelligence, Internet Technology

UNIT II

E CRM -Meaning -Difference between CRM & e CRM - Features of e CRM –e CRM Software.

UNIT III

MS-office -Data entry -graphs -aggregate function - Formulas & functions -Different number System & conversion.

UNIT IV

An Electronic Market place of buyers & sellers - Collaborating on a distribution chain -Online catalog.

UNIT V

Commercial Websites -Types of online business -Sales of Products & Services One to one Marketing Strategies.

TEXT BOOKS

1. Greg Holden, Starting an E-commerce Business for Dummies H Edition
2. David Kodiur, Understanding Electronic Commerce.

REFERENCE BOOKS

1. PT' Josep , E. Commerce -A Manager's Perspective, PHI
2. Daniel Amor, E Business Revolution, Pearson Education Asia, PHI
3. Shurethy, E -Business with Net Commerce
4. Samanthas hurethy, E-Business with Net Commerce.

ELECTIVE PAPER-GROUP -II

MERCHANDISING MANAGEMENT

COURSE OBJECTIVES

1. Describe retail merchandising operations and their importance in a competitive market.
2. Helping the students acquire the required skills to be an effective merchandising management professional.
3. Facilitating the learners understand, analyse and take decisions as merchandising manager.
4. Imparting the knowledge about merchandising and its influence on other business activities.
5. Inculcating about the preparations required to deal with the changing scenario of merchandising.

COURSE OUTCOMES

1. Learners understand the concepts, trade theories and importance of merchandising management.
2. Students acquire the required skills to be an effective merchandising management professional.
3. Learners understand, analyze and take decisions as merchandising manager.
4. Students acquire the knowledge about merchandising and its influence on other business activities.

Students will be able to deal with the changing scenario of merchandising

UNIT - I

Concept of Retail Merchandising: Meaning of Merchandising, Major Areas of Merchandise Management, Role and Responsibilities of Merchandisers.

Merchandise Mix: Merchandise Mix, Concept of Assortment Management, Merchandise Mix.

UNIT - II

Merchandise Displays and Space Management: Concept of Merchandise Displays, Display and Design Basics; Principles of Design; Color Blocking; Types of Displays -Importance of Merchandise Displays, Concept of Space Management, Role of IT in Space Management, Purpose of space planning; Lighting, Window display for a product or merchandise, Concept of Planogram.

UNIT - III

Visual Merchandising: Meaning of Visual Merchandising, Visual merchandising terminologies [Facade, Signage, Store windows etc. -Objectives of Visual Merchandising, History and growth of Visual Merchandising, Visual Merchandising in India, Product Positioning and Visual Merchandising.

UNIT - IV

Merchandise Planning: Concept of Merchandise Planning, Applications of Merchandise Planning, Elements of Merchandise Planning, Role of Merchandiser in Planning.

Category Management and Merchandise Budgeting: Concept of Category Management, Merchandise Forecasting, Merchandise Budgeting

UNIT - V

Merchandise Sourcing: Concept of Merchandise Sourcing, Historical Perspective of Sourcing, Stock Management and Distribution, International Sourcing

Merchandise Replenishment: Retail Replenishment, Importance of Replenishment, Direct Store Delivery (DSD), Managing Retail Home Delivery, Measures for Retail Distribution and Replenishment.

TEXT BOOK:

1. *Donellan, John.* 2001. **Merchandise Buying and management.** Fairchild Publications.
2. *Swapna Pradhan.* 2010. **Retail Merchandising.** Tata McGraw Hill.

REFERENCE BOOKS:

1. *Bliss, Laura L.* 1995.**Study Guide Visual Merchandising and Display.** III edition" Fairchild Publications.
2. *Vedomani, Gibson.* 2012.**Retail Management - 4th Edition.**Jaico Publishing House.
3. *Grose, Virginia.* 2011. **Basics Fashion Management: Fashion Merchandising.** AVA Publishing.
4. *Rabolt, Nancy J. and K. Judy.* 1997.**Concepts and Cases in Retail and Merchandise Management.** Fairchild Publications.

QUESTION PAPER
PATTERN

**QUESTION PAPER PATTERN FOR
THEORY SUBJECTS**

(Including skill based and non-major elective papers)

Time: 3 Hours.

Max. Marks: 75

PART – A (15 x 1 = 15 Marks)

Answer All Questions

(Three questions from each unit)

Objective type questions

PART – B (2x 5 =10Marks)

Answer any two questions out of five questions

(One question from each unit)

PART – C (5 x 10 = 50 Marks)

Answer all Questions

(One question from each unit with internal choice)

Either or pattern