

I SEMESTER

GENERAL PROFICIENCY AND COMMUNICATIVE ENGLISH

Unit	Name of the Lesson/Poem/ Grammar	Learning Objectives	Learning Outcome
Lesson Details			
1.	The book of Nature Author- Jawaharlal Nehru	This is one of the letters that Jawaharlal Nehru wrote from the prison to his daughter. He says that nature is like a book from the study of which we learn many interesting lessons	Learn to study the different lessons in the Nature
2.	A Day's wait Author- Ernest Hemingway	This story is about a boy who believes that he is going to die and this belief has grown from a misunderstanding	Learn that when in doubt we should immediately clear the doubt or else it leads to suffering
3.	I was Gandhi's Jailer Author-Patrick Quinn	Here Patrick Quinn Gandhi's jailer gives his personal impressions on Gandhiji as a man and prisoner. This passage shows how his great qualities won over the hearts of even those he fought against as a freedom fighter	Get a glimpse of Gandhi's Personality
4.	Too Dear Author-Leo Tolstoy	This story is based on an absurd situation in which a small State finds it much too expensive to either hang a criminal or to keep him in prison for long. Finally the criminal has to be rewarded with a pension to save the kingdom some money	A humorous tale which depicts the condition of a small State and tells us how we should plan properly before implementing anything
5.	My Greatest Olympic Prize Author- Jesse Owens	Jesse Owens a Olympic champion speaks of a personal experience of his at the 1936 Olympics held in Berlin. His friendship with his German Competitor Luz Long, the sportsman with an admirable spirit and good qualities	Understand the true meaning of being a true sportsman. Winning is not everything but playing fairly is much more valuable quality in a sportsman
6.	Fighting the Invisible I Author- Navin Sullivan	This passage gives an account of how Louis Pasteur a French Scientist, discovered treatment for rabies. He founded the	Able to understand the determination and hard work required to do something good in life not

		method of giving immunity from disease through the use of vaccines.	for self but for the benefit of others
7.	Fighting the Invisible II Author- Navin Sullivan	Continuation of the part I where he tries this vaccination for the first time on a human being. This human was a small boy of 9 years old who was bitten by a mad dog.	Sometimes taking risk really pays off and being kind Hearted is very important in any and every profession. And sometimes moral ethics are much more valuable than professional ethics
Poem Details			
8.	The perfect life Poet- Ben Jonson	Here the poet speaks of the beauty and perfection that can be seen in things that are small size or strength.	Understand that being small in size does not mean that are imperfect
9.	Coromandel Fishers Poetess-Sarojini Naidu	This beautiful poem is a song sung by a group of fishermen before they go out to sea in the early morning	Learn the life led by a fisherman
10.	To Sleep Poet—William Wordsworth	The poet narrates how in spite of all the ways he tried to get sleep, e lay without sleep for three nights together. He sends a prayer to sleep not to let him suffer the same condition yet another night	Never to take sleep for granted and realise how important sleep is in a man's life
11.	Silver Poet-Walter De la Mare	This poem describes the magic touch that moon light gives to a landscape by which everything in it is turned silver white	Know the beauty and power of moon
12.	Ozymandias Poet- P.B.Shelly	The poet describes a sight which a traveller saw in the desert in Egypt. He saw the broken statue of an ancient emperor lying half sunk in the sand. The travellers account of the scene leads the poet to think how even the mightiest of men are forgotten in the course of time	how after the death even the greatest of person is forgotten over time and all their pride and ambition are made to look utterly
Grammar Details			
	Articles	An article is a word used to modify a noun, which is a person, place, object, or idea. (a, an, the)	Learn to use the different articles in the right way
	Parts of Speech	There are 8 parts of speech classified according to the	Understand the meaning of the different parts of

		function they perform in a sentence (Noun, pronoun, adjective, adverb, preposition, conjunction, interjection, verb)	speech
	Linking verb	A linking verb is a verb that joins the subject of a sentence to the complement.	Learn to use the correct linking verb in a sentence
	Negation, questions, exclamations	A sentence carrying a negative idea is a negative sentence Question- Interrogative Exclamations- Is a expression of sudden emotion	Able to transform Different forms of sentences
	Concord	An agreement between words in gender, number, case, person, or any other grammatical category which affects the forms of the words.	Understand and implement concords while communicating
	Transitive and Intransitive Verb	An action verb with a direct object is transitive while an action verb with no direct object is intransitive.	Able to identify an Transitive and intransitive verb
	Modal Auxiliaries	Is a verb that helps the finite verb with the reference to formation of tenses, negation, passive voice etc	Able to use the correct Modal Auxiliary in an sentences
	Verbs and Tenses	Verbs come in three tenses: past, present, and future. The past is used to describe things that have already happened The present tense is used to describe things that are happening right now, or things that are continuous. The future tense describes things that have yet to happen	Learn the exact way to use the different verbs and tenses
	Question Tags	To make a statement and ask for confirmation. The later part is question tag	To use the right question tags
	Simple-Compound- Complex	Simple- consist of only one clause Compound- Consist of two or more independent clauses Complex- has at least one independent clause	Transformation of the sentences
	Direct- Indirect	<i>Direct speech</i> is a report of the exact words used by a speaker or writer <i>Indirect speech</i> is a report on what someone else said or wrote without using that person's exact	Convert an direct speech to indirect speech

		words.	
	Active- Passive Voice	Active voice- the subject does an action or is the doer of an action, the verb denoting that action is said to be in active voice Passive Voice- when the verb denotes an action that is received by the subject, the verb is said to be in the passive voice.	Convert an active voice to passive voice
	Positive- Comparative- Superlative	The Positive form is the base form of the adjective. The Comparative form expresses a higher degree of some quality. The Superlative form expresses the highest degree	Able to convert positive into comparative and superlative degree
	Paragraph Writing	A <i>paragraph</i> is a unit of <i>writing</i> in a larger body of work. A <i>paragraph</i> expresses a particular topic or theme.	Easily write a paragraph on any given topic
	Job Application	A letter or form containing details of your qualifications, skills, experience, etc. that you send to an organization when you are applying for a job with them.	To draft an job application
	Curriculum Vitae	A brief account of a person's education, qualifications, and previous occupations, typically sent with a job application.	To draft a CV with all the required details and information in the prescribed manner.

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9.	¥ÄÄIÖ UÄÄ®â PÉÄ½zÄ zÉÆqÄØ ¥Äæ±Éß	PÉÄ±ªÄ PÄÄqÄè	¥ÄQèUÄ¼Ä §UEÎ w½AiÄÄªÄªÄzÄÄ
10.	DºÁé£Ä ¥ÄwæPÉ	¥ÄwæPÉUÄ¼Ä §UEÎ §gÉzÄÄ w½AiÄÄ®Ä	«zÄâÿðUÄ¼Ä DºÁé£Ä ¥ÄwæPÉ §gÉzÄÄ w½AiÄÄ®Ä
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14.	§vÄÛ- ÄgÄzÄ UÄAUÉ	JA.UÉÆÄ¥Ä®PÄæµÄÛ CrUÄ	ªÄj£Ä G¥ÄAiÉÆÄUÄzÄ §UEÎ «zÄâÿðUÄ½UÉ w½,ÄÄªÄzÄÄ
15.	gÄAUÉÆÄªÄªÄvÄÄÛ ªÄÄUÄ	PÉ.J.ï.ª,Ägi CºÄªÄäzi	ºÉÆ,ÄUÄ£ÄßqÄ PÄ«UÄ¼Ä §UEÎ w½,ÄÄªÄzÄÄ
16.	ºÄÄ®ÄèPÄrØAiÉÆAz ÄÄ ,Ä» ºÄQzÉ	,ÄÄ§Äª ºÉÆÄ-ÉAiÄÄgï	PÉ¼ÄeÄwAiÄÄ §UEÎ EzÄÝ ˆsÉÄzsÄ-ªªÄ£ÄÄß vÉÆqÉzÄºÁPÄªªÄz ÄÄ

GENERAL HINDI

Unit	Topic	Learning Objectives	Learning outcomes
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	<p>2.qÉÑiÉÛrÉÆÉ MüÉ mÉÑUÉâkÉÉ</p>	<p>*xÉÑiÉqÉŞÉiÉÇSIÉ MüÉ mÉËUcÉrÉ * qÉÑiÉÛrÉÆÉ Mâü mÉÑUÉâkÉÉ MüÉ mÉËUcÉrÉ *qÉWûÉiqÉÉ aÉÉÆkÉiÉiÉ xÉirÉ AÉæU AÍWÇûxÉÉ eÉæxÉâ mÉiUÉŞÉ qÉÉkrÉqÉÉâÇ xÉâ ÏoÉëOûizÉ xÉÉÉ Mâü ÏuÉÂ® xÉÇbÉwÉi NâûQû ÏSrÉÉ jÉÉ *pÉÉUiÉ NûÉâQûÉâ AÉÇSÉâsÉiÉ MüÉ uÉhÉiÉ * qÉÑiÉÛrÉÆÉ qÉâÇ xuÉiÉÇÇSÉiÉÉ xÉÇaÉëÉqÉ MüÉ uÉhÉiÉ </p>	<p>*NûÉŞÉ sÉâZÉMü mÉËUcÉrÉ eÉiÉiÉâÇ WæÇû *aÉÉÆkÉiÉeÉi Mâü oÉÉUâ qÉâÇ eÉiÉiÉâ WæÇû * xÉirÉ AÉæU AÍWÇûxÉÉ iÉiuÉ eÉiÉiÉâ WæÇû *xuÉUÉerÉ ÏiÉqÉÉihÉ eÉiÉiÉâ WæÇû *SâZÉpÉiÉÛ eÉiÉiÉâ WæÇû </p>
	<p>3.mÉËUhÉrÉ-aÉÉâmÉÉ aÉÉæiÉqÉ MüÉ</p>	<p>*QûÉÆ eÉaÉSizÉ aÉÑmiÉ MüÉ mÉËUcÉrÉ *aÉÉæiÉqÉ oÉÑ® MüÉ eÉiUÉiÉ mÉËUcÉrÉ *rÉzÉÉâkÉUÉ MüÉ cÉËUŞÉ-ÍcÉŞÉhÉ MüUIÉÉ *MüjÉÉ-uÉxiÉÑ MüÉ ÏuÉxiÉÉU </p>	<p>* sÉâZÉMü mÉËUcÉrÉ eÉiÉiÉâÇ WæÇû *zÉiÉiÉ AÉæU xÉÉæqrÉ xuÉpÉÉuÉ xÉiZÉiÉâ WæÇû *qÉÉiÉÉ MüÐ qÉiWûqÉÉ eÉiÉiÉâ WæÇû *MüjÉÉ-uÉxiÉÑ eÉiÉiÉâ WæÇû </p>

<p>II</p>	<p>1.xÉÑZÉqÉrÉ eÉİuÉÍÉ</p>	<p>* cÉISikÉU zÉqÉÉİ aÉÑsÉâUİ MüÉ mÉËUcÉrÉ *MüqÉsÉÉ MüÉ cÉËUŞÉ- ÍcÉŞÉhÉ *aÉÑsÉÉoÉUÉrÉ uÉqÉÉİ MüÉ mÉËUcÉrÉ *aÉxWûxjÉ eÉİuÉÍÉ MüÉ uÉhÉİÉ </p>	<p>*sÉâZÉMü mÉËUcÉrÉ eÉÍÉÍÉâÇ WæÇû *oÉÉÍsÉMüÉ MüqÉsÉÉ MüÉ mÉËUcÉrÉ *aÉÑsÉÉoÉUÉrÉ uÉqÉÉİ MüÉâ eÉÍÉÍÉâ WæÇû *xÉÑZÉqÉrÉ eÉİuÉÍÉ eÉÍÉÍÉâ WæÇû </p>
	<p>2.aÉÑhQûÉ</p>	<p>*NûÉrÉÉuÉÉSİ MüİuÉ AÉæU İÉÉOûMüMüÉU Mâü ÂmÉ qÉâÇ eÉrÉzÉÇMüU mÉëxÉÉS eÉİ MüÉ mÉËUcÉrÉ *aÉÑhQûÉ MüÉ cÉËUŞÉ- ÍcÉŞÉhÉ *aÉÉæiÉqÉ oÉÑ® AÉæU zÉÇMüÉUÉcÉÉrÉİ Mâü kÉqÉİ-SzÉİÉ Mâü uÉÉS- İuÉuÉÉS *İÉIWûMÔüİxÉÇWû MüÉ mÉËUcÉrÉ *oÉÉâkÉİİxÉÇWû MüÉ mÉËUcÉrÉ *cÉâiÉİxÉÇWû MüÉ mÉËUcÉrÉ * APûÉUWûuÉİÇ zÉiÉÉoSİ Mâü MüÉzÉİ MüÉ ÍcÉŞÉhÉ MüİİÉÉ </p>	<p>*sÉâZÉMü mÉËUcÉrÉ eÉÍÉÍÉâ WæÇû *aÉÑhQûÉ MüÉ mÉËUcÉrÉ ÍqÉsÉiÉÉ Wæû *İÉxuÉÉjÉİ AÉæU mÉUÉâmÉMüÉU pÉÉuÉ UZÉiÉâ WæÇû *İÉIWûMÔüİxÉÇWû MüÉ mÉËUcÉrÉ eÉÍÉÍÉâ WæÇû *oÉÉâkÉİİxÉÇWû MüÉ mÉËUcÉrÉ eÉÍÉÍÉâ WæÇû *cÉâiÉİxÉÇWû MüÉ mÉËUcÉrÉ WûÉâiÉÉ Wæû *MüÉzÉİ MüÉâ eÉÍÉÍÉâ WæÇû </p>
	<p>3.AİliÉqÉ AÉuÉÉeÉ</p>	<p>*uÉssÉpÉ QûÉâpÉÉSÉ MüÉ mÉËUcÉrÉ *zÉWûU MüÉ eÉİuÉÍÉ mÉËUcÉrÉ SâİÉÉ *aÉÉÆuÉ MüÉ ÍcÉŞÉhÉ MüİİÉÉ * aÉÉÆuÉ qÉâÇ mÉRâü- ÍsÉZÉÉâÇ MüÉ YrÉÉ MüÉqÉ ? SÔİÉrÉÉ uÉÉSÉâ İMüxÉİ MüÉâ eÉİÉâ İÉWûİÇ SâiÉâ *AİliÉqÉ AÉuÉÉeÉ MüĐ MüjÉÉ-uÉxiÉÑ </p>	<p>*sÉâZÉMü mÉËUcÉrÉ eÉÍÉÍÉâ WæÇû *zÉWûU eÉİuÉÍÉ MüÉ AİÉÑpÉuÉ ÍqÉsÉiÉÉ Wæû *aÉÉÆuÉ Mâü oÉÉUâ qÉâÇ eÉÍÉÍÉâ WæÇû *mÉRûÉD AÉæU oÉâUÉâeÉaÉÉUİ xÉqÉxrÉ eÉÍÉÍÉâ WæÇû *AmÉİÉâ aÉÉÆuÉ qÉâÇ Wûİ eÉİÉÉ cÉÉWûiÉâ WæÇû </p>
	<p>4.xÉÉâİÉÉ</p>	<p>*İuÉ±ÉxÉÉaÉU İÉÉæİOûrÉÉSÉ MüÉ mÉËUcÉrÉ *xÉÉâİÉİ MüÉ cÉËUŞÉ- ÍcÉŞÉhÉ *xÉÉâİÉİ Mâü İmÉiÉÉ MüÉ aÉuÉİ ÍcÉŞÉhÉ </p>	<p>*sÉâZÉMü mÉËUcÉrÉ eÉÍÉÍÉâ WæÇû *AoÉsÉÉ İÉÉUİ MüĐ AxÉWûÉrÉMüiÉÉ eÉÍÉÍÉâ WæÇû *mÉëİiÉ'É MüÉ İÉÑMüxÉÉİÉ xÉqÉfÉiÉâ WæÇû </p>

		*xÉâPû MüÉ cÉËUŞÉ- ÍcÉŞÉhÉ *xÉÉâIÉâ Mâü TüÉrÉSâÇ uÉÉ IÉÑMüxÉÉIÉ	*kÉIÉ MüÉ qÉWûiuÉ eÉÉIÉiÉâ WæÇû *xÉÉâIÉâ xÉâ AÉMüìwÉiiÉ MüqÉ MüUiÉâ WæÇû
	5.LMü mÉaÉsÉÉD xÉxmÉâÇxÉ MüjÉÉ	*qÉxhÉÉsÉ mÉÉhQâûrÉ MüÉ mÉËUcÉrÉ *ìuÉwhÉÑìmÉërÉÉ MüÉ cÉËUŞÉ-ÍcÉŞÉhÉ *IÉÉæMüÉUÉIÉI MüÉ mÉËUcÉrÉ SâIÉÉ * LMü mÉaÉsÉÉD xÉxmÉâÇxÉ MüjÉÉ MüÉ xÉÉUÇzÉ xÉqÉfÉÉIÉÉ	*sÉâZÉMü mÉËUcÉrÉ eÉÉIÉiÉâ WæÇû *AIÉÉjÉ MülrÉ MüÐ ÍcÉŞÉhÉ ÍqÉsÉiÉI Wæû *SÉâZÉâ MüÉ AIÉÑpÉuÉ ÍqÉsÉiÉÉ Wæû * xÉÉUÇzÉ eÉÉIÉiÉâ WæÇû
III	urÉÉMüUhÉ 1.ìçürÉÉ-pÉâS	ìçürÉÉìuÉzÉâwÉhÉ MüÉ mÉËUpÉÉwÉ AÉæU ExÉMâü pÉâS MÑüNü ESÉWûUhÉ Mâü xÉÉjÉ ÍsÉZÉuÉÉIÉÉ	ìçürÉÉ Mâü ìuÉzÉâwÉ MüÉâ mÉWûcÉÉIÉÉ xÉMüiÉâÇ WæÇû
	2.MüÉsÉ-pÉâS	MüÉsÉ MüÉ mÉËUpÉÉwÉ AÉæU ExÉMâü pÉâS MÑüNü ESÉWûUhÉ Mâü xÉÉjÉ ÍsÉZÉuÉÉIÉÉ	MüÉsÉ mÉWûcÉÉIÉIÉÉ eÉÉIÉiÉâÇ WæÇû
	3.MüÉUMü,IÉâ-ìIÉrÉqÉ	MüÉUMü qÉâÇ IÉâ ìIÉrÉqÉ MÑüNü ESÉWûUhÉ Mâü xÉÉjÉ ìuÉxiÉÉU MüÉUIÉÉ	ìuÉpÉìzü xÉÉìWûirÉ zÉoSÉâÇ MüÉâ xÉÍZÉiÉâ WæÇû
	4.uÉÉYrÉ zÉÑî@MüUhÉ	uÉÉYrÉ qÉâÇ urÉÉMüUhÉ MüÉ qÉWûiuÉ xÉqÉfÉÉIÉÉ	uÉÉYrÉ qÉâÇ aÉsÉiÉI MüÉâ xÉqÉfÉiÉâÇ WæÇû
IV	MüÉrÉÉisÉrÉ mÉŞÉ sÉâZÉIÉ	MüÉrÉÉisÉrÉ mÉŞÉ MüÉ mÉËUpÉÉwÉÉ AÉæU ExÉMâü pÉâS (mÉËUmÉŞÉ,AÉSâzÉ mÉŞÉ,ÍzÉMüÉrÉiÉI mÉŞÉ)	mÉŞÉ ÍsÉZÉIÉÉ eÉÉIÉiÉâ WæÇû
	qÉÑWûÉuÉUâ	qÉÑWûÉuÉUâ MüÉ mÉËUpÉÉwÉÉ MÑüNü ESÉWûUhÉ Mâü xÉÉjÉ	qÉÑWûÉuÉUÉâÇ Mâü AjÉi ÍsÉZÉIÉÉ eÉÉIÉiÉâ WæÇû
	ìWûISÌ qÉâÇ AIÉÑuÉÉS	AÇaÉæaeÉI sÉâZÉIÉ MüÉâ ìWûISÌ qÉâÇ AIÉÑuÉÉS MüUÉIÉÉ	pÉÉwÉÉçÉÉIÉ MüÐ ìuÉMüÉxÉ WûÉâMüU AIÉÑAuÉÉS MüUIÉÉ eÉÉIÉiÉâÇ WÇæû

Unit	Topic	Learning objectives	Learning outcome
1	Origin of Economics:	<ul style="list-style-type: none"> • To Study Scarcity and Growth definition • To understand Scope of Micro and Macro economies • To know production possibility curve • To study nature of economics law • To know basic economic concepts 	<p>Outline the</p> <ul style="list-style-type: none"> • Definition of Scarcity and growth • Meaning, importance, feature and scope of Micro and Macro economics • Basic problems of economy • Nature of economics of laws , basic assumptions in economics • Production possibility curve and its importance • Basic economic concepts-wants-features-classification-goods and utility
2	Consumer Behaviour	<ul style="list-style-type: none"> • To study law of diminishing marginal utility • To Study law of Equi-marginal utility indifference curve analysis • To study indifference curve • To understand budget line 	<p>Outline the</p> <ul style="list-style-type: none"> • Assumptions , illustration and exceptions of the law of diminishing marginal utility • Law of equi marginal utility • Limitations and uses of law • Indifference curves • Schedules and diagrams • Marginal rate of substitution • Consumer equilibrium • Assumptions of Equilibrium • Changes in the consumer equilibrium • Limitations of consumer equilibrium
3	Demand	<ul style="list-style-type: none"> • To study law of demand and changes in the demand 	<p>outline the</p> <ul style="list-style-type: none"> • Meaning of law of demand

		<ul style="list-style-type: none"> • To study consumer surplus • To Study price elasticity of demand, Income elasticity of demand Cross elasticity of demand Promotional elasticity of demand Measurement of elasticity 	<ul style="list-style-type: none"> • Assumptions of law demand • Demand schedule and curve • Exceptions to the law of demand • Changes in law of demand • Meaning and measurement of consumer surplus • Price Elasticity and degrees of price elasticity of demand • Measurement of elasticity of demand • Income, Cross and Promotional elasticity of demand • Determinants of elasticity
4	Production	<ul style="list-style-type: none"> • To study factors of production • To understand input market and marginal productivity theory • To study stage and types of capital formation • To know meaning and functions of entrepreneur 	<p>Outline the</p> <ul style="list-style-type: none"> • Features of production • Factors of production • Meaning of labour and its features • Forms of mobility of labour • Efficiency of labour and factor affecting labour efficiency • Division of labour • Input market • Factors determining demand for input • Marginal productivity theory • Meaning of capital • Types and stages of capital formation • Meaning and Functions of an entrepreneur • Attributes of an Entrepreneur

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BUSINESS ORGANIZATION

Unit	Topic	Learning Objectives	Learning outcomes
1	Nature, scope and forms of business	<p>The students will learn the-</p> <ul style="list-style-type: none"> • Business-meaning, nature, scope, objectives • Essentials of a successful business • Sole proprietorship-meaning, features, merits and demerits. • Partnership: definitions features, merits and demerits • Joint stock company-definition features merits and demerits. • Co-operatives: definitions, features, merits and demerits • Public enterprises: departmental undertakings-definitions, features, merits and demerits • Public corporations: definitions, features, merits and demerits. • Government companies: definitions features, merits and demerits 	<p>The students will able-</p> <ul style="list-style-type: none"> • To explain Business-meaning, nature, scope, objectives • Essentials of a successful business • To explain Sole proprietorship-meaning, features, merits and demerits. • To explain Partnership-definitions features, merits and demerits • To explain Joint stock company-definition features merits and demerits. • To explain Cooperatives definition, features, merits and demerits • Public enterprises: departmental undertakings-definitions, features, merits and demerits • Public corporations: definitions, features, merits and demerits. • Government companies: definitions features, merits and demerits
2	Business combinations	<p>The students will learn the-</p> <ul style="list-style-type: none"> • Combinations-meaning and definition • Different types of combination 	<p>The students will able-</p> <ul style="list-style-type: none"> • To explain Combinations-meaning and definition • To explain Different types of combination

		<ul style="list-style-type: none"> • Different forms of combination • Merits and demerits of combination • Recent trends in business combination 	<ul style="list-style-type: none"> • To explain Different forms of combination • To explain Merits and demerits of combination • To explain Recent trends in business combination
3	Sources of business finance	<p>The students will learn the-</p> <ul style="list-style-type: none"> • Meaning of sources of finance • Different types of business finance • Long term finance-merits and demerits and its sources • Medium-term finance-merits, demerits and its sources • Short-term finance-merits, demerits and its sources. • Institutional financing 	<ul style="list-style-type: none"> • Learnt Meaning of sources of finance • Learnt Different types of business finance • Learnt Long term finance-merits and demerits and its sources • Learnt Medium-term finance- merits, demerits and its sources • Learnt Short-term finance-merits, demerits and its sources. • Learn Institutional financing
4	Insurance-meaning,	<p>The students will learn the-</p> <ul style="list-style-type: none"> • Insurance-meaning, significance, principles • Different types of insurance • Life insurance-terms and conditions and types • Fire insurance-features, types and proceedings of claim • Marine insurance-features types and causes • Warranties and marine losses • Recent changes and development in insurance sector 	<ul style="list-style-type: none"> • Learnt Insurance-meaning, significance, principles • Learnt Different types of insurance • Learnt Life insurance-terms and conditions and types • Learnt Fire insurance-features, types and proceedings of claim • Learnt Marine insurance-features types and causes • Learnt Warranties and marine losses • Learnt Recent changes and development in insurance sector

ACCOUNTING-I

Unit	Topic	Learning objectives	Learning outcomes
1.	Introduction Of Accounting	<ul style="list-style-type: none">• To learn brief introduction on Origin and Development of Accounting, meaning and objectives of Accounting, Accountancy and Book-Keeping.• To know about the Accounting concepts and conventions, Accounting standards (meaning), Basis of Accounting, systems of Accounting• To learn the journal entries and how to pass the journal entries in ledger account	<ul style="list-style-type: none">• Know the Origin and Development of Accounting, meaning and objectives of Accounting, Accountancy and Book-Keeping.• Explain the Accounting concepts and conventions, Accounting standards (meaning), Basis of Accounting, systems of Accounting• Solve problems on journal entries and how to pass the journal entries in ledger account
2.	Subsidiary Books	<ul style="list-style-type: none">• Examine the Concepts of Subsidiary Books(purchase, sales, purchase return and sales return), Cash Book(simple, two column, three column)• To understand the computation on Subsidiary Books& Cash Book• To study the meaning, causes of Bank Reconciliation Statement• Determination of Bank Reconciliation Statement	<ul style="list-style-type: none">• Know the concepts of subsidiary and cash book• Solve problems on Subsidiary Books& Cash Book• Comprehend the meaning, causes of Bank Reconciliation Statement• Worked out the problems on Bank Reconciliation Statement

3.	Depreciation Accounting	<ul style="list-style-type: none"> • To study the Meaning, Definition and Causes of Depreciation, Methods of Depreciation. • To examine Computation of Depreciation Account • To understand meaning and methods of trial balance, meaning types, errors located after and before the preparation Trial Balance of errors& rectification 	<ul style="list-style-type: none"> • Know the Meaning, Definition and Causes of Depreciation, Methods of Depreciation. • Solve problems on Computation of Depreciation Account • Explain the meaning and methods of trial balance, meaning types, errors located after and before the preparation Trial Balance of errors& rectification • Worked out problems
4.	Preparation of Final Accounts of a Sole Trading Concern	<ul style="list-style-type: none"> • To scrutinize the meaning of sole trading concern • Statement preparing Trading Account, Profit and Loss Account and Balance Sheet 	<ul style="list-style-type: none"> • Comprehend the meaning and concepts of sole trading concern • Solved problems on Trading Account, Profit and Loss Account and Balance Sheet

PRINCIPLES OF MANAGEMENT

Unit	Topic	Learning objectives	Learning outcome
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1	Nature and Process of Management	<p>The students learn</p> <ul style="list-style-type: none"> • The concept of management • Significance and functions of management, Management thoughts Administrative management and principles of modern management Contribution of peter Drucker 	<p>The students will be able to</p> <ul style="list-style-type: none"> • Understand the different concept of management • Understand the role of management in organisations • To know growth and development of management • To understand scientific management and modern management
2	Planning	<p>The students learn</p> <ul style="list-style-type: none"> • Meaning and definition of planning • Features, benefits and limitations of planning • Planning process • Management by objective • Concept of decision making • Analysis of case study 	<p>The students will be able to</p> <ul style="list-style-type: none"> • Understanding the planning as a primary functions of management • Learn steps to be followed in planning • Able to understand different types of plans required in organization • Understanding the importance of MBO • Decision making process • Peoples role in organizational decision making • Different types of

			<p>decisions required and taken.</p> <ul style="list-style-type: none"> • Finding the solution for case study
3	Organisation	<p>The students learn</p> <ul style="list-style-type: none"> • Organizing an important function of management • Principles of organizing • Types of organization structure • Authority and power • Delegation as an important part of organization function • Centralization and decentralization • Span of management • Concept of staffing • Concept of leadership • Analysis of case study 	<p>The students will be able to</p> <ul style="list-style-type: none"> • Understand the organization as a function of management • Understand the principles of organization • Learn different kinds of organization structure • Learn the concept of authority and power • Understand the benefits and difficulties in delegation • Understand concept of span of management • Know the concept of staffing • Know the importance of leadership styles and qualities of a good leader • Finding solution for case study
4	Motivation	<p>The students learn</p> <ul style="list-style-type: none"> • the meaning, importance and objectives of 	<p>The students will be able to</p> <ul style="list-style-type: none"> • know the

		<p>motivation</p> <ul style="list-style-type: none"> • the concept of morale and productivity • the concept of communication • the concept of coordination and control • the concept of management audit, SWOT, KAIZEN, TQM, MIS, ISO, Change Management, Knowledge management • Analysis of case study 	<p>importance of motivation in organization</p> <ul style="list-style-type: none"> • know the concept of morale and productivity • understand the concept of communication • Understand the importance of coordination and controlling • know the modern techniques of management like ; Management Audit, SWOT, KAIZEN, TQM, MIS, ISO, Change management, knowledge management • Find the solution for case study
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THE CONSTITUTION OF INDIA

Sl. No.	Topic	Learning objectives	Learning outcomes
1	<p>INDIAN CONSTITUTION:</p> <p>Unit 1: Meaning and importance of constitution.</p> <p>Unit 2 : The constituent assembly</p> <p>Unit 3: The preamble.</p>	<ul style="list-style-type: none"> • Recall and recognise the Meaning and Importance of constitution • Explain the importance of preamble. • Identify the 	<ul style="list-style-type: none"> • To know the Meaning and importance of constitution. • Explain the importance of preamble • Know the Meaning of preamble. • Understand the role of

	Unit 4 : salient feature	<p>salient feature of Indian constitution</p> <ul style="list-style-type: none"> • Understand the formation and work of the constituent assembly 	<p>constituent assembly in the formation of Indian constitution.</p> <ul style="list-style-type: none"> •
2	<p>FUNDAMENTAAL RIGHTS AND DIRECTIVE PRINCIPLES.</p> <p>Unit 5: meaning and differences between fundamental rights and directive principles.</p> <p>Unit 6: Fundamental rights.</p> <p>Unit 7: Rights Information Act – meaning, importance and RTI-2005.</p>	<ul style="list-style-type: none"> • Recall and recognise the fundamental rights. • Know the meaning and differences between fundamental rights and directive principles. • Know about Rights Information Act – meaning, importance and RTI-2005. 	<ul style="list-style-type: none"> • Differentiate between fundamental rights and directive principles. • Meaning of Right to information Act. • Know the importance and RTI-2005. • Use the fundamental rights in their life.
3	<p>UNION GOVERNMENT:</p> <p>Unit 8: President of India – Election, powers and position.</p> <p>Unit 9: Prime minister and Council of Minister.</p> <p>Unit 10: Parliament –Lok sabha, Rajya sabha-organisation, and powers.</p>	<ul style="list-style-type: none"> • Recall and recognise the election procedure of President of India and prime minister. • Know the Election, powers and position of president of India • Know the Lok sabha, Rajya sabha-organisation , and powers. 	<ul style="list-style-type: none"> • Understand the meaning and importance of parliament. • Analyse the functions of Lok sabha and Rajya sabha. • Know the Election, powers and position of president of Indi

4	<p>STATE GOVERNMENT</p> <p>UNIT 11: The governor.</p> <p>Unit 12: Chief minister and Council of minister.</p> <p>Unit 13: state legislature: Vidhana sabha, vidhana parishad –organisation and powers.</p>	<ul style="list-style-type: none"> • Know the functions of governor. • Understand the election procedure of Chief Minister and Council of minister. • Differentiate the the powers of Vidhana sabha, vidhana parishad 	<ul style="list-style-type: none"> • Differentiate organisation between Vidhana sabha, vidhana parishad. • Understand the powers of governor. • Know about Chief Minister and Council of minister.
5	<p>Federalism in India:</p> <p>Unit 14: Meaning, federal and unitary features.</p>	<ul style="list-style-type: none"> • Know the meaning of federal and unitary features. • Differentiate between federal and unitary features. • Find out the features of unitary system. 	<ul style="list-style-type: none"> • Know the meaning of Federalism in India • To identify the type of system in India. • Know the meaning of federal and unitary features.
6	<p>The judiciary :</p> <p>Unit 15: The supreme court – organisation, judiciary and role.</p> <p>Unit 16: The high court – organisation and role.</p>	<ul style="list-style-type: none"> • Know the meaning of Judiciary. • Recall and recognise the organisation of Supreme Court. • Understand the different role of high court and Supreme Court. • Know the judiciary and role of high court. 	<ul style="list-style-type: none"> • Understand the Meaning of judiciary. • Use the knowledge of organisation and role of the supreme and high court in day to day life. • Know the organisation, judiciary and role of Supreme Court.
7	<p>GOVERNMENT:</p> <p>Unit 18: Rural and urban: Organisation, powers and</p>	<ul style="list-style-type: none"> • Know about government. • Differentiate the 	<ul style="list-style-type: none"> • Know about government • Use the knowledge

	functions.	<p>powers between rural and urban government.</p> <ul style="list-style-type: none"> Find out the functions of rural and urban government. 	<p>about the rural and urban government.</p> <ul style="list-style-type: none"> Know the powers and functions of government.
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II SEMESTER

GENERAL PROFICIENCY AND COMMUNICATIVE ENGLISH

Unit	Name of the Lesson/Poem/ Grammar	Learning Objectives	Learning Outcome
Lesson Details			
1.	The Owl who was God Author- James Thurber	This fable explains about the story of a stupid Owl and the animals in the forest who make as a God because of which they actually lose their lives	Moral- You can fool too many of the people too much of the time. Hence we should not go with the mob but use our brains
2.	My struggle for an Education Author- Brooker T. Washington	In this passage the writer gives a moving account of his difficulties he faced to find a place in a school. This passage is taken from his autobiography , <i>Up from Slavery</i>	Gives a glimpse of people who struggle hard for basic education and how we should respect Education and count our blessings
3.	Maori Villages Author-M. Brown	In, New Zealand, especially in the district called Got Springs there are hot springs and pools with boiling water caused by the steam coming from inside the Earth. The Maoris (Natives) use these hot springs for several purposes including washing, bathing and cooking	Introduce us to the wonders of our Earth and its beautiful miracles

4.	Hari Author-Nayantara Sahgal	This passage is taken from the writer's autobiography, <i>Prison and chocolate cake</i> is a delightful pen portrait of a servant of the Nehru family who grew up in it to become virtually one of its members	Nothing is impossible , it just takes courage and an little encouragement of our loved ones to achieve great success in life
5.	Michael Goes climbing Author- The Children's Encyclopaedia	Michael was the boy who later became Admiral de Ruyter. This story shows something about Michael as a boy, which was also true of him as a man	Tells us how to Channelize our energies in a positive way and how every negative quality can be converted into a positive quality
6.	My Lost Dollar Author- Stephen Leacock	This essay does not attempt to teach a lesson although it says a word in defence of honesty. Here the writer seeks to entertain the reader and not to enlighten him	A great way to smile and make us realise that every penny which we owe to others is important and we should return the borrowed money however less it is
7.	Operation Indian Ocean Author- Mihir Sen	This passage gives an exciting account of the writer's account of swim across the Palk Straits, the stretch of sea between India and Sri Lanka	A hair raising thrilling account of the adventure of an Indian Swimmer who tells us nothing is impossible we just have to preserve and believe.

Poem Details

8.	The well of St. Keyne Poet- Robert Southey	This is an amusing story about a well in Cornwall. There was an old belief that if either of the married couple drank the water from the well before the other did, he or she would rule the home. The story is built upon this belief	Gives a account of Smartness of Wife.
9.	Upagupta Poet- Rabindranath Tagore	Tells of the stern self discipline of Upagupta, a Buddhist Monk and the compassion he showed to a dancing girl	Tells us that Compassion and kindness is the best religion
10.	James Honeyman Poet- W. H. Auden	The story of a scientific genius who makes an invention that destroys him and his family	Brings out the irony of scientific progress, the terrible power it has to destroy man altogether also with the power to improve the quality of the life of a man

11.	Night of the Scorpion Poet-Nissim Ezekiel	The poet makes a vivid poetry out of an ordinary incident namely, a woman being stung by a scorpion with all the goings on that follow	Gives us a glimpse of certain superstitious beliefs specially in the villages and also introduces us to the love of a mother.
12.	If Poet- Rudyard Kipling	The poet sets forth here a philosophy of steadfastness and courageous action in face of the turns and twist of life	Gives us a message that no matter what happens in life, we should move forward crossing all the hurdles and be very confident about ourselves

Grammar Details

	Countable and uncountable nouns	Countable nouns are those that refer to something that can be counted. They have both singular and plural forms. A smaller number of nouns do not typically refer to things that can be counted and so they do not regularly have a plural form ,these are known as uncountable nouns	Able to identify the countable and uncountable nouns
	Parts of speech	There are 8 parts of speech classified according to the function they perform in a sentence (Noun, pronoun, adjective, adverb, preposition, conjunction, interjection, verb)	Understand the meaning of the different parts of speech
	Prepositions	A word governing, and usually preceding, a noun or pronoun and expressing a relation to another word or element in the clause.	Learn to write the right preposition in the sentences
	Punctuation	Punctuation marks – comma, semi colon, exclamatory mark, full stop, double quotes, hyphen, question mark, apostrophe and Capital letters	Will be able to correct the grammatical error in the sentences and learn the different types of punctuation marks and where to use these marks
	Introductory IT and THERE	Beginning the sentence with IT and There	Able to rewrite a sentence using It and There in the Beginning
	Correlative Conjunctions	Correlative Conjunctions are pairs	Meaning and usage of the conjunctions in a sentence

		of conjunctions that link words, phrases or clauses.	
	Paragraph Writing	A <i>paragraph</i> is a unit of <i>writing</i> in a larger body of work. A <i>paragraph</i> expresses a particular topic or theme.	Easily write a paragraph on any given topic
	Dialogue Writing	A dialogue is a literary technique in which writers employ two or more characters to be engaged in conversation with each other.	Will be able to communicate better with proper introduction and conclusion
	Advertisement copy	An Advertisement copy is the text used in the advertisement	To draw advertisement for any product in an creative and innovative way
Vocabulary			
	Synonyms	These are words that have same or similar meaning	To understand and study the meanings of different words
	Antonyms	Words that have opposite meanings	To understand and study the opposites of different words
	Homonyms	Words that are pronounced the same and spelled the same but have different meanings	Understand the difference between the words and where these words are used.
	One word substitute	Process of using one or a single word for a phrase	Better understanding of phrases
	Word transformation	The process of changing a particular word according to the sentences	Able to change the words according to the sentences

PÀ£ÀßqÀ

CzsÀáAiÀÄ	«µÀAiÀÄ	PÀ°PÀ GzÉYÀ±À	GΥÀAiÉÆÅUÀ
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6.	¥ÄÄIO UÄÄ©â PÉÄ ¹ / ₂ Ä zÉÆqÄØ ¥Äæ±Éß	PÉÄ±Ä ^a Ä PÄÄqÄè	¥ÄQëUÄ ¹ / ₄ Ä §UEÏ w ¹ / ₂ AiÄÄÄ ^a ÄÄzÄÄ
7.	D°Äé£Ä ¥ÄwæPÉ	¥ÄwæPÉUÄ ¹ / ₄ Ä §UEÏ §gÉzÄÄ w ¹ / ₂ AiÄÄ®Ä	«zÄâyðUÄ ¹ / ₄ Ä D°Äé£Ä ¥ÄwæPÉ §gÉzÄÄ w ¹ / ₂ AiÄÄ®Ä
8.	^a ÄævÄÜ¥ÄwæPÉUÄ ¹ / ₄ ÄÄ §UEÏ	ç£Ä¥ÄwæPÉ §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄ®Ä	¥ÄwæPÉUÄ ¹ / ₄ Ä §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄ®Ä
9.	^a ÄiÄgÄÄPÄmÉÖ œ ^a Äð°ÄuÉAiÄÄ° eÄ»ÄgÄvÄÄUÄ ¹ / ₄ Ä ¥ÄvÄæ	eÄ»ÄgÄwUÄ ¹ / ₄ Ä §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄ®Ä	eÄ»ÄgÄwUÄ ¹ / ₄ Ä §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄ®Ä
10.	§qÄvÄ£Ä C©ü ^a ÄæçP ^a ÄiÄzsÄâÄÄ	§qÄvÄ£Ä §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄ®Ä	§qÄvÄ£Ä §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄ®Ä
11.	œÄgÄÄ PÉÆqÄzÄ £Är£Ä°è	œÄj£Ä ^a ÄÄ°ÄvÄé w ¹ / ₂ AiÄÄÄ ^a ÄÄzÄÄ	œÄj£Ä G¥ÄAiÉÆÄUÄ ^a ÄÄvÄÄÛ CzÄ£ÄÄß G¥ÄAiÉÆÄÄ ^a Ä «zsÄ
12.	eÉÄqÄ£Ä § ⁻ É	eÉÄqÄ § ⁻ É °ÉuÉAiÄÄÄ ^a Ä §UEÏ	eÉÄqÄ § ⁻ É °ÉuÉAiÄÄÄ ^a Ä §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄÄ ^a ÄÄzÄÄ
13.	^a ÄÄzÄÄÝ ˆÉPÄÄIUÄ ¹ / ₄ Ä ^a ÉÆÄ°ÄPÄ ˆÉÆÄPÄ	ˆÉPÄÄIUÄ ¹ / ₄ Ä §UEÏ w ¹ / ₂ AiÄÄÄ ^a ÄÄzÄÄ	ˆÉPÄÄI MAZÄÄ ‚ÄPÄÄ ¥ÄætÄ CzÄgÄ ¥Äæ ^a ÄÄtÄPÄvÉ §UEÏ «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄÄ ^a ÄÄzÄÄ
14.	E§ägÄÄ ‚Ä°Ä ¹ UÄ ¹ / ₄ Ä PÄxÉ	‚Ä°Ä ‚ÄçAzÄ ‚Äçü‚ÄÄ ^a ÄÄzÄÄ §°Ä ¹ / ₄ Ä	‚ÄzsÄ£É §UE «zÄâyðUÄ ¹ / ₄ ÄÄ w ¹ / ₂ AiÄÄÄ ^a ÄÄzÄÄ

GENERAL HINDI

Unit	Topic	Learning Objectives	Learning outcomes
I	aÉ± 1.qÉqÉiÉÉ	*eÉrÉzÉçMüU mÉëxÉÉS MüÉ mÉÉUcÉrÉ MüUIÉÉ *aÉ± MüÉ E°uÉ AÉæU ìuÉMüÉxÉ *qÉqÉiÉÉ MüÉ cÉÉU§É-ÍcÉ§ÉhÉ MüUIÉÉ *cÉÖQûÉqÉÍhÉ MüÉ mÉÉUcÉrÉ *oÉëÉ¼hÉ kÉqÉİ MüÉ uÉhÉİÉ MüUIÉÉ *UÉeÉÉ WÖûqÉÉrÉÖÆ mÉëiÉÉmÉ MüÉ mÉÉUcÉrÉ SälÉÉ *rÉÑ® Mäü MÑüNü bÉOûiÉÉAÉåç MüÉå xÉqÉfÉÉiÉÉ *WÖûqÉÉrÉÖÆ MüÐ xqÉxliÉ qÉåç EIÉMäü	*sÉåZÉMü MüÉÜ mÉÉUcÉrÉ eÉÉiÉiÉå WæçÜ *aÉ± MüÉ mÉÉUcÉrÉ eÉÉiÉiÉå Wæûç *qÉqÉiÉÉ MüÉå eÉÉiÉiÉå WæçÜ *ÌmÉiÉx MüiÉiurÉ eÉÉiÉiÉå WæçÜ *kÉqÉİ mÉëåqÉ

		<p>mÉÑŞÉ AMüoÉU LMü aÉaÉÍÉcÉÑÇoÉÍ qÉÆÍSU oÉÍÉÉrÉÉ </p>	<p>UZÉiÉâ WæÇû *mÉUÉçüqÉ eÉÍÉiÉâÇ WæÇû * rÉÑ® xÉâ WûÉâIÉâUÉÉsÉâ SÒxmÉËUhÉÉqÉ eÉÍÉiÉûiÉâ WÇæû *xuÉÉqÉİİÉ'É AÉæU ÌmÉiÉxmÉëâqÉ xÉİZÉiÉâ WæÇû </p>
2.qÉâUİ eÉIqÉ pÉÔÍqÉ	<p>*WûeÉÉUİ mÉëxÉÉS İ²uÉâSİ MüÉ mÉËUcÉrÉ * AÉâfÉuÉÍsÉrÉÉ MüÉ mÉËUcÉrÉ *oÉÑ®SâUÉ Mâü xÉirÉ AÉæU AİWÇûxÉÉ eÉæxÉâ mÉİuÉŞÉ qÉÉkrÉqÉÉâÇ xÉâ sÉÉâMü MüsrÉÉhÉ İMürÉÉ *aÉÇaÉÉ AÉæU xÉUrÉÔ İÉSİ Mâü uÉhÉİÉ * qÉâUİ eÉIqÉ oÉÔÍqÉ MüÉ MüjÉÉ-uÉxiÉÑ </p>	<p>*NûÉŞÉ sÉâZÉMü mÉËUcÉrÉ eÉÍÉiÉâÇ WæÇû *aÉÉÆuÉ Mâü oÉÉUâ qÉâÇ eÉÍÉiÉâ WæÇû * xÉirÉ AÉæU AİWÇûxÉÉ iÉiuÉ eÉÍÉiÉâ WæÇû *mÉÉiÉİ Mâü mÉİuÉŞÉiÉÉ eÉÍÉiÉâ WæÇû *SâZÉpÉİ£ü AÉæU xÉÇxMüxİÉ eÉÍÉiÉâ WæÇû </p>	
3.xÉUrÉÔ pÉærÉÉ	<p>*UÉqÉuÉxæÉ oÉâIÉİmÉÑUİ MüÉ mÉËUcÉrÉ *xÉUrÉÔ pÉærÉÉ MüÉ cÉËUŞÉ-ÍcÉŞÉhÉ MüUIÉÉ *MüjÉÉ-uÉxiÉÑ MüÉ İuÉxiÉÉU </p>	<p>* sÉâZÉMü mÉËUcÉrÉ eÉÍÉiÉâÇ WæÇû *xÉUrÉÔ pÉærÉÉ MüÉ qÉİWûqÉÉ eÉÍÉiÉâ WæÇû *MüjÉÉ-uÉxiÉÑ eÉÍÉiÉâ WæÇû </p>	
4.xuÉÉqÉİ SrÉÉiÉIS	<p>* qÉÉâWûIÉ UÉMâüzÉ MüÉ mÉËUcÉrÉ *AÇoÉÉzÉÇMüU MüÉ cÉËUŞÉ-ÍcÉŞÉhÉ * xuÉÉqÉİ SrÉÉiÉÇS MüÉ mÉËUcÉrÉ * eÉİuÉiÉ MüĐ uÉÉxiÉİuÉMüiÉÉ MüÉ uÉhÉİÉ </p>	<p>*sÉâZÉMü mÉËUcÉrÉ eÉÍÉiÉâÇ WæÇû *oÉÉÍsÉMü AÇoÉÉzÉÇMüU MüÉ mÉËUcÉrÉ </p>	

			*aÉÑÃ Màü qÉWûiuÉ eÉÍÍÍÍÉâ WæÇû *xÉÑZÉqÉrÉ eÉÍuÉÍÉ eÉÍÍÍÍÉâ WæÇû
	5.mÉWûÉQûĭ ĘUǻÉÉ	*MüWæûrÉÉsÉÉsÉ ÍqÉ´É mÉëpÉÉMüU MüÉ mÉËUcÉrÉ *ËUǻÉÉ qÉeÉSÖU MüÉ cÉËUŞÉ-ÍcÉŞÉhÉ *qÉeÉSÖU AÉæU mÉæxÉâ Màü aÉuÉĭ xÉâ qÉÍÉÑwrÉ xÉâ oÉÉâfÉ oÉÍÍÍÍÉâ uÉÉsÉÉ rÉÉŞÉĭ,SÉâÍÉÉâÇ Wûĭ SrÉÉ Màü mÉÉŞÉ WæÇû * mÉWûÉQûĭ ĘUǻÉÉ MüÉ MüjÉÉ-uÉxiÉÑ	*sÉâZÉMü mÉËUcÉrÉ eÉÍÍÍÍÉâ WæÇû *SrÉÍÉĭrÉÍÉÉ MüĐ mÉËUcÉrÉ ÍqÉsÉÍÉĭ Wæû *ĭÉxuÉÉjÉĭ AÉæU mÉUÉâ mÉMüÉU pÉÉuÉ UZÉÍÉâ WæÇû *xÉÉUÇzÉ eÉÍÍÍÍÉâ WæÇû
	6.zÉĭÉ xÉoÉxÉâ xÉÑISU aÉëWû	*aÉÑhÉÉMüÉU qÉÑsÉâ MüÉ mÉËUcÉrÉ * xÉÉæUqÉhQûsÉ MüÉ mÉËUcÉrÉ MüUIÉÉ *zÉĭÉ aÉëWû MüÉ ÍcÉŞÉhÉ	*sÉâZÉMü mÉËUcÉrÉ eÉÍÍÍÍÉâ WæÇû * xÉÉæUqÉhQûsÉ MüĐ eÉÍÍÉMüÉU ÍqÉsÉÍÉĭ WæÇû *SÖxÉUÉ oÉQûÉ aÉëWû MüÉâ eÉÍÍÍÍÉâ WæÇû
II	IÉÉOûMü oÉMüUĭ	*xÉuÉâĭpÉUSrÉÉsÉ xÉYxÉâÍÉÉ MüÉ mÉËUcÉrÉ *IÉÉOûMü MüÉ E°uÉ AÉæU ĩuÉMüÉxÉ *`oÉMüUĭ` IÉÉOûMü SâzÉ MüĐ uÉÍÉĭqÉÉÍÉ UÉeÉÍÉæĭiÉMü ĩxjÉĭiÉ MüÉ SzÉĭÉ *mÉÉŞÉ -mÉËUcÉrÉ MüUIÉÉ *`oÉMüUĭ` IÉÉOûMü aÉëÉqÉĭhÉÉâÇ MüĐ oÉÉâsÉÍ AÉæU oÉÍÍÍÍ MüÉ,EÍÉMüĐ rÉjÉjÉĭ xÉqÉxrÉÉ MüÉ ÍcÉŞÉhÉ Wæû *xÉirÉ Màü ÍsÉL sÉQûÍÉâ uÉÉsÉÉ xÉirÉuÉëiÉ Wûĭ CxÉ IÉÉOûMü MüÉ MâÇüSiĭrÉ mÉÉŞÉ Wæû *`oÉMüUĭ` IÉÉOûMü MüÉ MüjÉÉ-uÉxiÉÑ	*IÉÉOûMüMüU MüÉ mÉËUcÉrÉ eÉÍÍÍÍÉâ WæÇû *IÉÉOûMü MüÉ E°uÉ eÉÍÍÍÍÉâ WæÇû *aÉÉÆkÉĭuÉÉS MüÉ qÉÑZÉÉæOûÉ sÉaÉÍÉÉ Wæû *mÉÉŞÉ- mÉËUcÉrÉ eÉÍÍÍÍÉâ WæÇû *aÉëÉqÉĭhÉ xÉqÉxrÉÉAÉâÇ MüÉâ eÉÍÍÍÍÉâ WæÇû *xÉirÉqÉâuÉ

			eÉrÉiÉâ: *MüjÉÉ-uÉxiÉÑ eÉÍÉiÉâ WæÇû
III	urÉÉMüUHÉ 1.pÉâÇOûuÉÉiÉÉi	pÉÇOûuÉÉiÉÉi MüÉ mÉËUpÉÉwÉ AÉæU ExÉMüÉ ìuÉxiÉÉU	*xÉÇSzÉiÉ qÉâÇ xÉqÉjÉi oÉiÉiÉâ WæÇû
	2.xuÉuÉx"É sÉâZÉiÉ	lÉÉæMüUí AÉæU ìuÉuÉÉWû xqoÉiíkÉiÉ xuÉuÉx"É sÉâZÉ ÌsÉZÉuÉÉiÉÉ	xuÉuÉx"É sÉâZÉ ÌsÉZÉiÉÉ eÉÍÉiÉiÉâÇ WæÇû
	3.aÉ±ÉÇzÉ sÉâZÉ	ìWûiSì qÉâÇ aÉ±ÉÇzÉ sÉâZÉ ÌsÉZÉiÉÉ	aÉ±ÉÇzÉ mÉrûMüU E"ÉU ÌsÉZÉiÉÉ xÉiZÉiÉâ Wæ
IV	1.mÉërÉÉâeÉiÉqÉÔsÉMü ìWûiSì:mÉëÉxÉÇìaÉMüiÉÉ	*mÉërÉÉâeÉiÉqÉÔsÉMü ìWûiSì MüÉ mÉËUpÉÉwÉÉ *MâüiSì AÉæU UÉerÉ xÉUMüÉU MüÐ oÉiçÉ xÉÉæWûÉSÉâi MüÉ mÉÑsÉ oÉiÉiÉiÉâ qÉâÇ CxÉMüÐ qÉWûiuÉ *pÉÉUiÉirÉ xÉÇìuÉkÉiÉÉ qÉâÇ ìWûiSì pÉÉwÉÉ MüÉâ MâüiSìirÉ xÉÇbÉ UÉerÉ MüÐ UÉeÉpÉÉwÉÉ Mâü ÆmÉ qÉâÇ xuÉiMüxiÉ Wæû	* pÉÉwÉÉ ÷ÉÉiÉ oÉrûiÉi WæÇû *xÉÉæWûÉSì pÉÉuÉ xÉiZÉiÉâ WæÇû *pÉÉwÉÉ MüÐ qÉWûiuÉ eÉÍÉiÉiÉâ WæÇû
	2.qÉiìQûrÉÉ AÉæU xÉqÉÉeÉ	*mÉëcÉÉU xÉÉìWûirÉ qÉâÇ qÉiìQûrÉÉ AÉæU xÉqÉÉeÉ MüÉ mÉËUpÉÉwÉÉ *xÉqÉÉeÉ Mâü AÇiÉaÉiÉ AÉiÉâuÉÉsÉâ urÉi£ü LMü SÔxÉUâ Mâü mÉèiÉ mÉUxmÉU xiÉâWû iÉjÉÉ xÉWûÉrÉiÉÉ MüÉ pÉÉuÉ *xÉqÉÉeÉ MüÉ xÉÇaÉOûiÉ AÉæU mÉËUuÉiÉiÉ WûÉâiÉÉ Wæû	*qÉiìQûrÉÉ MüÉ qÉWûiuÉ eÉÍÉiÉiÉâ WæÇû *xiÉâWû pÉÉuÉ AÉæU xÉÇMüxiÉ Mâü ìuÉMüÉxÉ *xÉÇaÉ eÉiìuÉ oÉiÉiÉâ WæÇû
	3.xÉÇcÉÉU pÉÉwÉÉ AÉæU ìWûiSì qÉiìQûrÉÉ	*mÉëcÉÉU xÉÉìWûirÉ qÉâÇ xÉÇcÉÉU pÉÉwÉÉ AÉæU ìWûiSì qÉiìQûrÉÉ MüÉ mÉËUpÉÉwÉÉ *xÉÇcÉÉU pÉÉwÉÉ AÉæU ìWûiSì qÉiìQûrÉÉ pÉÉUiÉ MüÐ xÉÉÇxMüxiÉMü,xÉÉqÉÉiÉÉMü,kÉÉiÉqÉiMü, pÉÉwÉÉiqÉMüiÉÉ,AÉæU AÉZÉhQûiÉÉ MüÐ AíPÉurÉ£ü MüUiÉi Wæû *xÉÇcÉÉU pÉÉwÉÉ qÉâÇ urÉÉmÉÉU,iÉiÉjÉÉiOûiÉ,izÉæÉÉ Mâü MüÉrÉi xÉqmÉÉiSìÉ WûÉâiÉâ Wæû	*ìWûiSì qÉiìQûrÉÉ qÉWûiuÉ eÉÍÉiÉiÉâ WæÇû *pÉÉwÉÉ LMüiÉÉ qÉâÇ oÉsÉ Wæû *xÉÇcÉÉU pÉÉwÉÉ MüÐ qÉWûiuÉ

			eÉÉÍÉÍÉà WæÇû
4.xÉÔcÉÍÉÉ mÉëÉæ±ÉàlaÉMüÐ AÉæU ÌWûSİ	*mÉëcÉÉU xÉÉÌWûirÉ qÉâÇ xÉÔcÉÍÉÉ mÉëÉæ±ÉàlaÉMüÐ AÉæU ÌWûSİ MüÉ mÉËUpÉÉwÉÉ *ÌmÉnQâû SâzÉÉâÇ Mâü xÉÉqÉÉÍeÉMü AÉæU AÉÍjÉiMü ÌuÉMüÉxÉ Mâü ÍsÉL xÉÔcÉÍÉÉ mÉëÉæ±ÉàlaÉMüÐ LMü xÉqrÉMü iÉMüÌÍÉMüÐ Wæû *rÉWû UÉâeÉaÉÉUÉâÇ MüÉ xÉÔcÉÍÉÉ MüÉUíÉÍ Wæû	*mÉËUpÉÉwÉÉ eÉÉÍÉÍÉà WæÇû *uÉÉÍhÉerÉ urÉmÉÉU MüÐ eÉÉÍÉMüÉUÍ ÍqÉsÉiÉÍ Wæû *AWÛüiÉÉÍÉÑxÉÉU UÉâeÉaÉÉU ÍqÉsÉiÉÉ Wæû	

MANAGERIAL ECONOMICS

Unit	Topic	Learning Objectives	Learning Outcomes
1	Nature and Scope of Managerial Economics	<ul style="list-style-type: none"> • Meaning and Difference between the Economics and Managerial Economics • Nature and Scope of Managerial Economics • Role and Responsibility of managerial economist • Law of Variable proportions • Law of returns to scale • Economies and Diseconomies of scale • Capital Budgeting 	<ul style="list-style-type: none"> • Understand the meaning and difference between the Economics and Managerial Economics • Learn the nature and scope of Managerial Economics • Able to understand the role and responsibility of Managerial Economist • Understand and learn about Law of Variable proportions, Law of returns to scale • Analyse Economies and Diseconomies of scale and Capital Budgeting
2	Cost – Concept of cost output.	<ul style="list-style-type: none"> • Various Cost Concepts • Cost control and Cost reduction • Short-run and Long-run Cost output relationship • Firms Equilibrium Approach- TR-TC Approach and MR=MC Approach • Profit Maximisation V/S Sales Maximisation • Baumols Sales 	<ul style="list-style-type: none"> • Understand the various cost concepts • Know the difference between cost control and cost reduction • Analyse cost output relationship • Understand the various firms types of firms equilibrium Approach • Understand the profit maximisation and sales maximisation concepts

		Maximisation Model	
3	Price and Output determination under different forms of	<ul style="list-style-type: none"> • Meaning and Classification of Market • Equilibrium Price Output determination - Short- run and Long-run • Meaning, Characteristics and Classification of Monopoly • Meaning and essential Conditions of Price Discrimination • Meaning, Definition and Features of Monopolistic Competition • Meaning and Features of Oligopoly, Duopoly Monopsony and Bilateral Monopoly 	<ul style="list-style-type: none"> • Understand the various types of markets • Analyse the Equilibrium price output determination • Understand the different forms of markets like Monopoly, Monopolistic competition, Oligopoly, Duopoly, Monopsony and Bilateral Monopoly • To know the essential conditions of price discrimination
4	Demand Forecasting	<ul style="list-style-type: none"> • Meaning, Scope and factors of demand forecasting • Objectives of Demand forecasting • Demand forecasting for new products • Techniques of demand forecasting 	<ul style="list-style-type: none"> • To understand the scope and factors of demand forecasting • To know the short-run objectives and long-run objectives of demand forecasting • To understand the forecasting demand for products • To learn the various techniques of demand forecasting

BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Unit	Topic	Learning Objectives	Learning outcomes
1	Business and its environment	<ul style="list-style-type: none"> • Business-meaning, features, objectives • Business environment-meaning • Types of business environment • Factors influencing business-internal and 	<ul style="list-style-type: none"> • Learn Business-meaning, features, objectives • Business environment-meaning • Learn Types of business

		<p>external</p> <ul style="list-style-type: none"> • Social responsibility of business, arguments • Business ethic-need, principles • Social values • Professional and managerial ethics • Social audit-meaning, methods • Case studies 	<p>environment</p> <ul style="list-style-type: none"> • Learn Factors influencing business-internal and external • Learn Social responsibility of business, arguments • Learn Business ethics-need, principles • Social values • Professional and managerial ethics • Social audit-meaning, methods • Case studies
2	Entrepreneurship	<ul style="list-style-type: none"> • Meaning of entrepreneurship • Difference between entrepreneur and entrepreneurship • Characteristics of entrepreneurship • Qualities of entrepreneur • Risks faced by present entrepreneurs • Role of entrepreneurship 	<p>Able to explain</p> <ul style="list-style-type: none"> • Meaning of entrepreneurship • Difference between entrepreneur and entrepreneurship • Characteristics of entrepreneurship • Qualities of entrepreneur • Risks faced by present entrepreneurs • Role of entrepreneurship
3	Public, private and co-operative sectors	<ul style="list-style-type: none"> • Meaning of public sector, features, merits and demerits • Private sector-meaning, features, merits and demerits • Co-operative sector-meaning, objective, merits and demerits • MSME-features and emerging trends • MNCs-meaning, features 	<p>Students will learn</p> <ul style="list-style-type: none"> • Meaning of public sector, features, merits and demerits • Private sector-meaning, features, merits and demerits • Co-operative sector-meaning, objective, merits and demerits • MSME-features and emerging trends • MNCs-meaning, features

4	Consumerism	<ul style="list-style-type: none"> • Consumerism-meaning, objectives and needs • Various Rights of consumers • Consumer protection act • Consumer redressal agencies • Consumerism in India • Recent trends • Liberalization • Globalization • Privatization • WTO 	<p>Students will learn</p> <ul style="list-style-type: none"> • Consumerism-meaning, objectives and needs • Various Rights of consumers • Consumer protection act • Consumer redressal agencies • Consumerism in India • Recent trends • Liberalization • Globalization • Privatization • WTO
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ACCOUNTING-II

Unit	Topic	Learning Objectives	Learning Outcomes
1.	Final Accounts Of Non-Trading Concern	<ul style="list-style-type: none"> • To learn the Meaning, Books of Accounts, Treatment of Revenue and Capital items, Receipts and Payments Account • Determination of Income and Expenditure Account and Balance Sheet from Receipts and payments Account 	<ul style="list-style-type: none"> • Comprehend the Meaning, Books of Accounts, Treatment of Revenue and Capital items, Receipts and Payments Account • Solve problems on Income and Expenditure Account and Balance Sheet from Receipts and payments Account
2.	Consignment Accounts	<ul style="list-style-type: none"> • To scrutinize the Meaning, Important terms • Computation of Consignment Account 	<ul style="list-style-type: none"> • Know the Meaning, Important terms under consignment account • Solve problems on Consignment Account
3.	Partnership Accounts	<ul style="list-style-type: none"> • To examine Meaning & Definition of Partnership, Essential characteristics of partnership, Partnership deed meaning • Computation of admission and retirement 	<ul style="list-style-type: none"> • Grasp the Meaning & Definition of Partnership, Essential characteristics of partnership, Partnership deed meaning • Solve problems on admission and

			retirement
4.	Death of a Partner	<ul style="list-style-type: none"> To scrutinize the Meaning of Joint life Policy and Individual Policies Treatment of Dissolution of a partnership and death of a partner Computation of assets & piece-meal distribution of cash 	<ul style="list-style-type: none"> Know the Meaning of Joint life Policy and Individual Policies Solve problems on Dissolution of a partnership and death of a partner Worked out the problems assets & piece-meal distribution of cash

MANAGERIAL COMMUNICATION

Unit	Topic	Learning Objectives	Learning Outcomes
1	Business communication	<ul style="list-style-type: none"> To know about the meaning and importance of business communication To understand the objectives of business communication To understand the process and types of communication To learn the rules of effective communication and barriers of communication 	<ul style="list-style-type: none"> Learnt the meaning and importance of business communication Understood the objectives of business communication Understood the process and types of communication Learnt the rules of effective communication Learnt the barriers to communication
2	Managerial communication	<ul style="list-style-type: none"> To learn about the communication skills-verbal and non-verbal communication To understand the effective presentation skills To understand the communication network-audio and visual aids To learn about the emergence of modern communication technology 	<ul style="list-style-type: none"> Understood the various communication skills- verbal and non-verbal communication Learnt the effective presentation skills Able to understand the communication network-audio and visual aids Learnt the emergence of modern communication technology

3	Management reports	<ul style="list-style-type: none"> To know the importance and principles of writing reports To understand the types of reports To learn the use of graphs and types of graphs Learn about business letters and its types To know about the parts of letter To learn to write reports and letters 	<ul style="list-style-type: none"> Understood the importance and principles of writing reports Learnt the types of reports Able to understand the use of graphs and types of graphs Understood the concept of business letters and its types Learnt the parts of letters Understood and practiced to write reports and letters
4	Commercial letters	<ul style="list-style-type: none"> To understand the concept of enquiries and replies to enquiries To learn about orders and complaint letters To learn about collection letters and sales letters To know about circular letters 	<ul style="list-style-type: none"> Learnt the concept of enquiries and replies to enquiries Learnt the letters of order and complaint Learnt about collection letters and sales letters Understood the circular letters Understood and practiced the writing of commercial letters

HUMAN RIGHTS, GENDER EQUITY AND ENVIRONMENTAL STUDIES

Block	Topic	Learning objectives	Learning outcomes
(A)	HUMAN RIGHTS- Introduction	<ul style="list-style-type: none"> Recall and recognise the Meaning and Importance Human Rights 	<ul style="list-style-type: none"> To know the Meaning and importance of Human Rights.
HUMAN RIGHTS	1: Human Rights- Meaning	<ul style="list-style-type: none"> Explain the importance of UDHR 	<ul style="list-style-type: none"> Explain the importance of UDHR
1	2 : Universal declaration of Human Rights	<ul style="list-style-type: none"> Identify the articles under UDHR Understand the 	<ul style="list-style-type: none"> Define Human Rights Classify the rights into three generations of Human Rights

		Similarities in Indian Constitution and UDHR	•
2	(A) Human Rights Advocacy 1. Global Advocacy of Human Rights; Amnesty International and other Organisation 2. People's Union for Civil Liberty[PUCL] 3. Human Rights Commission in India 4. Minority Commission in India 5. Remedies, Against Violation of Human Rights in India	<ul style="list-style-type: none"> • Explain the work of Amnesty International • Know about People's Union for Civil Liberty[PUCL] • Identify different Human Rights Commission in India 	<ul style="list-style-type: none"> • Differentiate the functions of NHRC AND SHRC . • Know the Remedies, Against Violation of Human Rights in India • Explain powers and functions of Minority Commission in India
1	(B)Gender Equity 1. Sex and Gender 2. Masculinity and Femininity 3. Patriarchy, Matriarchy 4. Gender Roles & Attributes, Gender Division of Labour 5. Gender Bias 6. Gender stereotypes 7. Need for gender Sensitization	<ul style="list-style-type: none"> • Recall and recognise the meaning of Masculinity and Femininity • Differentiate between Sex and Gender • Know Gender Rols & Attributes, Gender Division of Labour • Know the Need for gender Sensitization. 	<ul style="list-style-type: none"> • Understand the meaning and importance of Need for gender Sensitization • Compare Masculinity and Femininity qualities • Define Gender Biasness
2	Women's Status in India 1. important indicators 2. Sex Ratio, Education, Health, Nutrition, Maternal and Infant Mortality, Work Participation Rates and political	<ul style="list-style-type: none"> • Understand the Sex Ratio • State causes for the decline of the females in the Sex Ratio • Know the Women's Status in India • Explain the Work Participation Rates 	<ul style="list-style-type: none"> • Explain important indicators of Women's status • Understand the concept of Sex Ratio. • Know about Maternal and Infant Mortality in India. • Explain the Work Participation Rates and political

	participation	and political participation of women	participation of women
3	<p>Contemporary Women's Issues</p> <ol style="list-style-type: none"> 1. Discrimination Against Girl child 2. violence against women 3. problems of Health and Nutrition 4. Women's education and gender bias in education 5. Trafficking in Women 6. Globalisation and impact on women 	<ul style="list-style-type: none"> • Explain problems of Health and Nutrition of women • Explain the various ways of Discrimination Against Girl child • Define Contemporary Women's Issues. • Find out the gender bias in education for women 	<ul style="list-style-type: none"> • To identify the problems of Health and Nutrition. • Know the different ways women are getting violated. • Find out how are discriminated in the Society • Explain Globalisation and impact on women
4	<p>State initiatives for Gender Equity :</p> <ol style="list-style-type: none"> 1. Constitutional Rights of Women 2. Laws Pertaining to women 3. The National and state Commission for women 	<ul style="list-style-type: none"> • Know the State initiatives for Gender Equity • Recall and recognise the meaning of Gender Equity. • Understand the different role of The National and state Commission for women • Explain Laws Pertaining to women 	<ul style="list-style-type: none"> • Use the knowledge of Constitutional Rights of Women in day to day life. • Understand the Laws Pertaining to women • Know the importance of Gender Equity • Identify the Laws Pertaining to women
(C) Environmental STUDIES 1	<p>1. Nature of Environmental Studies</p> <ol style="list-style-type: none"> 1. Definition, Scope and Importance 2. Concept of Ecology 3. Ecological Factors: Soil ,Air and water 4. Eco system :Pond and Forest Eco system 5. Human 	<ul style="list-style-type: none"> • Know about Eco system. • Define Ecology • Differentiate between biotic component and biotic component • Find out the reason for Human Population Growth in India 	<ul style="list-style-type: none"> • Know about Environment • Know the structure of an Ecosystem • Identify biotic component and biotic component • Differentiate between Pond and Forest Eco system . • Know the powers and functions of government.

	Population Growth		
2.	<p>Environmental Pollution</p> <p>1. types of Pollution : soil , Air, Water, Noise and Radioactive Pollution</p> <p>2. Sources of Pollution and their Effects</p> <p>3. Control Measures-Legal and Administrative</p>	<ul style="list-style-type: none"> • Explain the types of Pollution • Define the ways of Environmental Pollution • Explain the Sources of Pollution and their Effects • State role of an individual in prevention of pollution 	<ul style="list-style-type: none"> • Find out Sources of Pollution and their Effects • Explain the Sources of Pollution and their Effects • Explain the effects of Acid Rain • Explain the measures to be taken to control Global Warming
3.	<p>National Resources and Their Conservation</p> <p>1. Natural Resources and their Conservation : Water , Soil and Forest</p> <p>2. Agencies Involved in Environmental Protection in India</p> <p>3. Environmental movement in India</p> <p>4. Legal and Administrative Measures for Environmental Protection</p>	<ul style="list-style-type: none"> • Classify the natural resources • Explain different Environmental movements in India • Identify Legal and Administrative Measures for Environmental Protection • Recognise Agencies Involved in Environmental Protection in India 	<ul style="list-style-type: none"> • Explain techniques of rainwater • Identify different Environmental movements in India • Explain the ways to conserve the natural resources • Identify the different Agencies Involved in Environmental Protection in India

III SEMESTER

BUSINESS MATHEMATICS

Unit	Topic	Learning objectives	Learning outcomes
1	<p>Formulation of simple simultaneous equation and their solution</p> <p>Quadratic –equations- solution of quadratic equation by factors and by formula.</p> <p>Matrices-type basic concepts, addition, subtraction, multiplication.</p> <p>Determinants – value of determinant – solving simultaneous equation (with 2 and 3 variables) by cramer’s rule.</p>	<p>The students will learn-</p> <ul style="list-style-type: none"> • The standard form of quadratic equation. • Define and explain the methods of solving simultaneous equations by cramer’s rule. • Use the solving quadratic equation by factor and formula in their day to day life. • Solve the problems related to Matrices-addition, subtraction, multiplication. • Evaluate determinants. 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Define matrix and identify the different type of matrices. • Recognise the different type of matrices. • Understand methods of computing value of determinants. • Solve equations by factors and formula in their day today activities. • Solve the problems using matrix algebra. • Find the value of determinants.
2	<p>Minors and cofactors of matrices:</p> <p>Adjoint of a matrix , inverse of a matrix – solving simultaneous equations(with 2 and 3 variables) by matrix inverse method;</p> <p>Progression – arithmetic progression – definition – nth term –sum of nth term – 3 numbers in A.P;</p>	<p>The students will learn-</p> <ul style="list-style-type: none"> • method of solving simultaneous equations by matrix inverse method. • Solve the problems related to Minors and cofactors of matrices, 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Recall and recognise the definition of arithmetic mean • Recall and recognise the definition of geometric mean • Differentiate between A.P and G.P. • Solve the problems related to Minors and

	<p>Geometric progression- definition – nth term – sum of a n terms , 3 numbers in G.P –practical problems related to A.P and G.P.</p>	<p>Adjoint of a matrix , inverse of a matrix.</p> <ul style="list-style-type: none"> • Identify the problems of arithmetic mean and geometric mean. • Use progression to find the nth value in the series. 	<p>cofactors of matrices, Adjoint of a matrix , inverse of a matrix.</p> <ul style="list-style-type: none"> • Use the progression in their life. • Understand the methods to find sum of nth term. • Solve the problems using Geometric progression
3	<p>Ratio: Proportion –direct proportion – inverse proportion</p> <p>Simple interest- payment by installment – true discount , banker’s discount and banker’s gain</p> <p>Equated due date: trade discount, cash discount, invoice price and selling price.</p>	<p>The students will learn-</p> <ul style="list-style-type: none"> • The definition of ratio, proportion and variation. • Use the simple interest in business. • Analyse the characteristics of index number. • Explain the steps involved to find the equated due date. • Solve the problems related to true discount, banker’s discount and banker’s gain • Identify the types of 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Understand the meaning and definition of ratio, proportion and variation. • Analyse the application of simple interest. • Solve the problems related to true discount , banker’s discount and banker’s gain • Use the equated due date find the ideal date to pay the bill. • Identify the problems related to Ratio, Proportion –direct proportion – inverse proportion • Solve the problems of trade discount, cash discount, invoice price and selling price.

		discount.	
4	<p>Logarithms :</p> <p>Definition , laws of logarithms (without proof) , common logarithms , anti logarithms, mathematical calculations using common logarithms;</p> <p>Compound interest, formula for compound interest, interest payable half yearly or quarterly, interest for fraction of a period.</p> <p>Nominal and effective rates</p> <p>Annuities, amount of an immediate annuity and annuity due, present value of annuity immediate and annuity due present values of perpetuity due and perpetuity immediate.</p>	<p>The students will learn-</p> <ul style="list-style-type: none"> • The definition and laws of logarithms. • Solve the problems of compound interest. • Explain the steps of solving the annuities. • Solve the problems related common logarithms, anti logarithms, mathematical calculations using common logarithms. • Identify the different types of annuity. 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Differentiate between the nominal and effective rate of interest. • Use the compound interest to solve the problems in business. • Explain the steps to calculate annuities. • Understand the importance of logarithms to minimize the calculation. • Identify the different type of perpetuity.

Unit	Topic	Learning objectives	Learning outcomes
1	Meaning-major issues and importance of macro economics	<p>About the</p> <ul style="list-style-type: none"> • Meaning-major issues and importance of macro economics • circular flow of money • keyne’s theory of employment and its policy implication – government and business • macroeconomic policy matters –monetary policy –objective, instrument, monetary policy during inflation and deflation .fiscal policy –objective ,instrument • Fiscal policy during inflation and deflation. • Consumption function consumption function average and marginal propensity to consume • factors determining propensity to consume • saving function determinants of propensity to save autonomous and induced investment • determinants of investment 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning-major issues and importance of macro economics • circular flow of money • keyne’s theory of employment and its policy implication – government and business • macroeconomic policy matters – monetary policy – objective, instrument, monetary policy during inflation and deflation .fiscal policy – objective ,instrument • Fiscal policy during inflation and deflation. • Consumption function consumption function average and marginal propensity to consume • Factors determining propensity to consume • saving

			<p>function determinants of propensity to save autonomous and induced investment</p> <ul style="list-style-type: none"> • determinants of investment
2	Index numbers	<p>About the</p> <ul style="list-style-type: none"> • Index numbers – computation of simple and weighted price index numbers • inflation –meaning – types ,causes, effects • consequences of inflation on industry • Measures to control inflation –inflationary gap . • deflation –effects stagflation –causes • business cycles –phases –features –evils effects on business firms • minimizing effects • recession –causes, consequences, revivals measures • stagflation -causes 	<p>Outline the</p> <ul style="list-style-type: none"> • Index numbers –computation of simple and weighted price index numbers • inflation – meaning – types ,causes, effects • consequences of inflation on industry • Measures to control inflation – inflationary gap . • deflation – effects stagflation – causes • business cycles –phases –features – evils effects on business firms • minimizing effects • recession – causes, consequences, revivals measures

			<ul style="list-style-type: none"> • stagflation - causes
3	Public finance	<p>About the</p> <ul style="list-style-type: none"> • Public finance –sources of revenue-tax and non tax classification of tax canons of taxation effects of taxation • VAT and its implication –public expenditure – types –effect –public debt –importance – public debt and inflation-deficit financing purpose, Impact on economic growth, disinvestment 	<p>Outline the</p> <ul style="list-style-type: none"> • Public finance –sources of revenue-tax and non tax classification of tax canons of taxation effects of taxation • VAT and its implication – public expenditure – types –effect – public debt – importance – public debt and inflation-deficit financing purpose Impact on economic growth, disinvestment
4	India and the world economy	<p>About the</p> <ul style="list-style-type: none"> • India and the world economy • globalization – emergence, steps and effect • India and WTO • DOHA DECLARATION globalization of Indian business • recent developments 	<p>Outline the</p> <ul style="list-style-type: none"> • India and the world economy • globalization – emergence, steps and effect • India and WTO • DOHA DECLARATION globalization of Indian business • recent developments

COMMERCIAL LAW

Unit	Topic	Learning Objectives	Learning Outcomes
1.	Nature and Significance of Law	<ul style="list-style-type: none"> • The concept, need, Sources of Law • Law of contract, Definition • Contract and essentials of a valid contract • How the agreements and contracts differ • What are different types of contract • Offer meaning, types and Legal rules • Acceptance meaning, types and Legal rules 	<ul style="list-style-type: none"> • Know the meaning, nature, significance and different branches of law • Outline the sources of law • Know what is contract and explain the essentials of a valid contract • State the different types of contract • Understand offer, types and essentials of a valid offer • Understand acceptance, types and its essential
2.	Consideration	<ul style="list-style-type: none"> • Consideration and legal rules • Exceptions to the rule no consideration no contract • Meaning of contractual capacity • Laws relating to Minor agreements • Persons of unsound mind • Persons Disqualified by any Law • Meaning of Free consent • Coercion • Undue influence • Fraud • Misrepresentation • Mistake 	<ul style="list-style-type: none"> • Describe consideration and legal rules governing it • Know the difference circumstances where the contract not supported by consideration is held valid • State what is the capacity to contract • Explain the effects of any agreement made by a person not competent to contract • State when the consent is said to be free • State what is coercion and its consequence • State what is undue influence and its effects • Explain misrepresentation and its consequence • State what is fraud and

			<p>its consequence</p> <ul style="list-style-type: none"> • Describe mistake and its types • State the difference between Coercion and Undue influence • State the difference between Misrepresentation and Fraud
3.	Legality of Object	<ul style="list-style-type: none"> • What is lawful objectives and unlawful objectives • Agreements opposed to public policy • Meaning of Discharge of contract • modes of discharge of contract • Meaning of Breach of contract • Remedies of breach of contract • What is wagering agreements • What is contingent contract • What is quasi contract 	<ul style="list-style-type: none"> • Explain the various types of agreements opposed to public policy • State the difference between maintenance and champerty • Explain the different modes in which a contract may be discharged • Describe the remedies available for breach of contract • Define wagering agreements, its essentials, effects and exceptions • Define contingent contract and rules relating to it • Know the meaning of quasi contract, its bases and instances
4.	Negotiable Instruments Act	<ul style="list-style-type: none"> • Meaning, features and presumptions of negotiable instruments • What is Bills of Exchange? • What is Promissory Note • What is Cheque • Meaning of Dishonour of cheque • What is intellectual property right • What is patent 	<ul style="list-style-type: none"> • Understand the Difference between a Bills of exchange and a promissory note, bills of exchange and a cheque, promissory note and a cheque • Explain the difference types of crossing of cheque • Explain the different circumstances of

		<ul style="list-style-type: none"> • What is Trade Mark • What is copy rights • What is Industrial designs 	<p>dishonour of a cheque</p> <ul style="list-style-type: none"> • Know the meaning and features of intellectual property right
5.	Information Technology Act	<ul style="list-style-type: none"> • Objectives and significance of Information Technology Act,2000 • Meaning of Digital Signature • Meaning of Cyber Crimes • Meaning & Features of Right to Information Act 	<ul style="list-style-type: none"> • Understand the various offences and the penalties for offences provided in the Information Technology Act,2000 • Explain the salient features & objectives of Right to Information Act,2005

MARKETING MANAGEMENT

Unit	Topic	Learning objective	Learning outcome
1	Introduction to Marketing Management	<ul style="list-style-type: none"> • About market and marketing • Marketing management • evolution of marketing management • Traditional v/s modern marketing • emerging concept of marketing, • marketing management functions • Contemporary issues in marketing. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning of market and marketing • Meaning of Marketing management • evolution of marketing management • Traditional v/s modern marketing • emerging concept of marketing, • marketing management functions • Contemporary issues in marketing.
2	Marketing Mix and its elements	<ul style="list-style-type: none"> • Marketing Mix and its elements: 	<p>Outline the</p> <ul style="list-style-type: none"> • meaning and elements

		<ul style="list-style-type: none"> • Concept of Product • product planning and development • Product life cycle • Product mix • Pricing • Analysis of case study 	<p>of marketing mix</p> <ul style="list-style-type: none"> • Meaning ,definition, features and types of product • To know the core concept of product and product dimensions • To know the Product planning and development, • Understand the stages in new product development • Outline the Product life cycle • Product mix strategies (Packaging, Branding, Labeling, Guarantee and Warrantee). • To know the concept Pricing • Finding the solution for case study
3	Promotion and Distribution	<ul style="list-style-type: none"> • Marketing communication mix and its elements • Advertising • Concept of publicity and personal selling • Sales promotion 	<p>Outline the</p> <ul style="list-style-type: none"> • meaning of promotion • Marketing communication mix and its elements • Meaning and objectives of Advertising • Meaning and importance of publicity and personal selling

		<ul style="list-style-type: none"> • Public relations • Channel of Distribution • Retail management • Analysis of the case study 	<ul style="list-style-type: none"> • Meaning and tools of Sales promotion • Meaning public relations • Meaning and definition of channel of distribution • types of channel of distribution • criteria for selecting the channel • channel for consumer goods and industrial goods • Meaning of Retail management • Retail mix • Retail formats • Finding solution for case study
4	Rural Marketing	<ul style="list-style-type: none"> • Rural Marketing • Rural marketing v/s urban marketing • Challenges and problems of rural markets • Opportunities in rural markets • Challenges in Indian rural markets. 	<ul style="list-style-type: none"> • Outline the • Meaning, definition and features Rural Marketing • Significance of rural marketing • Rural marketing v/s urban marketing • Challenges and problems of rural markets • Opportunities in rural markets • Challenges in Indian rural markets.

5	Service marketing	<ul style="list-style-type: none"> • Service marketing • classification of services • marketing mix for services • service market segmentation • Recent trends in service marketing. 	<ul style="list-style-type: none"> • Outline the • Meaning, definition and features of service, • Marketing • Differences between goods and services • Classification of services • Marketing mix for services • Service market segmentation • Recent trends in service marketing.
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INCOME TAX

Unit	Topic	Learning Objectives	Learning outcomes
1	Introduction and definition	<ul style="list-style-type: none"> • Learn Agricultural income • Assesse • Person • Income • Assessment year • Previous year • Residential status • Scope of total income 	<ul style="list-style-type: none"> • Introduction and definition • Agricultural income • Assesse • Person • Income • Assessment year • Previous year • Residential status • Scope of total income • Problems on residential status • Problems in incidence of tax liability
2	Incomes exempt u/s 10 Gratuity	<ul style="list-style-type: none"> • Incomes exempt u/s 10 • Gratuity • Commuted pension • Leave encashment • Leave travel concession • Compensation 	<ul style="list-style-type: none"> • Incomes exempt u/s 10 • Gratuity • Commuted pension • Leave encashment • Leave travel concession • Compensation

		<ul style="list-style-type: none"> received under VRS Retrenchment compensation and house rent allowance Deduction u/s 80 	<ul style="list-style-type: none"> received under VRS Retrenchment compensation and house rent allowance Deduction u/s 80 Problems on income exempt u/s 10
3	Heads of Income	<ul style="list-style-type: none"> Heads of income Income from salary-meaning, definition, characteristics Allowances, perquisites, deductions u/s16, provident funds simple problems on taxable salary 	<ul style="list-style-type: none"> Heads of income Income from salary-meaning, definition, characteristics Allowances, perquisites, deductions u/s16, provident funds simple problems on taxable salary
4	Income from house property	<ul style="list-style-type: none"> Income from house property Meaning Computation of AV of let out and self-occupied property Unrealized rent Deductions from annual value Problems on income from house property Income from business and profession-meaning Speculative business Permissible deductions u/s 30 to 37 Payment not deductible Deemed income Problems on income from business and profession 	<ul style="list-style-type: none"> Income from house property Meaning Computation of AV of let out and self-occupied property Unrealized rent Deductions from annual value Problems on income from house property Income from business and profession-meaning Speculative business Permissible deductions u/s 30 to 37 Payment not deductible Deemed income Problems on income from business and profession
5	Capital gains	<ul style="list-style-type: none"> Capital gains-meaning, definition Transfer Capital assets Cost of acquisition Exemptible capital 	<ul style="list-style-type: none"> Capital gains-meaning, definition Transfer Capital assets Cost of acquisition Exemptible capital

		gains <ul style="list-style-type: none"> • Problems on computation of capital gains • Income from other sources-meaning • Interest on securities and other incomes • Grossing up of interest • Deductions u/s 57 • Exemptions u/s 10(15) • Problems on computation of income from other sources 	gains <ul style="list-style-type: none"> • Problems on computation of capital gains • Income from other sources-meaning • Interest on securities and other incomes • Grossing up of interest • Deductions u/s 57 • Exemptions u/s 10(15) • Problems on computation of income from other sources
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CORPORATE ACCOUNTING -I

Unit	Topic	Learning objectives	Learning outcomes
1	Issue of shares	<ul style="list-style-type: none"> • To understand the meaning and types of shares and share capital • To learn the meaning and process of book building • To learn the stages in issue of shares • To understand about forfeiture and re-issue of shares • To understand the meaning of underwriting of shares and debentures • To know the SEBI guidelines on underwriting • To understand the types of underwriting and know the working out problems relating to underwriting of shares 	<ul style="list-style-type: none"> • Learnt the meaning and types of shares and share capital • Understood the meaning and process of book building • Learnt the stages in issue of shares • Understood about forfeiture and re-issue of shares • Learnt the meaning of underwriting of shares and debentures • Able to understand the SEBI guidelines • Learnt the working of problems relating to underwriting of shares

2	Redemption of preference shares	<ul style="list-style-type: none"> • To Understand the meaning of debentures and preference shares • To learn the kinds of preference shares and debentures • To understand the various types of redemption 	<ul style="list-style-type: none"> • Understood the meaning of debentures and preference shares • Learnt the kinds of preference shares and debentures • Learnt the various types of redemption • Understood the working of redemption of preference shares
3	Pre-incorporation and post-incorporation profit and loss	<ul style="list-style-type: none"> • To learn the pre-incorporation and post-incorporation profit and loss problems 	<ul style="list-style-type: none"> • Understood and worked out the pre-incorporation and post-incorporation profit and loss problems
4	Right shares and issue of right	<ul style="list-style-type: none"> • To understand the meaning of right shares • To learn the meaning of bonus shares and its problems • To understand the valuation of shares and methods of valuation • To learn the valuation of goodwill through super profits method 	<ul style="list-style-type: none"> • Understood the meaning of right shares • Learnt the meaning of bonus shares and the working of problems on bonus shares • Learnt the valuation of shares and methods of valuation • Understood the valuation of goodwill through super profits method.
5	Final accounts of companies	<ul style="list-style-type: none"> • To understand the presentation of profit and loss statement and balance sheet in the vertical form 	<ul style="list-style-type: none"> • Understood the working out problems of presenting profit and loss statement and balance sheet In the vertical form

IV SEMESTER

BUSINESS STATISTICS

Unit	Topic	Learning objectives	Learning outcomes
1	Introduction to Statistics	<p>The students will learn-</p> <ul style="list-style-type: none"> • Meaning definition and Importance of statistics. • Define and explain the methods of collection of primary and secondary data • Differentiate between primary and secondary data • Use tabulation to represent data in simplified way. • Represent data by Diagrammatic presentation, Bar Diagrams, Pie Diagrams, frequency graphs , Histogram ogives. • Classify the data according to their common characteristics. 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Define statistics • Recognise the functions and limitation of statistics. • Understand methods of collecting the data. • Differentiate between primary and secondary data. • Apply tabulation and classification in their day today activities. • Represent the data in the form of diagrams such as • Bar Diagrams, Pie Diagrams, frequency graphs, Histogram ogives. • Classify the data according to their common characteristics
2	Measures of Central tendency	<p>The students will learn-</p> <ul style="list-style-type: none"> • the Meaning and Importance of averages • Define and explain the methods of computing arithmetic mean, median, mode, geometric mean and 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Define averages • Recognise the five measures of average. • Understand methods of computing arithmetic mean, median ,mode, geometric mean and

		<p>harmonic mean</p> <ul style="list-style-type: none"> • Solve the problems of standard deviation, variance, and coefficient of variation. • Use the averages in their day to day life. • Represent data in stem and leaf chart – box plot chart. 	<p>harmonic mean</p> <ul style="list-style-type: none"> • Apply the averages and dispersion in their day today activities. • Solve the problems standard deviation. • Represent data in stem and leaf chart – box plot chart. • Use the averages and dispersion in their day to day life
3	Correlation analysis	<p>The students will learn-</p> <ul style="list-style-type: none"> • the Meaning, definition Importance of correlation and regression analysis • Define and explain the methods of computing Karl Pearson's coefficient of Correlation • Solve the problems related to spearman's coefficient of correlation. • Solve the problems related to regression equation. • Identify the properties of regression lines. • Use regression analysis to predict the unknown variable. 	<p>The students will able to-</p> <ul style="list-style-type: none"> • Define correlation and regression analysis. • Recognise the properties of correlation, regression and regression lines. • Understand methods of computing spearman's coefficient of correlation. • Apply the correlation and regression analysis in their day today activities. • Solve the problems of regression lines and equation. • Solve the problem related to Prediction of a Variable.

4	Time Series	<p>The students will learn-</p> <ul style="list-style-type: none"> • The definition and component of time series. • Use the time series for forecasting. • Explain the steps involved in Fitting a Straight Line Trend using Least Squares Method. • Solve the problems related to Moving Averages. • The meaning and steps of index number. • Explain the steps involved in the construction of Index number. • Solve the problems related to weighted indices, using Laspeyre's Method, Paasche's Method and Fisher's Method. • Solve the LPP by graphical method. 	<p>The students will be able to-</p> <ul style="list-style-type: none"> • Understand the meaning and definition of time series and Index number. • Analyse the application of time series in forecasting. • Solve the problems related to moving averages. • Use the time series to forecast the next value. • Explain the Steps for Fitting a Straight Line Trend using Least Squares Method. • Solve the problems related to consumer price index. • Use the index number in the measurement of economic activity. • Identify the problems related to Aggregate Expenditure Method and Family Budget Method. • Solve the LPP by graphical method.
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MODERN BANKING AND MANAGEMENT

Unit	Topic	Learning objectives	Learning outcome
1	Commercial banking	<ul style="list-style-type: none"> • To study commercial Banks in India. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning of Commercial banks in

		<ul style="list-style-type: none"> To study Portfolio management in banks. 	<p>India.</p> <ul style="list-style-type: none"> Nature and structure of commercial bank in India. Functions of commercial banks. Balance sheet of banks. Portfolio management in banks. Credit creation. New trends in commercial banking. Merchant banking- risk management, risk perception- management and mitigation. Changing role of commercial bank as a service provider.
2	Central banking	<ul style="list-style-type: none"> To study Central bank To know monetary policy of RBI. To study the banking sector reforms. 	<p>Outline the</p> <ul style="list-style-type: none"> Nature of RBI. Functions of RBI. Credit control methods of RBI. Monetary policy of RBI. Role of RBI.
3	Financial Markets	<ul style="list-style-type: none"> To know about capital and money market. To know about all developments banks. To understand Globalization versus financial market 	<p>Outline the</p> <ul style="list-style-type: none"> Capital market. Money market. Features and defects of instrument. SBI-organization, functions and performance. RRB- organization, functions and performance. EXIM bank- organization, functions and performance. NABARD- organization, functions and

			<p>performance</p> <ul style="list-style-type: none"> • NBFI-Functions and working. • Globalization versus financial market. • Reasons for globalization. • Benefits and risk.
4	Banker and Customer Relationship	<ul style="list-style-type: none"> • To study banker and customer relationship. • To study strategy adopted in banking sector. 	<p>Outline the</p> <ul style="list-style-type: none"> • General and special – customer relationship. • Customer relationship management. • Importance and benefits of CRM. • Strategy adopted in banking sector. • Ancillary services of a banker, E-banking-norms and anti money laundering measures-recent trends.

FUNDAMENTALS OF FINANCIAL MANAGEMENT

Unit	Topic	Learning objectives	Learning outcomes
1.	Financial Management- an overview	<ul style="list-style-type: none"> • To study the meaning, definition, importance and relationship between financial management and other areas of management. • To scrutinize the scope of financial management, changing role of financial management, objectives of financial management. • To learn the finance functions in set up of organization, meaning and significance of time value of money. 	<ul style="list-style-type: none"> • Grasp the meaning, definition, importance and relationship between financial management and other areas of management, scope of financial management, changing role of financial management, objectives of financial. • Analyse the finance functions in set up of organization, meaning and significance of time value of money.
2.	Capital Budgeting Decisions	<ul style="list-style-type: none"> • To study the meaning, significance & process of capital budgeting decisions. 	<ul style="list-style-type: none"> • Comprehend the meaning, significance & process of capital

		<p>Cash flow v/s accounting profits and introduction and meaning of traditional techniques and its concepts.</p> <ul style="list-style-type: none"> • To learn about the meaning, causes and selection process under capital rationing. • Computation of Payback period, ARR, NPV, IRR, PI and Discounted Payback Period. 	<p>budgeting decisions. Cash flow v/s accounting profits and introduction and meaning of traditional techniques and its concepts, meaning, causes and selection process under capital rationing.</p> <ul style="list-style-type: none"> • Work out the problems on Payback period, ARR, NPV, IRR, PI and Discounted Payback Period.
3.	Concepts and Measurements of Cost of Capital	<ul style="list-style-type: none"> • To examine the concepts under cost of capital. • To learn how to compute of cost of debt, preference, equity & retained earnings, overall cost of capital based on book value weights, marginal and market weights. 	<ul style="list-style-type: none"> • Analyse the concepts under cost of capital. • Solve problems on cost of debt, preference, equity & retained earnings, overall cost of capital based on book value weights, marginal and market weights.
4.	Financing Decisions	<ul style="list-style-type: none"> • To scrutinize the meaning and significance of capital structure and meaning of financial structure & optimum capital structure. • To understand the Theories on Capital Structure NI, NOI & Traditional Approach, M-M Hypothesis with taxes and without taxes approach. Factors affecting Capital Structure. 	<ul style="list-style-type: none"> • Know the meaning and significance of capital structure and meaning of financial structure & optimum capital structure. • Comprehend the Theories on Capital Structure NI, NOI & Traditional Approach, M-M Hypothesis with taxes and without taxes approach. Factors affecting Capital Structure.
5.	Dividend Decisions	<ul style="list-style-type: none"> • To study the meaning of dividend and dividend policy, significance of dividend policy. • To scrutinize the Conflicting theories on dividend Policy; Walters 	<ul style="list-style-type: none"> • Grasp the meaning of dividend and dividend policy, significance of dividend policy. • Analyse the Conflicting theories on dividend Policy;

		<p>model, Gordon's model.</p> <ul style="list-style-type: none"> • To examine the M-M Hypothesis internal and external factors affecting dividend policy, Forms of dividends, stability of dividend: significance, forms, merits & demerits. • To learn the Bonus share meaning and guidelines for issue, advantages and disadvantages of bonus share. • Computation on Walters model, Gordon's model. 	<p>Walters model, Gordon's model.</p> <ul style="list-style-type: none"> • Know the M-M Hypothesis internal and external factors affecting dividend policy, Forms of dividends, stability of dividend: significance, forms, merits & demerits. • Comprehend the Bonus share meaning and guidelines for issue, advantages and disadvantages of bonus share. • Solved problems on Walters model, Gordon's model.
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COMPUTER APPLICATION IN MANAGEMENT

Unit	Topic	Learning objectives	Learning outcomes
1	Introduction to computer	<ul style="list-style-type: none"> • Recall and recognise the types of computer. • Explain components of computer with block diagram. • Differentiate between different types of computers. • Explain functions of operating system. • Classify the functional units of digital computer. 	<ul style="list-style-type: none"> • Define computer • Recognise the types of computer. • Understand characteristics of computers. • Differentiate between different types of computers. • Compare hardware and software.
2	Introduction to computer networking	<ul style="list-style-type: none"> • Recall and recognise the Meaning and Importance of network topology 	<ul style="list-style-type: none"> • Define network topology. • Recognise the uses and types of network.

		<ul style="list-style-type: none"> • Classify the network into 3 categories. • Define and explain network topologies. • Know the components of network operating system. • Explain the data base concept. • Identify the internet and its services. 	<ul style="list-style-type: none"> • Understand data base concept. • Differentiate between data and information. • Recall the advantages and disadvantages of DBMS. • Explain the structure of DBMS. • Represent complex relationship among data.
3	Introduction to management information system	<ul style="list-style-type: none"> • Define MIS • Recall and recognise the objectives of MIS • Explain the characteristics of MIS. • Identify the levels of MIS. • Recognise the types of decision. • Explain characteristics and need of computerised MIS • Classify the components of MIS. 	<ul style="list-style-type: none"> • Define MIS • Recall and recognise the objectives of MIS • Understand characteristics of MIS. • Recognise the types of decision. • Explain characteristics and need of computerised MIS • Classify the components of MIS.
4	MIS as a communication process	<ul style="list-style-type: none"> • Define communication. • Recall and recognise the significance of communication. 	<ul style="list-style-type: none"> • Understand the meaning of communication. • Explain the types of information required by top management.

		<ul style="list-style-type: none"> • Understand concept of data and information. • Differentiate the data versus information. • Recall and recognise the types of information. • Explain the nature of information system. 	<ul style="list-style-type: none"> • Understand concept of data and information. • Differentiate the data versus information. • Recall and recognise the types of information. • Explain the nature of information system
5	Office automation system	<ul style="list-style-type: none"> • Recognise meaning of office automation. • Represent office system tools. • Know applications of office automation. • Identify the types of office automation system. • Explain the factors contribution to a successful OAS. • List the benefits of having virtual office in an organisation. 	<ul style="list-style-type: none"> • Define office automation. • Define virtual office • Explain the benefits of using electronic calendar. • Briefly discuss the functions of groupware. • Explain the steps involved in implementing virtual office. • Describe some of the tools used in office automation.

HUMAN RESOURCE MANAGEMENT

Unit	Topic	Learning objectives	Learning outcome
1	Introduction to Human Resource Management	<ul style="list-style-type: none"> • To study concept of Human resource management. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition. • Nature. • Scope and

		<ul style="list-style-type: none"> • To study difference between HRM and personnel management. • To study Human resource manager. • To know HR policies. 	<ul style="list-style-type: none"> objectives. • Significance. • Functions of HRM. • Difference between HRM and Personnel management. • Good qualities of human resource manager. • Role of HR manager. • Challenges of modern HR manager. • Meaning and definition. • Nature of HR policies. • Importance and types. • Essentials of sound HR policies.
2	Human Resource Planning and Job Analysis	<ul style="list-style-type: none"> • To study HR planning concept • To know job analysis • To study job design • To study job specification, Job description, job enlargement, and job enrichment 	<ul style="list-style-type: none"> Outline the • Concept of HR planning. • Objectives and importance of HR planning. • Process and guidelines for making effective HR planning • Meaning of job analysis. • Objectives of job analysis. • Methods of job design. • Recent trends in job design • Meaning and importance of job specification, job description, job enlargement and job

			<p>enrichment.</p> <ul style="list-style-type: none"> • Difference between job enlargement and job enrichment.
3	Recruitment, selection, placement, and induction	<ul style="list-style-type: none"> • To study recruitment. • To study selection. • To know Interview. • To know placement and specialization 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition of recruitment. • Objectives. • Factors affecting. • Sources. • Techniques. • Meaning and definition of selection. • Steps in selection process • Selection steps. • Meaning and definition of interview. • Types and steps. • Limitation. • Guidelines to make effective interview. • Meaning and definition, • Features of placement and specialization. • Meaning and objectives of induction.
4	Transfer, Promotion, Demotions and Separations	<ul style="list-style-type: none"> • To study transfer • To study promotion. • To know demotion and separation 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition. • Objectives. • Types. • Transfer policies. • Meaning and definition.

			<ul style="list-style-type: none"> • Basis. • Criteria of promotion. • Benefits of promotion. • Promotion policies. • Meaning and definition of demotion and separation. • Meaning and types of • (Retrenchment, Dismissal, Suspension)
5	Job Evaluation and Employee Compensation	<ul style="list-style-type: none"> • To study job evaluation. • To study Employee compensation. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition. • Objectives. • Job evaluation process. • Merits and demerits. • Methods of job evaluation. • Meaning and definition. • Objectives. • Essentials of sound wage system. • Factors effecting determination of wage system and structure. • Meaning of minimum wage. • Fair wage. • Living wage. Recent trends.

CORPORATE ACCOUNTING – II

Unit	Topic	Learning Objectives	Learning Outcomes
1	Amalgamation, Absorption of Companies	<ul style="list-style-type: none"> • Meaning, types and methods of 	<ul style="list-style-type: none"> • To understand the Meaning, types

		<p>Amalgamation of Companies.</p> <ul style="list-style-type: none"> • Meaning and Different methods of Purchase consideration. • Problems on Purchase consideration. • Problems on Amalgamation in the nature of purchase. 	<p>and methods of Amalgamation of Companies.</p> <ul style="list-style-type: none"> • To know the meaning and Different methods of Purchase consideration. • Able to solve the Problems on Purchase consideration. • Able to solve Problems on Amalgamation in the nature of purchase.
2	Reconstruction	<ul style="list-style-type: none"> • Introduction and Meaning Internal Reconstruction. • Problems on Internal Reconstruction. • Introduction and Meaning External Reconstruction. • Problems on External Reconstruction. 	<ul style="list-style-type: none"> • To understand the Introduction and Meaning Internal Reconstruction. • Able to solve the Problems on Internal Reconstruction. • To understand the Introduction and Meaning External Reconstruction. • Able to solve the Problems on External Reconstruction.
3	Liquidation of Companies	<ul style="list-style-type: none"> • Introduction and Meaning of Liquidation and Liquidator. • Format of Liquidators Final Statement. • Problems on Liquidators Final Statement. 	<ul style="list-style-type: none"> • To understand the Introduction and Meaning of Liquidation and Liquidator. • To know the Format of Liquidators Final Statement. • Able to solve the Problems on Liquidators Final Statement.
4	Final Accounts of Banking Companies	<ul style="list-style-type: none"> • Introduction on Final Accounts of 	<ul style="list-style-type: none"> • To understand the Introduction on

		Banking Companies. <ul style="list-style-type: none"> • Format of Final Accounts of Banking Companies. • Problems on Final Accounts of Banking Companies. 	Final Accounts of Banking Companies. <ul style="list-style-type: none"> • To know Format of Final Accounts of Banking Companies. • Able to solve the Problems on Final Accounts of Banking Companies.
5	Accounts of Electricity Companies	<ul style="list-style-type: none"> • Introduction and Meaning of Final Accounts of Electricity Companies. • Format of Final Accounts of Electricity Companies. • Problems on Final Accounts of Electricity Companies. 	<ul style="list-style-type: none"> • To understand the Introduction and Meaning of Final Accounts of Electricity Companies. • To know the Format of Final Accounts of Electricity Companies. • Able to solve the Problems on Final Accounts of Electricity Companies.

V SEMESTER

ORGANISATIONAL BEHAVIOUR

Unit	Topic	Learning Objectives	Learning Outcomes
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1	Introduction to Organizational Behavior and personality	<ul style="list-style-type: none"> • To understand the concept of Organizational behavior • To know the meaning of OB, Definitions of OB • To understand the Nature and Key elements of OB • To know the Historical Development of OB • To understand the Fundamental concept of OB • To know the Relevance and importance of OB • To know the concept of Personality 	<ul style="list-style-type: none"> • understood the concept Of OB • Outline the meaning, definition, nature and key elements of OB • Understood the historical development of OB • Learnt the fundamentals of concept of OB • Learnt the relevance and importance of OB • Learnt the concept of Personality
2	Perception and Attitude	<ul style="list-style-type: none"> • To understand concept of perception • To study the nature and importance of perception • To know the principles of perception • To know the factors influencing perception • To understand the process of perception • To know the distortion in perception • To understand the concept of Attitude • To study the components, formation and functions of attitude 	<ul style="list-style-type: none"> • Learnt the concept of perception • know the nature and importance of perception • understood the principles of perception • To understood factors influencing perception • Learnt the process of perception • Learnt the concept of attitude • Learnt the components, formation and functions of attitude • Learnt the changing attitudes

		<ul style="list-style-type: none"> • To know the changing attitudes 	
3	Motivation and Group dynamics	<ul style="list-style-type: none"> • To know the meaning of motivation • To study the process of motivation • To know the theories of motivation • To know the concept of group dynamics • To understand the types of groups • To know the concept of group norms, group cohesiveness and group effectiveness 	<ul style="list-style-type: none"> • understood the meaning of motivation • To know the process of motivation • Understood the theories of motivation • Learnt the types of groups • understood the concept of group norms, group cohesiveness and group effectiveness
4	Conflict and Powers	<ul style="list-style-type: none"> • To know the meaning of conflict • To understand the reasons for interpersonal conflict • To understand the techniques – transactional analysis, life positions and johari window • To know the concept of inter group conflict • To know the causes of conflict • To know the resolution of different types of conflict • To understand the concept of power 	<ul style="list-style-type: none"> • understood the meaning of conflict • understood the reasons for interpersonal conflict • learnt the techniques – transactional analysis, life positions and johari window • learnt the concept of inter group conflict • learnt the causes of conflict • learnt the resolution of different types of conflict

		dynamics	
5	Stress and Counseling: Emerging issues and Challenges	<ul style="list-style-type: none"> • To study the concept of stress • To understand the causes of stress • To understand the concept of stress management • To know the meaning of counselling • To know the emerging issues and challenges 	<ul style="list-style-type: none"> • Understood the concept of stress • Studied causes of stress • Studied the concept of stress management • understood the meaning of counselling • studied the emerging issues and challenges

PROJECT MANAGEMENT

Unit	Topic	Learning Objectives	Learning outcomes
1	Project-introduction	Learn <ul style="list-style-type: none"> • Project-introduction • Definition • Classification • Project risk • Project management • Project plan • Project management life cycles 	Able to explain <ul style="list-style-type: none"> • Project-introduction • Definition • Classification • Project risk • Project management • Project plan • Project management life cycles
	Project planning	Learn <ul style="list-style-type: none"> • Project planning-meaning, scope • Problem statement • Project goals • Success criteria's • Project risks • Project obstacles • Project and strategic planning • Project implementation • Project resource requirements 	Able to explain <ul style="list-style-type: none"> • Project planning-meaning, scope • Problem statement • Project goals • Success criteria's • Project risks • Project obstacles • Project and strategic planning • Project implementation • Project resource requirements • Types of resources

		<ul style="list-style-type: none"> • Types of resources 	
3	Project Evaluation	<p>Learn</p> <ul style="list-style-type: none"> • Project Evaluation • Project control • Project network techniques • Planning for monitoring and evaluation • Project audits • Project management information system • Project scheduling • PERT and CPM • Project communication • Post project reviews 	<p>Able to explain</p> <ul style="list-style-type: none"> • Project Evaluation • Project control • Project network techniques • Planning for monitoring and evaluation • Project audits • Project management information system • Project scheduling • PERT and CPM • Project communication • Post project reviews
4	Recruitment	<p>learn</p> <ul style="list-style-type: none"> • Recruitment • Organizing • Human resources • Team operating rules • Project charting • Project contracts • Principles • Compilation of contracts • Project organization charting • Global tender-negotiations • insurance 	<p>Able to explain</p> <ul style="list-style-type: none"> • Recruitment • Organizing • Human resources • Team operating rules • Project charting • Project contracts • Principles • Compilation of contracts • Project organization charting • Global tender-negotiations • insurance
5	Project termination	<p>Will learn</p> <ul style="list-style-type: none"> • Types of project termination • Strategic implications • Project in trouble • Termination strategies • Inventory management 	<p>Able to explain</p> <ul style="list-style-type: none"> • Types of project termination • Strategic implications • Project in trouble • Termination strategies • Inventory management • Trends in project management • Project quality

		<ul style="list-style-type: none"> • Trends in project management • Project quality • management system 	<ul style="list-style-type: none"> • management system
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COST ACCOUNTING

Unit	Topic	Learning objectives	Learning outcomes
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1.	Functions, Scope, Cost Concepts	<ul style="list-style-type: none"> • To understand the concepts of Cost, Costing, Cost Accounting, Cost Accountancy and Management Accounting. • To know the objectives of cost accounting. • To understand the meaning and Limitations of Financial Accounting. • To Analyze the Relationship between Cost Accounting and Financial Accounting. • To Understand the Advantages of Cost Accounting. • To Know the Systems, Methods and Techniques of Cost Accounting. • To know the concept of Cost unit and Cost centre. • To classify the cost on the basis of elements, functions and behavior. • To prepare Cost sheet. • To know the concept of Tenders and Quotations. • To prepare estimated cost sheet. 	<ul style="list-style-type: none"> • Know the Meaning of Cost, Costing, Cost Accounting, Cost Accountancy and Management Accounting. • Understand the Objectives of cost accounting. • Differentiate between Cost Accounting and Financial Accounting. • Assess various systems, methods and techniques of Cost Accounting. • Differentiate between cost unit and cost centre. • Classify the cost on various basis. • Identify expenses as factory, office, administration, selling and distribution. • Solve problems on Cost sheet. • State the meaning of tenders and quotations and prepare estimated cost sheet.
2.	Materials	<ul style="list-style-type: none"> • To know the meaning and objectives of material control • To analyse different types of Purchasing i.e. Centralized and De centralized Purchasing. • To analyse the procedure of Purchase. • To know the meaning and types of Stores. • To assess the meaning and techniques (i.e. fixation of stock level, EOQ, ABC 	<ul style="list-style-type: none"> • Learn the concept of Material control and Purchase of materials. • Analyse the concept of Stores control, Inventory control and Stock verification. • Solve the sums on Stock levels, EOQ and Bin card.

		<p>Analysis) of Inventory Control.</p> <ul style="list-style-type: none"> • To understand the concept of Periodical and Continuous stock verification with its merits. • To solve problems on Stock levels, EOQ and Bincard. 	
3.	Material Pricing	<ul style="list-style-type: none"> • To understand the concept of pricing of material issues. • To solve problems on FIFO, LIFO and Weighted average methods. 	<ul style="list-style-type: none"> • Know the pricing material issues under FIFO and Weighted average methods. • To prepare stores ledger account under FIFO, LIFO & Weighted average methods.
4.	Labour Cost	<ul style="list-style-type: none"> • To know Concept of Direct and Indirect labour. • To understand the meaning, objectives and types of time keeping and time booking. • To know the concepts of idle time, over time and Labour turnover. • To understand different systems of wage payment i.e. Time wage, Piece rate, Taylor's, Merrick and Gantt's differential piece rate system, Halsey's Incentives plan and Rowan's Incentive plan. 	<ul style="list-style-type: none"> • Differentiate between Direct and Indirect labour. • Know the various methods of time keeping and time booking. • Analyse the concepts of idle time, over time and Labour turn over. • Understand the concepts and solve problems on different system of wage payment.
5.	Overhead Cost Classification and Absorption	<ul style="list-style-type: none"> • To study Classification, Allocation & Apportionment of Overheads • To understand Primary Distribution Summary and Secondary Distribution Summary under Direct Distribution, Simultaneous Equation and Repetitive Methods • To learn about Computation of Machine Hour Rate 	<ul style="list-style-type: none"> • Explain the Classification, Allocation & Apportionment of Overheads • To prepare Primary Distribution Summary and Secondary Distribution Summary under Direct Distribution, Simultaneous Equation and Repetitive Methods • Solve problems on

MARKETING RESEARCH

Unit	Topic	Learning objectives	Learning outcome
1	Introduction of marketing research	<ul style="list-style-type: none"> • To study marketing research process • To know difference between market research and marketing research • To understand marketing information system 	<ul style="list-style-type: none"> • Outline the • Meaning and definition • Importance. • Nature and scope • Advantage and disadvantage of MR • Process of marketing research. • Difference between market and marketing research. • Meaning, features and components of marketing information system. • Marketing research Vs Marketing information system.
2	Data collection	<ul style="list-style-type: none"> • To study methods of data collection • To study sources of data • To know questionnaire • To study sampling 	<ul style="list-style-type: none"> • Outline the • Meaning and methods of data collection • Meaning, features and advantage of Primary and secondary data. • Sources of primary data. • Sources of secondary data. • Primary data Vs Secondary data. • Meaning and definition • Essentials of questionnaire. • Steps in the preparation of

			<p>questionnaire.</p> <ul style="list-style-type: none"> • Meaning and definition. • Features and methods of sampling.
3	Consumer behavior	<ul style="list-style-type: none"> • To study consumer behavior. • To study Buying decision process. • To study buying motives. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition of consumer behavior. • Features of CB. • Factors affecting Consumer behavior. • Meaning and features of buying decision process. • Consumer behavior model- Economic model- psychoanalytical model- Howard sheth model- Learning model. • Meaning and features of buying motives. • Types of buying motives- Emotional buying motive and patronage buying motive.
4	Market segmentation	<ul style="list-style-type: none"> • To study market segmentation. • To study bases for market segmentation. • To study market targeting. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition of market segmentation • Features of market segmentation. • Process of market segmentation. • Various bases for market segmentation. • Criteria for successful market segmentation.

			<ul style="list-style-type: none"> • Meaning and features of market targeting. • Selection of target markets.
5	Organizational Market	<ul style="list-style-type: none"> • To study organizational market. • To know difference between consumer market and organizational market. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and definition of organizational market. • Features and types of organizational market. • Factors influencing organizational market. • Difference between consumer market and organizational market.

HUMAN RESOURCE MANAGEMENT

Unit	Topic	Learning Objectives	Learning Outcomes
1	Human Resource Development	<ul style="list-style-type: none"> • Various concepts of HRD • Objectives, need and significance of HRD • Difference between HRM and HRD • Techniques of HRD • Principles in designing HRD Systems 	<ul style="list-style-type: none"> • To know about the concepts of HRD • To understand the objectives, need and significance of HRD • To analyse difference between HRD and HRM • To understand the various techniques of HRD • Learn principles in designing HRD Systems
2	Employee Training and Executive Development	<ul style="list-style-type: none"> • Meaning, objectives, importance, types and assessment of training needs • Methods of Training • Principles of an effective training program • Meaning, objectives, methods and principles of sound executive development 	<ul style="list-style-type: none"> • To understand the concepts of Employee training • To know the objectives, importance, types and assessment of training needs • To learn the on-the-job and off-the-job training methods • To analyse the

			<p>principles of an effective training program</p> <ul style="list-style-type: none"> • To understand the concepts of Executive Development • To learn the Objectives, methods and principles of sound executive development
3	Performance Appraisal and Employee Empowerment	<ul style="list-style-type: none"> • Meaning, objectives, process, merits and demerits of performance appraisal • Methods of performance appraisal • Essentials of effective performance appraisal • Meaning, elements and importance of employee empowerment 	<ul style="list-style-type: none"> • To understand the Meaning, objectives, process, merits and demerits of performance appraisal • To study various traditional and modern Methods of performance appraisal • To analyse the essentials of effective performance appraisal • To learn the Meaning, elements and importance of employee empowerment
4	Human Resource Control	<ul style="list-style-type: none"> • Human Resource Records • Human Resource Research • Human Resource Audit • Human Resource Accounting • Human Resource Information System 	<ul style="list-style-type: none"> • To understand the meaning, objectives, significance, types and principles of Human Resource Records • To know the meaning and objectives of Human Resource Research • To understand the meaning, objectives and significance of Human Resource Audit • To know the meaning, objectives, merits and demerits of Human Resource Accounting • Learn Meaning and

			Features of Human Resource Information System
5	Emerging Horizons in HRM	<ul style="list-style-type: none"> • Concepts and Impact of Globalisation • Meaning, Causes of Organisational Change • Meaning, causes and measures to overcome resistance to change • Meaning and Implications of Workforce Diversity • Meaning, Benefits and Limitations of Human Resource Outsourcing • Meaning of Flexi time, moonlighting and knowledge management 	<ul style="list-style-type: none"> • To understand the concepts and impact of Globalisation • To know the meaning and causes of Organisational Change • To understand the meaning, causes and measures to overcome resistance to change • To know the meaning and implications of Workforce Diversity • To learn the meaning, benefits and limitations of Human Resource Outsourcing • To analyse the various concepts of Flexi time, moonlighting and knowledge management

VI SEMESTER

COMPANY LAW

Unit	Topic	Learning Objectives	Learning Outcomes
1.	An Introduction to Company	<ul style="list-style-type: none"> • Definition and characteristics of a Joint stock company • Lifting the Corporate veil • Kinds of company 	<ul style="list-style-type: none"> • Define Joint stock company • Explain different types of company • State the difference between private company and a public company • Know the significance of separate entity principle

			<ul style="list-style-type: none"> • Understand the significance of incorporation of a company under the companies Act • State the meaning of piercing the corporate veil and circumstances under which the piercing of the corporate veil of a company be done by a court
2.	Formation of a Company	<ul style="list-style-type: none"> • Steps involved in the formation of the company • Meaning and purposes of memorandum of association • Form of MOA • Content of MOA • Alteration of MOA • Definition and meaning of Article of Association • Form of AOA • Content of AOA • Difference between MOA and AOA • Alteration of AOA • Doctrine of Ultra virus • Memorandum and Article • Doctrine of constructive notice • Doctrine of Indoor Management • Meaning and objective of Prospectus • Contents of prospectus • Statement in Lieu of Prospectus • Information Memorandum • Shelf Prospectus • Red – herring Prospectus • Misstatement in prospectus 	<ul style="list-style-type: none"> • Know the usual steps taken for formation of company • State the difference between MOA and AOA • Explain the doctrine of Ultra virus MOA and AOA • Explain the Doctrine of Constructive notice and exceptions to it • Explain the civil and Criminal liabilities for misstatements in a prospectus • Know the meaning of information Memorandum, Shelf Prospectus and red-herring Prospectus • Understand the difference between prospectus and statements in lieu of prospectus
3.	Share Capital and Shares	<ul style="list-style-type: none"> • Meaning and different phases of share capital • Definition and meaning of shares • Features of shares • Types of shares • Meaning and legal rules for Allotments of shares • Meaning of irregular 	<ul style="list-style-type: none"> • know the different types of shares • Understand the different types of preference shares • Explain the legal provisions regarding the allotments of shares • State the guidelines issued by SEBI for issue of bonus shares

		<p>allotment</p> <ul style="list-style-type: none"> • Meaning and legal provision relating to rights issues • Meaning and condition for the issue of Bonus shares • Meaning and features of calls on shares • Meaning, essentials and effects of valid forfeiture of shares • Meaning and provisions relating to surrender of shares • Meaning of Lien on Shares • Meaning of Underwriting of securities • Meaning, importance and procedure for listing of securities • Meaning and provision of companies Act relating to Transfer of shares • Meaning and features of DEMAT Account • Meaning of member and shareholders • Modes of acquiring membership • Circumstances under termination of membership • Meaning, contents and form of register of members 	<ul style="list-style-type: none"> • Understand the different methods of acquiring membership of a company • Explain the different methods of termination of membership
4.	Company Management	<ul style="list-style-type: none"> • Meaning, qualification, duties and liabilities of company secretary • Meaning, qualification, disqualification, appointments, removal, duties and liabilities of Directors 	<ul style="list-style-type: none"> • Know the meaning and qualifications to be a company secretary and Directors • State the rights, Duties and Liabilities of Company secretary and Directors
5.	Company Meetings	<ul style="list-style-type: none"> • Essentials and types of 	<ul style="list-style-type: none"> • Know the different types of

		<p>company meetings</p> <ul style="list-style-type: none"> • Appointments of chairman' • Meaning and kinds of motion and resolution 	<p>meetings held in a company and explain the requisites for different types company</p> <ul style="list-style-type: none"> • What is the agenda of the meeting • What is motion and its essentials • What is resolution and different kinds of resolution • Know the liquidation and modes of winding up a company
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INVESTMENT MANAGEMENT

Unit	Topic	Learning Objectives	Learning Outcomes
1	Investment	<ul style="list-style-type: none"> • Meaning, types, scope, features and Risks of investment • Speculation • Gambling • Avenues of investments • Innovative financial instruments - • Credit rating of debt instruments • New instruments traded in market • Meaning, key factors, merits and demerits and Agencies of Credit Rating 	<ul style="list-style-type: none"> • To understand the Meaning, types, scope, features and Risks of investment • To know the concepts of Speculation and Gambling • To analyse the securities and non-securities form of investments • To learn Innovative financial instruments - • To know the Credit rating of debt instruments • To understand the various New instruments traded in market like Zero coupon bonds, Deep discount bonds, Flexi Bond, Loyalty Coupons, Share Warrants and Stock investment • To know the Meaning, key factors, merits and demerits and Agencies of Credit Rating
2	Fundamental and Technical Analysis	<ul style="list-style-type: none"> • Economy, Industry and Company Analysis • Assumptions and Benefits of Fundamental Analysis and technical 	<ul style="list-style-type: none"> • To know the meaning of economy, industry and company analysis • To understand the assumptions and benefits

		<p>analysis</p> <ul style="list-style-type: none"> • Difference between fundamental and technical analysis • Important tools of technical analysis • Blue chips 	<p>of fundamental analysis and technical analysis</p> <ul style="list-style-type: none"> • To know differences of fundamental analysis and technical analysis • To study the important tools of technical analysis • To learn how to pick blue chips
3	Financial Markets	<ul style="list-style-type: none"> • Meaning, Definition and Classification of Financial Markets • Meaning and characteristics of Money Market and Developed Money Market • Meaning and Characteristics of Capital Market • Classification of Capital Market – Meaning and Features of Primary Market • Role, Functions and Inter-relationship between Primary and Secondary Markets • Meaning and Features of Secondary Market • Membership and Benefits and Functions of Stock Exchange • Meaning, merits, demerits and Procedure of Listing of Securities • Meaning and Objectives of NSE and BSE • Depository System and Government Securities • Commodity Market, Securities Exchange Board of India • Meaning, Merits and Demerits of Book Buildings • Stock Market Reforms • Meaning of future and options and risk management 	<ul style="list-style-type: none"> • To understand the Meaning, Definition and Classification of Financial Markets, Money Market and Developed Money Market, Capital Market and Primary Market • To Know the Role, Functions and Inter-relationship between Primary and Secondary Markets • To learn the meaning and Features of Secondary Market • To analyse Membership and Benefits and Functions of Stock Exchange • To study the meaning, merits, demerits and Procedure of Listing of Securities • To understand the meaning and Objectives of NSE and BSE • To study the concepts of Depository System and Government Securities • To learn the meaning, Merits and Demerits of Book Buildings • To analyse the Stock Market Reforms • To learn Stock indices using BSE and NSE

		<ul style="list-style-type: none"> • Stock indices using BSE and NSE 	
4	Mutual Funds	<ul style="list-style-type: none"> • Meaning, Features and Organisational Structure of Mutual Fund • Functions, Types and Advantages of Mutual Fund • Objectives and Risks involved in Mutual Fund • Objectives of Association of Mutual Funds in India • Role of Association of Mutual Funds in India 	<ul style="list-style-type: none"> • To understand the Meaning, Features and Organisational Structure of Mutual Fund • To know the Functions, Types and Advantages of Mutual Fund • To learn the Objectives and Risks involved in Mutual Fund • To understand the Objectives of Association of Mutual Funds in India • To learn the Role of Association of Mutual Funds in India
5	Portfolio Management	<ul style="list-style-type: none"> • Meaning, Objectives and Types of Portfolio Management • Factors influencing portfolio construction • Computation of Alpha and Beta • CAPM Theory with Graphs • Problems on CAPM 	<ul style="list-style-type: none"> • To understand the meaning, objectives and types of portfolio management • To study the factors influencing the portfolio construction • Able to solve the problems of Alpha and Beta • To analyse the Capital Asset Pricing Model • Able to solve the problems on CAPM

AUDITING

Unit	Topic	Learning Objectives	Learning Outcomes
1	Auditing	<ul style="list-style-type: none"> • To understand the Meaning and definition of Auditing • To understand the Objectives of auditing • To learn the advantages and disadvantages of auditing 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning, definition and • Objectives of auditing,

2	Classification of audit	<ul style="list-style-type: none"> • To learn the Classification of audit • To understand the audit programme. • To understand the importance of Audit note book and audit working papers. 	<p>Outline the</p> <ul style="list-style-type: none"> • Classification of audit and differences between the classes of audit. • Audit programme and the contents of programme and its preparations • Importance of Audit note book and audit working papers.
3	Internal check	<ul style="list-style-type: none"> • To understand the concept of Internal check • To know the objectives and merits of internal check. • To learn the Internal check regarding cash sales, cash purchases, payment of wages and stores. 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning, definition, objects, merits of internal check. • To know the Internal check regarding cash sales, cash purchases, payment of wages and stores.
4	Vouching	<ul style="list-style-type: none"> • To understand the • Meaning and definition of vouching and its effectiveness in company • Vouching of cash payments and cash receipts • To understand how the vouching provides evidence in auditing • To understand the concept of Verification of assets and liabilities • To learn the duties and responsibilities of auditor in valuation and 	<p>Outline the</p> <ul style="list-style-type: none"> • Importance and objectives of vouching • Vouching of cash transactions • Cash receipts and cash payments, credit purchases and credit sales • Outline the concept of Verification and valuation of assets and liabilities • Classification in assets and liabilities • Duties and responsibilities of

		verification of assets	auditor while verification of assets
5	Company audit	<ul style="list-style-type: none"> • To understand the meaning company auditor • To learn • Qualifications and Disqualification in appointment of company auditor • To study the Rights, duties and liabilities of company auditor. • To know the meaning and contents of Audit report • To study about the auditors conduct 	<p>Outline the</p> <ul style="list-style-type: none"> • meaning of Company auditor, his • Qualifications and Disqualifications. • Rights, duties and liabilities of company auditor. • Meaning and contents of Audit report • Professional conduct of company auditor.

COST AND MANAGEMENT ACCOUNTING

Unit	Topic	Learning Outcomes	Learning Objectives
1.	Methods of Costing	<ul style="list-style-type: none"> • To understand the meaning, features and procedures of job costing. • To understand the meaning and components of batch costing. • To prepare job cost sheet. • To solve problems on Batch costing. 	<ul style="list-style-type: none"> • Know the concepts of job and batch costing. • Solve problems on Job and Batch costing.

2.	Contract Costing & Process Costing	<ul style="list-style-type: none"> • To know the meaning and features of contract costing. • To know the meaning, nature, merits and demerits of process costing. • To understand the treatment of Normal loss, Abnormal loss, Normal gain and Abnormal gain. • To prepare process account. • To know the concept of Inter process profit. 	<ul style="list-style-type: none"> • Analyse the meaning and features of contract costing. • Calculate profit on complete contracts, in complete contracts and almost complete contracts. • Explain the concept of Process costing. • Know how to calculate the value of Normal loss, Abnormal loss, Normal gain and Abnormal gain. • Solve problems on process costing. • Understand the concept of transfer of output at profit.
3.	Budgetary Control	<ul style="list-style-type: none"> • To analyse the meaning of Budget and Budgetary control. • To learn the features, objectives, advantages and limitations of Budgetary control. • To find the steps involved in preparation of budget. • To understand various types of budget and solve problems on it. 	<ul style="list-style-type: none"> • Understand the meaning, features, objectives, advantages and limitations of Budgetary control. • Know the procedure of budget preparation. • Know the various types of budget and solve problems on it.

4.	Management Accounting	<ul style="list-style-type: none"> • To understand the meaning, features, elements, objectives, merits and demerits of management accounting • To analyse the. • To learn the steps involved in management accounting 	<ul style="list-style-type: none"> • Know the concepts of management accounting like meaning, features, elements, objectives, merits and demerits. • Differentiate the control. • Know the steps involved in management accounting
5.	Standard Costing	<ul style="list-style-type: none"> • To learn the meaning and advantages of variance analysis. • To analyse the various classification of material cost variances and solve problems on it. • To understand the various classification of material cost variances and solve problems on it. 	<ul style="list-style-type: none"> • Know the concept of variance analyses. • Understand various types of material cost variances and find the amount of various kinds of material cost variances. • Understand various types of labour cost variances and find the amount of various kinds of material cost variances.

Unit	Topic	Learning Objectives	Learning Outcomes
1.	Advertising	<ul style="list-style-type: none"> • About Advertising • Advertising budget 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning, definition, features, objective and importance of advertising • Understand the • classification of advertising • role played by advertising in India • Difference between Advertising and Personal selling • Difference between Advertising and publicity • Advertising Budget – meaning and factors influencing • Methods of allocating advertising budget
2.	Media planning and copy development	<ul style="list-style-type: none"> • Advertising media • Advertising copy • Advertising appeals 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and factors influencing media selection • Types of advertising media • Meaning and qualities and elements of an advertisement copy • Meaning and principles of advertisement layout • Meaning and types of Advertising appeals
3.	Advertising agency	<ul style="list-style-type: none"> • Advertising Agency • Measuring effectiveness of advertising 	<p>Outline the</p> <ul style="list-style-type: none"> • Meaning and types of Advertising agency • Function of advertising agency • State its services to the clients • Structure of

			advertising agency <ul style="list-style-type: none"> • State the various methods of measuring effectiveness of advertising • Meaning of advertising compensation • Different ways of compensating advertising agencies
4.	Sales forecasting and sales organisation	<ul style="list-style-type: none"> • Sales forecasting • Sales organization 	<ul style="list-style-type: none"> • State the Meaning, objectives and methods of sales forecasting • Understand the meaning, definition, importance of sales organization • Explain the various types of sales organization
5.	Salesmanship	<ul style="list-style-type: none"> • Salesmanship • Qualities of successful salesman 	<ul style="list-style-type: none"> • Meaning, definition, kinds and importance of salesmanship • State the qualities of a successful salesman • Meaning and process of recruitment • Meaning and methods of training • Methods of motivating Salesman • Meaning and methods of control of salesmen

HUMAN RESOURCE MANAGEMENT

Unit	Topic	Learning Objectives	Learning Outcomes
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1	Industrial relations	<ul style="list-style-type: none"> • To understand the concept of industrial relations • To learn the scope of industrial relation • To understand the role of employees ,trade unions and government • To learn the industrial relations and trade unions • To understand the historical evolution of trade union • To know the recent trends in industrial relation 	<ul style="list-style-type: none"> • Understood the concept of industrial relations • Understood the scope of industrial relation • Learnt the role of employees, trade unions and government • Learnt the industrial relations and trade unions • Understood the historical evolution of trade union • Learnt the recent trends in industrial relation
2	Industrial disputes	<ul style="list-style-type: none"> • To understand the concept of industrial disputes • To understand the meaning of strikes, lockouts and their causes • To learn the preventive measures of disputes • To know the code of discipline, standing orders, ILC,SLC and works committee • To know the settlement of industrial disputes • To learn and study the cases 	<ul style="list-style-type: none"> • Learnt the concept of industrial disputes • Understood the meaning of strikes, lockouts and their causes • Understood the preventive measures of disputes • Analysed and learnt the code of discipline, standing orders, ILC, SLC and works committee • Understood the settlement of industrial disputes • Learnt and studied the cases

3	Collective bargaining and workers participation	<ul style="list-style-type: none"> • To learn the concept of collective bargaining and its principles • To learn the conditions and process of collective bargaining • To understand the types of collective bargaining contracts • To know the advantages and disadvantages • To learn the concept of workers participation in management • To learn the forms of collective bargaining • To know about works committee • To understand the concept of joint management council • To learn about joint council, shop council , unit council and quality circles • To understand the quality of work life • To know the limitations of Workers participation in management • To learn the cases 	<ul style="list-style-type: none"> • Understood the concept of collective bargaining • Understood the conditions and process of collective bargaining • Learnt the types of collective bargaining contracts • Understood the advantages and disadvantages • Learnt the concept of workers participation in Management • Learnt the forms of collective bargaining • Understood the concept of works committee • Understood the concept of joint management council • Understood the concept of joint council, shop council, unit council and quality circles • Understood the quality of work life • Understood the limitations of workers participation in management • Analysed and learnt the cases
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4	Grievance procedure and disciplinary system	<ul style="list-style-type: none"> • To understand the concept of grievance • To know the nature and causes of grievance • To learn about the pre-requisites and the grievance procedure • To understand the concept of discipline • To understand the disciplinary procedure • To learn the causes of indiscipline and disciplinary procedure • To understand and learn the types of punishment • To analyse and learn industrial employment standing order act 1946 	<ul style="list-style-type: none"> • Understood the concept of grievance • Learnt the nature and causes of grievance • Learnt the pre-requisites and the grievance procedure • Understood the concept of discipline • Understood the disciplinary procedure • Learnt the causes of indiscipline and disciplinary procedure • Understood and learnt the types of punishment • Learnt the concept of industrial employment standing order act 1946
5	Labour welfare and social security measures	<ul style="list-style-type: none"> • To understand the concept of labour welfare • To know the role of welfare officer • To learn the welfare measures • To understand about health , safety and welfare • To learn about social security • To understand workman's compensation act • To learn about ESI, PF, Gratuity and maternity benefit act 	<ul style="list-style-type: none"> • Understood the concept of labour welfare • Learnt the role of welfare officer • Learnt the welfare measures • Understood about health, safety and welfare • Learnt about social security • Understood the workman's compensation act • Learnt about ESI Act, PF Act, gratuity and Maternity benefit act

