

C. ABDUL HAKEEM COLLEGE (AUTONOMOUS),
MELVISHARAM- 632 509



DEPARTMENT
OF
CORPORATE SECRETARYSHIP

SYLLABUS
UNDER
CBCS Pattern

with effect from 2018

For Candidates admitted from June 2018 onwards)

C. ABDUL HAKEEM COLLEGE (AUTONOMOUS), MELVISHARAM-632509

DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)

B. Com. (CORPORATE SECRETARYSHIP)

CBCS PATTERN (REGULATIONS 2018-2019)

The Course of Study, Credits and Scheme of Examinations

I YEAR

S.No	Part	Course Title	Subject Codes	Hrs/ week	Credits	Title of the Paper	Maximum Marks		
I YEAR SEMESTER I							CIA Mark	EXT Mark	TOTAL Mark
1	I	Language	U18FTA101/ U18FUR101	6	4	Tamil/Urdu/Others-I	25	75	100
2	II	English	U18FEN101	6	4	English-I	25	75	100
3	III	Main-Theory	U18MKS101	5	4	Financial Accounting-I	25	75	100
4	III	Main-Theory	U18MKS102	5	3	Business Communication	25	75	100
5	III	Allied-I Theory	U18AEC102/ U18AKS101	6	4	Managerial Economics-I/ Personality Development	25	75	100
6	IV	Environmental Studies	U18CES101	2	2	Environmental Studies	25	75	100
				30	21		150	450	600
I YEAR SEMESTER II							CIA Mark	EXT Mark	TOTAL Mark
7	I	Language	U18FTA201/ U18FUR201	6	4	Tamil/Urdu/Others-II	25	75	100
8	II	English	U18FEN201	4	4	English-II	25	75	100
9	III	Main-Theory	U18MKS201	5	4	Financial Accounting-II	25	75	100
10	III	Main-Theory	U18MKS202	5	3	Business Organisation and Management	25	75	100
11	III	Allied-I Theory	U18AEC202/ U18AKS201	6	6	Managerial Economics-II/ Stress Management	25	75	100
12	IV	Value Education	U18CVE201	2	2	Value Education	25	75	100
13	IV	Soft Skills	U18CSS201	2	1	Soft Skills	25	75	100
				30	24		175	525	700

II YEAR

	Part	Course Title	Subject Codes	Hrs/ week	Credits	Title of the Paper	Maximum Marks		
II YEAR SEMESTER III							CIA Mark	EXT Mark	TOTAL Mark
14	I	Language	U18FTA301/ U18FUR301	6	4	Tamil/Urdu/Others-III	25	75	100
15	II	English	U18FEN301	6	4	English-III	25	75	100
16	III	Main-Theory	U18MKS301	3	3	Company Law & Sec. Practice-I	25	75	100
17	III	Main-Theory	U18MKS302	4	3	Corporate Accounting-I	25	75	100
18	III	Allied-II Theory	U18AKS301/ U18AKS302	6	4	Business Statistics-I/ Services Marketing	25	75	100
19	IV	Skill Based Subject	U18SKS301	3	3	Computer Application in Business (SBS-I)	25	75	100
20	IV	Non Major Elective	U18NKS301	2	2	Fundamentals of Marketing (NME-I)	25	75	100
				30	23		175	525	700
II YEAR SEMESTER IV							CIA Mark	EXT Mark	TOTAL Mark
21	I	Language	U18FTA401/ U18FUR401	6/4*	4/3*	Tamil/Urdu/Others-IV	25	75	100
22	II	English	U18FEN401	6	4	English-IV	25	75	100
23	III	Main-Theory	U18MKS401	3	3	Company Law & Sec. Practice-II	25	75	100
24	III	Main-Theory	U18MKS402	4	3	Corporate Accounting-II	25	75	100
25	III	Allied-II Theory	U18AKS401/ U18AKS402	6	6	Business Statistics-II/ Organizational Behaviour	25	75	100
26	IV	Skill Based Subject	U18SKS401	3	3	International Trade (SBS-II)	25	75	100
27	IV	Non Major Elective	U18NKS401	2	2	Project Management (NME-II)	25	75	100
28	I	Urdu Lab	U18FURP41	2*	1*	Practical Urdu	25	75	100
				30	25		200	600	800

* Urdu

III YEAR

o	Part	Course Title	Subject Codes	Hrs/ week	Credits	Title of the Paper	Maximum Marks		
III YEAR SEMESTER V							CIA Mark	EXT Mark	TOTAL Mark
29	III	Main- Theory	U18MKS501	6	4	Cost Accounting	25	75	100
30	III	Main-Theory	U18MKS502	5	4	Banking Law and Practice	25	75	100
31	III	Main-Theory	U18MKS503	6	4	Income Tax Law and Practice-I	25	75	100
32	III	Main- Theory	U18MKS504	5	4	Legal Aspects of Business	25	75	100
33	III	Elective	U18EKS501/ U18EKS502/ U18EKS503	4	3	(Choose any one) Entrepreneurial Development/ Elements of Insurance/ Industrial Relations (Elective-I)	25	75	100
34	III	Main	U18SKSP51	0	2	Internship Training	25	75	100
35	IV	Skill Based Subject	U18EINP51	4	2	Practical Microsoft Office Lab (SBS-III)	25	75	100
				30	23		175	525	700
III YEAR SEMESTER VI							CIA Mark	EXT Mark	TOTAL Mark
36	III	Main- Theory	U18MKS601	6	5	Management Accounting	25	75	100
37	III	Main-Theory	U18MKS602	5	5	Marketing Management	25	75	100
38	III	Main-Theory	U18MKS603	6	5	Income Tax Law and Practice-II	25	75	100
39	III	Elective	U18EKS601/ U18EKS602/ U18EKS603	5	3	(Choose any one) Human Resource Management / Financial Management/ Fundamentals of Information & Technology (Elective-II)	25	75	100
40	III	Elective	U18EKSP61/ U18EKS604/ U18EKS605	4	3	(Choose any one) Institutional Training (Project)/ Investment Management/ Corporate Finance (Elective-III)	25	75	100
41	IV	Skill Based Subject	U18SKS601	4	2	Office Management (SBS-IV)	25	75	100
42	V	Extension Activities	U18CEA601	0	1	Extension Activities	100	-	100
				30	24		250	450	700

OVERALL COURSE

CREDITS & MARKS STRUCTURE

PART	COURSE TITLE	NO. OF PAPERS	HOURS	CREDITS	MARKS FOR EACH PAPER	TOTAL MARKS
I	Tamil/Urdu/Others	4	24/22*	16/15*	100	400
I	Practical Urdu	1	2*	1*	100	100
II	English	4	22	16	100	400
III	Main-Theory	15	73	57	100	1500
III	Allied-I Theory	2	12	10	100	200
III	Allied-II Theory	2	12	10	100	200
III	Major Elective	3	13	9	100	300
III	Internship Training	1	0	2	100	100
IV	Non Major Elective	2	4	4	100	200
IV	Skill Based-Subjects	4	14	10	100	400
IV	Soft Skills	1	2	1	100	100
IV	Environmental Studies	1	2	2	100	100
IV	Value Education	1	2	2	100	100
V	Extension Activities	1	0	1	100	100
	TOTAL	42	180	140	-	4200

* Urdu

PART TYPE	COURSE TYPE	NUMBER OF PAPERS	NUMBER OF HOURS	CREDITS	MARKS
I	TAMIL/URDU/OTHERS	4+1*	24	16	500
II	ENGLISH	4	22	16	400
III	MAJOR, ALLIED, ELECTIVE & INTERNSHIP TRAINING	23	110	88	2300
IV	NON-MAJOR, EVS, SOFT SKILLS, SKILL BASED & VALUE EDUCATION	9	24	19	900
V	EXTENSION ACTIVITIES	1	0	1	100
	TOTAL	42	180	140	4200

* Urdu



C. ABDUL HAKEEM COLLEGE

(AUTONOMOUS)

DEPARTMENT OF CORPORATE SECRETARYSHIP

PROGRAMME OUTCOME (PO)

Upon completion, graduates with B. Com (CS) will have the following competencies.

- PO1 Graduates will possess the necessary knowledge and skill to shine in their professional careers in Corporate World.
- PO2 The graduates will fit into the industrial needs.
- PO3 The graduates are guided to become entrepreneurs, leaders or responsible executives in the organization.
- PO4 Graduates will be able to prove proficiency with the ability to participate in competitive exams.
- PO5 Graduates will be able to do higher education and advance research in the field of commerce.

PROGRAMME SPECIFIC OUTCOME (PSO)

The Curriculum and Syllabus for B. Com (CS) adapts to outcome base learning process. On successful completion of this programme, Students will be able to:

- PSO1 Impart basic values such as emotional and social so as to make him socially and emotionally competent
- PSO2 Learn relevant financial accounting skills and applying both quantitative and qualitative knowledge in their careers.
- PSO3 Acquire the skills like effective communication, planning and decision making, organizing, directing, controlling and problem solving in day-to-day business affairs.
- PSO4 Identify the scope, role and function of the company secretary and apply them in the employing organization.
- PSO5 Prepare consolidated accounts for a corporate group and reporting requirements of the Companies Act.
- PSO6 Acquire practical skills to work as tax consultant, audit assistant and other financial supporting services.

- PSO7 Understand how the business organization work by applying economic principle in their business management.
- PSO8 Acquire practical knowledge on the implementation of the finance, HR and Marketing principles with the help of Institutional Training.
- PSO9 Impart the concept and various applications of computer and its uses in business such as e-commerce, EDI, Networking, Tally etc.
- PSO10 Insight on Banking Regulation Act and knowledge on Indian Banking System.
- PSO11 Understand the concept relating to entrepreneur and analyse the role and responsibility of entrepreneur, which will help him to take critical decision.
- PSO12 Understand the cost accounting principles, which will help him to prepare various costing techniques.
- PSO13 Recognize the nature and behaviour of human resources and its significance in the organization.
- PSO14 Provide an in-depth knowledge on the provisions of income tax and familiarize with recent amendments in income tax.

I Year

Semester - I

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: I year Subject Code: U18FUR101 Semester: I

Part: I Title: **URDU - I**

Credit: 4 Max Marks: 75

OBJECTIVES	<ul style="list-style-type: none"> ✓ To promote students' proficiency in the basics of Urdu. ✓ To accelerate their zeal to cultivate Writing Skills. ✓ To strengthen their reading and receptive skills.
COURSE OUTCOME(S):	
After completing this course, the students are able to	
CO1	Students will acquire the required academic efficiency.
CO2	They will be learning the techniques of exemplary writing.
CO3	They will develop ability to foster fast reading of Texts.

BOOK PRESCRIBED: "ADAB-E-JAMEEL"

Published by Dept. of Urdu, C. Abdul Hakeem College, Melvisharam.

Unit – I **18 HOURS**

- 1.SAIR PAHLAY DARWESH KI – Meer Amman Dehalvi
- 2.UMEED KI KHUSHI – Sir Syed
- 3.Letter to the Principal Seeking Leave

Unit – II **18 HOURS**

- 1.MIRZA GHALIB KE AKHLAQ WA ADAT – Moulana hali
- 2.ZUBAIDA KHATOON – Abdul Haleem Sharar
- 3.Zameer Aur Uski Khismien
- 4.Letter to the Manager of a Firm Seeking Employment

Unit – III **18 HOURS**

- 1.NOOR JHAN – Mohamed Hussain Azad
- 2.SAWERE JO KAL ANKH MERI KHULI – Patras Bukhari
- 3.Sifat Aur Uski Khimein
- 4.Letter to a Publisher of Book Seller Placing Order for Books

Unit – IV **18 HOURS**

- 1.KHUD GHARAZ DOST – Duputi Nazeer Ahmed
- 2.SIR SYED MARHOOM AUR URDU LITERATURE – Allama Shibli
- 3.Letter to the Father / Guardian Asking Money for Payment of College Fees

Unit – V **18 HOURS**

- 1.Letter to a Friend Inviting Him to Your Sister's Marriage
- 2.Sifat Aur Uski Khimein
- 3.Fe'l Aur Uski Khimein
- 4.Lawazim-E-Ism
- 5.Alat-E-Fael "Nay" Aur Almat-E-Mafo'ol "Ko" Ke Quaide

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: I Year

Subject Code: U18FTA101

Semester: I

Part: I

Title: **TAMIL - I**

Credits: 4

Max. Marks. 75

COURSE OUTCOME(S):	
After completing this course, the students are able to	
CO1	பக்தி இயக்க காலத்தில் சமூகப் பண்பாட்டு வரலாற்றை இனம் காணல். கவிதை வழி சமூகச் சிந்தனைகளையும் இயற்கையின் முக்கியத்துவத்தையும் கவிதை வழி இயம்பல்.
CO2	தமிழ் உரைநடை இலக்கியங்களில் உள்ள நேர மேலாண்மை மற்றும் அறிவியல் தமிழ் குறித்த பதிவுகளை விளக்குதல். தமிழ்ச் சிறுகதைகளில் தனி மனித மன உணர்வுகளை வெளிக் கொணரல்.
CO3	செவ்வியல் இலக்கிய நெடிய வரலாறு, இலக்கணப் பயிற்சி வழி போட்டித் தேர்வுகளை எதிர்கொள்ளல்.

பாடத்திட்டம்

அலகு-I பக்தி

18 மணி

- | | |
|--------------|---|
| 1. திருமூலர் | - திருமந்திரம் (7 பாடல்கள்) |
| 2. மு.மேத்தா | - நாயகம் ஒருகாவியம் -
1. தலைக்குவிலை 2. சிலந்தி செய்தசெயல் |
| 3. சேவியர் | - இயேசுவின் கதை -
1. சிலுவை, 2. உன்னதரின் உயிர்ப்பு |

அலகு-II கவிதை

18 மணி

- | | |
|------------------|---|
| 1. பாரதியார் | - கண்ணம்மா என் குழந்தை (முழுவதும்) |
| 2. பாரதிதாசன் | - குடும்பவிளக்கு - முதியோர் காதல் (தேர்ந்தெடுத்த 10 பாடல்கள் மட்டும்) |
| 3. கவிமணி | - ஆறு தன் வரலாறு கூறுதல் |
| 4. நா.காமராசன் | - கறுப்புமலர்கள் - 1. வானவில் , 2. கடல் |
| 5. அப்துல் காதர் | - மின்னல் திரிகள் - மெழுகுவர்த்தியும் ஊதுவத்தியும் |

அலகு-III உரைநடை

18 மணி

- | | |
|----------------------|------------------------------|
| 1. அப்துல் ரகுமான் | - எம்மொழிசெம்மொழி |
| 2. வா.செ.குழந்தைசாமி | - அறிவியலும் வறுமையொழிப்பும் |
| 3. வெ.இறையன்பு | - நேரம் கடிகாரத்தில் இல்லை |

அலகு-IV சிறுகதை

18 மணி

- | | |
|-----------------------|------------------------------|
| 1. மேலாண்மைபொன்னுசாமி | - அன்புவாசம் |
| 2. வைரமுத்து | - இப்படியும் ஒருவன் இறந்தான் |
| 3. வண்ணதாசன் | - ஓர் உல்லாசப் பயணம் |

அலகு-V

18 மணி

(அ) இலக்கியவரலாறு

1. பக்தி஁சமய இலக்கியங்கள் - அறிமுகம் (சைவம், இசுலாம்,கிறித்தவம்)
2. இக்கால இலக்கியங்கள் - தோற்றமும் வளர்ச்சியும் (கவிதை,உரைநடை,சிறுகதை)

(ஆ) திறனறிப் பயிற்சி

1. அகரவரிசைப்படுத்துதல்
2. வல்லினம் மிகும் இடங்கள்
3. வல்லினம் மிகா இடங்கள்
4. சந்திப்பிழைநீக்குதல்
5. பொதுக் கட்டுரை

Year: 1 year	Subject Code: U18FEN101	Semester: I
Part: 1	Title: ENGLISH – I	
Credit: 4		Max Marks: 75

<u>UNIT - IV</u>	ONE-ACT PLAY & BIOGRAPHY	18 HOURS
1.	The Refund	Fritz Karinthy
2.	Biography of Socrates	

1. Lexical Skills:

1. Words
2. Synonyms and Antonyms
3. Homonyms, Homophones
4. Words often confused

2. Descriptive Grammar:

1. Describing the Parts of Speech
2. The Phrase and The Clause
3. The Sentence and its types
4. Nouns

3. Traditional Grammar:

1. The Tenses- Introduction
Present Tense
 - Simple Present Tense
 - Present Continuous Tense
 - Present Perfect Tense
 - Present Perfect Continuous Tense
2. Voice of the Verb

4. Communication Skills (LSRW):

- | | | |
|--|---|-------------------------------|
| <ol style="list-style-type: none">1. Greeting2. Introducing3. Inviting someone4. Seeking Permission | } | English for Communication - I |
|--|---|-------------------------------|

5. Composition:

- | | | |
|--|---|-------------------------------|
| <ol style="list-style-type: none">1. Letter Writing2. Dialogue Writing3. Report Writing4. Précis Writing5. Reading for Comprehension | } | English for Communication - I |
|--|---|-------------------------------|

Prescribed Book: HALL OF FAME – I Board of Editors, Published by Emerald publishers, Egmore, Chennai – 600 008: www.emeraldpublishers.com, Mail: info@emeraldpubliser.com

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS101

Major: 1 Title:

Credit: 4

OBJECTIVES	To facilitate the understanding of accounting in general and to give a comprehensive understanding of the system of financial accounting.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the basic knowledge of Accounting Principles.
CO2	Compute Final Accounts and Prepare Financial Statement.
CO3	Calculate average due date along with interest calculation.
CO4	Synthesize incomplete records into a complete double entry system.

15 HOURS

UNIT-II: DEPRECIATION ACCOUNTING

15 HOURS

UNIT-III: AVERAGE DUE DATE AND ACCOUNT CURRENT

15 HOURS

UNIT-IV: FIRE INSURANCE CLAIMS

15 HOURS

UNIT-V: SINGLE ENTRY SYSTEM

15 HOURS

Books for Study:

- ### Books for Reference:

1. Financial Accounting – Dr. S.M. Shukla, Sahitya Bhavan Publication.
2. Financial Accounting – CA. Dr. P.C. Tulsian and CA. Bharath Tulsian – S. Chand

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS102

Major: 2 Title:

Credit: 3

OBJECTIVES	To enable the students to know importance of communication in commerce and trade and to draft business letters.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Outline Effective Communication Principle.
CO2	Demonstrate Drafting of Business Letters.
CO3	Sketch Letter of Application with CV and Resume.
CO4	Write Business Report.

15 HOURS

UNIT-II PHYSICAL ASPECTS OF BUSINESS LETTERS

15 HOURS

UNIT-III TYPES OF BUSINESS LETTERS

15 HOURS

UNIT-IV JOB APPLICATION & INTERVIEW

15 HOURS

UNIT-V BUSINESS REPORTS

15 HOURS

Books for Study:

Books for Reference:

1. Business Communication – Katherasan & Radha – Margham Publication.

2. Business Communication - Dr. Sheetal Khanka Dr. Vikas Arora - Global Vision Publishing

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18AEC102

Allied: 1 Title:

Credit: 4

OBJECTIVES	i) To relate theoretical concepts in economic theory with modern business practices.
	ii) To predict the demand, production and Break-Even Analysis for a firm in future.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Define the basic concept of managerial economics.
CO2	Illustrate the demand, law of demand and elasticity of demand.
CO3	Relate the cost and production techniques.
CO4	Show the break-even analysis.

18 HOURS

Importance & Nature of Business Economics – Aims of Business Firms – *Managerial*

18 HOURS

Demand Analysis: Meaning, Demand Determinants. Law of Demand – Market

18 HOURS

Demand Forecasting: Meaning – Purpose of Demand Forecasting – Methods of

18 HOURS

Production Analysis: Production Function – Law of Variable Proportions – Cobb-

18 HOURS

Break-Even Analysis: Meaning, Definition, Determination of Break-Even Point –

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Subject Code: U18AKS101

Allied: 1 Title:

Credit: 4

OBJECTIVES	To understanding about personality in terms of its Nature, Development and Assessment.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the Theories of Personality Development.
CO2	Practice for Improving Self-Awareness.
CO3	Generalize Attitude and Etiquettes.
CO4	Explain the Benefits of Time Management.

18 HOURS

UNIT – II SELF AWARENESS

18 HOURS

UNIT- III ATTITUDE

18 HOURS

UNIT – IV TIME MANAGEMENT

18 HOURS

UNIT – V LEADERSHIP DEVELOPMENT

18 HOURS

Text Book:

- Reference Book:**

1. Barun K. Mitra, Personality Development and Soft Skills, Mittal Books Publications.
2. Seurav Das, The Personality Development, Saurav Sir's Publication.
3. Dr. A.P.J. Abdul Kalam, You are Unique, Punya Publications PVT Ltd.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18CES101

PART: IV

Title:

ENVIRONMENTAL STUDIES

Max Marks: 75

OBJECTIVES	To understand the environment around us and to conserve our nature.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the available food and natural resources.
CO2	Explain the structure and functions of ecosystem
CO3	Elaborate the control of environmental pollution.
CO4	Analyze the social issues of human beings.

6 HOURS

NATURAL RESOURCES : Environmental Sciences - Relevance - Significance - Public awareness
- Forest resources - Water resources - Mineral resources - Food resources - conflicts over
resource sharing - Exploitation - Land use pattern - Environmental impact - fertilizer - Pesticide
Problems - case studies.

6 HOURS

Ecosystem - concept - structure and function - producers, consumers and decomposers - Food chain - Food web - Ecological pyramids - Energy flow - Forest, Grassland, desert and aquatic ecosystem. Biodiversity - Definition - genetic, species and ecosystem diversity - Values and uses of biodiversity - biodiversity at global, national (India) and local levels - Hotspots, threats to biodiversity - conservation of biodiversity - Insitu & Exsitu.

6 HOURS

Environmental Pollution - Causes - Effects and control measures of Air, Water, Marine, soil, solid waste, Thermal, Nuclear pollution and Disaster Management - Floods, Earth quake, Cyclone and Landslides. Role of individuals in prevention of pollution - pollution case studies.

6 HOURS

Urban issues - Energy - water conservation - Environmental Ethics - Global warming - Resettlement and Rehabilitation issues - Environmental legislations - Environmental production Act. 1986 - Air, Water, Wildlife and forest conservation Act - Population growth and Explosion - Human rights and Value Education - Environmental Health - HIV/AIDS - Role of IT in Environment and Human Health - Women and child welfare - Public awareness - Case studies.

6 HOURS

Visit to a local area / local polluted site / local simple ecosystem - Report submission

Suggested Readings:

1. KUMARASAMY, K., A.ALAGAPPA MOSES AND M.VASANTHY, 2004. ENVIRONMENTAL STUDIES, BHARATHIDSAN UNIVERSITY PUB, 1, TRICHY
2. RAJAMANNAR, 2004, ENVIRONEMNTAL STUDIES, EVR COLLEGE PUB, TRICHY
3. KALAVATHY,S. (ED.) 2004, ENVIRONMENTAL STUDIES, BISHOP HEBER COLLEGE PUB., TRICHY

I Year

Semester - II

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: I year Subject Code: U18FUR201 Semester: II

Part: I Title: **URDU - II**

Credit: 4 Max Marks: 75

OBJECTIVES	<ul style="list-style-type: none"> ✓ To enhance students' creative thinking. ✓ To trigger the literary skills dormant in them. ✓ To train them to advance their Translation Skills.
COURSE OUTCOME(S):	
After completing this course, the students are able to	
CO1	Students will be able to expand the frontiers of their creative intellect.
CO2	Their fascination for Literature will get doubled or tripled.
CO3	The translation skills will help them professionally.

Manzoomath, Ghazaliath & Translation

BOOK PRESCRIBED: "ADAB-E-JAMEEL"

Published by Dept. of Urdu, C. Abdul Hakeem College, Melvisharam.

UNIT – I **18 HOURS**

- | | | |
|--------------------|---|--------------------------------------|
| 1.NAGHMA-E-HASRATH | – | Akbar Allahbadi |
| 2.MEER TAQI MEER | - | Hasthi Apni Habbab Ki Si Hai |
| 3.KHAJA MEER DARD | - | Tohmaten Chand Apne Zimmz Dhar Chale |

UNIT – II **18 HOURS**

- | | | |
|----------------------|---|---------------------------------|
| 1.QAUMI GEETH | – | Allama Iqbal |
| 2.SHAIK IBRAHIM ZAUQ | - | Layi Hayath Aaye Qaza Le Chali |
| 3.MIRZA GHALIB | - | Dil Hi To Hai Na Sang Wa Khisht |

UNIT – III **18 HOURS**

- | | | |
|------------------------------|---|----------------------------|
| 1.NISAR MAIN TERI GALIYON KE | – | Faiz Ahmed Faiz |
| 2.MOMIN KHAN MOMIN | - | Adam Mein Rehthe |
| 3.JIGAR MURADABADE | - | Dil Gaya Ronaq Hayath Gayi |

UNIT – IV **18 HOURS**

- | | | |
|--|---|---|
| 1.WO NABION MEIN RAHMATH LAQAB PANE WALA | - | Masaddas Hali |
| 2.FIRAQ | - | Sar Mein Souda Bhi Nahin |
| 3.KAWISH BADRI | - | Az Sare Nav Fikr Ka Aaghaaz Karna Chahiye |
| 4.A General Passage Translation from English to Urdu | | |

UNIT – V **18 HOURS**

- | | | |
|---|---|---|
| 1.TAJ MAHAL | – | Sahir Ludhyanwi |
| 2.SHAKIR NAITHI | - | Shahid Maqsood Ek Din Rubaroo Ho Jayega |
| 3.PARVEEN | - | Chalna Ka Hosala Naye |
| 4. A General Passage Translation from English to Urdu | | |

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: I Year

Subject Code: U18FTA201

Semester: II

Part: I

Title: **TAMIL - II**

Credits: 4

Max. Marks. 75

COURSE OUTCOME(S):

After completing this course, the students are able to

CO1	காலந்தோறும் நிலவி வந்த அறம் சார் விழுமியங்களை அடையாளம் காணல். ஆளுமைகளின் அறிமுகத்தால் தன்னம்பிக்கை, விடாமுயற்சி, ஆளுமைத்திறன்களை விளக்கி எடுத்துரைத்தல்.
CO2	சமூகச் சீர்கேடு, பண்டைய அரசு வரலாறு போன்றவற்றை விளக்கி, வாசிப்பையும் உச்சரிப்பையும் மேம்படுத்தல். திரைப் பாடல்கள் வழி நாட்டின் நிலைப்பாட்டை எடுத்துரைத்து தனி மனித சுயப் பண்புகளைப் பரிசோதித்தல்.
CO3	காலந்தோறும் தமிழ் இலக்கியங்களில் மாறுபடும் பாடுபொருள். வடிவம் முதலியவற்றை வரலாற்றின் வழி எடுத்துரைத்தல்.

பாடத்திட்டம்

அலகு-I நீதி

18 மணி

1. திருக்குறள் - 1.செய்ந்நன்றி அறிதல் , 2.நட்பு, 3.பிரிவாற்றாமை
2. நாலடியார் - தோந்தெடுத்த10செய்யுள்
3. விவேகசிந்தாமணி - தோந்தெடுத்த7செய்யுள்

அலகு-II வாழ்க்கை வரலாறு

18 மணி

1. நவாப். சி.அப்துல் ஹக்கீம்
2. டாக்டர். ஐடாஸ்கடர்
3. டாக்டர். மு.வரதராசனார்

அலகு-III நாடகம்

18 மணி

1. பேரறிஞர். அண்ணா - வழக்குவாபஸ்
2. ப.சங்கரலிங்கனார் - மானம் பெரிதே!
3. இன்குலாப் - மணிமேகலை (சிறைவிடுகதை)

அலகு-IV திரைப்பாடல்

18 மணி

- | | |
|--------------------------------|--------------------------------------|
| 1. கண்ணதாசன் | 1. ஆறு மனம் - ஆறு மனமே ஆறு |
| 2. பட்டுக்கோட்டைகல்யாணசுந்தரம் | 2. வாழ்க்கை - வாழ்நினைத்தால் வாழலாம் |
| 3. வாலி | 3. விவசாயி - கடவுள் எனும் முதலாளி |
| | 4. ஏழைஏக்கம் - கையிலேவாங்கினேன் |
| | 5. பரிவு - புத்தன் காந்தி ஏசு |
| | 6. பிரிவு - தரைமேல் பிறக்கவிட்டார் |

அலகு-V

18 மணி

(அ) இலக்கியவரலாறு

1. நீதி இலக்கியங்கள்
2. நாடகம் தோற்றமும் வளர்ச்சியும்

(ஆ) திறனறிப் பயிற்சி

1. மரபுப் பெயர்கள் - அறிமுகம்
2. வழுஉச் சொற்கள் - அறிமுகம்
3. பிறமொழிச் சொற்களைநீக்குதல்
4. வடமொழிச் சொற்களைநீக்குதல்
5. விண்ணப்பம் எழுதுதல்

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: I year Subject Code: U18FEN201 Semester: II
 Part: 1 Title: **ENGLISH – II**
 Credit: 4 Max Marks: 75

COURSE OUTCOME(S):	
After completing this course, the students are able to	
CO1	Recognize the various forms of literature like Prose, Poetry, Biography, Short Story and Drama
CO2	Describe the knowledge of grammatical system of English Language and also develop four Language Skills. (LSRW)

UNIT – I PROSE 18 HOURS

The Eternal Silence of These Infinite Crowds	N.C. Chaudhari
Comfort	Aldous Huxley
The Challenge of Our Time	E.M. Foster
Words of Wisdom	ChetanBhagat

UNIT – II POETRY 18 HOURS

Kubla Khan	S.T. Coleridge
I Know Why the Caged Bird Sings	Maya Angelo
Punishment in Kindergarten	Kamala Das
The Unknown Citizen	W.H. Auden

UNIT - III SHORT STORIES 18 HOURS

A Devoted Son	Anita Desai
A Cup of Tea	Katherine Mansfield

UNIT - IV ONE-ACT PLAY & BIOGRAPHY 18 HOURS

Funeral Oration from Julius Caesar	William Shakespeare
Biography of Sir Syed Ahmed Khan	

UNIT - V WARM UP 18 HOURS

1. Lexical Skills:

1. One Word Substitutes
2. Correct Usage of words
3. Commonly misspelt words
4. Formation of plurals

2. Descriptive Grammar:

1. Articles and its kinds
2. Prepositions and its kinds
3. Pronouns
4. Kind of Pronouns
5. Verbs – Transitive and Intransitive Verbs

3. Traditional Grammar:

1. The Tenses- Introduction

Past Tense

- (a) Simple Past Tense
- (b) Past Continuous Tense
- (c) Past Perfect Tense
- (d) Past Perfect Continuous Tense

2. Direct and Indirect Speech

4. Communication Skills (LSRW):

- 1. Offering a Suggestion
- 2. Asking for Advice
- 3. Persuading
- 4. Complimenting

English for Communication - I

5. Composition:

- 1. Electronic Mail
- 2. Body Language
- 3. Facing and Interview
- 4. Negotiating
- 1. Group Discussion

English for Communication - I

Prescribed Book: HALL OF FAME – II Board of Editors, Published by Emerald publishers, Egmore, Chennai – 600 008: www.emeraldpublishers.com, Mail: info@emeraldpubliser.com

C. Abdul Hakeem College (Autonomous), Melvisharam.

Year: 1 year

Subject Code: U18MKS201

Semester: II

Major: 3

Title:

FINANCIAL ACCOUNTING – II

Credit: 3

Max Marks: 75

OBJECTIVES	To facilitate the understanding of accounting in general and to give a comprehensive understanding of the system of financial accounting.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Summarize Branch and Departmental Accounting.
CO2	Differentiate Branch and Departmental Accounting.
CO3	Compute Hire Purchase and Instalment System
CO4	Prepare Partnership Accounting.

UNIT-I: BRANCH ACCOUNTING

15 HOURS

Meaning - Objects - Types of Branches - Goods Sent to Branch at Cost and Invoice Price- Stock and Debtor system - Independent Branch (Foreign Branch excluded)

UNIT-II: DEPARTMENTAL ACCOUNTING

15 HOURS

Meaning - Need - Advantages - Difference between Branch and Department Account - Apportionment of expenses- Inter departmental transfer (Simple Problems Only).

UNIT-III: HIRE PURCHASE AND INSTALMENTS SYSTEMS

15 HOURS

Definition - Salient features - Distinction - Accounting Treatment - Calculation of Interest and Cash Price - Default and repossession - Instalment Purchase System - Meaning – Accounting Treatment

UNIT-IV: PARTNERSHIP ACCOUNTS

15 HOURS

Definition of Partnership - Partnership Deed – Fixed and Fluctuating Capital - Admission of a Partner - Profit Sharing ratio and Sacrificing Ratio Preparation of New Balance Sheet - Retirement of a Partner - Death of a partner.

UNIT-V: DISSOLUTION OF A FIRM

15 HOURS

Meaning - Modes of dissolution - insolvency of partner - Garner Vs. Murray's Principle - Insolvency of all Partners - Piecemeal distribution - Proportionate Capital Method - Maximum Loss Method (Simple Problems only)

Text Book

1. Financial Accounting - T.S. Reddy & A. Murthy.

Books for Reference:

1. Financial Accounting – Dr. S.M. Shukla, Sahitya Bhavan Publication.

2. Financial Accounting – CA. Dr. P.C. Tulsian and CA. Bharath Tulsian – S. Chand

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS202

Major: 4 Title:

Credit: 3

OBJECTIVES	To make the student to understand the Evolution and significance of Management, Planning and decision making, Organising, Directing, Co-ordination and Control.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Identify Business and its Functions.
CO2	Differentiate Trade Association & Chamber of Commerce
CO3	Describe Taylor's Management Thought.
CO4	Relate Planning with Directing and Controlling.

15 HOURS

Business: Meaning and Definition – Features – Importance – Objectives - Functions - Classifications of Business Activities (Industry, Trade and Commerce) - Role of Business in Economic Development - Qualities of a Successful Businessman.

15 HOURS

Business Combinations: Meaning & Definition - Objectives - Causes - Merits and Demerits – Types - Trade Association: Meaning – Features - Functions – Workings of Trade Association in India - Chamber of Commerce: Objectives - Need - Functions - Benefits.

15 HOURS

Management: Meaning – Nature – Importance - Functions - Principles of Management - Management vs Administration - Contribution of F. W. Taylor to Management Thought.

15 HOURS

Planning: Characteristics – Importance - Steps - Elements - Organising: Meaning – Definition - Principles – Organisational Structure.

15 HOURS

Directing: Meaning – Nature – Significance – Objectives - Principles – Coordinating: Meaning - Characteristics – Problems - Controlling: Meaning - Characteristics – Importance - Purpose - Steps in Control Process.

Text Book:

1. Business Management - C. B. Gupta

Books for Reference:

1. Fundamentals of Business Organisation and Management - Y. K. Bushan
2. Principles and Practice of Management - L. M. Prasad
3. Principles of management - R. N. Gupta

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18AEC202

Allied: 2 Title:

Credit: 6

OBJECTIVES	To introduce the case study method, Macro Economics and International Trade concepts.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Explain the markets of perfect and imperfect structure.
CO2	Define the various pricing methods.
CO3	Classify the capital investment proposal.
CO4	Explain the national income in India.

18 HOURS

UNIT – 2 PRICING

18 HOURS

UNIT – 3 PROFIT ANALYSIS

18 HOURS

UNIT – 4 CAPITAL BUDGETING & CASE STUDY METHOD

18 HOURS

UNIT – 5 NATIONAL INCOME & INTERNATIONAL TRADE

18 HOURS

National Income: Concepts, Methods of Measuring National Income – Difficulties in the Measurement of National Income. **Balance of Payments:** Concepts, Balance of Payments Vs Balance of Trade only. **Trade Cycle:** Meaning & Phases – Control Measures.

REFERENCES:

1. P.L.Mehta, Managerial Economics Analysis, Problems & Cases, Sultan Chand & Co 2017.
2. Jhingan M.L., Managerial Economics, Virinda Publications, Delhi. 2017.
3. Lekhi.R.K. Managerial Economics, Kalyani Publishers, Delhi. 2017.
4. Ahuja H.L., Economic Environment of Business, S. Chand & Co. 2017.
5. Maria John Kennedy M. Micro Economic Theory, Himalaya Publications, Delhi. 2017.
6. Joel Dean, Managerial Economics, Prentice Hall of India Pvt., Ltd., Delhi.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Year: 1 year

Subject Code: U18AKS201

Semester: II

Allied: 2 Title:

STRESS MANAGEMENT

Credit: 6

Max Marks: 75

OBJECTIVES	To enable the students to know stress management and how to cope up the stress in their life.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Identify the Basic Concept of Stress Management.
CO2	Classify the Stress in human life.
CO3	Differentiate the stress in different places.
CO4	Synthesize the remedies for stress.

UNIT – I INTRODUCTION TO STRESS

18 HOURS

Meaning of Stress - Features – Truths about stress – Kinds of Stress – Symptoms of Stress: Physical Symptoms – Mental Symptoms – Emotional Symptoms – Behavioural Symptoms.

UNIT – II STRESS IN HUMAN LIFE

18 HOURS

Stress among Students: Parental pressure – Deadlines of Assignments – Competition for Higher Grades and Performance – Ragging – Placement – Crush – Relationship with Teachers – Home sickness.

UNIT – III STRESS AT HOME AND WORK PLACE

18 HOURS

Stress at Home: Marital Stress – Childlessness – Children – Interference of In-Laws – Neighbours– Extra –marital relations – Stress at Work: Stress at workplace – Top Stresses at work – Managing stress at work place.

UNIT – IV MONEY AND STRESS

18 HOURS

Money and Stress – Stress caused by money – Stress in rural –urban People: Stress in rural people - Stress in urban People.

UNIT – V MANAGING OF STRESS

18 HOURS

Time Management – Anger Management – Anger Management Techniques – Remedies for stress.

Text Book:

1. Stress Management - Puspanjali Jena, Sucharitha Pradhan, , SSDN Publishers, New Delhi.

Reference Book

1. Stress Management - Alok Chakrawal, Pratibha Goyal, Studera Press, New Delhi
2. Organisational Behaviour - S.S. Khanka, S. Chand & Co. Ltd, New Delhi.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18CVE201

Part: IV

VALUE EDUCATION

Max Marks: 75

OBJECTIVES	To understand the human values and ethical issues.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the basic concept of human values.
CO2	Explain the structure and responsibility of families
CO3	Elaborate the human ethical relationships.
CO4	Analyze the modern welfare and globalization.

6 HOURS

Definition - relevance to present day - Concept of Human Values - self introspection - Self-esteem.

6 HOURS

Components, structure and responsibilities of family - Neutralization of anger - Adjustability - Threats of family life - Status of women in family and society - Caring for needy and elderly - Time allotment for sharing ideas and concerns.

6 HOURS

Professional ethics - Mass media ethics - Advertising ethics - Influence of ethics on family life - psychology of children and youth - Leadership qualities - Personality development.

6 HOURS

Faith, service and secularism - Social sense and commitment - Students and Politics - Social awareness, Consumer awareness, Consumer rights and responsibilities - Redressal mechanisms.

6 HOURS

Effect of international affairs on values of life / Issue of Globalization - Modern warfare - Terrorism. Environmental issues - mutual respect of different cultures, religions and their beliefs.

Suggested Readings

1. T. Anchukandam and J. Kuttainimathathil (Ed) Grow Free Live Free, Krisitu Jyoti Publications, Bangalore (1995)
2. Mani Jacob (Ed) Resource Book for Value Education, Institute for Value Education, New Delhi 2002.
3. DBNI, NCERT, SCERT, Dharma Bharti National Institute of Peace and Value Education, Secunderabad, 2002.
4. Daniel and Selvamony - Value Education Today, (Madras Christian College, Tambaram and ALACHE, New Delhi, 1990)
5. S. Ignacimuthu - Values for Life - Better Yourself Books, Mumbai, 1991.
6. M.M.M.Mascaronhas Centre for Research Education Science and Training for Family Life Promotion - Family Life Education, Bangalore, 1993

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Subject Code: U18CSS201

Semester: II

Title: **SOFT SKILL**

Max Marks: 75

COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Effectively communicate through verbal / written communication and also improve the listening skills.
CO2	Actively participate in Group Discussion / Meetings / Interviews and prepare and deliver presentations.

6 HOURS

1. Ability to listen and document what you have heard
2. Reading and comprehension

6 HOURS

3. Ability to read and follow instructions
4. Ability to interpret and transcode information

6 HOURS

5. Asking for and responding to information
6. Communication skills with public, fellow employees, supervisors and customers

6 HOURS

7. Spelling and Grammar
8. Ability to fill out a job application

6 HOURS

9. Expressing courtesy
10. General and Individual Traits:
- (a) Honesty
 - (b) Reliability
 - (c) Good Attitude
 - (d) Common Sense

II Year

Semester - III

C. Abdul Hakeem College (Autonomous), Melvisharam.

Year: 11 year

Subject Code: U18FUR301

Semester: III

Language: 3

Title: **URDU - III**

Credit: 4

Max Marks: 75

Afsana, Mazmoon Nawesi & Mukalama Nigari

OBJECTIVES:	<ul style="list-style-type: none"> ✓ To arouse interest for Non-Detailed Texts. ✓ To equip them with ample knowledge to pen their own articles. ✓ To instill in them a flair for translation.
COURSE OUTCOMES	<ul style="list-style-type: none"> ➤ Students will care more for Non-Detailed Texts on par with Detailed Texts. ➤ They will sharpen necessary skills to draft essays on varied themes. ➤ They will succeed in their official routine with their ability to translate.

BOOK PRESCRIBED: "ADAB-E-JAMEEL" Published by

Dept. of Urdu, C. Abdul Hakeem College, Melvisharam.

Unit – I

- | | | |
|----------------|---|-----------------|
| 1.KAFAN | – | Prem Chand |
| 2.JAMUN KA PED | – | Krishan Chander |

Unit – II

- | | | |
|-----------------|---|------------------|
| 1.KHUSH NASEEB | – | Ali Akbar Amburi |
| 2.DARD KA EHSAS | – | Ameerunnisa |

Unit – III

- | | | |
|---------------|---|----------------------|
| 1.BHOLA | – | Rajender Singh Bedi |
| 2.NAYA QANOON | – | Saadath Husain Manto |

Unit – IV

- | | | |
|----------------------------|---|-------------------|
| 1.NOOR-O-NAR | – | Ali Abbas Hussani |
| 2.AAKHR PAISA BACH HI GAYA | – | B.S.Ramaiya |

Unit – V

1. Guldasta-E-Mazameen-O-Insha Pardazi By **Mohammed Arif Khan**
2. A General Passage for Translation From Urdu To English

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: II year

Subject Code: U18FTA301

Semester: III

Language: 3

Title: **TAMIL - III**

Credit: 4

Max Marks: 75

OBJECTIVES	<ol style="list-style-type: none"> 1. தமிழ் மொழியின் பண்புகளை மாணவர் மனதில் பதிய வைத்தல் 2. தாய்மொழியின் பழமை, சிறப்பு, விழுமியங்கள் ஆகியவற்றைக் கற்பித்தல் 3. செவ்வியல் இலக்கியங்களை அறியச் செய்தல் 4. தமிழில் உள்ள இலக்கிய வடிவங்களை அறிமுகப்படுத்தி படைப்பாக்கத்திற்கு துணை நிற்பதல் 5. இலக்கிய இலக்கணக் கற்றல் வழி போட்டித் தேர்வுகளுக்கு ஆயத்தப்படுத்தல்
COURSE OUTCOME(S)	
CO1	தமிழில் உள்ள காப்பிய இலக்கியங்களையும் கதை வழி வாழ்வியலையும் அறிய வைத்தல்.
CO2	நெடுங்கவிதைகளைப் பயிற்றுவிப்பதன் மூலம் நவீன திறனாய்வு முறைகளில் ஈடுபட துணை நிற்பதல்.
CO3	உரைநடையின் அடிப்படைத் திறனையும் பிழையின்றி எழுதும் முறையையும் சமூக உண்மைகளையும் நிலைநாட்டல்.
CO4	இலக்கணத்தைப் பயிற்றுவிப்பதன் மூலம் சிறந்த மொழியாக்க முயற்சிக்கு ஆயத்தப்படுத்தல்.
CO5	காலந்தோறும் தமிழ் இலக்கியங்களில் மாறுபடும் பாடுபொருள். வடிவம் முதலியவற்றை இலக்கிய வரலாற்றின் வழி உணர்த்தல்., மொழித்திறன் பயிற்சி வழி மொழி நடையை மேம்படுத்தல்.

பாடத்திட்டம்

அலகு-I காப்பியம்

- | | |
|-------------------|--|
| 1. சிலப்பதிகாரம் | - கனாத்திறம் உரைத்த காதை (முழுவதும்) |
| 2. மணிமேகலை | - ஆபுத்திரன் திறம் அறிவித்த காதை (முழுவதும்) |
| 3. சீவக சிந்தாமணி | - விமலையார் இலம்பகம் (தேர்ந்தெடுத்த 20 பாடல்கள்) |

அலகு-II புதுக்காவியம்

- | | |
|---------------------|---|
| 1. பாரதிதாசன் | - சஞ்சீவி பர்வதத்தின் சாரல் (முழுவதும்) |
| 2. துறவி - நளவேண்பா | - கலி நீங்கு காண்டம் - 'நீங்கினான் கலி' |

அலகு-III உரைநடை

- | | |
|------------------------|--|
| 1. கலைஞர் மு.கருணாநிதி | - சிந்தனையும் செயலும் - அழுக்காறு, ஒழுக்கம் |
| 2. தொ.பரமசிவம் | - விடுபூக்கள் - 'சமூக வரலாற்றுப் பார்வையில் திருவிழாக்கள்' |
| 3. சுகி.சிவம் | - வாழப் பழகுவோம் - 'மனம் போல வாழ்வு' |

அலகு-IV இலக்கணம்

1. **எழுத்து** - முதல், சார்பெழுத்துக்கள் **சொல்** - பகுபத உறுப்புகள், ஆகுபெயர் , வழக்கு
அணி - உவமை, உருவகம், சொற்பொருள், தற்குறிப்பேற்றம், எடுத்துக்காட்டு உவமை.

அலகு-V (அ) இலக்கிய வரலாறு

1. ஐம்பெருங்காப்பியங்கள், ஐஞ்சிறுகாப்பியங்கள்
2. உரைநடை தோற்றமும் வளர்ச்சியும்

(ஆ) திறனறிப் பயிற்சி

1. அலுவலகக் கடிதங்கள்,
2. அறிக்கை மற்றும் செய்தி எழுதுதல்

பார்வை நூல்கள்

- | | | | |
|---|--|---|--|
| 1 | செய்யுள் திரட்டு | - | சி.அப்துல் ஹக்கீம் கல்லூரி வெளியீடு.
2019 சூன் வெளியீடு |
| 2 | சிந்தனையும் செயலும் | - | கலைஞர் மு.கருணாநிதி
பூம்புகார் பதிப்பகம், 127, பிராகசம் சாலை, சென்னை -18
நான்காம் பதிப்பு -2017 |
| 3 | விடுபூக்கள் | - | தொ.பரமசிவம்
மணி பதிப்பகம், 29ஏ, யாதவர் கீழத் தெரு,
பாளையங்கோட்டை. மூன்றாம் பதிப்பு -2016 |
| 4 | வாழப் பழகுவோம்
வாருங்கள் | - | சுகி.சிவம்
வானதி பதிப்பகம், 13, தீனதயாளு தெரு,
தி.நகர், சென்னை. மூன்றாம் பதிப்பு -2003 |
| 5 | வகைமை நோக்கில் தமிழ்
இலக்கிய வரலாறு | - | முனைவர் பாக்யமேரி
என்.சி.பி.எச்., அம்பத்தூர், சென்னை -98
முதல் பதிப்பு -2008 |
| 6 | நற்றமிழ் இலக்கணம் | - | டாக்டர்.சொ.பரமசிவம்,
பட்டுப் பதிப்பகம், 1269, 32-ஆம் தெரு
அண்ணாநகர் மேற்கு, கம்பர் குடியிருப்பு,
சென்னை -40
பன்னிரண்டாம் பதிப்பு -2012 |

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18FEN301

Title: **ENGLISH - III**

Max Marks: 75

OBJECTIVES

- To introduce learners to the standard literary texts
- To enable them appreciate literature
- To help them develop LSRW skills and communicate effectively

COURSE OUTCOME(S):

After completing this course, the students are able to

C01	To introduce world renowned writers to students.
C02	To introduce world renowned poets to students.
C03	To make them understand the nuances of short stories.
C04	To acquaint students with the writings of world-renowned personalities.
C05	To make them understand the Fundamentals of English Grammar and Composition.

UNIT – I: PROSE

- Aldous Huxley
R. K. Narayan
Martin Luther King
J Krishnamurthi

UNIT – II: POETRY

- Maya Angelou
William Wordsworth
William Blake
Kamala Das

UNIT – III: SHORT STORIES

- O' Henry
K Ahmed Abbas

UNIT – IV: ONE-ACT PLAY& BIOGRAPHY

- Anton Chekov
G. F. Lamb

UNIT – V: WARM UP

1. Lexical Skills
2. Descriptive Grammar
3. Traditional Grammar
4. Communication Skills (LSRW)
5. Composition

WARM UP

1. Lexical Skills

- Foreign Words and Special Terminology
- Building Vocabulary (Affixes)
- Phrasal Verbs
- Idioms and Phrases

2. Descriptive Grammar

- Adjectives
- Kinds of Adjectives
- Adverb
- Kinds of Adverbs
- Participles, Gerund & Infinitive

3. Traditional Grammar

- The Tenses – Introduction
- Future Tense – Simple Future Tense, Future Continuous Tense, Future Perfect Tense & Future Perfect Continuous Tense.
- Degrees of Comparison

4. Communication Skills (LSRW)

- Expressing Sympathy
- Expressing Gratitude
- Complaining
- Apologizing

5. Composition

- Public speaking
- Seminar
- Writing a Memorandum
- Expansion of Proverbs

Books Prescribed:

HALL OF FAME – III Board of Editors, Published by Emerald publishers, Egmore,
Chennai – 600 008: www.emeraldpublishers.com, Mail: info@emeraldpubliser.com

C. Abdul Hakeem College (Autonomous), Melvisharam.

Year: 11 year

Subject Code: U18MKS301

Semester: III

Major: 5

Title:

COMPANY LAW & SECRETARIAL PRACTICE - I

Credit: 3

Max Marks: 75

OBJECTIVES	To enable the students to have a thorough knowledge of the present company law in India
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Outline the basic concept of Company Law
CO2	Describe the Company Secretary
CO3	Demonstrate the Formation of Company
CO4	Distinguish Memorandum of Association with Articles of Association
CO5	Categorize the Share Capital

UNIT – I INTRODUCTION

9 HOURS

Meaning and Definition of a Company – Characteristics-Features - Advantages - Lifting of the Corporate Veil - Kinds of Companies - The Companies Act, 1956 (Overview) - The Company Secretaries Act, 1980 (Overview) – Knowledge about the draft of new Company Act 2013.

UNIT - II COMPANY SECRETARY

9 HOURS

Meaning - Definition - Types - Legal Position - Qualifications – Appointment - Rights, Duties and Liabilities – Dismissal.

UNIT – III FORMATION OF A COMPANY

9 HOURS

Formation-Promotion-Incorporation - Documents to be filed with Registrar - Certificate of Incorporation - Effects of Registration- Preliminary Contracts - Duties of Secretary at the Promotion stage.

UNIT - IV MEMORANDUM AND ARTICLES OF ASSOCIATION

9 HOURS

Memorandum of Association and Articles of Association: Meaning – Contents-Alteration-Secretary's Duties – Prospectus: Meaning - Contents.

UNIT – V SHARE CAPITAL

9 HOURS

Meaning - Kinds - Alternation of Share Capital - Reduction of Share Capital - Secretarial procedures for Reduction of Share Capital - Guidelines for the Issue of Fresh Capital - Secretary's duties in connection with Issue of Shares.

Text Book:

1. Company Law, Prof. Badre Alam,

Book for Reference:

1. N. D. Kapoor: Elements of Company Law.
2. Company Law & Secretarial Practice -

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: II year Subject Code: U18MKS302 Semester: III
Major: 6 Title: **CORPORATE ACCOUNTING - I**
Credit: 3 Max Marks: 75

OBJECTIVES	To assist the learners to develop awareness about corporate accounting in conformity with the provisions of Companies Act
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the accounting procedure about the issue of share.
CO2	Illustrate and practice the redemption of Preference shares.
CO3	Categorize the issue and redemption of debentures.
CO4	Prepare and summarize the final statements.

UNIT-I: ISSUE OF SHARES **12 HOURS**
Shares - Definition - Issues of Shares - issue of shares at premium and discount - forfeiture of shares - Re-issue of forfeited shares.

UNIT-II: REDEMPTION OF PREFERENCE SHARES **12 HOURS**
Redeemable preference shares - Conditions for Redemption - Replacement of capital by fresh issue of shares - Procedure for redemption

UNIT-III-ISSUE OF DEBENTURES **12 HOURS**
Issue of Debentures - Issue of Debenture at Discount - Interest on Debentures -

UNIT-IV: REDEMPTION OF DEBENTURE **12 HOURS**
Provision for Redemption of Debentures - Redemption out of profit, out of capital – Purchase of own debentures Ex-interest and cum - interest.

UNIT-V -COMPANY'S FINAL STATEMENT **12 HOURS**
Acquisition of Business - Profit prior to Incorporation. - Final statement (New Format) - contents of final statement (Simple Problems Only)

Text Book:

1. Corporate Accounting - T.S. Moorthy & Y. Hari Prasad Reddy

Books for Reference:

1. Corporate Accounting - R.L. Gupta & S. Radhaswamy
2. Advanced Accounting - M.C. Shukla & T.S., Grewal
3. Advanced Accounting - Jain & Narang

C. Abdul Hakeem College (Autonomous), Melvisharam.

Year: 11 year

Subject Code: U18AKS301

Semester: III

Allied: 3

Title:

BUSINESS STATISTICS - I

Credit: 4

Max Marks: 75

OBJECTIVES	To enable the students to have a thorough knowledge of Statistics and all Statistical Tools
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Recognize the Data collection and Tabulation.
CO2	Demonstrate the Diagrammatic and Graphic Presentation of Data.
CO3	Illustrate and compare the Measures of Central Tendency.
CO4	Interpret the Measures of Dispersion.
CO5	Categorize the Measures of Skewness.

UNIT - I: INTRODUCTION- DATA COLLECTION AND TABULATION

18 HOURS

Meaning, Scope, functions, uses and limitations of statistics - Primary and Secondary data collection - Questionnaire - Classification and Tabulation - Frequency Distribution.

UNIT-II: DIAGRAMMATIC AND GRAPHIC PRESENTATION OF DATA

18 HOURS

Importance and limitations of Diagrams and Graphs - Types - Bar diagrams and Pie Diagram - Simple graph, Histogram, Frequency polygon, Frequency curve and Ogive.

UNIT - III MEASURES OF CENTRAL TENDENCY

18 HOURS

Meaning, Merits and Limitations - Arithmetic Mean, Geometric Mean and Harmonic Mean, Median, Mode.

UNIT – IV MEASURES OF DISPERSION

18 HOURS

Meaning, Merits and Limitations - Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation.

UNIT – V MEASURES OF SKEWNESS

18 HOURS

Meaning, Merits and Limitations - Karl Pearson's Coefficient of Skewness - Bowley's Coefficient of Skewness.

Text Book:

1. Business Statistics - R.S.N.Pillai

Books for Reference:

1. Elements of Statistical Methods - S.P.Gupta
2. Fundamentals of Statistics - B.N.Gupta
3. Business Statistics - P.R.Vittal.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18AKS302

Allied: 3

SERVICES MARKETING

Max Marks: 75

OBJECTIVES	To familiarize the student in the specialized area of Services marketing
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the concept of service marketing.
CO2	Identify the elements of service marketing.
CO3	Demonstrate marketing research for services
CO4	Compare service delivery with service quality.
CO5	Categorize the marketing relationship.

18 HOURS

Service Marketing - Concept of Service - Evolution of Services Marketing - Future of the Service Sector - Services Characteristics.

18 HOURS

The mix elements in Service Product - Product Life Cycle - Service Location - Service Channel Development - Pricing for Services - Promoting Services - People and Services - Physical Evidence

18 HOURS

Marketing Research for Services and Products - Research process - Market segmentation – Focusing & Positioning.

18 HOURS

Effective service delivery systems - Challenges in distributing services - effective problem resolution from customer complaints. Importance of Service Quality - Models of Service quality.

18 HOURS

Relationship Marketing - Types of relationship marketing Customer retention - Service guarantees - Internal Customer satisfaction.

Text Book:

1. Philip Kotler, Service marketing.

Books for Reference:

1. Kenneth E. Clow, David L. Kuirtz, Services Marketing, Biztantra Publication, New Delhi, 2003.
2. James A. Fitzsimmons and Mona J. Fitzsimmons, Service Management, 5th Edition, Tata McGraw - Hill Publishing Company Limited, 2005

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18SKS301

Skill Based: 1

Title:

COMPUTER APPLICATION IN BUSINESS

Max Marks: 75

OBJECTIVES	To enable the students to have a basic knowledge about the computer and its activities related to business
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Recognize the basic knowledge of the computer.
CO2	Describe the importance of computer in various area of business.
CO3	Identify the knowledge about e-commerce in business.
CO4	Demonstrate computer application network in business.
CO5	Assess the knowledge of tally and its impact in business.

9 HOURS

Introduction to computers - Computer generation. Types and classification of computers - Components of digital computers.

9 HOURS

Importance of computers - Computer Application in various areas of business - Computers in Personnel Department - Finance Department - Marketing Department - Production Department and other fields - Office Automation.

9 HOURS

Electronic commerce - Consumer oriented E-Commerce - Features, Importance and Type of E-Commerce - Electronic Data Interchange (EDI) and its uses in business - Electronic payment system.

9 HOURS

Computer communication - Network-application, Benefits, and types of network - common network services: File, File attachment, Network Print, Message and Application Service - Internet tools; World Wide Web – E-Mail, UNG, FTP and Telnet, Internet Connecting procedure.

9 HOURS

Knowledge of Tally – Stages - benefits - Reasons for adoptions - impact and practices in business.

Text book:

1. Electronic Commerce by Dr. P. Rizwan Ahmed. Margham Publications.

Book for reference:

1. Electronic Commerce by R.Kalakota and A.B. Whinston

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NCM301

Non-Major: 1

Title: **BUSINESS MANAGEMENT AND COMMUNICATION (NME – I)**

Max Marks: 75

OBJECTIVES:	To enable the students to know management and impart skill in communication to draft business letters.
COURSE OUTCOME(S)	
CO1	To understand the management principles and functions
CO2	To perceive the knowledge in planning and organizing
CO3	To understand the knowledge of leaders and their qualities.
CO4	To impart skills in communication and provide guideline for effective communication.
CO5	To seek knowledge about letters and became aware of drafting letters to various organization.

UNIT-I – INTRODUCTION TO MANAGEMENT

Management – Meaning – Nature – Levels of Management -Functions of Management -Henry Fayol's principles of Management;

UNIT-II - PLANNING

Planning – Meaning – Merits & Demerits of Planning - Steps in Planning - Organizing –
Meaning – characteristics — Principles of organization.

UNIT-III – LEADERSHIP

Meaning– Importance-Leadership styles – Qualities of a Leader.

UNIT-IV - INTRODUCTION TO COMMUNICATION

Business Communication – Meaning - Importance – Media of Communication (Written, oral, face to face and visual communication) – Principles of an Effective Communication – Types of communication.

UNIT- V – BUSINESS LETTERS

Layout of a letter –Application for Situation - Letter of enquiry and complaint.

TEXT BOOK

1. Dr. C.B. Gupta, Business Management – Sultan Chand & Sons

Reference Books:

1. Rajendra Pal & J S Korlahali, Essentials of Business Communication.
2. Ramesh and Pattanchetti, Business Communication, R Chand & Co.
3. Jayashankar, Business Management –Margham Publications, Chennai.
4. Dr.N.Premavathy, Principles of Management, Sri Vishnu Publications, Chennai.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NCH301

Non-Major: 1

Title: **INDIAN NATIONAL MOVEMENT (NME – I)**

Max Marks: 75

OBJECTIVES:	<ul style="list-style-type: none"> • To enable the students to perceive how traders of the west became the rulers of the east. • To understand the policies and strategies of the East Indian Company and the British empire. • To evaluate the contribution of the freedom fighters
COURSE OUTCOME(S)	
CO1	Understand the Early Nationalists, socio – Religion Reformers in 19th Century and demonstrate the Political Associations.
CO2	Think Critically about nationalism and its Impact on our Freedom History. Integrate these regarding analyses the Salient Features of Moderates.
CO3	Understand the Phase of Extremist and their role and Contributions.
CO4	State the role of Gandhiji in the Freedom Movement.
CO5	Evaluate the sacrifices of our freedom fighters and understand the nation hood.

UNIT - I

Early Nationalist Response: Vellore Mutiny of 1806 - Causes, Course, Causes for Failure, Nature and Impact of the Revolt of 1857 – Socio-Religious Reform Movements in 19th Century - Brahmo Samaj, Raja Ram Mohan Roy - Devendr Nath Tagore – Kesav Chandra Sen - Arya Samaj, Dayanada Saraswati - Prarthana Samaj - Ramakrishna Mission, Swami Vivekananda-Theosophical Society, Annie Besant - Aligarh Movement, Sir Sayed Ahmad Khan - Political Associations in Bengal, Bombay and Madras upto 1885

UNIT - II

Institutionalization of the National Movement: Factors responsible for the formation of the Indian National Congress – Objectives, Origin of the Congress – A.O. Hume - Moderate Phase (1885-1905) – Early Congressman – Gopala Krishna Gokhale - their nature, ideology, politics and leaders .

UNIT – III

Extremist Phase (1905-1916): Partition of Bengal – Swadeshi Movement – Bala Gangadhar Tilak - Formation of Muslim League - Surat Split – Swadeshi and Boycott Movement – Bengal Reunion and Transfer of Capital – India in First World War –Home Rule Movement - Lucknow Pact – August Declaration .

UNIT – IV

Emergence of Gandhiji: Rowlatt Act – Jalianwala Bagh Massacre – Khilafat Movement and Non-Cooperation Movement – Boycott of council , Court , School and colleges - Swarajya Party – Simon Commission – Nehru Report – Civil Disobedience Movement – Round Table Conferences – Gandhi Irwin Pact – Poona Pact - Government of India Act 1935

UNIT - V

Final Phase: Provincial Governments – Lahore Resolution – Concept of Pakistan - Subas Chandra Bose and Azad Hind Fauj - INA - Individual Satyagraha - The Cripps Mission – Quit India Movement – Cabinet Mission – Transfer of Power - Mountbatten Plan – Partition – Indian Independence Act - Independence

Books for Reference

1. Tara Chand: History of Freedom Movement Vol. I-IV, Publications Division, Govt. of India, 1983.
2. Sumit Sarkar: Modern India, 1885 - 1947, MacMillan India Ltd, Madras, 1986.
3. Bipin Chandra and Others: India's Struggle for Independence, Penguin Books, 1990.
4. Majumdar, R.C., & Chopra, P.N., Main Currents of Indian History, Sterling Publishers Pvt Ltd, New Delhi, 1979
5. Desai, A.R., Social Background of Indian Nationalism
6. Grover, B.L., A New Look at Modern Indian History, S.Chand & Company Ltd, New Delhi, 2009.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NMA301

Non-Major: 2

Title: **BASIC MATHEMATICS (NME – I)**

Max Marks: 75

OBJECTIVES:	This Course aims to study about the basic elementary concepts of Mathematics for Non-Major Students.
COURSE OUTCOME(S)	
CO1	Understand the concepts of Set theory.
CO2	Understand the number system.
CO3	Understand the logic concepts.
CO4	Understand the elementary concepts of Matrices.
CO5	Find the determinant of Matrices.

UNIT-I: Sets

Definition - Subsets - Power sets - Equality of sets - Finite and Infinite sets - Set operations - De-Morgan's laws - Distributive tables - Cartesian products.

UNIT-II: Number system

Binary, Octal, Hexadecimal numbers - conversion from one system to another system - addition and subtraction - one's complement.

UNIT-III: Symbolic logics

Logical statements - connectives - truth tables - tautologies operations - groups – (problems and simple properties only).

UNIT-IV: Matrices

Definition - types of matrices - operations on matrices - adjoint and inverse - applications - solving non-homogeneous equations.

UNIT-V: Determinants

Definition - properties (without proof) - application of determinants - Cramer's rule for the solution of a system of equations.

Reference Books

1. Dr.M.K.Venkataraman & others, "Discrete mathematics and structures", The National Publishing Company, Madras.
2. Trembly J.P and Manohar.R "Discrete Mathematical Structures with applications to computer science" Tata McGraw - Hill Pub., Co., Ltd. New Delhi 2003.
3. Richard Johnsonbaugh, "Discrete Mathematics" fifth Edn., Pearson Education Asia, New Delhi 2002.
4. V.Vijayendran "Digital Fundamentals" S.Viswanathan Printers & Publishers Pvt. Ltd.
5. T.K.Manicavachagom Pillay & Others, "Algebra", Volume II, S.Viswanathan Printers & Publishers Pvt. Ltd.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NCH301

Non-Major: 2

Title: **CHEMISTRY IN DAILY LIFE – I (NME – I)**

Max Marks: 75

OBJECTIVES:	To introduce students to a breadth of ways in which chemistry impacts every aspect of modern life, from the food we eat to the clothes we wear, the way we communicate and work, the way we keep ourselves healthy and how we diagnose and treat those who aren't. Chemistry's role in our everyday life and how chemistry will impact on people's lives in the future.
COURSE OUTCOME(S)	
CO1	Understand the basic concepts in chemistry.
CO2	Explore the knowledge of cosmetics and their hazardous in our daily life.
CO3	Gain the knowledge of water analysis and their treatment methods.
CO4	Understand the concepts of pH and buffer action in our daily life.
CO5	Learn about the nature of food, food sources, balanced diet, various adulterants and their governing laws.

UNIT: I Basic Concepts in Chemistry

Elementary ideas of Atoms, elements, atomic mass and Molecular mass. Isotopes, isobars and isotones. Methods of expressing concentration: Weight percentage, molality, molarity, normality and ppm.

UNIT: II Cosmetics

General formulation, preparation and toxicology of different types of cosmetics - Tooth paste, Shampoos, Hair dyes, lipstick, nail polish, perfumes, deodorants, Shaving cream Talcum powder, soaps and detergents.

UNIT-II Water Analysis

Sampling of Water for analysis - Chemical Substances affecting Potability - Colour, Turbidity, Odour, Taste, Temperature, pH and Electrical Conductivity. Purification of water Hard and soft water. Analysis of pollutant water by COD and BOD.

UNIT-IV Acid - Base balance

Definition classification, preparation properties and uses of acids and bases of Neutralisation reactions in everyday life. Indicators pH and their biological significance of pH; Buffer solutions – Importance of buffer in living system.

UNIT-V Food and Nutrition

Carbohydrates, Proteins, Fats, Minerals and Vitamins, definitions, sources and their physiological importance - balanced diet.

Adulterants in milk, ghee, oil, coffee powder, tea, asafoetida, chilli powder, pulses and turmeric powder - identification. Food laws, Safety and Standards.

REFERENCES:

1. Chemical Process Industries (4th Edition) R. Norris Shreve Joseph A.Brink,Jr.
2. Perfumes, Cosmetics and Soaps W.A.Poucher (Vol.3) Environmental Chemistry A.K.De.
3. B. Sreelakshmi, Food Science, New Age International, New Delhi, 2015.
4. Shashi Chowla; Engineering Chemistry, Danpat Rai Publication.
5. B.K. Sharma; Industrial Chemistry. Goel Publishing House, Meerut, 2003.
6. C.N.R. Rao; Understanding Chemistry, Universities Press.
7. M.K. Jain and S.C. Sharma; Modern Organic Chemistry, Vishal Pub. Co., Jalandhar, 2009.
8. V.R.Gowariker; N.V. Viswanathan and J. Sreedhar; Polymer Science, 2nd edn., New Age, New Delhi, 2015.
9. P.C. Pall; K. Goel and R.K. Gupta; Insecticides, Pesticides and Argobased Industries.
10. Singh, K., Chemistry in Daily Life; Prentice Hall of India, New Delhi, 2008.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NPH301

Title: **BASIC PHYSICS - I (NME - I)**

Max Marks: 75

OBJECTIVES:	To understand the basics of physics in day-to-day life and its importance through its applications.
COURSE OUTCOME(S)	
CO1	To know about Newton's laws and their application in Washing machine
CO2	To know about absorption of heat, its transfer and their domestic applications.
CO3	To know about the principals involved in sound, light and its common applications
CO4	To know about natural calamities in Geophysics view, medical physics and their co applications.
CO5	To know about the Radio waves and Satellites and their common applications

6 Hours

Newton's laws and their importance – Definitions of Work, Power, Energy and their units – Principle and working of Centrifuge - Washing Machine and its functional parts.

6 Hours

Thermometry - Celsius and Fahrenheit scales - Variation of boiling point with pressure – Principle and working of Pressure cooker – Refrigerator – Air Conditioner – Principle and their capacities

6 Hours

Acoustics - applications and its importance - Ultrasonics – SONAR and its applications – Power of lens – Long sight and short sight – Microscope, Telescope, Binocular and their basic principles and applications.

6 Hours

Earthquake – Richter scale – Thunder and lightning – Lightning arrestors – Principles and Medical applications of X-rays, Ultrasound, Computerised Tomography, Magnetic Resonance Imaging in medicine and their importance.

6 Hours

Electromagnetic spectrum–Radio Waves–Basics of AM and FM Transmission and Reception–
Mobile communication fundamentals–Importance of Satellites.

Books for study:

1. The Learner's Series – Everyday Science – Published by INFINITY BOOKS, New Delhi.
2. The Hindu speaks on Science, Vol I & II, Kasturi & Sons, Chennai.

Books for Reference:

1. Fundamentals of Physics, D. Halliday, R. Resnick and J. Walker, 6th Edition, Wiley, NY (2001).
2. Physics, Vols I, II, III , D. Halliday, R. Resnick and K.S. Krane, 4th Edition, Wiley, New York (1994).
3. The Feynmann Lectures on Physics Vols, I, II, III , R.P. Feynmann, R.B. Leighton & M. Sands, Narosa, New Delhi (1998).

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: II year

Subject Code: U18NZL301

Semester: III

Non-Major: 2

Title: **POULTRY FARMING (NME - I)**

Credit: 2

Max Marks: 75

OBJECTIVES:	<ul style="list-style-type: none">• To impart training on Modern Poultry Farming Technology• To create knowledge on self-employment opportunity.
COURSE OUTCOME(S)	
CO1	To learn the importance and current need of Poultry
CO2	Promote and encourage the students to study the types of fowls.
CO3	To study the morphology of breeds
CO4	Learn the proper and scientific methodology of feed
CO5	To learn the diseases and management.

UNIT – I

Poultry-definition-types of poultry-fowls-ducks-Quails. Scope and importance of poultry-Status of Poultry in India and World. Classification of fowls based on colour, comb and meat.

UNIT – II

External structure of a male and female fowl-identification of sex-External morphology of variety of fowls: American Class (Rhode Island Red and Plymouth Rock), Asiatic class (Brahma), English Class (Sussex, Australop and Orpington), Mediterranean class (Leghorn and Minorca)

UNIT – III

Feeding poultry –Feed Preparation- Feeding equipments-Management of Egg Layers – Management of Broilers in large scale farms.

UNIT – IV

Poultry diseases: Causative agent and prevention of Viral, Bacterial, Fungal, protozoan and Parasitic diseases. Vaccination chart for fowls.

UNIT – V

Construction and Management of modern poultry farms – Management of egg layers-care during winter and summer-Progressive plans to promote poultry as a self-employment venture.

Reference Books:

Jull Morley, A. 1971: Poultry Husbandry, Tata –McGraw Hill Publ. Co New Delhi – India.

Sastry, Thomas and Singh, 1982: Farm Animals Management and Poultry production – Vikas Publ. co. New Delhi – India.

Harbans Singh and Earl.N. Moore, 1982: Live stock and poultry production – prentice hall India Publ. Co., New Delhi – India.

Banarjee, G.C. 1986: poultry, Oxford – IBH publ. co., New Delhi – India.

II Year

Semester - IV

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18FUR401

Title: **URDU - IV**

Max Marks: 75

DRAMA, RUBAYIATH & history of Urdu literature

OBJECTIVES:	<ul style="list-style-type: none"> ✓ To promote students' knowledge of various literary genres like Drama. ✓ To effectuate their caliber to pen poems of their own. ✓ To motivate them to build lively conversations.
COURSE OUTCOMES	<ul style="list-style-type: none"> ➤ Students will learn to excel in the art of reading Plays. ➤ They will hoan their faculty of imagination. ➤ They will emerge as exponents of good conversation.

BOOK PRESCRIBED: "ADAB-E-JAMEEL"

Published by Dept. of Urdu, C. Abdul Hakeem College,
Melyisharam.

Unit – I

1. Darwaza kholdo-Krishan Chander [First Quarter]
2. Agoosh-E- Lihad Mein Jab Ke Sona Hoga - Anees
3. Gulshan Mein Phiroou – Anees
4. Meer Taqi Meer

Unit – II

1. Darwaza kholdo-Krishan Chander [Second Quarter]
2. Ghaflat Kihansihse Aah Bharna Acha –Akber Allahbadi
3. Har Ek Se Sun Naye Fasana Ham Ne – Aker Allahbadi
4. Mirza Ghalib

Unit – III

1. Darwaza kholdo-Krishan Chander [Third Quarter]
2. Gunche Teri Zindagi Pe Dil Halth Hai -- Josh
3. Gunche Teri Zindagi Pe Dil Halth Hai – Josh
4. Sir Syed Ahmed Khan

Unit – IV

- 1.Darwaza kholdo-Krishan Chander [Last Quarter]
- 2.Mufлис Hun Na Dowlath Hai Na Sermaya Hai --Amjad
- 3.Is Naam Ki Zindagi Mein Kuch Jaan To Ho – Amjad
- 4.Moulana Hali
5. Prem Chand

Unit – V

1. Roshan Nahi Karta Jala Dethe Hain –Asghar Vellori
2. Dhoonda Tho Kithabon Mein Sadaqath Na Mili –Asghar Vellori
3. Akber Ilahbadi
4. Allama Iqbal
5. Krishan Chandar

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: II year

Subject Code: U18FTA401

Semester: III

Language: 4

Title: **TAMIL - IV**

Credit: 4

Max Marks: 75

OBJECTIVES	<ol style="list-style-type: none"> 1. தமிழ் மொழியின் பண்புகளை மாணவர் மனதில் பதிய வைத்தல் 2. தாய்மொழியின் பழமை, சிறப்பு, விழுமியங்கள் ஆகியவற்றைக் கற்பித்தல் 3. செவ்வியல் இலக்கியங்களை அறியச் செய்தல் 4. தமிழில் உள்ள இலக்கிய வடிவங்களை அறிமுகப்படுத்தி படைப்பாக்கத்திற்கு துணை நிற்பதல் 5. இலக்கிய இலக்கணக் கற்றல் வழி போட்டித் தேர்வுகளுக்கு ஆயத்தப்படுத்தல்
COURSE OUTCOME(S)	
CO1	சங்க கால சமூகவியலையும் வாழ்வியல் அறங்களையும் அறிய வைத்தல்.
CO2	இடைக்காலத்தில் சமூக அமைப்பினையும் இலக்கிய வடிவ மாறுதல்களையும் விளக்கி எடுத்துரைத்தல்.
CO3	கவிதைகள் வெளிக்காட்டும் சம கால பதிவுகளை எளிமையாக விளக்கி வெளிக்கொணர்தல்.
CO4	இலக்கணத்தைப் பயிற்றுவிப்பதன் மூலம் சிறந்த மொழியாக்க முயற்சிக்கு ஆயத்தப்படுத்தல்
CO5	காலந்தோறும் தமிழ் இலக்கியங்களில் மாறுபடும் பாடுபொருள். வடிவம் முதலியவற்றை இலக்கிய வரலாற்றின் வழி உணர்த்தல்., படைப்பிலக்கியப் பயிற்சி வழி படைப்புத்திறனை மேம்படுத்தல்.

பாடத்திட்டம்

அலகு-I சங்க இலக்கியம்

1. குறுந்தொகை - பாடல் எண்கள் : 32, 40, 58, 69, 79, 176 (6 பாடல்கள்)
2. ஐங்குறுநாறு - குறிஞ்சி - கபிலர் - கிள்ளைப்பத்து (முதல் 6 பாடல்கள்)
3. புறநானூறு - பாடல் எண்கள் : 86, 182, 188, 196, 277, 279 (6 பாடல்கள்)

அலகு-II சிற்றிலக்கியம்

1. குற்றாலக் குறவஞ்சி - குற்றால மலை வளம் (6 பாடல்கள்)
2. முக்கூடற் பள்ளு - பள்ளியர் ஏசல் (8 பாடல்கள்)
3. முத்தொள்ளாயிரம் - சேரன் -3 சோழன் -3 பாண்டியன் - 3 (9 பாடல்கள்)

அலகு-III கவிதை

1. கவிஞர் மீரா - 'ஏற்றம் காண்போம்'
2. கவிஞர் முடியரசன் - 'துயில்'
3. கவிஞர் தாராபாரதி - 'காற்றுக்குப் புதிய திசை காட்டு'

அலகு-IV இலக்கணம்

யாப்பு- எழுத்து - அசை - சீர் - தளை - அடி - தொடை

அலகு-V(அ) இலக்கியவரலாறு

1. சங்க இலக்கியங்கள்
2. சிற்றிலக்கியங்கள்

(ஆ) திறனறிப் பயிற்சி

1. படைப்பிலக்கியம் - கட்டுரை , கதை ,— பயிற்சி வழங்கல்

பார்வை நூல்கள்

- 1 செய்யுள் திரட்டு - சி.அப்துல் ஹக்கீம் கல்லூரி வெளியீடு. 2019 சூன் வெளியீடு
- 2 மீரா கவிதைகள் - கவிஞர் மீரா அகரம் பதிப்பகம்,1,நிர்மலா நகர்,தஞ்சாவூர் -7 முதல் பதிப்பு -2002
- 3 முடியரசன் கவிதைகள் - கவிஞர் முடியரசன் பாரி நிலையம், 29ஏ, பிராட்வே, சென்னை -1 முதல் பதிப்பு -1954
- 4 கவிஞாயிறு தாராபாரதி கவிதைகள் - மலர் மகன் (தொ.ஆ) இலக்கிய வீதி, 149- பூங்கா சாலை அண்ணா நகர் மேற்கு - விரிவு சென்னை. -01 முதல் பதிப்பு -2007
- 5 வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு - முனைவர் பாக்கியமேரி என்.சி.பி.எச்., அம்பத்தூர், சென்னை -98 முதல் பதிப்பு -2008
- 6 நற்றமிழ் இலக்கணம் - டாக்டர்.சொ.பரமசிவம், பட்டுப் பதிப்பகம், 1269, 32-ஆம் தெரு அண்ணாநகர் மேற்கு, கம்பர் குடியிருப்பு, சென்னை -40 பன்னிரண்டாம் பதிப்பு -2012

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18FE4301

Title: **ENGLISH - IV**

Max Marks: 75

OBJECTIVES

COURSE OUTCOME(S):

After completing this course, the students are able to

C01

1. The Rule of the Road	A. G. Gardiner
2. Forgetting	Robert Lynd
3. Mobile and Mixed Up	Anil Dharker
4. Water: The Elixir of Life	Sir C. V. Raman

1. The Lotus	Toru Dutt
2. The Highway Man	Alfred Noyes
3. Character of a Happy Life	Henry Wotton
4. Refugee Mother and Child	Chinua Achebe

1. Two Gentlemen of Verona A. J. Cronin
2. The World Renowned Nose V. M. Basheer

1. Love at First Sight – The Tempest	William Shakespeare
1. My Friend, Albert Einstein	Hofman

1. Lexical Skills
2. Descriptive Grammar
3. Traditional Grammar
4. Communication Skills (LSRW)
5. Composition

WARM UP

1. Lexical Skills

- Common Errors in English
- Formation of Words
- Spelling and Sound: Introduction to Phonetics
- Vowels and Consonants

2. Descriptive Grammar

- Conjunction and its Kinds
- Interjection
- Regular and Irregular Verbs
- Modals and Auxiliaries Verbs

3. Traditional Grammar

- Question Tags
- Simple, Compound & Complex Sentences
- Figures of Speech (a) Metaphor (b) Irony (c) Oxymoron (d) Personification (e) Simile

4. Communication Skills (LSRW)

- Phoning
- Offering Help
- Asking for Information
- Making Appointment

5. Composition

- Designing a Resume
- Writing Covering Letters for Resume
- Preparing Agenda for Meetings
- Writing Minutes of Meetings

Books Prescribed:

HALL OF FAME – IV Board of Editors, Published by Emerald publishers Egmore,
Chennai – 600 008: www.emeraldpublishers.com, Mail: info@emeraldpublisher.com

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS401

Title:

Max Marks: 75

OBJECTIVES

To enable the students to have a thorough knowledge of the present company law in India

COURSE OUTCOME(S):

After completing this course, the students are able to

CO1	Describe the concept of company management.
CO2	Classify the meetings and their resolutions.
CO3	Analyse the rules regarding dividends.
CO4	Compare the borrowing powers and provisions of security holders.
CO5	Interpret and summarise the winding up of company.

9 HOURS

UNIT - II MEETING AND RESOLUTIONS

9 HOURS

Introduction-Kinds of Meetings - Secretarial Work and duties Relating to Meetings - Motions and Resolutions - Types of Resolutions - Agenda - Minutes - Voting and Poll - Proxy - Quorum - Chairman of Meeting - Duties of Secretary.

UNIT – III DIVIDEND AND ITS PAYMENT

9 HOURS

Meaning - Definition – Types - Rules regarding Payment of Dividends – Books of Accounts - Statutory Books - Annual Accounts and Balance Sheet.

UNIT - IV COMPANY'S BORROWING POWERS AND PROVISIONS

9 HOURS

Borrowing Powers: Meaning - Ultra Vires Borrowing - Mortgages and Charges - Fixed and Floating Charges - Registration of Charges - Legal Provisions - Effects and Consequences of Non registration of Charge - Debentures - Definition - Kinds - Comparison between a Shareholder and a Debenture Holder.

UNIT - V WINDING UP OF A COMPANY

9 HOURS

Meaning - Modes of Winding Up - Compulsory Winding up - Voluntary winding up - Winding up subject to supervision of court - Duties of Secretary in respect of winding up - Consequences of Winding up - Liquidators - Duties and powers of Liquidator.

1. Company Law & Secretarial Practice, by kathiresan Radha.

1. N.D.Kapoor : Elements of Company Law. Sulthan Chand.New Delhi.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS402

Major: 8

CORPORATE ACCOUNTING - II

Max Marks: 75

OBJECTIVES	To facilitate the understanding of Corporate Accounting in specific. To give a comprehensive understanding of the system of Corporate Accounting. To develop skill, related to problem solving
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Classify the concept of valuation of goodwill and shares
CO2	Compare accounting procedure related to merger and acquisition.
CO3	Summarise the procedure of liquidation accounting.
CO4	Examine legal requirements regarding bank final account
CO5	Assess the accounts of holding companies.

12 HOURS

Goodwill: Definition - Factors affecting valuation of goodwill - Need - Methods of valuing Goodwill - Simple profit method - Super profit method - Valuation of shares - Net assets method - Yield method/Fair Value method

UNIT-II AMALGAMATION ABSORPTION & EXTERNAL RECONSTRUCTION 12 HOURS

Amalgamation - Absorption and External Reconstruction - Purchase consideration - Methods of calculation - Accounting treatment in the books of Vendor Company and purchasing company. [Intercompany holdings and scheme for external reconstruction excluded.] - Alteration of share capital and Internal Reconstructions. (Simple problems only)

12 HOURS

Liquidation Accounting - Liquidator's final statement of account - Adjustment of the rights of contributories when the paid-up amount on shares varies [statement of affairs and deficiency account excluded].

12 HOURS

Bank Accounts - Legal requirements affecting Final Accounts - Preparation of Profit and Loss Account - Balance sheet. (Simple problems only)

12 HOURS

Accounts of Holdings Companies - Minority Interest - Cost of control or capital reserve - Distinction between capital profits and Revenue Profits - Elimination of common transactions - Treatment of unrealized Profits - Revaluation of assets and liabilities - Preparation of consolidated balance sheet [Intercompany investment excluded] (Simple problems only)

Text Book:

1. Corporate Accounting - T.S. Moorthy & Y. Hari Prasad Reddy

Books for Reference:

1. Corporate Accounting - R.L. Gupta & S. Radha swamy
3. Advanced Accounting - M.C. Shukla & T.S., Grewal
4. Advanced Accounting - Jain & Narang

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18AKS401

Allied: 4

BUSINESS STATISTICS - II

Max Marks: 75

OBJECTIVES	To enable the students to have a thorough knowledge of Correlation Analysis, Regression Analysis, Time Series Analysis and Statistical Quality Control
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Compare the variables with Correlation Analysis.
CO2	Illustrate the Regression Analysis.
CO3	Estimate and predict with Time Series Analysis.
CO4	Categorise the Index Numbers.
CO5	Practice the knowledge of Statistical Quality Control

18 HOURS

Meaning, Types, Merits and Limitations of correlation - Methods of studying correlation - Scatter Diagram - Karl Pearson's Coefficient of Correlation - Spearman's Rank correlation.

18 HOURS

Meaning, Importance, Limitations - Differences between Correlation and Regression - Regression Equations - Deviation taken from Arithmetic mean and assumed mean.

18 HOURS

Meaning, uses and components of Time series - Methods of measuring Trend, Seasonal Variations and Cyclical fluctuations - Free hand method, Semi-average method, Moving average method and Method of Least squares - Seasonal Indices by Simple Average Method.

18 HOURS

Meaning, uses and problems in the construction of Index Numbers, Unweight and Weighted Index Numbers - Laspeyres, Paasche's, Bowley's Fishers and Marshal Edge worth methods - Time Reversal and Factor Reversal Tests.

18 HOURS

Meaning and Importance of Statistical Quality.

Text Book:

1. Business Statistics. By R.S.N Pillai

Books for Reference:

1. Elements of Statistical Methods - S.P.Gupta
2. Fundamentals of Statistics - B.N.Gupta
3. Business Statistics - P.R.Vittal.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18AKS402

Allied: 4

Title: **ORGANISATIONAL BEHAVIOUR**

Max Marks: 75

OBJECTIVES	To enable students to describe how people behave under different conditions and provide the students to analyse specific strategic human resources demands for future action
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Demonstrate the concept of organisational behaviour.
CO2	Sketch the organisational culture.
CO3	Discriminate the personality traits.
CO4	Develop and formulate the motivational concept in the organisation.
CO5	Solve and justify conflict management.

UNIT I	INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR	18 HOURS
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Meaning, Fundamental Concepts, Definition, Approaches to Organizational Behaviour, Characteristics and Limitations of Organizational Behaviour, Challenges and Opportunities of Organizational Behaviour, Models of Organizational Behaviour.

UNIT II ORGANIZATIONAL CULTURE 18 HOURS

Elements and dimensions of organizational culture, Importance of organizational culture in shaping the behaviour of people.

UNIT III	PERSONALITY	18 HOURS
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Definition, Features, Managerial Implications of Personality. Perceptions and Attributions: Definition, Features, factors affecting perception, Process. Attribution, perceptual and attribution errors, Managerial Implications of Perception.

UNIT IV	MOTIVATION	18 HOURS
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Concept, Definition, Features, Types of Motivation, Process, Managerial Implications of Motivation. Leadership: Concept, Definition, Leadership Styles, Transactional and Transformational Leadership, Leadership development.

UNIT V	CONFLICT MANAGEMENT	18 HOURS
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Definition, Features, Types of Conflict, Conflict Resolution Strategies, Relationship between Conflict and Performance.

Text Books

1. Robbins, S. P., & Judge, T. (2013). Organizational behavior (15th ed.). Boston: Pearson.

Reference Books

1. Pareek. U. (2010).
Understanding Organizational Behavior (2nd ed.). Oxford University Press
2. Schermerhorn, J. R., Osborn, R.N., Hunt, M.U.J (2016).
Organizational Behavior (12th ed.). Wiley.
3. Newstrom J. W., & Davis, K. (2011).
Human behavior at work (12th ed.). Tata McGraw Hill

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18SKS401

Skill Based: 2

Title: **INTERNATIONAL TRADE**

Max Marks: 75

OBJECTIVES	To provide an idea of international trade and its economic implication. To enable students to have a feel of the Theories of International Economics
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Recognise the knowledge of International Trade.
CO2	Categorize the theories of Foreign Trade.
CO3	Distinguish the Balance of Trade with the Balance of Payment.
CO4	Outline the International Monetary System.
CO5	Examine the WTO and interpret its implication on trade.

9 HOURS

Introduction – Definition – Need – Types International Trade – Difference Between Internal and International Trade - Importance of International Trade in Global Context.

9 HOURS

Theories of Foreign Trade, Absolute, Comparative and Equal Cost Differences (Adam Smith, Ricardo, Haberler's, Heckscher and Ohlin Theories only).

9 HOURS

Balance of Trade, Balance of Payment – Concepts – Balance of Payment, Causes of Disequilibrium – Fixed and Floating Exchange Rates.

9 HOURS

Money Market - International Monetary System – International Liquidity – IBRD.

9 HOURS

WTO and Its Implication with special Reference to India. Trips & Trims.

Text books:

1. Dr.S. Sankaran, "International Economics", Margham Publications, 2015.
2. Peter B. Kenen, "International Economics", Cambridge University Press.

References:

1. Robert, "International Economics", Thomson, 2008.
2. Dominick Salvatore, Ph.D, "International Economics", Tata McGraw – Hill Publishing Company limited, 2005.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NCM401

Title: **GENERAL COMMERCIAL KNOWLEDGE (NME – II)**

Max Marks: 75

OBJECTIVES:	To enable the students to gain basic knowledge of Trade, Commerce and Industry
COURSE OUTCOME(S)	
CO1	To understand basic concept of trade, commerce and industry
CO2	To glimpse the knowledge in different form of organization.
CO3	To learn about company and its workings
CO4	To impart knowledge in company management and administration.
CO5	To seek knowledge about Company Meetings, Minutes, Agenda, Quorum and Resolution.

UNIT - I - INTRODUCTION

Commerce, Trade, Industry – Meaning – Scope and Importance of Commerce – Economic Basis of Commerce.

UNIT - II – TYPES OF BUSINESS

Sole Trade – characteristics- advantages and disadvantage – Partnership - Features – Merits and Demerits - Co-operatives – Features – Types of co-operatives

UNIT - III – JOINT STOCK COMPANY

Joint Stock Company – Features – Memorandum and Articles – Contents – Prospectus and Contents.

UNIT - IV – MANAGEMENT OF COMPANY

Management of Joint Stock Company – Directors – Qualification, Appointment, Removal, Powers and Duties.

UNIT - V – COMPANY MEETINGS

Company Meetings – Types – Minutes – Agenda – Quorum – Resolution.

REFERENCE BOOKS:

1. Gosh and Bhutan, General Commercial Knowledge, Sultan Chand & Sons, New Delhi
2. J.C. Bahl&E.R.Dhongde, Elements of Commerce & Business Methods, New Book & Co., Mumbai
3. P.N. Reddy &S.S.Gulshan, Commerce – Principles & Practice, S. Chand & Co., New Delhi
4. J.C. Sinha &V.N.Mughali, A text book of Commerce, R. Chand & Co., New Delhi
5. K.L.Nagarajan, Vinayagam, Radhasamy and Vasudevan, Principles of Commerce and General Commercial Knowledge, S.Chand & Co., New Delhi.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: II year

Subject Code: U18NCH401

Semester: IV

Non-Major: 2 Title: **CIVIL SERVICES AND OTHER COMPETITIVE EXAMINATIONS (NME – II)**

Credit: 2

Max Marks: 75

OBJECTIVES:	<ul style="list-style-type: none">• To enable the students to perceive how Competitive Examinations in India.• To understand the policies and strategies of the Central Services Union Public Service Commission, Railway Recruitment Board.• To evaluate the contribution of the Subjects of Study for TNPSC Examinations Group I and Competitive Examination Preparation Tips
COURSE OUTCOME(S)	
CO1	Understand the Union Public Service Commission and its Competitive Examinations in India.
CO2	Study the jobs, in central Government Organizations and how to apply Competitive Examinations.
CO3	Narrate the Kind of Tamil Nadu Public Service Examination Group Wise.
CO4	Understand and Recognize the Subject of Study for the TNPSC Examinations
CO5	Visualize the future Plans and describe the Competitive Examination Preparation Tips

UNIT – I

Competitive Examinations in India: Introduction – Civil Services – Preliminary and Main Examinations – Government Employment in Other Services – Examination Patterns

UNIT - II

Central Services: Union Public Service Commission – Railway Recruitment Board – Defence Examinations – LIC/GIC Examinations – Staff Selection Commission Examinations – UGC / NET Examinations – Bank Examinations

UNIT – III

TNPSC: Tamil Nadu Public Services Commissions – Combined Civil Services Examinations, Group I – Combined Civil Services Examinations, Group II (Interview Posts) – Madras High Court Service Examinations – District Educational Officers Examinations – Village Administrative Officers Examinations – Other Technical Examinations

UNIT – IV

Subjects of Study for TNPSC Examinations Group I: – Mathematics – Physics – Chemistry – Biology – Zoology – History – Sociology – Computer Science – TNPSC Group II, III and IV: General Knowledge – Politics – History – Current Affairs – National Movement – Science – Geography – Economics and Business – Intelligent Quotient –General Tamil – Perusing Previous Years Question Papers

UNIT – V

Competitive Examination Preparation Tips: Motivation – Active Learner – Organizing Studies – Time Management – Reading Newspapers, Magazines, Subject and Reference Books – Writing Examinations at Home – Good Handwriting Practice – Avoiding Stress – Perusing Previous Years Question Papers

Books for Reference

1. Dr. Divya S Iyer, Path Finder: Civil Services Main Examination, DC Books Pvt Ltd, New Delhi
2. Edgar Thorpe, The Pearson CSAT Manual 2013: Civil Services Aptitude Test for the UPSC Civil Services Preliminary Examination, New Delhi
3. S.A. Majid, Special Current Affairs for Civil Services Examination, Kalinjar Publications, New Delhi
4. SanjivVerma, The Indian Economy : For UPSC and State Civil Services Preliminary and Main Examinations, Unique Publications, New Delhi.
5. Veerasekaran, TNPSC Group II, Kizhakku Publishers, Chennai
6. Veerasekaran, TNPSC Group III, Kizhakku Publishers, Chennai

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NMA401

Non-Major: 2 Title: **FOUNDATION MATHEMATICS FOR COMPETITIVE EXAMINATIONS (NME – II)**

Max Marks: 75

OBJECTIVES:	This Course aims to prepare the students for various competitive examinations.
COURSE OUTCOME(S)	
CO1	Understand the concepts of Ratio and Proportion.
CO2	Understand the concepts of Percentages.
CO3	Solve the problems on profit and loss.
CO4	Understand simple interest and compound interest.
CO5	Solve the problems on time & work and time & distance.

Ratio and proportions.

Percentages.

Profit and loss, discounts.

Simple and compound interest.

Time, Distance and Work.

1. Quantitative Aptitude - R.S. Aggarwal (S.Chand & Co. - New Delhi 2008).
2. Course in Mental Abilities and Quantitative Aptitude for Competitive Examinations - Edgar Thorpe (Tata McGraw - Hill Pub., Co., Ltd. New Delhi – II Edn.,).

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NCH401

Title: **CHEMISTRY IN DAILY LIFE – II (NME – II)**

Max Marks: 75

OBJECTIVES:	To introduce students to a breadth of ways in which chemistry impacts every aspect of modern life, from the food we eat to the clothes we wear, the way we communicate and work, the way we keep ourselves healthy and how we diagnose and treat those who aren't. Chemistry's role in our everyday life and how chemistry will impact on people's lives in the future.
COURSE OUTCOME(S)	
CO1	Acquire fundamental knowledge in preparations of cosmetics and their toxicology.
CO2	Gain the knowledge of using the chemicals as food in day-to-day life.
CO3	Understand the usage of chemicals as food production agents and their hazardous.
CO4	Understand the importance of plastics and their pollution.
CO5	Learn about the man-made materials and their importance.

UNIT-I Common Drugs

Antibiotics, Antipyretics, Analgesics, Anti-inflammatory agents, Sedatives, Antiseptics, disinfectants, Antihistamines, Tranquilizers, Hypnotics and Antidepressant drugs - Definition, Examples, uses and side effects.

UNIT-II Colour chemicals and Food additives

Definition- Preservatives, Food colours - permitted and non-permitted. Artificial sweeteners, Emulsifying agents, Antioxidants. Artificial Sweetening agents – Saccharin – Cyclamate – Advantages and Disadvantages.

UNIT-III Chemicals in food production

Fertilizers used in natural sources - Fertilizers urea, NPK and Super phosphates need - uses and hazards. Biofertilizers and Pesticides – definition and examples.

UNIT-IV Plastic technology

Plastics, Polythene, PVC, Bakelite, Polyesters, Resins and their Applications. Natural Rubber - Synthetic rubbers - Vulcanisation - Preparation and its Applications. Environmental hazards of plastics.

UNIT – V Man made Materials

Colour chemicals – pigments and dyes, classification, examples and applications.

Raw materials and manufacturing process of Cement, and glass.

REFERENCES:

1. Chemical Process Industries (4th Edition) R. Norris Shreve Joseph A.Brink,Jr.
2. Perfumes, Cosmetics and Soaps W.A.Poucher (Vol.3) Environmental Chemistry A.K.De.
3. B. Sreelakshmi, Food Science, New Age International, New Delhi, 2015.
4. Shashi Chowla; Engineering Chemistry, Danpat Rai Publication.
5. B.K. Sharma; Industrial Chemistry. Goel Publishing House, Meerut, 2003.
6. C.N.R. Rao; Understanding Chemistry, Universities Press.
7. M.K. Jain and S.C. Sharma; Modern Organic Chemistry, Vishal Pub. Co., Jalandhar, 2009.
8. V.R.Gowariker; N.V. Viswanathan and J. Sreedhar; Polymer Science, 2nd edn., New Age, New Delhi, 2015.
9. P.C. Pall; K. Goel and R.K. Gupta; Insecticides, Pesticides and Argobased Industries.
10. Singh, K., Chemistry in Daily Life; Prentice Hall of India, New Delhi, 2008.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18NPH401

Title: **BASIC PHYSICS - II (NME - II)**

Max Marks: 75

OBJECTIVES:	To understand the basics of physics in day to day life and its importance through its applications.
COURSE OUTCOME(S)	
CO1	To know about properties of matter and its applications
CO2	To get knowledge on basic principles of electricity and magnetism and applications of electromagnets
CO3	To acquire knowledge in the content areas of nuclear and particle physics
CO4	To apply principles of physics to astronomical objects
CO5	Know about the conventional and non-conventional sources like Nuclear energy and Ocean thermal energies.

6 Hours

Strain and stress, elastic limit, Hooke's law – Surface tension – Capillary action – Flow of liquids and gases – Streamline and turbulent flow – Laws of floatation and its applications – Bernoulli's theorem and its applications – Viscosity and its applications.

6 Hours

Voltage, Current, Resistance, and Ohm's Law, Electrical Power – Difference between AC and DC – Single Phase and Three Phase supply – Transformers and its applications – Dia, Para and Ferromagnetic materials – Properties of magnetic materials.

6 Hours

Atom models evolution up to Bohr atom model (Qualitative description only) – Nucleons and other elementary particles – Fundamental Forces of Nature – Radioactivity and its applications – Crystalline and Amorphous Solids – examples, comparison and applications.

6 Hours

Introduction – Solar system – Inner planets and outer planets – Kepler's laws of Planetary motion – Constituents of stars – birth and death of stars, stellar explosions, white dwarfs, neutron stars, pulsars, and black holes – Expansion of universe.

6 Hours

Energy sources – Conventional and Non Conventional – Types – Hydro and Thermal – Coal Oil, Gas and their importance – Green house effect – Nuclear energy, Solar energy, Wind energy.

Books for Study:

3. Properties of Matter, R Murugesan, 5th Edition, S. Chand Publishing, New Delhi.
4. Electricity and Magnetism, R Murugesan, 10th Edition, S. Chand Publishing, New Delhi.
5. Modern Physics, R Murugesan and Kiruthiga Sivaprasath, 18th Edition, S. Chand Publishing, New Delhi.
6. Mechanics & Mathematical Physics, R Murugesan, 3rd Edition, S. Chand Publishing, New Delhi.

Books for Reference:

4. Fundamentals of Physics, D. Halliday, R. Resnick and J. Walker, 6th Edition, Wiley, NY (2001).
5. https://en.wikipedia.org/wiki/Solar_System.
6. https://en.wikipedia.org/wiki/List_of_Indian_satellites.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B. Com (Corporate Secretaryship) effective from 2018-2019

Year: II year

Subject Code: U18NZL401

Semester: IV

Non-Major: 2

Title: **SERICULTURE (NME - II)**

Credit: 2

Max Marks: 75

OBJECTIVES:	<ul style="list-style-type: none">• To impart training on silk worm culture technology• To create knowledge on self-employment opportunity
COURSE OUTCOME(S)	
CO1	To describe about the Taxonomy, Morphological sex differences in larva and adult.
CO2	To understand the culture of mulberry plants
CO3	To know about the culture methods of <i>B.mori</i> and mulberry silk
CO4	To describe the diseases and pests of <i>B.mori</i> . and Mulberry
CO5	To Study the quality of silk, silk gland and marketing strategies of silk.

UNIT – I

Classification of commercial varieties of mulberry. Biology of silk worm (*Bombyx mori*).
Mulberry plantation establishment and cultivation practices.

UNIT – II

Diseases of mulberry – fungal, bacterial, viral and nematode diseases, deficiency diseases and their remedial measures.

UNIT – III

Silkworm rearing operations – Chawki rearing and late age rearing techniques.

UNIT – IV

Diseases of silk worm. Physical and commercial characters of cocoons. Reeling operations, importance of by – products of Sericulture.

UNIT – V

Economics of Sericulture – Sericulture prospects in India- Sericulture as Self Employment venture.

Reference Books:

1. Ganga, G. 2003: comprehensive sericulture Vol-I, Moriculture – Oxford –IBH Puubl. Co. India.
2. Ganga, G. 2003: comprehensive sericulture Vol –II Silkworm rearing – Oxford – IBH Publ. Co. India.
3. Ganga, G. and Sculochana Chetty, J. 1997: An Introduction to sericulture Oxford – IBH Publ. Co.

III Year

Semester - V

C. Abdul Hakeem College (Autonomous), Melvisharam.
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Year: III year

Subject Code: U18MKS501

Semester: V

Major: 9

Title: **COST ACCOUNTING**

Credit: 4

Max Marks: 75

OBJECTIVES	To acquaint the students with Cost Accounting Techniques and Practices. To provide working knowledge of Accounting with regard to different Methods of Costing.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Discuss the basic Concept of Costing
CO2	Classify the Material Costing and Store Ledgers.
CO3	Explain the Labour Costing and Incentive Scheme.
CO4	Identify Overheads and its Distribution.
CO5	Compute the marginal costing.

UNIT - I INTRODUCTION

18 HOURS

Cost Accounting: Definition, Meaning and Objectives - Advantages and Importance - Concept of Cost, Costing, Cost Control and Cost Audit - Cost Centre and Cost Unit - Elements of Cost and Preparation of Cost Sheet, Tenders - Comparison of Cost Accounting with Financial Accounting and Management Accounting - Classification of Cost - Limitations of Cost Accounting.

UNIT - II MATERIAL COST

18 HOURS

Materials: Meaning - Material Control – ABC Technique - Stock Levels - Stores Ledger - EOQ - Purchasing material procedure - Methods of pricing material issues – FIFO, LIFO, Simple Average and Weighted Average Methods.

UNIT - III LABOUR COST

18 HOURS

Labour: Importance of Labour Cost Control - Various methods of Wage payment - Calculation of Wages – Time rate system, Piece rate system and Over Time - Labour Turnover (L.T.O) Methods of Incentive Schemes: Taylor's, Halsey, Rowan and Halsey-Weir Plans only.

UNIT - IV OVERHEADS

18 HOURS

Overheads: Definition of Overheads - Meaning and Classification of Overhead - Allocation and Apportionments – Primary and Secondary Distribution - Factory, Administration, Selling and Distribution overheads - Machine hour Rate.

UNIT-V MARGINAL COSTING**18 HOURS**

Marginal Costing: Meaning - Definition - Salient features - Advantages - Limitations - Cost volume profit analysis - Break Even Point - Margin of Safety.

Text Book:

1. Cost Accounting - T.S. Reddy and Y. Hari Prasad Reddy, Margham Publishers.

Books for Reference:

1. Cost Accounting - Jain and Narang, Kalyani Publishers
2. Cost Accounting - S. N. Maheshwari, Sultan Chand, New Delhi.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS502

Semester: V

BANKING LAW & PRACTICE

Max Marks: 75

OBJECTIVES	To enable the students to have a comprehensive knowledge of Theories and Practices in Banking.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Express the basic concept of banking.
CO2	Classify the lending principles.
CO3	Categorize the banker customer relationship.
CO4	Examine paying and collecting banker.
CO5	Summarise the e-Banking.

15 HOURS

Banking – Meaning – Definition – Features - Types of Banks - Merits and Demerits – Commercial Bank – Function - Role of Banks in Economic Development – RBI - Functions.

15 HOURS

Lending: Meaning - Types of Loans: Clean loan - Secured loan – Overdraft - Cash Credit -Principles of lending - Precautions to be taken before granting the loan (Against Jewel, Fixed Deposit Receipt, Life Policies. Only)

15 HOURS

Definition – Banker – Customer - Opening of an account – Procedures - Types of customers: Minor, Illiterate, Partnership Firm, Joint Stock Company - Closing of bank account – Procedures.

15 HOURS

Paying Banker – Meaning - Payment in due course - Rights and Duties - Statutory Protection - Collecting Banker: Meaning - Capacity of Collecting Banker - Duties of Collecting Banker.

15 HOURS

Meaning – Benefits - Services: ATM - Debit and Credit Cards - Electronic Fund Transfer (EFT) - Electronic Clearing System (ECS) – Real Time Gross Settlement (RTGS) – National Electronic Fund Transfer (NEFT) – Immediate Payment Service (IMPS) - e-Money - Single Window Concept.

Text Book:

1. Banking Theory Law and Practice

- B. Santhanam, Margham Publications.

Books for Reference:

1. Banking Theory Law and Practice

- Parameshwaran, Sultan Chand Publications.

2. Banking Theory Law and Practice

- S. N. Maheshwari, Kalyani Publications

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Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18MKS503

Semester: V

Major: 11 Title:

INCOME TAX LAW & PRACTICE – I

Credit: 4

Max Marks: 75

OBJECTIVES	To impart the knowledge of the basic provisions of Income Tax its Computation.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Discuss the basic concept of Income tax and its provisions.
CO2	Categorise the income from different heads
CO3	Interpret the different sources of income.
CO4	Identify the different exemptions and deductions.
CO5	Describe the powers of income tax authorities.

UNIT-I INTRODUCTION TO INCOME TAX 18 HOURS

Income Tax Act, 1961 - Current Finance Act - Definitions - Agricultural Income – Assessee - Assessment Year - Income- Person - Previous Year - Residential Status and Incidence of Tax - Exempted Incomes.

UNIT-II INCOME FROM SALARIES 18 HOURS

Income under the head Salaries - Definitions - Features - Allowances - Perquisites - Provident Funds - Profits in Lieu of Salary - Deductions - Computation of Salary Income.

UNIT-III INCOME FROM HOUSE PROPERTY 18 HOURS

Income from House property - Annual Value - Determination - Let out houses - Self Occupied Houses - Computation of Income from House property.

UNIT-IV PROFITS AND GAINS OF BUSINESS OR PROFESSION 18 HOURS

Profits and Gains of Business or Profession - Definitions - Chargeability - Admissible deductions - Inadmissible Expenses - Computation of Business Income - Computation of Professional Income.

UNIT-V INCOME TAX AUTHORITIES 18 HOURS

Income Tax authorities & their Powers-CBDT, Chief Commissioner of Income Tax (CIT), CIT (Appeals), Assessing officers (A.O's) - Income Tax Officer; Appeals, penalties and Prosecutions.

Text Book:

1. Income Tax Law and Practice

- Reddy & Murthy, Margham Publications.

Books for Reference:

1. Income Tax Law and Practice

- Bhagavathi Prasad, Sultan Chand.

2. Income Tax Law and Practice

- Gaur & Narang, Kalyani Publications

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Year: III year

Subject Code: U18MKS504

Semester: V

Major: 12

Title: **LEGAL ASPECTS OF BUSINESS**

Credit: 4

Max Marks: 75

OBJECTIVES	To provide the students basic understanding the business Laws and its implications in corporate secors.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	List the concept of the Contract.
CO2	Recognise the Formation of Contract and its essentials.
CO3	Interpret the concept of the Contract of Indemnity and Guarantee
CO4	Assess about Contract of Agency.
CO5	Summarise the knowledge of Sale of Goods Act.

UNIT – 1 INTRODUCTION TO CONTRACT

15 HOURS

Meaning – Definition - Classification of contract - Express and implied - Valid, Void and Voidable contracts - Executed and Executory Contracts - Unilateral and Bilateral contracts – Void agreement.

UNIT – 2 FORMATION OF CONTRACT

15 HOURS

Essential Element of Contract - Offer and Acceptance – Essential elements of an offer - essentials of an Acceptance - Lawful consideration - Capacity of Parties - Free consent – Mistake - Misrepresentation, Fraud and Coercion.

UNIT – 3 CONTRACT OF INDEMNITY AND GUARANTEE

15 HOURS

Meaning – Essential elements of Indemnity - Guarantee- Differences between Contract of Indemnity and Contract of Guarantee - Surety's Liabilities - Rights of Surety - Discharge of Surety from liability – Bailment: Right and Duties of Bailor and Bailee- Pledge: Rights and Duties of Pawnor and Pawnee.

UNIT – 4 CONTRACT OF AGENCY

15 HOURS

Meaning - Essentials - Creation of Agency - Kinds of Agent - Agent's Authority - Right and Duties of Principal - Personal Liability of Agent - Delegation of Authority - Sub-Agent – Substituted Agent - Termination of Agency - Irrevocable Agency

UNIT – 5	SALE OF GOODS ACT 1930	15 HOURS
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15 HOURS

Sale of Goods Act 1930 - Conditions and Warranties - Discharge of Contract - Remedies for Breach of Contract - Auction Sale – Rights of an unpaid Seller.

Text Book:

1. Business Law - Tulsian, Sultan Chand Publications.

Books for Reference

1. Mercantile Law - N D Kapoor, Sultan Chand Publications.
2. Element of Commercial Law - N D Kapoor, Sultan Chand Publications.
3. Mercantile Law - M C Shakula, Sultan Chand Publications.

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Year: III year

Subject Code: U18EKS501

Semester: V

Elective: 1

Title: **ENTREPRENURIAL DEVELOPMENT**

Credit: 3

Max Marks: 75

OBJECTIVES	To enlighten the students with the concept of Entrepreneurship, Women and Rural Entrepreneurs, Project Idea Generation and Appraisal, Development and promotion of Entrepreneurs.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Outline the concept of entrepreneurship
CO2	Describe the problems and solutions of entrepreneurs.
CO3	Categorize the various Sources of Project Finance and Incentives.
CO4	Identify the opportunities and support extended by Financial Institutions.
CO5	Outline the concept of entrepreneurship

UNIT – I INTRODUCTION TO ENTREPRENEUR AND ENTREPRENEURSHIP 12 HOURS

Entrepreneurship: Concept, characteristics and classifications of entrepreneur, Functions of Entrepreneur, Qualities of entrepreneur, Views of Peter Drucker, Schumpeter and Walker on entrepreneurship, Factor Influencing Entrepreneurship, and Role of entrepreneur in the economic development.

UNIT – 2 WOMEN ENTREPRENEUR AND RURAL ENTREPRENEUR 12 HOURS

Women Entrepreneur: Concept, Definition, Problem faced by Women Entrepreneur, Remedies to solve the problems of women entrepreneur. Rural Entrepreneur: Concept, steps to Promote Rural Entrepreneurs, Problem of Rural Entrepreneurs, Small Scale Entrepreneurs.

UNIT – 3 CONCEPT OF PROJECT 12 HOURS

Project: Concept, Idea and Innovation, Project identification, Classification, Selection of project, Project formulation and Project Report Preparation. Feasibility study: Market and Locational feasibility.

UNIT – 4 PROJECT FINANCE AND INCENTIVES 12 HOURS

Sources of Project Finance: Short Term, Medium Term and Long Term Project Finance. Incentives and Subsidies: Incentives & Subsidy for development of backward area, Incentives & Subsidy State and Central Government, Taxation Benefit to Small Scale Industries.

UNIT – 5 FINANCIAL SUPPORT TO ENTREPRENEURSHIP**12 HOURS**

Entrepreneurship Development Programme (EDP): Concept and Curriculum of EDP
Assistance from Financial Institutions: DIC, SIDCO, TIIC and ICICI. -

Text Book:

1. Entrepreneurial Development - Kanaka, S. Chand & Sons, New Delhi.

Books for Reference:

1. Entrepreneurial Development - P.Saravanel – Margham Publications
2. Project Management - Vasant Desai – Himaliya Publishing House
3. Entrepreneurial Development - Jayshree Suresh – Margham Publications

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Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18EKS502

Semester: V

Elective: 1 Title: **ELEMENTS OF INSURANCE**

Credit: 3

Max Marks: 75

OBJECTIVES	To educate the students about the significance and purpose of insurance to individuals and organizations and enable them to acquire skills for managing various risks in business and life.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Summarize the basic concept of insurance and its contracts.
CO2	Classify the Life and Health Insurance.
CO3	Categorize the fire and motor vehicle insurance.
CO4	Argue about documentation and settlement of claim associated to insurance.
CO5	Demonstrate the knowledge of Indian Insurance industry and dominions.

Unit – I INTRODUCTION TO INSURANCE 12 HOURS

Insurance, Meaning and Concept - Purpose of Insurance - Need of Insurance - Benefits of Insurance - Functions of Insurance - Importance of Insurance - Principles of Insurance - Nature of Insurance Contract - Types of Insurance Contract - Fundamentals of Insurability - Classification of Insurance

Unit - 2 LIFE INSURANCE AND HEALTH INSURANCE 12 HOURS

Meaning and concept of Life Insurance - Essentials features of Life Assurance - Advantages of Life Assurance - Types of Life Insurance Plans - Types of Health Insurance Policies - Health Insurance Schemes in India.

Unit - 3 FIRE AND MOTOR VEHICLE INSURANCE 12 HOURS

Fire Insurance: Principles, Types and Assignment of Fire Policy - Marine Insurance: Scope – Contracts - Fundamental Principles and Important Clauses - Taxonomy of Motor Vehicles - Kinds of Motor Vehicle Insurance Policies - Servicing of Motor Vehicle Insurance - Claims Settlement under Motor Vehicle Insurance.

Unit – 4 POLICY SERVICING AND CLAIMS SETTLEMENT 12 HOURS

Insurance Documents - Nomination Vs Assignment - Alterations – Revival - Policy Loans - Surrender Value and Paid Up Value - Issue of Duplicate Policy - Lost Policies - Claims Settlement in Life Insurance - Improvements in policy Servicing.

Unit - 5 INDIAN INSURANCE INDUSTRY**12 HOURS**

Structure of Indian Insurance Industry - Insurance Regulatory and Development Authority (IRDA): Constitution, Duties, Powers and Functions - Public Sector Insurance Companies - Private Sector Insurance Companies - Reforms in the Indian Insurance Industry.

Text Book:

1. Jyotsna Sethi and Nishwan Bhatia. Elements of Banking And Insurance, PHI Learning Private Limited, New Delhi.

Reference Books

1. M. N. Mishra, Modern concepts of Insurance, S. Chand & Co., 2000
2. P. S. Palandi, Insurance in India, Response Books – Sagar Publications, 2000

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18EKS503

Semester: V

Elective: 1

Title: **INDUSTRIAL RELATIONS**

Credit: 3

Max Marks: 75

OBJECTIVES	To develop necessary understanding among students of various labour management relation issues and policies in the Indian context.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Identify the basic concept of industrial relation.
CO2	Explain the Grievance Management
CO3	Describe the Fundamentals and Structure of collective bargaining
CO4	Classify the industrial disputes in India
CO5	Develop the knowledge of ESI and provident fund

UNIT – I: INTRODUCTION TO INDUSTRIAL RELATIONS

12 HOURS

Concept, Importance, Scope & Aspects of Industrial Relations, Causes & effects of Poor Industrial Relation in India; Trade Unions: Historical Evolution of Trade Unions in India, Role & Functions of Trade union, Essentials for success of Trade Union.

UNIT – II: DISCIPLINE AND GRIEVANCE MANAGEMENT

12 HOURS

Discipline and Grievance Management - Employee discipline - Causes of indiscipline - Essentials of a good disciplinary system - Hot-Stove Rule and kinds of punishment - Grievance procedure - Settlement of grievance in Indian industry

UNIT – III: MODEL GRIEVANCE PROCEDURE

12 HOURS

Meaning - Structure of collective bargaining - Objectives of collective bargaining stages - processes - Collective bargaining in India.

UNIT – IV: INDUSTRIAL DISPUTES & EMPLOYEE PARTICIPATION

12 HOURS

Industrial Disputes & Employee Participation - Industrial Disputes in India - Causes of disputes - Methods for the settlement of industrial disputes - Definitions and aims of Workers participation - Worker participation in Management in India - The participation of workers in Management Bill 1996.

UNIT – V: INDUSTRIAL LAWS

12 HOURS

Industrial Laws - Social Security Laws - Laws Relating to Workmen's Compensation - Employees' State Insurance - Provident Fund - Gratuity and Maternity Relief - The Law of Minimum Wages - Payment of Wages - Payment of Bonus.

Text Book

1. Ross, A. M. & Hartman, P.T. : Changing Patterns of Industrial Conflict, New York, John Wiley

Reference Book

1. Arun Monappa : Industrial Relations, Tata McGraw Hill.
2. Pattanayak, Biswajeet: Human Resource Management, PHI, Delhi.
3. Mamoria, Gankar & Mamoria: Dynamics of Industrial Relations, Himalaya Publishing House.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18SKSP51

Semester: V

Main : 1

Title: **INTERNSHIP TRAINING**

Credit: 2

Max Marks: 75

OBJECTIVES	Internships are educational and career development opportunities, providing practical experience in a field or discipline.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Apply knowledge of theoretical concept.
CO2	Analyse and solve complex problem.

Instructions for Internships

1. **Internship –**
 - a. Internship with Industry/ Govt. / NGO/ PSU/Any Micro/Small/Medium enterprise/ Online Internship
 - b. Inter/Intra Institutional Activities – Inter/ Intra Institutional Workshop/ Training/ Working for consultancy/ research project
2. **Suggested Periods** – During summer vacation after 4th semester.
3. **Duration** – 2 Weeks
4. **Proposed document to be submitted as evidence** – Internship Report and Certificate

Internship Report:

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor and Faculty Mentor.

5. **Evaluation Method** – Viva-voce Examination by the Faculty mentor and Faculty from other department.

Internal: 25 marks (For attendance)

External: 75 Marks (Internship report)

The Internship report will be evaluated on the basis of following criteria:

- i. Originality **(15)**.
- ii. Adequacy and purposeful write-up **(15)**.
- iii. Organization, format, drawings, sketches, style, language etc **(15)**.
- iv. Variety and relevance of learning experience **(15)**.
- v. Practical applications, relationships with basic theory and concepts taught in the course **(15)**.

Note: Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18SKS501

Semester: V

Skill Based: 3

Title: **PRACTICAL - MICROSOFT OFFICE LAB**

Credit: 2

Max Marks: 75

OBJECTIVES	To help students become literate in the fundamental Microsoft office.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Acquire the knowledge of Microsoft Office
CO2	Learn about Ms Office and Power point
CO3	Illustrate and interpret different formula in the spread sheet

MS-WORD

1. Preparing an Official Letter / Business Letter / Circular Letter and Use font size and styles - bold, underline, upper case, lowercase, superscript, subscript, indenting paragraphs, spacing between lines.
2. Prepare a Newspaper Advertisement: with borders, two columns text, header and footer and inserting a graphic image and page layout and Hyperlink.
3. a) Prepare a mail merge facility for sending a circular letter to many persons
b) Create a mail merge facility for printing mailing labels.
4. Create a Menu Card for a Royal Restaurant and use Tables Border and Shading.
5. Prepare an Organizational Chart in a document for all the Employee Information.

MS-EXCEL

1. Create a Student Mark sheet for 25 students and use different formula for Sum, Average, Rank, and also display Class and Distinction.
2. Create a Mail Merge by using Template and export the data into Word Document.
3. Working on Filtering Data, Sorting and Data Validation.
4. Create a chart for comparing the Employee Salary Details with HRA, DA, and Net Salary.
5. Create a worksheet for Applying the following formula and functions:
 - i. Mathematical Function
 - ii. Date and Time Function
 - iii. Statistical Function

MS-POWER POINT

1. Working with Slide Layout, Inserting Text, Formatting Text, and Auto Shapes.
2. Creating a Presentation applying Transition and Custom Animation effects.
3. Applying multiple effects to the same object and changing to a different effect and removing effects.
4. Working with Rehearse Timings and Screen Recordings in Presentation
5. Working with Photo Album by merging as a Video.

III Year

Semester - VI

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Subject Code: U18MKS601

Semester: VI

Title:

MANAGEMENT ACCOUNTING

Max Marks: 75

OBJECTIVES	The objectives of the course is to familiarize the students with the basic management accounting concepts and their applications in managerial decision making
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Outline the concept of Management Accounting.
CO2	Illustrate and interpret the different ratios.
CO3	Analyse the concept of fund flow.
CO4	Outline the concept of cash flow.
CO5	Estimate and categorise the different budgets.

18 HOURS

Management Accounting - Introduction - Meaning and Definition - Objectives - Management Accounting and Cost accounting - Utility of Management Accounting - Limitations of Management Accounting.

18 HOURS

Ratio Analysis - Nature and Interpretation - Utility and Limitations of ratios - Classification of ratios - Profitability ratios – Turnover ratios.

18 HOURS

Funds Flow Analysis – Working Capital – Sources and application of funds -Construction of Funds flow statement - Funds from Operation. (Simple problems only)

18 HOURS

Cash Flow Analysis - Distinction between funds flow and cash flow - construction of Cash flow statement - cash from operation.(Simple problems only)

18 HOURS

Budgets, Budgeting and Budgetary control: Concept of budget and budgetary control -Nature and Objectives of budgetary control - Advantages and Limitations - Classification of Budgets - Preparation of Different Budgets (Production, Sales, Flexible and Cash Budgets).

Text Book:

1. Management Accounting - T.S. Reddy and Y. Hari Prasad Reddy, Margham Publishers.

Books for Reference:

1. Principles of Management Accounting - Dr.S.N.Maheshwari
2. Management Accounting - R.S.N Pillai and Bagavathi

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS602

Semester: VI

Title:

MARKETING MANAGEMENT

Max Marks: 75

OBJECTIVES	To make the students to understand Marketing Concepts, Marketing-mix, Channels of Distribution, Pricing and Advertising
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Describe the basic concept of Marketing and its Functions.
CO2	Acquire the knowledge of Marketing Mix.
CO3	Explain the concept of Market Segmentation.
CO4	Learn about New product development technique and Pricing Policies.
CO5	Acquire the knowledge of Distribution Channel and Advertising.

INTRODUCTION TO MARKETING

15 HOURS

Definition of Market – Types – Importance - Marketing: Meaning and Definition – Evolution of Marketing - Importance of Marketing - Functions of Marketing - Marketing Concepts - Difference between Marketing and Selling.

MARKETING MIX

15 HOURS

Marketing Mix: Meaning - Origin of the “Marketing mix” - Components of a traditional marketing mix (4Ps) – ADDITIONAL 3P’s of Marketing.

MARKET SEGMENTATION

15 HOURS

Market Segmentation: Definition - Need for market segmentation, Criteria for effective segmentation, Bases for market segmentation, Benefits of market segmentation.

PRODUCT AND PRICING

15 HOURS

Product: Meaning - Features of a Product and its Classifications - New Product Development - Product Mix and its Elements - Product Life Cycle. Pricing: Meaning of Price - Objectives of Pricing - Factors Affecting Pricing Decisions - Pricing Policies and Strategies - Pricing Methods

15 HOURS

Text Book:

- ## Books for Reference

1. Marketing Management. - Philip Kotler.
2. Fundamentals of Marketing - William J. Stanton.

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18MKS603

Semester: VI

Title: **INCOME TAX LAW & PRACTICE - II**

Max Marks: 75

OBJECTIVES	To impart the knowledge of the basic provisions of Income Tax its Computation.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Classify and compute the concept of capital gain
CO2	Categorise the different income from other sources.
CO3	Interpret and practice the concept of different sources of income.
CO4	Illustrate aggregation of income and set off and carry forward of losses.
CO5	Plan and prepare the assessment procedure.

18 HOURS

Capital Gains - Definition of Capital Assets - Kinds of Capital Assets - Exempted Capital Gains - Computations of Capital Gains.

18 HOURS

Income from other Sources - Income Chargeable to Tax - Deductions - Bond Washing Transactions - Computation of Income from other Sources.

18 HOURS

Aggregation of Income - Deemed Incomes - Set off and Carry forward of Losses

18 HOURS

Assessment of Individuals - Deductions from Gross Total Income - Computation of Total Income and Tax Liability.

18 HOURS

Procedure for Assessment - Types of Assessment - e-filing - Concept - Procedure – 26 AS - TDS - Traces - Filing of Return - Various Returns - Permanent Account Number (PAN) - Usage of PAN - Concept of Transfer Pricing - Fundamentals.

Text Book:

1. Income Tax Law & Practice - T.S. Reddy, Margham Publications,

Books for Reference:

1. Income Tax Law and Accounts. - H.C.Mehrotra
2. Income Tax Law and Practice - Bhagavathi Prasad
3. Income Tax Law and Practice - Gaur and Narang, Kalyani Publishers

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18EKS601

Elective: 2

Title:

HUMAN RESOURCE MANAGEMENT

Max Marks: 75

OBJECTIVES	The Objective of this course is to sensitize students to the various aspects of managing people and to understand the various policies and practices of human resource management
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	State the basic concepts of human resource management.
CO2	Describe the aspects of human resources planning and recruitment.
CO3	Examine the selection and induction.
CO4	Classify training and appraise the performance.
CO5	Categorize Transfer and Promotion.

UNIT - 1	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	15 HOURS
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Definition and Concept, Features, Objectives, Functions, Scope, Importance of Human Resource Management, Difference Between Personnel Management and HRM – HR manager Qualities, Role and Challenges.

UNIT – 2 HUMAN RESOURCE PLANNING AND RECRUITMENT 15 HOURS

Concept, Objectives, Factors, Importance, Process, Limitations of Human Resource Planning (HRP). Recruitment: Factors Affecting Recruitment, Types of Recruitment.

UNIT – 3 SELECTION AND INDUCTION 15 HOURS

Concept, Process or Methods, Selection Tests. Interview: Concept, objectives and types of interview. Induction: Meaning and Definition, Induction Programme.

UNIT – 4 TRAINING & PERFORMANCE APPRAISAL 15 HOURS

Concept and Training Needs, Benefits of Training, Training Methods, Types of Training. Performance Appraisal: Concept of Performance Appraisal, Characteristics, Objectives, Process, Methods of Performance Appraisal. Incentives: Concept, Types of Incentive Scheme. Merits and Demerits of Incentive scheme.

UNIT – 5 TRANSFER AND PROMOTION**15 HOURS**

Concept, Factor Influencing Transfer, Types of Transfer. Promotion: Concept, Types, Objectives / Purpose, Policy in Promotion, Promotion criteria.

Text Book:

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

Books for Reference:

1. Human Resource Management - C. B. Gupta Sultan Chand & Co, New Delhi.
2. Human Resource Management - C.D. Balaji – Margham Publications

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Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18EKS602

Semester: VI

Elective: 2

Title: **FINANCIAL MANAGEMENT**

Credit: 3

Max Marks: 75

OBJECTIVES	To enable the students to understand the basic concepts of Financial management and role of a financial manager in decision making
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	State the basic concept of Investment and decision making
CO2	Discuss about Financial market, Speculation and Gambling
CO3	Demonstrate the Risk and Return the market
CO4	Differentiate Security Analysis with Technical Analysis
CO5	Assess the knowledge of Portfolio Management

UNIT- I INTRODUCTION TO FINANCIAL MANAGEMENT

15 HOURS

Meaning of Finance - Finance functions – Importance – Scope – Financial management – objectives – Financial decisions – Role of finance manager – Sources of finance.

UNIT – II CAPITAL STRUCTURE

15 HOURS

Meaning – Capital structure decision – Factors determining capital structure – Leverages – Types – operating leverage – financial leverage – composite leverage.

UNIT – III COST OF CAPITAL

15 HOURS

Meaning – Importance – Cost of equity capital – Cost of preference capital – Cost of debt – Cost of retained earnings – Weighted average cost of capital.

UNIT – IV CAPITAL BUDGETING

15 HOURS

Meaning – Significance – techniques of capital budgeting – Payback period – Average rate of return – Net present value – Internal rate of return.

UNIT – V WORKING CAPITAL MANAGEMENT

15 HOURS

Meaning – Importance - Classifications of working capital – Factors determining working capital – Sources of working capital.

Text Book:

1. S.N. Maheshwari, Financial Management, Sultan Chand Publications, New Delhi.

Reference Books:

1. Dr. A. Murthy, Financial Management, Margham Publications, Chennai.
2. P. Periyasamy, Financial Management, Vijay Nicole Imprints Pvt.Ltd. Chennai.
3. I.M. Pandey Financial Management, Vikas Publishing House, New Delhi.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18EKS603

Semester: VI

Elective: 2

Title:

FUNDAMENTALS OF INFORMATION TECHNOLOGY

Credit: 3

Max Marks: 75

OBJECTIVES	To help students become literate in the fundamental understanding of information technology (IT) associated with the Internet era, including concepts of computer software and applications.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Identify the basic knowledge of computer and its components.
CO2	Explain the computer generation and its classification.
CO3	Categorize the computer memory.
CO4	Describe the storage device and their proficiencies.
CO5	Develop the knowledge of capabilities of generic software.

UNIT 1: INTRODUCTION TO COMPUTERS

15 HOURS

Basics of computer - Characteristics of computers - Limitations of computers - System Components - Input devices and Output devices.

UNIT 2: COMPUTER GENERATIONS & CLASSIFICATIONS

15 HOURS

Evolution of computers - Classification of Computers - Types of Microcomputers.

UNIT 3: COMPUTER MEMORY

15 HOURS

Memory System - Memory Cells - Memory Arrays, - Random Access Memory (RAM) - Read Only Memory (ROM) - Physical Devices Used to construct Memories.

UNIT 4: STORAGE DEVICES

15 HOURS

Hard Disk – Construction - IDE drive standard and features – Troubleshooting – DVD – Blue Ray disc - Flash Memory.

UNIT 5: INTRODUCTION TO COMPUTER SOFTWARE

15 HOURS

An Overview of different operating systems - Overview of different application software - Overview of proprietary software - Overview of open-source technology.

Text Book

1. Introduction to Information Technology by V. Rajaraman

Books for Reference:

1. Fundamentals of Information Technology (Third Edition) by Deepak Bhariog.
2. Fundamentals of Information Technology by S.K. Bansal

C. Abdul Hakeem College (Autonomous), Melvisharam.

Subject Code: U18EKSP61

Elective: 3

INSTITUTIONAL TRAINING

Max Marks: 75

OBJECTIVES	To bridge the gap between theory and practice. To acquaint the students with practical aspect of the company secretaryship.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Apply theoretical knowledge into practice.
CO2	Analyse and solve complex problem.

Supervised Institutional Training shall be integral part of the Course. It is to be a sort of job testing program - bridge the gap between theory and practice. It is designed to create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

Students can be allowed to go in a group to do training in an organization / Institution, but each student has to submit **the report individually and not jointly.**

The trainee should be under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretaryship of the College. The details of the training given and the assessment of each student in that regard should be fully documented.

The duration of the training shall be for a period of 30 days during the third year. The training shall broadly relate to (a) Office Management and (b) Secretarial Practice.

The training relating to Office Management may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority.
2. Office layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, Communication, Equipments, Postal and Mailing services and equipments.
4. Acquaintance with office machines and equipments and accounting machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the functions of a corporate secretary.

The following types of organizations may be selected for the training:

1. Public Limited Companies (Both Industrial and Commercial)
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and Banks.
3. Office Equipment Marketing Organizations.

NOTE:

The paper on Institutional Training shall carry 100 marks, Internal and External Viva- Voce based on a report submitted by the candidate, under the guidance of the faculty member of the respective colleges assisted by the training officers of the Institutions providing training. The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The report should be evaluated jointly by the INTERNAL and EXTERNAL Examiners and conduct Viva-Voce. The mark sheet shall be sent to the Controller of Examinations immediately on the completion of evaluation and Viva-Voce. The evaluation of project report and Viva-Voce shall be for a maximum of 20 candidates per session. The marks shall consist of Project Report 75 Marks and Viva-Voce 25 Marks.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18EKS604

Semester: VI

Elective: 3

Title: **INVESTMENT MANAGEMENT**

Credit: 3

Max Marks: 75

OBJECTIVES	Aims to educate students about the significance and purpose investment management to individuals and organizations and enable them to acquire skills about investment management.
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	State the basic concept of Investment and decision making
CO2	Discuss about Financial market, Speculation and Gambling
CO3	Demonstrate the Risk and Return the market
CO4	Differentiate Security Analysis with Technical Analysis
CO5	Assess the knowledge of Portfolio Management

UNIT - I: INTRODUCTION

12 HOURS

Investment: Objective – Features – Investment Alternatives – The Investment Process – Qualities for Successful Investing – Common Errors made While Investing- Approaches to investment Decision Making.

UNIT - II: FINANCIAL MARKETS

12 HOURS

Functions – Investment vs. Speculation, Gambling - Speculation vs. Gambling – Money Market Instruments – Globalization of Financial Markets.

UNIT-III: RISK & RETURN

12 HOURS

Meaning of Return –Objectives of Return - Types – Risk – Sources of Risk – Types of Risk. Credit Rating – Functions and Benefits.

UNIT- IV: SECURITY ANALYSIS:

12 HOURS

Fundamental Analysis: Economic Analysis –Industry Analysis and Company Analysis.
Technical Analysis: Basic Assumption – Difference between Technical Analysis & Fundamental Analysis.

UNIT V: PORTFOLIO MANAGEMENT & INVESTMENTS THEORIES

12 HOURS

Portfolio Management: Objects and Constraints- Portfolio Management process- Essential factors to be considered in selection of Securities-Policies -Efficient Market Hypothesis – Random Walk Theory- Dow Theory.

Text books

1. Investment Analysis and Portfolio Management by Prasanna Chandra, Tata McGraw Hill Publication.

Reference Book

1. Security Analysis and Portfolio Management by Punithavathy Pandien, Vilcar Publishing Home.
2. Investment Analysis and Portfolio Management Personal Education, New Delhi by Dr. Rananatham M & Madhumathi R.

C. Abdul Hakeem College (Autonomous), Melvisharam.
Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18EKS605

Semester: VI

Elective: 3

Title: **CORPORATE FINANCE**

Credit: 3

Max Marks: 75

OBJECTIVES	To educate students about the significance and purpose of Corporate finance to individuals and organizations and enable them to acquire skills for managing various finance in the corporate sector
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Outline the basic concept of Corporate Finance
CO2	Discuss Decision making
CO3	Demonstrate the Fundamentals of Corporate Capital Valuation:
CO4	Classify the Fundamentals of Equities Valuation: Preferred and Common Stock
CO5	Explain the knowledge of Risk and Expected Return: Principles of Portfolio Analysis

UNIT-I INTRODUCTION

12 HOURS

Finance Corporate - The Foundations for Proper Financial Analysis of the Firm - Advantages of corporate firm over the sole traders and partnerships - The life-cycle of the corporation at the capital market - funds raising - investing – benchmarks - Role of capital market in explaining corporate performance.

UNIT-II DECISION MAKING

12 HOURS

Meaning - Types of information for investor's decision making - The value of information for the investor - The efficient market hypothesis (EMH) - The different forms of market efficiency and their criteria - weak, semi-strong, strong efficiency - The role of EMH in corporate analysis. The practical implications of EMH.

UNIT-III FUNDAMENTALS OF CORPORATE CAPITAL VALUATION

12 HOURS

The yield curve - Spot rates and forward rates - Defining forward rate from the yield curve - The term structure of interest rates - Theoretical explanation - The role of term structure of interest rates in constructing tracking (replicating) portfolio for Corporate Bonds - Intrinsic value of stand-alone bond.

UNIT-IV FUNDAMENTALS OF EQUITIES VALUATION**12 HOURS**

Types of preferred stock by voting rights - dividend rates - dividend payments - Discounted dividend model (DDM) for preferred (preference) shares - Discounted dividend model for common stock (ordinary shares) - The criteria for stable growing company - Gordon constant growth dividend rate model - Multistage DDM:

UNIT-V RISK AND EXPECTED RETURN**12 HOURS**

Separation theorems - The principles and assumptions of mean - Variance analysis - Assets Risk and Variance of Returns - Expected portfolio returns - Portfolio risk and assets covariance's - Mean – standard deviation diagram of risky assets - The feasible set of assets and the diversification - The efficient frontier of risky assets - Introducing risk-free asset.

Text books

1. Investment Analysis and Portfolio Management by Prasanna Chandra, Tata McGraw Hill Publication.

Reference Book

2. Security Analysis and Portfolio Management by Punithavathy Pandien, Vilcar Publishing Home.

3. Investment Analysis and Portfolio Management Personal Education, New Delhi by Dr. Rananatham M & Madhumathi R.

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Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18SKS601

Semester: VI

Skill Based : 4

Title:

OFFICE MANAGEMENT

Credit: 2

Max Marks: 75

OBJECTIVES	To train the students in the techniques of Office Management
COURSE OUTCOME(S): After completing this course, the students are able to	
CO1	Explain the concepts and Principles of Office Management
CO2	Describe the Duties and Responsibilities of Office Manager.
CO3	Choose to select a site for the office and prepare the layout of the office.
CO4	Collect and analyse data and prepare report for presentation.
CO5	Identify the modes and barriers of communication in offices.

UNIT – 1 INTRODUCTION TO OFFICE MANAGEMENT

12 HOURS

Meaning, functions and importance of office management - Principles - Changing office scenario - Time Management.

UNIT – 2 OFFICE MANAGER

12 HOURS

Qualifications – Qualities - Functions - The authorities and responsibilities of an office manager - filing - Indexing - Record Administration - Agenda preparation for Meetings.

UNIT – 3 OFFICE ACCOMMODATION AND LAYOUT

12 HOURS

Office accommodation – Factors – Office Location – Factors in selecting office location - Office layout: Objectives – Importance.

UNIT – 4 OFFICE REPORTS

12 HOURS

Different methods of Data Collection - observation, Interview, Mailed Questionnaire, Editing of Data. Classification of Data, Objectives and Types - Qualities of Report- Types and Presentation of Report.

UNIT – 5 OFFICE COMMUNICATION

12 HOURS

Communication Process – Modes of Communication - Types of Communication – Barriers in Communication - Barriers in Electronic communication modes.

Text books:

1. R. T.S. Devanarayanan & N.S. Raghunathan – office management – Margham Publications, Chennai.

Books for Reference:

1. Pillai RSN and Bagavathi, Office Management, , New Delhi, S. Chand & Company Limited, 2003.
2. Krishna Murthy E., M. Nagasubramanian, Improve your Secretarial Skills, S.Chand Publication, 2003.

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Syllabus for B.Com (Corporate Secretaryship) effective from 2018-2019

Year: III year

Subject Code: U18CEA601

Semester: VI

Part : V

Title:

EXTENTION ACTIVITIES

Credit: 1

Max Marks: 75