



CENTRAL UNIVERSITY OF TAMILNADU

COMMUNITY COLLEGE

B.Com. (Vocational) Degree Programme Semester Pattern for The Academic Year 2022-2023 as per the National Skills Qualifications Framework (NSQF) pattern

1. Programme Structure:

The B.Com. (Vocational) Programme having a mix of general and skill component in which 40 Percent of the total content shall be of general nature including language courses in English / Language (Tamil) while the remaining 60 Percent of the content shall be skill based.

2. Credit Distribution & Certification Levels:

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Normal Course Duration	Exit Points/ Awards
4	18	12	30	One Semester	Certificate
5	36	24	60	Two Semester	Diploma
6	72	48	120	Four Semester	Advanced Diploma
7	108	72	180	Six Semester	B. Voc Degree

3. Course Structure:

The B.Com. (Vocational) programme having multiple exit/ entry points. Any candidate admitted in such a course of the university may complete all the six semesters successfully at one go and leave the university with a B.Com. (Vocational) degree in the relevant skill sector opted by her/him. A student shall however have the option to exit from the course after successfully completing the first year with a certificate in the relevant trade and if the candidate opts to exit after successfully completing the second year of the programme. S/he may do so with an advanced diploma in the relevant trade.

The full six semester credit distribution structure of the course is envisaged as under:

Semester	Skill Component Credit	General Component Credit	Total Credit	Cumulative Credit at the end of the Semester
Semester I	18	12	30	30
Semester II	18	12	30	60
Semester III	18	12	30	90
Semester IV	18	12	30	120
Semester V	18	12	30	150
Semester VI	18	12	30	180

**4. Course Structure and Scheme of Examination Semester Wise B.Com. (Vocational)
NSQF Pattern**

	Sub Code	Title of the Paper	Skill Component		General Component		Total
			Hours	Credits	Hours	Credits	
Semester I	ENG 011	Ability Enhancement Compulsory Course-: English (Communicative English)	-	-	45	3	3
	DJ052	Ability Enhancement Compulsory Course-: Environmental Studies/Science	-	-	30	2	2
	BV1A	Financial Accounting	120	8	45	3	11
	BV1B	Business Management	-	-	30	2	2
	BV1C	Business Economics	-	-	30	2	2
	BV1IR	Internship Training and Report	150	10	-	-	10
			270	18	180	12	30
Semester II	ENG 021	Ability Enhancement Compulsory Course-: English (Communicative English)	-	-	45	3	3
	BV2A	Cost Accounting	60	4	45	3	7
	BV2B	Management Accounting	60	4	30	2	6
	BV2C	Indian Economy	-	-	30	2	2
	BV2D	Organization Behavior	-	-	45	3	3
	BV2IR	Internship Training and Report	150	10	-	-	10
			270	18	195	13	31
Semester III		Ability Enhancement Compulsory Course- Language (Tamil/Hindi/Foreign Language)	-	-	45	3	3
	BV3A	Direct Taxes I	90	6	45	3	9
	BV3B	Business Law and Practices	-	-	30	2	2
	BV3C	Indian Banking Systems	30	2	30	2	4
	BV3D	Business Statistics	-	-	45	3	3
	BV3IR	Internship Training and Report	150	10	-	-	10
			270	18	195	13	31

Semester IV		Ability Enhancement Compulsory Course: -Language (Tamil/Hindi/Foreign Language)	-	-	45	3	3
	BV4A	Direct Taxes II	60	4	45	3	7
	BV4B	Indirect Taxes & GST	60	4	30	2	6
	BV4C	Company Law And Practices	-	-	30	2	2
	BV4D	Financial Management	-	-	45	3	3
	BV4IR	Internship Training and Report	150	10	-	-	10
			270	18	195	13	31
SUMMER PROJECT DURING VACATION							
Semester V	BV5A	Money And Financial System	-	-	45	3	3
	BV5B	Computer Application in Business	90	6	15	1	7
	BV5C	Entrepreneurship and MSME Development	30	2	30	3	5
	BV5D	Business Communication	-	-	30	2	2
	BV5E	Principles of Insurance	-	-	45	3	3
	BV5IR	Internship Training and Report	150	10	-	-	10
			270	18	165	12	30
Semester VI	BV6A	Security Market Operations	60	4	45	3	7
	BV6B	Forex Management	-	-	30	2	2
	BV6C	Fundamentals of International Trade	-	-	45	3	3
	BV6IR	Internship Training and Report	150	10	-	-	10
		BV6PR	Project Report and Viva-Voice	150	10	-	-
			360	24	120	8	32

Consolidation of Hours and Credits

a. General Components

Sl. No	Semester	Teaching Hours	Credits
1	I	180	12
2	II	195	13
3	III	195	13
4	IV	195	13
5	V	165	12
6	VI	120	08

b. Skill Components

Sl. No	Semester	Training Hours	Credits
1	I	270	18
2	II	270	18
3	III	270	18
4	IV	270	18
5	V	270	18
6	VI	360	24

c. Total Components

Sl. No	Semester	General	Skill	Total Credits
1	I	12	18	30
2	II	13	18	31
3	III	13	18	31
4	IV	13	18	31
5	V	12	18	30
6	VI	08	24	32

5. Credit Calculation:

The Credit computation in the programme shall be ONE Credit would mean equivalent of 15 periods of 60 minutes each.

6. Attendance:

Ordinarily, a minimum of 75 percent attendance is a must for any candidate to qualify for the end semester examinations. However, on genuine grounds to be duly supported by documentary evidences, the Nodal Officer, Community College or the Head of the Department as the case may be of the concerned student may condone a maximum of 5 percent of the stipulated attendance if they deem it fit and reasonable to do so in their wisdom.

7. Intake and Eligibility Criteria:

- As the 3 year B.Com (Vocational) course is offered on self-financing basis, the minimum intake for the course is 20 (plus EWS) students and the maximum is 40 (plus EWS). All the reservation criteria followed by the CUTN shall apply for the admissions for Community College.
- The eligibility for taking admission in the B.Com (Vocational) programme shall be a pass in +2(with any one or more of the following subjects) Commerce / Accountancy / Business Mathematics / Mathematics / Business Economics / Statistics) (Gen 60% / OBC 55% / SC ST 50%)

8. Evaluation:

- a. **Continuous Internal Assessment (CIA):** The students enrolled in the B. Voc. Programmes shall be subjected to Continuous Internal Assessment (CIA) and also an End Semester Examination (ESE) at the close of each semester. The CIA shall have 40 percent of the total score that would be evaluated on the basis of tests, assignments and/or seminars as may be deemed fit. There shall be at least two such assessments of equal weightage during a semester and both of them shall be of mandatory nature. The Internal Assessments shall be evaluated by a group of teachers that would include the Teacher in charge responsible for the conduct of the test. Not attending any of the Internal Assessments would make the student ineligible to sit and clear the end semester examination. The Internal Assessment scores shall be uploaded in the required university website to enable it compile the results together.
- b. **End Semester Evaluation (ESE):** End Semester Examination of all the courses in all semesters shall be conducted (60 percent of the total score) for which a common schedule shall be drawn. The duration of examination of all courses shall be 3 hours for which the routine procedures as would be in force at the University for the setting of question papers and undertaking evaluation works shall be followed.
- c. To pass the examination, the student must secure a minimum of 50 percent in both CIA and ESE.

9. Evaluation of Project:

A project shall be an integral part of the B. Voc. Programme and shall have to undertake by each student in the sixth semester of the Programme. The report of the project shall have to be submitted to the Department in duplicate before the completion of the sixth semester.

The project work shall be evaluated by an external examiner to be appointed by the Nodal Officer in consultation with the faculty members.. The viva-voce on the project work shall also be conducted by the external examiner on an individual. Basis, giving each student a reasonable time slot to defend their works. The project work shall be evaluated for a total of 100 marks comprising of 50 marks for the project report and 50 marks for the Viva-Voice performance. The students shall start the project work during summer vacation at the end of the fourth semester and shall submit the report at the end of the sixth semester. Each student shall be allocated with a faculty advisor who will be supervising the progress of the project work. The topic of the project shall be focusing on the future employability/Self-employment/Career growth/Entrepreneurial opportunity of the students.

10. Grading:

The SGPA/CGPA score of a student at the time of exiting the Programme with a certificate or a Diploma or an advance Diploma or the B. Voc degree as the case may be shall be considered for ascertaining the Grade obtained by the student. Aggregate of both CIA and ESE scores shall be counted for computation of such purpose. The Community College, CUTN shall display in the Grade Card and would issue both the marks obtained as also the equivalent grade point. The rank obtained shall be computed on the basis of absolute score obtained.

11. Letter Grades and Grade Points:

The UGC recommends a 10-point grading system with the following Letter grades as given below:

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F(Fail)	0
Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination. The guidelines adopted by CUTN shall be applicable in this regard.

12. Computation of SGPA and CGPA:

Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) may be adopted:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum (\text{Ci} \times \text{Gi})}{\sum \text{Ci}}$$

where 'Ci' is the number of credits of the ith course component and 'Gi' is the grade point scored by the student in the ith course component.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (\text{Ci} \times \text{Si})}{\sum \text{Ci}}$$

where 'Si' is the SGPA of the ith semester and Ci is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- The skill component would be taken as one of the course components in calculation of SGPA and CGPA with given credit weightage at respective level.
- UGC guidelines on Choice Based Credit System (CBCS) may be refereed for further illustration on computation of SGPA, CGPA etc.

13. Promotion to Higher Semesters: Students who complete the semester by securing the minimum required attendance and by registering for the End Semester Examination of each semester conducted by the University alone shall be eligible to proceed to the next higher semester irrespective of whether they have duly cleared the semester or not. All enrolled students would have to duly clear all scheduled semesters within a maximum of four semesters for a Certificate, six semesters for an Advanced Certificate and ten semesters for a B. Voc Degree failing which the students concerned would have to exit without any award.

SEMESTER

ONE

Department of English Studies
School of Social Sciences and Humanities
Central University of Tamilnadu, Thiruvarur

1. Course Title: General English for B.Com (Vocational)

2. Course Code: ENG 011

3. Credits-3

4. Course Description:

The course covers Grammar and Usage where students will be introduced to the nuances of Language and its functional usage, and get to know the sub skills involved in LSRW. Further the learners are introduced to some literary texts including various Genres such as Poetry, prose, short stories, essays, novella etc.

5. Course Objectives:

The course is offered to make the students proficient communicators in English. It aims to develop in the learners the ability to understand English in a wide range of contexts. The main thrust is on understanding the nuances of listening, speaking and reading and Writing English. Further the course prepares the learners to face situations with confidence and to seek employment in the modern globalized world. Introduction towards some literary pieces will enhance the students to appreciate and analyse the same.

6. Course Learning Outcomes:

At the end of this course, the student will be able to:

CLO1	Understand the principles and importance behind learning English as second Language
CLO2	Analyse and appreciate poetry, fiction, prose and drama and other genres.
CLO3	Evaluate grammatically and idiomatically correct spoken and written discourse
CLO4	Apply verbal and Non-Verbal Communication Techniques in the Professional Environment
CLO5	Appreciate the literary texts critically

7. Course Content

Units	Content	Hrs.
Unit I Grammar & Usage	Parts of Speech, Tenses, Voices, Sentence pattern, Articles, Common Errors in English and Spotting Errors	9
Unit II Reading and Writing	Functional Writing Skills, Vocabulary Building, Sentence Formation, Paragraph Writing, Jumbled Sentences Types of reading – Skimming and Scanning, Newspaper Reading, News Reporting.	9
Unit III Poetry	Langston Hughes-Let America be America (1985) Sukirtharani- Debt Shakespeare-Sonnet 18 Kamala Das-Dance of the Eunuchs	9
Unit IV: Essay	BetrandRussel’s Knowledge and Wisdom J. B. Priestley’s Travel by Train Martin Luther King’s, I have a Dream	9
Unit V: Short Story	An Astrologer’s Day – R.K. Narayan. Novella: Old man and the sea- Ernest Hemingway	9

8. Required Reading:

1. A Background to the study of English Literature: Revised Edition by B. Prasad 2016
2. Murphy, Raymond, English Grammar in Use, Fifth Edition.
3. Murphy, Raymond. Intermediate English Grammar. 2nd ed., Cambridge UP, 2012.
4. Business English, Pearson, 2008. Fluency in English Part II. Oxford UP, 2006.

10. Recommended Reading:

1. Frank, M. Writing as thinking: A guided process approach. Englewood Cliffs, Prentice Hall Regents.
2. Graff, Gerald, Cathy Birkenstein, They Say/I Say: The Moves That Matter in Academic Writing. New York: Norton, 2009.
3. Hamp-Lyons, Liz, Ben Heasley, Study writing: A Course in Writing Skills for Academic Purposes. Cambridge UP, 2006.
4. Language, Literature and Creativity, Editorial Board, Orient Black Swan, 2013.
5. Riordan, Daniel G., Steven E. Pauley, Biztantra: Technical Report Writing Today, 8th Edition (2004).
6. Sood, S. C et al. editors. Developing Language Skills-2 Ed. S.C. et al. Spantech, Delhi 1992.

10. Mapping of Program Outcomes with Course Outcomes

	PO1	PO2	PO3	PO4	PO5
CO1	3	2	3	3	3
CO2	3	1	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	2	3	3	3

11. Evaluation Scheme

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

12. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignments	2	2	-	-	2
Seminar	-	-	2	2	-
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

13. Mapping Course Outcome with External Assessment (60 Marks)

Category	CO1	CO2	CO3	CO4	CO5
Part – A (Objective - 10 x 1 = 10marks)	2	2	2	2	2
Part – B (Short Answer -5 x 4 = 20marks)	10	10	-	-	-
Part – C (Essay-3 x 10 = 30 marks)	-	-	10	10	10
Total	12	12	12	12	12

14. Rubric for Assignments

Sl. No	Criteria	100%	75%	50%	25%	0%	Relation to COs
1	Content 50%	Ideas/ concepts/ are detailed, well developed, supported with specific evidence & facts and examples	Ideas / concepts are detailed, Developed and supported with evidence and facts mostly specific.	Ideas/ concepts are presented but not Particularly developed or supported.	Content is not sound	Not attended	CO1, CO2, CO5
2	Organization 50%	Includes title, introduction, statement of the main idea with illustration and Conclusion.	Includes title, introduction, statement of main idea and Conclusion.	Organizational tools are weak or missing	No organization	Not attended	CO1, CO2, CO5

15. Rubric for Seminar

Sl. No	Criteria	100%	75%	50%	25%	0%	Relation to COs
1	Knowledge and Understanding 50%	Exceptional knowledge of facts, terms, and concepts	Detailed knowledge of facts, terms, and concepts	Considerable knowledge of facts, terms, and concepts	Minimal knowledge of facts, terms, and concepts	Not Attended	CO3, CO4
2	Presentation 50%	Well Communicated with logical sequences, examples, and references	Communicated with sequences	Just Communicated	No coherent communication	Not Attended	CO3, CO4

DJ052: Environmental Science

THEORY - 6 credits: (6 theory hours/week)

OBJECTIVES

- To understand the basic concepts of environmental science
- To understand the importance of resource conservation
- To learn about diverse ecosystems and biodiversity
- To understand issues and challenges related to environment

Unit 1

Multidisciplinary nature of environmental studies: Definition, scope and importance
Need for public awareness.

Unit 2

Natural Resources: Renewable and non-renewable resources. Natural resources and associated problems

Unit 3

Ecosystems, biodiversity and its conservation

Unit 4

Environmental Pollution, Social Issues and the Environment. Human Population and the Environment

Scheme of evaluation:

Continuous internal evaluation: 40 marks

Mid-sem examination: 20 marks

Internal assessment:

Practical components: 20 marks

End-semester examination: 60 marks

REFERENCES

- Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net (R)
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p
- De A.K., Environmental Chemistry, Wiley Eastern Ltd.
- Down to Earth, Centre for Science and Environment (R)
- Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
- Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay (R)
- Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.

- Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web-enhanced edition. 639p.
- Mhaskar A.K., Matter Hazardous, Techno-Science Publication (TB)
- Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. (TB)
- Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
- Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p.
- Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut
- Survey of the Environment, The Hindu (M)
- Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (TB)
- Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, compliances and Standards, Vol I and II, Enviro Media (R)
- Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (TB)
- Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p

(M) Magazine (R) Reference (TB) Textbook

1. Course Title : **Financial Accounting**
2. Course Code: **BV1A**
3. Credits : **3**
4. Course Description: **To make the students learn the basic accounting records, statements and to prepare them.**
5. Course Objectives:
 - a. **Explain Journal, Subsidiary books, ledger, Trial Balance and rectifying journal entries.**
 - b. **Prepare Bank Reconciliation Statement and record the transactions**
 - c. **To Analyze and prepare the final accounts of a sole traders.**
 - d. **Familiarize with the various methods of depreciation as per AS 6**

6. Course Learning Outcomes:

At the end of this course, the student will be able to:

CL01	To understand the concept of Branch Accounting and Indian Accounting Standards.
CL02	To apply knowledge of Company Accounts like issue of shares, applications, allotment, calls, premium and discount.
CL03	To identify the accounting process for sole trader's final account.
CL04	To analyse the concept of Depreciation accounting.
CL05	To analyse the Partnership accounts – Admission – Retirement/Death of a partner.

7. Course Content:

Units	Content	Hrs
UNIT 1	Accounting – Definition – Branches of Accounting -- Objectives of accounting – Methods of accounting – List Indian Accounting Standards and List of IFRS	9
UNIT 2	Introduction to Company Accounts, Company Accounts -Introduction- Legal Provisions regarding Issues of Shares- Applications, Allotment, Calls, Premium and Discount - Accounting entries	9
UNIT 3	Final Accounts of Sole Traders: Meaning of Final Accounts–Utility of Final Accounts–Components of Final Accounts – Manufacturing Account - Trading Account – Profit and Loss account – Balance Sheet - Adjusting Entries	9
UNIT 4	Depreciation Accounting - Meaning – Causes of depreciation - Objectives of providing depreciation - Factors affecting Depreciation – methods of providing depreciation	9
UNIT 5	Partnership Accounts - Capital Accounts, Current Accounts, Division of Profits a Treatment of Goodwill. Admission of a Partner. Retirement and Death of a Partner- Retirement of a Partner - Death of a Partner Executors Joint Life Policy Treatment of Joint Life Policy- Dissolution of a firm	9

8. Required and Recommended Reading:

- a. T.S. Reddy & Dr. A. Murthy, 2019: Advanced Accountancy- Volume: I, Second Revised Edition, Reprint 2019, Margham Publications, Chennai
- b. S.P. Jain, K. L. Narang, 2019: Advanced Accountancy- Volume: I, Twenty Second Edition Kalyani Publishers, Ludhiana.
- c. R.L. Gupta & M. Radaswamy, 2019: Advanced Accountancy- Volume: I, S. Chand and Company Ltd., New Delhi.
- d. M C Shukla and T S Grewal: Advanced Accountancy- Volume: I, S. Chand and Company Ltd., New Delhi.

9. Evaluation Scheme:

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

10. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignment	2	2	2		
Seminar				2	2
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

11. Mapping Course Outcome with External Assessment (60 Marks)

	CO1	CO2	CO3	CO4	CO5
Part – A (Short Answers 5 X 2 = 10 Marks)	2	2	2	2	2
Part – B (Short Answers 5 X 4 = 20 Marks)	4	4	4	4	4
Part – C (Essay 3 X 10 Marks)		10	10	10	
Total	6	16	16	16	6

1. Course Title : **Business Management**
2. Course Code: **BV1B**
3. Credits : **2**
4. Course Description: To acquaint learners with the basics of business concepts and functions, forms of business organization, and functions of management.
5. Course Objectives:
 - a. Distinguish and explain management of business;
 - b. Explain principles and functions of management implemented in the Organization;
 - c. Identify and explain the managerial skills used in business;
 - d. Analyze the concept of Delegation of Authority, coordination, and control
6. Course Learning Outcomes:
At the end of this course, the student will be able to:

CL01	To introduce basic concept of principles and functions of management.
CL02	To impart knowledge in planning in Business.
CL03	To understand the concept of types of organisation.
CL04	To realise the importance of staffing and direction.
CL05	To analyse different strategies and to use it as an essential tool for techniques of effective co-ordination.

7. Course Content:

Units	Content	Hrs
UNIT 1	Principles and Functions of Management - Meaning - Characteristics - Fayol's 14 Principles of Management. Functions of Management - Levels of Management – Skills of Management- Scientific Management - meaning, objectives, relevance and criticism	6
UNIT 2	Planning and Organizing Meaning, Characteristics, Types of Plans, Advantages and Disadvantages – Approaches to Planning - Management by Objectives (MBO) - Organizing - Process of Organizing; Principles of Organization - Formal and Informal Organizations - Line, Staff Organizations	6
UNIT 3	Staffing and Direction: Recruitment: Meaning. Sources, Selection: Meaning - Procedure Training: Meaning, methods,	6
UNIT 4	Direction, Leadership: Importance Qualities of a good leader-Communication: Importance-Qualities of a good leader - Communication: Importance-Types - Barriers to Communication-Motivation: Importance.	6
UNIT 5	Authority, Coordination, and Control Meaning of Authority, Power, responsibility and accountability, process, and principles of Coordination techniques of Effective Coordination, control, Relationship between planning and control,	6

8. Required and Recommended Reading:

- a. L.M. Prasad Principles and Practice of management, Sultan Chand & Sons Ltd.2001.
- b. Stephen P. Robbins, Organisation Behaviour, Prentice Hall of India Pvt Ltd., New Delhi, 2022
- c. Dinakar Pagare, Business Management, Sultan Chand & Sons 2001
- d. Triathi & CN Reddy, Principles of Management, Tata McGraw Hill publishing Co. Ltd New Delhi 2003.
- e. J. Jeyasankar: Principles of Management, Margham Publication, Chennai - 17. 6. Principles of management -K.N.Natarajan K.P.Ganesan -Himalayas Printing House

9. Evaluation Scheme:

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

10. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignment	2	2	2		
Seminar				2	2
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

11. Mapping Course Outcome with External Assessment (60 Marks)

	CO1	CO2	CO3	CO4	CO5
Part – A (Short Answers 5 X 2 = 10 Marks)	2	2	2	2	2
Part – B (Short Answers 5 X 4 = 20 Marks)	4	4	4	4	4
Part – C (Essay 3 X 10 Marks)		10	10	10	
Total	6	16	16	16	6

1. Course Title : **Business Economics**
2. Course Code: **BVIC**
3. Credits : **2**
4. Course Description : To familiarize the students with basic concepts of Business Economics
5. Course Objectives:
 - a. Understand Basic problems of an economy and concept of business cycles
 - b. Learn the theory of Demand and related concepts
 - c. Understand the theory of supply and Consumer Behaviour.
 - d. Obtain knowledge about the theory of Production, Costs and Revenue.
 - e. Identify various types of Markets
6. Course Learning Outcomes:

At the end of this course, the student will be able to:

CL01	To expose the students in various fields of economics.
CL02	To think critically and creatively towards “Law of Demand”.
CL03	To empower the students with strong about Consumer Behaviour.
CL04	To acquire the knowledge of important concept of production and cost theory in economics.
CL05	To understand the concept of Market structure.

7. Course Content:

Units	Content	Hrs
UNIT 1	Introduction to Business Economics: Meaning of Business Economics - Scope of Business Economics - Basic problems of an Economy - Role of Price Mechanism - Concept of Business Cycles	6
UNIT 2	Demand: Theory of Demand - Meaning and determinants of demand - Law of demand and Elasticity of demand	6
UNIT 3	Supply: Theory of Supply and Consumer Behavior - Meaning and determinants of supply - Law of supply - Elasticity of supply - Theory of consumer's behavior - Marshallian approach and Indifference curve approach - Demand Forecasting.	6
UNIT 4	Production & Cost: Theory of Production - Theory of Production - Meaning and Factors of production - Laws of Production - The Law of Variable Proportions and Laws of Returns to Scale - Producer's equilibrium - Theory of Cost - Concepts of Costs - Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs	6
UNIT 5	Market Structure - Various forms of markets - Meaning and characteristics – Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly - Price determination in these markets.	6

8. Required and Recommended Reading:

- a. Dr. S. Sankaran, 2015, Business Economics, Margham Publications, Chennai.
- b. Samuelson, Paul Antony and William D Nordhaus, 2015, Economics, Tata Mc Graw Hill Publishing Company Ltd, New Delhi

- c. C A.G. Sekar, C A. B.Saravana Prasath, Business Economics & Business and Commercial Knowledge, Padhukas Publications, Chennai, 2019.

9. Evaluation Scheme:

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

10. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignment	2	2	2		
Seminar				2	2
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

11. Mapping Course Outcome with External Assessment (60 Marks)

	CO1	CO2	CO3	CO4	CO5
Part – A (Short Answers 5 X 2 = 10 Marks)	2	2	2	2	2
Part – B (Short Answers 5 X 4 = 20 Marks)	4	4	4	4	4
Part – C (Essay 3 X 10 Marks)		10	10	10	
Total	6	16	16	16	6

SEMESTER

TWO

Department of English Studies
School of Social Sciences and Humanities
Central University of Tamilnadu, Thiruvavur

1.Course Title: General English for B.Com (Vocational)

2.Code: ENG021

3.Credits: 3

4.Course Description:

The course covers Grammar and Usage where students will be introduced to the nuances of Language and its functional usage, and get to know the sub skills involved in LSRW. Further the learners are introduced to some literary texts including various Genres such as Poetry, prose, short stories, essays, novella etc.

5.Course Objectives:

The course is offered to make the students proficient communicators in English. It aims to develop in the learners the ability to understand English in a wide range of contexts. The main thrust is on understanding the nuances of listening, speaking and reading and Writing English. Further the course prepares the learners to face situations with confidence and to seek employment in the modern globalized world. Introduction towards some literary pieces will enhance the students to appreciate and analyze the same.

6.Course Learning Outcomes:

On completion of the course, the students should be able to:

CLO1	Understand the principles and importance behind learning English as second Language
CLO2	Analyze and appreciate poetry, fiction, prose and drama and other genres.
CLO3	Evaluate grammatically and idiomatically correct spoken and written discourse
CLO4	Apply verbal and Non-Verbal Communication Techniques in the Professional Environment
CLO5	Appreciate the literary texts critically

7. Course Content

Units	Content	Hrs.
Unit I Writing and Reading	Writing: Letter Writing, Script Writing ,Report Writing, Minutes, CV, email Writing, Essay writing Reading: Extensive & Intensive, Close reading,	9

	Close Reading	
Unit II Oral Communication	Group Discussion – Mock Interview – Situational Communication (Debate).	9
Unit III Poems	Jayanta Mahapatra – <i>Hunger</i> Shakespeare’s <i>Sonnet no: 65</i> Robert Frost : <i>Road not Taken</i> Tennyson’s <i>Ulysses</i>	9
Unit IV Prose	O.Henry’s <i>Last Leaf</i> Jerome K. Jerome’s <i>The Dancing Partner</i> Helen Keller’s <i>The Story of my Life</i> R.K Narayan’s <i>Swami and Friends</i>	9
Unit V One Act Play	Anton Chekhov – The Marriage Proposal.	9

8.Required Reading:

- 1.A Background to the study of English Literature: Revised Edition by B. Prasad 2016
- 2.Murphy, Raymond, English Grammar in Use, Fifth Edition.
- 3.Murphy, Raymond. Intermediate English Grammar. 2nd ed., Cambridge UP, 2012.
- 4.Business English, Pearson, 2008. Fluency in English Part II. Oxford UP, 2006.

9.Recommended Reading:

- 1.Frank, M. Writing as thinking: A guided process approach. Englewood Cliffs, Prentice Hall Regents.
- 2.Graff, Gerald, Cathy Birkenstein, They Say/I Say: The Moves That Matter in Academic Writing. New York: Norton, 2009.
- 3.Hamp-Lyons, Liz, Ben Heasley, Study writing: A Course in Writing Skills for Academic Purposes. Cambridge UP, 2006.
- 4.Language, Literature and Creativity, Editorial Board, Orient Black Swan, 2013.
- 5.Riordan, Daniel G., Steven E. Pauley, Biztantra: Technical Report Writing Today, 8th Edition (2004).
- 6.Sood, S. C et al. editors. Developing Language Skills-2 Ed. S.C. et al. Spantech, Delhi 1992.

10. Mapping of Program Outcomes with Course Outcomes

	PO1	PO2	PO3	PO4	PO5
CO1	3	2	3	3	3
CO2	3	1	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	2	3	3	3

11. Evaluation Scheme

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

12. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignments	2	2	-	-	2
Seminar	-	-	2	2	-
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

13. Mapping Course Outcome with External Assessment (60 Marks)

Category	CO1	CO2	CO3	CO4	CO5
Part – A (Objective - 10 x 1 = 10marks)	2	2	2	2	2
Part – B (Short Answer -5 x 4 = 20marks)	10	10	-	-	-
Part – C (Essay-3 x 10 = 30 marks)	-	-	10	10	10
Total	12	12	12	12	12

14. Rubric for Assignments

Sl. No	Criteria	100%	75%	50%	25%	0%	Relation to COs
1	Content 50%	Ideas/ concepts/ are detailed, well developed, supported with specific evidence & facts and examples	Ideas / concepts are detailed, Developed and supported with evidence and facts mostly specific.	Ideas/ concepts are presented but not Particularly developed or supported.	Content is not sound	Not attended	CO1, CO2, CO5
2	Organization 50%	Includes title, introduction, statement of the main idea with illustration and Conclusion.	Includes title, introduction, statement of main idea and Conclusion.	Organizational tools are weak or missing	No organization	Not attended	CO1, CO2, CO5

15. Rubric for Seminar

Sl. No	Criteria	100%	75%	50%	25%	0%	Relation to COs
1	Knowledge and Understanding 50%	Exceptional knowledge of facts, terms, and concepts	Detailed knowledge of facts, terms, and concepts	Considerable knowledge of facts, terms, and concepts	Minimal knowledge of facts, terms, and concepts	Not Attended	CO3, CO4
2	Presentation 50%	Well Communicated with logical sequences, examples, and references	Communicated with sequences	Just Communicated	No coherent communication	Not Attended	CO3, CO4

1. Course Title : **Cost Accounting**
2. Course Code: **BV2A**
3. Credits : **3**
4. Course Description: To enable the students to take decisions using costing techniques.
5. Course Objectives:

After completing the course, the students would be able to:

- a. Understand Basic problems of an economy and concept of business cycles
- b. Learn the theory of Demand and related concepts
- c. Understand the theory of supply and Consumer Behaviour.
- d. Obtain knowledge about the theory of Production, Costs and Revenue.
- e. Identify various types of Markets

6. Course Learning Outcomes:

At the end of this course, the student will be able to:

CL01	To apply accounting treatment for Cost unit, Cost center, Preparation of Cost sheet – tenders and quotations.
CL02	Prepare the LIFO – FIFO – Weighted average method - simple average method.
CL03	To understand the procedure for Calculating labour turnover – Methods of wage payment.
CL04	To compute overhead costing – Methods of absorption – Percentage of direct material cost.
CL05	To deal with Costing methods – Job Costing – Batch costing – Contract costing – Transport costing – Process costing.

7. Course Content:

Units	Content	Hrs
UNIT 1	Cost Accounting: Introduction – meaning of cost, costing and cost accounting – comparison between financial accounts and cost accounts – application of cost accounting –cost concepts and classification of costs – cost UNIT – cost center – elements of costs – preparation of cost sheet – tenders and quotations – problems.	9
UNIT 2	Material Costing: Classification of materials – Material Control – Purchasing procedure – store keeping – techniques of Inventory control – Setting of stock levels – EOQ – Methods of pricing materials issues – LIFO – FIFO – Weighted Average Method – Simple Average Method – Problems.	9
UNIT 3	Labour Costing: Control of labour cost – Labour Turnover- Causes and effects of labour turnover – Meaning of Time and Motion Study, Merit Rating, Job Analysis, Time keeping and time booking – idle time, causes and treatment – overtime – methods of wage payment.	9
UNIT 4	Overhead Costing: Definition – Classification of overheads – Procedure for accounting and control of overheads – Allocation of overheads – Apportionment of overheads – Appointment of overheads – Apportionment of Service department-absorption of OH"s – Methods of Absorption – Percentage of direct material cost – Direct Labour Cost – Prime Cost, Direct Labour Hour Rate and Machine Hour Rate – Problems.	9
UNIT 5	Costing Methods: Introduction – Job Costing – Batch Costing – Contract Costing – Transport Costing – Process Costing – Principles – distinction	9

	between Process and Job – Preparation of Process Accounts – treatment of normal loss – abnormal loss – abnormal gain – Joint and By- products – apportionment of joint costs.	
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8. Required and Recommended Reading:

- a. S.P.Jain and K.L. Narang, 2012: Cost Accounting, Kalyani Publishers, Ludhiana
- b. V.K. Saxena & C.D, Vashist, Sultan Chand and Sons, New Delhi.
- c. R. S. N. Pillai and V. Bagavathi, 2013: Cost Accounting, Sultan Chand and Company Limited, New Delhi.
- d. A Murthy and S Gurusamy, 2014: Cost Accounting, Vijay Nicole Imprints (P) Ltd., Chennai.

9. Evaluation Scheme:

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

10. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignment	2	2	2		
Seminar				2	2
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

11. Mapping Course Outcome with External Assessment (60 Marks)

	CO1	CO2	CO3	CO4	CO5
Part – A (Short Answers 5 X 2 = 10 Marks)	2	2	2	2	2
Part – B (Short Answers 5 X 4 = 20 Marks)	4	4	4	4	4
Part – C (Essay 3 X 10 Marks)		10	10	10	
Total	6	16	16	16	6

1. Course Title : **Management Accounting**

2. Course Code: **BV2B**

3. Credits : **2**

4. Course Description: To expose students to management principles, management accounting and their applications

5. Course Objectives:

After completing the course, the students would be able to:

- a. Explain the Concepts and technique of Management Accounting and Preparation of the Financial Statements
- b. Compute and construct the Balance sheet by using ratios
- c. Prepare the Fund flow statement and to compare it with the balance sheet
- d. Apply accounting Standard 3 in the preparation of Cash flow statement
- e. Determine the working capital requirements of a business

6. Course Learning Outcomes:

At the end of this course, the student will be able to:

CL01	Envisages an understanding on Management accounting vs Financial Accounting.
CL02	Apply Accounting treatment for ratio analysis.
CL03	Develops the accounting skills in the preparation of fund flow statement and cash flow statement.
CL04	Enables the learner on absorption and marginal costing.
CL05	To deals with Budgeting for profit planning and control.

7. Course Content:

Units	Content	Hrs
UNIT 1	Management Accounting: Meaning, nature, scope, and functions, Role of management accounting in decision making; management accounts Vs. financial accounting, Tools and techniques of management accounting. Financial Statement: Meaning and types of financial statement; Limitations of financial Statement analysis; Comparative Statement Analysis.	6
UNIT 2	Ratio analysis; Meaning-Classification of ratios – Profitability ratios, Turnover ratios, solvency ratio, liquidity ratio, earning ratio. Advantages of ratio analysis, Limitations of accounting ratios	6
UNIT 3	Funds Flow Statement as per Indian Accounting Standards 3- need - objectives – sources and utility of funds – preparation of fund flow statement. Cash Flow Statement - need - objectives – classification – calculation of cash flow	6
UNIT 4	Absorption and Marginal Costing: Marginal and differential costing as a tool for decision – make or buy decision - Change of product mix. Pricing - Break-even analysis; Exploring new markets; Shutdown decisions. Standard Costing and Variance Analysis; Meaning of standard cost - Advantages and application; Variance analysis – Material; Labour, Sales and Overhead (two-way analysis) Variances.	6
UNIT 5	Budgeting for Profit Planning and Control: Meaning of Budget and budgetary control - Objectives; Merits and limitations; Types of budgets; Fixed and flexible budgets cash budgets- Control ratios; Zero Base Budgeting - Responsibility Accounting- Performance Budgeting.	6

8. Required and Recommended Reading:

- a. Lal Jawahar., Advanced Management Accounting Text and Cases, S. Chand &Co., New Delhi
- b. Horngren, C. T., Sundem, G. L., Stratton, W. O., Burgstahler, D. & Schatzberg., Introduction to Management Accounting, Prentice Hall, Delhi
- c. Garrison, R. H., Noreen, E. W., & Brewer, P. C., Managerial accounting, McGraw Hill, New York.
- d. Khan, M.Y., and Jain, P.K., Management Accounting, Tata McGraw Hill Publishing Co., New Delhi

9. Evaluation Scheme:

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

10. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignment	2	2	2		
Seminar				2	2
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

11. Mapping Course Outcome with External Assessment (60 Marks)

	CO1	CO2	CO3	CO4	CO5
Part – A (Short Answers 5 X 2 = 10 Marks)	2	2	2	2	2
Part – B (Short Answers 5 X 4 = 20 Marks)	4	4	4	4	4
Part – C (Essay 3 X 10 Marks)		10	10	10	
Total	6	16	16	16	6

1. Course Title : **Indian Economy**

2. Course Code: **BV2C**

3. Credits : **2**

Course Description: To enable the students to grasp the major economic problems in India and their solutions. It also seeks to provide an understanding of modern tools of macro-economic analysis and policy framework.

4. Course Objectives:

After completing the course, the students would be able to:

- a. Evaluate the magnitude, size, and dimensions of Indian economy and to study effect of privatization and liberalization on Indian economy;
- b. Evaluate the role of population as an economic resource;
- c. Explain the role and contribution of agriculture in economic development of India;
- d. Analyse contribution of industrial and service sector in Indian economy;
- e. Evaluate the recent trends in economic planning of India as well as role and functions of central bank and commercial banks.

5. Course Learning Outcomes:

At the end of this course, the student will be able to:

CL01	Understand the concept of Indian Economy public and private sector in Indian Economy.
CL02	Identify and analyse the monetary and fiscal policies with their implications on economy.
CL03	Recognize the basic problems related to unemployment and poverty.
CL04	Examine the recent trends to agricultural sector, industry and service sector and financial sector.
CL05	Examine the recent trends to planning process in India – Inflation.

6. Course Content:

Units	Content	Hrs
UNIT 1	Basic Issues and Features of Indian Economy: Basic Issues: Concept and Measures of Development and Underdevelopment; Human Development; Composition of national income and occupational structure. Role of public and private sector in Indian Economy; Functions and problems of public sector; dis-investment;	6
UNIT 2	Policy Regimes: The Evolution of planning and import substituting industrialization. Economic Reforms since 1991. Monetary and Fiscal policies with their implications on economy. Privatization –it’s importance in Indian Economy. Globalization, Liberalization, and its impact on Indian Economy.	6
UNIT 3	Growth, Development and Structural Change: The experience of Growth, Development and Structural Change in different phases of growth and policy regimes across sectors and regions. The Institutional Framework: Patterns of assets ownership in agriculture and industry; Policies for restructuring agrarian relations and for regulating concentration of economic power; Changes in policy perspectives on the role of institutional framework after 1991. Growth and Distribution; Unemployment and Poverty; Human Development; Environmental Concerns. Demographic Constraints: Interaction between population change and economic development.	6

UNIT 4	Sectoral Trends and Issues a. Agriculture Sector: Agrarian growth and performance in different phases of policy regimes i.e. pre green revolution and the two phases of green revolution; Factors influencing productivity and growth; the role of technology and institutions; price policy, the public distribution system and food security. b. Industry and Services Sector: Phases of Industrialisation – the rate and pattern of industrial growth across alternative policy regimes; Public sector – its role, performance and reforms; the small scale sector; Role of Foreign capital. c. Financial Sector: Structure, Performance and Reforms. Foreign Trade and Balance of Payments: Structural Changes and Performance of India’s Foreign Trade and Balance of Payments; Trade Policy Debate; Export policies and performance; Macro-Economic Stabilisation and Structural Adjustment; India and the WTO, Role of FDI, Capital account convertibility	6
UNIT 5	a. Inflation, Unemployment and Labour Market: Inflation: Causes of rising and falling inflation, inflation and interest rates, social costs of inflation; Unemployment – natural rate of unemployment, frictional and wait unemployment. Labour market and its interaction with production system; Phillips curve, the trade-off between inflation and unemployment, sacrifice ratio, role of expectations adaptive and rational. b. Planning Process in India: Trends and Features Planning process and features of Economic planning in India, planning commission and NITI Aayog, Budgeting in India.	6

7. Required and Recommended Reading:

- a. Mishra & Puri, Indian Economy, Himalaya Publishing House
- b. Puri, V. K., & Mishra, S. K. (2018). Indian Economy. Mumbai: Himalaya Publishing House. Datt, G., & Sundaram, A. (2017). New Delhi: Sultan Chand Publishing.
- c. Hingra, I. C., Indian Economy, Sultan Chand & Sons
- d. Gaurav, D. & Sundaram, K.P.M., Indian Economy, S. Chand & Company

8. Evaluation Scheme:

	CO1	CO2	CO3	CO4	CO5	Total
Internal	8	8	8	8	8	40
External	12	12	12	12	12	60
Total	20	20	20	20	20	100

9. Mapping Course Outcome with Internal Assessment (40 Marks)

	CO1	CO2	CO3	CO4	CO5
Assignment	2	2	2		
Seminar				2	2
Test	5	5	5	5	5
Attendance	1	1	1	1	1
Total	8	8	8	8	8

10. Mapping Course Outcome with External Assessment (60 Marks)

	CO1	CO2	CO3	CO4	CO5
Part – A (Short Answers 5 X 2 = 10 Marks)	2	2	2	2	2
Part – B (Short Answers 5 X 4 = 20 Marks)	4	4	4	4	4
Part – C (Essay 3 X 10 Marks)		10	10	10	
Total	6	16	16	16	6

BV2D - ORGANISATIONAL BEHAVIOUR

Course Objectives: The course aims to develop a theoretical understanding among learners about the structure and behaviour of organisation as it develops over time. The course will also make them capable of realizing the competitiveness for firms.

Learning Outcomes: After completion of the course, learners will be able to:

1. Differentiate between various types of personality using standard tools;
2. Appreciate the applicability of decision making process in real life situations and use TA and Johari Window;
3. Have knowledge to understand the level of motivation in employees;
4. Describe characteristics of a leader;
5. Learn how to build a supportive organisational culture.

Unit I

Introduction and Individual Behaviour: Organisational Behaviour: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Organisational Behaviour Models. Personality- Type A and B, Big Five personality types, Factors influencing personality. Values and Attitudes- Concept and types of values: Terminal value and Instrumental Value. Components of attitude, job related attitudes. Learning- Concept, Learning theories, and reinforcement. Perception and Emotions-Concept, Perceptual process, Importance, Factors influencing perception, Emotional Intelligence.

Unit II

Decision making and Communication: Concept and nature of decision making process, Individual versus group decision making. Communication and Feedback, Transactional Analysis (TA), Johari Window.

Unit III

Motivation: Meaning and Importance, Equity theory of Motivation, Vroom's Valence Expectancy theory, Ken Thomas' Intrinsic Motivation theory, McClelland's theory of Motivation. Motivation and organisational effectiveness.

Unit IV

Leadership, Power, and Conflict: Meaning and concept of Leadership, Trait theory, Transactional, Charismatic, and Transformational Leadership. Power and conflict, Power tactics, Sources of conflict, Conflict Resolution Strategies.

Unit V

Dynamics of Organisational Behaviour: Organisational Culture and climate- Concept and determinants of organisational culture. Organisational change- Importance, Managing Change. Individual and organisational factors to stress; Prevention and Management of stress.

Practical Exercises: The learners are required to:

- 1) Apply the tools for measuring personality types like Type A&B, 16 Personality Traits, etc. Role Play on TA and Johari Window;
- 2) Assume a case for decision making in business context, write a report and present how they would proceed step by step to arrive at the final decision;
- 3) Design a questionnaire to measure the level of motivation & intrinsic motivation using Ken Thomas Theory;
- 4) Consider your role model of a leader and describe the characteristics of that leader;
- 5) Practice stress management tools including meditation;
- 6) Measure organisational culture using OCTAPACE or any other tool.

Text Books:

1. Robbins, S. P., & Judge, T. A. (2015). Organizational Behaviour. New Delhi: London: Pearson Education.
2. Singh, A. K., & Singh, B. P. (2007). Organizational Behaviour. New Delhi: Excel Books Pvt. Ltd.

Books for Reference:

1. Chhabra, T. N. (2017). Management Process & Organizational Behaviour. Delhi: Sun India Publications.
2. Greenberg, J., & Baron, R. A. (1996). Organizational Behaviour. New Jersey: Prentice Hall.
- Luthans, F. (2010). Organizational Behaviour. New York: McGraw Hill Education.