

# 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	<b>TAMIL - III</b>	60	3	25	75	100

## OBJECTIVES:

- தமிழ் வரலாற்றையும், வாழ்வியல் தொன்மையையும் அறிந்து கொள்ளுதல்
- தமிழின் பண்பாட்டினை அறிந்து கொள்ளுதல் மற்றும் தமிழ்நாட்டிற்கு வந்திணைந்த பிற பண்பாட்டுச் சூழலை உணர்ந்து கொள்ளுதல்.
- மன் சார்ந்த சமூக ஆர்வலர்களையும் ஆளுமைகளையும் அறிதல்.

## COURSE OUTCOME(S)

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

## தமிழக வரலாறும் பண்பாடும் - பாடத்திட்டம்

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

## பார்வை நூல்கள்

1 செய்யுள் திரட்டு	- தமிழ்த்துறை, சி.அப்துல் ஹக்கீம் கல்லூரி, 2025 குன் வெளியீடு
2 தமிழக வரலாறும் தமிழர் பண்பாடும்	- டாக்டர் ஆ.இராமகிருட்டினன் சர்வோதய இலக்கியப் பண்ணை, மதுரை - 01 பத்தாம் பதிப்பு -2012
3 விடுதலைப் போரில் முல்லிமகள்	- வி.என்.சாமி பாவளர் பதிப்பகம், மதுரை - 09 முதல் பதிப்பு -2009

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### **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)

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

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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 முதலியலை 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 அறிவிவர்.	K2

#### தமிழில் அறிவியலும் சூழலியலும் - பாடத்திட்டம்

அலகு - 1	<b>தமிழரின் அறிவியல் சிந்தனைகள்</b> <ol style="list-style-type: none"> <li>1. ஜந்தினைப் பகுப்பும் சூழலியலும்</li> <li>2. தொழில்நுட்ப மேலாண்மை</li> <li>3. நீர் நில மேலாண்மை</li> </ol>	(12 Hours)
அலகு - 2	<b>இலக்கியங்களில் அறிவியல் சிந்தனைகள்</b> <ol style="list-style-type: none"> <li>1. நிலவியல்</li> <li>2. உலோகவியல்</li> <li>3. உயிரியல்</li> </ol>	(12 Hours)
அலகு - 3	<b>இணையத் தமிழ்</b> <ol style="list-style-type: none"> <li>1. இணையத் தமிழ் பயன்பாடு -அறிமுகம்</li> <li>2. இணையத் தமிழுக் கல்விக் கழகம், இணைய நாலகம்</li> <li>3. கலைச்சொல்லாக்கம்</li> </ol>	(12 Hours)
அலகு - 4	<b>தமிழ்ச் சூழலியல் (கவிதை)</b> <ol style="list-style-type: none"> <li>1. கவிஞர். முடியரசன் - மொழி உணர்ச்சி</li> <li>2. கவிக்கோ அப்துல் ரகுமான் - தவறான எண்</li> <li>3. ஈரோடு தமிழன்பன் - சென்றியூ கவிதைகள்</li> </ol>	(12 Hours)
அலகு - 5	<b>தமிழர் சூழலியல் (உரைநடை)</b> <ol style="list-style-type: none"> <li>1. தொ.பரமசிவம்</li> <li>2. தி.மு.அப்துல் காதர்</li> <li>3. வைரமுத்து</li> </ol>	(12 Hours)

#### பார்வை நால்கள்

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

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#### **Web Sources**

- Tamil Heritage Foundation- [www.tamilheritage.org](http://www.tamilheritage.org)
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- Project Madurai - [www.projectmadurai.org](http://www.projectmadurai.org)
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- 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	
<b>CO1</b>	2	2	2	3	2	-	-	-	-	-	
<b>CO2</b>	2	2	3	2	2	-	-	-	-	-	
<b>CO3</b>	2	2	3	2	3	-	-	-	-	-	
<b>CO4</b>	2	2	3	2	3	-	-	-	-	-	
<b>CO5</b>	2	2	2	3	3	-	-	-	-	-	
<b>Mean Overall Score</b>											

3 – Strong; 2 – Medium; 1 – Low

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### 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:

<b>UNIT – I - 15 Hours</b> <b>❖ Tareek-e-Adab-e-Urdu</b> <b>❖ Urdu Zaban Ki Ibteda-o-Irthiqa</b> <b>❖ Urdu Ke Muthaluj Mukthalif Nazriyat</b>	يونٹ - I	<input type="checkbox"/> تاریخ ادب اردو <input type="checkbox"/> اردو زبان کی ابتداء و ارتقاء <input type="checkbox"/> اردو کے مختلف نظریات
	يونٹ - II	<input type="checkbox"/> اردو کے نثر نگار و شعراء <input type="checkbox"/> عبدالحليم شرر <input type="checkbox"/> پریم چند <input type="checkbox"/> فیض احمد فیض <input type="checkbox"/> اکبر الہ آبادی
	يونٹ - III	<input type="checkbox"/> ڈرامہ <input type="checkbox"/> ڈرامہ کا تعارف <input type="checkbox"/> کرشن چندر کا تعارف <input type="checkbox"/> دروازے کھول دو
	يونٹ - IV	<input type="checkbox"/> رباعیات <input type="checkbox"/> میر انیس کا تعارف <input type="checkbox"/> گلشن میں پھروں کے سیر صحرا دیکھوں <input type="checkbox"/> اکبر الہ آبادی کا تعارف <input type="checkbox"/> غلت کی بنسی سے آ بھرنا اچھا <input type="checkbox"/> امجد حیدر آبادی کا تعارف <input type="checkbox"/> اس نام کی زندگی پہ کچھ جان تو ہو؟
	يونٹ - V	<input type="checkbox"/> اصغر ویلوری کا تعارف <input type="checkbox"/> ڈھونڈا تو کتابوں میں صداقت نہ ملی
<b>UNIT – II - 15 Hours</b> <b>DRAMA</b> <b>❖ Darama Ka Tarruf</b> <b>❖ Kirshan Chender Ka Tarruf</b> <b>❖ Darwaz-e-Kholdo</b>	يونٹ - VI	<input type="checkbox"/> خطوط نگاری <input type="checkbox"/> پرنسپل کے نام چھٹی کا خط <input type="checkbox"/> والد/سرپرست کو خط، جس میں کالج کی فیس کی <input type="checkbox"/> ادائیگی کے لیے رقم مانگی گئی ہو۔
<b>UNIT – IV - 15 Hours</b> <b>RUBAIYAT</b> <b>❖ Mir Anees ka tarruf</b> <b>Gulshan Mein Phiroon Ke Sair Sehra</b> <b>Dehkoon</b> <b>❖ Akbar Alahbadi ka tarruf</b> <b>Gaflath Ki Hansi Se aah Bharna Achcha</b> <b>❖ Amjad Hyderadi ka tarruf</b>	يونٹ - VII	<input type="checkbox"/> خطوط نگاری <input type="checkbox"/> پرنسپل کے نام چھٹی کا خط <input type="checkbox"/> والد/سرپرست کو خط، جس میں کالج کی فیس کی <input type="checkbox"/> ادائیگی کے لیے رقم مانگی گئی ہو۔

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<p>Is Nam Ki Zandagi Pe Kuch Jan Tho Ho          ♣♣♣ Asghar Vellori ka tarruf          Doonda Tho Kithaboon Mein Sadaqth na Mili</p> <p><b>UNIT – V - 15 Hours</b></p> <p>♣♣♣ 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>
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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:

- Deewan-e-Meer
- Deewan-e-Dard
- Deewan-e-Ghalib
- Kuliyath-e-Momin
- Kuliyath-e-Akbar
- Kuliyath-e- Iqbal
- Kuliyath-e- Jigar
- Kuliyath-e- Saher Ludhyani

#### 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
<b>CO1</b>	3	3	3	2							
<b>CO2</b>	2	3	3	2							
<b>CO3</b>	3	2	3	3							
<b>CO4</b>	3	2	2	2							
<b>CO5</b>	3	3	2	3							

3 – Strong; 2 – Medium; 1 – Low

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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

□ افسانے

□ افسانے کی تعریف

□ افسانے کا فن

یونٹ - II

□ راجندر سنگھ بیدی کا تعارف

□ افسانہ بھولا

□ پریم چند کا تعارف

□ افسانہ- کفن

یونٹ - III

□ کرشن چندر کا تعارف

□ افسانہ- جامن کا پیڑ

□ امیر النساء کا تعارف

□ افسانہ درد کا احساس

یونٹ - IV

□ علی اکبر آمبوری کا تعارف

□ افسانہ- خوش نصیب

□ سعادت حسن مٹھوکا تعارف

□ افسانہ نیا قانون

#### UNIT – III -- 15 Hours

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

□ افسانہ- جامن کا پیڑ

□ امیر النساء کا تعارف

□ افسانہ درد کا احساس

یونٹ - V

□ علی اکبر آمبوری کا تعارف

□ افسانہ- خوش نصیب

□ سعادت حسن مٹھوکا تعارف

□ افسانہ نیا قانون

#### UNIT – IV -- 15 Hours

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

یونٹ - VI

□ مضمون نگاری

□ مضمون نگاری کی تعریف

□ اخبار بینی کے فوائد

□ کمپیوٹر کی اہمیت

□ سائنس کے فوائد اور نقصانات

□ مکالمہ نگاری

#### UNIT – V -- 15 Hours

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

## **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
- Kuliyath-e-Momin
- Kuliyath-e-Akbar
- Kuliyath-e- Iqbal
- Kuliyath-e- Jigar
- Kuliyath-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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>III</b>	<b>GEL</b>	<b>U24FEN301</b>	<b>English – III</b>	<b>60</b>	<b>3</b>	<b>25</b>	<b>75</b>	<b>100</b>

## **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](http://www.cahc.ac.in), Mail: [hakeemcollege@edu.in](mailto:hakeemcollege@edu.in)

### Web Resources

1.	<a href="https://www.k-state.edu/english/westmank/spring_00/SOYINKA.html">Telephone Conversation - Wole Soyinka</a> <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://onlinenotes.com/on-saying-please/">https://onlinenotes.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/?srsltid=AfmBOooteYGglXTMpB5PyBIDdNpxxxRY3ylETvzURDpoKydTS_KZxuaB">https://www.xjd.com/t-the-taxi-driver-by-kartar-singh-duggal-summary/?srsltid=AfmBOooteYGglXTMpB5PyBIDdNpxxxRY3ylETvzURDpoKydTS_KZxuaB</a>

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

Syllabus for All II 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	U24FEN401	English – IV	60	3	25	75	100

## 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.Brunton

## 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.cahc.ac.in](http://www.cahc.ac.in), Mail: [hakeemcollege@edu.in](mailto:hakeemcollege@edu.in)

### **Web Resources**

<b>1</b>	<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>
<b>2</b>	<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>
<b>3</b>	<a href="https://www.poetrysoup.com/poem/anxiety_monster_1100885">https://www.poetrysoup.com/poem/anxiety_monster_1100885</a>
<b>4</b>	<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>
<b>5</b>	<a href="https://www.savemyexams.com/igcse/english-literature/edexcel/16/revision-notes/poetry-anthology/part-3-pearsong-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-pearsong-edexcel-international-gcse-english-anthology/la-belle-dame-sans-merci/</a>
<b>6</b>	<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., Commerce effective from the year 2025-2026

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>III</b>	<b>CC Theory</b>	<b>U24MCM301</b>	<b>Corporate Accounting</b>	<b>75</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To gain comprehensive understanding of all aspects relating to corporate 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>	Introduction to issue of shares.	<b>K2</b>
<b>CO2</b>	Evaluate the different methods of Goodwill.	<b>K5</b>
<b>CO3</b>	Examine the profit prior to incorporation	<b>K3</b>
<b>CO4</b>	Compute Final Accounts of Joint Stock Companies	<b>K2</b>
<b>CO5</b>	Explain the Liquidator's Final Statement of Accounts.	<b>K4</b>

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

### **UNIT – I ISSUE OF SHARES (15Hours)**

Shares – Meaning – Definition – Types of Shares – Distinction between Stock and Shares - Issue of Shares at Par, Premium and Discount – Pro-rata Allotment – Forfeiture and Reissue of Shares.

### **UNIT – II VALUATION OF GOODWILL (15Hours)**

Valuation of Goodwill: Need – Factors Affecting the Valuation – Methods – Simple Profit Method – Super Profit Method and Capitalization Method.

### **UNIT – III PROFIT PRIOR TO INCORPORATION (15Hours)**

Introduction – Treatment of Profit and Loss Prior to Incorporation – Basis of Apportionment of Expenses – Simple Problems.

### **UNIT – IV FINAL ACCOUNTS OF COMPANIES (15Hours)**

Statement of Profit and Loss and Balance Sheet as per revised schedule VI of Accounting Standard (Managerial Remuneration Excluded) (Simple Problems only).

### **UNIT – V LIQUIDATOR'S FINAL STATEMENT OF ACCOUNT (15Hours)**

Liquidation Accounting: Order of Payments – Preferential Payments – Liquidator's Final Statement of Account (Simple Problems Only).

**Weightage of Marks:** Problem 80% - Theory 20%

### **Book for Study:**

Reddy T.S. & Murthy A. Corporate Accounting – Margham Publication, Chennai.

### **Reference Book:**

1. Shukla M.C. Grewal, T.S. Gupta S.C. Advance Accounts – S. Chand & Co Ltd, New Delhi.
2. Gupta R.L. & Radhaswamy M. , Sultan Chand & Sons, New Delhi.
3. Jain & Narang, Advanced Accountancy, Kalyani Publisher, Chennai.
4. Dr. R. Ramachandran & Dr. R. Srinivasan, Corporate Accounting, Sri Ram Publication, Chennai.
5. Maheshwari S.N. & Maheshwari S.K, Corporate Accounting, Vikas Publishing House, 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	3	3	3	2	3	3	2	3	2	2.66
CO2	3	3	3	2	3	3	3	3	2	2.77
CO3	3	3	3	2	3	3	2	3	2	2.66
CO4	3	3	3	2	3	3	2	3	2	2.66
CO5	3	3	3	2	3	3	3	3	2	2.77
Total	15	15	15	10	15	15	12	15	10	13.52
Mean Overall Score =2.704										

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 2025-2026

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
III	CC Theory	U24MCM302	Company Law	75	4	25	75	100

**Objective:** To gain comprehensive knowledge in Company Law.

COs	CO Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	Describe the Concept of a Company.	K2
CO2	Stages in Formation of a Company.	K2
CO3	Identify the various Aspects of Prospectus.	K4
CO4	Describe Members Rights and Duties	K5
CO5	Examine Directors Rights and Winding up of a company	K4

**UNIT - I: INTRODUCTION OF COMPANY** **(18 Hours)**

Meaning & Definition – Characteristics of a Company - Types of Companies - Distinction between Private and Public company - Special privileges of a Private company.

**UNIT – II: FORMATION OF A COMPANY** **(18 Hours)**

Meaning – Stages in Formation of a company - Procedure for Registration and Incorporation of a company - Certificate of Incorporation - Promoter – Functions of Promoter - Memorandum of Association – Contents of Memorandum of Association – Articles of Association – Contents of Articles of Association.

**UNIT – III: PROSPECTUS** **(18 Hours)**

Meaning – Legal rules relating to issue of Prospectus – Contents of Prospectus – Liability for Misleading Statements in Prospectus – Civil Liability and Criminal Liability for misstatement - Rescission of contract – Conditions for Rescission of Contract.

**UNIT – IV: MEMBERS OF A COMPANY** **(18 Hours)**

Meaning – Distinction between Members and Shareholders – Capacity to become a Member – Modes of acquiring Membership - Termination of Membership – Rights of Members – Liability of Members.

**UNIT-V: DIRECTORS OF A COMPANY & WINDING UP OF A COMPANY** **(18 Hours)**

Directors of a Company – Meaning – Director Identification Number – Appointment of First Directors – Appointment of Directors by Shareholders – Removal of Directors – Specific Powers of Directors – Liabilities of Directors – Winding up - Meaning - Methods of winding up.

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

**Books for Study:**

1. N.D. Kapoor, Company Law, Sultan Chand and Sons, Chennai
2. P.P.S.Gogna – Company Law, S.Chand, New Delhi.

**Books for Reference:**

1. Dr. N. Premavathy, Company Law, Sri Vishnu Publications.
2. Dr. M. R Sreenivasan, Company Law, Margham Publications.
3. Dr. Gaffoor & Dr. Thothadri, Company Law, Vijay Nichole Imprints Limited.

**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	3	3	2	2	2.55
CO2	3	3	3	3	3	3	3	3	3	3.00
CO3	3	3	3	2	3	3	3	3	3	2.88
CO4	3	3	2	3	3	3	3	3	3	2.88
CO5	3	3	3	3	3	3	3	3	3	3.00
Total	14	15	14	13	15	15	15	14	14	14.31
Mean Overall Score = 2.862										

3 – Strong; 2 – Medium; 1 – Low

Prepared by		Verified by	
<b>K Abdul Haseeb</b>		<b>Dr. P. Mohamed Vaseem</b>	

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

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

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
III	Allied Theory	U24ACM302	Operations Research (Allied)	75	5	25	75	100

**Objectives:** To enable the students to understand and apply operations research concept in business.

**Course Outcomes (COs) and**

Cos	CO – Statement (After completing the course, the students will be able to)	Cognitive Level
CO1	Application of linear programming problem for quantitative decisions in business.	K3
CO2	Evaluate economic feasibility by applying various methods of Transportation Problems.	K5
CO3	Examine the concept of Assignment Problems.	K3
CO4	Explain the concept of Game Theory.	K4
CO5	Analyse the concept of Sequencing and Replacement.	K3

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

**UNIT – I INTRODUCTION TO OPERATIONS RESEARCH AND LINEAR PROGRAMMING PROBLEMS (15 HOURS)**

Operations research – Characteristics - Scope – Applications of OR - Linear programming problem – Application and limitations - Formulation of LPP - Optimal Solution to LPP - Graphical method.

**UNIT – II TRANSPORTATION MODEL (15 HOURS)**

Definition – Formulation and solution of Transportation Problems – Methods - North West corner method - Least cost method - Vogel's approximation method – Balanced and Unbalanced Transportation problems.

**UNIT – III ASSIGNMENT MODEL (15 HOURS)**

Meaning and definition – Formulation and solution of Assignment Models- Balanced and Unbalanced Assignment Problems – Maximisation problem in Assignment.

**UNIT – IV Game Theory (15 HOURS)**

Game Theory- Different strategies followed by the players in a game – Pure Strategies, Mixed Strategies, VOG – Saddle Point - Optimal strategies of a game using maxi-min criterion - Dominance property - Graphical method.

**UNIT – V Sequencing and Replacement (15 HOURS)**

Sequencing Problem – No passing rule – Total Elapsed time – Idle Time -No of Jobs done through two machines and Three machines – Replacement of Items whose efficiency deteriorates with time – When the replacement is to be done – Scrap Value (Simple Problems).

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

#### **Text Book:**

1. Dr. B.N. Gupta, Business Mathematics & Statistics, Shashibhawan publishing house, Chennai.
3. Asim Kumar Manna, Business Mathematics & Statistics, McGraw hill education, Noida.
4. A.V. Rayarikar and Dr. P.G. Dixit, Business Mathematics & Statistics, Nirali Prakashan Publishing, Pune.
5. P.R. Vittal, Business Mathematics & Statistics, Margham Publications, Chennai.

#### **Reference Book:**

1. J.K. Sharma, Fundamentals of business statistics, Vikas publishing, Noida
2. Peter Waxman, Business Mathematics & Statistics, Prentice Hall, New York.
3. Andre Francis, Business Mathematics & Statistics, Cengage Learning EMEA, Andover.
4. Aggarwal B M, Business Mathematics & Statistics, Ane Book Pvt. Ltd., New Delhi.
6. R.S. Bhardwaj, Business Mathematics & Statistics, Excel Books Publisher, 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	1	3	3	2	2.66
CO2	3	3	3	3	2	1	3	3	2	2.55
CO3	3	3	3	3	2	1	3	3	2	2.55
CO4	3	3	3	3	2	1	3	3	2	2.55
CO5	3	3	3	3	2	1	3	3	2	2.55
Total	15	15	15	15	11	5	15	15	10	12.88
<b>Mean Overall Score =2.576</b>										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>S. Athiqur Rahman.</b>	<b>Dr. P. Mohamed Vaseem</b>

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

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>III</b>	<i>Allied Theory</i>	<b>U24ACM303</b>	<b><i>Business Mathematics and Statistics (Allied)</i></b>	<b>75</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to understand and apply statistical tools in Business

### **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>	Introduction to Statistics and collection of Data.	<b>K1</b>
<b>CO2</b>	Interpretation of data by using measures of central tendency.	<b>K3</b>
<b>CO3</b>	Analyze the various measures of Dispersion.	<b>K4</b>
<b>CO4</b>	Measures the correlation and regression co-efficient.	<b>K5</b>
<b>CO5</b>	Assess problems on Time Series Analysis and Index Numbers.	<b>K3</b>

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

### **UNIT-I INTRODUCTION AND PRESENTATION OF DATA (15 Hours)**

Meaning, Definition, Scope and Limitations – Collection of data- Primary and Secondary data – Presentation of Data – Diagrammatic presentation of Data – Simple Bar – Multiple Bar, Sub-divided Bar, Percentage divided Bar diagram and Pie-diagram- Graphical Representation of Data – Histogram, Frequency Polygon and Frequency Curve.

### **UNIT – II MEASURES OF CENTRAL TENDENCY (15Hours)**

Arithmetic Mean: Combined Arithmetic Mean Correcting Incorrect Mean – Median – Mode – Geometric Mean and Harmonic Mean

### **UNIT – III MEASURES OF DISPERSION (15Hours)**

Range – Mean Deviation from and Mean and Median – Standard Deviation – Co-efficient of Variation.

### **UNIT – IV CORRELATION AND REGRESSION (15Hours)**

Correlation - Karl Pearson's Coefficient of Correlation – Spearman's Rank Correlation – Regression Lines and Coefficients.

### **UNIT – V TIME SERIES ANALYSIS AND INDEX NUMBERS (15Hours)**

Time Series Analysis: Secular Trend – Seasonal Variation – Measurement of secular trend- Semi-Average Method, Moving Average Method, Method of least squares Cyclical variations - Index Numbers – Weighted aggregate index numbers- Laspeyres, Paasches, Dorbish and Bowleys, Fishers Ideal and Marshal Edgeworth method.

#### **Text Book:**

1. Dr. B.N. Gupta, Business Mathematics & Statistics, Shashibhawan publishing house, Chennai.
2. Asim Kumar Manna, Business Mathematics & Statistics, McGraw hill education, Noida.
3. A.V. Rayarikar and Dr. P.G. Dixit, Business Mathematics & Statistics, Nirali Prakashan Publishing, Pune.
4. P.R. Vittal, Business Mathematics & Statistics, Margham Publications, Chennai.

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

### **Reference Book:**

1. J.K. Sharma, Fundamentals of business statistics, Vikas publishing, Noida
2. Peter Waxman, Business Mathematics & Statistics, Prentice Hall, New York.
3. Andre Francis, Business Mathematics & Statistics, Cengage Learning EMEA, Andover.
5. Aggarwal B M, Business Mathematics & Statistics, Ane Book Pvt. Ltd., New Delhi.
6. R.S. Bhardwaj, Business Mathematics & Statistics, Excel Books Publisher, 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	1	3	3	2	2.66
CO2	3	3	3	3	2	1	3	3	2	2.55
CO3	3	3	3	3	2	1	3	3	2	2.55
CO4	3	3	3	3	2	1	3	3	2	2.55
CO5	3	3	3	3	2	1	3	3	2	2.55
Total	15	15	15	15	11	5	15	15	10	12.88
<b>Mean Overall Score =2.576</b>										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>S. ATHIQUR RAHMAN</b>	

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

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>III</b>	<i>Allied Theory</i>	<b>U24ACM304</b>	<b><i>Business Mathematics and Statistics (Allied)</i></b>	<b>75</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To provide knowledge on employee's Behaviour and Their Managerial Implications and to enhance knowledge on Organizational Dynamics.

**Course Outcomes (CO's) and**

<b>COs</b>	<b>CO - Statement (After completing the course, the students will be able to)</b>	<b>Cognitive Level</b>
<b>CO1</b>	Introduction to fundamental factors determining individual behaviour.	<b>K2</b>
<b>CO2</b>	Shows insight on personality, perception, attitudes and learning.	<b>K3</b>
<b>CO3</b>	Understand motivation theories and leadership styles.	<b>K4</b>
<b>CO4</b>	Highlights groups, group behaviour and group decision making.	<b>K5</b>
<b>CO5</b>	It is a study of stress management, organizational change and resistance to change.	<b>K3</b>

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

### **UNIT – I INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR (18Hours)**

Key elements of organizational behaviour- nature – scope – fundamental factors determining individual behaviour, personal factors, organizational factors, psychological factors and environmental factors.

### **UNIT – II PSYCHOKLOGICAL ANALYSIS (18Hours)**

Personality – Traits- Nature – How personality influences organizational behaviour. Perception-process-factors influencing perception- How to improve perception. Attitudes-formation of attitudes – types – how attitudes can be changed. Learning – features –factors determining learning- condition for making learning effective.

### **UNIT – III MOTIVATION AND LEADERSHIP (18Hours)**

Need for motivation – financial and non - financial motivators- Abraham Maslow's Motivation theory, Douglas Mc Gregor's Motivation theory and William Ouchis Z theory on motivation. Leadership in the new environment- Leadership styles – skills needed to be leader.

### **UNIT – IV GROUP DYNAMICS (18Hours)**

Groups- types of group- group behaviour- factors influencing group behaviour- intergroup conflicts- group decision making: How groups make decision – How to improve group decision making.

### **UNIT – V ORGANISATIONAL CONFLICT AND STRESS MANAGEMENT (18Hours)**

Organizational conflict- causes of conflict- conflict management. Stress – causes- consequences of stress – stress management at individual level, organizational level – organisational change- factors influencing organizational change- employee resistance to organisational change - How to overcome resistance to change

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

### **Text Book:**

S.S. Khanka, Organisational Behaviour, S. Chand & Co., New Delhi.

### **Reference Book:**

1. Freud luthem, Tata Mcrhanse institutional edition, organisational behaviour
2. J. Jayashankar. Organizational behaviour, Margham Publication, Chennai.
3. Stephan Robins, Organisational behaviour, 10<sup>th</sup> Ed, Pearson Education, 2001.
4. Freud luthans, organisational behaviour, Thomson learning, 2002.
5. Wagner, organisational behaviour, Thomson learning, 2022
6. Dr. S. Shajahan, Organisational behaviour, new age international.

### **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	3	3	2	2	2.55
CO2	3	3	3	3	3	3	3	3	3	3.00
CO3	3	3	3	2	3	3	3	3	3	2.88
CO4	3	3	2	3	3	3	3	3	3	2.88
CO5	3	3	3	3	3	3	3	3	3	3.00
Total	14	15	14	13	15	15	15	14	14	14.31
Mean Overall Score = 2.862										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>Dr. P. Mohamed Vaseem</b>	<b>Dr. P. Mohamed Vaseem</b>

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

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>III</b>	<b>Skilled Base</b>	<b>U24SCMP31</b>	<b>Practical - Microsoft Office Lab (SBS)</b>	<b>30</b>	<b>2</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To gain comprehensive knowledge of all aspects relating to Microsoft Office.

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO1</b>	Demonstrate proficiency in creating and formatting official documents, business letters, advertisements, and structured documents using MS Word	<b>K3</b>
<b>CO2</b>	Apply essential MS Excel functionalities such as formulas, sorting, filtering, statistical functions, and chart creation	<b>K3</b>
<b>CO3</b>	Understand MS Word and MS Excel integration to automate mass communication through mail merge for circular letters and mailing labels.	<b>K2</b>
<b>CO4</b>	Design engaging presentations using MS PowerPoint by incorporating text formatting, slide layouts, animations, transitions.	<b>K5</b>
<b>CO5</b>	Create productivity by leveraging advanced MS Office tools such as hyperlinking, and interactive documents	<b>K6</b>

**Cognitive Levels (K1- Remember; K2- Understand; K3- Apply; K4- Analyse; K5-Evaluate; K6Create)**

#### **MS-WORD**

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

#### **MS-EXCEL**

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

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

**MS-POWERPOINT**

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

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

COs	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	MEAN
<b>CO1</b>	2	3	3	2	1	-	2	3	3	2.11
<b>CO2</b>	2	3	3	2	-	-	2	3	2	1.88
<b>CO3</b>	2	3	3	3	-	-	2	3	3	2.11
<b>CO4</b>	2	2	3	2	-	-	2	3	3	1.88
<b>CO5</b>	2	3	3	1	-	-	2	3	3	1.88
<b>TOTAL</b>	10	14	15	10	-	-	10	15	14	9.86
<b>TOTAL MEAN = 1.972</b>										

3 – Strong; 2 – Medium; 1 – Low

Prepared by <b>Mr. K. Ifthikar Ahmed</b>	Verified by <b>Dr. P. Mohamed Vaseem</b>
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## **C. Abdul Hakeem College (Autonomous), Melvisharam.**

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>IV</b>	<b>CC Theory</b>	<b>U24MCM401</b>	<b>Principles of Marketing</b>	<b>75</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to understand the concept and functions of marketing.

	<b>Course Outcomes</b>	<b>Knowledge level</b>
<b>CO1</b>	Understand the role and importance of marketing	<b>K1</b>
<b>CO2</b>	Summarizes market segmentation and consumer behavior.	<b>K2</b>
<b>CO3</b>	Analyze product life cycle and pricing policies	<b>K4</b>
<b>CO4</b>	Outline the promotion & distribution methods	<b>K2</b>
<b>CO5</b>	Explain the modern trends in marketing	<b>K1</b>

**Cognitive Levels (K1- Remember; K2- Understand; K3- Apply; K4- Analyse; K5-Evaluate; K6Create)**

### **UNIT – I INTRODUCTION TO MARKETING**

Meaning - Definition - Functions of Marketing - Evolution of Marketing - Concepts -Innovations in Modern Marketing - Role and Importance of Marketing - Classification of Markets – Features of marketing- Marketing VS selling.

### **UNIT – II MARKET SEGMENTATION**

Meaning and definition – Importance of Market segmentation – Types of segmentation – Bases of marketing segmentation– steps in segmentation process - Introduction to Consumer Behaviour – Types of Consumer Behaviour – Factors influencing Consumer Behaviour - Consumer Buying Decision Process.

### **UNIT – III PRODUCT & PRICE**

Marketing Mix - Meaning and definition- 4P's of Marketing Mix – Product – Stages of New Product Development - Product Life Cycle - Product failure – Pricing – Policies –Objectives - Factors Influencing Pricing - Kinds of Pricing.

### **UNIT – IV PROMOTIONS AND DISTRIBUTIONS**

Meaning and definition - Elements of promotion – Advertising – Objectives - Kinds of Advertising Media- Traditional vs Digital Media - Sales Promotion – types of sales promotion–Personal Selling - Qualities of salesman – Channels of Distribution for Consumer Goods- Channel Members – Channels of Distribution for Industrial Goods.

### **UNIT – V E-MARKETING & Mobile Marketing**

Global Market Environment – Social Responsibility and Marketing Ethics – Recent Trends in Marketing –A Basic Understanding of E– Marketing & M–Marketing – E -Tailing – Market Research – MIS and Marketing Regulation.

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

#### **Textbooks:**

1. Philip Kotler, Principles of marketing: A South Asian perspective, Pearson Education, New Delhi.
2. Dr. C.B. Gupta & Dr. N. Rajan Nair, Marketing Management, Sultan Chand & Sons, New Delhi.

#### **Reference books:**

1. Prof. Kavita Sharma, Dr. Swati Agarwal, Principles of Marketing Book, Taxmann, New Delhi.
2. Dr. J. Jayasankar, Marketing Management, 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	1	3	3	2	1	3	1	1	3	2.00
CO2	1	3	3	2	1	3	1	1	3	2.00
CO3	1	3	3	3	1	3	1	1	3	2.11
CO4	1	3	3	3	2	3	2	1	3	2.33
CO5	1	3	3	3	1	3	1	1	3	2.00
Mean Overall Score = 2.088										

**High – 3, Medium – 2 Low – 1**

Prepared by <b>Dr. V. Abrar Ahmed</b>	Verified by <b>Dr. P. Mohamed Vaseem</b>
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## **C. Abdul Hakeem College (Autonomous), Melvisharam.**

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>IV</b>	<b>CC Theory</b>	<b>U24MCM402</b>	<b>Business Mathematics and Statistics</b>	<b>75</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to understand and apply statistical tools in Business

### **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>	Introduction to Statistics and collection of Data.	<b>K1</b>
<b>CO2</b>	Interpretation of data by using measures of central tendency.	<b>K3</b>
<b>CO3</b>	Analyze the various measures of Dispersion.	<b>K4</b>
<b>CO4</b>	Measures the correlation and regression co-efficient.	<b>K5</b>
<b>CO5</b>	Assess the problems on Sets.	<b>K3</b>

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

### **UNIT-I INTRODUCTION AND PRESENTATION OF DATA (15 Hours)**

Meaning, Definition, Scope and Limitations – Collection of data- Primary and Secondary data – Presentation of Data – Diagrammatic presentation of Data – Simple Bar – Multiple Bar, Sub-divided Bar, Percentage divided Bar diagram and Pie-diagram- Graphical Representation of Data – Histogram, Frequency Polygon and Frequency Curve.

### **UNIT – II MEASURES OF CENTRAL TENDENCY (15Hours)**

Arithmetic Mean: Combined Arithmetic Mean Correcting Incorrect Mean – Median – Mode – Geometric Mean and Harmonic Mean

### **UNIT – III MEASURES OF DISPERSION (15Hours)**

Range – Mean Deviation from and Mean and Median – Standard Deviation – Co-efficient of Variation.

### **UNIT – IV CORRELATION AND REGRESSION (15Hours)**

Correlation - Karl Pearson's Coefficient of Correlation – Spearman's Rank Correlation – Regression Lines and Coefficients.

### **UNIT – V SETS (15Hours)**

Set of Operations – Types – Union of sets, Intersection of sets – Difference of sets – Compliment of sets – Venn Diagrams – Laws of sets – Cumulative Laws – Associative Laws – Distributive Laws – De-Morgan's Laws.

### **Text Book:**

1. Dr. B.N. Gupta, Business Mathematics & Statistics, Shashibhawan publishing house, Chennai.
2. Asim Kumar Manna, Business Mathematics & Statistics, McGraw hill education, Noida.
3. A.V. Rayarikar and Dr. P.G. Dixit, Business Mathematics & Statistics, Nirali Prakashan Publishing, Pune.
4. P.R. Vittal, Business Mathematics & Statistics, Margham Publications, Chennai.

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

**Reference Book:**

1. J.K. Sharma, Fundamentals of business statistics, Vikas publishing, Noida
2. Peter Waxman, Business Mathematics & Statistics, Prentice Hall, New York.
3. Andre Francis, Business Mathematics & Statistics, Cengage Learning EMEA, Andover.
4. Aggarwal B M, Business Mathematics & Statistics, Ane Book Pvt. Ltd., New Delhi.
5. R.S. Bhardwaj, Business Mathematics & Statistics, Excel Books Publisher, 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	1	3	3	2	2.66
CO2	3	3	3	3	2	1	3	3	2	2.55
CO3	3	3	3	3	2	1	3	3	2	2.55
CO4	3	3	3	3	2	1	3	3	2	2.55
CO5	3	3	3	3	2	1	3	3	2	2.55
Total	15	15	15	15	11	5	15	15	10	12.88
Mean Overall Score =2.576										

3 – Strong; 2 – Medium; 1 – Low

Prepared by			Verified by		
<b>S. Athiqur Rahman</b>			<b>Dr. P. Mohamed Vaseem</b>		

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

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>IV</b>	<b>Allied Theory</b>	<b>U24ACM402</b>	<b>Stress Management (Allied)</b>	<b>75</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to understand stress and how to cope up the stress in their life.

### **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>	Identify different types of stress and its symptoms.	<b>K2</b>
<b>CO2</b>	Explain the stress among students.	<b>K3</b>
<b>CO3</b>	Impact of stress at home and work place.	<b>K4</b>
<b>CO4</b>	Compare Stress of rural and urban people	<b>K5</b>
<b>CO5</b>	Analyze how to overcome stress.	<b>K3</b>

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

### **UNIT – I INTRODUCTION TO STRESS (15Hours)**

Meaning- Characteristics – Facts about stress – Types of Stress – Symptoms of Stress: Physical Symptoms – Mental Symptoms – Emotional Symptoms – Behavioural Symptoms.

### **UNIT – II STRESS AMONG STUDENTS (15Hours)**

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

### **UNIT – III STRESS AT HOME AND WORK (15Hours)**

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

### **UNIT – IV STRESS AMONG RURAL AND URBAN PEOPLE (15Hours)**

Stress in rural –urban People: Stress in rural people - Stress in urban People.  
Communication and Stress: Factor influencing communication and their impact on stress – Internal Factors - External Factors – Effective Communication

### **UNIT – V COPING MECHANISM OF STRESS (15Hours)**

Time Management: Plan your time – Do not Procrastinate – Manage interruptions – Anger Management – Anger Management Techniques – Remedies for stress- General Remedies – Managing Stress at individual and Organizational Level.

#### **Text Book:**

Alok Chakrawal, PratibhaGoyal, Stress Management, Studera Press, New Delhi.

#### **Reference Book:**

1. AlokChakrawal, PratibhaGoyal, Stress Management, Studera Press, New Delhi
2. S.S. Khanka, Organisational Behaviour, S.Chand & Co. Ltd, New Delhi.
3. Dr. Tinni Dutta & Disha Halder, Stress Management, Global net Publisher, New Delhi.

**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	3	2	2.66
CO2	3	3	3	3	2	1	3	3	2	2.55
CO3	3	3	3	3	2	1	3	3	2	2.55
CO4	3	3	3	3	2	1	3	3	2	2.55
CO5	3	3	3	3	2	1	3	3	2	2.55
Total	15	15	15	15	11	5	15	15	10	12.88
Mean Overall Score =2.576										

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 2025-2026

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>IV</b>	<i>Allied Theory</i>	<b>U24ACM403</b>	<b>Business Legislation (Allied)</b>	<b>75</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to learn about business legislation acts

<b>COs</b>	<b>CO Statement</b> (After completing the course, the students will be able to)	<b>Cognitive Level</b>
<b>CO 1</b>	Understand the Factories Act, 1948	<b>K1</b>
<b>CO 2</b>	Analyse the role of Foreign Exchange Management Act, 1999	<b>K4</b>
<b>CO 3</b>	Understand the practical implications of Prevention of Money Laundering Act, 2002	<b>K3</b>
<b>CO 4</b>	Evaluate the importance of Competition Act, 2002	<b>K5</b>
<b>CO 5</b>	Gain knowledge on Intelligence Property Rights	<b>K2</b>

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

### **UNIT I: Factories Act 1948**

**(15 Hours)**

Definitions - Objects –Scope – Approval – Licensing – Registration of Factories – Provisions Relating to Health, Safety Welfare and Hazardous Processes – Working Hours of Adults –Provisions Regulating Employment of Women in a Factory – Employment of Young Person and Children

### **UNIT II: Foreign Exchange Management Act, 1999**

**(15 Hours)** Introduction

- Board Structure of FEMA – Definitions - Regulation & Management of Foreign Exchange - Contraventions and Penalties – Procedure for Compliance.

### **UNIT III: Prevention of Money Laundering Act, 2002**

**(15 Hours)**

Definitions – Punishment for the Offence of Money Laundering -Obligations of Banking Companies - Financial Institutions and Intermediaries or a Person Carrying on a Designated Business or Profession - Adjudication Authorities and Procedures.

### **UNIT IV: Competition Act, 2002**

**(15 Hours)**

Definitions - Prohibition of Agreements- Prohibition of Abuse of Dominant Position – Competition Commission of India - Establishment, Administration Duties Powers – Competition Advocacy - Adjudication Authorities – Penalties & Prosecution.

### **UNIT V: Intellectual Property Rights**

**(15 Hours)**

Intellectual property rights (IPR) – An Introduction – Kinds of Intellectual Property Rights - Patent, Copyright, Trade Mark, Design, Geographical Indication, Plant Varieties and Layout.

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

### **Books for study:**

1. Akhilleshwar Pathak, Legal aspects of business, McGraw Hill Education, Noida.
2. R.S.N. Pillai and Bagavathi, Legal aspects of business, S.Chand, New Delhi.
3. Rashmi Aggarwal, Rajinder Kaur, Legal aspects of business, Pearson Education Limited, New Delhi.
4. P.K. Padhi, Legal aspects of business, PHI Learning, New Delhi.
5. Srivastava S C (2022), “Industrial Relations and Labour Laws”, 8<sup>th</sup> Edition., Vikas Publishing, New Delhi
6. Tripathi PC, Gupta CB, Kapoor ND (2020), “Industrial Relations and Labour Laws”, 6<sup>th</sup> Edition., Sultan Chand & Sons, New Delhi.

### **Books for reference:**

- 1 Ravinder Kumar, Legal aspects of business, Cengage Learning, Noida.
- 2 Shawn Kopel, Guide to business law, Oxford University Press, England.
- 3 M.C. Kuchhal, Vivek Kuchhal, Business Law, S Chand Publishers, New Delhi.
- 4 C.L. Bansal. Business law, Taxman, New Delhi.
6. Sinha P.R.N., Sinha Indu Bala, Shekhar Seema Priyadarshini (2017), “Industrial Relations, Trade Unions and Labour Legislation”, 3<sup>rd</sup> Edition., Pearson Education India Pvt. Ltd., Noida
7. Piyali Ghosh, Shefali Nandan (2017), “Industrial Relations and Labour Laws”, 1<sup>st</sup> Edition, McGraw Hill, Noida.
8. Sharma J.P. (2018), “Simplified Approach to Labour Laws”, 5<sup>th</sup> Edition. Bharat Law House Pvt. Ltd.

### **Mapping of course outcomes with Programme Outcomes and Programme Specific Outcomes**

COs	POs						PSOs			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	1	3	3	2	2	2	3	2	2	2.22
CO2	1	3	2	2	3	2	3	2	2	2.22
CO3	1	3	3	2	3	2	3	2	2	2.33
CO4	1	3	2	2	2	2	3	2	2	2.11
CO5	1	3	3	2	2	2	3	2	2	2.22
	05	15	13	10	12	10	15	10	10	11.1
Total Mean = 2.22										

**High – 3, Medium – 2, Low – 1**

Prepared by	Verified by
<b>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 2025-2026

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>IV</b>	<b>Skilled Base</b>	<b>U24SCMP41</b>	<b>Practical II - Microsoft Office Lab (SBS)</b>	<b>30</b>	<b>2</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to understand practical aspects of tally prime.

### **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 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 Accounting & Company Management**

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**

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**

**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**

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

**Mapping of course outcomes with Programme Outcomes and Programme Specific Outcomes**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	2	2	3	1	2	3	2	2	2.22
CO2	3	3	3	1	1	2	3	2	2	2.22
CO3	3	3	3	2	2	1	3	3	2	2.44
CO4	1	1	3	3	2	2	1	1	2	1.77
CO5	1	1	3	3	2	2	1	1	2	1.77
Total	11	10	14	12	8	9	11	9	10	10.42
<b>Mean Overall Score = 2.084</b>										

3 – Strong; 2 – Medium; 1 – Low

Prepared by	Verified by
<b>K.R. Mohamed Sufiyan</b>	<b>Dr. P. Mohamed Vaseem</b>

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

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>IV</b>	<b>Skilled Base</b>	<b>U24SCM402</b>	<b>Modern Business Communication (SBS)</b>	<b>30</b>	<b>2</b>	<b>25</b>	<b>75</b>	<b>100</b>

**Objectives:** To enable the students to know importance of communication and to draft letter for business and job application.

### **Course Outcomes (CO's) 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 Basics of Communication	<b>K2</b>
<b>CO2</b>	Examine the Principles and Layout of a Business Letters.	<b>K3</b>
<b>CO3</b>	Discuss the Types of Business Letters.	<b>K2</b>
<b>CO4</b>	An Outline of Job Application Letter and C.V Resume.	<b>K5</b>
<b>CO5</b>	Analyse the Interview Techniques.	<b>K4</b>

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

### **UNIT – I INTRODUCTION**

**(6Hours)**

Communication – Meaning – objectives – elements – types – barriers to communication- Essentials of effective communication.

### **UNIT – II PHYSICAL ASPECTS OF LETTERS**

**(6Hours)**

Physical appearances: basic principles in drafting- functions of business letters - structures of a business letters.

### **UNIT – III KINDS OF BUSINESS LETTERS**

**(6Hours)**

Business letters: letters of enquiry and its replies – offer letters – order letters - complaint letters.

### **UNIT – IV LETTERS FOR JOB APPLICATION**

**(6Hours)**

Job Applications: Essential qualities-letters for job application with Resumes-Application with reference to an advertisement.

### **UNIT – V INTERVIEW TECHNIQUES**

**(6Hours)**

Interview – meaning - - Types of interview - stages of interview- interview techniques- Interviewee preparation for the interview.

#### **Text Book:**

Ramesh and Pattanchetti, Business Communication, S Chand & Co.

#### **Reference Book:**

- 1 Rajendra pal & J.S. Korlahali, Essential of Business Communication, S Chand & Sons, New Delhi.
2. Dr. K. Sunder, Business Communication, Vijay Nicole Publications, Chennai.
3. Dr. N. Pramavadhi, Business Communication, Sri Vishnu Publications Chennai.
4. N. S. Ragunathan & B. Sandhanam, Business Communication, Margham Publication, Chennai.

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

**Mapping of course outcomes with Programme Outcomes and Programme Specific**

**Outcomes**

COs	Programme Outcomes						Programme Specific Outcomes			Mean
	PO1	PO2	PO3	PO4	PO5	PO6	PSO1	PSO2	PSO3	
CO1	3	1	2	3	2	1	3	2	2	2.11
CO2	2	2	3	3	2	2	3	2	2	2.33
CO3	3	3	3	3	2	2	2	2	2	2.44
CO4	3	3	3	3	2	1	3	3	3	2.66
CO5	3	3	3	3	1	1	2	2	2	2.22
Total	14	12	14	15	9	7	13	11	11	11.76
Mean Overall Score =2.352										

3 – Strong; 2 – Medium; 1 – Low

Prepared by		Verified by	
Dr. K. Mohamed Ibrahim		Dr. P. Mohamed Vaseem	

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

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

<b>Sem</b>	<b>Category</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Max. Marks</b>
<b>III</b>	<b>GEL</b>	<b>U24AEC302</b>	<b>INDUSTRIAL ECONOMICS (ALLIED)</b>	<b>90</b>	<b>5</b>	<b>25</b>	<b>75</b>	<b>100</b>

### **Course Outcomes:**

<b>CO No.</b>	<b>CO - Statement</b>	Cognitive Levels (K-Levels)
	(After completing the course, the students will be able to)	
<b>CO1</b>	Understand the importance and structure of Industrial Economics	K3
<b>CO2</b>	Examine theories of industrial location.	K4
<b>CO3</b>	Review the relevance of industrial policies.	K4
<b>CO4</b>	Describe the industrial belts of the World and India.	K4
<b>CO5</b>	Analyse the industrial trends in the Indian industrial economy	K5

### **UNIT – 1 INTRODUCTION (18 Hours)**

Nature and scope of industrial economics – Patterns of Industrialization - *Industrial Combinations*: Causes – Forms & Combinations in India – Digital Revolution – *Classification of Industries*: Public Sector, Private Sector & Public- Private Partnerships (PPP) – MSMEs, Cottage Industries – Concepts of Plant, Firm & Industry.

### **UNIT – 2 THEORIES OF INDUSTRIAL LOCATION (18 Hours)**

*Industrial location*: Factors affecting industrial location – Measures of localization – Weber & Sargent Florence's theory – Globalization of Industries – Decentralization of Industries – Industrial Efficiency and Economic Efficiency.

### **UNIT – 3 INDUSTRIAL LICENSING & POLICIES (18 Hours)**

Industrial licensing – MRTP Act – Industrial Policy-1991 - *Industrial Productivity*: Factors affecting productivity and efficiency – Capacity utilization – *Industrial Sickness*: Mergers & Acquisitions – Profitability and Efficiency.

### **UNIT – 4 REGIONAL DEVELOPMENT AND INDUSTRIAL FINANCE (18 Hours)**

Regional growth of industry in India – Need for balanced regional development of Industries – Industrial Policy on backward areas – Industrial Clusters in India – Sunrise Sectors. – *Industrial Finance*: Sources of finance – IFCI, NIDC, ICICI & IDBI – Impact of these institutions.

### **UNIT – 5 GROWTH TRENDS IN INDIA**

Industrial Growth in India: Trends & Prospects – Incentives to promote Industrialization - Ease of Doing Business Ranking – MNCs in India – Special Economic Zones - FDI Policy – Make in India Initiative – Manufacturing Policy.

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

### **Text Books**

1. Barathwal R.R, (2007) Industrial Economics, An Introductory Textbook, New Age Publications.
2. Dhingra I.C and Nitin Dhingra (2013) Industrial Economics Book Age Publications.s
3. Kuchhal S, C. Industrial Economy of India, Chaitanya Publishing House, Allahabad (1980).

### **Reference Books**

1. Louis Philips, "Applied Industrial Economics", Cambridge University Press, 1998.
2. Hay, D.A. and D.J.Morris (1979), Industrial Economics Theory and Evidence. Oxford University Press.
3. Paul Belleflameet. L "The theory of Industrial Organization-Markets and Strategies," Cambridge University Press,2012.

### **Web Resources**

1. <https://www.india.gov.in/topics.industries>
2. <https://dpiit.gov.in>
3. <https://dri.nic.in>
4. <https://msme.gov.in>

### **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	2	3	2	3	2.55
<b>CO2</b>	3	3	3	3	3	2	3	2	3	2.77
<b>CO3</b>	3	3	3	2	3	2	3	3	2	2.66
<b>CO4</b>	3	3	3	2	3	2	3	3	2	2.66
<b>CO5</b>	3	3	2	2	3	2	3	3	2	2.55
<b>Total</b>	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 2025-2026

Sem	Category	Course Code	Course Title	Hours	Credits	Int. Marks	Ext. Marks	Max. Marks
IV	GEL	U24AEC402	INTERNATIONAL ECONOMICS (ALLIED)	90	5	25	75	100

**Course Outcomes:**

CO No.	CO - Statement (After completing the course, the students will be able to)	Cognitive Levels (K-Levels)
CO1	Develop ideas of the basic concepts of International Economics and Grasp the basic theories of International Trade and Economic Growth.	K3
CO2	Describe and elucidate the term and gains from trade	K4
CO3	Examine and evaluate the foreign exchange rate of domestic country and compare it with other countries.	K5
CO4	Measure and compare the balance of payments and balance of trade.	K5
CO5	Classify and analyse the international economic forums and assess their roles in overall world economic development.	K5

**UNIT – 1 INTRODUCTION & THEORIES OF INTERNATIONAL TRADE (18 Hours)**

Nature and Scope of International Trade – Difference between Internal and International trade.

*Theories of International Trade:* a) *Classical View* – Adam Smith's Absolute Cost Advantage – Ricardo's Comparative Cost Theory b) *Modern Theory of International Trade* – Heckscher -Ohlin Theory of International Trade. *Current International Economic problems & challenges*

**UNIT -2 GAINS FROM TRADE & TERMS OF TRADE (18 Hours)**

Meaning and Nature of Gains – Sources of Gains – Factors Determining the Gains from International Trade. *Terms of Trade:* Meaning – Types – Determinants - Factors Affecting Terms of Trade – Reasons for the Unfavorable Terms of Trade – Free Trade Vs Protection.

**UNIT – 3 FOREIGN EXCHANGE MARKET (18 Hours)**

Meaning – Function and Structure – Determination of Exchange Rate – *Theories of Exchange Rate:* a) Mint Parity Theory b) Purchasing Power Parity Theory c) Balance of Payment Theory - Fixed and Flexible Exchange Rates- Causes of Fluctuations in Exchange Rate

**UNIT – 4 BALANCE OF PAYMENTS (18 Hours)**

Meaning – Structure of Balance of Payments – Balance of Payments and Balance of Trade – Disequilibrium in the Balance of Payments Causes and measures for Correcting Disequilibrium in Balance of Payments – Export Promotion and Import Substitution.

**UNIT – 5 INTERNATIONAL ECONOMIC FORUMS (18 Hours)**

International Monetary Fund (IMF) – World Bank (IBRD) – World Trade Organizations (WTO) – Stages of Economic Integration – European Union (EU) – ASEAN – South Asian Association for Regional Co-Operative (SAARC) – BRICS – G7 – G20.

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

### **Text Books**

1. Mithani D.M (2002), Introduction to International Economics, Vora & Co Publishers, Bombay.
2. Dwivedi, D.N. (2013), International Economics: Theory and Policy, Vikas Publishing House, New Delhi.
3. Cherunilam, Francis (2006), International Economics, Tata McGraw-Hill Publishing Co.Ltd.,New Delhi.
4. M.L.Jingan, "International Economics", Vrinda Publications, 2016.
5. G.P. Gupta, "International Economics", Atlantic Publishers, 2017.

### **Reference Books**

1. Paul Krugman, Maurice Obstfeld and Marc Melitz, (2012), International Economics: Theory and Policy, Addison-Wesly (Pearson Education Indian Edition), 9<sup>th</sup> edition.
2. Kindleberger, C.P. (1977), International Economics, D.B. Taraporevala Sons and Co., Pvt. Ltd., Bombay.
3. Learner, E.E.,& Stern, R.M, (2017). Quantitative International Economics, Routledge.
4. Salvatore, D. (2016), International Economics, John Wiley and Sons.
5. Jones, R.W., Grossman, G.M.,Kenen, P.B.,Rogoff, K.Gopinath, G., & Helpman, E. (Eds.) ( 1997), Handbook of International Economics (Vol.3). Elsevier.

### **Web Resources**

1. <http://imf.org>
2. <http://forextime.com/education/forex-trading-for-beginners>
3. <http://www.weforum.org>
4. <http://www.wto.org>
5. [http://www.policy.trade.ec.europa.eu/eu-trade-relationships-country-and-region/negotiations-andagreements\\_en](http://www.policy.trade.ec.europa.eu/eu-trade-relationships-country-and-region/negotiations-andagreements_en)

### **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										