

## 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 - ஔவை, 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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- 2 தமிழ் இலக்கிய வரலாறு - பேரா.மது.ச.விமலானந்தம்  
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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> <ul style="list-style-type: none"> <li>❖ اسم کی تعریف</li> <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

✓ اردو حروف تہجی  
✓ مرکب الفاظ  
✓ چھوٹے جملے

#### UNIT – III [12 Hours]

##### Speaking:

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

یونٹ – IV [12 گھنٹے]  
✓ قرات

✓ اردو حروف تہجی  
✓ مرکب الفاظ  
✓ چھوٹے جملے

#### UNIT – IV [12 Hours]

##### Reading:

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

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., Commerce 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 Theory</i>	<i>U24MCM101</i>	<i>FINANCIAL ACCOUNTING – I</i>	<i>60</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

<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 the concepts and Conventions of Financial Accounting.	<b>K2</b>
<b>CO2</b>	Apply the Concepts of Accounting for the Preparation of Financial Statements	<b>K3</b>
<b>CO3</b>	Comprehend various Depreciation Methods.	<b>K4</b>
<b>CO4</b>	Asses the Due Date, Interest and Reconcile the Bank Statement.	<b>K3</b>
<b>CO5</b>	Prepare the Double Entry System of Accounts from incomplete records.	<b>K5</b>

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

#### UNIT – I: INTRODUCTION TO ACCOUNTING

**(12 Hours)**

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

#### UNIT – II: FINAL ACCOUNTS

**(12 Hours)**

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

#### UNIT – III: DEPRECIATION

**(12 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 & BRS

**(12 Hours)**

Average Due Date: Meaning - Use 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.

#### UNIT – V: SINGLE ENTRY SYSTEM

**(12 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.

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**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.

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	2	3	1	3	1	3	3	2	2.33
CO2	3	2	3	1	2	1	3	3	2	2.22
CO3	3	2	3	1	2	1	3	3	2	2.22
CO4	3	3	3	1	2	1	3	3	2	2.33
CO5	3	2	3	1	2	1	3	3	2	2.22
Total	15	11	15	5	11	5	15	15	10	11.32
Mean Overall Score =2.26										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Mr. P.L.SHAMVEEL AHMED	Dr. P. MOHAMED VASEEM

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U24MCM102</i>	<b><i>PRINCIPLES OF MANAGEMENT</i></b>	<b><i>60</i></b>	<b><i>4</i></b>	<b><i>25</i></b>	<b><i>75</i></b>	<b><i>100</i></b>

**Objectives:** To gain comprehensive knowledge in Business Management.

#### Course Outcomes (COs) and

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Outlines Management Concepts and Role of manager	<b>K2</b>
<b>CO2</b>	Outlines the importance of Planning and Decision Making.	<b>K3</b>
<b>CO3</b>	Identify different forms of Organizations and its Administration.	<b>K2</b>
<b>CO4</b>	Explain the different types of leadership styles and Motivation Theories.	<b>K4</b>
<b>CO5</b>	Evaluate the importance of Co-Ordination and Control.	<b>K5</b>

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

#### UNIT I: INTRODUCTION TO MANAGEMENT

(12 Hours)

Management - Meaning- Nature of Management – Importance of Management - Levels of Management – Management Vs. Administration – Functions of Management – Role of a Manager - Henry Fayol's Fourteen Principles of Management.

#### UNIT II: PLANNING

(12 Hours)

Planning – Meaning – Importance of planning - Nature of planning - Planning Process – Merits of planning - Demerits of Planning –Types of Planning ; Decision Making - Meaning – Characteristics – Steps in Decision Making – Problems in Decision Making.

#### UNIT III: ORGANISING

(12 Hours)

Meaning – Importance of Organising – Principles of Organising - Formal and Informal Organization; Departmentation – Meaning – Types of Departmentation; Authority and Responsibility – Meaning – Sources of Authority – Difference between Authority & Power; Span of Management – Meaning – Factors determining Span of Management.

#### UNIT IV: LEADERSHIP

(12 Hours)

Leadership – Meaning – Importance of Leadership – Qualities of a Good leader -Styles of Leadership - Theories of Leadership –Traits Theory- Behavioral Theory; Motivation –Meaning – Definition - Process of Motivation - Theories on Motivation – Maslow's Need Hierarchy Theory, McGregor's X and Y Theory.

#### UNIT V: CO-ORDINATION AND CONTROL

(12 Hours)

Co-ordination – Meaning – Definition – Importance of Co-ordination - Techniques of Co-ordination; Control – Meaning – Definition – Importance of Control – Stages in the Control Process – Characteristics of an Ideal Control system.

#### Text Books:

1. Gupta.C.B, Business Management , Sultan Chand & Sons Publications, New Delhi.
2. P.C.Tripathi& P.N Reddy, Principles of Management. Tata McGraw, Hill, Noida.

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

#### **Reference Books:**

1. K Sundhar, Principles Of Management, Vijay Nichole Imprints Limited, Chennai
2. Harold Koontz, Heinz Weirich, Essentials of Management, McGraw Hill, Sultan Chand and Sons, New Delhi.
3. Griffffin, Management principles and applications, Cengage learning, India.
- 4.H.Mintzberg - The Nature of Managerial Work, Harper & Row, New York.

#### **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	2	1	2	1	3	2	3	2.11
CO2	3	2	2	1	2	1	3	2	3	2.11
CO3	3	3	2	1	2	1	3	2	3	2.22
CO4	3	2	3	1	2	1	3	2	3	2.22
CO5	3	2	2	1	2	1	3	3	3	2.22
Mean Overall Score = 2.18										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Mr. P.L. SHAMVEEL AHMED</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U18ACM101</i>	<b><i>BUSINESS ENVIRONMENT (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>

#### **Course Outcomes (COs) and**

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand the concepts of business environment	<b>K2</b>
<b>CO2</b>	Explain the role of political and legal environment	<b>K2</b>
<b>CO3</b>	Examine the economic environment and new economic policy	<b>K3</b>
<b>CO4</b>	Evaluate the social and cultural heritages system	<b>K4</b>
<b>CO5</b>	Analyse the impact of Technology in Industry	<b>K4</b>

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

#### **UNIT-I: INTRODUCTION TO BUSINESS ENVIRONMENT (18 Hours)**

The concept of Business Environment: its nature and significance A brief overview of political, cultural, legal, economic, and social environments and their impact on business and strategic decisions

#### **(18 Hours)**

Political Environment: Functions of state, economic roles of government, government and legal environment. The constitutional environment, rationale and extent of state intervention

#### **UNIT-III: ECONOMIC ENVIRONMENT (18 Hours)**

Economic Environment: Business Cycles (Inflation, Deflation), Macroeconomic Parameters Like GDP, Growth Rate, Population, National Income, establishment of NITI Aayog (National Institution for Transforming India); 1991 New Economic Policy; business liberalization, privatization, and globalization

#### **UNIT - IV: SOCIAL ENVIRONMENT (18 Hours)**

Social environment: cultural heritage; social attitudes; castes and communities Joint family systems – LPG Models.

#### **UNIT - V TECHNOLOGY ENVIRONMENT (18 Hours)**

Technology environment: Industry 4.0-Meaning Features- basic Applications and Uses, AI, AR, Big Data and Analytics

#### **Textbooks**

1. Dr. C.B. Gupta, Business Environment, Sultan Chand & Sons, New Delhi.

#### **Reference Books:**

1. Dr. S. Sankaran, Business Environment, Margham Publication, Chennai.
2. Justin Paul, Business Environment, Tata Mc Graw Hill, Chennai.

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

**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	2	2	2	3	3	3	3	3	2	2.55
CO2	2	2	2	3	3	3	3	2	2	2.44
CO3	3	3	2	3	3	3	3	3	2	2.77
CO4	2	3	2	3	3	3	3	3	3	2.77
CO5	3	3	2	3	3	3	3	2	2	2.66
Mean Overall Score = 2.638										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. S. MOHAMED RAFIQUE</b>	<b>Dr. P. MOHAMED VASEEM</b>



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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U24ACM102</i>	<b>INTERNATIONAL TRADE (ALLIED)</b>	<b>90</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objective:** To gain wide-ranging knowledge in International Trade.

**Course Outcomes (COs) and**

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand the basic concept of international trade.	<b>K3</b>
<b>CO2</b>	Analyze the various theories of international trade.	<b>K4</b>
<b>CO3</b>	Examine the balance of payment and balance of trade	<b>K3</b>
<b>CO4</b>	Outline the role of IMF, World Bank and UNCTAD.	<b>K5</b>
<b>CO5</b>	Assess the working of WTO, TRIPS and TRIMS.	<b>K5</b>

**Cognitive Levels (K1-Remember; K2Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6Create)**

#### **UNIT-I: INTRODUCTION TO INTERNATIONAL TRADE (18 Hours)**

Introduction to International Trade – Meaning – Definition - Difference between Internal and International Trade – Importance of International Trade in the Global context

#### **UNIT-II: THEORIES OF INTERNATIONAL TRADE (18 Hours)**

Theories of International trade: Classical theories - Adam smith's theory of Absolute Advantage – Ricardo's Comparative cost theory - Modern theories of International Trade - Haberler's Opportunity Cost theory – Heckscher –Ohlin's Modern theory – International trade and Factor Mobility Theory – Leontiff's Paradox - International trade and economic growth theory - Immiserating growth theory.

#### **UNIT-III: BALANCE OF PAYMENTS (18 Hours)**

Balance of Payments – Components of Balance of Payments - Current account, Capital account & Official settlement accounts - Disequilibrium in BOP -Methods of correcting Disequilibrium - Balance of Payment adjustment Theories - Marshall Lerner mechanism.

Balance of Trade – Terms of Trade – Meaning – Definition – Difference between BOP and BOT

#### **UNIT-IV: INTERNATIONAL ECONOMIC (18 Hours)**

International Economic Institutions - International Monetary System - Bretton Woods Conference – IMF - Objectives, Organizational structure – Membership – Quotas – Borrowing and Lending Programme of IMF – SDRs – India and IMF -World Bank and UNCTAD.

#### **UNIT-V: WORLD TRADE ORGANISATION (18 Hours)**

World Trade Organisation (WTO) – Functions and Objectives – Agricultural Agreements – GATS - TRIPS – TRIMS.

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### Textbooks

1. Francis Cherunilam, International Trade and Export Management – Himalaya Publishing House - Mumbai –04.
2. Paul.R.Krugman and Maurice Obstfeld, International Economics (Theory and Policy) -

Pearson Education Asia - Addison Wesley Longman (P) Ltd. - Delhi – 92.

3. H.G. Mannur, International Economics – Vikas Publishing House (P) Ltd – New Delhi-14.
4. Bimal Jaiswal & Richa Banerjee, Introduction To International Business, Himalaya Publication, Mumbai

### Reference Books

1. Dr. T. Aryamala, Vijay Nicole, International Trade, Chennai
2. Avadhani, V.A. International Financial Management, Himalaya Publications, Mumbai
3. Punam Agarwal and Jatinder Kaur, International Business, Kalyani Publications, New Delhi
4. S Sankaran, International Trade, Margham Publication, Chennai
5. C B Gupta, International Business, S Chand Publication, New Delhi.

### 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	2	2	3	3	2	3	3	3	2	2.55
CO2	3	3	3	3	3	2	3	3	2	2.77
CO3	3	3	2	3	2	2	3	3	3	2.66
CO4	3	3	2	3	3	3	3	3	2	2.77
CO5	2	2	3	3	3	2	3	2	2	2.44
Mean Overall Score = 2.638										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. V. ABRAR AHMED</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U18SCM101</i>	<i>FUNDAMENTALS OF COMMERCE (FC)</i>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To gain complete knowledge in Commerce.

#### Course Outcomes (COs) and

Course Outcomes		Cognitive Level
CO1	Define various forms of Business Organization and Business Ethics	K1
CO2	Explain the Features of Partnership and Sole Traders.	K3
CO3	Outline the Features of Joint Stock Company and Co-Operative Societies.	K3
CO4	Analyze the Industry Location, Industrial Estates and DIC.	K4
CO5	Evaluate the working of stock exchange in India.	K5

**Cognitive Levels (K1-Remember; K2Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6Create)**

#### UNIT – I INTRODUCTION

**(06 Hours)**

Business: - Meaning and Types - Profession - Meaning and Importance of Business Organization- Social Responsibilities of Business- Business Ethics.

#### UNIT – II FORMS OF ORGANIZATION

**(06 Hours)**

Forms of Business organization: - Sole Trader - Features – Merits and Demerits – Partnership - Features – Merits and Demerits – Limited Liability Partnership- Features – Merits and Demerits.

#### UNIT - III JOINT STOCK COMPANY

**(06 Hours)**

Joint Stock Companies: – Features – Merits and Demerits - Co-operative societies - Public Utilities and Public Enterprises - Public Sector Vs Private Sector.

#### UNIT – IV LOCATION OF INDUSTRY

**(06 Hours)**

Location of industry:- Factors influencing location -size of Industry-advantages of large -scale of operation-limitation of small scale of operation–Industrial Estates-District Industries Centres.

#### UNIT – V STOCK EXCHANGE

**(06 Hours)**

Stock Exchange: – Functions – Types – Working - Regulation of Stock Exchanges in India - Business Combination – Causes – Types - Effects of Combination in India.

#### Text Book:

C.B. Gupta, Business organization, 2022.Sultan Chand & Sons, New Delhi.

#### Reference Books:

1. Prakash & Jagadesh, Business organization & Management, Kitab Mahal Publishers (1997).
2. Dinkar Pagare, Business Organisation and Management, Sultan Chand & Sons NewDelhi.
3. Vasudevan & Radhasivam, Business Organization, S.Chand Publisher

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

**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	2	2	3	3	3	3	3	2.272
CO2	3	3	2	2	3	3	3	3	3	2.272
CO3	3	3	3	3	3	3	3	3	3	3.000
CO4	3	3	2	2	3	3	3	3	3	2.272
CO5	3	3	2	2	3	3	3	3	3	2.272
Mean Overall Score = 2.4176										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
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### C. Abdul Hakeem College (Autonomous), Melvisharam.

Syllabus for B.Com., Commerce 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>DSSEC Theory</i>	<i>U18SCM102</i>	<i>FINANCIAL SERVICES (SBS – I)</i>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

**Objectives:** To gain all-inclusive knowledge in Financial Services.

#### Course Outcomes (COs) and

<b>CO1</b>	Understand the basics of financial market and services.	<b>K2</b>
<b>CO2</b>	Illustrate and apply the merchant Banking and factoring concepts.	<b>K3</b>
<b>CO3</b>	Analyse and differentiate leasing and hire Purchase	<b>K4</b>
<b>CO4</b>	Evaluate the performance of various types of mutual funds	<b>K5</b>
<b>CO5</b>	Examine the workings of credit rating agencies	<b>K3</b>

**Cognitive Levels (K1-Remember; K2Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6Create)**

#### UNIT-I: INTRODUCTION

**(06 Hours)**

Financial Services Meaning Functions of Financial services-Characteristics of financial services - Problems in Indian Financial service.

#### UNIT-II: MERCHANT BANKING & FACTORING

**(06 Hours)**

Merchant Banking - Meaning-Functions of Merchant Bankers-Factoring-Characteristics of Factoring- Merits of Factoring- Demerits of Factoring

#### UNIT-III : LEASING& HIRE PURCHASE FINANCE

**(06 Hours)**

Leasing Meaning- Types of leasing Advantages of Leasing Hire purchase finance Meaning-Contents of hire purchase agreement - Difference between hire purchase and Leasing.

#### UNIT-IV: MUTUAL FUNDS

**(06 Hours)**

Mutual funds - Meaning - Characteristics of mutual funds - Types of mutual funds Merits of Mutual Funds - Demerits of mutual funds;

#### UNIT V : CREDIT RATING AGENCIES

**(06 Hours)**

Credit rating agencies - Meaning - Nature of credit rating - Advantages of credit rating Disadvantages of credit rating

#### Text Book:

M.Y.Khan, Indian Financial System, Tata McGraw Hill, 2001.

#### Reference Books:

1. H.R. Machiraju, Indian Financial System, Vikas Publishing House.
2. Dr S.Gurusamy, Financial Services and Systems, Vijay Nicholes Imprint Pvt. Ltd.
3. Shashi K. Gupta, Nisha Aggarwal, Financial Services, Kalyani Publishers

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

**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	3	1	3	2	3	2.6
CO2	3	3	3	3	3	1	3	2	3	2.6
CO3	3	3	3	3	3	1	3	3	3	2.7
CO4	3	3	3	3	3	1	3	2	3	2.6
CO5	3	3	3	3	3	1	3	3	3	2.7
Mean Overall Score = 2.64										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. S. MOHAMED RAFIQUE</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U24MCM201</i>	<i>FINANCIAL ACCOUNTING – II</i>	<i>60</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

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand types of Branch and its Accounting.	<b>K2</b>
<b>CO2</b>	Compute Departmental Accounting	<b>K3</b>
<b>CO3</b>	Prepare Partnership Accounts for Admission and Retirement	<b>K5</b>
<b>CO4</b>	Prepare Partnership Accounts for Dissolution of a firm.	<b>K5</b>
<b>CO5</b>	Differentiate Hire Purchase and Instalment system and Comprehend the key aspects of IFRS.	<b>K4</b>

**Cognitive Levels (K1-Remember; K2Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6Create)**

#### UNIT I: BRANCH ACCOUNTS

**(12 Hours)**

Meaning - Objectives - Types of Branches – Accounting in Respect of Dependent Branches – Debtor System: Goods are Invoice 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

**(12 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

**(12 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.

#### UNIT IV: PARTNERSHIP ACCOUNTS - II

**(12 Hours)**

Dissolution - Meaning - Modes of dissolution – Settlement of Accounts – Accounting Treatment - Insolvency of a Partner (All Partner Insolvency Excluded) - Garner Vs Murrey rules. Piecemeal Distribution.

#### UNIT V: HIRE PURCHASE SYSTEM & IFRS

**(12 Hours)**

Meaning – Definition – Features – Hire Purchases Vs Instalment – Terminologies – Calculation of Interest when rate of interest, cash price and instalments are given – When rate of interest is not given - when total cash price is not given - when instalment price is not given. International Financial

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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.
4. M.C. Shukla, T. S Grewal, S.C. Gupta. Advanced accounting. S. Chand & Co. New Delhi.

#### **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.

#### **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	2	2	2	1	2	1	3	2	3	2.00
CO2	3	2	3	1	1	1	3	2	3	2.10
CO3	3	2	3	1	1	1	3	3	2	2.10
CO4	3	2	3	1	1	1	3	3	2	2.10
CO5	3	2	3	1	2	1	3	3	2	2.20
Mean Overall Score =2.10										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Mr. P. L. SHAMVEEL AHMED	Dr. P. MOHAMED VASEEM



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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U24MCM202</i>	<i>BUSINESS LAWS</i>	<i>60</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

**OBJECTIVES:** To acquire knowledge in Business Law

**Course Outcomes (COs) and**

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Comprehend the essential elements of a valid contract	<b>K3</b>
<b>CO2</b>	Explain the performance and breach of contract	<b>K5</b>
<b>CO3</b>	Compare contract of indemnity and guarantee	<b>K3</b>
<b>CO4</b>	Analyze and articulate the concept of bailment and pledge	<b>K4</b>
<b>CO5</b>	Illustrate the key provisions and applications of the sale of goods Act.	<b>K2</b>

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

#### **UNIT I: LAW OF CONTRACT**

**(12 Hours)**

Contract and Agreement – Definition – Essentials of a Valid Contract- Classification of Contract- Offer – Meaning – Legal rules for a valid offer - Acceptance – Meaning – Legal rules for a valid acceptance -Consideration – Essential elements of a valid consideration -Capacity to Contract.

#### **UNIT II: PERFORMANCE OF CONTRACT**

**(12 Hours)**

Performance of Contract - Meaning – Types of Performance – Essentials of valid Tender – Discharge of a contract – Breach of Contract - Remedies for Breach of contract.

#### **UNIT III: CONTRACT OF INDEMNITY AND GUARANTEE**

**(12 Hours)**

Contract of Indemnity – Meaning –Essential elements – Contract of Guarantee – Essential features – Distinction between contract of indemnity and contract of guarantee – Kinds of guarantee - Rights of Surety- Discharge of Surety - Modes of Discharge of Surety.

#### **UNIT IV: BAILMENT AND PLEDGE**

**(12 Hours)**

Bailment- Meaning – Essential elements of Bailment – Duties of Bailor and Bailee - Rights of Bailor and Bailee – Pledge – Meaning – Rights of Pawner – Rights of Pawnee – Lien – Types of Liens.

#### **UNIT V: SALE OF GOODS ACT 1930**

**(12 Hours)**

Contract of Sale – Meaning – Essential elements of Contract of Sale- Distinction between Sale and Agreement to Sell - Conditions and Warranties –Meaning - Distinction between Condition and Warranties– Doctrine of Caveat Emptor - Exceptions – Unpaid seller – Meaning - Rights of an Unpaid Seller.

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

#### **Text Books:**

1. N.D. Kapoor , Business Laws- Sultan Chand and Sons,
2. R.S.N. Pillai – Business Law, S.Chand, New Delhi
- 3 M C Kuchhal & Vivek Kuchhal, Business law, S Chand Publishing, New Delhi
4. M.V. Dhandapani, Business Laws, Sultan Chand and Sons, New Delhi.
5. Shusma Aurora, Business Law, Taxmann, New Delhi.

#### **Reference Books:**

1. Preethi Agarwal, Business Law, CA foundation study material, Chennai.
2. Business Law by Saravanavel, Sumathi, Anu, Himalaya Publications, Mumbai.
3. Kavya and Vidhyasagar, Business Law, Nithya Publication, New Delhi.
4. D.Geet, Business Law Nirali Prakashan Publication, Pune.
5. M.R. Sreenivasan , Business Laws, Margham Publications, Chennai.

#### **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	2	1	3	1	3	3	1	2.22
CO2	3	3	2	1	3	1	3	2	1	2.11
CO3	3	3	2	1	2	1	3	3	1	2.11
CO4	3	3	2	1	2	1	3	2	1	2.00
CO5	3	2	2	1	2	1	3	3	1	2.00
Mean Overall Score =2.10										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Mr. P. L. SHAMVEEL AHMED</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U24ACM201</i>	<b>INSURANCE AND RISK MANAGEMENT (ALLIED)</b>	<b>90</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To acquire knowledge in Insurance and Risk Management

**Course Outcomes (COs) and**

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand the fundamentals of insurance, its role in risk management and economic development.	<b>K2</b>
<b>CO2</b>	Outlines the fundamentals of life insurance and traditional life insurance policies.	<b>K3</b>
<b>CO3</b>	Summarize the principles of general insurance and claim settlement.	<b>K2</b>
<b>CO4</b>	Analyze the objectives and strategies of risk management and its applications in both corporate and personal contexts.	<b>K4</b>
<b>CO5</b>	Evaluate the IRDA Act of 1999, its powers, functions, operational framework.	<b>K5</b>

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

#### **UNIT-I: INTRODUCTION TO INSURANCE**

**(18 Hours)**

Definition of Insurance - Characteristics of Insurance – Principles of Contract of Insurance – General Concepts of Insurance – Insurance and Hedging – Types of Insurance – Insurance Intermediaries – Role of Insurance in Economic Development.

#### **UNIT-II: LIFE INSURANCE**

**(18 Hours)**

Life Insurance Business - Fundamental Principles of Life Insurance – Basic Features of Life Insurance Contracts - Life Insurance Products –Traditional and Unit Linked Policies – Individual and Group Policies - With and Without Profit Policies – Types of Life Insurance Policies – Pension and Annuities – Reinsurance – Double Insurance

#### **UNIT-III: GENERAL INSURANCE**

**(18 Hours)**

General Insurance Business - Fundamental Principles of General Insurance – Types - Fire Insurance – Marine Insurance – Motor Insurance – Personal Accident Insurance – Liability Insurance – Miscellaneous Insurance – Claims Settlement.

#### **UNIT-IV: RISK MANAGEMENT**

**(18 Hours)**

Risk Management – Objectives – Process – Identification and Evaluation of Potential Losses – Risk Reduction - Risk Transfer – Risk Financing - Level of Risk Management – Corporate Risk Management – Personal Risk Management.

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#### **UNIT-V : IRDA Act 1999**

**(18 Hours)**

Insurance Regulatory and Development Authority (IRDA) 1999 – Introduction – Purpose, Duties, Powers and Functions of IRDA – Operations of IRDA – Insurance Policyholders' Protection under IRDA – Exposure/Prudential Norms - Summary Provisions of related Acts.

#### **Text Books**

1. Neeti Gupta, Anuj Gupta and Abha Chopra, Risk Management and Insurance, Kalyani Publishers, New Delhi.
2. M.N. Mishra & S.B. Mishra, Insurance Principles and Practice, S Chand Publishers, New Delhi.
3. Michel Crouhy, The Essentials of Risk Management, McGraw Hill, Noida.

#### **Reference Books**

1. John C.Hull, Risk Management and Financial Institutions (Wiley Finance), John Wiley & sons, New Jersey.
2. P.K. Gupta, Insurance and Risk Management, Himalaya Publications, Mumbai.
3. Dr. Sunilkumar, Insurance and Risk Management, Golgotia publishers, New Delhi.

#### **E Resources:**

1. [https://resources.nu.edu/riskmanagement/online\\_resources](https://resources.nu.edu/riskmanagement/online_resources).
2. <https://ohiodominican.libguides.com/insurance-risk-management>.
3. [https://www.sas.com/en\\_in/industry/insurance/solution/risk-management.html](https://www.sas.com/en_in/industry/insurance/solution/risk-management.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	2	2	3	3	3	3	3	3	2	2.66
CO2	3	2	3	3	3	2	3	3	3	2.77
CO3	3	2	2	3	3	2	3	3	3	2.66
CO4	3	3	3	3	3	2	3	3	3	2.88
CO5	3	3	2	3	3	2	3	3	2	2.66
Mean Overall Score = 2.726										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. I. ANWER BASHA</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U24ACM202</i>	<i>INTERNATIONAL BUSINESS (ALLIED)</i>	<i>90</i>	<i>5</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

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand the basic concept of International Business.	<b>K2</b>
<b>CO2</b>	Explain International Trade Theories	<b>K4</b>
<b>CO3</b>	Examine the Foreign Exchange Market and FDI	<b>K3</b>
<b>CO4</b>	Outline the Global Business Environment	<b>K3</b>
<b>CO5</b>	Outlines the relevance of International Institutions and Trading Blocs.	<b>K4</b>

Cognitive Levels (K1-Remember; K2Understand; K3-Apply; K4-Analyze; K5-Evaluate; K6Create)

#### UNIT-I: INTRODUCTION

Introduction to International Business: Importance, nature and scope of international business  
Internationalization process and Approaches - Modes of entry- Multinational Corporations an their involvement in International Business- Advantage and problems of MNCs

#### UNIT-II: TRADE THEORIES

Introduction of Trade theories-Mercantilism -Absolute Advantage -Comparative Advantage – Heckscher -Ohlin Theory -The New Trade Theory- Porter's Diamond Competitive Advantage Theory.

#### UNIT-III FOREIGN INVESTMENT

Foreign Investments-Pattern, Foreign exchange rates and their impact on trade and investment flows- Functions of Foreign Exchange Market-Foreign Direct Investments -Factors influencing FDI - Horizontal and Vertical Foreign Direct Investment.

#### UNIT-IV: GLOBALIZATION

Drivers in Globalization - Globalization of Markets, production, investments and Technology.  
World trade in goods and services -Major trends and developments- World trade and protectionism -Tariff and non-tariff barriers.

#### UNIT-V: INTERNATIONAL BUSINESS

Regional Economic Groupings in Practice- Levels of Regional Economic Integration Regionalism vs. Multilateralism Institutional support to international business like BREXIT IMF,World Bank, ILO and WTO.

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

#### **Text Books and Reference Books**

1. Charles W.L. Hill, International Business, Tata Mc Graw Hills Education, Chennai.
2. John D. Daniels, International Business, Pearson Publication, New Delhi.

#### **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	3	3	3	3	2	2.88
CO2	3	3	3	3	3	2	3	3	3	2.88
CO3	3	2	2	3	3	2	3	3	3	2.66
CO4	3	3	3	3	3	2	3	3	3	2.88
CO5	3	3	2	3	3	2	3	3	2	2.66
Mean Overall Score = 2.792										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. V. ABRAR AHMED</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U18SCM201</i>	<b><i>BASICS OF STOCK MARKET (SBS - II)</i></b>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Course Outcomes (COs) and

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand the Different type of companies	<b>K2</b>
<b>CO2</b>	Outline the role of SEBI in Stock market	<b>K2</b>
<b>CO3</b>	Recognize the investment options available in stock market.	<b>K4</b>
<b>CO4</b>	Analyze the types of primary market issues.	<b>K4</b>
<b>CO5</b>	Understand stock trading and how to place orders	<b>K3</b>

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

#### UNIT-I INTRODUCTION TO COMPANIES

(06 Hours)

Meaning: Private Company – public Company- Difference between Private Company and Public Company- Prospectus- Promoter - Types of Shares.

#### UNIT-II STOCK EXCHANGE

(06 Hours)

Meaning- SEBI Objectives – Role of SEBI in buying and selling shares. Terminologies in stock market : Equity / Shares/ Debentures/ Debts Instruments / Derivatives / Mutual fund – Index-depository- de materialization (Demart)

#### UNIT-III INVESTMENT

(06 Hours)

Meaning – Need for Investment – Options available for Investment in Stock Market – Short Term Investment and Long Term Investment – do's and don'ts while investing in Stock Market- Factors Determining Interest Rates.

#### UNIT-IV PRIMARY MARKET

(06 Hours)

Meaning - Role of Primary Market – Face Value of Shares - Debentures- Premium and Discount in Security Market – Need for issue of Shares to Public- Kind of Issue- Issue Price - Market capitalization- Difference between Public issue and Private placement-Initial public Offering (IPO) - offer for sale (OFS)- lock in period – Listing and deleting of securities.

#### UNIT-V SECONDARY MARKET

(06 Hours)

Meaning – role – difference between primary and secondary market – stock trading-how to place orders with brokers-contract note- products dealt in secondary market- growth stock- value stock- dividend stock- factors influencing price of a stock- bid price-offer price – portfolio-advantages of diversified portfolio- mutual funds-active mutual funds-passive mutual funds-benefits and risk involved in investing mutual funds.

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

#### **Text Book:**

Prof. V. Balachandran, - “Security Market & Regulation”, Sultan & Chand Publication, New Delhi.

#### **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	1	2	2	1	2	1	3	2	1	1.67
CO2	3	3	3	1	2	1	3	2	1	2.11
CO3	3	3	3	1	1	1	3	3	1	2.11
CO4	3	2	3	1	2	1	3	2	1	2.00
CO5	3	3	3	1	2	1	3	2	1	2.11
Mean Overall Score =2.00										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Mr. P. L. SHAMVEEL AHMED</b>	<b>Dr. P. MOHAMED VASEEM</b>



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

Syllabus for B.Com., Commerce 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 Theory</i>	<i>U18SCM202</i>	<b>INDUSTRIAL LAWS (SBS - III)</b>	<b>30</b>	<b>2</b>	<b>25</b>	<b>75</b>	<b>100</b>

<b>COs</b>	<b>CO - Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Understand the Concepts of Factories Act 1948	<b>K3</b>
<b>CO2</b>	Explain the Provisions and concepts of Industrial Disputes Act, 1947.	<b>K3</b>
<b>CO3</b>	Analyse the various measures and policies in The Workmen's Compensation Act 1952.	<b>K5</b>
<b>CO4</b>	Determine the different aspects of ESI and EPF Act.	<b>K4</b>
<b>CO5</b>	Evaluate the provision relating to payment of Bonus Act 1965.	<b>K5</b>

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

#### **UNIT I: FACTORIES ACT 1948**

**(06 Hours)**

Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women – Employment of Young Persons – Leave with Wages.

#### **UNIT II: INDUSTRIAL DISPUTES ACT 1947**

**(06 Hours)**

Definition, Authorities, Awards, Settlements, Strikes Lockouts, Lay Offs, Retrenchment and Closure.

#### **UNIT III: THE WORKMEN'S COMPENSATION ACT 1952**

**(06 Hours)**

Nature and Scope - Definitions - Workmen's Compensations – Employer's Liability - Meaning of Accident Compensation Permanent -Partial and Temporary - Disablement.

#### **UNIT IV: EMPLOYEES STATE INSURANCE ACT 1948**

**(06 Hours)**

Objects - Definitions - ESI Corporation, functions - contribution and recovery benefits. Employees Provident Fund and Miscellaneous Provision Act, 1952 Objects - Definition - Provident Fund Schemes Contribution and Recovery.

#### **UNIT V: THE PAYMENT OF BONUS ACT 1965**

**(06 Hours)**

Object – Application - Definitions - Methods of Computing Gross Profits - Payment of Bonus - Importance.

#### **Text Books**

N.D. Kapoor – Industrial Laws, Sultan Chand & Sons, New Delhi.

P.C. Tripathi - Industrial Laws, Sultan Chand & Sons, New Delhi

#### **Reference Books:**

1. Dr. M. R. Sreenivasan & C. D. Balaji - Industrial Laws & Public Relations, Margham Publications, Chennai.
2. B. Nandha Kumar, Industrial Laws, Vijay Nichole Prints, Chennai.
3. S C Srivastava "Industrial Relations and Labour Laws", Vikas Publisher.
4. Piyali Ghosh and Shefali Nandan "Industrial Relations and Labour Laws", Tata McGraw Hill, India.

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

**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	2	2	3	3	3	3	3	2.272
CO2	3	3	2	2	3	3	3	3	3	2.272
CO3	3	3	3	3	3	3	3	3	3	3.000
CO4	3	3	2	2	3	3	3	3	3	2.272
CO5	3	3	2	2	3	3	3	3	3	2.272
Mean Overall Score = 2.4176										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. V. ABRAR AHMED</b>	<b>Dr. P. MOHAMED VASEEM</b>

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

Syllabus for B.Com., Commerce 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>U24AEC101</i>	<i>INDIAN ECONOMIC DEVELOPMENT - 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>	Outline the nature of the Indian Economy and highlight the changes	<b>K2</b>
<b>CO2</b>	Illustrate and Compare National Income at constant and current prices.	<b>K5</b>
<b>CO3</b>	Examine a qualitative and quantitative overview of different sectors of the Indian Economy	<b>K4</b>
<b>CO4</b>	Analyse the components of Foreign Trade and Evaluate the India's Balance of Payments	<b>K5</b>
<b>CO5</b>	Explain the canons of public expenditure	<b>K5</b>

#### **UNIT – 1 Introduction to Indian Economy ( 18 Hours)**

Features and Issues of Indian Economy - Planned Economic Development in India - Achievements and Failures of Planning in India – Economic Crisis and Rationale behind Economic Reforms – New Economic Policy (LPG) 1991 – NITI Aayog.

#### **UNIT – 2 National Income ( 18 Hours)**

Meaning, Importance, National Income -Concept, types of measurement, Comparison of National Income at Constant and Current Prices. Sectorial Contribution to National Income. National Income and Economic Welfare.

#### **UNIT – 3 Sectors of the Indian Economy ( 18 Hours)**

Indian Agriculture – Trends in Production and Productivity – Land Reforms – Green Revolution - Agricultural Pricing - Agricultural Marketing – Food Security - MSMEs – Industrial Policy 1991 and Recent Developments - Overview of Service and Financial Sectors in India – Importance – Expansion of Private Banks.

#### **UNIT 4 Foreign Trade ( 18 Hours)**

Importance of Foreign Trade for a Developing Economy Composition and Direction of India's Foreign Trade- Role of FDI and Foreign Institutional Investors- BOP Crisis - India's Trade Policy.

#### **UNIT - 5 Public Finance (18 Hours)**

Meaning, Importance, Role of Public Finance in Economic Development, Public Revenue- Sources, Direct and Indirect taxes, Impact and Incidence of Taxation, Public Expenditure - Classification and Canons of Public Expenditure, Public Debt Need, Sources and Importance, Budget Importance, Types of Deficits - Revenue, Budgetary, Primary and Fiscal, Deficit Financing.

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

### Textbooks

1. Gaurav Datt and Ashwani Mahajan “Datt and Sundaram’s Indian Economy” S.Chand 72nd Edition.
2. Ramesh Singh, Indian Economy, McGraw Hill, Noida.
3. Sanjiv Verma, “The Indian Economy”, Unique Publication, 2022.
4. Dr. V.C Sinha, “Indian Economy Performance and Policies”, SBPD Publications, 2021.
5. Kaushik Basu (Ed.) (2012), Oxford Companion to Indian Economy, 3rd Edition, OUP, New Delhi.

### Reference Books

1. Puri. V.K & S.K. Misra (2022) Indian Economy.
2. Byres, T.J. (Ed.) (1997), The State, Development Planning and Liberalization in India, Oxford University Press, New Delhi
3. Uma Kapila (Ed.) (2018) Indian Economy Since Independence.
4. Ashima Goyal (Ed.) The Oxford Handbook of the Indian Economy in the 21st Century: Understanding the Inherent Dynamism, Oxford University Press.
5. K. R. Gupta, J. R. Gupta, “Indian Economy”, Altanic, 2008.

### Web Resources

1. <https://www.indiastat.com/>
2. <https://www.jstor.org/>
3. <http://www.epw.in/>

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

Cos	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	Mean
CO1	2	2	3	3	3	2	3	2	3	2.55
CO2	3	3	3	3	3	2	3	2	3	2.77
CO3	3	3	3	2	3	2	3	3	2	2.66
CO4	3	3	3	2	3	2	3	3	2	2.66
CO5	3	3	2	2	3	2	3	3	2	2.55
Total	14	14	14	12	15	10	15	13	12	2.63
Mean Overall Score = 2.63										

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

Syllabus for B.Com., Commerce 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>U24AEC201</i>	<b><i>BUSINESS ECONOMICS (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>

#### **Course Outcomes**

<b>CO No.</b>	<b>CO - Statement (After completing the course, the students will be able to)</b>	<b>Cognitive Levels (K-Levels)</b>
<b>CO1</b>	Explain the basics of economics and various concepts.	K4
<b>CO2</b>	Analyse demand and supply.	K4
<b>CO3</b>	Develop a basic understanding of consumer behaviour.	K6
<b>CO4</b>	Determine the production function and BEA	K5
<b>CO5</b>	Elaborate the various product pricing methods adopted under different types of competition	K6

#### **UNIT – 1 Introduction to Economics ( 18 Hours)**

Introduction to Economics – Wealth, Welfare and Scarcity Views on Economics – Positive and Normative Economics - Definition – Scope and Importance of Business Economics - Concepts: Production Possibility frontiers – Opportunity Cost – Accounting Profit and Economic Profit- Business Cycle: Concepts & Phases only.

#### **UNIT – 2 Demand & Supply Functions ( 18 Hours )**

Meaning of Demand - Demand Analysis: Demand Determinants, Law of Demand and its Exceptions. Elasticity of Demand: Definition, Types, Measurement and Significance. Law of Supply and Determinants and Equilibrium.

#### **UNIT – 3 Consumer Behaviour ( 18 Hours )**

Law of Diminishing Marginal Utility – Equi-Marginal Utility – Cardinal and Ordinal concepts of Utility - Indifference Curve: Meaning, Definition, Assumptions, Significance and Properties – Consumer's Equilibrium. Types of Goods: Normal, Inferior and Giffen Goods.

#### **UNIT – 4 Theory of Production ( 18 Hours )**

Law of Variable Proportion – Laws of Returns to Scale - Difference between Laws of variable proportion and returns to scale – Economies of Scale - Producer's equilibrium – Break Even Analysis.

#### **UNIT – 5 Market Structure ( 18 Hours )**

Price and Output Determination under Perfect Competition, Monopoly - Price Discrimination Monopolistic Competition–Oligopoly – Meaning – features, “Kinked Demand” Curve - Pricing Methods and Objectives.

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

### **Textbooks**

1. H.L. Ahuja, Business Economics–Micro & Macro - Sultan Chand & Sons, New Delhi.
2. S. Shankaran, Business Economics - Margham Publications.
3. Aryamala.T, Business Economics, Vijay Nocole, Chennai.
4. D.M. Mithani, Business Economics, Himalaya Publishing House, Mumbai.
5. P.L. Mehta, Managerial Economics – Analysis, Problems & Cases - Sultan Chand
6. &Sons - New Delhi – 02.

### **Reference Books**

1. Francis Cherunilam, Business Environment-Himalaya Publishing House -Mumbai.
2. Peter Mitchelson and Andrew Mann, Economics for Business-Thomas Nelson Australia
3. Saluram and Priyanka Jindal, Business Economics, CA Foundation Study material, Chennai.
4. C.M. Chaudhary, Business Economics-RBSA Publishers - Jaipur-03.

### **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>

### **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>	2	2	3	3	3	3	3	2	3	2.66
<b>CO2</b>	3	3	3	3	3	2	3	2	3	2.77
<b>CO3</b>	3	3	3	3	3	3	3	3	2	2.88
<b>CO4</b>	3	3	3	3	3	3	3	3	2	2.88
<b>CO5</b>	3	3	3	2	3	2	3	3	2	2.88
<b>Total</b>	14	14	15	14	15	13	15	13	12	2.81
Mean Overall Score = 2.81										