

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

Syllabus for All First Year UG Courses effective from the year 2025-2026

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
III	GEL	U24FTA301	TAMIL - III	60	3	25	75	100

### OBJECTIVES:

- தமிழர் வரலாற்றையும், வாழ்வியல் தொன்மையையும் அறிந்து கொள்ளுதல்
- தமிழரின் பண்பாட்டினை அறிந்து கொள்ளுதல் மற்றும் தமிழ்நாட்டிற்கு வந்திணைந்த பிற பண்பாட்டுச் சூழலை உணர்ந்து கொள்ளுதல்.
- மண் சார்ந்த சமூக ஆர்வலர்களையும் ஆளுமைகளையும் அறிதல்.

### COURSE OUTCOME(S)

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	தமிழக மற்றும் தமிழர் வரலாற்றை அறிந்து கொள்வர்	K5
CO2	தமிழரின் வாழ்வியல் நெறிமுறைகளை உணர்ந்து கொள்வர்	K3
CO3	தமிழகத்தின் வெவ்வேறு காலகட்டத்தின் ஆட்சி வரலாற்றை அறிவர்.	K4
CO4	தமிழ்ச் சூழலின் இன்றியமையாத காலகட்டங்களை உணர்ந்து கொள்வர்	K2
CO5	சமூகத்தின் மேம்பாட்டுக்கு உழைத்திட்ட மறுமலர்ச்சியாளர்களைத் தெளிந்து கொள்வார்.	K1

### தமிழக வரலாறும் பண்பாடும் - பாடத்திட்டம்

அலகு - 1	<b>நில வரலாறு</b> 1. பழங்கால வரலாறு 2. திணை வாழ்வியல் 3. அகழ்வாராய்ச்சியில் தமிழர்	(12 Hours)
அலகு - 2	<b>சமூக வரலாறு</b> 1. சங்க கால ஆட்சிமுறை 2. அயல்நாட்டுத் தொடர்புகள் 3. கல்வியும் கலைகளும்	(12 Hours)
அலகு - 3	<b>ஆட்சியர் வரலாறு</b> 1. பல்லவர் மற்றும் நாயக்கர் ஆட்சி 2. முகமதியர் மற்றும் மராட்டியர் ஆட்சி 3. போர்த்துகீசியர் மற்றும் ஆங்கிலேயர் ஆட்சி	(12 Hours)
அலகு - 4	<b>தமிழக விடுதலைப் போராட்டம்</b> 1. விடுதலைப் போராட்டத்தில் தமிழகம் 2. இந்திய விடுதலையில் தமிழக இசுலாமியர் 3. மொழிப் போராட்டம்	(12 Hours)
அலகு - 5	<b>சமூக மறுமலர்ச்சியாளர்கள்</b> 1. நவாப் சி.அப்துல் ஹக்கீம் 2. டாக்டர் ஐடா ஸ்கடர் 3. டாக்டர் மு.வரதராசனார்	(12 Hours)

### பார்வை நூல்கள்

- |   |                                 |   |   |
|---|---------------------------------|---|---|
| 1 | செய்யுள் திரட்டு                | - | தமிழ்த்துறை, சி.அப்துல் ஹக்கீம் கல்லூரி, 2025 சூன் வெளியீடு                               |
| 2 | தமிழக வரலாறும் தமிழர் பண்பாடும் | - | டாக்டர் ஆ.இராமகிருட்டினன்<br>சர்வோதய இலக்கியப் பண்ணை, மதுரை - 01<br>பத்தாம் பதிப்பு -2012 |
| 3 | விடுதலைப் போரில் முஸ்லிம்கள்    | - | வி.என்.சாமி<br>பாவலர் பதிப்பகம், மதுரை - 09<br>முதல் பதிப்பு -2009                        |

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

#### Web Sources

- Tamil Heritage Foundation- [www.tamilheritage.org](http://www.tamilheritage.org)
- Tamil virtual University Library- [www.tamilvu.org/ library](http://www.tamilvu.org/library) <http://www.virtualvu.org/library>
- Project Madurai - [www.projectmadurai.org](http://www.projectmadurai.org).
- Chennai Library- [www.chennailibrary.com](http://www.chennailibrary.com) .
- Tamil Universal Digital Library- [www.ulib.prg](http://www.ulib.prg) .
- Tamil E-Books Downloads- [tamilebooksdownloads. blogspot.com](http://tamilebooksdownloads.blogspot.com)

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

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by

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

Syllabus for All First Year UG Courses effective from the year 2025-2026

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
IV	GEL	U24FTA401	TAMIL - IV	60	3	25	75	100

### OBJECTIVES

- தமிழ் மொழியின் வழியாக அறிவியல் சிந்தனைகளை வளர்த்தல். தமிழ் இணைய பயன்பாட்டையும், அறிவியல் கலைச்சொல்லாக்கத்தையும் பயிற்றுவித்தல்.
- தமிழ்ச் சூழலில் அதிக பேசுபொருளாக இருக்கின்ற மொழி, பக்தி, நாட்டுநடப்பு மற்றும் நட்புறவு போன்றவற்றை மையப் பொருளாகக் கொண்டுள்ள தற்கால இலக்கியச் செய்திகளை விளங்க வைத்தல்.

### COURSE OUTCOME(S)

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	தமிழ்மொழியின் வழியாக அறிவியல் பற்றி சிந்திக்கும் திறன் பெறுவர்.	K4
CO2	தமிழிலக்கியப் பரப்பில் நிலம்,கருவி,உயிர் முதலியவை அறிவியலால் நிகழ்ந்த மாற்றங்களை நன்கு உணர்வர்.	K5
CO3	இணைய பயன்பாட்டையும், தமிழில் அதன் நிலைப்பாட்டையும், கலைச்சொல்லின் முக்கியத்துவத்தையும் தெரிந்து கொள்வர்.	K3
CO4	மொழி, இறையான்மை, நாட்டுநடப்புச் சூழல்களை தற்கால கவிதை வழி உணர்ந்து கொள்வர்	K2
CO5	வழிபாடு, நட்புறவு, நாட்டுப்பற்று போன்ற சூழ்நிலைகளைத் தமிழ் உரைநடை இலக்கியங்கள் வழி அறிவர்.	K2

### தமிழில் அறிவியலும் சூழலியலும் - பாடத்திட்டம்

அலகு - 1	தமிழரின் அறிவியல் சிந்தனைகள் 1. ஐந்திணைப் பகுப்பும் சூழலியலும் 2. தொழில்நுட்ப மேலாண்மை 3. நீர் நில மேலாண்மை	(12 Hours)
அலகு - 2	இலக்கியங்களில் அறிவியல் சிந்தனைகள் 1. நிலவியல் 2. உலோகவியல் 3. உயிரியல்	(12 Hours)
அலகு - 3	இணையத் தமிழ் 1. இணையத் தமிழ் பயன்பாடு –அறிமுகம் 2. இணையத் தமிழ்க் கல்விக் கழகம், இணைய நூலகம் 3. கலைச்சொல்லாக்கம்	(12 Hours)
அலகு - 4	தமிழ்ச் சூழலியல் (கவிதை) 1. கவிஞர். முடியரசன் - மொழி உணர்ச்சி 2. கவிக்கோ அப்துல் ரகுமான் - தவறான எண் 3. ஈரோடு தமிழன்பன் - சென்றியூ கவிதைகள்	(12 Hours)
அலகு - 5	தமிழர் சூழலியல் (உரைநடை) 1. தொ.பரமசிவம் - குலதெய்வம் 2. தி.மு.அப்துல் காதர் - முகத்தில் முகம் பார்க்கலாம் 3. வைரமுத்து - தாய்மண்	(12 Hours)

### பார்வை நூல்கள்

- செய்யுள் திரட்டு - தமிழ்த்துறை, சி.அப்துல் ஹக்கீம் கல்லூரி, 2025 சூன் வெளியீடு
- அறிவியல் தமிழ் - இராதா செல்லப்பன், பாரதிதாசன் பல்கலைக்கழகம், திருச்சி.
- இணையத்தமிழ் வரலாறு - மு.பொன்ன வைக்கோ பாரதிதாசன் பல்கலைக்கழகம், திருச்சி.

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

#### Web Sources

- Tamil Heritage Foundation- [www.tamilheritage.org](http://www.tamilheritage.org)
- Tamil virtual University Library- [www.tamilvu.org/](http://www.tamilvu.org/) library <http://www.virtualvu.org/library>
- Project Madurai - [www.projectmadurai.org](http://www.projectmadurai.org)
- Chennai Library- [www.chennailibrary.com](http://www.chennailibrary.com)
- Tamil Universal Digital Library- [www.ulib.prg](http://www.ulib.prg)
- Tamil E-Books Downloads- [tamilebooksdownloads.blogspot.com](http://tamilebooksdownloads.blogspot.com)
- Tamil Books on line- [books.tamilcube.com](http://books.tamilcube.com)

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

Prepared by	Verified by

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

Syllabus for Second Year UG Courses effective from the year 2025-2026

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
III	GEL	U24FUR301	URDU - III	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	Understand the historical evolution of the Urdu language and different linguistic perspectives.	K2
CO2	Analyze the prose and poetry contributions of renowned Urdu writers and poets	K4
CO3	Gain insights into Urdu drama, its structure, significance, and evaluate	K5
CO4	Develop an appreciation for Rubaiyat by poets	K5
CO5	Improve formal letter-writing skills for academic, personal, and professional communication.	K6

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

**Syllabus:**

<p><b>UNIT – I - 15 Hours</b></p> <p>❖❖Tareek-e-Adab-e-Urdu</p> <p>❖❖Urdu Zaban Ki Ibteda-o-Irthiqa</p> <p>❖❖Urdu Ke Muthaluq Mukthaliif Nazriyath</p> <p><b>UNIT – II - 15 Hours</b></p> <p>❖❖Urdu Ke Nasar Nigaar aor shoura</p> <p>❖❖Abdul Haleem Sharar</p> <p>❖❖Prem Chand</p> <p>❖❖Faiz Ahmed Faiz</p> <p>❖❖Akbar Alihabadi</p> <p><b>UNIT – III - 15 Hours</b></p> <p><b>DRAMA</b></p> <p>❖❖Darama Ka Tarruf</p> <p>❖❖Kirshan Chender Ka Tarruf</p> <p>❖❖Darwaz-e-Kholdo</p> <p><b>UNIT – IV - 15 Hours</b></p> <p>❖❖RUBAIYAT</p> <p>❖❖Mir Anees ka tarruf</p> <p>Gulshan Mein Phiroon Ke Sair Sehra Dehkoon</p> <p>❖❖Akbar Alahbadi ka tarruf</p> <p>Gafath Ki Hansi Se aah Bharna Achcha</p> <p>❖❖Amjad Hyderadi ka tarruf</p>	<p>یونٹ I- ➤ □ □ تاریخ ادب اردو</p> <p>❖ □ □ اردو زبان کی ابتداء و ارتقاء</p> <p>❖ □ □ اردو کے متعلق مختلف نظریات</p> <p>یونٹ II- ➤ اردو کے نثر نگار و شعرائ</p> <p>❖ □ □ عبدالحلیم شرر</p> <p>❖ پریم چند</p> <p>❖ فیض احمد فیض</p> <p>❖ اکبر الہ آبادی □ □</p> <p>یونٹ III- ➤ □ □ ڈرامہ</p> <p>❖ ڈرامہ کا تعارف</p> <p>❖ کرشن چندر کا تعارف</p> <p>❖ دروازے کھول دو □ □</p> <p>یونٹ IV- ➤ □ □ رباعیات</p> <p>❖ □ □ میر انیس کا تعارف</p> <p>❖ گلشن میں پھروں کے سیر صحرا دیکھو</p> <p>❖ □ □ اکبر الہ آبادی کا تعارف</p> <p>❖ غفلت کی ہنسی سے آہ بھرنا اچھا</p> <p>❖ □ □ امجد حیدر آبادی کا تعارف</p> <p>❖ اس نام کی زندگی پہ کچھ جان تو ہو؟</p> <p>❖ □ □ اصغر وبلوری کا تعارف</p> <p>❖ ڈھونڈا تو کتابوں میں صداقت نہ ملی</p> <p>یونٹ V- ➤ خطوط نگاری</p> <p>❖ □ □ پرنسپل کے نام چھٹی کا خط</p> <p>❖ والد/سرپرست کو خط، جس میں کالج کی فیس کی ادائیگی کے لیے رقم مانگی گئی ہو۔ □</p>
---	--

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

<p>Is Nam Ki Zandagi Pe Kuch Jan Tho Ho          ❀❀Asghar Vellori ka tarruf          Doonda Tho Kithaboon Mein Sadaqth na          Mili</p> <p>UNIT – V - 15 Hours          ❀❀Khutoot Nigari          ❀❀Letter to the Principal seeking leave          ❀❀Letter to the Father/Guardian asking          money for payment of College fees          ❀❀Letter to the Manager of a Firm seeking          employment          ❀❀ Letter to a publisher or book seller          placing order for books</p>	<p>❖ ملازمت کی درخواست کرتے ہوئے مینیجر کے          نام خط          ❖ کتابوں کا آرڈر کرتے ہوئے پبلشر یا کتاب فروش          کے نام خط</p>
---	--

# \_\_\_\_\_ # 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:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Deewan-e-Meer</li> <li>• Deewan-e-Dard</li> <li>• Deewan-e-Ghalib</li> <li>• Kuliyaath-e-Momin</li> </ul> | <ul style="list-style-type: none"> <li>• Kuliyaath-e-Akbar</li> <li>• Kuliyaath-e- Iqbal</li> <li>• Kuliyaath-e- Jigar</li> <li>• Kuliyaath-e- Saher Ludhyanvi</li> </ul> |
|--|---|

#### 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 Second Year UG Courses effective from the year 2025-2026

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
IV	GEL	U24FUR401	URDU - IV	90	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	Understand the fundamentals of Short Story, its definition, and artistic elements.	K2
CO2	Analyze and critically appreciate selected works of renowned Urdu fiction	K4
CO3	Evaluate the themes, social contexts, and narrative styles of selected Afsanas	K5
CO4	Develop critical thinking through Afsanas	K5
CO5	Enhance literary expression through general essays and dialogue-writing skills	K6

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

### Syllabus:

#### UNIT – I -- 15 Hours

##### ➤ AFSANA

- ❖ Afsane ki Tareef
- ❖ Afsane ka fun

یونٹ I۔

➤ □ □ افسانہ

- ❖ □ □ افسانے کی تعریف
- ❖ □ □ افسانے کا فن

#### UNIT – II -- 15 Hours

- ❖ Rajendra Singh Bedi ka tarruf
- ❖ Afsana-Bhola
- ❖ Prem Chand ka Tarruf
- ❖ Afsana- Kafan

یونٹ II۔

- ❖ □ □ راجندر سنگھ بیدی کا تعارف
- ❖ □ □ افسانہ بھولا
- ❖ □ □ پریم چند کا تعارف
- ❖ □ □ افسانہ - کفن

#### UNIT – III -- 15 Hours

- ❖ Kirshan Chender ka Tarruf
- ❖ Afsana- Jamun Ka Pard
- ❖ Ameerunisa ka Tarruf
- ❖ Afsana-Dard Ka Ehsaas

یونٹ III۔

- ❖ □ □ کرشن چندر کا تعارف
- ❖ □ □ افسانہ - جامن کا پیڑ
- ❖ □ □ امیر النساء کا تعارف
- ❖ □ □ افسانہ - درد کا احساس

#### UNIT – IV -- 15 Hours

- ❖ Ali Akbar Amburi ka Tarruf
- ❖ Afsana-KhushNaseeb
- ❖ Saadat Hasan Manto ka Tarruf
- ❖ Naya Qanoon

یونٹ IV۔

- ❖ □ □ علی اکبر امبوری کا تعارف
- ❖ □ □ افسانہ - خوش نصیب
- ❖ □ □ سعادت حسن منٹو کا تعارف
- ❖ □ □ افسانہ - نیا قانون

#### UNIT – V -- 15 Hours

##### ➤ MAZMOON NIGARI

- ❖ Mazmoon Nigari Ki Tareef
- ❖ Akbaar Bini ke fawaid
- ❖ Computer ki Ahmiyath
- ❖ Science ke fawaid aur Nuqsanath
- ❖ Mukalama Nigari

یونٹ V۔

- □ مضمون نگاری
- ❖ مضمون نگاری کی تعریف
- ❖ اخبار بینی کے فوائد
- ❖ □ کمپیوٹر کی اہمیت
- ❖ □ سائنس کے فوائد اور نقصانات
- ❖ مکالمہ نگاری

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

# \_\_\_\_\_ # 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 All II Year UG Courses effective from the year 2025-2026

<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>III</i>	<i>GEL</i>	<i>U24FEN301</i>	<i>English – III</i>	<i>60</i>	<i>3</i>	<i>25</i>	<i>75</i>	<i>100</i>

### **Course Objectives**

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

### **Unit I**

#### ***Prose***

1. My Vision for India – Dr. A.P.J. Abdul Kalam
2. On Saying Please – A.G. Gardiner
3. Character is Destiny – Dr. S. Radhakrishnan
4. Time and the Machine – Aldous Huxley

### **Unit II**

#### ***Poetry***

1. The Daffodils — William Wordsworth
2. Ulysses – Alfred Lord Tennyson
3. The Village School Master—Oliver Goldsmith
4. Telephone Conversation – Wole Soyinka

### **Unit III**

#### ***Short Story***

1. Three Questions – Leo Tolstoy
2. The Taxi Driver – K.S.Duggal

### **Unit IV**

#### ***Readers Theatre***

1. The Boy Comes Home – A.A. Milne
2. Love at First Sight – The Tempest – William Shakespeare

### **Unit V**

#### ***Lexical Skills***

- a) Foreign Words and Special Terminology
- b) Building Vocabulary
- c) Phrasal Verbs
- d) Idioms and Phrases

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

### **Grammar**

- a) Adverbs and its kinds
- b) Gerund, Participle, Infinitive
- c) Tenses – Introduction
- d) Present Tense
- e) Past Tense
- f) Active and Passive Voices
- g) Direct and Indirect Speeches

### **Communication Skills (LSRW)**

- a) Expressing Sympathy
- b) Expressing Gratitude
- c) Complaining
- d) Apologizing

### **Composition**

- a) Public Speaking
- b) Seminar
- c) Writing a Memorandum
- d) Expansion of Proverbs

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

### **Web Resources**

1.	Telephone Conversation - Wole Soyinka <a href="https://www.k-state.edu/english/westmank/spring_00/SOYINKA.html">https://www.k-state.edu/english/westmank/spring_00/SOYINKA.html</a>
2.	<a href="https://www.litcharts.com/poetry/alfred-lord-tennyson/ulysses">https://www.litcharts.com/poetry/alfred-lord-tennyson/ulysses</a>
3.	<a href="https://www.litcharts.com/poetry/sarojini-naidu/the-gift-of-india">https://www.litcharts.com/poetry/sarojini-naidu/the-gift-of-india</a>
4.	<a href="https://onlinefreenotes.com/on-saying-please/">https://onlinefreenotes.com/on-saying-please/</a>
5.	<a href="https://sxlearningenglish.blogspot.com/2021/05/neb-grade-xi-three-questions-leo-tolstoy.html">https://sxlearningenglish.blogspot.com/2021/05/neb-grade-xi-three-questions-leo-tolstoy.html</a>
6.	<a href="https://www.xjd.com/t-the-taxi-driver-by-kartar-singh-duggal-summary/?srsId=AfmBOooteYGglXTMpB5PyBIDdNpxxxRY3ylETvzURDpoKydTS_KZxuaB">https://www.xjd.com/t-the-taxi-driver-by-kartar-singh-duggal-summary/?srsId=AfmBOooteYGglXTMpB5PyBIDdNpxxxRY3ylETvzURDpoKydTS_KZxuaB</a>

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

Syllabus for All II Year UG Courses effective from the year 2025-2026

<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>IV</i>	<i>GEL</i>	<i>U24FEN401</i>	<i>English – IV</i>	<i>60</i>	<i>3</i>	<i>25</i>	<i>75</i>	<i>100</i>

### Course Objectives

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

### Unit I

#### Prose

1. On Forgetting—Robert Lynd
2. The Face of Judas Iscariot – Bonnie Chamberlin
3. The Eternal Silence of These Infinite Crowds - Nirad C. Chauduri
4. The Gift of Language — J.G.Bruton

### Unit II

#### Poetry

1. Anxiety Monster- Rhona McFerran
2. A River- A.K. Ramanujan
3. La Belle Dame Sans Merci—John Keats
4. I Know Why the Caged Bird Sings – Maya Angelou

### Unit III

#### Short Story

1. Valiant Vicky, The Brave Weaver - Flora Annie Steel
2. A Retrieved Reformation – O Henry

### Unit IV

#### Reader's Theatre & Extract from a play

1. The Quality of Mercy (Trial Scene from the Merchant of Venice)
2. The Giant's Wife a Tall Tale of Ireland – William Carleton

### Unit V

#### Lexical Skills:

- a) Common Errors in English
- b) Formation of words
- c) Spelling and Sound: Introduction to Phonetics
- d) Vowels and Consonants

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

### **Grammar:**

- a) Conjunction and its kinds
- b) Interjection and its kinds
- c) Regular and Irregular Verbs
- d) Future Tense
- e) Degrees of Comparison
- f) Simple, Complex and Compound Sentences

### **Communication Skills (LSRW):**

- a) Phoning
- b) Offering Help
- c) Asking for Information
- d) Making an Appointment

### **Composition:**

- a) Designing a Resume and Curriculum Vitae
- b) Writing covering letter for Resume & CV
- c) Preparing Agenda for Meetings
- d) Writing Minutes of Meetings

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

### **Web Resources**

1	<a href="https://www.orwellfoundation.com/the-orwell-foundation/orwell/essays-and-other-works/why-i-write/">https://www.orwellfoundation.com/the-orwell-foundation/orwell/essays-and-other-works/why-i-write/</a>
2	<a href="https://www.litcharts.com/lit/a-retrieved-reformation/summary-and-analysis">https://www.litcharts.com/lit/a-retrieved-reformation/summary-and-analysis</a> <a href="https://study.com/academy/lesson/a-retrieved-reformation-summary-themes.html">https://study.com/academy/lesson/a-retrieved-reformation-summary-themes.html</a>
3	<a href="https://www.poetrysoup.com/poem/anxiety_monster_1100885">https://www.poetrysoup.com/poem/anxiety_monster_1100885</a>
4	<a href="https://allpoetry.com/A-River">https://allpoetry.com/A-River</a> <a href="https://writerjyotijha.medium.com/river-a-k-ramanujan-775dcc791a5e">https://writerjyotijha.medium.com/river-a-k-ramanujan-775dcc791a5e</a>
5	<a href="https://www.savemyexams.com/igcse/english-literature/edexcel/16/revision-notes/poetry-anthology/part-3-pearson-edexcel-international-gcse-english-anthology/la-belle-dame-sans-merci/">https://www.savemyexams.com/igcse/english-literature/edexcel/16/revision-notes/poetry-anthology/part-3-pearson-edexcel-international-gcse-english-anthology/la-belle-dame-sans-merci/</a>
6	<a href="https://www.folger.edu/explore/shakespeares-works/the-merchant-of-venice/read/4/1/">https://www.folger.edu/explore/shakespeares-works/the-merchant-of-venice/read/4/1/</a>

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

Syllabus for B.Com., Corporate Secretaryship effective from the year 2025-2026

<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>III</i>	<i>CC</i>	<i>U24MKS301</i>	<i>Corporate Accounting</i>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Objectives:**

- The syllabus aims to provide students with a practical understanding of company accounting, covering share issues, redemption, liquidation, acquisitions, and profit prior to incorporation. It equips students with essential skills for managing corporate financial 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>	Understand the concept of shares, their types, and the procedures involved in issuing shares.	<b>K2</b>
<b>CO2</b>	Apply the procedures for redeeming preference shares in various scenarios, ensuring accurate accounting treatment.	<b>K3</b>
<b>CO3</b>	Prepare liquidator's final statement of accounts and understand how to adjust the rights of contributories when the paid-up amount on shares varies.	<b>K4</b>
<b>CO4</b>	Demonstrate the accounting treatment for the acquisition of a business in both the purchasing company's and the vendor company's books.	<b>K3</b>
<b>CO5</b>	Solve practical problems on the treatment of profit prior to incorporation, including apportioning expenses between the pre and post-incorporation periods.	<b>K3</b>

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

#### **UNIT I: ISSUE OF SHARES**

**(15 HOURS)**

Shares - Definition - Issues of Shares - issue of shares at Par, premium and discount - forfeiture of shares - Re-issue of forfeited shares.

#### **UNIT II: REDEMPTION OF PREFERENCE SHARES**

**(15 HOURS)**

Redeemable preference shares - Conditions for Redemption - Replacement of capital by fresh issue of shares - Procedure for redemption

#### **UNIT III: LIQUIDATION**

**(15 HOURS)**

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

#### **UNIT IV: ACQUISITION OF BUSINESS**

**(15 HOURS)**

Acquisition of Business - Meaning - Accounting Treatment - Accounting treatment in the books of Purchasing Company -Accounting treatment in the books of Vendor.

#### **UNIT V: PROFIT PRIOR TO INCORPORATION**

**(15 HOURS)**

Profit prior to Incorporation - treatment of Profit or loss Prior to incorporations - Basis of Apportionment of Expenses.

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

#### **TEXT BOOKS:**

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

#### **REFERENCE BOOKS:**

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

#### **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	1	1	1	2	3	3	2	2	2.00
CO2	1	3	2	1	2	3	3	3	2	2.33
CO3	3	2	3	2	2	3	3	3	2	2.67
CO4	2	2	3	1	2	2	3	3	3	2.33
CO5	2	3	2	2	2	3	3	2	2	2.33
Total	10	11	11	7	10	14	15	13	11	
Mean Overall Score =										2.33

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 2025-2026

<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>III</i>	<i>CC</i>	<i>U24MKS302</i>	<i>Company Law and Secretarial Practice</i>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Course Objectives:

- To provide an in-depth understanding of Company Law in India.
- To familiarize students with the role and functions of a Company Secretary.
- To equip students with the knowledge of regulatory frameworks.
- To develop skills in corporate governance and secretarial 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>	Understand the Fundamental Concepts of Company Law.	<b>K1</b>
<b>CO2</b>	Evaluate Corporate Management and Governance Practices.	<b>K2</b>
<b>CO3</b>	Comprehend the Role and Responsibilities of a Company Secretary.	<b>K3</b>
<b>CO4</b>	Recognize the Core concept of Share capital and its procedure.	<b>K3</b>
<b>CO5</b>	Analyze the Legal Aspects of Winding Up of a Company.	<b>K4</b>

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

#### **UNIT I: INTRODUCTION TO COMPANY LAW (15 HOURS)**

Meaning, Definition, and Characteristics of a Company - Types of Companies (Private, Public, One-Person Company, Section 8, etc.) - Incorporation of a Company: Steps and Procedures - Memorandum of Association – Meaning – Contents - Articles of Association- Meaning - Contents.

#### **UNIT II: CORPORATE MANAGEMENT AND ADMINISTRATION (15 HOURS)**

Directors: Appointment, Powers, Duties, and Liabilities - Meetings: Board Meetings, Shareholder Meetings, AGM, EGM – Procedures and Requirements - Resolutions: Ordinary, Special, and Board Resolutions.

#### **UNIT III: COMPANY SECRETARY AND SECRETARIAL PRACTICE (15 HOURS)**

Company Secretary: Meaning – Definition - Functions – Rights, Qualifications of Company Secretary - Duties and Liabilities of a Company Secretary - Role of Company Secretary.

#### **UNIT IV: UNIT – V SHARE CAPITAL (15 HOURS)**

Meaning – Definition - Kinds – Distinction between Equity share and Preference shares - Distinction between shares and stock – Share Certificate - Alteration of Share Capital - Reduction of Share Capital - Secretarial procedures for Reduction of Share Capital - Guidelines for the Issue of Share Capital.

#### **UNIT V: WINDING UP OF A COMPANY (15 HOURS)**

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

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

**TEXT BOOKS:**

1. Dr. N. D. Kapoor - Elements of Company Law.
2. Badar Alam - Company Law and Secretarial Practice.

**REFERENCE BOOKS:**

1. Avtar Singh – Company Law.
2. M.C. Kuchhal – Secretarial Practice.
3. Taxman – Companies Act with Rules.

**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	2	1	1	1.7
CO2	2	3	3	2	3	2	3	2	3	2.6
CO3	2	2	2	2	3	2	3	3	2	2.3
CO4	2	3	3	3	2	3	3	3	3	2.8
CO5	3	3	3	2	3	2	3	2	3	2.7
Total	12	13	13	10	13	10	14	11	12	2.4
Mean Overall Score =										

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 2025-2026

<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>III</i>	<i>CC</i>	<i>U24AKS301</i>	<i>Business Statistics – I (Allied)</i>	<i>75</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Course Objectives

- To enable the students to have a thorough knowledge of Statistics and all Statistical Tools.

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

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	Understand the Data collection and Tabulation.	K1
CO2	Learn about Diagrammatic and Graphic Presentation of Data.	K2
CO3	Understand the Measure of Central Tendency.	K4
CO4	Learn about Measure of Dispersion.	K3
CO5	Acquire the knowledge of Measure of Skewness.	K4

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

#### UNIT I: INTRODUCTION- DATA COLLECTION AND TABULATION (15 HOURS)

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

#### UNIT II: DIAGRAMMATIC AND GRAPHIC PRESENTATION OF DATA (15 HOURS)

Importance of diagrams - Various types of diagrams - Merits and limitations of Diagrams. Graphs and its types: Bar diagram and Pie Diagram - Simple graph – Histogram - Frequency polygon - Frequency curve and Ogive.

#### UNIT III: MEASURES OF CENTRAL TENDENCY (15 HOURS)

Measure of Tendency: Meaning – Properties of Good Average - Merits and Limitations - Arithmetic Mean, Geometric Mean and Harmonic Mean - Median - Mode.

#### UNIT IV: MEASURES OF DISPERSION (15 HOURS)

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

#### UNIT V: MEASURES OF SKEWNESS (15 HOURS)

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

#### TEXT BOOKS:

1. Business Statistics – S.P. Rajagopalan and Sattanathan

#### REFERENCE BOOKS:

1. Business Statistics - R. S. N. Pillai Books for Reference:
2. Elements of Statistical Methods - S. P. Gupta
3. Fundamentals of Statistics - B. N. Gupta
4. Business Statistics - P. R. Vittal

**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	2	2	1	2	1	2	1	1	1.7
CO2	2	3	3	2	3	2	3	2	3	2.6
CO3	2	2	2	2	3	2	3	3	2	2.3
CO4	2	2	2	3	2	3	2	2	2	2.2
CO5	2	2	2	2	2	2	2	2	2	2.0
Total	11	11	11	10	12	10	12	10	10	2.2
Mean Overall Score =										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. N. Jaffer Sadique	

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

Syllabus for B.Com., Corporate Secretaryship effective from the year 2025-2026

<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>III</i>	<i>CC</i>	<i>U24AKS302</i>	<i>Insurance and Risk Management (Allied)</i>	<i>75</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Objectives:**

- To equip students with essential knowledge and skills in Insurance and Risk Management.

#### **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>	Understand the basic concepts of insurance and risk.	<b>K2</b>
<b>CO2</b>	Identify the various types of insurance and their uses.	<b>K3</b>
<b>CO3</b>	Analyze the risk management process and techniques.	<b>K4</b>
<b>CO4</b>	Evaluate the legal and regulatory aspects of insurance.	<b>K5</b>
<b>CO5</b>	Examine the functioning of insurance companies.	<b>K5</b>

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

#### **UNIT I: INTRODUCTION TO RISK AND INSURANCE (15 HOURS)**

Risk – Meaning – Types – Sources – Concepts of risk management - Need - Importance of insurance – Principles of insurance – Functions – Role of insurance in Economic Development.

#### **UNIT II: TYPES OF INSURANCE (15 HOURS)**

Life insurance – Meaning – Types - Sources – General insurance: Fire, Marine, Motor, Health, Liability, etc. – Social insurance and Reinsurance - Micro insurance and Rural insurance.

#### **UNIT III: RISK MANAGEMENT (15 HOURS)**

Risk Identification and Assessment - Risk Control and Financing- Risk Retention and Transfer - Enterprise Risk Management (ERM) - Role of insurance in Risk Management.

#### **UNIT IV: REGULATORY FRAMEWORK AND LEGAL ASPECTS (15 HOURS)**

Insurance Act 1938 - IRDAI Act 1999 – Role and Functions of IRDAI - Consumer Protection Act and Insurance - Policyholder Rights and Obligations - Ethics in Insurance.

#### **UNIT V: EMERGING TRENDS IN INSURANCE (15 HOURS)**

Insurance Technology (Insure Tech) - Banc assurance and Online insurance - Global Insurance Markets - Climate Risk and Insurance - Challenges and Future of Insurance in India.

#### **TEXT BOOKS:**

1. M. N. Mishra & S. B. Mishra - Insurance Principles and Practice.
2. Dr. P. Periasamy - Principles and Practice of Insurance.

#### **REFERENCE BOOKS:**

1. Dr. K. P. N. Murthy – Risk Management.
2. K. C. Mishra & C. S. Kumar – *General Insurance: Principles and Practice*.
3. T. S. Mann – Law and Practice of Life Insurance in 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	2	2	1	2	1	2	2	1	1.8
CO2	2	3	3	2	2	2	2	3	2	2.3
CO3	2	3	3	3	2	2	3	3	3	2.7
CO4	3	2	2	2	3	2	3	2	2	2.3
CO5	2	2	3	2	3	3	3	3	3	2.7
Total	12	12	13	10	12	10	13	13	11	2.3
Mean Overall Score =										

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 2025-2026

<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>III</i>	<i>CC</i>	<i>U24AKS303</i>	<i>GST and Customs Law (Allied)</i>	<i>75</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Objectives:**

- To familiarize students with history of taxation
- To enable the students to understand the Customs Act
- To initiate knowledge of GST among students

#### **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>	Classification and methods tax system in India, objective of taxation and canons of taxation.	<b>K2</b>
<b>CO2</b>	Outline the concepts definitions and types of customs duties.	<b>K3</b>
<b>CO3</b>	Explain the various assessment procedures and valuation of goods, clearance of goods.	<b>K3</b>
<b>CO4</b>	Understand the prohibition of importation and exportation of goods under customs act and powers of various customs officers.	<b>K2</b>
<b>CO5</b>	Compile the various provisions and importance for registration and cancellation	<b>K6</b>

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

#### **UNIT I: HISTORY OF TAXATION**

**(15 HOURS)**

History of Taxation – Elements of Tax – Objectives of Taxation – Cannons of Taxation – Tax System in India -Classification of Taxes.

#### **UNIT II: CUSTOMS ACT 1962**

**(15 HOURS)**

Customs Act 1962 – Definition, Concepts and Scope – Levy and Collection of Customs Duty – Classification of Goods – Assessment of Duty – Valuation of Goods under Customs Act – Prohibition on Importation & Exportation of Goods – Demand and Recovery of Customs Duty – Clearance of Goods – Baggage.

#### **UNIT III: INTRODUCTION TO GST**

**(15 HOURS)**

Introduction to GST - Meaning – Need – Benefit – Types – GST Council – Applicability – Exclusions. Good exempted from GST – Services exempted from GST – Powers to grant Exemption from tax

#### **UNIT IV: INTRODUCTION TO TAXABLE EVENTS UNDER GST**

**(15 HOURS)**

Introduction to taxable events under GST – Concepts of Supply – Types of Supply – Composite Supply - Mixed Supply – Composite Levy - Introduction to value and time of supply - Time of Supply of Goods - Time of Supply of Service – Value of Supply and its Provisions

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

#### **UNIT V: INTRODUCTION TO REGISTRATION UNDER GST**

**(15 HOURS)**

Introduction to registration under GST –Time limit – Persons liable for Registration – Persons not liable for Registration – Compulsory Registration – Procedure – Cancellation and Revocation GST Returns – Returns under GST- Assessment and Tax Payment under GST - GST Audit.

#### **TEXT BOOKS:**

1. Business Taxation, T. S. Reddy & Y. Hari prasad Reddy, Margham Publications, 2018.
2. Indirect Tax Study Material, 2018, ICAI.

#### **REFERENCE BOOKS:**

1. Students Guide to Income Tax, by Dr. Vinod K Singhania, Monica Singhania, Taxman Publications Pvt Ltd., New Delhi.
2. Systematic Approach to Income Tax and CST, by Girish Ahiya, Dr. Ravi Gupta, Bharat Law House Pvt. Ltd. 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	2	2	1	2	1	2	2	1	1.8
CO2	2	3	3	2	2	2	2	3	2	2.3
CO3	2	3	3	3	2	2	3	3	3	2.7
CO4	3	2	2	2	3	2	3	2	2	2.3
CO5	2	2	3	2	3	3	3	3	3	2.7
Total	12	12	13	10	12	10	13	13	11	2.3
Mean Overall Score =										

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 2025-2026

<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>III</i>	<i>SEC</i>	<i>U24SKSP31</i>	<i>Practical - Microsoft Office (SBS - IV)</i>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Couse Objectives:

- Equip students with practical skills to use Microsoft Office applications.
- Enable students to design and work with spreadsheets and perform calculations.
- Train students to prepare engaging presentations using MS PowerPoint.

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

<b>COs</b>	<b>CO Statement (After completing the course, the students will be able to)</b>	<b>Cognitive Level</b>
<b>CO1</b>	Demonstrate proficiency in using MS Word	<b>K2</b>
<b>CO2</b>	Apply essential MS Excel functionalities.	<b>K3</b>
<b>CO3</b>	Understand MS Word and MS Excel integration.	<b>K2</b>
<b>CO4</b>	Design engaging presentations using MS PowerPoint.	<b>K4</b>
<b>CO5</b>	Create productivity by leveraging advanced MS Office tools.	<b>K4</b>

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

#### MS-WORD

**(10 HOURS)**

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

#### MS-EXCEL

**(10 HOURS)**

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

#### MS-POWERPOINT

**(10 HOURS)**

1. Working with Slide Layout, Inserting Text, Formatting Text, and Auto Shapes.
2. Creating a Presentation applying Transition and Custom Animation effects.
3. Applying multiple effects to the same object and changing to a different effect and removing effects.

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

4. Working with Rehearse Timings and Screen Recordings in Presentation

5. Working with Photo Album by merging as a Video.

#### **TEXT BOOKS:**

1. “Computer Fundamentals & MS Office” Author: Anita Goel, Publisher: Pearson India
2. “Fundamentals of Computers” Author: V. Rajaraman, Publisher: PHI Learning

#### **REFERENCE BOOKS:**

1. “Computer Concepts and Microsoft Office” Author: Dinesh Maidasani, Publisher: Laxmi Publications
2. “Introduction to Information Technology” Author: V. Rajaraman & Neeharika Adabala
3. Publisher: PHI Learning

#### **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	2	1	1	1.7
CO2	2	3	3	2	3	2	3	2	3	2.6
CO3	2	2	2	2	3	2	3	3	2	2.3
CO4	2	3	3	3	2	3	3	3	3	2.8
CO5	3	3	3	2	3	2	3	2	3	2.7
Total	12	13	13	10	13	10	14	11	12	2.4
Mean Overall Score =										

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 2025-2026

<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>IV</i>	<i>CC</i>	<i>U24MKS401</i>	<i>Specialized Company Accounting</i>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Course Objectives:

- The syllabus aims to equip students with practical knowledge of debenture issues, redemptions, valuation of goodwill and shares, and holding company accounts. It focuses on preparing students for real-world applications in corporate accounting and financial management

#### 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>	Understand the concepts and procedures related to the issue of debentures, including the issue at a discount.	<b>K2</b>
<b>CO2</b>	Solve practical problems related to the redemption of debentures, incorporating various methods of redemption.	<b>K2</b>
<b>CO3</b>	Apply different methods of valuing goodwill, including the Simple Profit Method and the Super Profit Method.	<b>K3</b>
<b>CO4</b>	Demonstrate the ability to prepare the Profit and Loss Account and Balance Sheet of a bank.	<b>K3</b>
<b>CO5</b>	Develop the ability to prepare a consolidated balance sheet for a holding company (excluding intercompany investments).	<b>K4</b>

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

#### **UNIT I: ISSUE OF DEBENTURE (15 HOURS)**

Issue of Debentures - Issue of Debenture at Discount - Interest on Debentures.

#### **UNIT II: REDEMPTION OF DEBENTURE (15 HOURS)**

Provision for Redemption of Debentures - Redemption out of profit, out of capital Purchase of own debentures Ex-interest and cum - interest.

#### **UNIT III: VALUATION OF GOODWILL AND SHARES (15 HOURS)**

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

#### **UNIT IV: BANK ACCOUNTS (15 HOURS)**

Bank Accounts - Legal requirements affecting Final Accounts - Preparation of Profit and Loss Account - Balance sheet. (Simple problems only) (As per Banking Regulation act 1949 form A and form B)

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

### **UNIT V: CONSOLIDATED COMPANY ACCOUNTS**

**(15 HOURS)**

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

#### **TEXT BOOKS:**

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

#### **REFERENCE BOOKS:**

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

#### **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	1	1	1	2	3	3	2	2	2.00
CO2	1	3	2	1	2	3	3	3	2	2.33
CO3	3	2	3	2	2	3	3	3	2	2.67
CO4	2	2	3	1	2	2	3	3	3	2.33
CO5	2	3	2	2	2	3	3	2	2	2.33
Total	10	11	11	7	10	14	15	13	11	
Mean Overall Score =										2.33

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 2025-2026

<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>IV</i>	<i>CC</i>	<i>U24MKS402</i>	<i>Essentials of Modern Marketing</i>	<i>75</i>	<i>4</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Objectives:**

- To provide students with a comprehensive understanding of the fundamental concepts, principles, and practices of marketing. It aims to develop students' ability to analyze market opportunities

#### **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>	Understand the basic concepts of marketing, its evolution, and its functions.	<b>K1</b>
<b>CO2</b>	Analyze the components of the marketing mix and apply them in real-world scenarios.	<b>K3</b>
<b>CO3</b>	Identify and implement market segmentation strategies effectively.	<b>K2</b>
<b>CO4</b>	Evaluate product development processes, pricing policies, and strategies.	<b>K3</b>
<b>CO5</b>	Assess the role of distribution channels and advertising in marketing success.	<b>K4</b>

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

#### **UNIT I: INTRODUCTION TO MARKETING (15 HOURS)**

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

#### **UNIT II: MARKETING MIX AND SALES FORECASTING (15 HOURS)**

Marketing Mix: Meaning - Components of a traditional marketing mix (4Ps) – Additional 3P's of Marketing. Sales Forecasting: Meaning and Definition - Importance and Objectives - Methods of Sales Forecasting.

#### **UNIT III: MARKET SEGMENTATION (15 HOURS)**

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

#### **UNIT IV: PRODUCT AND PRICING (15 HOURS)**

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

#### **UNIT V: DISTRIBUTION CHANNEL AND ADVERTISING (15 HOURS)**

Distribution Channel: Meaning - Importance of Distribution Channel - Factors Influencing Channel Decisions - Types of Channels. Advertising: Meaning - Importance of Advertising – Advertising Copy - Various modes of advertising.

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

#### **TEXT BOOKS:**

1. Marketing Management. C.B. Gupta Books for Reference
2. Marketing Management: Global Perspective - Ramaswamy V.S. & Nemkumar S. - Indian Context (McGraw-Hill)

#### **REFERENCE BOOKS:**

1. Marketing Management: A South Asian Perspective (Pearson) Philip Kotler, Kevin Lane Keller, K. L. Koshy & Mithileshwar Jha.
2. Modern Marketing: Principles and Practices by Pillai R.S.N & Bagavathi (S. Chand & Company Ltd.)
3. Marketing Management - Saxena Rajan – (Tata McGraw-Hill)
4. Principles of Marketing - Chundawalla S.A. (Himalaya Publishing House)

#### **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	3	3	1	2	2	3	3	2	2.33
CO2	2	3	3	1	2	2	3	3	2	2.33
CO3	2	3	3	1	2	2	3	3	2	2.33
CO4	2	3	3	1	2	2	3	3	2	2.33
CO5	2	3	3	1	2	2	3	3	2	2.33
Total	10	15	15	5	10	10	15	15	10	2.33
Mean Overall Score =										

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 2025-2026

<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>IV</i>	<i>CC</i>	<i>U24AKS401</i>	<i>Business Statistics - II (Allied)</i>	<i>75</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Couse Objectives:**

- To enable the students to have a thorough knowledge of Correlation Analysis, Regression Analysis, Time Series Analysis and Statistical Quality Control.

#### **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>	Understand the Correlation Analysis	<b>K2</b>
<b>CO2</b>	Learn about Regression Analysis	<b>K2</b>
<b>CO3</b>	Understand the Time Series Analysis	<b>K3</b>
<b>CO4</b>	Learn about Index Numbers	<b>K4</b>
<b>CO5</b>	Acquire the knowledge of Statistical Quality Control	<b>K2</b>

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

#### **UNIT I: CORRELATION ANALYSIS (15 HOURS)**

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

#### **UNIT II: REGRESSION ANALYSIS (15 HOURS)**

Meaning, Importance, Limitations - Differences between Correlation and Regression - Regression Equations.

#### **UNIT III: TIME SERIES ANALYSIS (15 HOURS)**

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

#### **UNIT IV: INDEX NUMBERS (15 HOURS)**

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

#### **UNIT V: STATISTICAL QUALITY CONTROL (15 HOURS)**

Meaning and Importance of Statistical Quality Control – Control Chart – Advantages and Disadvantages.

#### **TEXT BOOKS:**

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

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

#### REFERENCE BOOKS:

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

#### 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	2	1	1	1.7
CO2	2	3	3	2	3	2	3	2	3	2.6
CO3	2	2	2	2	3	2	3	3	2	2.3
CO4	2	3	3	3	2	3	3	3	3	2.8
CO5	3	3	3	2	3	2	3	2	3	2.7
Total	12	13	13	10	13	10	14	11	12	2.4
Mean Overall Score =										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. N. Jaffer Sadique	

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

Syllabus for B.Com., Corporate Secretaryship effective from the year 2025-2026

<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>IV</i>	<i>CC</i>	<i>U24AKS402</i>	<i>Business Building Skills (Allied)</i>	<i>75</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Couse Objectives:**

- The objective of this course is to equip learners with the foundational knowledge and practical skills necessary to conceptualize, plan, and initiate a business venture. Students will gain a holistic understanding of how to build and sustain a successful business.

#### **COURSE OUTCOME(S)**

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Identify the key characteristics of successful businesses and explain the importance of innovation.	<b>K2</b>
<b>CO2</b>	Develop a basic business plan incorporating vision, mission, goals, competitive analysis, and strategic decision-making.	<b>K5</b>
<b>CO3</b>	Differentiate between various business structures and understand the legal and regulatory frameworks required for business setup and compliance.	<b>K4</b>
<b>CO4</b>	Apply fundamental concepts of product development, prototyping, operations management, and supply chain coordination.	<b>K3</b>
<b>CO4</b>	Demonstrate knowledge of financial basics, pricing strategies, and marketing techniques effectively.	<b>K5</b>

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

#### **UNIT I: FUNDAMENTALS OF BUSINESS BUILDING**

**(15 HOURS)**

Introduction to Business Building: Definition, scope, and significance Entrepreneurial mindset - Evolution of business models - Case studies of successful start-ups & established businesses - Traits of successful entrepreneurs - Sustainability and scalability - Understanding the Market and Customer Needs - Market research techniques.

#### **UNIT II: BUSINESS PLANNING AND STRATEGY**

**(15 HOURS)**

Elements of a Business Plan - Structure of a professional business plan - Executive summary, company description, product/service plan, marketing plan, operations plan, financial plan - Group project: Drafting sections of a business plan - Vision, Mission, and Goal Setting - Crafting impactful vision and mission statements - SMART goals - Translating goals into actionable plans.



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

#### UNIT III: BUSINESS STRUCTURE AND LEGAL FRAMEWORK (15 HOURS)

Types of Business Structures - Sole proprietorship, partnership, LLP, private/public companies, cooperatives - Advantages and disadvantages of each - Choosing the right structure for different business ideas - Basics of Business Registration - Steps in registering a business (local and national context) - Business licenses, permits, and tax registrations.

#### UNIT IV: PRODUCT DEVELOPMENT AND OPERATIONS (15 HOURS)

Concept of Product/Service Development - Stages of product development lifecycle - Identifying customer pain points - Value addition and differentiation - Prototyping and Testing - Methods of prototyping (physical, digital, MVPs) - User feedback and iterative improvement - Quality assurance basics - Basics of Supply Chain Management - Components of supply chain.

#### UNIT V: FINANCIAL AND MARKETING ESSENTIALS (15 HOURS)

Basics of Business Finance and Accounting - Understanding financial statements (P&L, balance sheet, cash flow) - Budgeting and forecasting - Working capital management - Break-even analysis - Pricing Strategies for Products/Services - Cost-based, value-based, and competition-based pricing - Pricing psychology - Discounts and promotional pricing.

#### TEXT BOOK:

1. Entrepreneurship Development and Small Business Enterprises" – Poornima M. Charantimath, Publisher: Pearson Education India

#### REFERENCE BOOK:

1. Entrepreneurship Development" by S.S. Khanka, Publisher: S. Chand Publishing
2. Business Environment" by Francis Cherunilam, Publisher: Himalaya Publishing House.

#### 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	2	1	1	1.7
CO2	2	3	3	2	3	2	3	2	3	2.6
CO3	2	2	2	2	3	2	3	3	2	2.3
CO4	2	3	3	3	2	3	3	3	3	2.8
CO5	3	3	3	2	3	2	3	2	3	2.7
Total	12	13	13	10	13	10	14	11	12	2.4
Mean Overall Score =										

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 2025-2026

<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>IV</i>	<i>CC</i>	<i>U24AKS403</i>	<i>GST Returns Filing (Allied)</i>	<i>75</i>	<i>5</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### **Course Objectives:**

- To impart an overview of GST
- To teach the importance and theoretical concepts of GST
- To make students aware about the GST and its components
- To enable the students to learn the process of GST filling

#### **COURSE OUTCOME(S)**

<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 evolution and structure of GST.	<b>K2</b>
<b>CO2</b>	Prepare GST invoices, identify different types of supply.	<b>K5</b>
<b>CO3</b>	Demonstrate the procedure for GST registration and filing returns (GSTR 1 & GSTR 3B).	<b>K4</b>
<b>CO4</b>	Apply appropriate GST rates and HSN codes, and accurately calculate and claim input tax credit.	<b>K3</b>
<b>CO4</b>	Comply with E-Way bill requirements and prepare debit and credit notes.	<b>K5</b>

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

#### **UNIT I: GST-INTRODUCTION**

**(5 HOURS)**

History of evolution of GST-Basics-Tax rates under GST-CGST, SGST, IGST

#### **UNIT II: INVOICING**

**(7 HOURS)**

Invoicing: GST return filing forms – GSTR 1 – 4 Types of supply - Analysis and Opinions - Accounts and record-Time, Place and value of supply

#### **UNIT III: PROCEDURE**

**(6 HOURS)**

Procedure for registration under GST-Procedure for GST Payments and Refunds

#### **UNIT IV: RATES**

**(5 HOURS)**

GST Rates & HSN Codes-Input tax credit

#### **UNIT V: E-WAY BILL**

**(7 HOURS)**

E-Way bill under GST-GSTR 3B-Filing formats- Due dates- Debit and Credit note under GST-

#### **TEXT BOOKS:**

1. Business Taxation, T. S. Reddy & Y. Hari prasad Reddy, Margham Publications, 2018.
2. Indirect Tax Study Material, 2018, ICAI.

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

**REFERENCE BOOKS:**

1. Students Guide to Income Tax, by Dr. Vinod K Singhania, Monica Singhania, Taxman Publications Pvt Ltd., New Delhi.
2. Systematic Approach to Income Tax and CST, by Girish Ahiya, Dr. Ravi Gupta, Bharat Law House Pvt. Ltd. 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	
<b>CO1</b>	3	2	2	1	2	1	2	1	1	<b>1.7</b>
<b>CO2</b>	2	3	3	2	3	2	3	2	3	<b>2.6</b>
<b>CO3</b>	2	2	2	2	3	2	3	3	2	<b>2.3</b>
<b>CO4</b>	2	3	3	3	2	3	3	3	3	<b>2.8</b>
<b>CO5</b>	3	3	3	2	3	2	3	2	3	<b>2.7</b>
<b>Total</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>14</b>	<b>11</b>	<b>12</b>	
<b>Mean Overall Score =</b>										<b>2.4</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 2025-2026

<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>IV</i>	<i>SEC</i>	<i>U24SKS401</i>	<i>Professional Skills for Corporate World (SBS - V)</i>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Course Objectives:

- To understand the concept of Communication and enable the students to gain knowledge of various Professional Skills.

#### 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>	Understand the significance of communication in the modern world and its various forms.	<b>K2</b>
<b>CO2</b>	Differentiate between leadership and followership in the work place.	<b>K2</b>
<b>CO3</b>	Demonstrate a comprehensive understanding of workplace ethics, business etiquette, and professional behavior.	<b>K3</b>
<b>CO4</b>	Analyze and evaluate problem-solving techniques such as SWOT analysis, mind mapping and decision matrix.	<b>K4</b>
<b>CO5</b>	Create professional resumes and cover letters tailored to specific job roles and industries.	<b>K5</b>

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

#### UNIT I: COMMUNICATION SKILLS

**(6 HOURS)**

Meaning and Importance of Communication in the Modern world – Types of Communication: Verbal & Non-Verbal - Business Communication: Email Writing, Report Writing, and Business Letters - Presentation Skills & Public Speaking - Barriers to Effective Communication and Overcoming Them.

#### UNIT II: INTERPERSONAL AND TEAM WORK SKILLS

**(6 HOURS)**

Interpersonal Skills: Importance & Development - Conflict Management in the Workplace - Teamwork and Collaboration - Leadership vs. Followership - Negotiation and Persuasion Skills.

#### UNIT III: CORPORATE ETIQUETTE AND PROFESSIONALISM

**(6 HOURS)**

Workplace Ethics and Business Etiquette - Grooming, Dress Code, and Body Language - Meeting Etiquette and Professional Behaviour - Time Management and Prioritization - Corporate Social Responsibility (CSR) and Ethical Decision Making.

#### UNIT IV: PROBLEM SOLVING AND DECISION-MAKING SKILLS

**(6 HOURS)**

Critical Thinking and Analytical Skills - Problem-Solving Techniques: SWOT Analysis, Mind Mapping, and Decision Matrix - Decision-Making Process in a Corporate Setting - Handling Work Pressure and Deadlines - Creativity and Innovation at the Workplace.

#### UNIT V: DIGITAL AND EMPLOYABILITY SKILLS

**(6 HOURS)**

Resume Writing & Cover Letter Preparation - Interview Techniques and Mock Interviews - Digital Literacy: MS Office, Email, and Virtual Meeting Tools - Social Media Etiquette for Professionals - Entrepreneurship and Intrapreneurship.

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

#### **TEXT BOOKS:**

1. "Business Communication Today" by Courtland L. Bovee, John V. Thill, and Barbara E. Schatzman.
2. "Effective Business Communication" by Asha Kaul.

#### **REFERENCE BOOKS:**

1. "The Essentials of Business Communication" by Mary Ellen Guffey.
2. "Business Communication: Building Critical Skills" by Kitty Locker and Stephen Kaczmarek.

#### **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	1	1	1	2	3	3	2	2	2.00
CO2	1	3	2	1	2	3	3	3	2	2.33
CO3	3	2	3	2	2	3	3	3	2	2.67
CO4	2	2	3	1	2	2	3	3	3	2.33
CO5	2	3	2	2	2	3	3	2	2	2.33
Total	10	11	11	7	10	14	15	13	11	2.33
Mean Overall Score =										

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 2025-2026

<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>IV</i>	<i>SEC</i>	<i>U24SKSP41</i>	<i>Practical - Computerised Accounting Lab (SBS - VI)</i>	<i>30</i>	<i>2</i>	<i>25</i>	<i>75</i>	<i>100</i>

#### Course Objectives:

- To equip students with practical skills in using computerized accounting software for recording, processing, and presenting financial transactions. It aims to develop students' ability to perform accounting tasks such as voucher entry

#### 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 accounting fundamentals and manage company settings in Tally Prime.	<b>K1</b>
<b>CO2</b>	Create and manage ledgers, groups, and inventory masters.	<b>K2</b>
<b>CO3</b>	Record financial transactions using various vouchers.	<b>K3</b>
<b>CO4</b>	Implement cost centres, cost categories, and outstanding management.	<b>K3</b>
<b>CO5</b>	Generate and analyze financial reports for decision-making.	<b>K4</b>

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

#### UNIT 1: FUNDAMENTALS OF COMPANY MANAGEMENT (6 HOURS)

Introduction to Accounting, Accounting Concepts & Conventions, Double Entry System of Accounting, Types of Accounts & Golden Rules of Accounting, Introduction to Tally Prime, Company Creation, Alteration & Deletion, Company Features & Configurations, Company Backup & Restore.

#### UNIT 2: ACCOUNTS & INVENTORY MANAGEMENT (6 HOURS)

Ledger & Group Management: Creating, Altering & Deleting Ledgers, Creating, Altering & Deleting Groups, Displaying Ledger & Group Reports.

Inventory Masters: Creating Stock Groups, Stock Items & Units of Measure, Creating Godowns & Defining Stock Opening Balance

#### UNIT 3: VOUCHERS & TRANSACTIONS (6 HOURS)

Accounting Vouchers: Receipt Voucher, Payment Voucher, Purchase & Sales Vouchers, Debit Note & Credit Note.

Inventory Vouchers: Delivery Note & Receipt Note, Rejections In & Rejections Out, Stock Journal & Physical Stock Journal

#### UNIT 4: COST CENTRES, COST CATEGORIES & OUTSTANDING MANAGEMENT

Cost Centres & Cost Categories: Enabling Cost Centres in Tally Prime, Creating Cost Centres & Cost Categories, Allocating Expenses & Incomes to Cost Centres, Cost Centre Reports.

Outstanding Management: Accounts Payable & Receivable, Maintaining Bill-wise Details, New Reference, Against Reference, Advance, On Account

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

**UNIT 5: REPORTS & FINANCIAL ANALYSIS**

**(6 HOURS)**

MIS & Financial Reports: Trial Balance, Balance Sheet, Profit & Loss Account, Stock Summary, Cash Flow & Fund Flow Statements, Ratio Analysis.

**TEXT BOOKS:**

1. Computer Accounting – Tally Prime (CATP) - Authors: H.R. Ramanath & Prof. H.R. Appannaiah - Publisher: Himalaya Publishing House

**REFERENCE BOOKS:**

1. Official Guide to Financial Accounting using Tally Prime - Author: Tally Education Pvt. Ltd. - Publisher: BPB Publications.
2. Computer Accounting Tally Prime - Authors: Neeraj Goyal & Dhanu Mita - Publisher: 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	3	3	2	3	2	3	3	3	2.67
CO2	2	3	3	2	3	2	3	3	3	2.67
CO3	2	3	3	2	3	2	3	3	3	2.67
CO4	2	3	3	2	3	2	3	3	3	2.67
CO5	2	3	3	2	3	2	3	3	3	2.67
Total	10	15	15	10	15	10	15	15	15	2.67
Mean Overall Score =										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
Dr. K. MD EDREES	