



# **KONGU ARTS AND SCIENCE COLLEGE**

**(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)**

**ERODE – 638 107**

## **B.Com**

**(Corporate Secretaryship with  
Computer Applications)**



# **KONGU ARTS AND SCIENCE COLLEGE**

**(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)**

**ERODE – 638 107**

**2021-2022**



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# SYLLABUS

Sem	Course Code	Core I: Professional English -I	Total Marks: 100		Hours Per Week	Credits
I	21UAFCT101		CIA: 50	ESE: 50	4	4
<b>Course Objectives:</b>						
1. To develop the language skills of students by offering adequate practice in professional contexts. 2. To enhance the lexical, grammatical and socio-linguistic and communicative competence of first year Commerce and Management students. 3. To focus on developing students' knowledge of domain specific registers and the required language skills.						
<b>Course Outcomes (CO): On completion of the course, students should be able to</b>						
CO 1	Recognise their own ability to improve their own competence and skills in using the language					K1 - K4
CO 2	Develop their competence in the use of English with particular reference to workplace situation with confidence and acceptable manner					
CO 3	Enhance the importance of negotiation strategies and thereby improve their LSRW skills					
CO 4	Create and develop their skills in interpreting visuals and presentations					
CO 5	Sharpen their critical thinking related to life and professional ethics					
<b>K1: Remember; K2: Understand; K3: Apply; K4: Analyze</b>						
<b>Unit - I</b>	<b>Communication</b>					
Listening: Listening to instructions Speaking: Telephone etiquette and official phone conversations Reading: Short passages (3 passages selected from Commerce and Management) Writing: Letters and Emails in professional context Grammar in Context: Wh and Yes or no, Q tags, Imperatives Vocabulary: Word formation, Creating antonyms using Prefixes, Intensifying prefixes (E.g inflammable) <b>Changing words using suffixes: Noun Ending, Adjectives Endings, Verb Endings</b>						
<b>Unit - II</b>	<b>Description</b>					
Listening: Listening to process description Speaking: Role play Formal: With faculty and mentors in academic environment, work place						



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work place communication- Informal: with peers in academic environment, workplace communication.

Reading: Reading passages in trade/ commerce/ management Writing: Writing sentences definition (e.g ledger) and extended definitions(e.g.accountancy) – picture description – Description of fashion and Beauty products ( A small Write up promoting the products/ an objective review of the product in 150-200 words)

Grammar in Context: Connectives and Linkers

Vocabulary: Synonyms(Register) – Compare and contrast expressions.

**Unit - III**

**Negotiation Strategies**

Listening: Listening to interviews of specialists / Inventors in fields (Subject specific)

Speaking: Brainstorming. (Mind mapping). Small group discussions (Subject- Specific)

Reading: Longer Reading text.(Comprehensive Passages)

Writing: Essay Writing (250 words essay on topics related to commerce and management like recording business transactions)

Grammar in Context: Active voice and passive voice - if conditional

Vocabulary: Register specific – Collocations – Phrasal Verbs

**Unit - IV**

**Presentation Skills**

Listening: Listening to presentation - Listening to lectures. Watching – documentaries ( Discovery / History channel)

Speaking: Short talks. Making Formal Presentations (Power point)

Reading: Reading a written speech by eminent personalities in the relevant field/ short poems/ short biography

Writing: Writing Recommendations- Interpreting Visuals- Charts / Tables/ Flow Diagrams

Grammar in Context: Models

Vocabulary: Register specific – Single word substitution.

**Unit - V**

**Critical Thinking Skills**

Listening: Listening to advertisements/ News and brief documentary films (with Subtitle).

Speaking: Simple problems and suggesting solutions.

Reading: Motivational stories and professional competence, professional ethics and life skills (Subject – Specific)

Writing: Problem and Solution essay– Creative writing –Summary writing in 200 words

Grammar in Context: Make Simple Sentences

Vocabulary: Fixed Expressions.

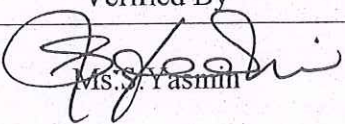

**SKILL DEVELOPMENT ACTIVITIES**

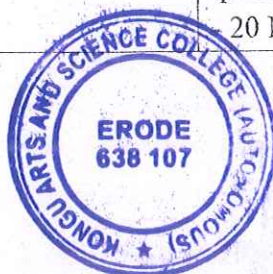
1. Design and demo of an advertisement copy for an illustrative product or services
2. Profile and Biography of an eminent personality (PPT and or Short talk)
3. Identify a prospective entrepreneur and conceptualize a case study. (Draft and presentation)



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TEXT BOOK	
1.	Professional English for Commerce and Management-I - TANSICHE.
REFERENCE BOOKS	
1.	Simon Sweeney, English for Business Communication, Student's Book, Second Edition, Cambridge University Press, 2003.
2.	Michael McCarthy, Felicity O'Dell, English Vocabulary in Use: Advanced, First South Asian Edition, Cambridge University Press, 2003.
WEB RESOURCES	
1	<a href="https://nptel.ac.in/courses/109/104/109104030/">https://nptel.ac.in/courses/109/104/109104030/</a>
2	<a href="https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2">https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2</a>
3	<a href="http://www.autojini.com/blog/importance-of-branding-in-the-automobile-">http://www.autojini.com/blog/importance-of-branding-in-the-automobile-</a>
4	<a href="https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2">https://www.edubull.com/courses/online-english-speaking-courses-video-english/tofel-ilets/basic-courses/professional-english-part-2</a>
5	<a href="https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro">https://commons.wikimedia.org/w/index.php?title=File:Elon_Musk_Ro</a>
6	<a href="http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-">http://www.fearlessmotivation.com/2017/08/31/elon-musk-greatest-</a>


Course Designed By	Verified By	Approved By HOD
Dr.P.Poongodi Dr.M.Jayanthi Dr.M.Thangam	 Ms.S. Yasmin	 Dr.K.K.A. Alaguappan
QUESTION PAPER PATTERN		
SECTION - A (10 X 1 = 10 Marks)	SECTION - B (4 X 10 = 40 Marks)	
(Vocabulary) (MCQ, Info-gap questions - domain specific vocabulary)	(Reading: Two long domain-specific comprehension passages with questions pertaining to understanding and analysis - 20 Marks) (Writing: Descriptive/narrative/persuasive writing questions pertaining to domain-specific vocabulary 20 Marks)	



**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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Mapping of COs with POs and PSOs												
PO/PSO CO	PO\							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO 1	S	S	S	S	S	M	M	S	S	S	S	S
CO 2	S	S	S	S	S	M	M	S	S	S	M	S
CO 3	S	S	M	M	M	M	S	S	S	M	S	S
CO 4	S	M	M	M	M	M	M	S	M	M	S	M
CO 5	S	S	S	S	M	S	S	S	M	M	S	S
S-Strong, M-Medium, L-Low												



  
**Dr. N. RAMAN**  
 PRINCIPAL,  
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Sem	Course code	Allied Course I: BUSINESS ECONOMICS	Total Marks:100		Hours Per Week	Credits
I	21UAFAT104			CIA : 25	ESE :75	4

**Course Objectives:**

1. To understand the Economic Theories and its applications in business.
2. To develop economics based analytic skills for business.
3. To equip the students with the fundamental concepts of Production , Cost and Market Structure.

Course Outcomes (CO): On completion of the course, students should be able to

CO 1	Outline the basic concept of Business Economics and Economic Theories.	K1-K4
CO 2	Identify the determinants of the utility and demand analysis.	
CO 3	Demonstrate the production analysis and cost decisions making.	
CO 4	Assess the market structures and Price discrimination.	
CO 5	Explain Macro Economics and National Income.	

**K1 :Remember; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit –I**

**Nature and Scope of Business Economics**

Business Economics: Meaning- – Nature - Scope - objectives of Business economics - Economic theories applied in Business Analysis - Role and Responsibilities of a Business Economist- Relationship between Economics and Business.

**Unit – II**

**Demand Analysis**

Utility analysis – Concept of utility - Law of diminishing marginal utility – Nature of Demand- Determination of Demand - Law of Demand – Elasticity of demand – Indifference curve Analysis – Consumer Surplus.



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<b>Unit – III</b>	<b>Production and Cost concepts</b>
Production and Cost concepts - Factors of Production – Law of diminishing returns – Law of returns to scale – Cost concepts- Cost curves.	
<b>Unit – IV</b>	<b>Market Structure</b>
Market Structure - Pricing under Perfect competition – Monopoly – Monopolistic competition – Oligopoly – Duopoly. Price discrimination –Types – Conditions - Concept of Dumping.	
<b>Unit – V</b>	<b>Macro Economics and National Income</b>
Macro economics: Meaning-Importance –Limitations. National Income: Definition - Concept - Measurement of National Income - Difficulties in Measurement of National Income - Factors Determining National Income.	
<b>SKILL DEVELOPMENT ACTIVITIES:</b>	
1.To solve the Economic Problems by using the Mathematical Tools.	
2.To analyze the Demand of a Product for a Particular Company.	
3.To draft the pricing strategy of different market conditions.	
<b>TEXT BOOK</b>	
1	P.N Chopra,2012,Business Economics,Kalyani Publishers,New Delhi
2.	Dr.S.Sankaran, 2020, Business Economics. Margham Publication,Chennai.

<b>REFERENCE BOOKS</b>	
1	Dr.DD.Chaturvedi,Business Economics II(Macro),International Book House pvt.ltd,2012.
2	Cauvery.R., Dr.Sudha Nayak. U.K., Girija.M.and Dr.Meenakshi.R. 2010. Managerial Economics. S.Chand, New Delhi.
3	Maheswari.K.L and Varshney.R.L. 2014. Managerial Economics. 22nd Edition, Chand Sons, New Delhi.
<b>Web Resources</b>	
1.	<a href="https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf">https://www.icsi.edu/media/website/Business%20Economics%20(FndProg).pdf</a>
2.	<a href="http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf">http://www.ddegjust.ac.in/studymaterial/bba/bba-103.pdf</a>
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Course Designed By	Verified By	Approved By HOD
Dr.C.Vidhya Ms.S.Savitha <i>C.V.</i> <i>S.S.</i>	<i>G.G.</i> Ms.G.Gurusanthosini	<i>M.A.</i> Dr.K.K.A.Alaguappan

QUESTION PAPER PATTERN		
SECTION – A	SECTION – B	SECTION – C
10 x 1=10 Marks (Multiple choice, Four options) Two questions from each unit	5 x 3 = 15 Marks (Either or choice) Two questions from each unit	5x5 = 25 Marks (Either or choice) Two questions from each unit

**Mapping of COs with POs and PSOs:**

CO \ PO/PSO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	M	M	S	S	M	S	M	S	M	S
CO2	S	M	S	M	S	S	S	S	S	S	S	S
CO3	S	S	S	M	S	S	S	S	S	S	M	S
CO4	S	S	S	M	S	S	M	S	M	M	M	M
CO5	S	S	S	S	S	S	S	S	S	M	S	S

S-Strong, M-Medium, L-Low



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**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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Sem	Course Code	CORE IV : PROFESSIONAL ENGLISH - II	Total Marks: 100		Hours Per Week	Credits
			CIA: 50	ESE: 50	4	4
II	21UAFCT201					

**Course Objectives:**

1. To develop their competence in the use of English with particular reference to the workplace situation.
2. To enhance the creativity of the students which will enable them to think of innovative ways to solve issues in the workplace.
3. To develop their competence and competitiveness and thereby improve their employability skills.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Identify the importance of linguistic competence in workplace environment.	K1 – K4
CO 2	Develop LSRW skills for academic and career purposes.	
CO 3	Illustration of digital competence for Vlogs and Webpage designing.	
CO 4	Application of digital competence for innovation and imagination in recent business scenario.	
CO 5	Applying the effective business correspondence with brevity and clarity at workplace.	

**K1: Remember; K2: Understand; K3: Apply; K4: Analyze****Unit –I****Communicative Competence**

**Listening:** Listening to two talks/lectures by specialists on selected subject specific topics - (TED Talks) and answering comprehension exercises (inferential questions).

**Speaking:** Small group discussions (the discussions could be based on the listening and reading passages - open ended questions).

**Reading:** Two subject-based reading texts followed by comprehension activities/exercises.

**Writing:** Summary writing based on the reading passages.

**Unit – II****Persuasive Communication**

**Listening:** Listening to a product launch- sensitizing learners to the nuances of persuasive communication.

**Speaking:** Debates - Just-A Minute Activities

**Reading:** Reading texts on advertisements (on products relevant to the subject areas) and answering inferential questions.

**Writing:** Dialogue writing- Writing an argumentative / persuasive essay.

**Unit – III****Digital Competence**

**Listening:** Listening to interviews (subject related).

**Speaking:** Interviews with subject specialists (using video conferencing skills) Creating Vlogs (How to



become a vlogger and use vlogging to nurture interests – subject related).  
 Reading: Selected sample of Web Page (subject area).  
 Writing: Creating Web Pages-Reading Comprehension: Essay on Digital Competence for Academic and Professional Life. The essay will address all aspects of digital competence in relation to MS Office and how they can be utilized in relation to work in the subject area.

**Unit – IV**

**Creativity and Imagination**

Listening: Listening to short (2 to 5 minutes) academic videos (prepared by EMRC/ other MOOC videos on Indian academic sites - E.g. <https://www.youtube.com/watch?v=tpvicScuDy0>).  
 Speaking: Making oral presentations through short films - subject based.  
 Reading: Essay on Creativity and Imagination (subject based).  
 Writing - Basic Script Writing for short films (subject based) - Creating blogs, flyers and brochures (subject based) - Poster making - writing slogans/captions (subject based).

**Unit – V**

**Workplace Communication and Basics of Academic Writing**

Speaking: Short academic presentation using PowerPoint.  
 Reading and Writing: Product Profiles, Circulars, Minutes of Meeting.  
 Writing an introduction, Paraphrasing, Punctuation (period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis), Capitalization (use of upper case)..

**SKILL DEVELOPMENT ACTIVITIES**

1. Role Play / Mock Interview
2. Just- a – Minute Talk or One to One Student Interaction
3. Application of Digital Competence :  
 Mock panel Discussion of Entrepreneurs / Organize an Interview for Young Startups.


**TEXT BOOKS**

1. Professional English for Commerce and Management-II - TANSCHÉ.  
[syllabus.b-u.ac.in/tansche/pecml.pdf](http://syllabus.b-u.ac.in/tansche/pecml.pdf)

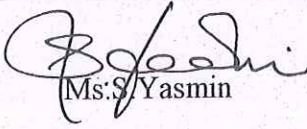

**REFERENCE BOOKS**

1. Alice Oshima & Ann Hogue, Writing Academic English, Second Edition, Addison Wesley Publishing Company, 1991.




  
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	Wesley Publishing Company, 1991.
2.	Lyn R. Clark, Kenneth Zimmer, Joseph Tinervia, Business English and Communication, Seventh Edition, MacMillan / McGraw-Hill, Imprint 1991.
<b>WEB RESOURCES</b>	
1.	<b>Book Material:</b> <a href="https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing">https://drive.google.com/file/d/1FbcKJleXwXhfiFYfKisNDfR51GXNrrmN/view?usp=sharing</a>
2.	<p><b>Unit 1 Video:</b> <a href="https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing">https://drive.google.com/file/d/1cPXTVXQpAmz3qacgnp3f3kCQJkGi6XDI/view?usp=sharing</a></p> <p><b>Unit 2 Video:</b> <a href="https://drive.google.com/file/d/1TwRZvTSgIOel_YVtapi_p6q9WV901F6Q/view?usp=sharing">https://drive.google.com/file/d/1TwRZvTSgIOel_YVtapi_p6q9WV901F6Q/view?usp=sharing</a></p> <p><b>Unit 3 Video :</b> <a href="https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing">https://drive.google.com/file/d/1Eic3mTIVAncoZOnSwkhSNUEv4jOIL2_/view?usp=sharing</a></p> <p><b>Unit 4 Video</b> <a href="https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing">https://drive.google.com/file/d/1vXQBQ04nAZqCsaxyqEWdPfeXB6P-9KXY/view?usp=sharing</a></p> <p><b>Unit 5 Video</b> <a href="https://drive.google.com/file/d/11v2H_Uu9J_ZDrIjLo3IN6-xligXJ5OkB/view?usp=sharing">https://drive.google.com/file/d/11v2H_Uu9J_ZDrIjLo3IN6-xligXJ5OkB/view?usp=sharing</a></p>

Course Designed By	Verified By	Approved By HOD
Dr.P.Poongodi Dr.M.Jayanthi Dr.M.Thangam	 Ms.S.Yasmin	 Dr.K.K.A.Alaguappan
<b>QUESTION PAPER PATTERN</b>		
<b>SECTION - A</b> (10 X 1 =10 Marks)	<b>SECTION - B (4 X 10 = 40 Marks)</b>	
(Vocabulary)(MCQ, Info-gap questions - domain specific vocabulary)	(Reading: Two long domain-specific comprehension passages with questions pertaining to understanding and analysis - 20 Marks) (Writing: Descriptive/narrative/persuasive writing questions pertaining to domain-specific vocabulary - 20 Marks)	



  
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 PRINCIPAL,  
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 (AUTONOMOUS)  
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Sem	Course code	CORE-VI COMPUTER PRACTICAL – I (Office Package)	Total Marks:100		Hours Per Week	Credits
			CIA:50	ESE:50		
II	21UAFCP203				4	4

**Course Objectives:**

1. To make the students familiarize in MS Office.
2. To develop the skill of students by imparting about the database maintenance in every type of applications.
3. To get insight knowledge on Ms- Publisher.

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Acquire Knowledge on text, features, templates and wizard.	K1 –K4
CO 2	Demonstrate the Preparation of Financial Statement and Charts by using Ms-Excel.	
CO 3	Gain exposure on Presentation of Slides	
CO 4	Understand the Preparation of Employee Data Base and Student Data Base.	
CO 5	Know about the various Designing Techniques.	

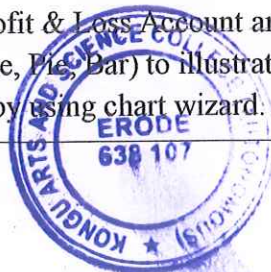
**K1: Remember; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit –I****MS Word**

1. Create a word document using formatting features.  
Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.
2. Prepare an invitation for the college function using Text boxes and clip art.
3. Prepare the Class Time Table using table format.  
Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.
4. Prepare a Mail Merge for an interview call letter.

**Unit – II****MS Excel**

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations:  
Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting
2. Prepare Final Accounts (Trading, Profit & Loss Account and Balance Sheet) by using formula
3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.



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4. Prepare a Product Life Cycle which should contain the following stages:

Introduction, Growth, Maturity, Saturation, Decline.

**Unit – III**

**MS PowerPoint**

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc.
2. Design a Power Point Presentation of organization details for 5 levels of hierarchy of a Company by using organization chart.
3. Design a Power Point presentation for the Seminar/Lecture Presentation using animation effects.
4. Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out.

**Unit – IV**

**MS Access**

1. Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create a Report for the Employee database.
3. Create mailing labels for student database which should include Atleast three Table and must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.

**Unit – V**

**MS- Publisher**

1. Create a Business card using Ms- Publisher.
2. Design a Birthday card using Ms- Publisher.
3. Develop a Broucher using Ms- Publisher.



**Dr. N. RAMAN**  
PRINCIPAL,  
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## TEXT BOOK

1	Sanjay Saxena, MS-Office 2000, Vikas Publishing House Private Ltd, New Delhi.
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## REFERENCE BOOKS

1	R.K.Taxali, "PC Software for windows made simple", Tata McGraw Hill publications Private Limited
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2	Mr. Kalpesh Patel, MS-Office 2018, Computer world publications, Gujarat, Edition 2014.
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## Web Resources

1	<a href="https://www.electricteacher.com/tutorials.htm">https://www.electricteacher.com/tutorials.htm</a>
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2	<a href="https://www.learningcomputer.com/microsoftword/tutorial/word2010/">https://www.learningcomputer.com/microsoftword/tutorial/word2010/</a>
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Course Designed By

Verified By

Approved By HOD

Ms.S.Poovika Nishanthini

Ms.N.Santhamani

Dr.K.K.A.Alaguappan

## Mapping of COs with POs and PSOs:

CO \ PO/PSO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	M	S	S	M	M	M	S	M	S	M	M	M
CO2	S	S	M	M	M	M	S	M	S	M	S	S
CO3	S	M	S	M	M	M	S	M	S	M	M	S
CO4	S	S	S	M	M	S	S	S	S	S	S	S
CO5	S	S	S	M	M	M	S	S	S	S	M	M

S-Strong, M-Medium, L-Low



Dr. N. RAMAN  
PRINCIPAL,  
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Sem	Course code	ALLIED COURSE – II BUSINESS LAW	Total Marks:100		Hours Per Week	Credits
			CIA : 25	ESE :75		
II	21UAFAT204				4	4

**Course Objectives:**

1. To provide knowledge on basic concepts, principles and theories in simple business law.
2. To understand and acquire knowledge about the formulation, interpretation, and application of business law.
3. To have the conceptual clarity about the process of winding up and remedies in discharge of contract & its impact on business

**Course Outcomes (CO): On completion of the course, students should be able to**

CO 1	Familiar with General Principles of Law of Contract.	<b>K1-K4</b>
CO 2	Learn the basic principles in Discharge and Remedies of Contract.	
CO 3	Procure familiarity in Agency and Principal relationship.	
CO 4	Gain exposure on Common Carrier and Sale of Goods Act.	
CO 5	Acquire knowledge on Negotiable Instrument Act.	

**K1 :Remember; K2 :Understand; K3 :Apply; K4 :Analyze**

**Unit –I** **Indian Contract Act-1872**  
 Indian Contract Act, 1872 – Contract – Essentials of Valid Contract – Offer and Acceptance - Consideration - Contractual Capacity – Free consent – Legality of Object

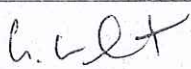
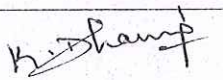

**Unit – II** **Discharge and Remedies of Contract**  
 Discharge of Contract – Remedies for Breach of Contract – Quasi Contract – Contingent Contract - Contract of Indemnity and Guarantee – Rights of surety – Discharge of surety.

**Unit – III** **Contract of Agency**  
 Law of Agency – Creation of Agency - Classification of Agents – Relations of Principal and Agents – Relations of Principal with Third Parties – Termination of Agency. Pledge – Rights of Pawnee and Pawnor – Rights and liabilities of Finder of lost Goods




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<b>Unit – IV</b>	<b>Common Carrier and Sale of Goods Act - 1930</b>
Common Carrier - Rights and duties of Common carriers – Contract of Carriage of Goods by Sea – Bill of Lading and Charter party. Sale of Goods Act 1930 – Sale and agreement to sell – Rules regarding passing of property in goods - Condition and Warranties – Actual and Implied – Principle of “Caveat Emptor” and its Limitations.	
<b>Unit – V</b>	<b>Negotiable Instrument Act - 1881</b>
Negotiable Instruments – Notes, Bills and Cheques – Parties to a Negotiable Instrument – Presentment of a Negotiable Instrument – Dishonor of a Negotiable Instrument – Discharge of Negotiable Instrument.	
<b>TEXT BOOK</b>	
1	N.D.Kapoor , Business Laws, Sultan Chand & Sons, 31 <sup>st</sup> Revised Edition, 2020

<b>REFERENCE BOOKS</b>		
1	G.K. Varshney, Elements of Business Law for CS Foundation Course, Sultan Chand & Sons, 2003	
2	N.D.Kapoor , Elements of Mercantile Law, Sultan Chand & Sons, 34 <sup>th</sup> Edition , 2014.	
3	R.S.N. Pillai and Bhagavathi, Business law, Sultan Chand & Sons, 2006.	
<b>Web Resources</b>		
1.	<a href="http://kamarajcollege.ac.in/Department/Corporate/III%20Year/003%20Core%2015%20-%20Business%20Law%20-%20V%20Sem.pdf">http://kamarajcollege.ac.in/Department/Corporate/III%20Year/003%20Core%2015%20-%20Business%20Law%20-%20V%20Sem.pdf</a>	
2.	<a href="https://www.aminotes.com/2018/02/business-law-study-material-law-105.html">https://www.aminotes.com/2018/02/business-law-study-material-law-105.html</a>	
Course Designed By	Verified By	Approved By HOD
 Ms. G. Gurusanthosini	 Ms. K. Dhanalakshmi	 Dr. K. K. A. Alaguappan



  
**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107


QUESTION PAPER PATTERN		
SECTION – A	SECTION – B	SECTION – C
10 x 1=10 Marks (Multiple choice, Four options) Two questions from each unit	5 x 3 = 15 Marks (Either or choice) Two questions from each unit	5x5 = 25 Marks (Either or choice) Two questions from each unit

**Mapping of COs with POs and PSOs:**

PO/PSO CO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	S	M	M	M	S	S	S	M	M	S
CO2	M	M	S	S	S	M	S	S	S	S	M	S
CO3	S	S	S	S	S	S	M	S	S	S	S	S
CO4	S	M	S	S	S	S	S	S	M	S	M	S
CO5	S	M	S	S	S	S	S	S	M	S	S	S

S-Strong, M-Medium, L-Low



  
**Dr. N. RAMAN**  
 PRINCIPAL,  
 KONGU ARTS AND SCIENCE COLLEGE  
 (AUTONOMOUS)  
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**ERODE – 638 107**

# ACTIVITIES



# KONGU ARTS AND SCIENCE COLLEGE, ERODE - 638 107

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## DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING

### PERSONALITY DEVELOPMENT PROGRAMME

on Tuesday & Wednesday 30<sup>th</sup> November & 1<sup>st</sup> December 2021 at 9.30 a.m

**KONGU ARTS AND SCIENCE COLLEGE**  
(An Autonomous Institution affiliated to Bharathiar University, Coimbatore)  
ERODE - 638 107

The Management, Correspondent, Principal and Faculty Members of the  
DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA  
AND PROFESSIONAL ACCOUNTING

Cordially invite you all for the  
"Personality Development Programme" on  
"Start - Stop - Continue"

Thiru. K. Palanisamy  
Correspondent  
has graciously consented to preside over the function

Dr. N. Raman  
Principal  
has affably acceded to felicitate the gathering

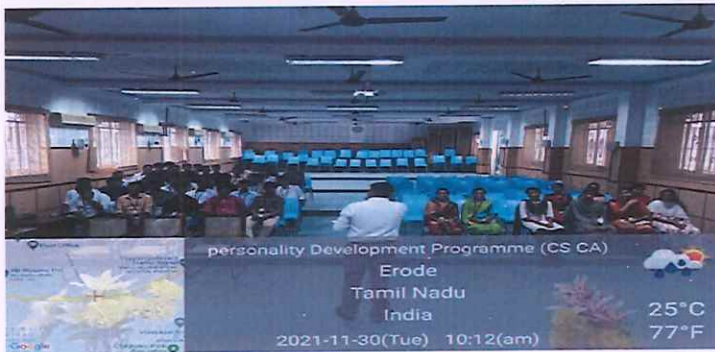
**Resource Person**  
Rtn. Dr. M. Shanmugasundaram  
Director, Phoenix Training Academy  
Erode

Date & Time	Venue	Class
30 <sup>th</sup> November 2021 & 9.30 a.m.	Ramanujam Hall	II - B.Com (CS CA)
1 <sup>st</sup> December 2021 & 9.30 a.m.	PG Seminar Hall	II - B.Com (PA)

**KONGU**  
Answering the Best

Department of Corporate Secretaryship with CA and Professional Accounting conducted Personality Development Programme on "Start - Stop - Continue" on 30.11.2021 & 01.12.2021 for the students of II B.Com (CS CA) and II B.Com (PA) respectively.

Rtn.Dr.M.Shanmugasundaram, Director, Phoenix Training Academy, Erode was the resource person. The objective of this workshop, was to develop the students spiritually and build self-confidence, enhance self-esteem and improve overall personality. The programme aimed at grooming the students through sensitizing them about proper behavior, socially and professionally in both formal and informal circumstances.



**Beneficiaries: 135 (50 from CS CA & 85 from PA)**

**Venue: PG Seminar Hall**

*Mrs.*  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
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**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
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**KONGU ARTS AND SCIENCE COLLEGE, ERODE – 638 107**  
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**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA**  
**AND PROFESSIONAL ACCOUNTING**  
**WEBINAR on “VISION TO BUSINESS MISSION”**  
 on Wednesday 29<sup>th</sup> December 2021 at 10.30 a.m.

**KONGU ARTS AND SCIENCE COLLEGE**  
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 ERODE – 638 107.

*The Management, Correspondent, Principal and Faculty Members of the  
 Department of Corporate Secretaryship with Computer Applications  
 and Professional Accounting  
 in collaboration with  
 Institution's Innovation Council  
 Cordially invite you all for the Webinar on  
**“VISION TO BUSINESS MISSION”**  
 on Wednesday 29<sup>th</sup> December 2021 at 10.30 a.m.*

**Thiru. K. Palanisamy**  
*Correspondent  
 has graciously consented to preside over the function*

**Dr. N. Raman**  
*Principal  
 has affably acceded to felicitate the gathering*

**Resource Person**

**Dr. P. NANDAKUMAR,**  
*Managing Partner,  
 Mayabazaar Restaurant and  
 Bubbles Kids & Women,  
 Erode*



**Connect @**  
**Zoom Link:**  
<https://us02web.zoom.us/j/6201771650?pwd=QWpURUc1VWVGSDpDVkV0pmVExZL0pGUTQ9>  
 Meeting ID: 620 177 1650      Passcode: KASCHIC  
**YouTube Link:**  
[https://www.youtube.com/channel/UC9N\\_cYoAZUc\\_S-pQ8N3pmw](https://www.youtube.com/channel/UC9N_cYoAZUc_S-pQ8N3pmw)

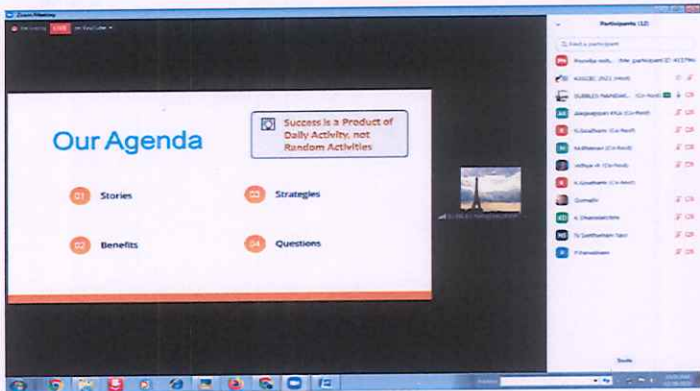
**KONGU**  
 ASSOCIATING 80 BEST

Department of Corporate Secretaryship with CA and Professional Accounting in collaboration with Institution Innovation Council organized a Webinar on “Vision to Business Mission” on 29/12/2021.

The Resource Person for this programme was Dr.P.Nandhakumar, Managing Partner, Mayabazaar Restaurant and Bubbles Kids & Women, Erode.

The objective of this programme is to impart knowledge on the alignment of business practices that helps to accelerate business mission. He also narrated the real life stories of young and aspiring Entrepreneurs. He enumerated the key strategies to be followed by the Entrepreneurs. He also discussed about the common reason for Business failure.

This Webinar was attended by Undergraduate students of our Department. The queries of the participants were clarified at the end of the programme.



**Beneficiaries: 338 Students**  
**Virtual Platform: Zoom & YouTube Live**

*M*  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
 & PROFESSIONAL ACCOUNTING  
 KONGU ARTS AND SCIENCE COLLEGE  
 (AUTONOMOUS)  
 ERODE - 638 107.



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**Dr. N. RAMAN**  
 PRINCIPAL,  
 KONGU ARTS AND SCIENCE COLLEGE  
 (AUTONOMOUS)  
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# KONGU ARTS AND SCIENCE COLLEGE, ERODE - 638 107

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

## DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA

### AND PROFESSIONAL ACCOUNTING

#### ORIENTATION PROGRAMME on "KNOW YOUR CHARACTER"

on Monday 13<sup>th</sup> September 2021 at 2.00 p.m.

**KONGU ARTS AND SCIENCE COLLEGE**  
(An Autonomous Institution Affiliated to Bharathiar University, Coimbatore)

The Management, Correspondent, Principal and Faculty Members of the  
**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING**

Cordially invite you to the  
**First Year Orientation Program**  
on the Topic  
**"KNOW YOUR CHARACTER"**  
on Monday 13<sup>th</sup> September 2021 at 2.00 p.m.

**Presidential Address**  
Thiru. K. Palanisamy  
Correspondent

**Felicitation**  
Dr. N. Raman  
Principal

**Resource Person**  
Rtn. Dr. M. Shanmugasundaram  
Director, Phoenix Training Academy  
Erode

**Connect @**  
**Zoom Link**  
<https://us02.web.zoom.us/j/70321507?pwd=OXNEWFEQWVhK0pZy9vRmduak00OT09>  
Meeting ID: 947 032 1507 Passcode: hase

**YouTube Link**  
[https://youtu.be/gmR\\_dKil4a4](https://youtu.be/gmR_dKil4a4)

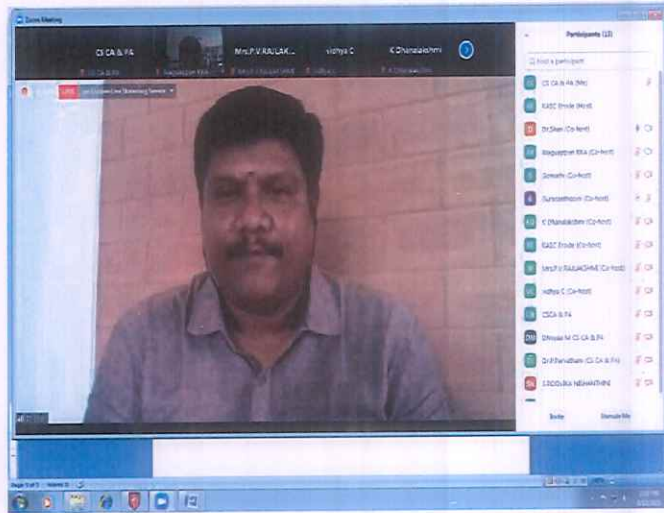
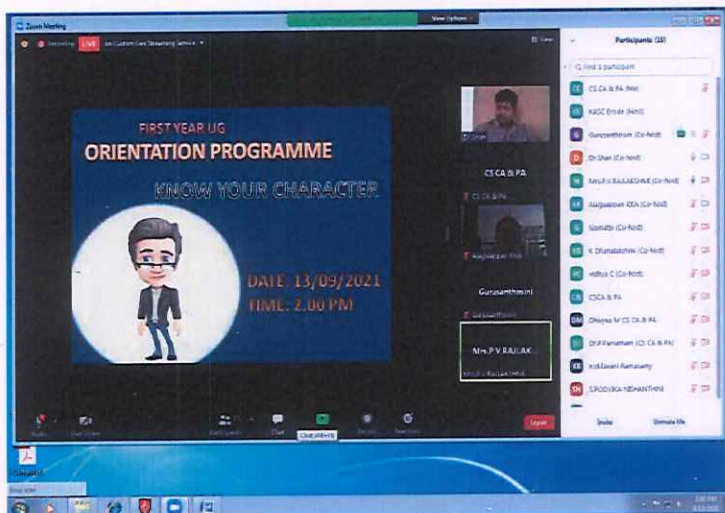
**KONGU**  
Assessing the Best

An Orientation Programme on "Know Your Character" was organized by the Department of Corporate Secretaryship with CA and PA on 13/09/2021.

The Resource person for this programme was Dr.M.Shanmugasundaram, Director, Phoenix Training Academy, Erode.

The objective of this programme is to develop the personality of students. Resource person addressed the students in shaping the character. He also explained some of the well known personality's character.

The queries of the participants were clarified at the end of the session.



**Beneficiaries: 170 Students**

**Virtual Platform: Zoom & YouTube Live**

HEAD OF THE DEPARTMENT  
DEPARTMENT OF CORPORATE SECRETARYSHIP (CA)  
& PROFESSIONAL ACCOUNTING  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
ERODE - 638 107.



Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.