

B. Com (Corporate Secretaryship)

Course Structure and Syllabus

(For the candidates admitted from the academic year 2025-2026 onwards)

CHOICE BASED CREDIT SYSTEM- LEARNING OUTCOMES BASED CURRICULUM FRAMEWORK (CBCS-LOCF)



THANTHAI HANS ROEVER COLLEGE (AUTONOMOUS)
Accredited with 'A' Grade by NAAC (3rd cycle) with CGPA 3.23 out of 4

(Affiliated to Bharathidasan University, Tiruchirappalli)

ELAMBALUR, PERAMBALUR – 621 220



VISION

- The Department is committed to educate and train innovate and competent human resource globally suitable for industry, business and service sector and to equip and encourage them to start their own ventures in urban or rural areas benefitting both the classes and masses.

MISSION

- To secure and deliver knowledge through teaching, research and extension activities.
- To seek continuous improvement in the quality of education to remain globally competitive.
- To consolidate, strengthen and update the existing programmes.
- To expand and diversify to cover the frontier areas by introducing newly certain innovative academic programmes.
- To foster research in regional studies that too of interdisciplinary nature.
- To keep regular interaction with business and industry with the help of establishment of chairs and entering into MOUs.
- To undertake extension and consultancy activities.
- To improve soft skills to bring about balanced personality development of the learners.

Programme Outcomes (POs)

Upon completion of the programme, the undergraduate will be able to

- PO1:** Develop comprehensive knowledge of Commerce and Management disciplines, enabling effective understanding and application of core concepts and practices.
- PO2:** Apply analytical and critical thinking skills to identify, evaluate, and solve business and financial problems using appropriate tools, techniques, and methodologies.
- PO3:** Understand and uphold ethical values, corporate governance principles, and social responsibility in all business practices and decision-making processes.
- PO4:** Demonstrate effective verbal and written communication skills to present ideas, financial information, and business strategies clearly and persuasively.
- PO5:** Utilize modern tools and digital technologies relevant to Commerce and Management, including accounting software, research tools, data analytics platforms, and ERP systems.
- PO6:** Develop an entrepreneurial mindset and the skills necessary for innovation, opportunity recognition, and venture creation in the commercial and service sectors.
- PO7:** Exhibit leadership qualities and teamwork skills to function effectively as an individual or as a leader in diverse and multidisciplinary teams.
- PO8:** Recognize the importance of lifelong learning and engage in continuous professional development to adapt to evolving business environments and regulatory changes.

Programme Specific Outcomes (PSOs)

- PSO1:** A concrete exposure to the concepts of Accounting, General Laws, Finance, Governance, CSR and Management.
- PSO2:** Imparting specific knowledge on Company law and secretarial practice.
- PSO3:** Motivate to become an entrepreneur and nature the entrepreneurial skills.
- PSO4:** Hands on training in GST and Income tax returns filing, Corporate Correspondence, venture creation and industrial training.
- PSO5:** Train to develop managerial skills individually and collectively for better corporate management at local and global level.

B.Com. Corporate Secretaryship

Choice-Based Credit System – Learning Outcome-Based Curriculum Framework

(For the candidate admitted from the academic year 2025 -2026)

Semester	Part	Course Code	Title of the Course	Int. Hrs /Week	Credits	End Sem. Exam Hrs	Max. Marks		
							CIA	ESE	Total
I	I	25UT1	Language	6	3	3	25	75	100
	II	25UE1	English	6	3	3	25	75	100
	III	25UCO1CC1	Financial Accounting - I	6	5	3	25	75	100
		25UCO1CC2	Corporate Correspondence	5	5	3	25	75	100
		25UCM1AC1	Business Economics	5	3	3	25	75	100
	IV	25UVE	Value Education	2	2	3	25	75	100
			Value Added Course*	--	2*	3	50	50	100*
Total				30	21	-	-	-	600
II	I	25UT2	Language	6	3	3	25	75	100
	II	25UE2	English	6	3	3	25	75	100
	III	25UCO2CC3	Financial Accounting - II	5	5	3	25	75	100
		25UCO2CC4	Corporate E Management	5	4	3	25	75	100
		25UCM2AC2	Insurance Management	4	3	3	25	75	100
	IV	25UCO2NME1	Logistics Management	2	2	3	25	75	100
		25UES	Environmental Studies	2	2	3	25	75	100
			Value Added Course*	--	2*	3	50	50	100*
Total				30	22	-	-	-	700
III	I	25UT3	Language	6	3	3	25	75	100
	II	25UE3	English	6	3	3	25	75	100
	III	25UCO3CC5	Cost Accounting	5	4	3	25	75	100
		25UCO3CC6	Business Statistics	5	4	3	25	75	100
		25UMS3AC3	Organisational Behaviour	4	3	3	25	75	100
	IV	25UCO3NME2	Everyday Banking - NME - II	2	2	3	25	75	100
		25UCO3SE1	Corporate Governance	2	2	3	25	75	100
			Value Added Course*	--	2*	3	50	50	100*
Total				30	21	-	-	-	700

Semester	Part	Course Code	Title of the Course	Int. Hrs /Week	Credits	End Sem. Exam Hrs	Max. Marks		
							CIA	ESE	Total
IV	I	25UT4	Language	6	3	3	25	75	100
	II	25UE4	English	6	3	3	25	75	100
	III	25UCO4CC7	Financial Management	5	4	3	25	75	100
		25UCO4CC8	Company Law & Secretarial Practice	5	4	3	25	75	100
		25UMS4AC4	Management Concepts	5	3	3	25	75	100
	IV	25UCO4SE2	Business Building Skills	2	2	3	25	75	100
		25UHW	Health and Wellness	1	1	--	--	--	100
			Value Added Course*	--	2*	3	50	50	100*
Total				30	20	-	-	-	700
V	III	25UCO5CC9	Management Accounting	6	5	3	25	75	100
		25UCO5CC10	Income Tax Law and Practice	6	5	3	25	75	100
		25UCO5CC11	Banking Theory Law & Practice	4	4	3	25	75	100
		25UCO5CC12	Corporate Finance	4	4	3	25	75	100
		25UCO5DE1	Business Environment	4	4	3	25	75	100
		25UCO5DE2	Entrepreneurial Development	4	4	3	25	75	100
	IV	25USS	Soft Skills	2	2	3	25	75	100
		25UCO5SI	Summer Internship	--	2*	3	--	--	100
			Value Added Course*	--	2*	3	50	50	100*
Total				30	28	-	-	-	800
VI	III	25UCO6CC13	Corporate Accounting	6	5	3	25	75	100
		25UCO6CC14	Auditing	6	5	3	25	75	100
		25UCO6CC15	Business Law	6	5	3	25	75	100
		25UCO6DE3	Tally with GST	4	4	3	25	75	100
		25UCO6DE4	Modern Marketing	4	4	3	25	75	100
		25UCO6PW	Project Work	3	3	3	20	80	100
	V	25UGS	Gender Studies	1	1	3	25	75	100
	V		Extension Activity	--	1	--	--	--	--
			Value Added Course*	--	2*	3	50	50	100*
Total				30	28	-	-	-	700
Total				180	140				4200

Extra Credit Course which will not be included in the total CGPA

** Summer Internship after 4th semester during summer vacation -30 Hours and 2 credits will be included in the 5th semester.

*Value Added Course(Outside Instruction Hours: 30 Hours)

1. Part-wise Credits

Part	Course details	No. of Courses	Total Credits
I	Tamil	04	12
II	English	04	12
III	Core Course Theory	10	68
	Allied Course Theory	04	12
	Discipline-Specific Electives	04	16
	Project with Viva-Voce	01	03
IV	Skill Enhancement Courses	02	04
	Non-Major Elective	02	04
	Value Education	01	02
	Environmental Studies	01	02
	Soft Skills	01	02
	Summer Internship	01	02*
V	Gender Studies	01	01
	Health and Wealth	01	01
	Extension Activity		01
		Total	140

2. List of Value-Added Courses

Course Code	Course Title
25UCOVA 1	Economics for Competitive Exam
25UCOVA 2	Environmental Policy & Administration
25UCOVA 3	Event Management

3. Attendance

75% of attendance in each semester shall appear for the examination.

Attendance between 65% and 74% shall apply for **condonation** in the prescribed form with the prescribed fee.

Attendance between 50% and 64% shall apply for **condonation** in prescribed form with the prescribed fee along with the **Medical Certificate**.

Attendance below 50% are **not eligible to appear for the examination**. They shall re-do the semester(s) after completion of the Programme.

4. Question Paper Pattern of CIA I and CIA II Examinations

UG Programme		
Maximum Marks : 50 Duration: 1 ½ Hours		
Section - A	i) a- (3 Questions for Multiple Choice) One question from each unit	3 x 1 = 03 Marks
	b- (5 Questions for Fill in the Blanks) One question from each unit	3 x 1 = 03 Marks
	ii) (5 short answer questions) One question from each unit	2 x 2 = 04 Marks
Section - B	4 Questions One set of questions from each unit	4 x 5 = 20 Marks
Section - C	3 Questions One question from each unit	2 x 10 = 20 Marks

Question Paper Pattern of Pre-Semester and End Semester Examinations

UG Programme		
Maximum Marks : 75		Duration: 3 Hours
Section - A	i) a- (5 Questions for Multiple Choice) One question from each unit	5 x 1 = 05 Marks
	b- (5 Questions for Fill in the Blanks) One question from each unit	5 x 1 = 05 Marks
	ii) (5 short answer questions) One question from each unit	5 x 2 = 10 Marks
Section - B	5 Questions (Internal Choice: Either or) One set of questions from each unit	5 x 5 = 25 Marks
Section - C	3 Questions (Answer any 3 out of 5 Questions) One question from each unit	3 x 10 = 30 Marks

5. The ratio of marks allotted to the continuous internal assessment and to the end semester examination

	Internal Marks	External Marks
Theory	25 Marks	75 Marks
Practical	40 Marks	60 Marks
Project	20 Marks	80 Marks

6. The Internal components of Theory course

	Maximum Marks
Maximum mark of CIA I & CIA II	Converted to 30 Marks
5 Assignments (5x5)	25 Marks
Seminar	10 Marks
Pre-Semester	Converted to 25 Marks
Library Assignment & Attendance	10 Marks
Total	100 Marks

100 marks converted to 25 marks.

7. The Internal components of Practical course

	Maximum Marks
Two Model Practical Exams	60 Marks
Record	10 Marks
Viva-Voce	10 Marks
Attendance	10 Marks
Overall Performance	10 Marks
Total	100 Marks

100 marks converted to 40 marks.

8. Passing Minimum for Theory

	Continuous Internal Assessment (CIA)	End Semester Examination (ESE)	CIA + ESE
Theory	40% out of 25 Marks [i.e. 10 Marks]	40% out of 75 Marks [i.e.30 Marks]	40 Marks
Practical	40% out of 40 Marks [i.e. 16 Marks]	40% out of 60 Marks [i.e.24 Marks]	40 Marks
Project	Viva-Voce 20 Marks 40% out of 20 Marks [i.e. 8 Marks]	Project Report 80 Marks 40% out of 80 marks [i.e. 32 marks]	40 Marks

9. UG Project Evaluation

Project Title Registration

Students must fill out the Final Year Project Title Registration Form. The Project Proposal Form should be submitted by the student to his/her supervisor before the commencement of the project. The form must include three project titles, the abstracts of the projects, objectives /aim (or goal), scope of the project, and proposed methodology. The first proposal (**Review 1**) is presented (seminar) before the project review committee for panel assessment.

Students should record project-related activity in a log. The log is a weekly record of the student's progress in meeting their objectives. Students should also record the meeting details with their supervisor in the log. Students should meet with their supervisor regularly, taking their log along to review progress. The complete log should be submitted as an appendix in the final report.

Review 1 – Project Proposal (20 Marks)

Present the abstracts of the projects, objectives /aim (or goal), scope of the project, and proposed methodology to the project review committee members.

The project review committee will assign the students a project, and the head of the department will assign them a supervisor.

- Abstract of the proposed work.
- Study of the Existing Systems. & drawbacks in the existing systems.
- Objectives and scope of the proposed work.
- Relation with current issues.
- Methodology.
- Presentation of proposed work.

Review 2 – Midterm Presentation (20 Marks)

- a. Implemented modifications suggested in Review 1.
- b. Timeframe work being followed.
- c. Defined Objectives are achieved.
- d. Individual or Team Contribution.
- e. 75% of the Project Work is completed.

Review 3 - Final Presentation(30 Marks)

At the end of the final year project, students will be required to make a brief presentation on their project (UG: 6 minutes for each student). The presentation should cover the following:

- a. Overview of the project (project objectives and scopes).
- b. Methodology.
- c. Result and discussion.
- d. Conclusion and recommendation.
- e. References.
- f. Project demonstration (Optional) .

Project Report Evaluation (10 Marks)

- a. The project report is in the specified format.
- b. Results are presented in a very appropriate manner.
- c. Project work is well summarized and concluded.
- d. Future extensions in the project are well specified.
- e. References and citations are appropriate and well-mentioned.

10. End Semester Exam Project Work Evaluation

S.No.	Register No	Name of the student	Title of the Project	PPT presentation / Demonstration (2)	Usage of the latest tools and/or methodology (3)	Result and Discussion (2)	Individual contribution (3)	Viva-Voce (10)	Total (20)

11. Guidelines for the Preparation of a Project Report

Arrangements of Contents:

The Project Report has to be organised in the following order.

1. Cover Page (Refer to Appendix 1)
2. Inside Title Page (Refer to Appendix 1)
3. Certificate signed by the Supervisor(s) (Refer to Appendix 2)
4. Declaration signed by the Candidate
5. Acknowledgements
6. Abstract
7. Table of Contents
8. List of Figures
9. List of Tables
10. Abbreviations/ Notations/ Nomenclature (if any)
11. Report text content (Minimum 5 Chapters – Minimum 80 Pages)
Chapter 1
Chapter 2
.....
Chapter 5
12. References
13. Appendices (if any)

TITLE

A Project Report submitted <Italic>

in partial fulfilment for the award of the degree <Italic>

B.Com. Corporate Secretaryship

Submitted by <Italic>

Name **Register Number**

- 1.
- 2.
- 3.
- 4.
- 5.

under the guidance of <Italic>

NAME OF THE GUIDE



DEPARTMENT OF COMMERCE CA & CS

THANTHAI HANS ROEVER COLLEGE (Autonomous)

Elambalur, Perambalur – 621 220

APRIL – 2026



Thanthai Hans Roever College (Autonomous)
(Accredited with 'A' Grade by NAAC (3rd cycle) with GPA 3.23 out of 4)
(Affiliated to Bharathidasan University, Tiruchirapalli)
Elambalur, Perambalur – 621 220



CERTIFICATE

<Below paragraph Font size – 14>

This is to certify that this Project entitled “**Title of the project**” is a bonafide record work done by the following members

<Following lines Font size – 12>

Name	Register Number
1.	
2.	
3.	
4.	
5.	

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in partial fulfillment of the requirement for the award of degree of Bachelor of Commerce in Computer Secretaryship during the year 2024-2025

Guide

Head of the Department

Date of Viva –Voce:

Examiner

- 1.
- 2.



Thanthai Hans Roever College (Autonomous)
 (Accredited with 'A' Grade by NAAC (3rd cycle) with GPA 3.23 out of 4)
 (Affiliated to Bharathidasan University, Tiruchirapalli)
 Elambalur, Perambalur – 621 220



BONAFIDE CERTIFICATE

<Below paragraph Font size – 14>

This is to certify that the project entitled “.....**TITLE OF THE PROJECT**.....” is the bonafide work carried out by the following students under my supervision does not form part of any other project or report based on which a degree or award was conferred on an earlier occasion on his or any other candidate.

Name

Register Number

- 1.
- 2.
- 3.
- 4.
- 5.

Guide<<Signature of Guide >>

<<Signature of guide>><>

<<Academic Designation>>

<<Department>>

Report Size

The report may contain a minimum of about **80 pages**, excluding references and appendices.

Paper Size

A4-size paper.

Paper Quality

White bond paper weighing 80 g/m² or more should be used. Essentially, the same quality of paper should be used throughout. Photographs or images with dense colors may be printed on a single side on glossy paper.

Margins

A margin of 2.54 cm is to be provided on the left and right sides, whereas the top and bottom margins should be 3 cm. No printed matter should appear in the margin except the page numbers. All page numbers should be centered inside the bottom margin, 2 cm from the bottom edge of the paper.

Font

Times New Roman (**TNR**) 12-point font has to be used throughout the running text. The captions for tables and figures should have a font size of 11, and footnotes should be set at font size 10. **Line**

Spacing

The line spacing in the main text should be 1.5. Single line spacing should be given for quotations, abstracts, figure captions, table captions, figure legends, footnotes, and references. The equations, tables, figures, and quotations should be set off from the main text both before and after with a spacing of 1.5. Two consecutive paragraphs should be separated by triple line spacing

Headings

The following format has to be followed in the headings of chapters and sections.

CHAPTER 3

TITLE PAGE-CENTERED TNR 17-POINT BOLD ALL CAPS

3.1. Section Heading

Left aligned with number, TNR 16 points, bold and leading caps

3.1.1. Second level section heading

The left is aligned with the number, TNR 14 points, and bold, sentence case.

3.1.1.1. Third level section heading

The left is aligned with the number, TNR 12 points, and bold, sentence case.

Fourth-level section heading. Numbered subsections beyond the third level are not recommended. However, fourth-level subsection headings may be included without numbering. TNR 12-point font. left aligned. and italicized.

Running text should be set in 12-point TNR and fully justified. The first line of the paragraph should have an indentation of 1.5 Cm.

Page Numbering

All page numbers (**Roman or Arabic**) should be typed without punctuation at the central bottom of each page. The preliminary pages of the reports (such as Title page, Acknowledgement, Table of Contents, etc.) should be numbered in lower-case Roman numerals. The title page will be numbered as (i), but this should not be typed. The page immediately following the title page shall be numbered as (ii). Pages of the main text, starting with Chapter 1, should be consecutively numbered using Arabic numerals.

Table / Figure/equation Format

Tables, figures, and equations shall be numbered chapter-wise. For example, the second figure in Chapter 3 will be numbered Figure 3.2. The figure can be cited in the text as Fig. 3.2. The figure caption shall be located below the figure.

Tables shall be numbered similarly (Table 2 in Chapter 3 will be numbered Table 3.2) and shall be cited in the text as Table 3.2. The table number and caption shall be located above the table.

Equations aligned to the page's center with equation numbers in the text have to be given at the end of the line within brackets.

Listing of the References

References are to be listed after the last chapter. They are to be listed in alphabetical order and numbered. Within a reference, the line spacing should be single. Each reference should be separated by one blank line. The reference number should be left-aligned. The text of the reference should have an indentation of 10 mm. The reference format to be followed for journal articles, textbooks, conference proceedings, etc., is given below

References

Journals

1. Deodhar. S.V. and Patel. A .N. (1996) “Behavior of brick masonry in compression” *Journal of Structural Engineering* 22, 221-227.
2. Liu. H., Williams Burkett. and Kirk Haynes.(2005) “Improving freezing and thawing properties of fly ash bricks”, *World of coal ash conference* 11-15.
3. Prakas, K. (2011). Feedback and optimal sensitivity: Model reference transformations, multiplicative seminorms, and approximate inverses. *IEEE Transactions on Automatic Control*, 26(2): 301–320.
4. Ram, R., Krishna, S. and Peter, K. (2005a). Risk sensitive estimation and a differential game. *IEEE Transactions on Automatic Control*, 39(9): 1914– 1918.
5. Sarangapani. G., Venkatarama Reddy. B. V. and Jagadish. K. S. (2009) “Structural characteristics of bricks, mortars and masonry” *Journal of Structural Engineering* 29(2), 101-110.

Conference proceedings

1. Payne, D.B. and Gunhold, H.G. (1986). Digital sundials and broadband technology, In *Proc. IOOC-ECOC*, 1986, pp. 557-998.
2. Singh, K. and Robin, R. (2008). A linear-quadratic game approach to estimation and smoothing. In the *American Control Conference*, New York. June 20 – 25, 2008, pp. 2818–2822.

Online journals with a DOI (Digital Object Identifier)

1. AmraBratovic,(2025). Exploring Food Waste Potential for Bioethanol Production in Sustainable Energy and Emission Reduction, *Journal of Sustainable Bioenergy Systems* 15(2): 272- 275. doi: 10.4236/jsbs.2025.152004
2. Krebs, D.L. and Denton, K. (2006). Explanatory limitations of cognitive developmental approaches to morality. *Psychological Review*, 113(3): 672- 675. doi: 10.1037/0033-295X.113.3.672

Online journals without a DOI

1. Vicki, G.T., Thomas, M., Cullen, A. and Fernandez, H. (2007). Modeling the hydrological impact on Tropical Forests. *Forest Ecology*, 13(10): 122-132. <http://www.uiowa.edu/~grpproc/crisp/crisp.html>

Online abstracts

1. Perilloux, C. and Buss, D.M. (2008). Human relationships: Costs experienced and coping strategies deployed. *Evolutionary Psychology*, 6(1): 164-181. Abstract retrieved from <http://www.epjournal.net>

Online books

1. Perfect, T.J. and Schwartz, B. L. (Eds.) (2002). *Applied metacognition*. Retrieved from <http://www.questia.com/read/107598848> (--If DOI is available, use the DOI instead of a URL)

Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS/ GS / NME / SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
1	25UCO1CC1	5	Financial Accounting-I	CC	5	1	--	3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To comprehend the financial accounting concepts in detail.
2. To know the basis for calculating business profits of Sole trading concerns.
3. To be trained in various methods of Depreciation accounting.
4. To learn the methods of calculating profit for single entry system.
5. To focus on understanding the concepts, calculations and practical applications of account current and average due date for managing financial transactions.

Course Outcomes: On successful completion, students will be able to:

CO1: Acquire the basic concept of accounting terms and Journalise the ability to rectify the banking reconciliation statements.

CO2: Exemplify to prepare and analyze the financial statements.

CO3: Exposed to various methods of depreciation accounting.

CO4: Demonstrate insight into single and double entry system of accounting.

CO5: Exemplify to decide on Average due dates and calculation of interest and Drawing of Partners.

Unit-I Introduction, Concepts, and Technologies of Cloud Computing 15 Hrs.

Meaning and Scope of Accounting - Branches of Accounting – Objectives of Accounting – Brief outline on Indian Accounting Standards – Basic Accounting Concepts and Conventions – Preparation of Journal and Ledger Accounts – Subsidiary Books – Preparation of Trial Balance – Classification of Errors – Rectification of Errors – preparation of Suspense Account.

Unit-II Preparation of Financial Statement 15 Hrs.

Final Accounts of a Sole Trading Concern – Capital and Revenue Expenditure and Receipts - Preparation of Trading Account – Profit & Loss Account – Balance sheet – Adjustment Entries – Closing Stock, Outstanding Expenses, Prepaid Expenses, Depreciation, Accrued Income, Income received in Advance, Bad Debts, Provision for Bad and Doubtful Debts – Provision for Discount on Debtors and Creditors - Interest on Capital and Interest on Drawings.

Unit-III Depreciation 15 Hrs.

Depreciation – Meaning and Definition – Objectives – Causes – Difference among Depreciation, Amortization and Depletion – Concept of Depreciation – Accounting Treatments – Different methods of Depreciation – Providing Depreciation as per Indian Accounting Standard – Straight Line Method – Written Down Value Method (change in method excluded) – Conversion Method – Annuity Method – Depreciation Fund Method – Insurance Policy Method – Revaluation Method

Unit-IV Accounting for Incomplete Records 15 Hrs.

Accounting for Incomplete Records (Singly Entry) – Meaning and Definition – Objectives – Features of Single Entry System - Defects of Single Entry System – Differences between Single Entry and Double Entry System – Methods of Calculation of Profit – Statement of Affairs Method – Preparation of Financial Statement by Conversion Method

Unit-V Average Due Date and Account Current 15 Hrs.

Average Due Date – Meaning and Definition – Need for Average Due Date – Calculation of Average Due Date after taking into consideration days of grace – Calculation of due date of Bill or note payable few months after date or sight – Calculation of due date when the maturity day is a holiday.

Account Current – Meaning and Purpose – Forward Method – Product method – Periodical Balance method – Method of computing number of days.

Text Book(s):

1. PC Tulsan & Bharat Tulsan, “Fina
- 2.
- 3.
4. cial Accounting”, 4th Edition , Sultan Chand & Sons, , 2023, ISBN: 9391820008
5. B. K. Goyal,H.N. Tiwari, “Financial Accounting”, 12th Edition, McGraw Hill Publications, 2024, ISBN: 9789357183576
6. Rajiv Mishra, Asif Baig, Shraddha Bhome, Himalaya Publications, 2020, ISBN No: 9789352993338
7. S.N. Maheshwari, Suneel K Maheshwari, 7th Edition,Vikas Publications, 2021, ISBN No:789356330207
8. John Wild, Prakash Singh, 2022,Aswath Publications, ISBN No: 9789355322333

Reference Book(s):

1. R.L. Gupta & M. Radhaswamy, “Advanced Accountancy”, 1st edition, Sultan Chand & Sons, ISBN: 9788180547751
2. R.L. Gupta & V.K. Gupta, “Financial Accounting”, 8th revised edition, Sultan Chand & Sons, ISBN:9788180547324
3. T.S. Reddy & A. Murthy, “Financial Accounting”, Margam Publications, 2019, ISBN: 9789381430620
4. Dr. S. Manikandan, “Financial Accounting”, Scitech Publications, 2021, ISBN: 9788195330508

Web Resources:

1. <https://books.google.co.in/books?isbn=8126909935>
2. <https://books.google.co.in/books?isbn=9966254455>
3. <https://books.google.co.in/books?isbn=0470635290>

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	2	1	1	0	0	1	2	1	1	0	1
CO2	3	3	2	2	1	1	0	1	3	1	0	0	1
CO3	2	2	1	1	1	1	1	1	2	0	0	1	1
CO4	3	2	1	1	1	0	1	1	3	1	0	0	1
CO5	2	3	1	1	1	1	1	1	2	1	1	0	1
Average	2.6	2.4	1.4	1.2	1.0	1.0	1.0	1.0	1.4	1.0	1.0	1.0	1.0
Overall CO – PO Mapping index = 1.45									Overall CO – PSO Mapping index = 1.08				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

Prepared by

Checked by

HoD

Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS/ GS / NME /SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
1	25UCO1CC2	5	Corporate Correspondence	CC	4	1	--	3 Hrs.	25	75	100

Pre-Requisite: Basic knowledge of business functions like marketing, HR, finance.

Course Objectives: The purpose of learning this course is:

1. To inherit the knowledge on introduction to communication.
2. To analyze the different types of communication.
3. To demonstrate the knowledge communication in business environment
4. To learn the basic understanding of drafting of legal deeds and documents.
5. To make the students to understand the drafting of responses and replies

Course Outcomes: On successful completion, students will be able to

- CO1: Understand the fundamentals of communication, its process, and the various barriers affecting effective communication in a business environment.
- CO2: Differentiate between various types of communication (verbal, non-verbal) and channels (formal, informal), and apply appropriate formats in drafting trade letters and business correspondence.
- CO3: Apply corporate communication techniques in a professional setting through drafting reports, agendas, minutes, circulars, and correspondence with stakeholders such as shareholders and directors.
- CO4: Draft legally and professionally significant business documents including deeds, affidavits, memorandums, and articles of association of a company.
- CO5: Compose effective responses to regulatory communications, media queries, and crisis situations by analyzing and reviewing business documents and advisory reports.

Unit-I Introduction to Communication

15 Hrs.

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

Unit-II Types of Communication & Corporate Correspondence

16 Hrs.

Types of Communication: Verbal, Non-verbal. Channels of Communication: Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine. Trade Letters – (Inquiry, Order, Credit and Status Enquiry, Complaints, Claims, Sales Letters, promotional leaflets and fliers)

Unit-III Communication In Corporate Environment

16 Hrs.

Report Writing – Agenda, Minutes of Meeting –Office Order – Circular Notes- Correspondence with shareholders—Correspondence with directors.

Unit-IV Drafting of Documents

15 Hrs.

Partnership Deed- Power of Attorney- Lease deed– Affidavit – Indemnity Bond- Gift deed - Memorandum and articles of association of a company - Annual Report of a company.

Unit-V Drafting Replies and Responses

15 Hrs.

Drafting replies to regulatory show cause notices– review of business documents and press releases – Responding to proxy advisory reports -Response to media replies –Crisis communication.

Text Book(s):

1. Meenakshi Raman & Prakash Singh, “Business Communication”, 2nd Edition, Oxford University Press India, 2012, ISBN: 13: 978-0198077053
2. K.K. Ramachandran, K.K. Lakshmi, “Business Communication”, 5th Edition, Vikas Publishing, 2016, ISBN: 13: 978-9325981034
3. Sanjeev Kumar, Pushpalatha, “Communication Skills”, 3rd edition, Oxford University Press, 2019, ISBN: 13: 978-0199491360
4. R.C. Sharma, Krishna Mohan, “Business Correspondence and Report Writing”, 6th Edition, McGraw Hill Education India, 2020, ISBN: 13: 978-9390113002
5. Meenakshi Raman, Sangeeta Sharma, “Professional Communication”, 3rd edition, Oxford University Press India, 2017, ISBN: 13: 978-0199481125

Reference Book(s):

1. Helen Cunningham & Brenda Greene, “The Business Style Handbook”, 2nd Edition, Tata McGraw-Hill, 2012, ISBN-13: 978-0071800105
2. Courtland L. Bovee & John V. Thill, “Business Communication Today”, 14th Edition, 2016
3. Meenakshi Raman & Sangeeta Sharma, “Technical Communication”, 4th Edition, Oxford University Press India, 2022, ISBN-13: 978-9354972256

Web Resources:

1. <https://epgp.inflibnet.ac.in>
2. <https://nptel.ac.in/courses/109/106/109106094/>
3. www.businesscommunication.org
4. <https://www.ansarada.com/business-readiness/corporate/shareholder-correspondence>
5. www.newagepublishers.com

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	2	1	2	3	1	0	1	1	1	0	1	0	1
CO2	2	2	1	3	1	1	1	1	1	0	1	1	1
CO3	2	2	2	3	1	1	2	1	1	0	1	1	2
CO4	2	2	2	2	1	0	1	1	1	2	1	0	2
CO5	2	3	2	3	1	1	2	1	1	1	1	1	2
Average	2.0	2.0	1.8	2.8	1.0	1.0	1.4	1.0	1.0	1.0	1.0	1.0	1.6
Overall CO – PO Mapping index = 1.63									Overall CO – PSO Mapping index = 1.12				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

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Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS/ GS / NME /SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
1	25UCO1AC1	3	Business Economics	CC	4	1	--	3 Hrs.	25	75	100

Pre-Requisite: Basic knowledge about economics.

Course Objectives: The purpose of learning this course is:

1. To understand the fundamentals of microeconomics and its application to business decision-making.
2. To analyze demand and supply functions in the market.
3. To apply the concepts of cost, production, and pricing strategies.
4. To evaluate various market structures and competition models.
5. To interpret consumer and producer behaviour with real-life case studies.

Course Outcomes: On successful completion, students will be able to

CO1: Explain micro economic concepts relevant to business problems.

CO2: Apply demand forecasting techniques in business contexts.

CO3: Understand cost analysis and production efficiency.

CO4: Analyze the price and output decisions under different market conditions.

CO5: Evaluate resource allocation and pricing in the presence of imperfect competition.

Unit-I Introduction to Economics

12 Hrs.

Meaning – Scope and Importance of Economics – Basic Economic problems – Methodology of economics: deductive and inductive – Positive and normative economics – Concept of equilibrium – Business Economics – Nature, scope and significance

Unit-II Demand and Supply Analysis

12 Hrs.

Demand: Meaning and Definition – Law of demand – Determinants of demand – Elasticity of demand – Price elasticity – Income elasticity – Cross elasticity of demand – Demand forecasting – Methods and applications – Supply: Meaning and Definition – Supply Analysis – Law of Supply – Market equilibrium – Consumer surplus

Unit-III Production and Cost Analysis

12 Hrs.

Production Function – Short run and Long run – Law of variable proportions and returns to scale – Isoquants and isocosts – Producer's equilibrium – Cost concepts – Fixed Cost – Variable cost – Total cost – average cost – marginal cost – Cost-output relationship – Short run and long run – Economies and diseconomies of scale.

Unit-IV Market Structures

12 Hrs.

Market: Meaning and Definition – Features of Market Structures – Perfect Competition – Price and output determination – Monopoly – Price determination – Price discrimination – Monopolistic competition – Product differentiation – Oligopoly – Price rigidity – kinked demand curve – Duopoly models.

Unit-V Pricing and Factor Markets

12 Hrs.

Pricing: Meaning and Definition – Pricing under different market structures – Pricing methods in practice – Factor pricing – Rent, wages, interest and profit – Marginal productivity theory – Modern Theories of wages and rent – Role of government in factor pricing.

Text Book(s):

1. P.K. Mehta , "Business Economics",1st Edition, Taxmann Publications Pvt Ltd, 2013, ISBN-13: 978-9350712962
2. K.P.M. Sundharam& E.N. Sundharam,"Business Economics",Reprint; 1st ed. 1993, reprint 1997, Sultan Chand & Sons, ISBN-10: 8170141907
3. D.M. Mithani& G.K. Murthy, "Business Economics",1st Edition, Himalaya Publishing House, 2018, ISBN-13: 978-93-5262-234-4
4. K.P.M. Sundharam& E.N. Sundharam,"Business Economics",5th Revised Edition, Sultan Chand &

Sons, 2022, ISBN-13: 978-81-8054-822-2

5. Abha Mittal & Meghna Aggarwal, "Business Economics", Taxmann, 2024, ISBN-13: 978-93-6455-203-5

ISBN-13:

Reference Book(s):

1. R.L. Varshney, K.L. Maheshwari & R.K. Maheshwari, "Business Economics", 1st Edition, Sultan Chand & Sons, 2009, ISBN-13: 978-81-8054-738-6
2. Venugopal K. Ramachandra, "Business Economics", (Vol. 1), 1st Edition, New Age International Pvt Ltd, 2006, ISBNs: 81-224-2448-1 / 1-281-78889-9.
3. Satya P. Das & J.K. Goyal, "Business Economics", 2nd Edition, SAGE Publications India, 2022, ISBN-10: 9354791808.

Web Resources:

1. <https://epgp.inflibnet.ac.in>
2. <https://nptel.ac.in/courses/109/106/109106094/>
3. www.businesscommunication.org
4. <https://www.ansarada.com/business-readiness/corporate/shareholder-correspondence>
5. www.newagepublishers.com

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	1	1	0	0	0	1	2	1	1	0	1
CO2	2	3	0	1	2	1	0	1	2	0	1	2	2
CO3	3	3	0	1	2	0	1	0	3	0	0	2	2
CO4	3	2	1	2	2	1	0	1	2	1	1	1	2
CO5	3	3	1	1	2	0	1	1	2	0	1	1	2
Average	2.8	2.6	1	1.2	1.6	1.0	1.0	1.0	2.2	1.0	1.0	1.5	1.8
Overall CO – PO Mapping index = 1.53									Overall CO – PSO Mapping index = 1.50				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

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Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS / GS / NME / SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
II	25UCO2CC3	5	Financial Accounting II	CC	4	1	--	3 Hrs.	25	75	100

Pre-Requisite: Basic Financial Accounting Knowledge.

Course Objectives: The purpose of learning this course is:

1. To impart knowledge on the fundamental principles and techniques of financial accounting and reporting.
2. To enable students to understand and prepare accounts under Hire Purchase and Instalment systems.
3. To learn adjustments related to goodwill, revaluation of assets and liabilities, and capital accounts.
4. To equip students with knowledge of accounting treatment during the retirement or death of a partner
5. To enable students to understand the legal and financial implications of the dissolution of a partnership firm, including the procedures involved in settling accounts among partners.

Course Outcomes: After completion of this course students will be able to :

CO1: Apply the rules of financial accounting to record and report transactions under Hire Purchase and Instalment systems.

CO2: Prepare Branch and Departmental accounts and analyze their financial performance separately.

CO3: Demonstrate the ability to Adjust capital accounts and prepare final balance sheet post-admission.

CO4: Analyze and prepare necessary accounting adjustments related to the retirement of a partner, including revaluation of assets and liabilities, calculation of goodwill, and settlement of the retiring partner's dues

CO5: Compute and record the dissolution of partnerships including insolvency situations and final settlements.

Unit-I Hire Purchase and Instalment System 15 Hrs.

Introduction – Meaning and Definition – Features of Hire Purchase and Instalment systems – Differences between Hire Purchase and Instalment systems – Accounting treatment in the books of hire purchaser and hire vendor – Calculation of Interest and cash price – Default and repossession – Practical problems on partial and complete repossession.

Unit-II Branch and Departmental Accounting 15 Hrs.

Introduction – Meaning and definition – Objectives of Branch and Departmental Accounts – Types of branches – Dependent and Independent Branches – Accounting for dependent branches (Stock and Debtors System) – Goods invoiced at cost and invoice price – Departmental Accounts – Allocation and apportionment of expenses – Inter-departmental transfers and unrealized profits.

Unit-III Admission of a Partner 15 Hrs.

Meaning and Need for Admission - Legal Provisions Related to Admission (overview) - Calculation of New Ratio - Calculation of Sacrificing Ratio – Accounting Treatment of Goodwill - Preparation of Revaluation Account - Accounting for Profit or Loss on Revaluation - Adjustment of Capital Accounts - Preparation of Final Balance Sheet After Admission

Unit-IV Retirement and Death of a Partner 15 Hrs.

Meaning of Retirement and Death of a Partner - Distinction between Retirement and Death - New Profit-Sharing Ratio and Gaining Ratio - Treatment of Goodwill - Revaluation of Assets and Liabilities - Adjustment of Accumulated Profits, Reserves, and Losses - Death of a Partner - Preparation of New Balance Sheet

Unit-V Dissolution of Partnership 15 Hrs.

Dissolution of Partnership – Methods – Settlement of Accounts regarding Losses and Assets – Realisation account – Treatment of goodwill – Preparation of Balance sheet – Insolvency of a partner – One or more partners insolvent – All partners insolvent – Garner Vs Murray – Accounting treatment – Piecemeal Distribution – Surplus capital method – Maximum Loss method.

Text Book(s):

1. PC Tulsan & Bharat Tulsan, “Financial Accounting”, 4th Edition , Sultan Chand & Sons, , 2023, ISBN: 9391820008
2. B. K. Goyal,H.N. Tiwari, “Financial Accounting”, 12th Edition, McGraw Hill Publications, 2024, ISBN: 9789357183576
3. Rajiv Mishra, Asif Baig, Shraddha Bhome, Financial Accounting, Himalaya Publications, 2020, ISBN No: 9789352993338
4. S.N. Maheshwari, Suneel K Maheshwari, Financial Accounting, 7thEdition,Vikas Publications, 2021, ISBN No: 9789356330207
5. John Wild, Prakash Singh, Financial Accounting 2022, ISBN No: 9789355322333

Reference Book(s):

1. R.L. Gupta & M. Radhaswamy, “Advanced Accountancy”, 1st edition, Sultan Chand & Sons, ISBN: 9788180547751
2. R.L. Gupta & V.K. Gupta, “Financial Accounting”, 8th revised edition, Sultan Chand & Sons, ISBN:9788180547324
3. T.S. Reddy & A. Murthy, “Financial Accounting”, Margam Publications, 2019, ISBN: 9789381430620
4. Dr. S. Manikandan, “Financial Accounting”, Scitech Publications, 2021, ISBN: 9788195330508

Web Resources:

1. <https://books.google.co.in/books?isbn=8126909935>
2. <https://books.google.co.in/books?isbn=9966254455>
3. <https://books.google.co.in/books?isbn=0470635290>
4. <https://www.icai.org>
5. https://www.icai.org/post.html?post_id=10194
6. <https://www.khanacademy.org>
7. <https://www.accountingcoach.com/>

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	1	1	2	1	0	1	3	2	1	2	2
CO2	3	2	1	1	2	1	1	1	3	2	0	2	2
CO3	3	2	1	1	2	0	0	1	3	2	0	1	2
CO4	3	2	2	1	2	1	1	1	3	2	1	1	2
CO5	3	2	2	1	2	0	0	1	3	2	1	2	2
Average	3.0	2.0	1.4	1.0	2.0	1.0	1.0	1.0	3.0	2.0	1.0	1.6	2.0
Overall CO – PO Mapping index = 1.55									Overall CO – PSO Mapping index = 1.92				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS/ GS / NME / SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
II	25UCO2CC4	4	Corporate E Management	CC	4	1	--	3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To teach the basics of Computer and devices.
2. To enlighten about the operating systems hardware, software
3. To introduce the concept of internet
4. To introduce the basics of Multimedia
5. To teach about E-Commerce

Course Outcomes: After completion of this course students will be able to :

CO1: Define computer, its classification and uses in business

CO2: Discuss and explain the operating system, hardware and software and computer networks.

CO3: Demonstrate a basic use of internet, email in current scenario and beware of it

CO4: Identify the basic concepts and elements of multimedia and their uses in both education and entertainment.

CO5: To communicate the legal framework of e-commerce and assess the various modes of electronic payment system

Unit-I Introduction to Computer

12 Hrs.

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

Unit-II Operating System

12 Hrs.

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

Unit-III Introduction to Internet

12 Hrs.

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

Unit-IV Multimedia

12 Hrs.

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

Unit-V E-Commerce

12 Hrs.

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

Text Book(s):

1. C.S.V. Murthy, “E-Commerce: Strategy, Technologies and Applications”, 3rd Edition, Himalaya

Publishing House Pvt. Ltd., 2019, ISBN: 9789352995736.

2. Dr. P.T. Joseph S.J, ‘E-Commerce and E-Business’, 3rd Edition, PHI Learning Pvt, 2015,ISBN: 9788120350620.
3. R.K. Chopra, “Office E Management”, 3rdEdition, 2021, Himalaya Publishing House, ISBN-9789352623902

Reference Book(s):

1. Dr. Parag Kulkarni &SunitaJahirabadkar, “E-Business and E-Commerce Management”, 2nd Edition, Dreamtech Press, 2018, ISBN: 9789351199289.
2. G.S. Venkatesh& B. Muthukumaran, “E-Commerce: Concepts, Models, Strategies”, 2nd Edition, Pearson Education India, 2020, ISBN: 9789353439642.
3. Tulsian P.C. & Pandey V, “Business Organisation and Management”, 11th Edition 2021, Pearson Education, ISBN- 9789353945645.

Web Resources:

1. <https://edu.gcfglobal.org/>
2. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
3. <https://www.managementstudyguide.com/e-commerce.htm>
4. <https://www.investopedia.com>
5. <https://hbr.org>

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	0	1	2	0	0	1	2	0	2	0	2
CO2	3	3	0	0	2	1	0	0	2	1	0	2	0
CO3	2	2	1	3	3	0	1	1	0	0	1	2	1
CO4	2	0	0	2	2	1	0	0	0	0	0	1	0
CO5	2	3	3	3	2	0	0	2	1	2	1	3	1
Average	2.4	2.0	1.0	1.8	2.2	1.0	1.0	1.0	1.7	1.5	1.0	2.0	1.0
Overall CO – PO Mapping index = 1.55									Overall CO – PSO Mapping index = 1.44				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS/ GS / NME / SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
II	25UCO2AC2	3	Insurance Management	AC	3	1	--	3 Hrs.	25	75	100

Pre-Requisite: -

Course Objectives: The purpose of learning this course is:

1. To understand the basic principles and functions of insurance and its role in economic and business development.
2. To familiarize students with different types of insurance including life and general insurance policies.
3. To develop insights into risk management techniques and underwriting procedures in corporate and commercial insurance.
4. To provide knowledge about the legal and regulatory framework governing the insurance industry in India.
5. To enable students to explore modern trends like e-insurance, bancassurance, and the role of technology in the insurance

Course Outcomes: After completion of this course students will be able to :

- CO1: Explain the principles and types of insurance and evaluate their applications in personal and business contexts.
- CO2: Distinguish between life and general insurance products and assess their benefits and suitability.
- CO3: Analyze the risk management process and underwriting in insurance from a corporate perspective.
- CO4: Interpret the legal aspects, regulatory mechanisms, and IRDAI guidelines governing insurance operations.
- CO5: Identify and apply emerging trends and technologies in insurance management like e-insurance and digital policy platforms.

Unit-I Introduction to Insurance 10 Hrs.
 Meaning and Definition of Insurance - Nature and Functions of Insurance - Principles of Insurance - Utmost Good Faith - Insurable Interest – Indemnity – Contribution – Subrogation - Proximate Cause - Types of Insurance: Life and General - Role of Insurance in Economic Development.

Unit-II Life Insurance 10 Hrs.
 Meaning and Features of Life Insurance - Types of Life Insurance Policies - Term Insurance - Endowment Policies - Whole Life Policies - Unit Linked Insurance Plans (ULIPs) - Assignment and Nomination - Surrender Value and Paid-up Value - Life Insurance Corporation (LIC) – Functions and Role

Unit-III General Insurance 10 Hrs.
 Introduction to General Insurance - Types of General Insurance - Fire Insurance - Marine Insurance - Motor Insurance - Health Insurance - Travel and Rural Insurance - Claims and Settlement Procedures - Role of General Insurance Corporation (GIC)

Unit-IV Risk Management and Underwriting 10 Hrs.
 Concepts of Risk and Risk Management - Risk Identification, Assessment, and Control - Insurance as a Risk Transfer Tool - Underwriting – Process and Principles - Role of Corporate Secretary in Risk Management & Insurance Documentation

Unit-V Regulatory Framework and Emerging Trends 10 Hrs.

Text Book(s):

1. M.N. Mishra & S.B. Mishra, “Insurance Principles and Practice”, 22nd Edition, S. Chand Publishing, 2020, ISBN: 9789355010399
2. P. Periasamy, “Fundamentals of Insurance”, 2nd Edition, Tata McGraw Hill Education, 2019, ISBN: 9780070145798
3. K.C. Shekhar&LekshmyShekhar, “General Insurance Principles and Practice”, 1st Edition, Vikas Publishing House, 2010, ISBN: 9788125918559
4. A. Murthy, Elements of Insurance, 1st Edition, Margham Publications, 2012

Reference Book(s):

1. George E. Rejda, “Principles of Risk Management and Insurance”, 13th Edition, Pearson Education, 2020, ISBN: 9780134082578
2. R.K. Mishra & M. Raghavendra, “Indian Insurance Industry: Transition and Prospects”, 1st Edition, Academic Foundation, 2010, ISBN: 9788171887774
3. P. K. Gupta, “Legal Aspects of Insurance”, 2nd Edition, Himalaya Publishing House, 2015, ISBN: 9789352026003

Web Resources:

1. <https://www.irdai.gov.in>
2. <https://nptel.ac.in>
3. <https://www.investopedia.com/insurance-4427764>
4. <https://www.niapune.org.in>
5. <https://www.managementstudyguide.com/insurance.htm>

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	1	2	0	0	0	0	2	0	1	2	1
CO2	3	2	0	2	1	0	1	0	3	2	0	0	1
CO3	2	2	2	0	2	1	0	0	2	2	1	2	0
CO4	2	2	3	2	0	0	0	1	2	3	1	2	0
CO5	2	2	0	2	2	2	1	1	2	0	0	0	2
Average	2.4	2.0	2.0	2.0	1.7	1.5	1.0	1.0	2.2	2.3	1.0	2.0	1.0
Overall CO – PO Mapping index = 1.70									Overall CO – PSO Mapping index = 1.70				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

Prepared by

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HoD

Sem.	Course Code	Credits	Title of the Course	AC/ AP / CC / CP / DE / EVS/ GS / NME /SE / VE / VAC	Category			Sem. Exam	Max. Marks		
					Lect. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
II	25UCO2NME1	2	Logistics Management	NME	2	-	-	3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To provide an opportunity to learn the fundamentals of logistics
2. To create and interest in students to explore the field of logistics and allied industries for employment and business.
3. To know supply chain management
4. To learn warehousing technology
5. To understand concept and equipment of material handling

Course Outcomes: After completion of this course students will be able to :

- CO1: Understand the basic concepts of Logistics.
 CO2: Identify the opportunities in the field of logistics
 CO3: Understand customer services
 CO4: Identify various technology utilized in warehousing
 CO5: Understand performance measurement

Unit-I Introduction to Logistics Management 08 Hrs.

Concepts of Logistics – Evolution – Nature and Importance Logistics — Logistics System Fundamentals Transport System: Railway, Road, Air, Waterways, Pipe Lines, Animals And Animal Driven Vehicles – Economics Of Transportation – Stocking Policies – Storage And Handling Capacities – Warehousing

Unit-II Components of Logistics Management 08 Hrs.

Components of Logistics Management- Competitive advantages of Logistics Functions of Logistics management –Principles – Logistics Network- Integrated Logistics system.

Unit-III Supply Chain Management 08 Hrs.

Supply chain management –Nature and Concepts – Value chain- Functions – Supply chain effectiveness – Outsourcing –3PLsand4PLs–Supplychain relationships–Customer services.

Unit-IV Elements of Logistics Management 08 Hrs.

Elements of Logistics and Supply chain management – Inventory carrying – Ware housing, Technology in the ware house: Computerization, Bar-coding, RFID and WMS.

Unit-V Performance Measurements 08 Hrs.

Material handling, Concepts and Equipment: Automated Storage and Retrieval Systems– Order Processing – Transportation – Demand Forecasting – Impact of Forecasts on Logistics and Supply Chain Management – Performance measurements

Text Book(s):

1. Sople Vinod V, "Logistics Management", 5th Edition, Pearson Education, 2020, ISBN: 9789353945847
2. Martin Christopher, "Logistics and Supply Chain Management", , 5th Edition , Pearson, 2016, ISBN: 9781292083797
3. Satish C. Ailawadi, Rakesh Singh, "Logistics Management", 2nd edition, PHI Learning Pvt. Ltd. 2011, ISBN: 9788120345808

Reference Book(s):

1. KrishnaveniMuthiah, "Logistics Management and World Seaborne Trade", 1st Edition , Himalaya Publishing House, 2014, ISBN: 9789352024055
2. Donald Bowersox et al., "Supply Chain Logistics Management", 4th Edition, McGraw-Hill, 2012, ISBN: 9780071326216.
3. Satish C. Ailawadi& Rakesh Singh, "Logistics Management", 2nd Edition, PHI Learning, 2011, ISBN: 9788120345808

Web Resources:

1. <https://www.supplychaindigital.com>
2. <https://www.logisticsmgmt.com>
3. <https://nptel.ac.in/courses/110/107/110107081/>

Course Outcomes (COs)	Program Outcomes (POs)								Programme Specific Outcomes (PSOs)				
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	1	0	3	0	3	0	3	0	3	0	3
CO2	3	3	2	1	3	2	3	1	3	2	3	1	3
CO3	2	3	3	2	3	3	3	2	3	3	3	2	3
CO4	1	2	3	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3	3	3	3
Average	2.4	2.6	2.4	2.3	3.0	2.8	3.0	2.3	3.0	2.8	3.0	2.3	3.0
Overall CO – PO Mapping index = 2.60									Overall CO – PSO Mapping index = 2.82				

1 – Low Correlation

2 – Medium Correlation

3 – High Correlation

Prepared by

Checked by

HoD