

## C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for All First Year UG Courses effective from the year 2024-2025

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
I	GEL	U24FTA101	TAMIL - I	60	3	25	75	100

### OBJECTIVES

- தமிழ் மொழியின் பண்புகளை மாணவர் மனதில் பதிய வைத்தல் தாய்மொழியின் பழமை, சிறப்பு, விழுமியங்கள் ஆகியவற்றைக் கற்பித்தல். செவ்வியல் இலக்கியங்களை அறியச் செய்தல்
- தமிழில் உள்ள இலக்கிய வடிவங்களை அறிமுகப்படுத்தி படைப்பாக்கத்திற்கு துணை நிறுதல். இலக்கிய இலக்கணக் கற்றல் வழி போட்டித் தேர்வுகளுக்கு ஆயத்தப்படுத்தல்.

### COURSE OUTCOME(S)

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	செவ்வியல் இலக்கிய நெடிய வரலாறு, இலக்கணப் பயிற்சி வழி போட்டித் தேர்வுகளை எதிர்கொள்ளல்.	K3
CO2	சமூகச் நிலைப்பாடு, பண்டைய அரச வரலாறு போன்றவற்றை விளக்கி, வாசிப்பையும் உச்சரிப்பையும் மேம்படுத்தி புரியவைத்தல்	K2
CO3	நீதி இலக்கியங்களின் வழி ஒழுக்க விழுமியங்களை வலியுறுத்தி அறவுரைகளை மேற்கொள்ளல்.	K3
CO4	காப்பிய மாந்தர்களின் வாழ்வியல் வழி தனி மனித மன உணர்வுகளை வெளிக் கொணரல்	K4
CO5	பக்தி இயக்க காலத்தில் சமூகப் பண்பாட்டு வரலாற்றை இனம் காணல்.	K2

அலகு - 1	இலக்கணம் & இலக்கிய வரலாறு அறிமுகம் 1. ஐந்திலக்கணம் - அறிமுகம் 2. சங்க இலக்கியங்கள் - எட்டுத்தொகை, பத்துப்பாட்டு 3. நீதி இலக்கியங்கள் 4. காப்பியங்கள் 5. பக்தி இலக்கியங்கள்	(12 Hours)
அலகு - 2	சங்க இலக்கியம் 1. நற்றிணை - 3 பாடல்கள் (எண்கள் : 47,96,285) 2. குறுந்தொகை - 6 பாடல்கள் (எண்கள் : 18,27,58,371,399,400) 3. புறநானூறு - 6 பாடல்கள் (எண்கள் : 25,86,92,183) 4. முல்லைப் பாட்டு - (முழுவதும்)	(12 Hours)
அலகு - 3	அற இலக்கியம் 1. திருக்குறள் - அறன் வலியுறுத்தல் 2. நாலடியார் - 8 பாடல்கள் 3. பழமொழி நானூறு - 8 பாடல்கள் 4. இனியவை நாற்பது - 8 பாடல்கள்	(12 Hours)
அலகு - 4	காப்பியம் & சமய இலக்கியம் 1. சிலப்பதிகாரம் - வழக்குரை காதை (முழுவதும்) 2. கம்ப ராமாயணம் - குகப்படலம் (25 பாடல்கள்) 3. சீறாப்புராணம் - மானுக்குப் பிணை நின்ற படலம் (30 பாடல்கள்) 4. இயேசு காவியம் - ஊதாரிப் பிள்ளை (முழுவதும்)	(12 Hours)
அலகு - 5	பக்தி & பகுத்தறிவு இலக்கியம் 1. நாயன்மார் பாசுரங்கள் - சமயக்குரவர் நால்வர் (4 பாடல்கள் ) 2. ஆழ்வார் பாசுரங்கள் - முதலாழ்வார்கள் மற்றும் ஆண்டாள் (4 பாடல்கள்) 3. திருமந்திரம் - திருமுலர் (7 பாடல்கள் ) 4. இராவண காவியம் - புலவர் குழந்தை (5 பாடல்கள் )	(12 Hours)

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- 1 செய்யுள் திரட்டு - தமிழ்த்துறை, சி.அப்துல் ஹக்கீம் கல்லூரி வெளியீடு. 2024 சூன் வெளியீடு
- 2 தமிழ் இலக்கிய வரலாறு - பேரா.மது.ச.விமலானந்தம்  
அபிராமி பதிப்பகம், இராயபுரம், சென்னை -13  
மறு பதிப்பு -2002
- 3 நற்றிமிழ் இலக்கணம் - டாக்டர்.சொ.பரமசிவம்,  
பட்டுப் பதிப்பகம், 1269, 32-ஆம் தெரு  
அண்ணாநகர் மேற்கு, கம்பர் குடியிருப்பு,  
சென்னை -40  
பன்னிரண்டாம் பதிப்பு -2012

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Cos	Programme Outcomes					Programme Specific Outcomes					Mean
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	
CO1	1	1	3	2	2	-	-	-	-	-	
CO2	1	2	2	3	3	-	-	-	-	-	
CO3	2	2	3	2	3	-	-	-	-	-	
CO4	3	2	2	2	3	-	-	-	-	-	
CO5	3	2	3	2	3	-	-	-	-	-	
Mean Overall Score											

3 – Strong; 2 – Medium; 1 – Low

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Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
II	GEL	U24FTA201	TAMIL - I	60	3	25	75	100

### OBJECTIVES

- தமிழ் மொழியின் பண்புகளை மாணவர் மனதில் பதிய வைத்தல் தாய்மொழியின் பழமை, சிறப்பு, விழுமியங்கள் ஆகியவற்றைக்கற்பித்தல்.செவ்வியல் இலக்கியங்களை அறியச் செய்தல்
- தமிழில் உள்ள இலக்கிய வடிவங்களை அறிமுகப்படுத்தி படைப்பாக்கத்திற்கு துணை நின்றல்.இலக்கிய இலக்கணக் கற்றல் வழி போட்டித் தேர்வுகளுக்கு ஆயத்தப்படுத்தல்.

### COURSE OUTCOME(S)

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	காலந்தோறும் தமிழ் இலக்கியங்களில் மாறுபடும் பாடுபொருள். வடிவம் முதலியவற்றை வரலாற்றின் வழி உணர்த்தல்.	K4
CO2	சிறுநிலக்கியங்களின் வழி இலக்கியச் சுவையினையும் பண்பாட்டு அறிவினையும் பெறுதல்	K1
CO3	கவிதை வழி சமூகச் சிந்தனைகளையும், தேவைகளையும் கவிதை வழி இயம்பல்.	K2
CO4	சிறுகதைகளின் வாயிலாக சமகால மனிதர்களின் பண்பு நலன்களை அறிய வைத்தல்.	K4
CO5	நடிப்பாற்றல், படைப்பாற்றல் மற்றும் கலைத் தன்மைகளை வளர்த்தல்.	K6

### பாடத்திட்டம்

அலகு - 1	<b>இலக்கிய வரலாறு அறிமுகம்</b> 1. சிறுநிலக்கியங்கள் - அறிமுகம் 2. கவிதை - தோற்றமும் வளர்ச்சியும் 3. சிறுகதை - தோற்றமும் வளர்ச்சியும் 4. நாடகம் - தோற்றமும் வளர்ச்சியும்	(12 Hours)
அலகு - 2	<b>சிறுநிலக்கியங்கள் &amp; தனிப்பாடல்கள்</b> 1. கலிங்கத்துப்பரணி - களம் பாடியது ( 7 பாடல்கள் ) 2. குற்றாலக் குறவஞ்சி - வசந்தவல்லி பந்தடித்தல் ( 7 பாடல்கள் ) 3. முக்கூடற்பள்ளு - பள்ளியர் ஏசல் ( 11 பாடல்கள் ) 4. தனிப்பாடல்கள் - ஓளவை, வீரராகவர், காளமேகம், சத்திமுத்திப் புலவர்,படிக்காகப் புலவர், பட்டினத்தடிகள், சொக்கநாதப்புலவர் (7பா.)	(12 Hours)
அலகு - 3	<b>கவிதை</b> 1. பாரதியார் - பாரத தேசம் 2. பாரதிதாசன் - குடும்ப விளக்கு 3. அப்துல் ரகுமான் - வீடு (பித்தன்) 4. வாலி - புத்தகச் சந்தை 5. ஈரோடு தமிழன்பன் - எட்டாவது சீர் (வணக்கம் வள்ளுவ)	(12 Hours)
அலகு - 4	<b>சிறுகதை</b> 1. புதுமைப்பித்தன் - கடவுளும் கந்தசாமிப்பிள்ளையும் 2. ஜெயகாந்தன் - வாய்ச்சொற்கள் 3. அ.விநாயகமூர்த்தி - பரிசு 4. வைரமுத்து - இப்படியும் ஒருவன் இறந்தான்	(12 Hours)
அலகு - 5	<b>நாடகம்</b> 1. பேரறிஞர் அண்ணா - வேலைக்காரி 2. ஆறு.அழகப்பன் - கொல்லிப்பாவை	(12 Hours)

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### பார்வை நூல்கள்

- 1 செய்யுள் திரட்டு - சி.அப்துல் ஹக்கீம் கல்லூரி வெளியீடு.  
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Cos	Programme Outcomes					Programme Specific Outcomes					Mean
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	
CO1	2	2	2	3	2	-	-	-	-	-	
CO2	2	2	3	2	2	-	-	-	-	-	
CO3	2	2	3	2	3	-	-	-	-	-	
CO4	2	2	3	2	3	-	-	-	-	-	
CO5	2	2	2	3	3	-	-	-	-	-	
Mean Overall Score											

3 – Strong; 2 – Medium; 1 – Low

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Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
I	GEL	U24CSL201	<b>SKILL LANGUAGE TAMIL</b> திறன் வளர்தமிழ்	60	2	50	50	100

### OBJECTIVES

- மாணவர்கள் இலக்கணப் பிழையின்றி எழுதுதல், பேசுதல்
- ஊடகத் தமிழ்ச் செய்திகளை அறிதல்
- கட்டுரை, கவிதை மற்றும் நேர்காணலுக்கான விதிகள் அறிதல்

### COURSE OUTCOME(S)

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	தமிழின் இயல்புகளை அறிதல்	K2
CO2	தமிழ்ச் சொற்களிடையே வேறுபாட்டை உணர்தல்	K2
CO3	நடைமுறை சார் மொழித்திறன்களை உணர்த்தல்	K3
CO4	மொழிப்பயிற்சியை வெளிக்கொணர்தல்	K4
CO5	திறன்களை வளர்க்கும் நெறிகளை அறிதல்	K5

### பாடத்திட்டம்

அலகு - 1	<b>கற்றல் திறன் - 1</b> 1. எண்களை எழுத்தால் எழுதுதல் 2. குறில், நெடில் வேறுபாடு அறிதல் 3. திணை, பால் வேறுபாடு அறிதல் 4. மயங்கொலி வேறுபாடு அறிதல் (ர-ற: ந-ண-ன: ல-ள-ழ) 5. இரு பொருள் அறிதல்	(12 Hours)
அலகு - 2	<b>கற்றல் திறன் - 2</b> 1. வாக்கியத்தில் அமைத்தல் 2. அகரவரிசைப்படுத்துதல் 3. பொருந்தாத சொல்லைக் கண்டறிதல் 4. சொற்களை ஒழுங்குபடுத்தி சொற்றொடராக்குதல்	(12 Hours)
அலகு - 3	<b>கேட்டல் திறன் - 1</b> 1. நூல், செய்தித்தாள் வாசித்தல் 2. பாடல் ஒப்புவித்தல் 3. நேர் காணல்	(12 Hours)
அலகு - 4	<b>கேட்டல் திறன் - 2</b> 1. நூல் மதிப்புரை 2. ஏதேனும் ஒரு தலைப்பில் பேசிப் பழகுதல்.	(12 Hours)
அலகு - 5	<b>உணர்தல் திறன்</b> 1. கட்டுரை, கவிதை, துணுக்கு இயற்றுதல் 2. அறிக்கை தயாரித்தல் 3. குழு நடிப்பு	(12 Hours)

## C. Abdul Hakeem College (Autonomous), Melvisharam.

### பார்வை நூல்கள்

- 1 மேடைப் பேச்சுக்கலை - டேல் கார்னகி , கண்ணதாசன் பதிப்பகம்  
2012 வெளியீடு
- 2 பேச்சுக்கலை - முனைவர் ப.இப்ராஹிம்  
என்.சி.பி.எச். வெளியீடு  
முதல் பதிப்பு,2021
3. நற்றமிழ் இலக்கணம் - டாக்டர்.சொ.பரமசிவம்,  
பட்டுப் பதிப்பகம், 1269, 32-ஆம் தெரு  
அண்ணாநகர் மேற்கு, கம்பர் குடியிருப்பு,  
சென்னை -40  
பன்னிரண்டாம் பதிப்பு -2012

Cos	Programme Outcomes					Programme Specific Outcomes					Mean
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	
CO1	2	2	3	3	2	-	-	-	-	-	
CO2	1	2	3	3	1	-	-	-	-	-	
CO3	2	2	3	3	2	-	-	-	-	-	
CO4	2	2	3	3	3	-	-	-	-	-	
CO5	2	2	3	3	2	-	-	-	-	-	
Mean Overall Score											

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by

## C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for First Year UG Courses effective from the year 2024-2025

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
I	GEL	U24FUR101	URDU - I	60	3	25	75	100

### Objectives:

### Course Outcomes (COs) and Cognitive Level Mapping:

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	Describe the Basic Grammar Rules and Sentence Construction	K5
CO2	Identify and Classify the Nouns and Genders	K4
CO3	Comprehend and Analyze Historical Stories (Hikayat)	K4
CO4	Explore and Critique the Essays (Inshayiya)	K6
CO5	Analyze Biographies of Notable Personalities	K5

Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)

### Syllabus:

<p><b>UNIT – I [12 Hours]</b></p> <p>➤ <b>Qawaid</b></p> <ul style="list-style-type: none"> <li>❖ Huroof, ki Tareef</li> <li>❖ Huroof e Tahaji Aur Uske Aqsaam</li> <li>❖ Jumla ki Tareef</li> <li>❖ Jumla Banane ka Tariqah</li> </ul> <p><b>UNIT – II [12 Hours]</b></p> <ul style="list-style-type: none"> <li>❖ Ism Ki Tareef</li> <li>❖ Ism ke Aqsaam Misalon Ke Sath</li> <li>❖ Jins(Muzakkar aur Maunnas) ki Tareef</li> <li>❖ Jins ke Aqsaam</li> <li>❖ Muzakkar aur Muannas ki Tareef</li> <li>❖ Muzakkar Se Muannas Banane ka Tariqah</li> </ul> <p><b>UNIT – III [12 Hours]</b></p> <p>➤ <b>Hikayat</b></p> <ul style="list-style-type: none"> <li>❖ Hikayat ki tareef</li> <li>❖ Sahabi aur Khalifa ki tareef</li> <li>❖ Hikayat-e-Sahaba (Khulafa e Raashidain - Sayeduna Abu Bakr Siddiq(R.A),Hazrat Umar(R.A),Hazrat Usman(R.A),Hazrat Ali(R.A)</li> <li>❖ Shaikh Saadi ka taruf</li> <li>❖ Hikayat-e-Shaik Saadi</li> <li>❖ Ek Badsha</li> <li>❖ Haroon Rasheed</li> </ul>	<p><b>یونٹ I- ✓</b></p> <p>قواعد</p> <ul style="list-style-type: none"> <li>❖ حروف کی تعریف</li> <li>❖ حروف تہجی اور اس کے اقسام</li> <li>❖ جملہ کی تعریف</li> <li>❖ جملہ بنانے کا طریقہ</li> </ul> <p><b>یونٹ II- ✓</b></p> <p>اسم کی تعریف</p> <ul style="list-style-type: none"> <li>❖ اسم کے اقسام مثالوں کے ساتھ</li> <li>❖ جنس (مذکر اور مؤنث) کی تعریف</li> <li>❖ جنس کے اقسام</li> <li>❖ مذکر اور مؤنث کی تعریف</li> <li>❖ مذکر سے مؤنث بنانے کا طریقہ</li> </ul> <p><b>یونٹ III- ✓</b></p> <p>حکایت</p> <ul style="list-style-type: none"> <li>❖ حکایت کی تعریف</li> <li>❖ صحابی اور خلیفہ کی تعریف</li> <li>❖ حکایت صحابہ (خلفائے راشدین سیدنا ابوبکر صدیق رضی اللہ عنہ، حضرت عمر رضی اللہ عنہ، حضرت عثمان رضی اللہ عنہ، حضرت علی رضی اللہ عنہ)</li> <li>❖ شیخ سعدی کا تعارف</li> <li>❖ حکایت شیخ سعدی</li> <li>❖ ایک بادشاہ</li> <li>❖ ہارون رشید</li> </ul> <p><b>یونٹ IV- ✓</b></p> <p>انشائیہ</p> <ul style="list-style-type: none"> <li>❖ انشائیہ کی تعریف</li> <li>❖ سر سید احمد خان کا تعارف</li> <li>❖ امید کی خوشی - سر سید احمد خان</li> <li>❖ رشید احمد صدیقی کا تعارف</li> <li>❖ ڈاکٹر عبدالحق مرحوم - رشید احمد صدیقی۔</li> </ul> <p><b>یونٹ V - ✓</b></p> <p>شخصیات کی سوانح</p> <ul style="list-style-type: none"> <li>❖ سوانح کی تعریف</li> </ul>
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## C. Abdul Hakeem College (Autonomous), Melvisharam.

<p><b>UNIT – IV [12 Hours]</b></p> <p>➤ <b>Inshayiya</b></p> <ul style="list-style-type: none"> <li>❖ Inshayiya ki tareef</li> <li>❖ Sir Syed Ahamed Khan ka taruf</li> <li>❖ Umeed Ki Khushi – Sir Syed Ahamed Khan</li> <li>❖ Rasheed Ahmed Siddiqi ka taruf</li> <li>❖ Dr. Abdul Haq Marhoom – Rasheed Ahmed Siddiqi</li> </ul> <p><b>UNIT – V [12 Hours]</b></p> <p>➤ <b>Shakhsiyat ki Sawaneh</b></p> <ul style="list-style-type: none"> <li>❖ Sawaneh ki tareef</li> <li>❖ Allama Iqbal ki Sawaneh</li> <li>❖ Moulana Abul Kalam Azad ki Sawaneh</li> </ul>	<p>❖ علامہ اقبال کی سوانح □□</p> <p>❖ مولانا ابوالکلام آزاد کی سوانح □□</p>
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# \_\_\_\_\_ # Self Study Component for Seminar/Assignment:

(Questions should not be asked from self study component in the End Semester Examinations)

### Text Books:

**NISAB-E-JAMEEL** EDITED BY Dr.S.MOHAMED YASSIR & Dr.S.MOHAMED MUDDASSIR

### Reference Book:

- Qawayad Urdu– Maulvi Abdul Haq
- Hikayat e Sahaba – Maulana Yusuf Kandhalvi
- Mazameen e Sir Syed
- Inshayiya aur Inshayiye – Syed Muhammad Hasnain
- Mazhar-e- Adab – Edited by Dr.K.Habeeb Ahmed & Dr.K.H.Kaleemullah
- Adab-E-Jameel – Edited by Dr.K.Habeeb Ahmed , Dr.S.M.Yassir & Dr.S.M.Muddassir

### Web Resources :

1. [www.rekhta.org](http://www.rekhta.org)      2. [www.urduchannel.in](http://www.urduchannel.in)      3. [www.urducouncil.nic.in](http://www.urducouncil.nic.in)

### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	3							
CO2	3	3	3	3							
CO3	3	3	3	3							
CO4	3	3	3	3							
CO5	3	3	3	3							

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by



## C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for First Year UG Courses effective from the year 2024-2025

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
II	GEL	U24FUR201	URDU - II	60	3	25	75	100

### Objectives:

### Course Outcomes (COs) and Cognitive Level Mapping:

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	Describing Ghazals	K2
CO2	Analyze Urdu Poets' Contributions to Ghazal	K4
CO3	Evaluating Nazams and Its Themes	K5
CO4	Analyze and Critique Nazams by Various Poets	K5
CO5	Evaluate Literary Translations	K6

Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)

### Syllabus:

#### UNIT – I [12 Hours]

##### ➤ Ghazliyat

- ❖ Ghazal ki Tareef
- ❖ Mirza Ghalib ka taruf
- ❖ Mirza Ghalib ki Ghazal → Dil Hi toh Yeh Na Sang....
- ❖ Momin Khan Momin ka taruf
- ❖ Momin Khan Momin ki Ghazal → Adam Mein Rehte tu..

- یونٹ - I
- ✓ ☐ غزلیات
  - ❖ ☐ غزل کی تعریف
  - ❖ ☐ مرزا غالب کا تعارف
  - ❖ ☐ مرزا غالب کی غزل ☐ دل ہی تو یہ نہ سنگ....
  - ❖ ☐ مومن خان مومن کا تعارف
  - ❖ ☐ مومن خان مومن کی غزل ☐ عدم میں رہتے تو۔

#### UNIT – II [12 Hours]

- ❖ Khaja Mir Dard ka tarruf
- ❖ Khaja Mir Dard → Tuhmatein Apne Zimme .....
- ❖ Jigar Muradabadi ka Tarruf
- ❖ Jigar Muradabadi ki Ghazal → Na Dunya ke Sitam....

- یونٹ - II
- ❖ ☐ خواجہ میر درد کا تعارف
  - ❖ ☐ خواجہ میر درد... تہمتیں چند اپنے ذمے
  - ❖ ☐ جگر مراد آبادی کا تعارف
  - ❖ ☐ جگر مراد آبادی کی غزل ☐ نہ دنیا کے ستم....

#### UNIT – III [12 Hours]

##### ➤ Nazmein

- ❖ Nazm ki Tareef
- ❖ Allama Iqbal ka tarruf
- ❖ Allama Iqbal ki Nazm → Khitab Ba Naujawan-e-Islam
- ❖ Khaja Altaf Hussain Hali ka tarruf
- ❖ Altaf Hussain Hali Ki Nazm → Taleem Ki Ahmiyat

- یونٹ - III
- ✓ ☐ نظمیں
  - ❖ ☐ نظم کی تعریف
  - ❖ ☐ علامہ اقبال کا تعارف
  - ❖ ☐ علامہ اقبال کی نظم ☐ خطابِ نو جوان اسلام
  - ❖ ☐ خواجہ الطاف حسین حالی کا تعارف
  - ❖ ☐ الطاف حسین حالی کی نظم ☐ تعلیم کی اہمیت

#### UNIT – IV [12 Hours]

- ❖ Akbar Allahabadi ka tarruf
- ❖ Akbar Allahabadi ki Nazm Nagma e Hasrat
- ❖ Sahir Ludhyanavi ka tarruf
- ❖ Sahir Ludhyanvi Ki Nazm Taj Mahal
- ❖ Faiz Ahmad Faiz ka tarruf
- ❖ Faiz Ahmad Faiz ki Nazm Subh-e-Azadi

- یونٹ - IV
- ❖ ☐ اکبر الہ آبادی کا تعارف
  - ❖ ☐ اکبر الہ آبادی کی نظم نغمہ حسرت
  - ❖ ☐ ساحر لدھیانوی کا تعارف
  - ❖ ☐ ساحر لدھیانوی کی نظم تاج محل
  - ❖ ☐ فیض احمد فیض کا تعارف
  - ❖ ☐ فیض احمد فیض کی نظم صبح آزادی

#### یونٹ - V

- ✓ ترجمہ نگاری
- ❖ ☐ ترجمہ نگاری کی تعریف

### C. Abdul Hakeem College (Autonomous), Melvisharam.

❖ تجارتي الفاظ (اردو اور انگريزي)

❖ پياري اردو (ترجمہ اردو سے

انگريزي)

❖ مکالمات (اردو اور انگريزي)

#### UNIT – V [12 Hours]

- Tarjama Nigari
- ❖ Tarjama Nigari Ki taareef
- ❖ Tijarati Alfaz (Urdu Aur Angrezi)
- ❖ Pyari Urdu (Tarjuma Urdu se Angrezi)
- ❖ Makalimat (Urdu Aur Angrezi)

# \_\_\_\_\_ # Self Study Component for Seminar/Assignment:

(Questions should not be asked from self study component in the End Semester Examinations)

#### Text Books:

NISAB-E-JAMEEL EDITED BY Dr.S.MOHAMED YASSIR & Dr.S.MOHAMED MUDDASSIR

#### Reference Book:

- Deewan-e-Meer
- Deewan-e-Dard
- Deewan-e-Ghalib
- Kuliyaath-e-Momin
- Kuliyaath-e-Akbar
- Kuliyaath-e- Iqbal
- Kuliyaath-e- Jigar
- Kuliyaath-e- Saher Ludhyanvi

#### Web Resources:

1. [www.rekhta.org](http://www.rekhta.org)
2. [www.urduchannel.in](http://www.urduchannel.in)
3. [www.urducouncil.nic.in](http://www.urducouncil.nic.in)

#### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	2							
CO2	2	3	3	2							
CO3	3	2	3	3							
CO4	3	2	2	2							
CO5	3	3	2	3							

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by

## C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for First Year UG Courses effective from the year 2024-2025

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
II	GEL	U24CSL201	<b>SKILL LANGUAGE URDU LANGUAGE IDENTIFICATION AND COMPREHENSION</b>	60	2	50	50	100

### Objectives:

### Course Outcomes (COs) and Cognitive Level Mapping:

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	Understanding Language Skills, Urdu Alphabets and Pronunciation	K2
CO2	Analyze Writing Proficiency in Urdu and Listening Skills	K4
CO3	Describe Compound Words in Urdu	K4
CO4	Constructing Basic Sentences and Reading Skills	K5
CO5	Enhancing Communication Skills and Writing Skills	K6

Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)

### Syllabus:

#### UNIT – I [12 Hours]

##### ➤ Introduction about LSRW

- ❖ Listening
- ❖ Speaking
- ❖ Reading and
- ❖ Writing

یونٹ – I [12 گھنٹے]  
LSRW کے بارے میں تعارف ✓

- ✓ سمات
- ✓ تقریر
- ✓ قرات
- ✓ تحریر

یونٹ – II [12 گھنٹے]  
✓ سمات

#### UNIT – II [12 Hours]

##### Listening:

- ❖ Huroof-e-Thaji (Urdu Alphabet)
- ❖ Murakab Alfaaz (Compound Words)
- ❖ Small Sentences

- ✓ اردو حروف تہجی
- ✓ مرکب الفاظ
- ✓ چھوٹے جملے

یونٹ – III [12 گھنٹے]  
✓ تقریر

#### UNIT – III [12 Hours]

##### Speaking:

- ❖ Huroof-e-Thaji (Urdu Alphabet)
- ❖ Murakab Alfaaz (Compound Words)
- ❖ Small Sentences

- ✓ اردو حروف تہجی
- ✓ مرکب الفاظ
- ✓ چھوٹے جملے

یونٹ – IV [12 گھنٹے]  
✓ قرات

#### UNIT – IV [12 Hours]

##### Reading:

- ❖ Huroof-e-Thaji (Urdu Alphabet)
- ❖ Murakab Alfaaz (Compound Words)
- ❖ Small Sentences

- ✓ اردو حروف تہجی
- ✓ مرکب الفاظ
- ✓ چھوٹے جملے

یونٹ – V [12 گھنٹے]  
✓ تحریر

- ✓ اردو حروف تہجی
- ✓ مرکب الفاظ
- ✓ چھوٹے جملے

## C. Abdul Hakeem College (Autonomous), Melvisharam.

### UNIT – V [12 Hours]

#### Writing:

- ❖ Huroof-e-Thaji (Urdu Alphabet)
- ❖ Murakab Alfaaz (Compound Words)
- ❖ Small Sentences

# \_\_\_\_\_ # Self Study Component for Seminar/Assignment:

(Questions should not be asked from self study component in the End Semester Examinations)

#### Text Books:

Urdu for All – Part -I & II published by NCPUL, New Delhi

#### Reference Books:

1. "Urdu: An Essential Grammar" by Ruth Laila Schmidt
2. "Urdu-English English-Urdu Dictionary" by S. M. Salimuddin, Suhail Anjum, and Rauf Parekh
3. "Urdu ki Pehli Kitab" by Muhammad Sharif Baqa
4. "Learning Urdu: A Comprehensive Course" by Mahvash Shaheen

#### Web Resources :

1. [www.rekhta.org](http://www.rekhta.org)
2. [www.urduchannel.in](http://www.urduchannel.in)
3. [www.urducouncil.nic.in](http://www.urducouncil.nic.in)
4. [BBC Urdu](http://BBC Urdu)
5. [UrduPod101](http://UrduPod101)
6. YouTube Channels - Urdu Stories for Kids

Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3
CO1	3	3	3	3							
CO2	3	2	2	3							
CO3	3	3	3	3							
CO4	3	2	2	3							
CO5	3	3	2	2							

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by

## **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for All I Year UG Courses effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>GEL</i>	<i>U24FEN101</i>	<i>ENGLISH – I</i>	<i>60</i>	<i>3</i>	<i>25</i>	<i>75</i>	<i>100</i>

### **Course Objectives**

<b>CO1</b>	To enable learners to acquire self-awareness required in various life situations.
<b>CO2</b>	To enable learners to inculcate positive thinking required in various life situations.
<b>CO3</b>	To help them acquire the attribute of empathy
<b>CO4</b>	To assist them in acquiring creative and critical thinking abilities
<b>CO5</b>	To enable them to learn the basic grammar

### **Unit I**

#### **Prose**

- At School - M. K. Gandhi
- My Early Days - A.P.J. Abdul Kalam

#### **Poetry**

- The Character of Happy Life - Henry Wotton
- Stopping by the Woods on a Snowy Evening - Robert Frost

### **Unit II**

#### **Prose**

- My Financial Career - Stephen Leacock
- Computeracy - Peter Lurie

#### **Poetry**

- Where the Mind is Without Fear – Rabindranath Tagore
- If – Rudyard Kipling

### **Unit III : Short Stories**

- The Happy Prince - Oscar Wilde
- Engine Trouble - R.K. Narayan

### **Unit IV : Autobiography & Reader's Theatre**

- I am Malala (Chapter 1) - Malala Yousafzai,
- The Refund – Fritz Karinthy

### **Unit V**

#### **Lexical Skills & Grammar**

- Synonyms and Antonyms
- Homophones and Homonyms
- Words often Confused

**C. Abdul Hakeem College (Autonomous), Melvisharam.**

**Grammar**

- a. Sentence
- b. Subject and predicate
- c. Parts of Speech
- d. Noun and its kinds
- e. Pronoun and its kinds
- f. Articles and Prepositions

**Prescribed Book:** New Vistas in English – I, Board of Editors, Published by Hakeem Publication, Department of English, C. Abdul Hakeem College (Autonomous), Melvisharam-632509.  
[www.cahc.ac.in](http://www.cahc.ac.in), Mail: [hakeemcollege@edu.in](mailto:hakeemcollege@edu.in)

## **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for All I Year UG Courses effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>GEL</i>	<i>U24FEN201</i>	<i>ENGLISH – II</i>	<i>60</i>	<i>3</i>	<i>25</i>	<i>75</i>	<i>100</i>

### **Course Objectives**

<b>CO1</b>	To facilitate self-awareness for handling diverse life situations.
<b>CO2</b>	To cultivate positive thinking skills for various life scenarios.
<b>CO3</b>	To develop empathy as a core attribute.
<b>CO4</b>	To nurture creative and critical thinking abilities.
<b>CO5</b>	To apply acquired grammar knowledge to improve the quality and effectiveness.

### **Unit I**

#### **Prose**

- The Secret of Work - Swami Vivekananda
- Uncle Podger Hangs a Picture – Jerome K Jerome

#### **Poetry**

- Satan's Speech - John Milton
- Night of the Scorpion - Nissim Ezekiel

### **Unit II**

#### **Prose**

- Mobile and Mixed Up – Anil Dharker
- Words of Wisdom – Chetan Bhagat

#### **Poetry**

- The Road Not Taken – Robert Frost
- Alice Fell or Poverty – William Wordsworth

### **Unit III**

#### **Short Stories**

- The Lady or the Tiger - Frank Stockton
- The Diamond Necklace – Guy de Maupassant

### **Unit IV**

#### **Biography & One Act Play**

- The Saga of a Philanthropist
- The Never Never Nest – Cedric Mount

### **Unit V**

#### **Lexical Skills & Grammar**

- One Word Substitutes
- Correct Usage of words
- Formation of plurals

## **C. Abdul Hakeem College (Autonomous), Melvisharam.**

### **Parts of Speech**

- a. The Phrase and The Clause - Types
- b. Adjective and its kinds
- c. Verb and its kinds
- d. Conjunction
- e. Interjection

**Prescribed Book:** New Vistas in English–II, Board of Editors, Published by Hakeem Publication, Department of English, C. Abdul Hakeem College (Autonomous), Melvisharam-632509.  
www.cahc.ac.in, Mail: [hakeemcollege@edu.in](mailto:hakeemcollege@edu.in)



### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for All I Year UG Courses effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>GEL</i>	<i>U24FEN201</i>	<b><i>SKILLS FOR COMMUNICATION</i></b>	<i>60</i>	<i>3</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Objectives**

CO1	To inculcate communicative proficiencies in the learners
CO2	To develop the essential aspects of effective written communication.
CO3	To implant essential emotions needed in professional life.
CO4	To enhance contextual communication in personal and professional situations with courtesy
CO5	To instill competences required in recruitment process

#### **Unit I - Spoken Communication:**

1. Communication Etiquette
2. Introducing Self and Others
3. Listening for Specific Information
4. Asking for Information and Giving Information
5. Giving and Following Instructions

#### **Unit II - Written Communication:**

1. Paragraph and Types of Paragraphs
2. Descriptive Writing – Writing a Short Descriptive Essays of Two to Three Paragraphs
3. Dialogue Writing
4. Preparing Agenda for the Meeting
5. Writing Minutes of the Meeting

#### **Unit III - Intrapersonal Communication:**

1. Emotional Intelligence
2. Goal Setting
3. Stress Management
4. Positive Attitude
5. Common Sense

#### **Unit – IV - Interpersonal Communication:**

1. Listening to Famous Speeches and Poems
2. Making Short Speeches – Welcome Address and Vote of Thanks
3. Making Short Presentation with PPT
4. Day - to - Day Communication
5. Communication with Fellow-Employee

**C. Abdul Hakeem College (Autonomous), Melvisharam.**

**Unit – V - Employment Communication:**

1. Preparing Resume & Curriculum Vitae
2. Writing Covering Letter
3. Aptitude Test
4. Facing an Interview
5. Group Discussion

**Prescribed Book:** Skills for Communication, Board of Editors, Published by Hakeem Publication, Department of English, C. Abdul Hakeem College (Autonomous), Melvisharam-632509.  
www.cahc.ac.in, Mail: [hakeemcollege@edu.in](mailto:hakeemcollege@edu.in)

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>CC</i>	<i>U24MKS101</i>	<i>FINANCIAL ACCOUNTING – I</i>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To facilitate the understanding of accounting in general and to give a comprehensive understanding of the system of financial accounting.

#### **Course Outcomes (COs) and Cognitive Level Mapping:**

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Outline of fundamental accounting concepts and conventions, demonstrating proficiency in recording financial transactions	<b>K2</b>
<b>CO2</b>	Compute financial statements, viz., trading, profit & loss and balance sheet.	<b>K3</b>
<b>CO3</b>	Compare original cost and reducing balance methods of depreciation accounting.	<b>K5</b>
<b>CO4</b>	Calculate the average due date and bank reconciliation statement.	<b>K3</b>
<b>CO5</b>	Apply accounting techniques for reconstructing financial statements from incomplete records, with emphasis on the single-entry system	<b>K4</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### **Syllabus:**

#### **UNIT – I: INTRODUCTION TO ACCOUNTING (15 Hours)**

Accounting: Meaning - Definition - Branch of Accounting - Accounting Concepts and Conventions – Accounting Equation - Rules of Accounting - Journal – Ledger - Trial Balance.

#### **UNIT – II: FINAL ACCOUNTS (15 Hours)**

Final Accounts of Sole Trading Concern: Preparation of Trading Account – Profit & Loss Account – Balance Sheet (Simple Adjustments Only).

#### **UNIT – III: DEPRECIATION (15 Hours)**

Depreciation: Meaning – Characteristics – Causes – Objectives – Basic Factor Affecting Depreciation – Methods of Depreciation: Straight Line Method - Diminishing Balance Method (Including Change in the Method of Depreciation).

#### **UNIT – IV: AVERAGE DUE DATE & BANK RECONCILIATION STATEMENT (15 Hours)**

Average Due Date: Meaning - Uses of Average Due Date – Determination of Due Date. Average Due Date as Basis for Calculation of Interest – Procedure for Calculating Days of Interest – Points to Remember Regarding Counting of Days. Bank Reconciliation Statement.

## C. Abdul Hakeem College (Autonomous), Melvisharam.

### UNIT – V: SINGLE ENTRY SYSTEM

(15 Hours)

Single Entry: Meaning – Salient Features – Limitations of Single Entry – Difference Between Single Entry and Double Entry System – Ascertainment of Profit – Methods: Net worth Method and Conversion Method – Difference between Statement of Affairs and Balance Sheet.

#### Text Books:

1. Financial Accounting - T.S. Reddy & A. Murthy.
2. Financial Accounting – P.C. Tulsian

#### Reference Books:

1. Financial Accounting – Dr. S.M. Shukla, Sahitya Bhavan Publication.
2. Financial Accounting – CA. Dr. P.C. Tulsian and CA. Bharath Tulsian – S. Chand
3. Financial Accounting - R. L. Gupta and V. K. Gupta, Sultan Chand & Sons.

#### e-Resources

- [www.investopedia.com](http://www.investopedia.com)
- [www.khanacademy.org](http://www.khanacademy.org)
- [www.fasb.org](http://www.fasb.org)
- [www.accountingtools.com](http://www.accountingtools.com)
- [www.coursera.org](http://www.coursera.org)

#### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	1	1	2	3	3	3	2.4
CO2	3	3	3	1	1	2	2	3	3	2.3
CO3	3	3	3	1	1	2	3	3	3	2.4
CO4	3	3	3	1	1	2	3	3	3	2.4
CO5	3	3	3	1	1	2	3	3	2	2.3
Total	15	15	15	5	5	10	14	15	14	
Mean Overall Score =										2.4

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. MD EDREES	

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>CC</i>	<i>U24MKS102</i>	<b><i>CORPORATE CORRESPONDENCE</i></b>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To comprehend communication fundamentals, enhance interpersonal and digital skills, analyse media, navigate cross-cultural dynamics and foster organizational effectiveness.

#### **Course Outcomes (COs) and Cognitive Level Mapping:**

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Summarize the fundamental concepts and processes of communication.	<b>K2</b>
<b>CO2</b>	Differentiate between various types and channels of communication.	<b>K2</b>
<b>CO3</b>	Classify various corporate documents such as agenda and minutes of the meeting.	<b>K3</b>
<b>CO4</b>	Create effective letters of application and preparations of resumes and CV's.	<b>K5</b>
<b>CO5</b>	Review business reports and utilize various types of electronic communication.	<b>K4</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### **Syllabus:**

#### **UNIT I: INTRODUCTION TO COMMUNICATION (12 Hours)**

Concept of Communication – Meaning – Definition – Process – Importance - Principles of effective Communication – Barriers to Communication: Physical, Semantic/Language, Socio-Cultural and Psychological Barriers - Ways to overcome these Barriers.

#### **UNIT II: TYPES OF COMMUNICATION (12 Hours)**

Types of Communication: Verbal, Non-verbal. Channels of Communication: Formal and Informal - Vertical, Horizontal, Diagonal, Grapevine. Business Letters – Meaning –Types (Letter of Enquiry and its Replies – Offer Letter – Quotation Letter – Order Letter – Complaint Letter – Circular Letter – Collection Letter).

#### **UNIT III: COMMUNICATION IN CORPORATE ENVIRONMENT (12 Hours)**

Agenda and Minutes of Meeting– Meaning – Preparation of Agenda – Some Hints on the writing of Minutes – Correspondence with Shareholders – Correspondence with Directors.

#### **UNIT IV: JOB APPLICATION AND INTERVIEW (12 Hours)**

Essential Qualities of Job Application – Preparations of Resumes and CV – Interview – Meaning - Types of Interviews – Stages of Interview – Preparation for Interview.

**C. Abdul Hakeem College (Autonomous), Melvisharam.****UNIT V: BUSINESS REPORTS AND E-COMMUNICATION****(15 Hours)**

Business Report-Meaning-Importance-Characteristics – Types – E-Communication – Meaning - Importance –Types (Email, Text messaging – Internet – Intranet - Video Conferencing – Group Discussion – social media).

**TEXT BOOKS**

1. Essentials of Business Communication - Rajendra Pal & J S Korlahalli, Sultan Chand & Sons.
2. Business Communication - N.S. Raghunathan and B. Santhanam, Margham Publications, Chennai.
3. Business Communication – Katherasan & Radha – Margham Publications, Chennai.

**REFERENCE BOOKS:**

1. Rajendra Pal & J.S. Korlahalli, Essentials of Business Communication - Sultan Chand & Sons.
2. Shirley Taylor, Communication for Business – Pearson Publications - New Delhi.
3. Bovee, Thill, Schatzman, Business Communication Today – Pearson Education Private Ltd.

**e-Resources:**

1. [www.ansarada.com](http://www.ansarada.com)
2. [www.newagepublishers.com](http://www.newagepublishers.com)
3. [www.managementstudyguide.com](http://www.managementstudyguide.com)
4. [www.businesscommunication.org](http://www.businesscommunication.org)

**Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
<b>CO1</b>	3	3	3	3	2	2	3	3	3	2.8
<b>CO2</b>	3	2	3	3	2	2	3	3	3	2.7
<b>CO3</b>	3	3	3	3	2	2	3	3	3	2.8
<b>CO4</b>	3	3	3	3	2	2	3	3	3	2.8
<b>CO5</b>	3	2	3	3	2	2	3	3	3	2.7
<b>Total</b>	15	13	15	15	10	10	15	15	15	
<b>Mean Overall Score =</b>										<b>2.7</b>

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
K.M. ABDUL JAMEEL	

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>Allied</i>	<i>U24AKS101</i>	<b><i>CORPORATE E-MANAGEMENT (ALLIED)</i></b>	<b><i>90</i></b>	<b><i>5</i></b>	<b><i>25</i></b>	<b><i>75</i></b>	<b><i>100</i></b>

**Objectives:** To introduces computer basics, operating systems, internet concepts, multimedia, and e-commerce, equipping students with essential digital skills for modern business environments and online transactions.

#### **Course Outcomes (COs) and Cognitive Level Mapping:**

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Define computer, its classification and uses in business.	<b>K1</b>
<b>CO2</b>	Discuss the operating system, hardware, software and computer networks.	<b>K2</b>
<b>CO3</b>	Demonstrate basic use of internet, email in current scenario.	<b>K3</b>
<b>CO4</b>	Identify the basic concepts and elements of multimedia and their uses in both education and entertainment.	<b>K4</b>
<b>CO5</b>	Justify the legal framework of e-commerce and assess the various modes of electronic payment system.	<b>K5</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### **Syllabus:**

##### **UNIT I: INTRODUCTION TO COMPUTERS (18 Hours)**

Introduction to Computers –Characteristics - Classification –Advantages & Disadvantages of Computers - Anatomy of Digital Computer - Memory Devices - Input Devices Output Devices.

##### **UNIT II: OPERATING SYSTEM (18 Hours)**

Concept of Operating System – Functions - Advantages – Classification - Assembler, Compiler, Interpreter– Hardware & Software and its types, Computer Networks – Classification – Typology of Networks.

##### **UNIT III: INTRODUCTION TO INTERNET (18 Hours)**

Introduction to Internet – Advantages & Uses of Internet - Requirements of Internet  
- Internet Service Providers (ISPs), IP Addressing - Domain Name - Web Browser- E-Mail– Advantages & Disadvantages of E- Mail.

##### **UNIT IV: MULTIMEDIA (18 Hours)**

Multimedia – Meaning –Basic Concepts & Elements of Multimedia- Text, Images, Sound/ Audio, Video, Graphics and Animations – Uses of Multimedia in Education and Entertainment.

## C. Abdul Hakeem College (Autonomous), Melvisharam.

### UNIT V: E-COMMERCE

(18 Hours)

E-Commerce –Benefits – Nature- Classification of E-commerce –Advantages & Disadvantages of E-Commerce. Traditional Commerce vs. E-Commerce – Payment through Electronic mode.

#### TEXT BOOKS:

1. Fundamentals of Computer Science and Communication - Alexix Leon, Mathew Leon - Engineering.
2. Fundamentals of Information Technology - Alexix Leon, Mathew Leon

#### REFERENCE BOOKS:

1. Every Students guide to Internet. – John Callahan.
2. E-Commerce - K. K. Bajai and Debjani Nag - The cutting edge of Business.
3. Introduction to Information Technology – P. Rizwan Ahmed – Margham Publications.
4. E-Commerce - Dr. K. Abirami Devi & Dr. M. Alagammai – Margham Publications.

#### E-SOURCES:

1. <https://edu.gcfglobal.org/>
2. [https://onlinecourses.swayam2.ac.in/cec19\\_cs06/preview](https://onlinecourses.swayam2.ac.in/cec19_cs06/preview)

#### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	1	1	3	3	3	3	2.6
CO2	3	3	3	1	1	2	2	3	3	2.3
CO3	3	3	3	1	1	2	3	3	3	2.6
CO4	3	3	3	1	1	3	2	2	3	2.2
CO5	3	3	3	1	1	2	3	3	2	2.3
Total	15	15	15	5	5	12	13	14	14	
Mean Overall Score =										2.4

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. MD EDREES	



## C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>SEC</i>	<i>U18SKS101</i>	<b>FUNDAMENTAL CONCEPT OF ACCOUNTING AND COMMERCE (FC)</b>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To provide an overview of accounting concepts and to create an insight about the commerce and allied areas covered in the programme.

### Course Outcomes (COs) and Cognitive Level Mapping:

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Articulate the basics of accounting principles.	<b>K2</b>
<b>CO2</b>	Outline various branches of accounting.	<b>K2</b>
<b>CO3</b>	Demonstrate business regulatory compliance	<b>K3</b>
<b>CO4</b>	Analyze effectively the fundamental principles of communication.	<b>K4</b>
<b>CO5</b>	Formulate the modern qualities required for entrepreneurship.	<b>K5</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6>Create)**

### Syllabus:

#### **UNIT I - Accounting basics (6 Hours)**

Accounting - Users of Accounting Information - Accounting Principles.

#### **UNIT II - Branches of Accounting (6 Hours)**

Management Accounting - Financial Accounting - Cost Accounting.

#### **UNIT III - Business Regulatory Compliance (6 Hours)**

Business Laws - Company Law - Industrial Law.

#### **UNIT IV - Communication (6 Hours)**

Meaning - Definition - Types - Process - Barriers to Communication

#### **UNIT V - Entrepreneurship (6 Hours)**

Meaning - Concept - Characteristics and classifications of Entrepreneur - Functions and Qualities of Entrepreneur

### TEXT BOOKS

1. T. S. Reddy & A. Murthy. Financial Accounting, Margham Publications, Chennai.
2. N. Premavathy, Principles of Management - Sri Vishnu Publication -Chennai.
3. Elements of Mercantile Law – N. D. Kapoor

### REFERENCES BOOKS:

1. S. P. Jain & N. L. Narang Financial Accounting, Kalyani Publishers, New Delhi.
2. C. B. Gupta, Management Theory & Practice - Sultan Chand & Sons – New Delhi
3. Entrepreneurial Development – Kathiresan Radha – Margham Publication.

### C. Abdul Hakeem College (Autonomous), Melvisharam.

#### E-RESOURCES:

1. [www.accountingcoach.com](http://www.accountingcoach.com)
2. [www.accountingstudyguide.com](http://www.accountingstudyguide.com)
3. [www.futureaccountant.com](http://www.futureaccountant.com)

#### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

Cos	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
<b>CO1</b>	3	3	3	1	2	3	3	3	3	2.7
<b>CO2</b>	3	3	3	1	2	2	3	3	3	2.6
<b>CO3</b>	3	3	3	1	1	2	3	3	3	2.4
<b>CO4</b>	3	3	3	1	2	2	3	3	3	2.6
<b>CO5</b>	3	3	3	1	2	2	3	3	3	2.6
<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>5</b>	<b>9</b>	<b>11</b>	<b>15</b>	<b>15</b>	<b>15</b>	
<b>Mean Overall Score =</b>										<b>2.6</b>

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. MD EDREES	

### C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>SEC</i>	<i>U18SKS102</i>	<b><i>BASICS OF LOGISTICS MANAGEMENT (SBS - I)</i></b>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To provide foundational knowledge in logistics and supply chain management, emphasizing key concepts and functions that improve operational efficiency and competitive advantage, including transportation, warehousing, packaging, and material handling.

#### Course Outcomes (COs) and Cognitive Level Mapping:

<b>Cos</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Summarize the fundamental concepts of logistics	<b>K3</b>
<b>CO2</b>	List the primary functions of logistics management and its core principles.	<b>K1</b>
<b>CO3</b>	Discuss outsourcing, 3PLs (third party logistics), 4PLs (fourth party logistics), and supply chain relationships.	<b>K3</b>
<b>CO4</b>	Demonstrate a comprehensive understanding of warehousing by defining its meaning, functions, and principles.	<b>K4</b>
<b>CO5</b>	Examine the effectiveness of different material handling equipment and order processing methods in various scenarios	<b>K4</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### SYLLABUS:

##### UNIT – I: LOGISTICS INTRODUCTION

**(6 Hours)**

Concepts of Logistics – Evolution – Nature and Importance Logistics — Function and Objectives- Transportation Systems – Types - Merits and Demerits.

##### UNIT – II: LOGISTICS MANAGEMENT

**(6 Hours)**

Components of Logistics Management- Competitive Advantages of Logistics - Functions of Logistics management – Principles – Logistics Network- Integrated Logistics System.

##### UNIT – III: SUPPLY CHAIN MANAGEMENT

**(6 Hours)**

Supply Chain Management – Nature and Concepts – Value Chain - Functions – Supply Chain Effectiveness – Outsourcing – 3PLs and 4PLs – Supply Chain Relationships – Customer Services.

##### UNIT – IV: WAREHOUSING & PACKAGING

**(6 Hours)**

Warehousing: Meaning – Definition – Storage Functionality – Principles – Types of Warehouse.  
Packaging: Packaging – Meaning – Function – Packaging Materials.

##### UNIT – V: MATERIAL HANDLING

**(6 Hours)**

Material Handling - Concepts and Equipment: Automated Storage and Retrieval Systems – Order Processing – Demand Forecasting – Impact of Forecast on Logistics and Supply Chain Management- Performance Measurements.

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

#### **TEXT BOOKS:**

1. SupplyChain Management A Logistics Perspective - John J. Coyle.
2. Principles of SupplyChain Management a Balanced Approach - Joel D. Wisner, Keah – Choon.

#### **REFERENCE BOOKS:**

1. Logistics and Supply Chain Management’ - Agarwal, D.K. Mac MillanIndia Ltd, 2003.

#### **e-Resources**

1. [https://www.tutorialspoint.com/supply\\_chain\\_management/supply\\_chain\\_management\\_tutorial.pdf](https://www.tutorialspoint.com/supply_chain_management/supply_chain_management_tutorial.pdf)
2. <https://www.camcode.com/asset-tags/supply-chain-management-guide/>
3. <https://library.ku.ac.ke/wp-content/downloads/2011/08/Bookboon/Magement%0andOrganisation/fundamentals- of- supply-chain-management.pdf>
4. [https://www.youtube.com/watch?v=PmR2SKeY9Ms&list=PLGit8yny\\_3ANzZMsJJjeu x Mg-S0f0hGcn](https://www.youtube.com/watch?v=PmR2SKeY9Ms&list=PLGit8yny_3ANzZMsJJjeu x Mg-S0f0hGcn)

#### **Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	1	2	2	3	3	3	2.6
CO2	3	3	3	1	2	2	3	3	2	2.4
CO3	3	3	3	1	2	2	3	2	3	2.4
CO4	3	3	3	1	2	2	3	3	3	2.6
CO5	3	3	3	1	2	2	3	3	3	2.6
Total	15	15	15	5	10	10	15	14	14	
Mean Overall Score =										2.5

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. S.M. MOHAMMED SHARIQUE	

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>CC</i>	<i>U24MKS201</i>	<i>FINANCIAL ACCOUNTING – II</i>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To facilitate the understanding of accounting in general and to give a comprehensive understanding of the system of financial accounting.

#### **Course Outcomes (COs) and Cognitive Level Mapping:**

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Explain types of branch accounting and prepare accounts for branches.	<b>K2</b>
<b>CO2</b>	Apply the guidelines for the apportionment of expenses to solve departmental accounting.	<b>K3</b>
<b>CO3</b>	Evaluate the financial performance of partnership firm by analyzing partnership accounts.	<b>K5</b>
<b>CO4</b>	Apply the appropriate accounting procedures to settle accounts during the dissolution of a partnership.	<b>K3</b>
<b>CO5</b>	Analyze hire purchase transactions to determine the interest and principal amount separately.	<b>K4</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### **Syllabus:**

##### **UNIT I: BRANCH ACCOUNTS**

**(15 Hours)**

Meaning - Objectives - Types of Branches – Accounting in Respect of Dependent Branches – Debtor System: Goods are Invoiced at Cost and Invoice Price. Stock and Debtor system: Goods are Invoices at Cost and Invoice. (Independent and Foreign Branch problems are excluded)

##### **UNIT II: DEPARTMENTAL ACCOUNTS**

**(15 Hours)**

Meaning - Needs - Advantages - Difference between Branch and Department Account – Computation of Cost Price Per Unit - Guidelines for Apportionment of expenses - Inter Departmental Transfer at Cost Price and Selling Price.

##### **UNIT III: PARTNERSHIP ACCOUNTS - I**

**(15 Hours)**

Admission of a Partner – Adjustment in Profit Sharing Ratio – Computation of Sacrificing Ratio – Adjustment for Revaluation of Assets and Liabilities – Reserve and Accumulated Profit and Losses – Retirement of Partner: Accounting Problems – Computation of Gaining Ratio – Adjustment for Capital Account after Retirement.

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#### **UNIT IV: PARTNERSHIP ACCOUNTS - II**

**(15 Hours)**

Dissolution - Meaning - Modes of dissolution – Settlement of Accounts – Accounting Treatment - Insolvency of a Partner (All Partner Insolvency Excluded) - Garner vs Murrey Rules. Piece Meal Distribution.

#### **UNIT V: HIRE PURCHASE SYSTEM & I.F.R.S.**

**(15 Hours)**

Meaning – Definition – Features – Terminologies – Hire Purchase vs Instalment System - Calculation of Interest. International Financial Reporting Standards (IFRS): Meaning - Definition - Objectives - Features - Merits - Limitations - Practical Challenges in Implementing IFRS - Ind AS vs IFRS.

#### **TEXT BOOKS**

1. T. S. Reddy & A. Murthy. Financial Accounting, Margham Publications, Chennai.
2. S. Thothadri & S. Nafeesa, Financial accounting, MC Graw Hill Education, New Delhi.
3. M.V. Nagarajan. Advanced Financial Accounting, Vidhya publications.

#### **REFERENCE BOOKS:**

1. Principles and practice of Accounting - R. L. Gupta & V. K. Gupta–Sultan Chand & sons.
2. Financial Accounting – S. P. Jain & K. L. Narang–Kalyani Publishers.

#### **E-RESOURCES**

- [www.investopedia.com](http://www.investopedia.com)
- [www.khanacademy.org](http://www.khanacademy.org)
- [www.fasb.org](http://www.fasb.org)
- [www.accountingtools.com](http://www.accountingtools.com)
- [www.coursera.org](http://www.coursera.org)

#### **Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	1	1	3	3	3	3	2.6
CO2	3	3	3	1	1	2	2	3	3	2.3
CO3	3	3	3	1	1	3	3	3	3	2.6
CO4	3	3	3	1	1	2	2	2	3	2.2
CO5	3	3	3	1	1	2	3	3	2	2.3
Total	15	15	15	5	5	12	13	14	14	
Mean Overall Score =										2.4

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. MD EDREES	

### C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>CC</i>	<i>U24MKS202</i>	<b><i>CORPORATE MANAGEMENT</i></b>	<i>60</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To Develop strategic thinking, leadership, decision-making, and teamwork skills to manage organizations effectively in dynamic business environments

#### Course Outcomes (COs) and Cognitive Level Mapping:

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Define the basic concepts of management.	<b>K2</b>
<b>CO2</b>	Outline the significant of management in planning and decision making.	<b>K3</b>
<b>CO3</b>	Discuss the practice to apply management concepts in organizing and staffing.	<b>K3</b>
<b>CO4</b>	Classify the management problem in relate to directing and controlling.	<b>K3</b>
<b>CO5</b>	Apply the concepts of coordination and the process of management by objectives.	<b>K4</b>

Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)

#### Syllabus:

#### **UNIT-I: INTRODUCTION TO MANAGEMENT FOR CORPORATES (12 Hours)**

Management: Meaning - Definition – Nature – Characteristics – Functions-Manager– Meaning - Role and Functions of a Manager - Levels of Management - Henry Fayol’s Principles of Management – Taylors Scientific Management.

#### **UNIT II: PLANNING AND DECISION MAKING PROCESS (12Hours)**

Planning: Meaning - Definition - Characteristics – Importance – Steps – Decision Making: Meaning – Definition – Characteristics – Significance – Types – Process of Decision Making.

#### **UNIT III: ORGANISING AND STAFFING (12 Hours)**

Organizing: Meaning – Definition – Nature - Principles – Types of Organisational Structure – Distinguish between Formal and Informal Organisation. Staffing: Meaning – Definition - Features - Importance – Functions.

#### **UNIT IV: DIRECTING AND CONTROLLING (12 Hours)**

Directing: Meaning – Characteristics – Significance – Principles. Controlling: Meaning – Definition - Characteristics – Importance - Elements - Steps in Control Process.

#### **UNIT V: COORDINATION AND MANAGEMENT BY OBJECTIVES (12 Hours)**

Coordination: Meaning - Definition - Characteristics – Importance – Types - Problems. Management By Objectives (MBO) – Meaning – Characteristics – Advantages – Disadvantages – Steps in MBO process.

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#### **TEXT BOOKS:**

1. Principles of Management, P.C. Tripathi & P.N. Reddy, McGraw Hill Education
2. Essentials of Management, Weinrich and Koontz, McGraw Hill Education

#### **REFERENCE BOOKS:**

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

#### **e - Recourses:**

1. [www.managementstudyguide.com/what\\_is\\_management.htm](http://www.managementstudyguide.com/what_is_management.htm)
2. [www.iedunote.com/planning-nature-importance-types](http://www.iedunote.com/planning-nature-importance-types)
3. [www.creately.com/blog/diagrams/types-of-organizational-charts](http://www.creately.com/blog/diagrams/types-of-organizational-charts)
4. [www.managementstudyguide.com/delegation\\_of\\_authority.htm](http://www.managementstudyguide.com/delegation_of_authority.htm)
5. [www.managementstudyguide.com/coordination.htm](http://www.managementstudyguide.com/coordination.htm)

#### **Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	3	2	2	3	3	3	2.8
CO2	3	2	3	3	2	2	3	3	3	2.7
CO3	3	3	3	3	2	2	3	3	3	2.8
CO4	3	3	3	3	2	2	3	3	3	2.8
CO5	3	2	3	3	2	2	3	3	3	2.7
Total	15	13	15	15	10	10	15	15	15	
Mean Overall Score =										2.7

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
K.M. ABDUL JAMEEL	



### C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>Allied</i>	<i>U24AKS201</i>	<b><i>BASICS OF PERSONAL FINANCE AND INVESTMENT (ALLIED)</i></b>	<b><i>90</i></b>	<b><i>5</i></b>	<b><i>25</i></b>	<b><i>75</i></b>	<b><i>100</i></b>

**Objectives:** The course aims to teach students personal finance basics, time value of money, the power of compounding, financial planning, and how to create a balanced investment portfolio with diverse options.

#### Course Outcomes (COs) and Cognitive Level Mapping:

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Describe the skill to plan personal finance	<b>K1</b>
<b>CO2</b>	Explain the time value of money and power of compounding	<b>K2</b>
<b>CO3</b>	Classify investment options with required knowledge	<b>K3</b>
<b>CO4</b>	Identify the various investment options	<b>K4</b>
<b>CO5</b>	Analyze the investment opportunities and selecting the best among them for diversified portfolio	<b>K5</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### Syllabus:

#### **UNIT I: FUNDAMENTALS OF PERSONAL FINANCE AND INVESTMENT MANAGEMENT (6 Hours)**

Personal finance importance-Money Management Skills- Time Value of Money – Present Value – Future Value – PV & FV of a Lump Sum – PV and FV of Annuities Returns – Nominal Rate – Effective Rate – Real Rate – Power of Compounding Rule 72.

#### **UNIT II: INVESTMENT STRATEGIES AND PORTFOLIO MANAGEMENT (6 Hours)**

Investment Options - Meaning of Portfolio - Creating a Balanced Investment.

#### **UNIT III: FINANCIAL INSTRUMENTS AND MARKET APPLICATIONS (6 Hours)**

Investment Products and their Applications – Fixed Income Products – Mutual Fund Products – Equity Market – Derivatives and Commodities – FOREX

#### **UNIT IV: INVESTMENT PLANNING AND RISK MANAGEMENT (6 Hours)**

Real Estate and Other Investments- Risk Profiling – Types of Investment Risks- Goal Based Investment Planning - Selection of Investment Products to achieve a Goal – Additional Lumpsum Investments vs Systematic Staggered Investments.

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#### UNIT V: FUNDAMENTALS OF INSURANCE AND RISK COVERAGE

(6 Hours)

Insurance – Importance-Life Insurance - Medical insurance – General insurance – Basics.

#### TEXT BOOK

1. Fundamentals of Financial Planning by Michael A. Dalton and Joseph M. Gillice
2. Personal Finance by Jack R. Kapoor, Les R. Dlabay, and Robert J. Hughes
3. Investments by Zvi Bodie, Alex Kane, and Alan J. Marcus

#### RECOMMENDED BOOKS

1. Kane, Alex Investments McGraw Hill Education
2. Chandra, Prasanna Investment Analysis and Portfolio Management McGraw Hill Education

#### E-SOURCES:

1. <https://www.rbi.org.in>
2. <https://investor.sebi.gov.in/iematerial.html>

#### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	1	2	3	3	3	3	2.7
CO2	3	3	3	1	2	2	3	3	3	2.6
CO3	3	3	3	1	1	2	3	3	3	2.4
CO4	3	3	3	1	2	2	3	3	3	2.6
CO5	3	3	3	1	2	2	3	3	3	2.6
Total	15	15	15	5	9	11	15	15	15	
Mean Overall Score =										2.6

3 – Strong; 2 – Medium; 1 – Low

Prepared By	Verified by
Dr. K. MD EDREES	

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>SEC</i>	<i>U18SKS201</i>	<i>FUNDAMENTALS OF AUDITING (SBS - II)</i>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To understand the concept of auditing and enable the students to gain knowledge of various techniques of auditing.

#### **Course Outcomes (COs) and Cognitive Level Mapping:**

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Summarize the fundamental concepts and objectives of auditing.	<b>K2</b>
<b>CO2</b>	Differentiate between errors and frauds and apply principles of audits.	<b>K2</b>
<b>CO3</b>	Identify auditing techniques, and understand basics of internal audit.	<b>K4</b>
<b>CO4</b>	Explain the types of vouching and verification.	<b>K4</b>
<b>CO5</b>	Analyze the appointment, qualification, duties, and responsibilities of auditors.	<b>K4</b>

**Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)**

#### **Syllabus:**

##### **UNIT I - INTRODUCTION TO AUDITING (6 Hours)**

Meaning and Definition of Auditing – Distinction between Auditing and Accounting - Objectives - Advantages and Limitations of Audit - Scope of Audit.

##### **UNIT II – AUDIT PRINCIPLES (6 Hours)**

Errors & Frauds – Principles of Audits - Types of Audits.

##### **UNIT III – AUDIT PROCEDURE AND DOCUMENTATION (6 Hours)**

Audit Planning - Auditing Techniques - Basics of Internal Audit - Procedure and Documentation.

##### **UNIT IV – VOUCHING (6 Hours)**

Meaning and Types of Vouching and Verification.

##### **UNIT V – AUDITORSHIP (6 Hours)**

Appointment and Qualification of Auditors - Powers, Duties and Removal of Auditors - Rights, Duties, Responsibilities of Auditors.

#### **TEXT BOOKS:**

1. Auditing, D.P. Jain Konark Publishers Pvt. Ltd.
2. Auditing, Principles and Practice, Ravinder Kumar and Virender Sharma, Eastern Economy Edition.

#### **REFERENCE BOOKS:**

1. Practical Auditing, B. N. Tandon, Sultan Chand and Co., New Delhi.
2. Contemporary Auditing, Kamal Gupta, Tata McGraw Hill.
3. Practical Auditing, Dinkar Pagare, Sultan Chand & Sons
4. Sundar.K & Paari. K, Practical Auditing, Vijay Nicole Imprints Pvt. Ltd. Chennai

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#### E-RESOURCE:

1. [http://www.osbornebooksshop.co.uk/p/auditing\\_tutorial](http://www.osbornebooksshop.co.uk/p/auditing_tutorial)
2. [www.mu.ac.in](http://www.mu.ac.in)
3. [www.learnthat.com](http://www.learnthat.com)

#### Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	2	3	2	2	1	2	2	2	2.1
CO2	3	2	3	2	2	1	3	3	2	2.3
CO3	3	3	3	2	2	1	2	2	2	2.2
CO4	3	2	3	2	2	1	2	3	2	2.2
CO5	3	2	3	2	2	1	2	2	3	2.2
<b>Total</b>	15	11	15	10	10	5	11	12	11	
<b>Mean Overall Score =</b>										<b>2.2</b>

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
K.M. ABDUL JAMEEL	

### C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>SEC</i>	<i>U18SKS202</i>	<b><i>EVERY DAY BANKING (SBS - III)</i></b>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To develop a clear understanding of traditional and digital banking processes, empowering effective account management, fund transfers, and loan applications while promoting safe banking practices.

#### Course Outcomes (COs) and Cognitive Level Mapping:

<b>Cos</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Summarize the definition and fundamentals of banking.	<b>K3</b>
<b>CO2</b>	Compile the necessary documents required for opening a bank account.	<b>K4</b>
<b>CO3</b>	Execute online transactions including fund transfers and bill payments.	<b>K3</b>
<b>CO4</b>	Evaluate the meaning, importance, and advantages of mobile banking in enhancing financial inclusion and convenience for customers.	<b>K4</b>
<b>CO5</b>	Explain the functions and benefits of different digital payment systems (e.g., IMPS, UPI) and their roles in banking	<b>K2</b>

Cognitive Levels (K1-Remember; K2-Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6-Create)

#### Syllabus:

##### UNIT – I INTRODUCTION TO EVERY DAY BANK

(6 Hours)

Banking – Definition – Passbook – Cheque Book – Format of Cheque – Filling up of Cheque- Deposit Challan – Filling up – Clearing Cheque – Transfer Cheque – Collection Cheque– Payable at Par – Demand Draft

##### UNIT – II APPLICATION FILLING & ONLINE FUND TRANSFER

(6 Hours)

Application Filling – Account Opening Form – Filling up – Documents required - Debit Card – Credit Card – ATM Machine – Cash Deposit Machine – Passbook Printing Machine -MICR- IFSC- Fund transfer through ECS – NEFT –RTGS – Form Filling for Fund Transfer.

##### UNIT – III ONLINE BANKING

(6 Hours)

Online Banking – Sign up – Process – Requirements – Log in – Customer ID – User ID – Password – Hints for Creating Passwords – Change of Password – Online Transactions –Account Statements – Fund Transfer – Payment of Bills – Utility Payments

##### UNIT – IV LOANS

(6 Hours)

Loans – Repayment for Loans – Other Services. Mobile Banking – Meaning – Importance – Advantages – Mobile Applications (App) – WAP (Wireless Application Protocol) - USSD (Unstructured Supplementary Service Data) - Registration Process through Mobiles.

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#### **UNIT – V BASIS OF DIGITAL BANKING**

**(6 Hours)**

ATM- User ID-MPIN- Change of MPIN –IMPS (Immediate Mobile Payment System) – UPI (Unified Payment Interface) – BHIM (Bharat Interface for Money) - NPCI (National Payment Corporation of India) - Bank Account Management – Transfer Funds – Paying Bills – Locating ATMs - QR Code Payments- Alerts and Notifications- Tracking Spending habits – Cash Back- Safe Banking Methods.

#### **Text Books:**

1. B. Santhanam- Banking & Financial systems, Margham Publications

#### **Reference Books:**

1. S.N. Maheshwari Banking theory, law and practice, Kalyani Publications
2. Parameswaran- Indian Banking, S. Chand & Co.

#### **Mapping of Course Outcomes (COs) with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	3	3	2	2	2	3	2	3	2.6
CO2	3	2	2	2	2	2	3	3	2	2.3
CO3	3	3	3	2	2	2	3	2	2	2.4
CO4	3	2	2	2	2	2	3	3	3	2.4
CO5	3	3	3	2	2	2	3	3	2	2.6
Total	15	13	13	10	10	10	15	13	12	
Mean Overall Score =										2.5

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. S.M. MOHAMMED SHARIQUE	

## C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>I</i>	<i>GEL</i>	<i>U24AEC102</i>	<i>MANAGERIAL ECONOMICS - I (ALLIED)</i>	<i>90</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

### Course Outcomes

<b>CO No.</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Levels</b> (K-Levels)
<b>CO1</b>	Describe the fundamental concepts and behaviour of an individual firms	K1
<b>CO2</b>	To know the Demand for Durable and Non-Durable Products	K1
<b>CO3</b>	Develop a basic understanding of demand forecasting.	K6
<b>CO4</b>	Explain about production function and cost concepts.	K4
<b>CO5</b>	Analyse the Break - even analysis and linear programming.	K4

(Cognitive Levels: K1-Remember; K2-Understand; K3-Apply; K4-Analyse; K5-Evaluate; K6-Create)

### UNIT – 1 INTRODUCTION OF MANAGERIAL ECONOMICS 18 HOURS

Importance & Nature of Business Economics – Aims of Business Firms – Managerial Economics: Meaning, Definition and Nature & Scope of Managerial Economics – Economics & Managerial Economics – Role & Responsibilities of Managerial Economist.

### UNIT – 2 DEMAND ANALYSIS 18 HOURS

Demand Analysis: Meaning, Demand Determinants. Law of Demand – Market Demand & Individual Demand - Demand Distinction – Elasticity of Demand: Meaning, Types of elasticity of demand, Importance of elasticity of demand – Advertising elasticity of demand.

### UNIT – 3 DEMAND FORECASTING 18 HOURS

Demand Forecasting: Meaning – Purpose of Demand Forecasting – Methods of Demand Forecasting – Demand Forecasting Methods for New Products – Criteria for good forecasting method.

### UNIT – 4 PRODUCTION ANALYSIS 18 HOURS

Production Analysis: Production Function – Law of Variable Proportions – Cobb Douglas Producer equilibrium – Economies of Scale – Cost: Concepts – Cost & Output relationship, Cost Control & Cost Reduction.

### UNIT – 5 BREAK-EVEN ANALYSIS & LINEAR PROGRAMME 18 HOURS

Break-Even Analysis: Meaning, Definition, Determination of Break-Even Point – Usefulness & Limitations of Break-Even Analysis. Linear Programming: Concepts, Objectives of Linear Programming & its Limitations.

### Mapping of Course Outcomes (Cos) with Programme Outcome (Pos) and Programme Specific Outcome (PSOs)

<b>Cos</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>Mean</b>
<b>CO1</b>	3	3	3	3	3	3	3	2	3	2.88
<b>CO2</b>	3	3	3	2	3	3	3	2	3	2.77
<b>CO3</b>	3	3	3	2	3	3	3	3	3	2.88
<b>CO4</b>	3	3	3	2	3	3	3	3	3	2.88
<b>CO5</b>	3	3	3	2	3	3	3	3	3	2.88
<b>Total</b>	15	15	15	12	15	15	15	13	15	2.85
Mean Overall Score = 2.85										

### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

Syllabus for B.Com., Corporate Secretaryship effective from the year 2024-2025

<i>Sem</i>	<i>Category</i>	<i>Course Code</i>	<i>Course Title</i>	<i>Hours</i>	<i>Credits</i>	<i>Int. Marks</i>	<i>Ext. Marks</i>	<i>Max. Marks</i>
<i>II</i>	<i>GEL</i>	<i>U24AEC202</i>	<i>MANAGERIAL ECONOMICS - II (ALLIED)</i>	<i>90</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Outcomes**

<b>CO No.</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Levels</b> (K-Levels)
<b>CO1</b>	To introduce the market structure through micro economics.	K1
<b>CO2</b>	To formulate Pricing Policies and its Practices.	K5
<b>CO3</b>	To develop the analysis of profit theory.	K4
<b>CO4</b>	To enable students to Capital Budgeting and its concepts.	K3
<b>CO5</b>	To Understand the National Income and International Trade.	K5

#### **UNIT – 1 MARKET STRUCTURE**

**18 HOURS**

Market: Meaning, Definition & Classifications of Markets – Perfect Competition: Features – Price & Output Determinations – Monopoly: Features & Price & Output Determinations Price Discrimination: Meaning, Forms & Degrees of Discrimination – Monopolistic Competition: Features & Price & Output Determinations – Oligopoly: Concepts & Features of Oligopoly – Duopoly: Concepts & Cournot Model in Duopoly Market.

#### **UNIT – 2 PRICING**

**18 HOURS**

Pricing Methods: Full cost Pricing, Target Pricing, Going rate Pricing, Customary Pricing, and Differential Pricing. Specific Pricing Methods – Pricing a New Product – Pricing over the lifecycle of a product – Product line Pricing – Dual Pricing.

#### **UNIT – 3 PROFIT ANALYSIS**

**18 HOURS**

Profit: Concepts & Profit Management – Accounting Profit & Economic Profit – Theories of Profit: Dynamic Theory, Innovation Theory & Risk-Bearing Theory only.

#### **UNIT – 4 CAPITAL BUDGETING & CASE STUDY METHOD**

**18 HOURS**

Capital Budgeting: Meaning, Definition, Need & Importance – Types of Capital Budgeting (Independent Proposals, Dependent Proposals & Mutually Exclusive Proposals) – Methods of Evaluating Capital Investment Proposals - Elements of Decision Theory – Case Study Method: Concept, Features Methods/Steps of Case Study – Importance - Limitations.

#### **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.



### **C. Abdul Hakeem College (Autonomous), Melvisharam.**

#### **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.

#### **TEXT BOOKS**

1. S. Shankaran, Business Economics - Margham Publications.
2. D.M. Mithani, Business Economics, Himalaya Publishing House, Mumbai.
3. Aryamala.T, Business Economics, Vijay Nocole, Chennai.

#### **WEBRESOURCES**

1. [https://www.icsi.edu/media/website/Business%20Economics%20\(FndProg\).pdf](https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf)
2. <https://libraries.ou.edu/busines>
3. [https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp\\_content/S000023MA/P001405/M028278/ET/1521798107Q1.pdf](https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000023MA/P001405/M028278/ET/1521798107Q1.pdf)
4. <https://siiet.ac.in/wp-content/uploads/2019/05/CSE-III-IIMEFA-NOTES.pdf>

#### **Mapping of Course Outcomes (Cos) with Programme Outcome (Pos) and Programme Specific Outcome (PSOs)**

<b>Cos</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>Mean</b>
<b>CO1</b>	3	3	3	3	3	3	3	2	3	2.88
<b>CO2</b>	3	3	3	2	3	3	3	2	3	2.77
<b>CO3</b>	3	3	3	2	3	3	3	3	3	2.88
<b>CO4</b>	3	3	3	2	3	3	3	3	3	2.88
<b>CO5</b>	3	3	3	2	3	2	3	3	3	2.77
<b>Total</b>	15	15	15	12	15	14	15	13	15	2.83
Mean Overall Score = 2.83										