

# B.COM., CORPORATE SECRETARYSHIP

## Syllabus

Program Code: UCP

2023 - Onwards

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**MANNAR THIRUMALAI NAICKER COLLEGE**

(AUTONOMOUS)

**Re-accredited with “A<sup>+</sup>” Grade by NAAC**

**PASUMALAI, MADURAI – 625 004**

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS),**

**MADURAI – 625 004**

**B.COM CORPORATE SECRETARYSHIP CURRICULUM**

*(For the students admitted from the academic year 2023-2024 onwards)*

Course Code	Title of the Course	Hrs	Credits	Maximum Marks		
				Int	Ext	Total
FIRST SEMESTER						
Part – I	Tamil / Alternative Course					
23UTAGT11	தமிழ் இலக்கிய வரலாறு - I	6	3	25	75	100
Part – II	English					
23UENGE11	General English - I	6	3	25	75	100
Part - III	Core Courses					
23UCPCC11	Financial Accounting	5	5	25	75	100
23UCPCC12	Corporate Correspondence	5	5	25	75	100
Part - III	Elective Course					
23UCPEC11	Corporate E - Management	4	3	25	75	100
Part IV	Non Major Elective					
23UCPNM11	Basics of Logistics Management	2	2	25	75	100
Part IV	Skill Enhancement course					
23UCPSC11	Fundamental Concepts ofAccounting and Commerce	2	2	25	75	100
Total		30	23	175	525	700
SECOND SEMESTER						
Part – I	Tamil / Alternative Course					
23UTAGT21	தமிழ் இலக்கிய வரலாறு – II	6	3	25	75	100
Part – II	English					
23UENGE21	General English - II	6	3	25	75	100
Part - III	Core Courses					
23UCPCC21	Advanced Financial Accounting	5	5	25	75	100
23UCPCC22	Corporate Management	5	5	25	75	100
Part - III	Elective Course					
23UCPEC21	Securities Laws & Regulation of Financial Markets	4	3	25	75	100
Part IV	Non Major Elective					
23UCPNM21	Everyday Banking	2	2	25	75	100
Part IV	Skill Enhancement course					
23UCPSC21	Fundamentals of Auditing	2	2	25	75	100
Total		30	23	175	525	700

Course Code	Title of the Course	Hrs	Credits	Maximum Marks		
				Int	Ext	Total
THIRD SEMESTER						
Part – I	Tamil / Alternative course					
23UTAGT31	தமிழக வரலாறும் பண்பாடும்	6	3	25	75	100
Part – II	English					
23UENGE31	General English - III	6	3	25	75	100
Part - III	Core courses					
23UCPCC31	Corporate Accounting	5	5	25	75	100
23UCPCC32	GST & Customs Law	5	5	25	75	100
Part - III	Elective course					
23UCPEC31	Business Economics	4	3	25	75	100
Part - IV	Skill Based courses					
23UCPSC31	Business Building Skills	1	1	25	75	100
23UCPSP31	GST Filing of Returns (Practical)	2	2	40	60	100
Part - IV	Mandatory course					
23UEVSG41	Environmental Studies	1	-	-	-	-
Total		30	22	190	510	700
FOURTH SEMESTER						
Part – I	Tamil / Alternative Course					
23UTAGT41	தமிழும் அறிவியலும்	6	3	25	75	100
Part – II	English					
23UENGE41	General English - IV	6	3	25	75	100
Part - III	Core courses					
23UCPCC41	Specialised Company Accounts	5	5	25	75	100
23UCPCC42	Company Law & Secretarial Practice	4	5	25	75	100
Part - III	Elective course					
23UCPEC41	Business Statistics	4	3	25	75	100
Part - IV	Skill Based courses					
23UCPSP41	Accounting Software (Lab Practical)	2	2	40	60	100
23UCPSC41	Professional Skills for Corporate World	2	2	25	75	100
Part - IV	Mandatory course					
23UEVSG41	Environmental Studies	1	2	25	75	100
Total		30	25	215	585	800

Course Code	Title of the Course	Hrs	Credits	Maximum Marks		
				Int	Ext	Total
FIFTH SEMESTER						
Part - III	Core courses					
23UCPCC51	Management Accounting	5	4	25	75	100
23UCPCC52	Income Tax Law & Practice - I	5	4	25	75	100
23UCPCC53	Business Laws	5	4	25	75	100
Part – III	Core project					
23UCPPR51	Project with Viva - Voce	5	4	25	75	100
Part - III	Elective courses - I					
23UCPEC51	Corporate Governance & Business Ethics	4	3	25	75	100
23UCPEC52	Industrial Laws					
Part - III	Elective courses - II					
23UCPEC53	Basics of Research Methodology	4	3	25	75	100
23UCPEC54	Entrepreneurial Development					
Part - IV	Mandatory course					
23UVLEG51	Value Education	2	2	25	75	100
23UCPIN51	Summer Internship Report	-	2	25	75	100
Total		30	26	200	600	800
SIXTH SEMESTER						
Part - III	Core courses					
23UCPCC61	Cost Accounting	6	4	25	75	100
23UCPCC62	Income Tax Law & Practice - II	6	4	25	75	100
23UCPCC63	Banking Theory Law & Practice	6	4	25	75	100
Part - III	Elective courses - I					
23UCPEC61	Knowledge Management	5	3	25	75	100
23UCPEC62	Office Management					
Part - III	Elective courses - II					
23UCPEC63	Financial Management	5	3	25	75	100
23UCPEC64	Modern Marketing Management					
Part - IV	Skill course					
23UCPSC61	Training for Competitive Examinations	2	2	25	75	100
Part - V	Extension activities					
23UNCET61, 23UNSET61, 23UPEET61, 23URRET61, 23UYRET61, 23UHFET61, 23UEOET61 & 23UHRET61	N.C.C, N.S.S, Physical Education, R.R.C, Y.R.C, Health and Fitness Club, ECO Club & Human Rights Club	-	1	25	75	100
Total		30	21	175	525	700
Grand total		180	140	1130	3270	4400

# FIFTH SEMESTER

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP****FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Management Accounting			
<b>Course Code</b>	23UCPCC51	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	5	-	4
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"> <li>➤ To outline the need for Management Accounting, its basic principles and scope and to analyze the balance sheet and ratios for the financial performance of companies</li> <li>➤ To compute the fund flow and cash flow statements and to impart knowledge on different types of budgets and its preparation</li> <li>➤ To calculate and carry out the analysis of financial statement with different ratios.</li> <li>➤ To prepare various types of budgets and budgetary controls for forecasting of business</li> <li>➤ To determine breakeven point with the use of Marginal costing</li> </ul>				
<b>UNIT – I INTRODUCTION</b>				<b>15</b>
Management Accounting: Meaning- nature, scope and functions of management accounting – management accounting vs. Financial accounting –tools and techniques of management accounting. Financial statements – meaning and types of financial statements – objectives and methods of financial statements analysis comparative, common size statements and Trend analysis				
<b>UNIT - II RATIO ANALYSIS</b>				<b>15</b>
Ratio Analysis – Interpretation, benefits and limitations – Classification of ratios –Liquidity, Profitability and turnover ratios.				
<b>UNIT -III FUNDS FLOW STATEMENT &amp; CASH FLOW STATEMENT</b>				<b>15</b>
Funds flow statement - objectives – uses and limitations – preparation of funds flow statement –schedule of changes in working capital – non fund items – adjusted profit and loss account. Cash flow statement – significance - preparation of cash flow statement as per IND AS-3-Cash from Operating, Investing and Financing activities.				
<b>UNIT - IV BUDGETS AND BUDGETARY CONTROL</b>				<b>15</b>
Budgets and Budgetary Control – Meaning – objectives – advantages – Limitations - Installations of Budgetary control system – Classifications of Budgets based on Time, Functions and Flexibility Preparation of Budgets (Sales, Production, Flexible, Cash, Master Budget and Raw Material Purchase Budget)				
<b>UNIT - V MARGINAL COSTING</b>				<b>15</b>
Marginal Costing – Break Even Analysis – Profit Volume Ratio Analysis – Margin of Safety – Managerial uses of Marginal costing.				
<b>Total Lecture Hours</b>				<b>75</b>

(80% of marks must be allotted to problem solving questions, 20% of marks must be allotted to theory questions)

**BOOKS FOR STUDY:**

- Maheswari, S. N. "Principles of Management Accounting" Sultan Chand & Sons. Delhi, Jan 2021.
- Reddy, T.S., & Murthy, A, Management accounting. Margham Publication, 15<sup>th</sup> Edition Jan 2000.

**BOOKS FOR REFERENCES:**

- Shashi .K. Gupta, Sharma, R.K. & Neet Gupta Management Accounting: Principles and Practice, 14<sup>th</sup> Edition 2017.
- N.L. Hingorani & R. Grewal. Management Accounting 3<sup>rd</sup> Edition 2005.
- Khan, M.Y., & Jain, P.K. (2017). Management Accounting and Financial Analysis, McGraw Hill, 8<sup>th</sup> Edition Sep 2021.
- Murthy, A. & Gurusamy, S. Management Accounting Theory and Practice, Vijay Nicole Imprints Pvt Ltd. Nov 2012.

**WEB RESOURCES:**

- ❖ <https://www.wallstreetmojo.com/ratio-analysis/>
- ❖ <https://books.google.co.in/books?isbn=0070620237>

Nature of Course	EMPLOYABILITY		✓	SKILL ORIENTED		ENTREPRENEURSHIP	
Curriculum Relevance	LOCAL	✓	REGIONAL		NATIONAL	GLOBAL	
Changes Made in the Course	Percentage of Change		10%	No Changes Made		New Course	
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.							

**COURSE OUTCOMES:****K LEVEL**

After studying this course, the students will be able to:

<b>CO1</b>	Knowledge of concepts methods, technique and tools for analysis of management accounting	<b>K1 to K4</b>
<b>CO2</b>	Apply the analytical skills associated with the interpretation of Accounting report	<b>K1 to K4</b>
<b>CO3</b>	Evaluate the results of profitability, liquidity, and solvency and Efficiency levels in the business.	<b>K1 to K4</b>
<b>CO4</b>	Communicate the knowledge about fund flow and cash flow Statement under (AS-3) and also, the concept of budgetary control.	<b>K1 to K4</b>
<b>CO5</b>	Understand about the marginal costing with BEP and P/V Ratio	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>			
<b>CO2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>			

CO3	3	3	2	2	3			
CO4	3	3	2	2	3			
CO5	3	3	2	2	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3	PSO4	PSO5		
CO 1		3	1	3	3	3		
CO 2		3	1	3	3	3		
CO 3		3	1	3	3	3		
CO 4		3	1	3	2	3		
CO 5		3	1	3	2	3		
WEIGHTAGE		3	1	3	2.6	3		
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%	87%	100%		
LESSON PLAN:								
UNIT	Management Accounting					HRS	PEDAGOGY	
I	INTRODUCTION					15	PPT, Group Discussion, Seminar, Quiz ,Assignment and Activity	
II	RATIOANALYSIS					15		
III	FUNDSFLOWSTATEMENT&CASHFLOWSTATEMENT					15		
IV	BUDGETSANDBUDGETARYCONTROL					15		
V	MARGINALCOSTING					15		



**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K4,K4)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2			2	4	54
	K2	2	10	16	28	50	
	K3		10	16	26	46	46
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	16	26	46	46
	K4			16	16	29	29
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K2, K2)	2 (K3,K3)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2, K2)	2 (K3,K3)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2, K2)	2 (K3,K3)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3, K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3, K3)	2 (K4,K4)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5			5	4	29
K2	5	30		35	25	
K3		20	48	68	48	48
K4			32	32	23	23
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions PART – A (10 x 1 = 10 Marks)					
1.	Unit - I	CO1	K1		
				a)	b)
				c)	d)
2.	Unit - I	CO1	K2		
				a)	b)
				c)	d)
3.	Unit - II	CO2	K1		
				a)	b)
				c)	d)
4.	Unit - II	CO2	K2		
				a)	b)
				c)	d)
5.	Unit - III	CO3	K1		
				a)	b)
				c)	d)
6.	Unit - III	CO3	K2		
				a)	b)
				c)	d)
7.	Unit - IV	CO4	K1		
				a)	b)
				c)	d)
8.	Unit - IV	CO4	K2		
				a)	b)
				c)	d)
9.	Unit - V	CO5	K1		
				a)	b)
				c)	d)
10.	Unit - V	CO5	K2		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit – I</b>	<b>CO1</b>	<b>K3</b>	
<b>OR</b>				
16. b)	<b>Unit – I</b>	<b>CO1</b>	<b>K3</b>	
17. a)	<b>Unit – II</b>	<b>CO2</b>	<b>K3</b>	
<b>OR</b>				
17. b)	<b>Unit – II</b>	<b>CO2</b>	<b>K3</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K3</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K3</b>	
19. a)	<b>Unit – IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit – IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit – V</b>	<b>CO5</b>	<b>K4</b>	
<b>OR</b>				
20. b)	<b>Unit – V</b>	<b>CO5</b>	<b>K4</b>	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Income Tax Law & Practice - I			
<b>Course Code</b>	23UCPCC52	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	5	-	4
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"> <li>➤ To understand the basic concepts and definition under the Income Tax Act 1961.</li> <li>➤ To ascertain the residential status of an Assessee and its incidence of tax.</li> <li>➤ To compute salary income under the head salaries.</li> <li>➤ To learn the concepts of annual value, associated deductions and the calculation of income from house property.</li> <li>➤ To compute income from business and profession.</li> </ul>				
<b>UNIT – I INTRODUCTION</b>				<b>15</b>
Basic Concepts - Income Tax Act 1961 & relevance of Finance Act – Definition of important terms- Income, Person, Assessee, Assessment Year and Previous Year – Broad features of Income Residential status, incidence of tax & basis of charge – Taxable entities – Classification of Residential Status of taxable entities – Residential Status – Individual, firm, AOP, HUF and Companies – Incidence of Tax. Exempted Incomes – Classification of exempted incomes – Incomes excluded from total income – Income forming part of total income but exempted from Tax.				
<b>UNIT - II INCOME FROM SALARIES</b>				<b>15</b>
Income from Salaries – Different forms of salary – Provident Funds – Allowances – Perquisites – Other items included in Salary – Qualifying amount for deduction u/s 80 (C).				
<b>UNIT -III INCOME FROM HOUSE PROPERTY</b>				<b>15</b>
Income from house property – Computation of Income from House Property – Let – out house – Self occupied house – Deduction allowed from house property – Unrealized rent – Loss under the head house property.				
<b>UNIT - IV PROFITS AND GAINS OF BUSINESS OR PROFESSION</b>				<b>15</b>
Profits and Gains of Business or Profession - Introduction – Computation of profits and gains of business or profession – Admissible deductions – Specific Disallowances – Depreciation – Loss under the head business or profession.				
<b>UNIT - V ADMINISTRATION OF INCOME TAX ACT</b>				<b>15</b>
Administration of Income Tax Act – Income tax authorities – procedure for assessment – PAN (Permanent Account Number) – Types of assessment				
<b>Total Lecture Hours</b>				<b>75</b>

**(80% of marks must be allotted to problem solving questions, 20% of marks must be allotted to theory questions)**

**BOOKS FOR STUDY:**

- Singhanian, V.K., (2024) Students Guide to Income Tax, Tax man. Publication, New Delhi.
- Reddy T.S., Hari Prasad Reddy, Income Tax Theory Law and Practice, Margham Publication , Chennai, 2024.

**BOOKS FOR REFERENCES:**

- ManoharanT.N & Hari.G.R, (2024) Students' Hand Book on Taxation, Snow White Publications Pvt. Ltd.
- Gaur V.P., Narang D.B, Income Tax Law and Practice, Kalyani Publications, 2024
- MurthyA, Income Tax Law And Practice, Vijay Nicole Publishers Private Ltd 2024.
- MehrotraH.C., Goyal.S.P, Income Tax Law And Practice, Sahitya Bhawan Publications, Agra, 2024

**WEB RESOURCES:**

- ❖ <https://lawtimesjournal.in/introduction-and-basic-concept-of-income-tax>
- ❖ <https://sol.du.ac.in/mod/book/view.php?id=1259&chapterid=924>
- ❖ <http://incometaxmanagement.com/Pages/Gross-Total-Income/Salaries/SalariesContents.html>
- ❖ <https://www.hrblock.in/guides/house-property-deductions>
- ❖ <https://books.google.com/books?isbn=1584773855>
- ❖ <https://books.google.com/books?id=iiQKAAAAMAAJ>
- ❖ <https://books.google.com/books?isbn=813172191>

Nature of Course	EMPLOYABILITY		✓	SKILL ORIENTED			ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL	✓	GLOBAL	
Changes Made in the Course	Percentage of Change		20%	No Changes Made			New Course		
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.									

**COURSE OUTCOMES:****K LEVEL**

After studying this course, the students will be able to:

<b>CO1</b>	Understand the basic concepts and definition under the Income Tax Act 1961.	<b>K1 to K4</b>
<b>CO2</b>	Ascertain the residential status of an assessee and its incidence of tax.	<b>K1 to K4</b>
<b>CO3</b>	Preparation of salary income under the head salaries.	<b>K1 to K4</b>
<b>CO4</b>	Calculation of income from house property.	<b>K1 to K4</b>
<b>CO5</b>	Computation of income from business and profession	<b>K1 to K4</b>

Mapping with Program Outcomes:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	1	3	3	3	3			
CO2	1	3	3	3	3			
CO3	1	3	3	3	3			
CO4	1	3	3	3	3			
CO5	1	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO Mapping:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	1	3		3	3	
CO 2		3	1	3		3	3	
CO 3		3	1	3		3	3	
CO 4		3	1	3		3	3	
CO 5		3	1	3		3	3	
Weightage		3	1	3		3	3	
Weighted Percentage of Course Contribution to POS		100%	100%	100%		100%	100%	
Lesson Plan:								
Unit	Income Tax Law & Practice - I					Hrs	Pedagogy	
I	Introduction					15	PPT, Group Discussion, Seminar, Quiz ,Assignment and Activity	
II	Income from Salaries					15		
III	Income from House Property					15		
IV	Profits and Gains of Business and Profession					15		
V	Administration of Income Tax Act					15		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K3,K3)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K3,K3)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K4, K4)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2			2	4	43
	K2	2	20		22	39	
	K3			32	32	57	57
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	16	26	46	46
	K4			16	16	29	29
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.



Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K3,K3)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K3,K3)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K4,K4)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5			5	4	29
K2	5	30		35	25	
K3		20	48	68	49	49
K4			32	32	22	22
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer <b>ALL</b> the questions <b>PART – A</b> (10 x 1 = 10 Marks)					
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K3</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K3</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K3</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K3</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K4</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K4</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP****FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Business Laws			
<b>Course Code</b>	23UCPCC53	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	5	-	4
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"> <li>➤ To help students become proficient business leaders</li> <li>➤ To provide students a better grasp of the legal context in which business decisions are made</li> <li>➤ To educate the students about indemnity and concepts of guarantee</li> <li>➤ To educate the students about indemnity and concepts of guarantee</li> <li>➤ To impart knowledge about operations of Limited Liability of Partnership Act</li> <li>➤ To explain about the comprehend laws pertained to Intellectual Properties Rights</li> </ul>				
<b>UNIT – I INDIAN CONTRACT ACT, 1872</b>				<b>15</b>
Contract: Meaning - Definition– Classification of Contracts, Essential Elements of Contract–Discharge of Contracts–Remedies for Breach of Contracts. E-Contract Meaning –Definition–Essential Elements of E-Contract–Types of E-Contracts.				
<b>UNIT - II CONTRACT OF INDEMNITYAND GUARANTEE</b>				<b>15</b>
Contract of Indemnity: Meaning–Definition–Scope of Contract of Indemnity-Rights of the indemnity holder. Contract of Guarantee: Meaning – Definition – Essential elements of Contract of Guarantee – Kinds of Guarantee- Revocation of Guarantee – Discharge of Surety.				
<b>UNIT -III SALE OF GOODS ACT, 1930</b>				<b>15</b>
Sale of Goods – Meaning – Definition – Sale and Agreement to sell – Sale and Hire Purchase – Conditions and Warranties – Duties and Rights of Buyer and Seller –Rights of Unpaid Seller– Doctrine of Caveat Emptor–Auction Sale.				
<b>UNIT - IV LIMITED LIABILITY PARTNERSHIPACT, 2008 (LLP)</b>				<b>15</b>
Salient Features of LLP, Difference between LLP, Partnership and Company – LLP Agreement - Nature of LLP- Partners and Designated Partners - Incorporation by Registration, Registered Office of LLP and Change of Name, Extent and Limitation of Liability of LLP and Partners-Conversion to LLP, Winding Up and Dissolution.				
<b>UNIT - V LAW RELATING TO INTELLECTUAL PROPERTY</b>				<b>15</b>
Provisions Relating to Patents Act 1970, Trademarks Act 1999 and Copyrights Act1957 - Overview of Laws Relating to other Intellectual Property Rights - Enforcement of Intellectual Property Rights				
<b>Total Lecture Hours</b>				<b>75</b>

**BOOKS FOR STUDY:**

- Kapoor N.D. Elements of Business Law. New Delhi: Sultan Chand & Sons, December 2018.
- Pillai N.P.N., Bhagavathy, Legal Aspects of Business, New Delhi, S.Chand, December 2007

**BOOKS FOR REFERENCES:**

- Tulsian, P.C, Business Law, Tata Mc Graw Hill, September 2018, New Delhi.
- Chadha, P.R, Business Law, Galgotia Publishing Company, January 2016, New Delhi
- Dr. S.N .Maheshwari & Dr.S.K.Maheshwari, Business Law, Himalaya publishing house, January 2018, New Delhi.

**WEB RESOURCES:**

- ❖ [https://www.icaai.org/post.html?post\\_id=15532](https://www.icaai.org/post.html?post_id=15532)
- ❖ [www.legalservicesindia.com](http://www.legalservicesindia.com)
- ❖ [www.indilaw.com](http://www.indilaw.com)
- ❖ [www.amritt.com](http://www.amritt.com)
- ❖ [www.niscair.res.in](http://www.niscair.res.in)

Nature of Course	EMPLOYABILITY		✓	SKILL ORIENTED		ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL		REGIONAL		NATIONAL	✓	GLOBAL	
Changes Made in the Course	Percentage of Change			No Changes Made			New Course	✓
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.								

**COURSE OUTCOMES:****K LEVEL**

After studying this course, the students will be able to:

<b>CO1</b>	Students can identify various laws involved in business operations.	<b>K1 to K4</b>
<b>CO2</b>	Students can apply basic principles of law pertaining to business	<b>K1 to K4</b>
<b>CO3</b>	Apply the knowledge of contract of indemnity, guarantee and its types	<b>K1 to K4</b>
<b>CO4</b>	Students can understand the operations of Limited Liability Partnership Act	<b>K1 to K4</b>
<b>CO5</b>	Understanding about the comprehend provision seated to Intellectual Properties Rights	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO2</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			

CO4	3	1	3	3	3			
CO5	3	1	3	3	3			
S- STRONG		M – MEDIUM				L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4		PSO5
CO 1		3	1	3		1		3
CO 2		3	1	3		1		3
CO 3		3	1	3		1		3
CO 4		3	1	3		1		3
CO 5		3	1	3		1		3
WEIGHTAGE		3	1	3		1		3
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%		100%
LESSON PLAN:								
UNIT	Business Laws					HRS	PEDAGOGY	
I	INDIAN CONTRACT ACT 1872					15	PPT, Group Discussion, Seminar, Quiz ,Assignment t and Activity	
II	CONTRACT OF INDEMNITY AND GUARANTEE					15		
III	SALE OF GOODS1930					15		
IV	LIMITED LIABILITY PARTNERSHIP ACT, 2008(LLP)					15		
V	LAW RELATING TO INTELLECTUAL PROPERTY					15		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						



## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Project with Viva -Voce			
<b>Course Code</b>	23UCPPR51	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	5	-	4

**COURSE OBJECTIVES:**

- To gain practical institutional experience the nature of school as workplace and their associated values, routines and cultures.
- To demonstrate professional skills that pertains directly to the institutional experience.
- To analyses and understand about the various department activities and their responsibilities.
- To frame the organization structure, layout and to describe the organization's financial statement analysis
- To prepare the report based on the training experience.

**GUIDANCE FOR PREPARING THE PROJECT REPORT BY APPLYING THE LEARNINGS**

**15**

Supervised Institutional Training shall be an integral part of B.Com (Corporate Secretary ship) Degree Course. It is as sort of job testing programme designed to bridge the gap between theory & practice and create an natural interest in the practical aspects of the Company Secretary ship  
So as to stimulate trainee's desired of ace its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretary ship. The details of the training are to be given and the assessment of each student in that regard should be fully documented.

The duration of the training shall be for a period of 30 days during the third year. The Report shall be around 50-60 typed pages, excluding tables, figures, bibliographies and appendices.

The External Examiner appointed by the College, in consultation with the Internal Examiner, shall conduct the Viva-Voce Examination and Evaluate the Project Report while awarding the Marks. The marks shall be awarded for Project Report (Max.75) and Viva Voce Exam (Max25) jointly by both the examiners.

(A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit there port to the department and reappear for voce exam for evaluation)

**Total Lecture Hours**

**75**

Nature of Course	EMPLOYABILITY				SKILL ORIENTED		✓	ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL	✓	REGIONAL			NATIONAL			GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made		✓	New Course		
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.										

COURSE OUTCOMES:								K LEVEL
After studying this course, the students will be able to:								
CO1	Acquire institutional experience the nature of school as work place and their associated values, routines and cultures.							K1 to K4
CO2	Demonstrate professional skills that pertain directly to the institutional experience.							K1 to K4
CO3	Analyses the various department activities and their responsibilities							K1 to K4
CO4	Understand the organization structure layout and to describe the organization’s financial statement analysis.							K1 to K4
CO5	Prepare the report based on the training experience.							K1 to K4
MAPPING WITH PROGRAM OUTCOMES:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	3	3	3			
CO2	3	3	3	3	3			
CO3	3	3	3	3	3			
CO4	3	3	3	3	3			
CO5	3	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	3	3		3	3	
CO 2		3	3	3		3	3	
CO 3		3	3	3		3	3	
CO 4		3	3	3		3	3	
CO 5		3	3	3		3	3	
WEIGHTAGE		3	3	3		3	3	
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%	100%	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

Course Name	Corporate Governance & Business Ethics			
Course Code	23UCPEC51	L	P	C
Category	Elective	4	-	3
COURSE OBJECTIVES:				
<ul style="list-style-type: none"><li>➤ To impart knowledge on governance which ensure ethics incorporate management and corporate health in the interest of share holder &amp; public.</li><li>➤ To discuss the various corporate sectors and their functions, elements of good corporate governance, governance manual and demonstrate share holders Vs stakeholders’ approach and welfare of stake holders</li><li>➤ To outline the due diligence, functions, advantages, guidelines for issue of initial public offerings (IPO), sweat equity shares and employee stock option scheme (ESOS).</li><li>➤ To demonstrate various committees and their functions which are prevailing in the corporate sector / companies’ act 2013.</li><li>➤ To explain the various corporate social responsibility (CSR) practices and social audit and explains about business ethics and its factors for ethical and un ethical business decisions</li></ul>				
UNIT – I	CORPORATE GOVERNANCE – INTRODUCTION			12
Corporate governance - History – meaning – need for Corporate Governance – Definitions - Importance –principles–Features of Corporate Governance-Indian Committees on Corporate Governance – Environmental, Social and Governance (ESG)				
UNIT - II	CORPORATE GOVERNANCE – LEGAL FRAME WORK			12
India’s Corporate Governance Frame work – Listing Agreement – Clause 49A –SEBI Guidelines – Corporate Governance Report and contents – Corporate Governance and Share holders rights				
UNIT -III	LEVELS OF CORPORATE GOVERNANCE AND BOARD COMMITTEES			12
Levels of Corporate Governance - Various Board committees - composition of board committees -Roles, Responsibilities and powers-Shareholders grievance committee-Remuneration Committee- Nomination Committee-Corporate Governance Committees – Corporate Governance Compliance Committee				
UNIT - IV	CORPORATE SOCIAL RESPONSIBILITY			12
Corporate Social Responsibility – Meaning & definition – principles, Indian models – Corporate Citizenship – Provision of CSR in Companies Act 2013 –Section 135 of Companies Act 2013 –Scope for CSR activities under Schedule VII – Case Studies (Practical Orientation)				
UNIT - V	BUSINESS ETHICS			12
Business ethics – meaning, significance, scope –factors responsible for ethical and unethical business decision - Unethical practices in Business – Business ethics in India -Ethics training programme – Corporate Sustainability.				
Total Lecture Hours				60

**BOOKS FOR STUDY:**

- Dr.Neeru Vasishth and Dr. Namita Rajput-Corporate Governance values and ethics, Taxmann Publications Pvt Ltd, New Delhi.
- S.Sanakaran-International Business & Environment, Margham Publication, January 2013, Chennai.

**BOOKS FOR REFERENCES:**

- Dr.S.S.Khanka – Business Ethics and Corporate Governance, S.Chand Publication, 2013.
- Sundar.K, Business Ethics and Value, Vijay Nichole Prints, April 2019, Chennai.
- Taxmann – Corporate Governance, Indian Institute of Corporate Affairs,
- A.C.Fernando, K.P.Muralidharan & E.K.Satheesh Corporate Governance, Principles, Policies and Practices, Pearson Education, 2003.

**REFERENCE JOURNALS :**

- Journal of Corporate Governance Research-Macro think Institute
- Indian Journal of Corporate Governance, Bi -annual journal- Sage

**WEB RESOURCES:**

- ❖ <https://elearningindustry.com>
- ❖ <https://essentialskillz.com>

Nature of Course	EMPLOYABILITY			SKILL ORIENTED			ENTREPRENEURSHIP			✓
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL		✓	GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made				New Course	✓
*Treat 20 % as each unit (20*5=100 %) and calculate the percentage of change for the course.										

COURSE OUTCOMES:		K LEVEL
After studying this course, the students will be able to:		
<b>CO1</b>	Understand the various corporate sectors and their functions, elements of good corporate governance, governance manual.	<b>K1 to K4</b>
<b>CO2</b>	Demonstrate share holders VS stakeholders' approach and welfare of stake holders.	<b>K1 to K4</b>
<b>CO3</b>	Outline the due diligence, functions, advantages, guidelines for issue of initial public offerings (IPO), sweat equity shares and Employee stock option scheme (ESOS).	<b>K1 to K4</b>
<b>CO4</b>	Demonstrate various committees and their functions which are prevailing in the corporate sector/companies' act 2013.	<b>K1 to K4</b>
<b>CO5</b>	Understand the various corporate social responsibility (CSR) practices, social audit business ethics and its factors for ethical and Unethical business decisions	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	1	3	3	3			
CO2	3	1	3	3	3			
CO3	3	1	3	3	3			
CO4	3	1	3	3	3			
CO5	3	1	3	3	3			

**S- STRONG**
**M – MEDIUM**
**L - LOW**
**CO / PO MAPPING:**

COS	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
WEIGHTAGE	3	1	3	3	3
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS	100%	100%	100%	100%	100%

**LESSON PLAN:**

UNIT	Corporate Governance & Business Ethics	HRS	PEDAGOGY
I	CORPORATE GOVERNANCE – INTRODUCTION	12	PPT, Group Discussion, Seminar, Quiz ,Assignment t and Activity
II	CORPORATE GOVERNANCE – LEGAL FRAME WORK	12	
III	LEVELS OF CORPORATE GOVERNANCE AND BOARD COMMITTEES	12	
IV	CORPORATE SOCIAL RESPONSIBILITY	12	
V	BUSINESS ETHICS	12	

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.



Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



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<b>Course Name</b>	Industrial Laws			
<b>Course Code</b>	23UCPEC52	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	4	-	3
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"><li>➤ To acquire knowledge on Factories Act 1948</li><li>➤ To Learn the provisions of Industrial Disputes Act 1947</li><li>➤ To understand the Workmen Compensation Act 1923</li><li>➤ To gain knowledge on Employee State Insurance Act 1948</li><li>➤ To gain fundamental knowledge of Employee Provident fund Act</li></ul>				
<b>UNIT – I      FACTORIES ACT, 1948</b>				<b>12</b>
Definitions – Health – Safety – Welfare – Working Hours of Adults – Employment of Women– Employment of Young Persons – Leave with Wages.				
<b>UNIT - II      INDUSTRIAL DISPUTES ACT, 1947</b>				<b>12</b>
Definitions–Authorities under the Act – Reference of Disputes –Procedures and Powers of Authorities – Strikes and Lock-outs – Lay-off & Retrenchment – Special Provisions relating to Lay – off, Retrenchment &Lock-outs				
<b>UNIT -III      THE WORKMEN COMPENSATION ACT, 1923</b>				<b>12</b>
Need for the Act – Scope & Coverage of the Act – Definitions–Employer’s liability for Compensation (Section 3) including Theory of Notional Extension & Occupational Diseases –Defences available to Employer – Amount & Distribution of Compensation - Notice & Claim – Medical Examination - Obligations & Rights of Employers & Employees- Schedules to the Act				
<b>UNIT - IV      EMPLOYEES STATE INSURANCE ACT, 1948</b>				<b>12</b>
Objects – definitions - ESI Corporation, functions- contribution and recovery- benefits - penalties for false claims				
<b>UNIT - V      EMPLOYEES PROVIDENT FUND AND MISCELLANEOUS PROVISION ACT,1952</b>				<b>12</b>
Objects – definition - provident fund schemes - contribution and recovery – penalties and offences <b>Practical orientation</b> –Students can be assigned to submit are port on welfare, health and safety measures taken by the manufacturing industries of their choice.				
<b>Total Lecture Hours</b>				<b>60</b>

**BOOKS FOR STUDY:**

- N.D.Kapoor – Elements of Industrial Laws, Sultan Chand & Sons, November 2018, New Delhi.
- Dr. M. R. Sreenivasan & C.D.Balaji-Industrial Laws & Public Relations, Margham Publications, Chennai.

**BOOKS FOR REFERENCES:**

- B.NandhaKumar, Industrial Laws, Vijay Nichole Prints, January 2018, Chennai.
- S.Thothadri & Vijayalaksh mi. M, IK International Publishing House Pvt Ltd, July 2017
- P.C.Tripathi- Industrial Laws, Sultan Chand & Sons, 2020, New Delhi

**WEB RESOURCES:**

- ❖ <https://labourlawreporter.com/>
- ❖ <https://www.ilms.academy/products/certificate-course-on-labour-law>

Nature of Course	EMPLOYABILITY			SKILL ORIENTED			ENTREPRENEURSHIP			✓
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL		✓	GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made				New Course	✓
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.										

**COURSE OUTCOMES:****K LEVEL**

**After studying this course, the students will be able to:**

<b>CO1</b>	Apply the provisions of Factories Act learned	<b>K1 to K4</b>
<b>CO2</b>	Identify the industrial Disputes based on the Act and find solutions and plan strategically	<b>K1 to K4</b>
<b>CO3</b>	Exhibit the knowledge on compensation related to workmen	<b>K1 to K4</b>
<b>CO4</b>	Application of Employee State Insurance Act 1948	<b>K1 to K4</b>
<b>CO5</b>	Calculation of PF using the provisions of the Act	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO2</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO4</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO5</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>S- STRONG</b>			<b>M – MEDIUM</b>			<b>L - LOW</b>		

CO / PO MAPPING:					
COS	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	3	2	2	3	3
CO 2	3	2	2	3	3
CO 3	3	2	2	3	3
CO 4	3	2	2	3	3
CO 5	3	2	2	3	3
WEIGHTAGE	3	2	2	3	3
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS	100%	100%	100%	100%	100%
LESSON PLAN:					
UNIT	Industrial Laws			HRS	PEDAGOGY
I	FACTORIES ACT 1948			12	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity
II	INDUSTRIAL DISPUTES ACT 1947			12	
III	THE WORKMEN COMPENSATION ACT 1923			12	
IV	EMPLOYEES STATE INSURANCE ACT 1948			12	
V	EMPLOYEES PROVIDENT FUND AND MISCELLANEOUS PROVISION ACT, 1952			12	

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						



## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



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<b>Course Name</b>	Basics of Research Methodology			
<b>Course Code</b>	23UCPEC53	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	4	-	3
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"><li>➤ To acquire knowledge with regard to research methods and reporting</li><li>➤ To provide knowledge of hypothesis formulation, testing, sampling and its fundamentals</li><li>➤ To provide knowledge on research methods, techniques and the process and</li><li>➤ To develop skills in the application of research methods for business problems Solving</li><li>➤ To analyze the research problems through systematic research methodology</li></ul>				
<b>UNIT – I INTRODUCTION</b>				<b>12</b>
Research–Meaning and Significance–Objectives–Types–ResearchProcess– Common problems encountered in research–Ethics in Research.				
<b>UNIT - II RESEARCH PROBLEMS</b>				<b>12</b>
Research Problems: Meaning–Selection and Formulation–Review of available literature–Techniques involved in defining a problem				
<b>UNIT -III RESEARCH DESIGN</b>				<b>12</b>
Research Design: Meaning and need for research design–Feature of a good design–Different research design - Formulation of Hypotheses.				
<b>UNIT - IV DATA COLLECTION</b>				<b>12</b>
Data Collection: Methods–Primary and Secondary Data–Observation–Interviews–Questionnaire– Constructing a Questionnaire.				
<b>UNIT - V SAMPLING</b>				<b>12</b>
Sampling – Fundamentals – Types – Sampling errors and data collection errors – Sample size and its distribution–Testing the appropriateness of a sample – Report Writing.				
<b>Total Lecture Hours</b>				<b>60</b>

**BOOKS FOR STUDY:**

- Kothari C.R.–Research Methodology, international publishers January 2023.
- Donal R.Cooper & Pamela S.Schindler–Business Research Methods Mc grow Hills education 2017.

**BOOKS FOR REFERENCES:**

- Paneerselvam –Research Methodology-Prentice Hall of India, Second edition, learning private limited, 2013.
- Krishnaswamy -Research Methodology –Himalaya publishing house private limited, January 2018
- GopalLalJain-ResearchMethodology-methods,tools&techniques–Mangal deep publication, 2008

**WEB RESOURCES:**

❖ [www.socialpsychology.org](http://www.socialpsychology.org)

Nature of Course	EMPLOYABILITY				SKILL ORIENTED		✓	ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL		✓	GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made			New Course		✓
*Treat 20 % as each unit (20*5=100 %) and calculate the percentage of change for the course.										

**COURSE OUTCOMES:****K LEVEL**

**After studying this course, the students will be able to:**

<b>CO1</b>	Examine the Research Design of various types of research.	<b>K1 to K4</b>
<b>CO2</b>	Compare and contrast the different methods of data collection and its presentation	<b>K1 to K4</b>
<b>CO3</b>	Complete the analysis of Correlation and Regression to arrive inferences.	<b>K1 to K4</b>
<b>CO4</b>	Create the formulation of Hypothesis, testing of Hypothesis and construct the Research Reports based on the analysis.	<b>K1 to K4</b>
<b>CO5</b>	Analyse the research problems through systematic research methodology	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO5</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			

S- STRONG		M – MEDIUM			L - LOW	
CO / PO MAPPING:						
COS	PSO1	PSO2	PSO3	PSO4	PSO5	
CO 1	2	1	3	1	3	
CO 2	2	1	3	1	3	
CO 3	2	1	3	1	3	
CO 4	2	1	3	1	3	
CO 5	2	1	3	1	3	
WEIGHTAGE	3	1	3	1	3	
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS	100%	100%	100%	100%	100%	
LESSON PLAN:						
UNIT	Basics of Research Methodology			HRS	PEDAGOGY	
I	INTRODUCTION			12	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity	
II	RESEARCHPROBLEMS			12		
III	RESEARCHDESIGN			12		
IV	DATACOLLECTION			12		
V	SAMPLING			12		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Articulation Mapping – K Levels with Course Outcomes (COs)						
Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)



Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



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**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
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<b>Course Name</b>	Entrepreneurial Development			
<b>Course Code</b>	23UCPEC54	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	4	-	3
<b>COURSE OBJECTIVES:</b> <ul style="list-style-type: none"><li>➤ To enable the students to understand the concept of Entrepreneurship development</li><li>➤ To discuss and identify significant changes and trends to create business opportunities</li><li>➤ To analyze the environment for potential business opportunities</li><li>➤ To outline the basic concepts of entrepreneurship</li><li>➤ To learn about the entrepreneurial ecosystem, exercising the available skills to generate new ideas and making it available venture using the available</li></ul>				
<b>UNIT – I ENTREPRENEURSHIP</b>				<b>12</b>
Meaning- Definition of Entrepreneurship & Entrepreneur- Types of Entrepreneurship-Traits of an Entrepreneur-Factors promoting Entrepreneurship-Barriers to Entrepreneurship-Women Entrepreneurship- -Concept of SHGS- Role of Entrepreneurship in Economic Development-Entrepreneurs/Small-Business Owners: Emerging trends: The Internet & E-commerce, Types of entrepreneurs; Corporate Entrepreneurship–Nature, Concepts and Sustainability				
<b>UNIT - II IDEA GENERATION</b>				<b>12</b>
Creativity, Innovation and Invention-Design thinking concept and stages-Recognizing opportunities – trend analysis – generating ideas – Brainstorming, Focus Groups, Surveys, Customer advisory boards, Day in the life research–Patents and IPR for entrepreneurs				
<b>UNIT -III OPPORTUNITY IDENTIFICATION AND EVALUATION</b>				<b>12</b>
Opportunity identification and product/service selection – Generation and screening the project ideas – Market analysis, technical analysis, and Cost benefit analysis and network analysis-Project formulation–Assessment of project feasibility-Idea Validation techniques-				
<b>UNIT - IV VENTURE CREATION</b>				<b>12</b>
Introduction to various form of business organization (sole proprietorship, partnership, corporations, Limited Liability company), mission, vision and strategy formulation- Social Entrepreneurship-Business model canvas–Preparation of Business Plan ( <b>Practical Orientation</b> )- Sources of Finance-Venture capital-Venture capital process-Business angles - Commercial banks- Government Grants and Schemes-Dealing with basic and initial problems of setting up of Enterprises.				
<b>UNIT - V EMERGING TRENDS</b>				<b>12</b>
Ministry of Entrepreneurship and Skill Development-Key initiatives of the government –Make in India- National Start-up policy-Start up India- Athmanirbar Barath (Self-reliant India )– Start-up space of India – Unicorns (Case study) – EODB - Overview.				
<b>Total Lecture Hours</b>				<b>60</b>

**BOOKS FOR STUDY:**

- Khanka.S- Entrepreneurial Development, S.Chand & Co. Ltd., New Delhi, 2020.
- Sangeeta Sharma, Entrepreneurship Development, PHI Learning Pvt. Ltd., 2016.

**BOOKS FOR REFERENCES:**

- Barringer, B., and Entrepreneurship: Successfully Launching New Ventures, 6<sup>th</sup> Edition, and January 2018.
- Bessant, J., and Tidd, J., Innovation and Entrepreneurship, 4<sup>th</sup> Edition, John Wiley & Sons, April, 2024.
- Desai,V.,Small Scale Industries and Entrepreneurship, Himalaya Publishing House, September, 2024

**WEB RESOURCES:**

- ❖ <https://www.msde.gov.in/>
- ❖ <http://inventors.about.com/od/entrepreneur/>
- ❖ <http://learnthat.com/tag/entrepreneurship/>
- ❖ [www.managementstudyguide.com](http://www.managementstudyguide.com)
- ❖ [www.quintcareers.com](http://www.quintcareers.com)
- ❖ [www.entrepreneur.com](http://www.entrepreneur.com)
- ❖ [www.makeinindia.com](http://www.makeinindia.com)
- ❖ <https://aatmanirbharbharat.mygov.in>

Nature of Course	EMPLOYABILITY				SKILL ORIENTED			ENTREPRENEURSHIP		✓
Curriculum Relevance	LOCAL	✓	REGIONAL			NATIONAL			GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made		✓	New Course		
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.										

**COURSE OUTCOMES:****K LEVEL**

**After studying this course, the students will be able to:**

<b>CO1</b>	Enable the students to understand the concept of Entrepreneurship and nurture the entrepreneurial mindset	<b>K1 to K4</b>
<b>CO2</b>	Identify significant changes and trends which create business opportunities and to analyze the environment for potential business opportunities.	<b>K1 to K4</b>
<b>CO3</b>	Provide conceptual exposure on converting idea to a successful Entrepreneurial firm.	<b>K1 to K4</b>
<b>CO4</b>	Understand the basic application of concepts of entrepreneurship and entrepreneurial ecosystem, skills to generate new ideas and making it available venture using the available support system	<b>K1 to K4</b>
<b>CO5</b>	Demonstrate thorough knowledge on entrepreneurial growth	<b>K1 to K4</b>

Mapping with Program Outcomes:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	3	3	3			
CO2	3	3	3	3	3			
CO3	3	3	3	3	3			
CO4	3	3	3	3	3			
CO5	3	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO Mapping:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	3	3		3	3	
CO 2		3	3	3		3	3	
CO 3		3	3	3		3	3	
CO 4		3	3	3		3	3	
CO 5		3	3	3		3	3	
Weightage		3	3	3		3	3	
Weighted Percentage of Course Contribution to POS		100%	100%	100%		100%	100%	
Lesson Plan:								
Unit	Entrepreneurial Development					Hrs	Pedagogy	
I	Entrepreneurship					12	PPT, Group Discussion, Seminar, Quiz ,Assignment and Activity	
II	Idea Generation					12		
III	Opportunity Identification and Evaluation					12		
IV	Venture Creation					12		
V	Emerging Trends					12		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	





**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Summer Internship Report			
<b>Course Code</b>	23UCPIN51	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Summer Internship Report	-	-	2

**COURSE OBJECTIVES:**

- To describe the institutional environment, its values, routines, and culture.
- To provide concrete examples of how you demonstrated these skills.
- To analyze the various departments within the institution and their responsibilities.
- To discuss the organization's structure, layout, and financial performance.
- To final objective is to compile a comprehensive report based on your training experience.

The final year students must undergo 4 weeks Internship Training in their fourth semester vacation i.e. before starting their fifth semester after completing their fourth semester examinations. The report preparation, presentation and viva-voce will be conducted during the fifth semester and the marks will be entered in their fifth semester. The following guidelines to be strictly followed:

1. The internship period should be minimum four weeks (i.e. minimum 28 working days)
  2. The students should produce permission letter as well as the attendance certificate.
  3. There will be two supervisors to guide the students one is Faculty Guide and other one is Factory Guide.
  4. The students should submit an Internship Training Report (Minimum 30 Pages).
- The Marks for Internship Training will be awarded only on the basis of the Internship Training Report.

**Evaluation/ assessment of student intern**

1. The internship report will be evaluated by External Examiner, Head of the Department and Faculty Guide.

**Internal**

**Internship format**

Presentation 25

**External**

Internship Report 40

Viva -Voce 35

Total 100

5. The Internship Training Report should contain
  - (a) Introduction about the Training
  - (b) Objectives of the Training
  - (c) Scope of the Training
  - (d) Limitations of the Training
  - (e) About the Organization
  - (f) About functioning of various Departments the Organization
  - (g) Inferences
  - (h) Conclusion
6. The evaluation of the Internship Training Report will be purely internal.
  - a) Report will be valued by both the Faculty guide and HoD assign 25 marks.
  - b) The Viva voce will be conducted by the External Examiner, from the outside college for assign 75 marks

Nature of Course	EMPLOYABILITY				SKILL ORIENTED		√	ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL	√	REGIONAL			NATIONAL			GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made			New Course		√
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.										

COURSE OUTCOMES:								K LEVEL
After studying this course, the students will be able to:								
CO1	Students should be able to demonstrate how they applied concepts and theories learned in the classroom to real-world situations.							K1 to K4
CO2	Internships should facilitate the development of both technical and soft skills.							K1 to K4
CO3	Students should be able to analyze situations, identify problems, and propose solutions.							K1 to K4
CO4	Students should be able to reflect on their internship experience and identify areas for personal and professional growth.							K1 to K4
CO5	Students should be able to create a professional report, and present their findings in a clear and concise way.							K1 to K4
MAPPING WITH PROGRAM OUTCOMES:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	3	3	3			
CO2	3	3	3	3	3			
CO3	3	3	3	3	3			

CO4	3	3	3	3	3			
CO5	3	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	3	3		3	3	
CO 2		3	3	3		3	3	
CO 3		3	3	3		3	3	
CO 4		3	3	3		3	3	
CO 5		3	3	3		3	3	
WEIGHTAGE		3	3	3		3	3	
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%	100%	

# SIXTH SEMESTER



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Cost Accounting			
<b>Course Code</b>	23UCPCC61	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	6	-	4
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"><li>➤ To outline the objectives and importance of cost accounting. Present Cost Sheet with various elements of Cost and to provide a theoretical base of Uniform Costing</li><li>➤ To learn Inventory Control Techniques, Material Pricing Techniques and methods of material Valuation</li><li>➤ To gain knowledge on labour costing techniques</li><li>➤ To learn about the types and allocation of overheads, absorption of overheads and machine hour rate</li><li>➤ To learn about the various techniques of costing.</li></ul>				
<b>UNIT – I COST ACCOUNTING</b>				<b>15</b>
Cost Accounting – Meaning, Definition, Objectives – Distinction between Financial & Cost Accounting– Classification of Cost – Activity Based Costing – Elements of Cost Sheet – Theoretical introduction to Uniform Costing and Inter – Firm Comparison				
<b>UNIT - II MATERIAL</b>				<b>20</b>
Material – Purchase, Receipt & Inspection – Stores – Records – Inventory Control – EOQ – Various Levels of Stock, Pricing of Materials – Issues – FIFO – LIFO – Simple Average and Weighted Average method – Base stock method				
<b>UNIT -III LABOUR</b>				<b>20</b>
Labour – Labour Turnover – Causes – Prevention – Methods of Wages Payment – Calculation of Wages –Incentive Bonus Schemes– Treatment of Idle Time & Overtime				
<b>UNIT - IV OVER HEADS</b>				<b>15</b>
Overheads – Factory, Administration, Selling – Allocation, Apportionment & Method of Absorption – Calculation of Overheads – Primary and Secondary Distribution of overheads -Machine Hour Rate– Under/Over Absorption of Overheads and its Treatment-				
<b>UNIT - V METHODS OF COSTING</b>				<b>20</b>
Methods of Costing–Unit Costing–Tender and Quotations– Transport Costing–Process Costing (With Normal Loss and Abnormal Loss A/c only)				
<b>Total Lecture Hours</b>				<b>90</b>

(80% of marks must be allotted to Problem questions and 20% of marks must be allotted to theory questions)

**BOOKS FOR STUDY:**

- JainSP & NarangKL, Cost Accounting, Kalyani Publishers, New Delhi, January, 2020.
- Reddy T.S.and HariPrasad Reddy, Cost Accounting, Margham Publications, Chennai, Fourth Edition, January, 2012.
- Murtha and GurusamyS, Cost Accounting, Tata Mc Grew Hill Publishing Company New Delhi, July, 2014

**BOOKS FOR REFERENCES:.**

- R.S.N Pillai & VBagavathi, Cost Accounting, S.Chand & Co., New Delhi, 7<sup>th</sup> edition, January, 2010.
- Dr.Maheswari S.N, Principles of Cost Accounting, Sultan Chand & Sons, New Delhi, January 2020.
- SaxenaV.K. and VashistC.D, Cost Accounting, Sultan Chand & Sons, New Delhi, January 2024.

**WEB RESOURCES:**

- ❖ <https://www.youtube.com/watch?v=tfErI0bWpRs>
- ❖ <https://www.youtube.com/watch?v=7BrFQn1A1GM>
- ❖ <https://study.com/academy/lesson/video/purpose-components-of-cost-accounting.html>

**JOURNALS**

1. Journal of Cost Management
2. International Journal of Cost Accounting

<b>Nature of Course</b>	EMPLOYABILITY		✓	SKILL ORIENTED		ENTREPRENEURSHIP	
<b>Curriculum Relevance</b>	LOCAL	✓	REGIONAL		NATIONAL	GLOBAL	
<b>Changes Made in the Course</b>	Percentage of Change		10%	No Changes Made		✓	New Course

**\*Treat 20% as each unit (20\*5=100%) and calculate the percentage of change for the course.**

**COURSE OUTCOMES:****K LEVEL**

**After studying this course, the students will be able to:**

<b>CO1</b>	Understand the meaning of cost accounting and its scope and prepare cost sheets.	<b>K1 to K4</b>
<b>CO2</b>	Analyse the methods of material control and valuation of material issues.	<b>K1 to K4</b>
<b>CO3</b>	Discuss the concept of labour cost, remuneration, incentives and various rate system that are in practice.	<b>K1 to K4</b>
<b>CO4</b>	Enumerate the classification of overheads and concepts relating to it.	<b>K1 to K4</b>
<b>CO5</b>	Calculate Costing using different techniques	<b>K1 to K4</b>

Mapping with Program Outcomes:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	2	2	3			
CO2	3	3	2	2	3			
CO3	3	3	2	2	3			
CO4	3	3	2	2	3			
CO5	3	3	2	2	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO Mapping:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	1	3		3	3	
CO 2		3	1	3		3	3	
CO 3		3	1	3		3	3	
CO 4		3	1	3		2	3	
CO 5		3	1	3		2	3	
Weightage		3	1	3		2.6	3	
Weighted Percentage of Course Contribution to POS		100%	100%	100%		87%	100%	
Lesson Plan:								
Unit	Cost Accounting					Hrs	Pedagogy	
I	Cost Accounting					15	PPT, Group Discussion, Seminar, Quiz ,Assignment and Activity	
II	Material					20		
III	Labour					20		
IV	Overheads					15		
V	Methods of Costing					20		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Articulation Mapping – K Levels with Course Outcomes (COs)						
Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K4,K4)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2			2	4	54
	K2	2	10	16	28	50	
	K3		10	16	26	46	46
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	16	26	46	46
	K4			16	16	29	29
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.



Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K2, K2)	2 (K3,K3)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2, K2)	2 (K3,K3)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2, K2)	2 (K3,K3)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3, K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3, K3)	2 (K4,K4)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5			5	4	29
K2	5	30		35	25	
K3		20	48	68	48	48
K4			32	32	23	23
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer <b>ALL</b> the questions <b>PART – A</b> (10 x 1 = 10 Marks)					
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit – I</b>	<b>CO1</b>	<b>K3</b>	
<b>OR</b>				
16. b)	<b>Unit – I</b>	<b>CO1</b>	<b>K3</b>	
17. a)	<b>Unit – II</b>	<b>CO2</b>	<b>K3</b>	
<b>OR</b>				
17. b)	<b>Unit – II</b>	<b>CO2</b>	<b>K3</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K3</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K3</b>	
19. a)	<b>Unit – IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit – IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit – V</b>	<b>CO5</b>	<b>K4</b>	
<b>OR</b>				
20. b)	<b>Unit – V</b>	<b>CO5</b>	<b>K4</b>	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
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<b>Course Name</b>	Income Tax Law & Practice - II			
<b>Course Code</b>	23UCPCC62	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	6	-	4
<b>COURSE OBJECTIVES:</b> <ul style="list-style-type: none"><li>➤ To learn the classification of capital assets and computation of capital gain.</li><li>➤ To identify the various incomes under income from other sources and calculations.</li><li>➤ To get insights on aggregation of incomes and provisions of set-off and carry forward of losses.</li><li>➤ To gain knowledge on the agricultural income and deductions under section 80.</li><li>➤ To learn about individuals tax liability calculations</li></ul>				
<b>UNIT – I CAPITAL GAINS</b>				<b>25</b>
Capital Gains–Capital Assets–Meaning and Kinds–Procedure for computing Capital Gains – Cost of Acquisition – Exemption of Capital Gains –Loss under head Capital Gains.				
<b>UNIT - II INCOME FROM OTHER SOURCES</b>				<b>10</b>
Income from other sources–Income chargeable to tax under the head Income from Other Sources–Dividends–Interest on Securities–Casual Income –Other Incomes – Deduction from Income from Other Sources – Loss under the head Other Sources.				
<b>UNIT -III AGGREGATION OF INCOME</b>				<b>15</b>
Aggregation of income - Provisions relating to income of other persons to be clubbed in Assesses Total Income – Income of minor Child–Deemed Incomes. Provisions relating to Set - off & Carry forward and Set-off of Losses.				
<b>UNIT - IV AGRICULTURAL INCOME</b>				<b>25</b>
Agricultural Income – Definition and kinds – Tax treatment of Agricultural Income – Integration of Agricultural Income. (Theory only) Deductions from Gross total income: Deductions in respect of certain payments – Deduction in respect of income (Deductions applicable to Individuals only) (Simple problems)				
<b>UNIT - V ASSESSMENT OF INDIVIDUAL</b>				<b>15</b>
Assessment of Individuals – Tax rates – Computation of Tax liability of Individuals. (Simple problems)				
<b>Total Lecture Hours</b>				<b>90</b>

**(80% of marks must be allotted to Problem questions and 20% of marks must be allotted to theory questions)**

**BOOKS FOR STUDY:**

- Singhanian, V.K., (2018) Students Guide to Income Tax, Taxman. Publication, New Delhi.
- Reddy T.S., Hari Prasad Y Reddy, Income Tax Theory Law and Practice, Margham Publication, Chennai.

**BOOKS FOR REFERENCES:**

- Manoharan T.N & Hari. G.R, (2018) Students' Hand Book on Taxation, Snow White Publications Pvt. Ltd.
- Gaur V.P., Narang D.B, Income Tax Law and Practice, Kalyani Publications. 3. Murthy A, Income Tax Law And Practice, Vijay Nicole Publishers
- Lal B.B., Direct Taxes, Konark Publishers Pvt. Ltd, New Delhi.
- Vinod K. Singhanian, Monica Singhanian, Direct Taxes, Taxmann publications Pvt. Ltd. New Delhi.
- Mehrotra H.C., Goyal. S.P, Income Tax Law And Practice, Sahitya Bhawan Publications, Agra.

**WEB RESOURCES:**

- ❖ <https://lawtimesjournal.in/introduction-and-basic-concept-of-income-tax/>
- ❖ <https://sol.du.ac.in/mod/book/view.php?id=1259&chapterid=924>
- ❖ <http://incometaxmanagement.com/Pages/Gross-Total-Income/Salaries/SalariesContents.html>
- ❖ <https://www.hrblock.in/guides/house-property-deductions>
- ❖ <https://books.google.com/books?isbn=1584773855>
- ❖ <https://books.google.com/books?id=iiQKAAAAMAAJ>
- ❖ <https://books.google.com/books?isbn=813172191>
- ❖ <https://books.google.com/books?isbn=1584773855https://books.google.com/books?isbn=8131721914https://books.google.com/books?id=iiQKAAAAMAAJ>

<b>Nature of Course</b>	EMPLOYABILITY		✓	SKILL ORIENTED		ENTREPRENEURSHIP		
<b>Curriculum Relevance</b>	LOCAL		REGIONAL		NATIONAL	✓	GLOBAL	
<b>Changes Made in the Course</b>	Percentage of Change			No Changes Made		✓	New Course	

**\*Treat 20% as each unit (20\*5=100%) and calculate the percentage of change for the course.**

COURSE OUTCOMES:								K LEVEL
After studying this course, the students will be able to:								
CO1	Compute “ Income from capital gain ” under section 45 to 55 and to analyze various exemption under capital gains.							K1 to K4
CO2	Analyse various provisions contained under section 56 to 59 of The income tax act,1961under the heads “Income from other sources”.							K1 to K4
CO3	Outline various provisions relating to “Aggregation of income” and “Set-off and carry forward of losses”.							K1 to K4
CO4	Prepare gross total income and to analyse the provision under section 80C to 80 U relating to individuals.							K1 to K4
CO5	Compile the procedure for computation of tax on income for assessment of individual for the current assessment year under the income tax act, 1961.							K1 to K4
MAPPING WITH PROGRAM OUTCOMES:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	1	3	3	3	3			
CO2	1	3	3	3	3			
CO3	1	3	3	3	3			
CO4	1	3	3	3	3			
CO5	1	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	1	3		3	3	
CO 2		3	1	3		3	3	
CO 3		3	1	3		3	3	
CO 4		3	1	3		3	3	
CO 5		3	1	3		3	3	
WEIGHTAGE		3	1	3		3	3	
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%	100%	
LESSON PLAN:								
UNIT	Income Tax Law & Practice - II					HRS	PEDAGOGY	
I	CAPITAL GAINS					25	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity	
II	INCOME FROM OTHER SOURCES					10		
III	AGGREGATION OF INCOME					15		
IV	AGRICULTURAL INCOME					25		
V	ASSESSMENT OF INDIVIDUAL					15		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K3,K3)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K3,K3)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K4, K4)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2			2	4	43
	K2	2	20		22	39	
	K3			32	32	57	57
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	16	26	46	46
	K4			16	16	29	29
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K3,K3)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K3,K3)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K4,K4)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5			5	4	29
K2	5	30		35	25	
K3		20	48	68	49	49
K4			32	32	22	22
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						



## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer <b>ALL</b> the questions <b>PART – A</b> (10 x 1 = 10 Marks)					
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K3</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K3</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K3</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K3</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K4</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K4</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP****FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Banking Theory Law & Practice			
<b>Course Code</b>	23UCPCC63	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Core	6	-	4
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"><li>➤ To understand the framework of banking regulation, role and functions of Central Banks</li><li>➤ To learn about the commercial banks</li><li>➤ To understand the relationship between a banker and a customer</li><li>➤ To study the various accounts, negotiable instruments operated by a banker.</li><li>➤ To understand and study the modern technique adopted by the banking sector where operation of accounts is made faster for the benefit of the customer like E-banking, credit card, debit card etc</li></ul>				
<b>UNIT – I ORIGIN OF BANKS</b>				<b>18</b>
Origin of Banks - Banking Regulation Act 1949 (Definition of Banking, Licensing, Opening of Branches, functions of Banks, Inspection)- Role of Banks and Economic Development – Central Banking and role of RBI and their functions.				
<b>UNIT - II COMMERCIAL BANKS</b>				<b>18</b>
Commercial Banks - Functions- accepting Deposits - lending of Funds, E-Banking – ATM Cards –Debit Cards –Personal Identification Number – Online Enquiry and update facility – Electronic Fund Transfer – Electronic Clearing System – Mobile banking				
<b>UNIT -III BANKING OPERATIONS</b>				<b>18</b>
Opening of an Account, Types of Deposit Account – Types of Customers (Individuals, Firms, Trust and Companies) (Practical Orientation) - Importance of Customer Relations -Customer Grievances, Redressal - Ombudsman. - Principles of Lending – Types of Loans –Classification of Loans and Advances – Secured and Unsecured - Types of Securities - Pre-cautions to be taken by a Banker				
<b>UNIT - IV NEGOTIABLE INSTRUMENTS ACT, 1881</b>				<b>18</b>
Negotiable Instruments (Promissory Note, bill of exchange, Cheque, Draft) Definitions –Features– Crossings–Endorsement–Material Alteration – Paying Banker –Rights and Duties, Statutory Protection– Dishonour of Cheques – Role of Collecting Banker				
<b>UNIT - V E-SERVICES</b>				<b>18</b>
Recent trends in Banking - e-Services: Internet Banking - NEFT, RTGS, IMPS - Tele Banking–Mobile Banking – Home Banking – Gold Banking – ATM – Credit Card – Debit Card – Gold /Platinum Card – Teller System – Electronic Fund Transfer – Electronic Cheque – PIN – SWIFT – Cloud computing – Block Chain Technology– Bit coin – Role of Artificial Intelligence in Banking Services.				
<b>Total Lecture Hours</b>				<b>90</b>

**BOOKS FOR STUDY:**

- GuruswamyS, Banking Theory: Law and Practice Vijay Nicole Publication,4<sup>th</sup> edition, 2017, Chennai
- Sundaramand Varshney - Banking, law, theory and practice (SULTAN CHAND Co.),2014.
- B.Santhanam – Banking & amp; Financial systems (MARGHAM PUBLISHERS)  
Parames waran – Indian Banking (S.CHAND &Co.),5<sup>th</sup> edition, 2012.

**BOOKS FOR REFERENCES:**

- Gupta,SN banking law in theory and Practice, Universal law publishing, 6<sup>th</sup> edition, 2017, New Delhi.
- Maheswari,S.N. Banking Theory Law and Practice ,Kalyani Publications ,2011, Mumbai.
- Santhanam.B, Banking Theory Law and Practice, Margam Publications, 5<sup>th</sup> edition, 2012.
- Nirmala K Prasad, Banking theory law & practice, Himalaya Publications, May, 2018.

**WEB RESOURCES:**

- ❖ [www.lawcommissionofindia.nic.in](http://www.lawcommissionofindia.nic.in)
- ❖ [www.rbi.org](http://www.rbi.org)
- ❖ [www.bankingombudsman.org](http://www.bankingombudsman.org)
- ❖ <https://www.icsi.edu/media/webmodules/publications/9.1%20Banking%20Law%20-Professional.pdf>

Nature of Course	EMPLOYABILITY				SKILL ORIENTED		✓	ENTREPRENEURSHIP			
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL		✓	GLOBAL		
Changes Made in the Course	Percentage of Change			5%	No Changes Made				New Course		
*Treat 20 % as each unit (20*5=100 %) and calculate the percentage of change for the course.											

COURSE OUTCOMES:		K LEVEL
<b>After studying this course, the students will be able to:</b>		
<b>CO1</b>	Gain knowledge about the banking regulation and role of RBI	<b>K1 to K4</b>
<b>CO2</b>	Knowledge on commercial banks and their activities	<b>K1 to K4</b>
<b>CO3</b>	Demonstrate the basic banking operations as a customer	<b>K1 to K4</b>
<b>CO4</b>	Insights about the various negotiable instruments used by the bankers	<b>K1 to K4</b>
<b>CO5</b>	Understanding of modern banking techniques including Cryp to currencies, Block chain and Cloud computing.	<b>K1 to K4</b>

Mapping with Program Outcomes:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3	3	3	3	3			
CO2	3	3	3	3	3			
CO3	3	3	3	3	3			
CO4	3	3	3	3	3			
CO5	3	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO Mapping:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	2	3		2	3	
CO 2		3	2	3		2	3	
CO 3		3	2	3		2	3	
CO 4		3	2	3		2	3	
CO 5		3	2	3		2	3	
WEIGHTAGE		3	2	3		2	3	
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%	100%	
Lesson Plan:								
UNIT	Banking Theory Law & Practice					HRS	PEDAGOGY	
I	ORIGIN OF BANKS					18	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity	
II	COMMERCIAL BANKS					18		
III	BANKING OPERATIONS					18		
IV	NEGOTIABLE INSTRUMENTS					18		
V	E-SERVICES					18		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)



Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Knowledge Management			
<b>Course Code</b>	23UCPEC61	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	5	-	3
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"><li>➤ To learn the meaning of Knowledge Management, myths, knowledge management lifecycle and the types of knowledge</li><li>➤ To analyse the challenges in building knowledge management system</li><li>➤ To learn Nonaka's model of knowledge creation and transformation</li><li>➤ To acquire knowledge about knowledge</li><li>➤ To capture and using interview as a tool to knowledge capture</li></ul>				
<b>UNIT – I KNOWLEDGE MANAGEMENT</b>				<b>15</b>
Knowledge Management – Knowledge Organisation–What Knowledge Management is not about? Why Knowledge Management?– The Drivers – How it came about?–Key Challenges–Myths of Knowledge Management–Knowledge Management Lifecycle				
<b>UNIT - II UNDERSTANDING KNOWLEDGE</b>				<b>15</b>
Knowledge – Intelligence – Experience – Common Sense – Cognition and Knowledge Management– Data – Information – Knowledge–Characteristics of Knowledge Types of Knowledge – Expert Knowledge – Chunking Knowledge – Knowledge as an attribute of expertise– Human Thinking & Learning				
<b>UNIT -III KNOWLEDGE MANAGEMENT SYSTEMS LIFECYCLE</b>				<b>15</b>
Challenges in building Knowledge Management systems – Conventional Vs Knowledge Management system Life Cycle – Similarities – Knowledge Management Systems Life Cycle – System Justification - Role of Rapid Prototyping – Selecting an Expert – Role of Knowledge Developer– Role of Quality Assurance – User Training				
<b>UNIT - IV KNOWLEDGE CREATION</b>				<b>15</b>
Knowledge Creation – Nonaka's Model of Knowledge Creation & Transformation(2hours)				
<b>UNIT - V CAPTURING TACIT KNOWLEDGE</b>				<b>15</b>
What is Knowledge Capture?–Evaluating the Expert–Developing a Relationship with Experts –Fuzzy Reasoning and the Quality of Knowledge Capture – The Interview as a Tool – Guide to a Successful Interview – Rapid Prototyping in Interviews				
<b>Total Lecture Hours</b>				<b>75</b>

**BOOKS FOR STUDY:**

- Knowledge Management, Awad elias M & Hassan Ghaziri, prentice hall india learning private limited 2<sup>nd</sup> edition, 2011
- Knowledge management theory & practice 4<sup>th</sup> edition, 2023. The MIT press.

**BOOKS FOR REFERENCES:**

- Donald Hislop, Knowledge Management in Organizations: A Critical Introduction, Oxford University Press, USA 4<sup>th</sup> edition, March 2018 the out oxford.
- Thomas H.Davenport, Working Knowledge: How Organizations Manage What They Know, Harvard Business review press Lawrence prasak har April 2000.

**WEB RESOURCES:**

- ❖ <https://www.wallstreetmojo.com/ratio-analysis/>
- ❖ <https://books.google.co.in/books?isbn=0070620237>

<b>Nature of Course</b>	EMPLOYABILITY			SKILL ORIENTED		✓	ENTREPRENEURSHIP		
<b>Curriculum Relevance</b>	LOCAL		REGIONAL			NATIONAL	✓	GLOBAL	
<b>Changes Made in the Course</b>	Percentage of Change			No Changes Made			New Course		✓

**\*Treat 20% as each unit (20\*5=100%) and calculate the percentage of change for the course.**

COURSE OUTCOMES:		K LEVEL
After studying this course, the students will be able to:		
CO1	Knowledge of concepts methods, technique and tools for analysis of management accounting	K1 to K4
CO2	Apply the analytical skills associated with the interpretation of Accounting report	K1 to K4
CO3	Evaluate the results of profitability, liquidity, and solvency and Efficiency levels in the business.	K1 to K4
CO4	Communicate the knowledge about fund flow and cash flow Statement under (AS-3) and also, the concept of budgetary control.	K1 to K4
CO5	Understand about the marginal costing with BEP and P/V Ratio	K1 to K4
MAPPING WITH PROGRAM OUTCOMES:		

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>			
<b>CO2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>			
<b>CO3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>			
<b>CO4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>			

CO5	3	3	2	2	3			
S- STRONG		M – MEDIUM				L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4		PSO5
CO 1		3	1	3		3		3
CO 2		3	1	3		3		3
CO 3		3	1	3		3		3
CO 4		3	1	3		2		3
CO 5		3	1	3		2		3
WEIGHTAGE		3	1	3		2.6		3
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		87%		100%
LESSON PLAN:								
UNIT	Knowledge Management					HRS	PEDAGOGY	
I	INTRODUCTION					15	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity	
II	RATIO ANALYSIS					15		
III	FUNDS FLOW STATEMENT & CASH FLOW STATEMENT					15		
IV	BUDGETS AND BUDGETARY CONTROL					15		
V	MARGINAL COSTING					15		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	
				<b>(10 x 1 = 10 Marks)</b>	
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	





**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP**  
**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Office Management			
<b>Course Code</b>	23UCPEC62	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	5	-	3
<b>COURSE OBJECTIVES:</b>				
<ul style="list-style-type: none"><li>➤ To enable the students to gain knowledge about structure and functioning of an office</li><li>➤ To make the students understand about the Records management</li><li>➤ To enable the students to gain knowledge on office maintenance and management</li><li>➤ To give knowledge about office forms and control of stationeries and supplies</li><li>➤ To give insights about Office location, Office Layout and Office environment.</li></ul>				
<b>UNIT – I OFFICE MANAGEMENT</b>				<b>15</b>
Meaning, Definition of office, Functions of Office, Office management Definition of Functions, Duties, and Qualities of Office Manager – Role of Manager in Office, Planning and Scheduling of Office Work.				
<b>UNIT - II RECORD MANAGEMENT</b>				<b>15</b>
Meaning, Needs, Principles, Filing Objectives, Characteristics of Good Filing System, Centralised and Decentralised Filing, Filing and Indexing, Office Correspondence Business Information System – Electronic Data Processing.				
<b>UNIT -III OFFICE MAINTENANCE MANAGEMENT</b>				<b>15</b>
Cost Control – Methods of cost reduction and savings – Organisation and methods (O&M), Need and objectives - Office Work – Work Simplification, Budgetary Control, organization for budgetary control – office budget – Store Management, Housekeeping and Waste Management.				
<b>UNIT - IV FORMS CONTROL AND STATIONERY</b>				<b>15</b>
Objectives of Form control, Steps in Form control, Types of Forms and Design, Principles and Control Office Stationery and Supplies, Types of Stationary and Continuous Stationary Purchases.				
<b>UNIT - V OFFICE ACCOMMODATION AND LAYOUTS</b>				<b>15</b>
Location of Office, steps in office layout, principles of office layout, Office Environment				
<b>Total Lecture Hours</b>				<b>75</b>

**BOOKS FOR STUDY:**

- Balraj Dugal (1998), *Office Management*, Kitab Mahal Publications, New Delhi 2015.
- Bhatia, R.C. (2007) *Principles of Office Management*, Lotus Press, New Delhi, Lotus Press 2019.

**BOOKS FOR REFERENCES:**

- Kumar, N. and Mittal, R. (2001), *Office Management*, Anmol Publications, New Delhi, Oct 2002.
- Pillai, R.S.N and Bhagavathi, (2013) *Office Management*, S.Chand & Company New Delhi.
- Thukaram Rao (June 2021), *Office Organisation and Management*, Atlantic Publishers, New Delhi.

**WEB RESOURCES:**

- ❖ [http://books.google.co.in/books/about/Principles\\_of\\_Office\\_Management](http://books.google.co.in/books/about/Principles_of_Office_Management).

Nature of Course	EMPLOYABILITY		✓	SKILL ORIENTED		ENTREPRENEURSHIP	
Curriculum Relevance	LOCAL		REGIONAL		NATIONAL	✓	GLOBAL
Changes Made in the Course	Percentage of Change			No Changes Made			New Course
*Treat 20% as each unit (20*5=100%) and calculate the percentage of change for the course.							

**COURSE OUTCOMES:****K LEVEL**

**After studying this course, the students will be able to:**

<b>CO1</b>	Plan and practice the functions of office and office manager	<b>K1 to K4</b>
<b>CO2</b>	Devise and practice the record management system	<b>K1 to K4</b>
<b>CO3</b>	Analyse the cost control methods and prepare office budget	<b>K1 to K4</b>
<b>CO4</b>	Acquire the skill of effect form control and control over the office stationeries and supplies	<b>K1 to K4</b>
<b>CO5</b>	Practice the office layout principles and maintain office environment	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO2</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO4</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>CO5</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>			
<b>S- STRONG</b>			<b>M – MEDIUM</b>			<b>L - LOW</b>		

CO / PO MAPPING:					
COS	PSO1	PSO2	PSO3	PSO4	PSO5
CO 1	3	1	2	3	3
CO 2	3	1	2	3	3
CO 3	3	1	2	3	3
CO 4	3	1	2	3	3
CO 5	3	1	2	3	3
WEIGHTAGE	3	1	2	3	3
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS	100%	100%	100%	100%	100%
LESSON PLAN:					
UNIT	Office Management			HRS	PEDAGOGY
I	OFFICE MANAGEMENT			15	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity
II	RECORD MANAGEMENT			15	
III	OFFICE MAINTENANCE MANAGEMENT			15	
IV	FORMS CONTROL AND STATIONERY			15	
V	OFFICE ACCOMMODATION AND LAYOUTS			15	

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Articulation Mapping – K Levels with Course Outcomes (COs)						
Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)**  
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<b>Course Name</b>	Financial Management			
<b>Course Code</b>	23UCPEC63	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	5	-	3
<b>COURSE OBJECTIVES:</b> <ul style="list-style-type: none"><li>➤ To understand how crucial financial decision are take in a firm and gain insight into wealth maximization and profit maximization.</li><li>➤ To understand the cost of capital, importance of leverage and capitalization.</li><li>➤ To demonstrate the theories of capital structure.</li><li>➤ To formulate dividend decision in a firm.</li><li>➤ To learn about techniques for short term financial needs of the firm using working capital management concepts.</li></ul>				
<b>UNIT – I INTRODUCTION</b>				<b>15</b>
Financial Management – Introduction – Scope – Finance and other related disciplines –Function of Finance – Functions of Finance Manager in 21 <sup>st</sup> Century. Financial Goals: Profit Maximization Vs Wealth Maximization - Time value of money.				
<b>UNIT - II COST OF CAPITAL</b>				<b>15</b>
Cost of Capital – Significance of the cost of Capital – Determining Component costs of Capital – Cost of Equity - Cost of Preference share capital–Cost of Debt–Cost of Retained Earnings–Weighted Average cost of capital.				
<b>UNIT -III CAPITAL STRUCTURE</b>				<b>15</b>
Capital structure – Importance – Factors affecting Capital structure -Determining Debt – Equity proportion – Theories of capital structure –Net Income Approach–Net Operating Income Approach–M.M Approach & Traditional Approach –Leverage concept–Operating Leverage–Financial Leverage and Combined Leverage.				
<b>UNIT - IV DIVIDEND POLICY</b>				<b>15</b>
Dividend policy – Objective of Dividend Policies - Types of Dividend Policies-Factors Affecting Dividend Policy–Dividend Theories: Walter’s– Gordon’s–M.M Hypothesis– Forms of Dividend				
<b>UNIT - V WORKING CAPITAL</b>				<b>15</b>
Working Capital – Components of working Capital – Operating Cycle –Factors influencing working capital–Determining working capital requirements – Calculation of statement of working capital.				
<b>Total Lecture Hours</b>				<b>75</b>

**(80% of marks must be allotted to Problem questions and 20% of marks must be allotted to theory questions)**



**BOOKS FOR STUDY:**

- Dr.A.Murthy, Financial Management, Margham Publications, 1<sup>st</sup> edition 2013.
- T.Srinivasan, Essentials of Financial Management, Vijay Nicole, edition 2024
- M.Y.Khan and P.K.Jain Basic Financial Management, Tata McGraw- Hill Education, 8<sup>th</sup> Edition 2018.

**BOOKS FOR REFERENCES:**

- PandeyI.M.: Financial Management, Vikas Publishing House Pvt Ltd, 12<sup>th</sup> Edition 2021.
- Maheswari.S.M.: Financial Management, Sultan Chand & Sons, January 2013
- Dr.RustagiPR, Fundamentals of Financial management,Taxman's publication ,19<sup>th</sup> edition, july 2024.

**WEB RESOURCES:**

- ❖ <https://www.managementstudyguide.com/financial-management.htm>
- ❖ <https://corporatefinanceinstitute.com/resources/knowledge/finance/cost-of-capital/>
- ❖ <https://www.investopedia.com/terms/c/capitalbudgeting.asp>
- ❖ <https://efinancemanagement.com/dividend-decisions>
- ❖ <https://cleartax.in/s/working-capital-management-formula-ratio>
- ❖ <https://books.google.co.in/books?isbn=812591658X>
- ❖ <https://books.google.co.in/books?isbn=8174465863>

Nature of Course	EMPLOYABILITY		✓	SKILL ORIENTED			ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL		REGIONAL		✓	NATIONAL			GLOBAL
Changes Made in the Course	Percentage of Change			No Changes Made		✓	New Course		
*Treat 20 % as each unit (20*5=100 %) and calculate the percentage of change for the course.									

**COURSE OUTCOMES:****K LEVEL****After studying this course, the students will be able to:**

<b>CO1</b>	Knowledge about the financial management and functions of finance	<b>K1 to K4</b>
<b>CO2</b>	Conceptual knowledge about the cost of capital, importance of leverage and capitalization.	<b>K1 to K4</b>
<b>CO3</b>	Understanding about the theories of capital structure.	<b>K1 to K4</b>
<b>CO4</b>	Framing of dividend decision in a firm.	<b>K1 to K4</b>
<b>CO5</b>	Select and apply techniques for short term financial needs of the firm using working capital management concepts.	<b>K1 to K4</b>

Mapping with Program Outcomes:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	1	3	3	3	3			
CO2	1	3	3	3	3			
CO3	1	3	3	3	3			
CO4	1	3	3	3	3			
CO5	1	3	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO Mapping:								
COS		PSO1	PSO2	PSO3		PSO4		PSO5
CO 1		3	1	3		2		3
CO 2		3	1	3		2		3
CO 3		3	1	3		2		3
CO 4		3	1	3		2		3
CO 5		3	1	3		2		3
WEIGHTAGE		3	1	3		2		3
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%		100%
Lesson Plan:								
UNIT	Financial Management					HRS		PEDAGOGY
I	INTRODUCTION					15		PPT, Group Discussion, Seminar, Quiz, Assignment and Activity
II	COST OF CAPITAL					15		
III	CAPITAL STRUCTURE					15		
IV	DIVIDEND POLICY					15		
V	WORKING CAPITAL					15		

**Learning Outcome Based Education & Assessment (LOBE)**  
**Formative Examination - Blue Print**  
**Articulation Mapping – K Levels with Course Outcomes (COs)**

Articulation Mapping – K Levels with Course Outcomes (COs)						
Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of. Questions	K - Level		
CI AI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI AII	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

**Distribution of Marks with K Level CIA I & CIA II**

	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	2	10		12	21	100
	K2	2	10	32	44	79	
	K3						
	K4						
	Marks	4	20	32	56	100	100
CIA II	K1	2			2	4	25
	K2	2	10		12	21	
	K3		10	32	42	75	75
	K4						
	Marks	4	20	32	56	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	



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**FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Modern Marketing Management			
<b>Course Code</b>	23UCPEC64	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Elective	5	-	3
<b>COURSE OBJECTIVES:</b> <ul style="list-style-type: none"><li>➤ To understand the basics of marketing, its environment and various concepts and philosophies.</li><li>➤ To discuss the segmentations of a market.</li><li>➤ To enumerate different product pricing strategies.</li><li>➤ To interpret the importance of promotion.</li><li>➤ To enlighten the students on contemporary topics of marketing</li></ul>				
<b>UNIT – I INTRODUCTION TO MARKETING</b>				<b>15</b>
Introduction to Marketing Management - Difference between Selling and Marketing -Process of Marketing Management - Marketing Tasks - Scope of Marketing – Core Concept of Marketing - Demand Management in Marketing - Marketing Management Philosophies - Production Concept - Product Concept - Selling Concept – Marketing Concept- Social Marketing Concept-Holistic Concept- Marketing in Economic Development Process –Marketing Environment				
<b>UNIT - II MARKETING PLANNING</b>				<b>15</b>
Identification of market - Market Segmentation - STP Approach - Market Information System (MIS) Consumer Behaviour – Demand Forecasting-Components of a Marketing Plan				
<b>UNIT -III PRODUCT PRICING STRATEGY</b>				<b>15</b>
Product- Product Classification- Product Strategies- New Product Development-Product Life Cycle and Marketing Mix- Branding Strategy –Labelling Strategy-Packaging Strategy –Pricing Methods and Strategy				
<b>UNIT - IV PROMOTION AND PLACEMENT MANAGEMENT</b>				<b>15</b>
Integrated Marketing Communication (IMC) - Tools of Promotion - Promotional Strategy -Distribution System- Function of Wholesaler and Retailer –Artificial Intelligence in Promotion and Distribution.				
<b>UNIT - V CONTEMPORARY TOPICS IN MARKETING</b>				<b>15</b>
Marketing of Services - Rural Marketing - International Marketing - Digital Marketing –Marketing through Social Channels- Green Marketing–Technology and Marketing–Marketing Ethics – Green Washing.				
<b>Total Lecture Hours</b>				<b>75</b>

**BOOKS FOR STUDY:**

- Philip Kotler Marketing Management–Pearson Education, 16<sup>th</sup> Edition April 2022.
- Pillai & Bagavathi,R.S.N. (December 2010). Marketing Management. S. chand & Co.Ltd., December 2010.
- Dr.D.RanjithKumar & ;Dr.J.Sivashankar, Marketing Management– Anvi Books Publishers, 2021.

**BOOKS FOR REFERENCES:**

- Mullins, J., Walker, O. C., & Boyd Jr, H. W. (2012). Marketing management: A strategic decision- making approach. McGraw-Hill Higher Education, 8<sup>th</sup> Edition 2024.
- Ramaswamy,V.S.,& Namakumari,S. Marketing management, Sage Publication India Pvt Ltd. July 2018.
- Withey,F.).Marketing Fundamentals. The Official CIM Course book 06/07.Taylor & Francis, Butterworth Heineman Ltd, 2003.

**WEB RESOURCES:**

- ❖ <https://iedunote.com/marketing-definition-functions-importance-process>
- ❖ <http://www.yourarticlelibrary.com/marketing/top-10-advantages-of-marketing/53152>
- ❖ <http://www.notesdesk.com/notes/marketing/the-marketing-mix-4-ps-of-marketing/>
- ❖ <https://www.enotesmba.com/2013/03/marketing-notes-marketing-mix.html>
- ❖ <https://www.marketingtutor.net/consumer-decision-making-process-stages/>
- ❖ <https://courses.lumenlearning.com/boundless-marketing/chapter/ethics-in-marketing/>
- ❖ <https://www.youtube.com/watch?v=Mco8vBAwOmA>

Nature of Course	EMPLOYABILITY				SKILL ORIENTED		✓	ENTREPRENEURSHIP			
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL		✓	GLOBAL		
Changes Made in the Course	Percentage of Change			10%	No Changes Made				New Course		
*Treat 20 % as each unit (20*5=100 %) and calculate the percentage of change for the course.											



COURSE OUTCOMES:								K LEVEL
After studying this course, the students will be able to:								
CO1	Knowledge about marketing management, functions and scope							K1 to K4
CO2	Conceptual knowledge about market planning, MIS, consumer behaviour							K1 to K4
CO3	Understanding about the product pricing strategy							K1 to K4
CO4	Framing of promotion and distribution strategies.							K1 to K4
CO5	Working knowledge on recent trends in marketing							K1 to K4
MAPPING WITH PROGRAM OUTCOMES:								
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	2	2	3	3	3			
CO2	2	2	3	3	3			
CO3	2	2	3	3	3			
CO4	2	2	3	3	3			
CO5	2	2	3	3	3			
S- STRONG			M – MEDIUM			L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4	PSO5	
CO 1		3	1	3		2	3	
CO 2		3	1	3		2	3	
CO 3		3	1	3		2	3	
CO 4		3	1	3		2	3	
CO 5		3	1	3		2	3	
WEIGHTAGE		3	1	3		2	3	
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		100%	100%	100%		100%	100%	
LESSON PLAN:								
UNIT	Modern Marketing Management					HRS	PEDAGOGY	
I	INTRODUCTION TO MARKETING					15	PPT, Group Discussion,	
II	MARKETING PLANNING					15		

<b>III</b>	PRODUCT PRICING STRATEGY	<b>15</b>	<b>Seminar, Quiz, Assignment and Activity</b>
<b>IV</b>	PROMOTION AND PLACEMENT MANAGEMENT	<b>15</b>	
<b>V</b>	CONTEMPORARY TOPICS IN MARKETING	<b>15</b>	

Learning Outcome Based Education & Assessment (LOBE)						
Formative Examination - Blue Print						
Articulation Mapping – K Levels with Course Outcomes (COs)						
Internal	Cos	K Level	Section A		Section B Either or Choice	Section C Either or Choice
			MCQs			
			No. of Questions	K - Level		
CI	CO1	K1 – K4	2	(K1, K2)	2 (K1,K1)	2 (K2,K2)
AI	CO2	K1 – K4	2	(K1, K2)	2 (K2,K2)	2 (K2,K2)
CI	CO3	K1 – K4	2	(K1, K2)	2 (K2, K2)	2 (K3, K3)
AII	CO4	K1 – K4	2	(K1, K2)	2 (K3,K3)	2 (K3,K3)
Question Pattern CIA I & II		No. of Questions to be asked	4		4	4
		No. of Questions to be answered	4		2	2
		Marks for each question	1		5	8
		Total Marks for each section	4		10	16

Distribution of Marks with K Level CIA I & CIA II							
	K Level	Section A (Multiple Choice Questions)	Section B (Either / Or Choice)	Section C (Either / Or Choice)	Total Marks	% of (Marks without choice)	Consolidate of %
<b>CIA I</b>	<b>K1</b>	2	10		12	21	100
	<b>K2</b>	2	10	32	44	79	
	<b>K3</b>						
	<b>K4</b>						
	<b>Marks</b>	<b>4</b>	<b>20</b>	<b>32</b>	<b>56</b>	<b>100</b>	<b>100</b>
<b>CIA II</b>	<b>K1</b>	2			2	4	25
	<b>K2</b>	2	10		12	21	
	<b>K3</b>		10	32	42	75	
	<b>K4</b>						
	<b>Marks</b>	<b>4</b>	<b>20</b>	<b>32</b>	<b>56</b>	<b>100</b>	<b>100</b>

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5 will be allotted for individual Assignment which carries five marks as part of CIA component.**

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)						
S. No	Cos	K - Level	Section A (MCQs)		Section B (Either / or Choice) With K - LEVEL	Section C (Either / or Choice) With K - LEVEL
			No. of Questions	K – Level		
1	CO1	K1 – K4	2	(K1,K2)	2 (K1,K1)	2 (K2,K2)
2	CO2	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
3	CO3	K1 – K4	2	(K1,K2)	2 (K2,K2)	2 (K2,K2)
4	CO4	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K4,K4)
5	CO5	K1 – K4	2	(K1,K2)	2 (K3,K3)	2 (K3,K3)
No. of Questions to be Asked			10		10	10
No. of Questions to be answered			10		5	5
Marks for each question			1		5	8
Total Marks for each section			10		25	40
(Figures in parenthesis denotes, questions should be asked with the given K level)						

Distribution of Marks with K Level						
K Level	Section A (Multiple Choice Questions)	Section B (Either or Choice)	Section C (Either/ or Choice)	Total Marks	% of (Marks without choice)	Consolidated %
K1	5	10		15	11	63
K2	5	20	48	73	52	
K3		20	16	36	26	26
K4			16	16	11	11
Marks	10	50	80	140	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.						

## Summative Examinations - Question Paper – Format

Q. No.	Unit	CO	K-level		
Answer ALL the questions				<b>PART – A</b>	<b>(10 x 1 = 10 Marks)</b>
1.	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>		
				a)	b)
				c)	d)
2.	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>		
				a)	b)
				c)	d)
3.	<b>Unit - II</b>	<b>CO2</b>	<b>K1</b>		
				a)	b)
				c)	d)
4.	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>		
				a)	b)
				c)	d)
5.	<b>Unit - III</b>	<b>CO3</b>	<b>K1</b>		
				a)	b)
				c)	d)
6.	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>		
				a)	b)
				c)	d)
7.	<b>Unit - IV</b>	<b>CO4</b>	<b>K1</b>		
				a)	b)
				c)	d)
8.	<b>Unit - IV</b>	<b>CO4</b>	<b>K2</b>		
				a)	b)
				c)	d)
9.	<b>Unit - V</b>	<b>CO5</b>	<b>K1</b>		
				a)	b)
				c)	d)
10.	<b>Unit - V</b>	<b>CO5</b>	<b>K2</b>		
				a)	b)
				c)	d)

Answer <b>ALL</b> the questions <b>PART – B</b> (5 x 5 = 25 Marks)				
11. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
<b>OR</b>				
11. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K1</b>	
12. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
12. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
13. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
13. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
14. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
<b>OR</b>				
14. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K3</b>	
15. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
15. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

Answer <b>ALL</b> the questions <b>PART – C</b> (5 x 8 = 40 Marks)				
16. a)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
<b>OR</b>				
16. b)	<b>Unit - I</b>	<b>CO1</b>	<b>K2</b>	
17. a)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
<b>OR</b>				
17. b)	<b>Unit - II</b>	<b>CO2</b>	<b>K2</b>	
18. a)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
<b>OR</b>				
18. b)	<b>Unit - III</b>	<b>CO3</b>	<b>K2</b>	
19. a)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
<b>OR</b>				
19. b)	<b>Unit - IV</b>	<b>CO4</b>	<b>K4</b>	
20. a)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	
<b>OR</b>				
20. b)	<b>Unit - V</b>	<b>CO5</b>	<b>K3</b>	

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF COMMERCE – CORPORATE SECRETARYSHIP****FOR THOSE WHO JOINED IN 2023-2024 AND AFTER**

<b>Course Name</b>	Training for Competitive Examinations			
<b>Course Code</b>	23UCPSC61	<b>L</b>	<b>P</b>	<b>C</b>
<b>Category</b>	Skill	2	-	2
<b>COURSE OBJECTIVES:</b> <ul style="list-style-type: none"><li>➤ To make the students learn about the analytical skill</li><li>➤ To impart proficiency in logical skills related to numbers, data and English comprehension.</li><li>➤ To create awareness about Indian Economy and related facts</li><li>➤ To make the students aware about the Administration, Culture, Geography of India and State</li><li>➤ To know about the current affairs, history and important events and dates.</li></ul>				
<b>UNIT – I MATHEMATICAL ABILITY</b>				<b>6</b>
Work and Time-Collection and presentation of data, compilation-Percentage-Graphs and Tables, Diagrams-Analytical interpretation of data-Simplification-Highest Common Factor – LowestCommonMultiple-CompoundsInterest-SimpleInterest-VolumeandArea-Conversionofinformationto data-Proportion and Ratio				
<b>UNIT - II LOGICAL REASONING</b>				<b>6</b>
Number Series-Visual Reasoning-Puzzles- Dice- Alphanumeric Reasoning-Directions and Distance- calendar-Venn diagram-Analogy-Verbal reasoning-Comprehension of English passages.				
<b>UNIT -III LANGUAGE ABILITY</b>				<b>6</b>
English language basics-Parts of Speech-Matching the phrases-Synonyms-Antonyms-Prefix and Suffix- Articles - Prepositions- Homophobes -Tenses- Voices-sentence pattern-Punctuation- Comprehension– Tamil for TNPSC Exams.				
<b>UNIT - IV INDIAN ECONOMY</b>				<b>6</b>
Nature of Indian economy– Five-year plan models–an assessment–Planning Commission and Niti Ayog - Sources of revenue – Reserve Bank of India – Finance Commission – Resource sharing between Union and State Governments–Goods and Services Tax- Economic Trends–Employment Generation, Land Reforms and Agriculture–Application of Science and Technology in Agriculture –Industrial growth–Rural Welfare oriented programmes –Social Problems–Population, Education Health, Employment, Poverty.				
<b>UNIT - V CURRENT AFFAIRS</b>				<b>6</b>
Current events of National & International Importance-History of India & Indian National Movement- Indian & World Geography – Physical, Social, Economic Geography of India & the World – Indian Polity & Governance–Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues etc.- Indian Economy key factors-Current affairs related to Tamilnadu.				
<b>Total Lecture Hours</b>				<b>30</b>

**BOOKS FOR STUDY:**

- Quantitative aptitude by R.S.Agarwal, June 2024
- Logical Reasoning by R.S.Agarwal, August 2024.

**BOOKS FOR REFERENCES:**

- Verbal and non-verbal reasoning by R.S.Agarwal, Oct 2024.
- General studies various books to be referred
- Competition Success Review.

**WEB RESOURCES:**

- ❖ <https://questionpaper.org/reasoning/>
- ❖ <http://www.simplynotes.in/analytical-logical-reasoning/>
- ❖ <https://unacademy.com/>
- ❖ <https://shikshanjagat.net/logical-reasoning-study-material/>
- ❖ <https://www.clearias.com/>
- ❖ <https://www.civilserviceindia.com/subject/General-Studies/notes/>

Nature of Course	EMPLOYABILITY				SKILL ORIENTED		✓	ENTREPRENEURSHIP		
Curriculum Relevance	LOCAL		REGIONAL			NATIONAL		✓	GLOBAL	
Changes Made in the Course	Percentage of Change				No Changes Made			New Course		✓
*Treat 20 % as each unit (20*5=100 %) and calculate the percentage of change for the course.										

**COURSE OUTCOMES:****K LEVEL**

**After studying this course, the students will be able to:**

<b>CO1</b>	Understanding framework of the competitive examinations and apply the same	<b>K1 to K4</b>
<b>CO2</b>	Learn about the mathematical, logical and language abilities to succeed in the competitive examinations	<b>K1 to K4</b>
<b>CO3</b>	Exploring the Geography and social and political conditions at international and national level	<b>K1 to K4</b>
<b>CO4</b>	Gaining insight about the Indian Economy and the related issues	<b>K1 to K4</b>
<b>CO5</b>	Apply the knowledge of current affairs related to world and India	<b>K1 to K4</b>

**MAPPING WITH PROGRAM OUTCOMES:**

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
<b>CO1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>			
<b>CO2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>			
<b>CO3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>			
<b>CO4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>			

CO5	1	1	1	1	1			
S- STRONG		M – MEDIUM				L - LOW		
CO / PO MAPPING:								
COS		PSO1	PSO2	PSO3		PSO4		PSO5
CO 1		1	1	1		1		1
CO 2		2	1	1		1		3
CO 3		1	1	1		1		2
CO 4		1	1	1		1		1
CO 5		1	1	1		1		2
WEIGHTAGE		1.2	1	1		1		1.8
WEIGHTED PERCENTAGE OF COURSE CONTRIBUTION TO POS		60%	100%	100%		100%		90%
LESSON PLAN:								
UNIT	Training for Competitive Examinations					HRS	PEDAGOGY	
I	MATHEMATICAL ABILITY					6	PPT, Group Discussion, Seminar, Quiz, Assignment and Activity	
II	LOGICAL REASONING					6		
III	LANGUAGE ABILITY					6		
IV	INDIAN ECONOMY					6		
V	CURRENT AFFAIRS					6		



<b>Learning Outcome Based Education &amp; Assessment (LOBE)</b> <b>Formative Examination - Blue Print</b> <b>Articulation Mapping – K Levels with Course Outcomes (COs)</b>				
Internal	Cos	K Level	Section A	
			MCQs	
			No. of. Questions	K - Level
CI AI	CO1	K1 – K2	25	K1,K2
	CO2	K1 – K2	25	K1,K2
CI AII	CO3	K1 – K2	25	K1,K2
	CO4	K1 – K2	25	K1,K2
Question Pattern CIA I & II		No. of Questions to be asked	50	
		No. of Questions to be answered	50	
		Marks for each question	1	
		Total Marks for each section	50	

\* Two Formative examinations will be conducted as a part of Continuous Internal Assessment under which, 50 MCQ's will be asked [50X1=50 marks] from any 4 CO's. (I<sup>st</sup> Test-2 CO's & II<sup>nd</sup> Test-2 CO's) in equal weightage

Distribution of Marks with K Level CIA I & CIA II					
	K Level	Section A (Multiple Choice Questions)	Total Marks	% of (Marks without choice)	Consolidate of %
CIA I	K1	30	30	60	100
	K2	20	20	40	
	K3				
	K4				
	Marks	50	50	100	100
CIA II	K1	30	30	60	100
	K2	20	20	40	
	K3				
	K4				
	Marks	50	50	100	100

**K1-** Remembering and recalling facts with specific answers

**K2-** Basic understanding of facts and stating main ideas with general answers

**K3-** Application oriented- Solving Problems

**K4-** Examining, analyzing, presentation and make inferences with evidences

**CO5** will be allotted for individual Assignment which carries five marks as part of CIA component.

Summative Examination – Blue Print Articulation Mapping – K Level with Course Outcomes (COs)				
S. No	COs	K - Level	Section A (MCQs)	
			No. of Questions	K – Level
1	CO1	K1-K2	15	K1,K2
2	CO2	K1-K2	15	K1,K2
3	CO3	K1-K2	15	K1,K2
4	CO4	K1-K2	15	K1,K2
5	CO5	K1-K2	15	K1,K2
No. of Questions to be Asked			75	
No. of Questions to be answered			75	
Marks for each question			1	
Total Marks for each section			75	
(Figures in parenthesis denotes, questions should be asked with the given K level)				

In summative examinations, 75 MCQ's will be asked [75X1=75 marks] from all 5 CO's in equal weightage.

Distribution of Marks with K Level				
K Level	Section A (Multiple Choice Questions)	Total Marks	% of (Marks without choice)	Consolidated %
K1	40	40	53	100
K2	35	35	47	
K3				
K4				
Marks		75	100	100
NB: Higher level of performance of the students is to be assessed by attempting higher level of K levels.				