JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)

A Unit of the Sisters of St. Anne of Tiruchirappalli
Accredited with 'A' Grade (3rd Cycle) by NAAC
DST FIST Supported College
Affiliated to Mother Teresa Women's University,
Kodaikanal

PERIYAKULAM – 625 601, THENI DT. TAMIL NADU.



ACADEMIC COUNCIL

DEPARTMENT OF COMMERCE (CA)

09.09.2020

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATIONS U.G. PROGRAMME OUTCOMES

PO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO
1.	Think critically, evaluate analytically and apply the expertise of their discipline in
	related scenario.
2.	Enhance the communicative skills and gain confidence to disseminate knowledge
	through oral/verbal communications effectively at various situations.
3.	Accomplish the basic understanding of the relationship between education and human
	life and enhance their perspectives on the various functions of their studies in the
	diverse contexts of the society.
4.	Identify the different roles in an organizational structure of the work place and carry out
	multiple roles in social responsibilities.
5.	Develop skills like collaboration, higher-order thinking, problem solving and self-
	direction through effective use of technologies and resources.
6.	Increase self-awareness, set and pursue meaningful goals, and develop Positive
	personal qualities such as self-esteem, Positive attitude, self-discipline, and self-
	motivation.

PROGRAMME SPECIFIC OUTCOMES (PSO)

PSO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PO MAPPED
1	To apply the contextual knowledge of commerce and computer applications to function effectively as an individual or a leader in multidisciplinary environments	PO - 1
2	To solve the complex problems and acquire analytical skills using latest techniques, tools along with needed skills with an understanding of Accounting, Statistics, Banking, taxation, marketing, auditing and computer languages.	PO - 5
3	Learners will be able to solve problems using computer programming and getting familiar with the fundamentals concepts of computers.	PO - 1
4	To acquire practical skills related with latest technologies in the field of commerce & Computer Applications	PO - 5
5	To enrich communication, ethical values, Team work, professional and leadership skill sets of students and create ability to start entrepreneurial activities.	PO - 4

UG COURSE PATTERN - 2020 - 2023 (UGC/ TANSCHE/ MTU)

Sem.	Part	Code	Title of the Paper	Hours	Credits
		20GT1GS01/	Tamil-I/		
I	I	20GH1GS01/	Hindi-I/	Hours Credits	3
		20GF1GS01	French-I		
	II	20GE1GS01	English-I	6	3
		20CC1MC01	Financial Accounting – I	5	4
	III	20CC1MC02	Principles of Management	4	3
	***	20CC1AC01	C Programming	2	2
		20CC1CP01	C Programming-Lab	3	2
			Ability Enhancement Compulsory Course (AECC)- 1:		
	IV	20CC1AE01	Professional English	2 2 SECC)- 1: 2 2	
	IV		Skill Enhancement Compulsory Course (SECC)- 1:	2	2
	"	20SE1CE1A	Computer Education		
			Students Training Programme:		
	17	20STPNS01/	National Service Scheme/		
	\ \ \	20STPNC01/	National Cadet Corps/	_	-
	V		Physical Education		
			Total	30	21
		20GT2GS02/	Tamil-II/		
	I	20GH2GS02/	Hindi-II/	6	3
		20GF2GS02	French-II		
	II	20GE2GS02	English-II	6	3
	777	20CC2MC03	Financial Accounting-II	5	5
l II	III	20CC2MC04	Principles of Marketing	4	3
"		20CC2AC02	Database Management System	2	2
		20CC2CP02	Database Management System-Lab	3	2
	IV		Ability Enhancement Compulsory Course (AECC)- 2:	2	0
	10	20AE2ES02	Environmental Studies	_ 4	2
	IV		Skill Enhancement Compulsory Course (SECC)- 2:	2	2
	1 V	20SE2CB02	Capacity Building		
			Students Training Programme:		
	v	20STPNS01/	National Service Scheme/	_	_
		20STPNC01/ National Cadet Corps/			
		20STPPE01	Physical Education Total	30	22
			Total	30	44

Sem.	Part	Code	Title of the Paper	Hours	Credits		
		20GT3GS03/	Tamil-III/				
	I	20GH3GS03/	Hindi-III/	6	3		
		20GF3GS03	French-III				
	II	20GE3GS03	English-III	6	3		
		20CC3MC05	Modern Banking	5	5		
III		20CC3MC06	Visual Basic	2	2		
		20CC3CP03	Visual Basic-Lab	2	1		
	III	20CC3AC03	Statistical Methods	5	4		
			Discipline Specific Elective - 1				
		20CC3DE1A/	20CC3DE1A/ M-Commerce/				
		20CC3DE1B	Data Mining				
			Students Training Programme:				
	,,,	20STPNS01/	National Service Scheme/				
	V	20STPNC01/	National Cadet Corps/	-	-		
		20STPPE01	Physical Education				
			Total	30	21		
		20GT4GS04/	Tamil-IV/				
	I	20GH4GS04/	Hindi-IV/	6	3		
		20GF4GS04	French-IV				
	II	20GE4GS04	English- IV	6	3		
		20CC4MC07	Financial Accounting –III	5	5		
		20CC4MC08	PHP	2	2		
	III	20CC4CP04	PHP — Lab	2	1		
IV	""	20CC4AC04	Business Mathematics	5	4		
			Discipline Specific Elective - 2				
		20CC4DE2A/	Securities Analysis and Portfolio Management/	4	3		
		20CC4DE2B	Financial Markets & Institutions				
			Students Training Programme:				
	v	20STPNS01/	National Service Scheme/		2*		
	'	20STPNC01/	National Cadet Corps/		_		
		20STPPE01	Physical Education				
	v	20SLPEX01	Service Learning Programme:	_	_		
			Extension JACEP				
			Total	30	21+2*		

Sem.	Part	Code	Title of the Paper	Hours	Credits
		20CC5MC09	Corporate Accounting	6	6
V		20CC5MC10	Income Tax	6	6
	III	20CC5MC11	Multimedia	3	3
		20CC5CP05	Multimedia – Lab	3	2
		20CC5MC12	Auditing	4	3
			Discipline Specific Elective - 3		
		20CC5DE3A/	Web Technology/	4	3
		20CC5DE3B	Data Communication and Computer Networks		
			Generic Elective - 1 (NME)		
		20CC5GE01/	Total Quality Management/		
	IV	20GE5NC01	NCC – National Integration and Personality	2	2
			Development		
			Skill Enhancement Compulsory Course (SECC) -3:		
	IV	20SE5AB03	Aptitude Building	2	2
	1		Service Learning Programme:		Auto
	V 20SLPEX01 Extension JACEP				4*
			Total	30	27+4*
		20CC6MC13	Cost & Management Accounting	6	6
	20	20CC6MC14	Business Simulation	3	3
		20CC6CP06	Business Simulation – Lab	3	2
		20CC6MC15	Corporate Communication	4	4
		20CC6MC16	Computerized Accounting Package(Lab)	6	6
		20CC6DE4A/	Discipline Specific Elective - 4		
VI		20CC6DE4B	Entrepreneurship Development/ E-Commerce	4	3
			Generic Elective - 2 (NME)		
	IV	20CC6GE02/	Advertising and Salesmanship/	2	2
		20GE6NC02	NCC-Organization and Health Programme in NCC		
	IV	20SE6CC04	Skill Enhancement Compulsory Course (SECC) - 4: DTP Lab	2	2
		20CC6SS01/	Self Study: Human Resource Management/		
	V	20CC6SM01	MOOCs	-	2*
			Total	30	28+2*

^{*}Extra Credits-Self Study Paper, MOOCs

CERTIFICATE COURSE

Code	Title of the Course	Hours	Credit
	Skill Development Programme (SDP)	60	2
20CC1SD01	Customer Relationship Management		

CERTIFICATE COURSE ON GANDHIANTHOUGHT

Code	Title of the Course	Hours	Credit
CCHYGT01	Life of Mahatma Gandhi	60	2
CCHYGT02	Non Violence and Sarvodaya		

Continuous Internal Assessment Component (CIA) Theory:

Component	Marks	Marks
Internal Test I	40	
Internal Test II	40	
Quiz	10	Converted to 25
Assignment	5	
Attendance	5	
Total	100	25

Continuous Internal Assessment Component (CIA) Practical

Passing Minimum

Semester Examination					
Theory 40% out of 75 Marks					
	(i.e. 30 Marks)				
Practical	40% out of 60 Marks				
	(i.e. 24 Marks)				

External Question Pattern

Part - A

10 Questions × 1Mark = 10 Marks

(Two Questions from each Unit)

Part - B

5 Questions × 5 Marks = 25 Marks

(Internal Choice and one set of Question from each Unit)

Part - C

4 Questions × 10 Marks = 40 Marks (4 Questions out of 6)

(Open Choice and at least one Question from each Unit)

Internal Question Pattern

Part - A

10 Questions × 1Mark = 10 Marks

Part - B

2 Questions × 5 Marks = 10 Marks (Internal Choice)

Part - C

2 Questions × 10 Marks = 20 Marks (2 Questions out of 3)

(Open Choice and at least one Question from allotted Units)

FINANCIAL ACCOUNTING - I

Semester: I Hours: 5

Code : 20CC1MC01 Credits: 4

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE	PSO	COGNITIVE
NO.	STUDENTS WILL BE ABLE TO	ADDRESSED	LEVEL
CO-1	Understand the basic concepts and accounting standards.	PSO – 1	К
CO-2	Acquire basic accounting skills.	PSO – 1	K
CO-3	Develop sufficient confidence in solving practical questions in examinations.	PSO – 2	K & Ap
CO-4	Manage the maintenance of basic accounting records in small and medium size business.	PSO – 2	An & Sy
CO-5	Prepare financial statements at the year end in small and medium size business.	PSO – 2	An & Sy

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I FINANCIAL ACCOUNTING - I					т	Hours: 5						
Code : 20CC1MC01					FINANCIAL ACCOUNTING - I					Credits: 4		
Course Outcomes	Pro	gran	nme	Out (PO		omes Programme Specific Outcomes (PSO)					Mean Score	
Outcomes	1	1 2 3 4 5 6		1	2	3	4	5	01005			
CO-1	5	2	2	4	5	2	5	4	2	2	3	3.27
CO-2	5	2	2	4	4	2	5	4	2	3	2	3.18
CO-3	4	1	2	4	5	1	3	5	2	2	1	2.73
CO-4	4	2	2	5	4	2	4	5	2	3	3	3.27
CO-5	4	2	2	5	5	2	3	5	2	2	3	3.18
				Ove	erall	Mea	an Sc	ore				3.13

Result: The score for this course is 3.13 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I

Meaning and Scope of Accounting - Basic Accounting Principles, Concepts and Conventions - Objectives of Accounting - Double Entry System - Journal, Ledger, Trial Balance - Preparation of Trading, Profit & Loss account and Balance Sheet-CashBook (15 Hours)

UNIT II

Errors - Types of errors - Rectification of Errors -- Suspense Account -Bank ReconciliationStatement. (15 Hours)

UNIT III

Accounts of Non-Trading Concerns- Receipts and Payments account, Income and Expenditure account-BalanceSheet. (15 Hours)

UNIT IV

Average due date - Account Current - Red ink interest- Forward and Backward method - Daily balance method. (15 Hours)

UNIT V

Bill of Exchange - Types of Bills of Exchange - Trade Bills - Accommodation bills - Promissory note - Distinction between Bills of Exchange and Promissory note.

(15 Hours)

COURSEBOOK:

> T.S. Reddy & Dr. E. Moorthy, Advanced Accountancy, Vol I, Margham Publications, Chennai, 2011.

BOOKS FOR REFERENCE:

- 1. R.S.N. Pillai&Bagavathi, Advanced Accounting-Volume-I, S. Chand & Company Ltd., New Delhi, 2009.
- 2. R.L.Gupta & M.Radhaswamy, Advanced Accounting, Sultan Chand & Sons, New Delhi, 2005.
- 3. M.C.Shukla, T.S. Grewal, Advanced Accounts, S.C. Gupta, S. Chand & Company Ltd., New Delhi, 2009.
- 4. Dr. M.A. Arulanandam, Dr. K.S. Raman, Advanced Accounting, Himalaya Publishing House, Bombay, 2009.
- 5. Jain and Narang, Financial Accounting, Kalyani Publishers, New Delhi, 2010.

Theory 20%(Part - A only) Problems 80%

PRINCIPLES OF MANAGEMENT

Semester: I Hours: 4
Code : 20CC1MC02 Credits: 3

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Understand the basic concepts of Management.	PSO – 1	K
CO - 2	Acquire knowledge about management functions like planning, organizing, staffing, leading and controlling	PSO – 1	K
CO - 3	Learn the application of the principles in an organization.	PSO – 1	К & Ар
CO - 4	Explain the importance of motivation and examine their leadership qualities.	PSO – 5	An & Sy
CO - 5	Manage the small and medium size enterprises.	PSO – 5	An & Sy

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I				F	PRIN	CIP	LES C)F M	ANAG	EME	VТ	Hours: 4
Code : 20CC1MC02				PRINCIPLES OF MANAGEMENT								Credits: 3
Course Outcomes	rse				Outcomes (PO)			Programme Specific Outcomes (PSO)				Mean Score
Outcomes	1	2	3	4	5	6	1	2	3	4	5	of CO's
CO-1	4	2	2	5	3	3	5	3	2	2	4	3.18
CO-2	4	2	2	5	3	2	5	3	2	1	4	3.00
CO-3	4	1	2	5	2	2	4	3	2	2	5	2.91
CO-4	4	2	2	5	3	5	4	3	2	2	5	3.36
CO-5	4 2 3 5 2 3 4 3 2 1 5								3.09			
	Overall Mean Score										3.11	

Result: The score for this course is **3.11** (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I: INTRODUCTION TO MANAGEMENT AND ORGANISATION

Management -Meaning, Definition, Nature and Importance-Science or Art-Functions - Organisation -Meaning - Types of Business Oraganisation - Sole Proprietorship - Partnership- Company- Private and Limited Sector Enterprises-Current Trend and Issues in Management. (12 Hours)

UNIT II: PLANNING

Planning- Meaning - Nature and Importance, Elements, Types, Process of Planning, Barriers to Effective Planning, Forecasting - Need and Techniques.

Decision Making, Concepts and Process. (12 Hours)

UNIT III: ORGANISING

Organising: Meaning, Importance, and Principles, Span of Management, Centralization and Decentralization, Forms of Organization, Staffing: Nature and Scope of Staffing, Manpower Planning, Selection and Training, Performance Appraisal, Delegation of Authority. (12 Hours)

UNIT IV: DIRECTING

Direction - Concept, Nature, Importance Process and Methods. Motivation:

Concept, Importance Characteristics, Classification of Motives - Theories of

Motivation-Leadership - Concept and Types. (12 Hours)

UNIT V: CONTROLLING

Process of Controlling - Types of Control - Budgetary and Non-budgetary Control-Essentials of a Good Control System. (12 Hours)

COURSE BOOK

Prasad L M, Principles of Management, S. Chand Publishers, New Delhi, 2013.

BOOKS FOR REFERENCE

- 1. Balaji. C.D, Fundamentals of Management, Margam Publications, Chennai, 2015.
- 2. Business Management DinkarPagare Sultan Chand & Sons.
- 3. Stephen P. Robbins and Mary Coulter, 'Management', Prentice Hall of India, 8th edition.
- 4. Dr.S.CSaksena, "Principles of Management", SathyaBhawan Publication
- 5. Natarajan K and Ganesan K P, Principles of Management, Himalaya Publishing House, Mumbai, 2018.

C PROGRAMMING

Semester: I Hours: 2

Code : 20CC1AC01 Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	To provide knowledge in the fundamentals of C Programming and operators.	PSO-2	К
CO-2	To be familiar with Input and Output operations, looping with connecting statements for decision making.	PSO-2	С
CO-3	Create different operations on Arrays and Strings.	PSO-2	Ap
CO-4	To have knowledge on user-defined functions	PSO-2	С
CO-5	Exercise user defined data type structures to solve problems	PSO-2	С

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I	1			C PROGRAMMING						Hours: 2		
Code : 20CC1AC01						Credits: 2						
Course Outcomes	Pro	gran	nme	e Outcomes (PO)			Programme Specific Outcomes (PSO)				Mean Score	
Outcomes	1	2	3	4 5 6 1 2 3 4 5				01 CO'S				
CO-1	3	4	2	3	4	3	5	5	4	4	4	3.73
CO-2	5	3	2	3	4	3	5	5	4	4	4	3.82
CO-3	3	3	2	3	3	3	5	5	4	4	3	3.45
CO-4	3	3	2	3	5	3	5	5	4	4	4	3.73
CO-5	5	5	2 3 5 5 5 5 4 4 3							4.18		
				Ove	erall	Mea	an Sco	ore				3.78

Result: The score for this course is 3.78 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos =T	otal of Values	Mean Overall Score for Cos= Total of Mean Scores
Tota	l No. of Pos & PSOs	Total No. of Cos

UNIT I

Introduction to C: Character set - C Tokens - Keywords and Identifiers - Constants - Variables - Data Types - Declaration of variables. Various types of operators: Introduction - Arithmetic operators - Relational operators - Logical operators - Increment and Decrement operators - Conditional operator - Bitwise operators - Special operators.

(6 Hours)

UNIT II

Managing Input and Output Operations: Introduction - Reading a character - Writing a character - Formatted Input - Formatted Output. Decision Making and Branching and Looping: Introduction - Decision Making with IF statement-Simple IF Statement - IF....ELSE Statement - Nesting of IF...ELSE Statement - ELSE IF Ladder - SWITCH Statement - GOTO Statement - WHILE Statement - Do Statement - For Statement. (6 Hours)

UNIT III

Arrays: Introduction - One dimensional arrays - Declaration of One dimensional arrays - Initialization of One dimensional arrays - Two dimensional arrays - Initialization of Two dimensional arrays - Multi - Dimensional Array. String Handling Functions: Introduction - strcat() Function - strcmp() Function - strcpy() Function - Strlen() Function and other String Function. (6 Hours)

UNIT IV

User Defined Functions: Introduction - Need for User defined Function - Multi function program - Elements of user defined function - Definition of Function - Return values and their types - Function calls - Function Declaration - Category of Functions. (6 Hours)

UNIT V

Structure: Introduction - Defining a structure - declaration structure variables - accessing structure members - Structure Initialization. (6 Hours)

COURSE BOOK:

❖ E. Balagurusamy, **Programming in ANSI C**, Tata McGraw-Hill Publishing Company Limited, 6th Edition, New Delhi, 2013.

Unit I Chapters: 2.1 to 2.8 and 3.1 to 3.9 pages (22 to 33 and 52 to 61)

Unit II Chapters: 4.1 to 5.7 and 5.9 to 6.4 pages (83 to 127 and 135 to 168)

Unit III Chapters: 7.1 to 7.7 and 8.8 pages (192 to 215 and 253 to 259)

Unit IV Chapters: 9.1 to 9.14 pages (270 to 293)

Unit V Chapters: 10.1 to 10.5 pages (324 to 330)

REFERENCE BOOKS:

- 1. Y. Kanetkar, **Let us C**, BPB Publications, 6thEdition, New Delhi, 2002.
- 2. T. Jeyapoovan, **First Course in Programming with C**, Vikas Publication, New Delhi, 2002.

C PROGRAMMING - LAB

Semester: I Hours: 3

Code : 20CC1CP01 Credits: 2

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Design, implement, test, debug and document in C	PSO-3	Ар
CO-2	Illustrate the basic structure of the C Programming, declaration and usage of variables	PSO-3	Ар
CO-3	Develop conditional and iterative statement to write C programs	PSO-3	Ар
CO-4	Create and use the common data structures typically found in C programs namely arrays and strings	PSO-2	Ар
CO-5	Comprehend to write and use functions, function calls and parameter passing options	PSO-2	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I	1				C	PRC	GR/	GRAMMING - LAB				Hours: 3
Code : 20CC1CP01						Credits: 2						
Course Outcomes	Pro	gran	nme	e Outcomes (PO)			Programme Specific Outcomes (PSO)					Mean Score
Outcomes	1	2	3	4 5 6 1 2 3 4 5				of CO's				
CO-1	5	2	2	3	5	3	5	4	5	4	4	3.82
CO-2	4	2	2	4	4	3	5	4	5	4	4	3.73
CO-3	5	2	2	3	5	4	5	4	4	4	3	3.73
CO-4	4 2 2 4 5 3					5	5	4	4	4	3.82	
CO-5	4 2 2 4 5 3 5 5 4 4 3								3	3.73		
	Overall Mean Score											3.14

Result: The score for this course is 3.14 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

- 1. Write a C Program to find the sum of digits
- 2. Write a C Program to check whether a given number is Prime or not
- 3. Write a C Program to generate the Fibonacci series
- 4. Write a C Program to arrange the given number in ascending order
- 5. Write a C Program to find the grade of a student using else if ladder
- 6. Write a C Program to implement the various string handling function using switch-
- 7. Write a C Program to calculate the commission.
- 8. Write a C Program to find Simple Interest using C.
- Write a C Program to find Compound Interest Calculation-Yearly, Half-yearly and monthly compounding.
- 10. Write a C Program to calculate Economic order Quantity (EOQ) and Optimal Time between orders (TBO).
- 11. Write a C Program to calculate Control ratios-Activity ratio, Capacity Ratio and Efficiency ratio.
- 12. Write a C Program to find Depreciation by three methods.
- 13. Write a C Program to prepare of Pay Bill for Employees.
- 14. Write a C Program to calculate Electricity Charge (Assume three types Consumers-Domestic, Office and Industry and Three levels of rating for each type)

PROFESSIONAL ENGLISH

Semester: I Hours: 2

Code : 20CC1AE01 Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Recognise their own ability to improve their competence in using the language	PSO-1, PSO-4	C,AP, S
CO - 2	Use language for speaking with confidence in an intelligible and acceptable manner	PSO-1, PSO-4, PSO-3,PSO-5	C, AP, E
CO - 3	Read independently unfamiliar texts with comprehension	PSO-2, PSO-3, PSO-5	K,C,AP,E
CO - 4	Understand the importance of reading for life and writing in academic life.	PSO-1, PSO-3, PSO-4, PSO-5	C,AP, E
CO - 5	Write simple sentences without committing error of spelling or grammar	PSO-4	C,E

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester : I					PROFESSIONAL ENGLISH				Hours: 2				
Code : 20	CC1A	E01		1	P.	KOII	7991O	иагі	MGTH	эn		Credits: 2	
Course	` (P				mes		Programme Specific Outcomes (PSO)				Mean Score of		
Outcomes	1	2	3	4	5	6	1	2	3	4	5	CO's	
CO-1	4	4	4	4	4	4	4	3	4	4	4	3.90	
CO-2	3	4	4	4	4	4	4	3	4	4	4	3.81	
CO-3	4	3	3	3	4	4	4	4	3	3	4	3.63	
CO-4	3	4	4	3	4	4	4	3	3	3	4	3.54	
CO-5	3	4	3	3	3	3	3	4	4	4	4	3.45	
Overall Mean Score									3.68				

Result: The score for this course is 3.68 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values	Mean Overall Score for Cos = Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

NB: All four skills are taught based on texts/passages.

UNIT I: COMMUNICATION

Listening: Listening to audio text and answering questions - Listening to

Instructions

Speaking: Pair work and small group work.

Reading: Comprehension passages –Differentiate between facts and opinion

Writing: Developing a story with pictures.

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT II: DESCRIPTION

Listening: Listening to process description.-Drawing a flow chart.

Speaking: Role play (formal context)

Reading: Skimming/Scanning-Reading passages on products, equipment and

gadgets.

Writing: Process Description - Compare and Contrast Paragraph-Sentence

Definition and Extended definition-Free Writing.

Vocabulary: Register specific -Incorporated into the LSRW tasks.

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.

Writing: Essay Writing (250 words)

Vocabulary: Register specific - Incorporated into the LSRW tasks

UNIT IV: PRESENTATION SKILLS

Listening: Listening to lectures.

Speaking: Short talks.

Reading: Reading Comprehension passages

Writing: Writing Recommendations

Interpreting Visuals inputs

Vocabulary: Register specific -Incorporated into the LSRW tasks

UNIT V: CRITICAL THINKING SKILLS

Listening: Listening comprehension-Listening for information.

Speaking: Making presentations (with PPT- practice).

Reading: Comprehension passages –Note making.

Comprehension: Motivational article on Professional Competence,

Professional Ethics and Life Skills)

Writing: Problem and Solution essay- Creative writing -Summary writing

Vocabulary: Register specific - Incorporated into the LSRW tasks

COURSE BOOK:

English for Commerce & Management by Tamil Nadu State Council for Higher Education

INTERNAL ASSESSMENT						
COMPONENTS	MARKS					
Test-I	30					
Test-II	30					
Listening Comprehension	10					
Reading Comprehension	10					
Language lab (Speaking skills)	10					
Assignment	10					
Total	100					

PROFESSIONAL ENGLISH -20CC1AE01 QUESTION PATTERN

Time	e:1 Hour	Max. Marks: 30
I.	Match the following (Unit I & V)	10
	or	
	True or False (Unit I & V)	
II.	Writing Definition (unit II)	5
	or	
	Transcript of a passage (unit II)	
III.	Sketch mind maps for the following (unit III)	10
	or	
	Essay Writing (unit III)	
IV.	Comprehension on short talks (unit IV)	5
	or	
	Writing Recommendations (unit IV)	

FINANCIAL ACCOUNTING - II

Semester: II Hours: 5
Code : 20CC2MC03 Credits: 5

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Understand the additional accounting standards.	PSO - 1	K
CO-2	Acquire additional accounting skills.	PSO - 1	K
CO-3	Develop sufficient confidence in solving practical questions in examinations.	PSO - 2	An
CO-4	Manage the maintenance of complete frame work of accounting records in small and medium size business.	PSO – 2	An & Sy
CO-5	Prepare all types of financial statements at the year end in small and medium size business.	PSO - 2	An & Sy

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I	I				FINANCIAL ACCOUNTING - II					Hours: 5		
Code : 20CC2MC03				1 IMMODIL ROCCOUNTING - II						Credits: 5		
Course Outcomes	Pro	gran	nme		Outcomes Programme Specific (PO) Outcomes (PSO)				Mean Score			
Outcomes	1	2	3	4	5	6	1	2	3	4	5	or co s
CO-1	5	2	2	4	5	2	5	4	2	2	4	3.36
CO-2	5	2	2	4	5	1	5	4	2	1	4	3.18
CO-3	4	1	2	3	5	2	4	5	2	2	4	3.09
CO-4	4	2	2	3	5	1	4	5	2	2	4	3.09
CO-5	4	2	3	3	5	2	5	5	2	1	5	3.36
				Ove	rall	Mea	an Sc	ore				3.22

Result: The score for this course is 3.22 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I

Single Entry Methods- Net Worth Method -- Conversion of Single Entry into Double Entry. (15 Hours)

UNIT II

Branch Accounts excluding Foreign Branches- Dependent Branches- Inter Branch
Transaction (15 Hours)

UNIT III

Departmental Accounts- Accounting Procedure- Allocation of Common Expenses-Inter Departmental Transfers (15 Hours)

UNIT IV

Depreciation accounting, Meaning - Causes - Methods -- Straight Line - Written

Down Value Method - Annuity- Depreciation Fund-- Insurance Policy- Depletion

Method.

(15Hours)

UNIT V

Consignment accounts- Normal Loss- Abnormal Loss- Calculation of the Value of Unsold Stock -Accounting treatment of Normal Loss and Abnormal Loss --Joint Venture-Common set of books method. (15 Hours)

COURSE BOOK:

> T.S. Reddy & Dr. E. Moorthy, Advanced Accountancy, Vol I, Margham Publications, Chennai, 2011.

BOOKS FOR REFERENCE:

- R.S.N.Pillai&Bagavathi, Advanced Accounting-Volume-I, S. Chand & Company Ltd., New Delhi, 2009
- R.L. Gupta&M.Radhaswamy, Advanced Accounting, Sultan Chand & Sons, New Delhi, 2005
- 3. M.C.Shukla, T.S. Grewal, Advanced Accounts, S.C. Gupta, S. Chand & Company Ltd., New Delhi, 2009
- 4. Dr. M.A. Arulanandam, Dr. K.S. Raman, Advanced Accounting, Himalaya Publishing House, Bombay, 2009
- 5. Jain and Narang, Financial Accounting, Kalyani Publishers, New Delhi, 2010

Theory 20% (Only Part - A) Problems 80%

PRINCIPLES OF MARKETING

Semester: II Hours: 4

Code : 20CC2MC04 Credits: 3

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE	PSO	COGNITIVE
NO.	STUDENTS WILL BE ABLE TO	ADDRESSED	LEVEL
CO-1	Understand the concept of marketing	PSO – 1	K
CO-2	Analyze the different modes of Transportation	PSO – 2	An
	Understand the concept of storing and ware	PSO –2	Ap
CO-3	housing		
CO-4	Acquire knowledge on Standardization	PSO –2	С
	Understand the Marketing Research and	PSO – 2	U
CO-5	information system.		

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I	Semester: II					PRINCIPLES OF MARKETING					IG.	Hours: 4
Code : 2	Code: 20CC2MC04										Credits: 3	
Course Outcomes	Course		nme	Outcomes (PO)			Programme Specific Outcomes (PSO)					Mean Score
Outcomes	1	2	3	4	5	6	1	2	3	4	5	or CO's
CO-1	5	4	4	4	2	4	5	5	2	2	4	3.63
CO-2	3	4	4	4	2	3	5	5	3	2	4	3.54
CO-3	4	3	3	4	2	4	3	5	2	2	3	3.18
CO-4	3	4	4	5	2	4	4	5	3	4	5	3.90
CO-5	5 3 3 3		3	5 2		3	4	5	2	3	4	3.36
				Ove	erall Mean Score							3.52

Result: The score for this course is 3.52 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%	
Scale	1	2	3	4	5	
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0	
Quality	Very Poor	Poor	Moderate	High	Very High	

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I

Nature and scope of marketing- Definitions classification of markets- objectsimportance – Basic approaches to marketing- modern marketing concept-Functions of marketing. (12 Hours)

UNIT II

History and Development- Functions-Classification- Road Transport- Railway Transport-Water Transport-Airway Transport- Choice of Transport. (12 Hours)

UNIT III

Market storage Situation- Advantages- Essentials of Good Storage- Storage Vs. Warehouses- Functions- Classifications- Warehouse Receipt and Warrant-Advantages- Importance- Warehouses in India- Causes of Slow Growth.

(12 Hours)

UNIT IV

Meaning- Standardisation- Standard- Elements- Grading- Inspection- Labelling-Grading Vs.Standardisation- Methods of Grading- Types of Grading- Significance of Standardisation- Benefits of Standardistation- Contral of Standard- Agricultural Produce- Extractive Industries and Manufactured Products- Controls- ISI-AGMARK (12 Hours)

UNIT V

Marketing Information –Importance –MIS-Marketing Research-Objectives-Procedure-Types-Method of Data Collection – Gathering Primary Data – Questionnaire – Sampling – A Good Sample – Sources of Secondary Data-Precautions of Secondary Data – Primary Data Vs. Secondary Data – Organisation of Marketing Research – Marketing Research in India – Report writing. (12Hours)

COURSE BOOK:

R.S.N Pillai&Bagavathi, Modern Marketing, S.Chand& Company Ltd, 2011.

BOOKS FOR REFERENCES:

- Dr.C.B Gupta &Dr.Rajan Nair, Marketing Management, Sultan Chand & Sons, 2012.
- 2. B.V.H. KameswaaraSastry, Marketing Management, J.V. Publishing House, 2009.
- 3. C.B. Memoria Joshi, Principles and Practices of Marketing, Pearson Education, 11th edition New Delhi, 2003.S.P.Bansal, Marketing Management, Kalyani Publishers, 2010.

DATABASE MANAGEMENT SYSTEM

Semester: II Hours: 2

Code : 20CC2AC02 Credits: 2

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	To be familiarizing with Data, Information and Information procession for database.	PSO-2	С
CO-2	Create the master sound design principles for logical design of databases, including the E-R Model.	PSO-3	С
CO-3	Demonstrate the relational algebra theory to write relational algebra expressions for queries.	PSO-2	К
CO-4	Mastering the basics of SQL and construct queries using SQL.	PSO-3	С
CO-5	Analyze database design by normalization and development of a database application system.	PSO-3	С

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I	Semester: II					DATABASE MANAGEMENT SYSTEM					Hours: 2		
Code : 2	Code: 20CC2AC02				Diffibilit windid with 1 9191Livi							Credits: 2	
Course Outcomes	Programme Outcomes (PO)					es	Programme Specific Outcomes (PSO)					Mean Score	
Outcomes	1	2	3	4	5	6	1	2	3	4	5	or co s	
CO-1	3 2 2		2	3	3 4 3 4	4	5	5 4	4 3	3	3.36		
CO-2	4	2	2	3	5	3	4	4	5	4	3	3.55	
CO-3	5	2	2	3	5	3	4	5	4	4	3	3.64	
CO-4	4 2 2		2	3	4	3	4 4	5 4	3	3.45			
CO-5 5 2			2	3	5	3	4	4	5	4	3	3.64	
Overall Mean Score									2.94				

Result: The score for this course is 2.94 (Moderate Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%	
Scale	1	2	3	4	5	
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0	
Quality	Very Poor	Poor	Moderate	High	Very High	

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I: DATA, INFORMATION AND INFORMATION PROCESSING

Introduction - Definition of Information - Information Processing Cycle - **DATABASE SYSTEMS:** Organization of a Database- Database Management Systems - Functions of DBMS - Components of DBMS-Database Architecture - **Data Models:** Hierarchical Model - Network Model-Relational Model. (6 Hours)

UNIT II: E-R MODELING

Entity - Relationship - Introduction - ER model - Components of an ER model -ER Model symbols. (6 Hours)

UNIT III: RELATIONAL ALGEBRA

Fundamental operations, extended relational algebra operations. (6 Hours)

UNIT IV: SOL

Create, drop, alter tables - describe table - simple select statements - order by, group by clauses - Sub queries - creating views - expanding the view - changing data with insert, update, merge and delete.

(6 Hours)

UNIT V: DATA NORMALIZATION

Introduction - first normal form - second normal form - third normal form - Boyce - Codd's normal form. (6 Hours)

COURSE BOOK:

> Silberschatez, Korth and Sudarshan, **Database system concepts**, McGraw Hill Publications, 4th edition, 2010.

BOOKS FOR REFERENCE:

- Bipin c Desai, An introduction to database systems, Galgotia Publications Pvt. Ltd., 2005.
- 2. C.J.Date, An introduction to Database System, Pearson education Ltd, 2005.
- 3. Alexis Leon & Mathews Leon, **Database Management System**, Vikas publications House Private Ltd, Noida, 2002.

DATABASE MANAGEMENT SYSTEM - LAB

Semester: II Hours: 3

Code : 20CC2CP02 Credits: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	To have working knowledge in DBMS for various departments of the organization.	PSO-4	Ар
CO-2	Design and implement a database schema for a given problem domain	PSO-4	Ар
CO-3	Create a database query using SQL DML/DDL/DCL commands	PSO-4	Ар
CO-4	Programming PL/SQL including stored procedures, character function, control structures, date and time functions.	PSO-4	Ар
CO-5	Solve database problems using SQL and PL/SQL	PSO-4	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I	Semester: II			DATABASE MANAGEMENT SYSTEM - LAB					Hours: 3			
Code : 2	Code : 20CC2CP02				DATABASE MANAGEMENT STSTEM - LAB							Credits: 2
Course Outcomes	Programme Outcome (PO)					ies	P	rogra Outo	Mean Score			
Outcomes	1	2	3	4	5	6	1	2	3	4	5	or co s
CO-1	5	2	2	4	4	3	4	4	4	5	3	3.64
CO-2	4	2	2	4	4	3	4	4	4	5	3	3.55
CO-3	4	2	2	2	4	3	4	4	4	5	3	3.36
CO-4	4	2	2	2	4	3	4	4	4	5	3	3.36
CO-5 4 2 2			2 2 5 3 4 4	4	4 5	3	3.45					
Overall Mean Score											2.89	

Result: The score for this course is 2.89 (Moderate Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

- 1. Write a query in SQL to create an employee table.
 - Employee (empno, ename, deptno, job, hiredate)
 - a. To insert 10 records to the table
 - b. To alter the table to add two more columns as salary, designation to the employee table.
 - c. To update the salary, designation fields to the employee table.
 - d. To display the employee table.
- 2. Write a query in SQL to create a department table.
 - Department (deptno, dname, loc).
 - a. To make deptno as primary key.
 - b. To ensure dname and loc columns does not contain NULL values.

Enforce REFERENTIAL INTEGRITY and Declare deptno field of department table as a primary key and deptno field of employee table as a foreign key.

3. Insert the following values in employee table.

EMPNO	ENAME	ЈОВ	MGR	HIREDATE	SAL	COMM	DEPTNO
7369	Smith	Clerk	7902	17-dec-80	8000	200	10
7499	Allen	Salesman	7698	20-feb-81	1600	300	30
7521	Ward	Salesman	7698	22-feb-81	1250	500	30
7566	Jones	Manager	8394	02-apr-81	2975	200	30
7654	Martin	Salesman	7698	28-sep-81	1250	1400	30

- a. Edit the commission of Jones to 1000.
- b. Retrieve all rows of employee table.
- c. Delete the row from employee table where deptno is 10.
- d. Delete all rows from employee table.
- e. Drop the employee table.
- 4. Write a SQL program using Aggregate Operations
 - a. Retrieve the details of employee whose salary is between 1000 and 2000 both inclusive?
 - b. To find the average salary of all the employees.
 - c. To find the average yearly compensation paid to Salesman.
 - d. To find the minimum salary of managers in various departments having salary greater than 2500.
 - e. To select all employees sorted department wise in ascending order.
 - f. To select all employees sorted department salary wise in descending order.
- 5. Write a SQL program using Subquery.
 - a. Get the details of all the books whose price is greater than the average price of the books.
 - b. Get the names of all the books for which an order has been placed.
 - c. Get the title and price of all the books whose price is less than the average price of the books.
- 6. Write a SQL Program using Character function.
- 7. Write a SQL Program using Date and Time function.
- 8. Write a PL/SQL program to check whether the given number is odd or even.
- 9. Write a PL/SQL program using Control Structure.
- 10. Write a PL/SQL program using procedure and function.

ENVIRONMENTAL STUDIES PROGRAMME OUTCOMES

PO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE
NO.	ABLE TO
1.	Endow with in-depth knowledge, analyze and apply the understanding of their discipline for the betterment of self and society.
2.	Synthesize ideas from various disciplines, enhance the interdisciplinary knowledge and extend it for research.
3.	Gain confidence and skills to communicate orally/ verbally in research platforms and state a clear research finding.
4.	Develop problem solving and computational skills and gain confidence to appear for the competitive examinations.
5.	Enhance knowledge regarding research by accumulating practical knowledge in specific areas of research.
6.	Achieve idealistic goals and enrich the values to tackle the societal challenges.

PSO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE	PO
NO.	ABLE TO	MAPPED
1.	Assess the scope and importance of environmental studies and need for public awareness	PO1,2,3
2.	Develop deeper understanding in classification of resources	PO 1,2,5
3.	Analyse the concept of an eco system	PO1,2,4,6
4.	Comprehend the definitions, causes and control measures of environmental pollutions	P O 1 ,5
5.	Participate in the environmental issues programmes from the unsustainable to sustainable development	PO 1 , 4,5,6

ENVIRONMENTAL STUDIES

Semester: II Hours: 2

Code : 20AE2ES02 Credits: 2

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO - 1	Recall the components of our planet earth.	PSO 1,2,4	K, A,S
CO - 2	Elucidate the importance of the natural resources.	PSO 2,3,5	K, An, E
CO - 3	Summarise the energy status of the environment.	PSO1,2,5	K,A,An
CO - 4	Acquire knowledge on the conservation of our environment.	PSO1,4,5	K,AP,S
CO - 5	Analyse the significance of water and climate towards sustainable development.	PSO 2,3,5	K,An, Ap, S,E

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: II					ENVIRONMENTAL STUDIES Hour				Hours: 2			
Code: 20AE2ES02				1	ENVIRONMENTAL STUDIES							Credits: 2
Course Outcomes	Programme Outcom (PO)					Outcomes Programme Specific Outcomes (PSO)				Mean Score of CO's		
Outcomes	1	2	3	4	5	6	1	2	3	4	5	
CO - 1	4	4	3	4	3	4	5	4	5	4	5	4.09
CO - 2	3	4	3	4	3	4	5	4	4	4	4	3.81
CO - 3	3	4	3	4	3	4	5	4	4	4	4	3.81
CO - 4	3	4	3	4	3	3	5	4	5	5	4	3.90
CO - 5	4	4	3	4	3	4	5	4	4	4	5	4.00
			Over	all Me	an Sc	ore fo	r COs					3.92

Result: The Score for this Course is 3.92 (High Relationship)

Note:

Mapping	1 - 20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos = <u>Total of Mean Scores</u>
Total No. of Pos & PSOs	Total No. of Cos

UNIT I: MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES

Definition, scope and importance - Need for public awareness (2 Hours)

UNIT II: NATURAL RESOURCES

Classification of Resources: Renewable and non - renewable resources - Forest resources, water resources, mineral resources, food resources, energy resources, Land resources - associated problems; Role of an individual in conservation of natural resources - Equitable use of sources for sustainable life styles. (8 Hours)

UNIT III: ECOSYSTEMS

Concept of an ecosystem - Structure and function of an ecosystem - producers, consumers and decomposers - Energy flow in the ecosystem - Food chains, food webs and ecological pyramids - Introduction, types, characteristic features, structure and function of the following Eco system: Forest, grass land, desert and aquatic.

(6 Hours)

UNIT IV: ENVIRONMENTAL POLLUTION

Definition, Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards, Solid waste management, Role of an individual in prevention of pollution.

(8 Hours)

UNIT V: SOCIAL ISSUES AND THE ENVIRONMENTS

From unsustainable to sustainable development - Urban problems related to energy Water conservation, rain water harvesting, water shed management, Resettlement and rehabilitation of people, its problem and concerns, case studies, Environmental ethics, Climate change, global warming, acid rain and ozone layer depletion, nuclear accidents and holocaust, case studies. Waste land reclamation. Environmental protection act, air act, water act, wild life protection act. (6 Hours)

FIELD WORK

UNIT II

Visit to local area to document environmental assets- river/forest/ grassland/hill/ mountain.

COURSE BOOK:

Murugeshan, R., (2007). Environmental science and Engineering, Millenium publication, Madurai.

UNIT I : Section - 1.1 & 1.2

UNIT III : Section - 2.1 to 2.7 & 2.10 to 2.27

: Section - 1.3 to 1.37

UNIT IV : Section - 3.1 to 3.37 UNIT V : Section - 4.1 to 4.17

Note: Tamil Version for Tamil Literature and History Tamil Medium Students.

Continuous Internal Assessment Component (CIA)

Theory:

Component	Marks
Internal test I	40
Internal test II	40
Quiz	10
Assignment	5
Attendance	5
Total	100

Continuous Internal Assessment Component (CIA)

Passing Minimum: 40% out of 100

Internal Question Pattern

Part - A

10 Questions × 1Mark = 10 Marks

Part - B

2 Questions × 5 Marks = 10 Marks
(Internal Choice)

Part - C

2 Questions × 10 Marks = 20 Marks (2 Questions out of 3)
(Open Choice and atleast one Question from allotted Units)

SKILL ENHANCEMENT COMPULSORY COURSE (SECC -2) CAPACITY BUILDING

PROGRAMME OUTCOMES

PO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE
NO.	ABLE TO
1.	Fix healthy attitudes and standards to face the outside world.
2.	Develop healthy interpersonal, intrapersonal and social relationships.
3.	Analyze the portrayal of social issues depicted in films that help them aware of the issues and figure out ways to eliminate them.
4.	Identify the role of social media in the present scenario and adopt the positive changes.
5.	Build up qualities like team work, leadership and problem solving
6.	Improve perspectives on positive thinking, team work, and creativity

PROGRAMME SPECIFIC OUTCOMES

PSO.	UPON COMPLETION OF THIS PROGRAMME THE STUDENTS WILL BE ABLE TO	PO MAPPED
1.	Develop positive thinking that helps them to set and pursue for meaningful goals.	PO-1, 6
2.	Develop leadership qualities that lead them to inspire and guide people among peer groups and in workplaces.	PO-1, 2, 3, 6
3.	Assess the advantages and disadvantages of social media.	PO-2, 6
4.	Acquiring trade skills by developing social relationships effectively with trade experts.	PO-2,5,6
5.	Understand the portrayal of social causes in films	PO-3

CAPACITY BUILDING

Semester: II Hours: 2

Code : 20SE2CB02 Credit: 2

COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO – 1	Realised the importance of physical health, emotional well-being, and stress management.	PSO-1	К
CO - 2	Apply the features of team work and strive to become good leaders.	PSO-2,4	Ар
CO-3	Enhance their awareness on social media and e-learning.	PSO-3	Sy
CO - 4	Develop interactive skills in online trade, and become value based professionals.	PSO-4	Ар
CO - 5	Acquire film making skills.	PSO-5	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester : I	I					CKDI	CTTV	DIIII D	TNIC			Hours: 2
Code : 2	Code: 20SE2CB02				CAPACITY BUILDING							Credits: 2
Course Outcomes		Prog		ie Out PO)	tcomes	1	Programme Specific Outcomes (PSO)				Mean Score of	
Outcomes	1	2	3	4	5	6	1	2	3	4	5	CO's
CO-1	4	4	4	4	4	5	4	4	5	4	4	4.18
CO-2	4	4	5	4	4	4	4	4	4	4	4	4.09
CO-3	4	3	4	4	4	3	4	4	4	4	4	3.81
CO-4	5	4	4	4	4	3	4	4	5	4	3	4
CO-5	4	4	5	4	4	4	3	4	4	4	4	4
	Overall Mean Score								4.01			

Result: The score for this course is 4.01 (Very high)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Mean Score of Cos = Total of Values	Mean Overall Score for Cos = Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I

Positive thinking-Seven steps in dealing with doubts. Traits of positive thinking.

Goal setting-techniques of positive thinking to achieve the goals-creativity and components of creativity (6 Hours)

UNIT II

Leadership - Types of Leadership - Team work and public speaking - Importance of maintaining good interpersonal relationship with Team - Motivation - Self confidence - Attitude - Working in Group - Time Management - Effective Planning.

(6 Hours)

UNIT III

Skilful usage of Social media (Whatsapp, Twitter, Facebook, Instagram, other app). Cyber bulling, photo, video morphing & editing, fake news. Useful study apps, e learning apps, Health, Police, Lawyer help app, Social issues complaint app.

(6 Hours)

UNIT IV

Online interaction with Experts – Mushroom Cultivation – Mrs. Arthi (Batlagundu) –Apiculture –Mrs. Josephine (Madurai), Garment making – Mr. Alagusundaram (Tirupur) - Terrace Garden – Mrs. Megala – (Madurai) – Spirulina Cultivation - D. Aarthi (Madurai) – Antenna Foundation, (Madurai) (6 Hours)

UNIT V

Film Review: Thani Oruvan, Peranmai, Dhangal, 36 Vayadhinile, Kaatrin Mozhi, Ratchasi, English Vinglish - Short Film Making-Submission of Short Film.

(6 Hours)

BOOKS FOR REFERENCE:

- 1. Power of positive thinking, Mile, D.J.Rohan Book Company Delhi, 2004.
- 2. Dolmans 1922, A Handbook Public Speaking 1922, New York, Harcourt Breaee and company.
- 1. http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/positive-thinking/art-20043950.
- 2. http://mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-simple-strategies-to-help-you-focus-and-de-stress/art-20390057.
- 3. http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-ways-to-become-more-stress-resilient/art-20267213
- 4. http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-ways-to-learn-patience-and-amp-up-your-well-being/art-20390072
- 5. http://www.mayoclinic.org/4-proven-ways-you-can-feel-happier/art-20390079
- 6. http://mayoclinic.org/healthy-lifestyle/adult-health/in-depth/anger-management/art-20048149
- 7. http://www.gaiam.com/blogs/discover/positive-thinking-strategies-to-help-you-achieve-yourgoals#:-text=Focus%20on%20what's20%20of20old%20failures.

- 8. http://www.linkedin.com/pulse/what-makes-positive-attitude-10-components-gary
- 9. http://ifflab.org/how-to-prevent-cyber-bullying-anti-cyber-bullying-law-in-india/
- 10. http://www.sciencedaily.com/terms/morphing.htm#:text=Morphing%20 is %special %effect,little%20 instruction%20 from%20the %20 user.
- 11. http://www.educationalappstore.com/
- 12. http://www.mobihealthnews.com/37340/38-more-health-and-wellness-apps-that-connect-to-apples-healthkit
- 13. http://www.youtube.com/watch?v=skfqt9mm7j4
- 14. http://www.youtube .com/watch?v-rvy44i-ciE
- 15. https://www.youtube.com.com/watch?v=rINOELMCiqc
- 16. http://www.youtube.com/watch?v=N5R-KCWPzr0&list=PLHw83Z MxtQ9 NdRd5yAxYrxkRsxqcvwiae@index=3
- 17. http://www.youtube.com/watch?v=PUzaLjSjERE
- 18. http://www.youtube.com/watch?v=QkVue8XmVr8
- 19. http://www.youtube.com/watch?v=XcRs4JBN43o
- 20. http://www.youtube.com/watch?v=dzvpQG-2xC4

Continuous Internal Assessment Component (CIA)

Theory:

Component	Marks
Internal test I	40
Internal test II	40
Quiz	10
Assignment	5
Attendance	5
Total	100

Continuous Internal Assessment Component (CIA)

Passing Minimum: 40% out of 100 Internal Question Pattern

Part - A

10 Questions × 1Mark = 10 Marks

Part - B

2 Questions × 5 Marks = 10 Marks (Internal Choice)

Part - C

2 Questions × 10 Marks = 20 Marks (2 Questions out of 3) (Open Choice and atleast one Question from allotted Units)

STREAM - A

COMPUTER FUNDAMENTALS

Semester: I Hours: 2

Code : 20SE1CE1A Credits: 2

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO-1	Understand the input and output devices of Computers and how it works and recognize the basic terminology used in computer programming.	PSO-1	K
CO-2	Comprehend the basics Knowledge on handling operating system.	PSO-1,2	С
CO-3	Understand the basics of Word processing.	PSO-1,2	U
CO-4	Acquire basic knowledge on Internet, Applications of Internet and the World Wide Web.	PSO-5	K
CO-5	Present the content using presentation software	PSO-4	С

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Semester: I				COMPUTER FUNDAMENTALS						Hours: 2		
Code : 20SE1CE1A				COMI CILK I CHDANILII IAIIS								Credits: 2
Course Programme							Programme Specific Outcomes (PSO)				Mean Score	
Outcomes	1		3	4	5	6	1	2	3	4	5	of CO's
CO-1	5	5	5	3	4	2	5	5	3	3	2	3.82
CO-2	5	4	5	3	3	3	5	5	4	3	2	3.82
CO-3	5	4	4	2	3	2	5	5	3	3	3	3.55
CO-4	5	4	5	2	3	2	5	5	4	3	3	3.73
CO-5	4	3	4	2	3	3	4	5	3	3	3	3.36
Overall Mean Score								3.66				

Result: The score for this course is 3.66 (High Relationship)

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%	
Scale	1	2	3	4	5	
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0	
Quality	Very Poor	Poor	Moderate	High	Very High	

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNITI

Introduction to Computers: Evolution of Computers - Generation of Computers - Classification of Computers Analog Digital and Hybrid Computers.

Classification of Computers: Super Computers - Mainframe Computers - Personal Computers (Different Types) and Terminals (Different Types).

Characteristics of Computers - Block Diagram of a Digital Computer - types of OS.

(6 Hours)

UNIT II

Input / Output Devices: Input Devices - Keyboard - Mouse - Output Devices - VDU - Printers. The User Interface - Using Mouse - Using right Button of the Mouse and Moving Icons on the screen - Use of Common Icons - Status Bar - Using Menu and Menu - selection - Running an Application - Viewing of File - Folders and Directories. Creating and Renaming of files and folders - Opening and closing of different Windows - Using help - Creating Short cuts - Basics of OS Setup - Common utilities. (6 Hours)

UNIT III

Understanding Word Processing: Word Processing Basics - Opening and Closing of documents - Text creation and Manipulation - Formatting of text - Table handling - Spell check - language setting and thesaurus - Printing of word document. **(6 Hours)**

UNIT IV

Internet and Internet application: Introduction - Internet evolution Working of Internet - Use of Internet Overview of World Wide Web (Web Server and Client) - Introduction to Search engine and Searching the Web Downloading files Introduction to Web Browsers Working with E-mail (creation and use of the same).

(6 Hours)

UNIT V

Demonstration in Lab: Word Processing: Write files to optical discs - Create curriculum vitae (CV) of a B. Sc graduate with the specification - To prepare a class timetable using Merge rows, Split row, Insert rows, columns and convert the table into text format. Making Small Presentation: Basics of presentation software - Creating Presentation - Preparation and Presentation of Slides - Slide Show - Taking printouts of presentation / handouts. Practice And Understand Different Email Services - Outlook - Practice Creating E-Mail Accounts, Sending, Receiving & Storing of Mails. (6 Hours)

BOOK FOR STUDY:

Course Material prepared by parent Department.

BOOKS FOR RESERENCE:

- 1. "Fundamentals of Computers", E. Balagurusamy, Tata McGraw Hill Pvt, Limited 2010
- "Computer Fundamentals"- D.P Nagpal, S. Chand & Company Ltd, New Delhi. 2010
- 3. **"Fundamentals of Computers"** Rajaraman, Sixth Edition, Prentice-Hall of India Private Limited. 2015

NATIONAL CADET CORPS

NON MAJOR ELECTIVE

Sem.	Part	Code	Title of Paper	Hours	Credits
V	IV	20GE5NC01	NCC - National Integration and Personality Development	2	2
VI	IV	20GE6NC02	NCC- Organization and Health Programme in NCC	2	2

INTERNAL COMPONENTS

Internal - I	:	30 marks
Internal - II	:	30 marks
Component - I	:	10 marks
Component - II	:	10 marks
Component - III	:	10 marks
Component - IV	:	10 marks
Total	:	100 marks

NATIONAL INTEGRATION AND PERSONALITY DEVELOPMENT

Semester: V Hours: 2

Code : 20GE5NC01 Credits: 2

UNIT I: NATIONAL INTEGRATION

Motto of National Integration - Importance of National Integration Culture and heritage of Tamil Nadu. (6 Hours)

UNIT II: CIVIL AFFAIRS

Aim of aid to civil authority - Role of NCC Cadets during natural calamities - Types of disaster - Essential services during natural calamities (6 Hours)

UNIT III: CIVIL DEFENCE AND SELF DEFENCE

Civil Defence - Organization - Aims and services - Aid to Civil authorities in emergency - Self Defence - Aims of Self Defence - Women and Self Defence

(6 Hours)

UNI IV: LEADERSHIP AND PERSONALITY DEVELOPMENT

Leadership - Types and traits - Man Management in NCC - Duties of a Good Citizen - Role of Youth in Nation Building - Morale - Factors which affect morale - Factors which develop high morale Personality Development - Factor influencing Personality-Time Management . (6 Hours)

UNIT V: SOFT SKILLS

Soft skills - interview skill - influencing skill - social skill - communication skill - self motivation - self esteem - body language. (6 Hours)

BOOK FOR REFERENCE:

Mishra R.C., A Handbook of NCC, Kanti Prakashan, Etawah, 2000.

ORGANIZATION AND HEALTH PROGRAMME IN NCC

Semester: VI Hours: 2

Code : 20GE6NC02 Credits: 2

UNIT I: INDIAN MILITARY AND NCC ORGANIZATION

History of Indian Military - Paramilitary forces - BSF- CRPF and CISF - NCC Organization and History - Aims and Objectives of NCC - Motto of NCC - DG's Four Cardinal Principles of NCC - NCC Song- Ranks in Army, Air force and Navy - Certificate Examination in NCC- Honours and Awards. (6 Hours)

UNIT II: MAP READING

Map and its features - kinds of north - Service protractor and Compass-bearing - Conversion of bearings - Conventional signs - Setting of map - Finding own position - Map to ground - Ground to map - Night March chart. (6 Hours)

UNIT III: HYGIENE AND SANITATION

Personal Hygiene - Sanitation - Methods of purification of drinking water -Latrine types - Urinal Types. (6 Hours)

UNIT IV: TYPES OF DISEASE AND POLLUTION

Define Health - Types of Health - Communicable and Non communicable Disease - Pollution and its type. (6 Hours)

UNIT V: FIRST AID

Aims of First Aid - Principle of First Aid - Motto of First Aid - List of items in First aid Box - Types of Bandages - Types of Fracture - Dislocation - Types of Wounds - Burns and Scalds - Sprain - Strain - Asphyxia - Drowning - Poison - Shock - Snake bite - Sun and Heat Stroke - Insect bite - Dog bite - Hanging - Artificial Respiration - Haemorrhage.

(6 Hours)

BOOK FOR REFERENCE:

Mishra R.C., A Handbook of NCC, Kanti Prakashan, Etawah, 2000.

INTERNAL QUESTION PATTERN

Time: 2 hours	Marks: 30
PART - A	
Answer Any 4 out of five	$4 \times 2 = 8$
PART- B	
Two either or questions (one from each)	$2 \times 4 = 8$
PART - C	
Two either or questions (one from each	$2 \times 7 = 14$

DEPARTMENT OF PHYSICAL EDUCATION

COURSE PATTERN

(PART V)

Sem. Code Title of the		Title of the Paper	Hours	Credits
I & II		Yoga and Rhythmic Activities	120	-
	20STPPE01			
III & IV		Fundamentals of Physical Education	120	1
		Total	240	1

YOGA AND RHYTHMIC ACTIVITIES

Semester: I & II Hours: 120

Code : 20STPPE01
COURSE OUTCOMES:

CO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	COGNITIVE LEVEL
1.	Recall the principle of Asnas	K
2.	Classify Pranayama for different needs	С
3.	Appraise the application and effects of Suryanamaskar for human wellness	An
4.	Execute the techniques in Free Hand Exercise	Ар
5.	Construct Pyramids based on the underlying principles	S

UNIT I: ASNAS

Sitting Postures - Standing Posture - Prone Posture - Supine Postures.

(24 hours)

UNIT II: PRANAYAMA

Pranayama - Suga Pranayama - Chandra bethana - Nadi Sudhi - Ujjayee - Seethali -Seethakari - Brahmari. (24 hours)

UNIT III: SURYANAMASKAR

Suryanamaskar: 12 Postures - 12 Postures & Breathe consioius - 12 Postures With manthra - Relaxation Techniques. (24 hours)

UNIT IV: CALLISTHENICS (FREE HAND EXERCISE)

Standing series - Bending series - Sitting series - Twisting series - Dumb - bells - Indian Clubs - Lezium - Hoops. (24 hours)

UNIT V: AEROBICS & PYRAMIDS

Aerobics: Aerobic Basics - Aerobic Movements - Aerobic With Rhythm - Aerobic Programme Pyramids: Basics of Pyramids - Types of Pyramids. (24 hours)

BOOKS FOR REFERENCE:

- 1. Wuest Jeborah, A and Charles A. Bucher (1987), 'Foundation of Physical Education, B.I Publication Pvt.Ltd., New Delhi.
- 2. Elangovan.R, (2002), 'Utarkalvi Oru Arimugam', Ashwin Publication, Triunelveli.
- 3. Chandrasekaran.K, (1999), 'Sound Health through Yoga, Prem Kalyan Publication, Sedapatti.
- 4. Iyengar, B.K.S,'Lights on Yoga', Unwin Hyman Company, London

FUNDAMENTALS OF PHYSICAL EDUCATION

Semester: III & IV Hours: 120

Code : 20STPPE01 Credits: 1

COURSE OUTCOMES:

CO.	UPON COMPLETION OF THIS COURSE THE STUDENTS	COGNITIVE
NO.	WILL BE ABLE TO	LEVEL
1.	Familiarize the fundamentals of Physical Education	K
2.	Illustrate different rules for different games and athletic events	С
3.	Examines the need for good nutrition	Ар
4.	Synthesis the relation between hygiene and health	S
5.	Apply the first aid techniques	Ap

UNIT I: PHYSICAL EDUCATION

Definition, need, scope, aims and objectives of physical education. (24 hours)

UNIT II: GAMES AND ATHLETEIC EVENTS

History of Games: Basketball, Volley Ball, Kho-Kho, Kabaddi, Badminton and Ball Badminton - Rules and regulation of the Games and Athletic Events. (24 hours)

UNIT III: NUTRITION

Balanced Diet, Daily Energy Requirement, Nutrient Balance, Nutrition Intake, Diet and Competition, Nutritional Tips, Your Ideal Weight. (24 hours)

UNIT IV: HEALTH EDUCATION

Meaning of health education, Definition of health education, Personal Hygiene,
Communicable Diseases (24 hours)

UNIT V: FIRST AID

First Aid: Injuries to bones and Muscles, Sprain, Strain, Muscle Cramp and joints Dislocation and Fractures Snake-bite, Dog bite Poisoning, Artificial Respiration, (Drowning) (24 hours)

BOOKS FOR REFERENCE:

- Sathyanesan, R.C., 'Hand Broken Physical Education, 'Gheena Publishers, Madurai.
- 2. Thirunarayanan, C and Hariharan, s, 'Analytical History of physical Education 'South India Press, Karaikudi.
- 3. St. John Ambulance Association, 'First Aid to the Injured' New Delhi.
- 4. Prabhakar Eric, (1995), 'The way to Atheletic Gold', Affliated East West Pvt. Ltd., New Delhi.

SCHEME OF EVALUATION

	Total	:	100 marks
2.	Continuous Internal Assessment	:	60 marks
1.	Summative Examination (2 hours)	:	40 marks

SCHEME OF EVALUATION FOR COTINUOUS INTERNAL ASSESSMENT

	Total			:	60 marks
5.	Assignment			:	10 marks
4.	Performance in Yoga / Rhythmic activities			:	10 marks
3.	Performance in any one of Athletic event			:	10 marks
2.	Performance in any one Game			:	10 marks
	❖ Field Work	:	60 hrs		
	❖ Games	:	60 hrs	•	20 marks
	* Theory Class	:	120 hrs		
1.	Attendance (240 hrs)				

QUESTION PATTERN FOR SUMMATIVE EXAMINATION

Total marks: 40	Time: 2 hours

SECTION - A

Answer All Questions (5x1=5)

(Choose the best Answer)

SECTION - B

Answer any four questions (4x2=8)

(Four question out of six)

SECTION - C

Answer any Four out of Six questions (4x5=20)

(Four question out of six)

SECTION - D

Answer any one question (1x7=7)

(One question out of two)

CERTIFICATE COURSE ON GANDHIAN THOUGHT

PROGRAMME OUTCOMES

PO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO
1.	Think critically, evaluate analytically and apply the acquired knowledge of their discipline in related scenario.
2.	Formulate hypothesis, design experiments, use appropriate tools and interpret the results.
3.	Demonstrate the precise understanding of the principles and theories of their discipline through experiments.
4.	Enhance the communicative skills and gain confidence to disseminate knowledge through oral/verbal communications effectively at various situations.
5.	Identify the different roles in an organizational structure of the work place and carry out multiple roles in social responsibilities.
6.	Increase self-awareness, set and pursue meaningful goals, and develop positive personal qualities such as self-esteem, positive attitude, self-discipline and self-motivation.

PROGRAMME SPECIFIC OUTCOMES

PSO. NO.	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PO MAPPED
PSO - 1	Analyse the social, political, economic, cultural and religious conditions of the various dynasties of India, British India, Indian Constitution, Indian Administration and Indian Economy to acquire the special skill in the field of administration.	PO- 1, PO-2, PO-4
PSO - 2	Evaluate the History of World Civilizations and Europe in the world politics and compare the various types of constitution and the constitutional development in England.	PO- 1, PO-2
PSO - 3	Get knowledge on the principles of Economics, functions of banking system, development of Science and Technology, Tourism, the importance of Human Rights and equip with computer knowledge and applications for all competitive examinations.	PO- 1, PO-4, PO-5
PSO - 4	Recognize the sacrifice of the freedom fighters in the National Movement and picturize the traditional values in the right perception on Women Studies and Women Entrepreneurship.	PO- 1, PO- 5, PO- 6
PSO - 5	Participate in discussions by listening to others perspectives, asking productive questions, articulating original ideas, correspond efficiently with good vocabulary, realize the need of historical research and excel in General Studies for Competitive Examinations.	PO- 2, PO- 5, PO- 6

PAPER I: LIFE OF MAHATMA GANDHI - CCHYGT01

Code: CCHYGT01 Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on the Early Life of Mahatma Gandhi	PSO - 5	K
CO-2	Analyse the racial equality and Mahatma Gandhi's Experience in South Africa	PSO - 5	An
CO-3	Explain the role of Mahatma Gandhi in Indian Freedom Struggle	PSO - 2	Ap
CO-4	Assess the constructive works of Mahatma Gandhi in Indian Nationalism	PSO - 2	Ap
CO-5	Discuss the major Incidents from the Life of Mahatma Gandhi	PSO - 5	Ар

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

			PAPER I: LIFE OF MAHATMA GANDHI -								Hours: 1	
Code: CCHYGT01			CCHYGT01									Credits: 1
Course Programme Outcomes (PO)										Mean Score of		
Outcomes	1	2	3	4	5	6	1	2	3	4	5	CO's
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
			0	veral	Mea	n Sco	re					4.45

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I

Family background and beginnings of the Mahatma - Birth and childhood - Education and family life - lessons learned - The London Experience

UNIT II

Making of the Mahatma: Gandhi in South Africa - From a barrister to a people's leader - Towards racial equality - From family life to ashram life - Birth of Satyagraha and constructive work - experiments with truth

UNIT III

Beginnings of Indian Freedom Struggle: Early resistances and 1857 Revolt - Birth of Indian National Congress: Moderates, Extremists and Terrorists - Gandhi leads the nation in a new direction - Early micro satyagrahas

UNIT IV

Mahatma Gandhi leads the Freedom struggle to victory: Major satyagrahas - Constructive Work - Sabarmathi and Sevagram - Various currents of Indian Nationalism - Towards partition and freedom - The final martyrdom

UNIT V

Video shows on Gandhi - Field and life experiences - Incidents from the life of Gandhi that inspired and shaped your life.

PAPER II: NON VIOLENCE AND SARVODAYA - CCHYGT02

Code: CCHYGT02 Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on Mahatma Gandhi's Non - violence	PSO - 5	As
CO-2	Discuss the Policies of Mahatma Gandhi on Truth and Action	PSO - 5	An
CO-3	Analyse Sarvodaya and Antyodaya	PSO - 5	K
CO-4	Assess the values introduced through Brahmacharya and Aparigraha	PSO - 5	Ap
CO-5	Relate violence and Truth in our day today life with the teachings of Gandhiji	PSO - 2	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Code: CCH	YGT()2	PAPI	R II:	NON	_	LENCE HYG1	E AND 102	SARVO	DDAY	A -	Hours: 1 Credits: 1
Course Programme Outcomes (PO)					ramme Outcomes Programme Specific (PO) Outcomes (PSO)					Mean Score of		
Outcomes	1	2	3	4	5	6	1	2	3	4	5	CO's
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
			0	veral	l Mea	n Sco	re					4.45

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

UNIT I

Meaning of Nonviolence (ahimsa): Nonkilling and noninjuring - Love, service and forgiving - Nonviolent Action: Peaceful resolution of conflict, nonviolent life style & constructive work and Satyagraha - Nonviolent values and ethics

UNIT II

Truth: Absolute and Relative - Moving beyond falsehood, errors and mistakes - Truth and pluralism - Truth and action - Truth and Nonviolence

UNIT III

Sarvodaya (welfare of all at all levels) and Antyodaya (welfare of the last first) - Means and Ends - Removal of untouchability - Communal Harmony - Uplift of Women

UNIT IV

Removal of poverty: Full & total appropriate employment - Self-dependence, Self - reliance, Swaraj and Swadeshi (love thy neighbour) - Self-control and Sublimation (brahmacharya) - Simple and Ethical living - Aparigraha (nonpossession) and Trusteeship (stewardship) - Appropriate and Holistic Science and Technology.

UNIT V

Place of Nonviolence and truth in our day to-day life and ways to enhance them - learn and practice three skills which would enhance your self-reliance and ability to help (serve) others in need - Resolve conflicts peacefully - Experience interreligious relationships, dialogue and prayers.

RECOMMENDED BOOKS

PAPER I

Mahatma Gandhi : An Autobiography சத்திய சோதனை

R. Nanda : Mahatma Gandhi - A Biography

டி.டி. திருமலை : காந்தி

கல்கி : மாந்தருள் ஒரு தெய்வம்

திரு.வி.க. : காந்தியடிகளும் மனித வாழ்க்கையும்

ஜெயகாந்தன் : வாழ்விக்க வந்த காந்தி

J.B. Kriplani : Gandhi His Life and Thought

லூயி பிஷர் : மகாத்மா காந்தி

Louis Fischer : The Life of Mahatma Gandhi

பா. ஆனந்தி, மங்களவதி கேப்ரியல் &: காந்திய சிந்தனை வினா-விடை

வி.ஏ. வித்யா (Gandhian Thought Quiz)

சி. பெரிதாய் & பா. ஆனந்தி : மகாத்மா காந்தியடிகளின் காலம்

PAPER II

M.K. Gandhi : Sarvodaya

: Nonviolence in Peace and War (2 Vols)

_____ : Truth is God

Richard B. Gregg : Power of Nonviolence

மு. வசந்தா (பதி.) : சா்வோதயம்

R.R. Diwakar : The Saga of Satyagraha

ச. செயப்பிரகாசம் : அகிம்சை

COURSE BOOK:

மகாத்மா காந்தியின் வாழ்வும் அறவியலும் - டாக்டர் 🛮 பா. ஆனந்தி & டாக்டர் ச. செயப்பிரகாசம்

Life and Values of Mahatma Gandhi - Dr. B. Ananthi & Dr. S. Jeyapragasam

தாள் ${f I}$ - மகாத்மா காந்தியின் வாழ்வு - ${f CCHYGT01}$

Code: CCHYGT01 Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on the Early Life of Mahatma Gandhi	PSO - 5	K
CO-2	Analyse the racial equality and Mahatma Gandhi's Experience in South Africa	PSO - 5	An
CO-3	Explain the role of Mahatma Gandhi in Indian Freedom Struggle	PSO - 2	Ap
CO-4	Assess the constructive works of Mahatma Gandhi in Indian Nationalism	PSO - 2	Ap
CO-5	Discuss the major Incidents from the Life of Mahatma Gandhi	PSO - 5	Ар

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Code: CCH	YGT)1	தாள்	I - மக	எத்மா	காந்த	தியின்	வாழ்வு	- CC	HYGT	01	Hours: 1 Credits: 1
Course	Progr	amme (P		comes	5	Programme Specific Outcomes (PSO)					Mean Score of	
Outcomes	1	2	3	4	5	6	1	2	3	4	5	CO's
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
			0	veral	l Mea	n Sco	re	'	'			4.45

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

அலகு 1

குடும்ப பின்னணியும் மகாத்மாவின் தொடக்கமும் - பிறப்பும் குழந்தைப் பருவமும் - கல்வியும் குடும்ப வாழ்வும் - கற்ற பாடங்கள் - இலண்டன் அனுபவங்கள்.

அலகு 2

மகாத்மா உருவாகிறார் - தென்னாப்பிரிக்காவில் காந்தி - பாரிஸ்டரிலிருந்து மக்கள் தலைவராக - இன சமத்துவத்தை நோக்கி - குடும்ப வாழ்விலிருந்து ஆசிரம வாழ்வுக்கு -சத்தியாகிரகம் மற்றும் தீர்மானப்பணியின் தொடக்கம் - சத்திய பரிசோதனைகள்.

அலகு 3

இந்திய விடுதலைப் போராட்டத்தின் தொடக்கம் - ஆரம்ப கால எதிர்ப்புகளும் 1857 எழுச்சியும் - இந்திய தேசிய காங்கிரசின் தொடக்கம் - மிதவாதிகள், தீவிரவாதிகள் மற்றும் பயங்கரவாதிகள் - காந்தி நாட்டை புதிய திசையில் நடத்துகிறார் - ஆரம்ப வட்டார சத்தியாகிரங்கள்.

அலகு 4

மகாத்மா காந்தி இந்திய விடுதலைப் போராட்டத்தை தலைமையேற்று நடத்துகிறார் - தேசிய சத்தியாகிரங்கள் - நிர்மாணப் பணிகள் - சபர்மதியும் சேவாகிராமும் - இந்திய தேசியத்தின் பல்வேறு போக்குகள் - பிரிவினையும் விடுதலையும் - மகத்தான உயிர் தியாகம்.

அலகு 5

காந்தியைப் பற்றிய படங்கள் - கள மற்றும் வாழ்க்கை அனுபவங்கள் - உங்களது வாழ்வை பரவசப்படுத்திய, உருக்கிய மகாத்மா காந்தியின் வாழ்க்கை நிகழ்ச்சிகள்.

தாள் II - அகிம்சையும் சர்வோதயமும் - CCHYGT02

Code: CCHYGT02 Hours: 1

Credit: 1

COURSE OUTCOMES:

CO. NO	UPON COMPLETION OF THIS COURSE THE STUDENTS WILL BE ABLE TO	PSO ADDRESSED	COGNITIVE LEVEL
CO- 1	Gain Knowledge on Mahatma Gandhi's Non - violence	PSO - 5	As
CO-2	Discuss the Policies of Mahatma Gandhi on Truth and Action	PSO - 5	An
CO-3	Analyse Sarvodaya and Antyodaya	PSO - 5	K
CO-4	Assess the values introduced through Brahmacharya and Aparigraha	PSO - 5	Ap
CO-5	Relate violence and Truth in our day today life with the teachings of Gandhiji	PSO - 2	Ap

RELATIONSHIP MATRIX FOR COURSE OUTCOMES, PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

Code: CCH	YGT	02	தாள்	r II - ,	அகிம்	றசயும்	சர்வோ	தயமும்	- ССН	YGT0	2	Hours: 1 Credits: 1
Course			gramme Outcomes (PO)			Programme Specific Outcomes (PSO)				Mean Score of		
Outcomes	1	2	3	4	5	6	1	2	3	4	5	CO's
CO - 1	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 2	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 3	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 4	5	5	5	5	5	5	4	5	4	3	3	4.45
CO - 5	5	5	5	5	5	5	4	5	4	3	3	4.45
Overall Mean Score					4.45							

Result: The score for this course is High

Note:

Mapping	1-20%	21 - 40%	41 - 60%	61 - 80%	81 - 100%
Scale	1	2	3	4	5
Relation	0.0 - 1.0	1.1 - 2.0	2.1 - 3.0	3.1 - 4.0	4.1 - 5.0
Quality	Very Poor	Poor	Moderate	High	Very High

Values Scaling:

Mean Score of Cos = Total of Values	Mean Overall Score for Cos= Total of Mean Scores
Total No. of Pos & PSOs	Total No. of Cos

அலகு 1

அகிம்சையின் பொருள் - கொல்லாமையும் துன்பம் செய்யாமையும் - அன்பு, தொண்டு மற்றும் மன்னித்தல் - அகிம்சைச் செயல்- அமைதி வழியில் சிக்கல் தீர்வு, அகிம்சை வாழ்வியலும் நிர்மாணப்பணியும், சத்தியாகிரகம் - அகிம்சை அறவியலும் விழுமியங்களும்.

அலக 2

உண்மை : பேருண்மையும் (முழுமை உண்மையும்) சார்பு உண்மையும்- பொய்மைகள், தவறுகள் மற்றும் குற்றங்களுக்கு அப்பால் செல்லுதல் - உண்மையும் பன்மியமம் - உண்மையும் செயலும் - உண்மையும் அகிம்சையும்.

அலகு 3

சா்வோதயமும் (அனைவரின் நலம் அனைத்து நிலைகளிலும்) அந்தியோதயமும் (கடையவா் நலன் முதலில்) - குறிக்கோளும் வழிமுறையும் - தீண்டாமை நீக்கம் - சமூக ஒற்றுமை - மகளிா் முன்னேற்றம்.

அകகு 4

வறுமை நீக்கம் : முழுமையான ஏற்புடைய வேலை வாய்ப்பு - தற்சார்பும் தன்னிறைவும், சுயராஜ்ஜியம் மற்றும் சுதேசி (அயலவரை நேசி) - புலனடக்கமும் மேன்மையாக்கமும் (பிரம்மச்சரியம்) - எளிய மற்றும் அறவியல் வாழ்வு உடைமையின்மையும், அறங்காவலர் நெறியும் - ஏற்புடைய மற்றும் முழுமை அறிவியலும் தொழில் நுட்பமும்.

அலகு 5

நமது அன்றாட வாழ்வில் அகிம்சையும் உண்மையும் பெறுமிடமும் அதனை மேம்படுத்தும் வழிகளும் - உங்களது தற்சார்பையும் தேவையில் பிறருக்கு உதவும் ஆற்றலையும் வளர்க்கும் ஏதாவது மூன்று திறன்களைக் (Skills) கற்றல் - அமைதி வழியில் சிக்கல் தீர்வு அனுபவங்கள் - சர்வசமய நட்புறவு, உரையாடல் மற்றும் வழிபாட்டு அனுபவம் பெறல்.

DEPARTMENT OF HINDI

PART I - HINDI - COURSE PATTERN

Part	Sem.	Code Title of the Paper			Credits
	I	20GH1GS01	Paper - I - Prose, Short Story and Grammar- I	5	3
T	II	20GH2GS02	Paper - II - Novel, One act Play, and Grammar - II	5	3
1	III	20GH3GS03	Paper - III Poetry and History of Hindi Literature, Alankar	5	3
	IV	20GH4GS04	Paper IV - General Essay, Technical Hindi, Translation, and Letter Writing	5	3
			Total	20	12

TESTING AND EVALUATION

Course	Continuous Internal Assessment	Semester Examination
Hindi	40%	60%

Continuous Internal Assessment

Continuous Assessment will be carried out by the Course Teachers. The components of CIA are as follows:

Components	Marks
Test -I	30
Test -II	30
Seminar/Quiz	10
Assignment	05
Attendance	05
Total	*80

^{*} The total internal marks obtained for 80 will be converted into marks obtained for 40.

HINDI - EXTERNAL QUESTION PATTERN

Time: 3 Hours Marls: 60
Section A: (One Word / Sentence) $10 \times 1 = 10 \text{ Marks}$ Section B: (Paragraph / Annotation) $4 \times 5 = 20 \text{ Marks}$ Section C: (Essay) $3 \times 10 = 30 \text{ Marks}$

PAPER I - PROSE, SHORT STORY AND GRAMMAR - I

Semester: I Hours: 5

Code : 20GH1GS01 Credits: 3

1. Prose : Naveen Hindi Patamala Part-3

Published by Dakshina Bharathi Hindi Prachar Sabha,

Thyagaraya Nagar, Chennai - 600 017.

The following Lessons have been prescribed

- a) Shiraj Ki Gurubhakthi
- b) Shri Krishn
- c) Gupth Rupya
- d) Karmaveer Kamaraj

2. Short Story : Kahani Manjari

Edited by: Dakshin Bharath Hindi Prachar Sabha,

Thyagaraya Nagar, Chennai - 600 017.

The following short stories have been priscribed

a) Badegar kee beti - Premchand

b) Thayee - Vishwamranava

Shrama Kaushik

c) Paanch minute - Mohanlalji Mahato yogi

d) Usne Kaha tha - Chandra dharshama

Guleri

3. Grammar 1 : Vyakaran Pradeep Published by Ramdev, Hindi Bhaan,

63, Tagore Nagarm Allahabad -2

The following topics have been prescribed

a) Noun b) Gender and Number

c) Pronoun d) Adjectives

PAPER II - NOVEL, ONE ACT PLAY AND GRAMMAR - II

Semester: II Hours: 5

Code : 20GH2GS02 Credits: 3

1. Novel : Nirmala (Abridged version)

by Premchand, Hamsa Prakashan Allahabad

2. One Act Play : Aadarsh Ekanki

Published by Dakshina Bharath Hindi Prachar

Sabha,

Thyagaraya Nagar, Chennai - 600 017.

The following Ekankies have been prescribed

a) Doosra din - Kanchanlatha sabbarval

b) Rajpoothri Ka badla - Divjendralal Rai

3. Grammar : Ramdev, Published by Hindi Bhavan,

63 Tagore Nagar, Allahabad - 2

The following topics have been prescribed

- a) Verb
- b) Tense and Voice
- c) Adverb
- d) Prepositions
- e) Conjunctions
- f) Interjunctions

PAPER III - POETRY AND HISTORY OF HINDI LITERATURE, ALANKAR

Semester: III Hours: 5

Code : 20GH3GS03 Credits: 3

1. POETRY:

Kavya Saurab Published by Dakshina Bharatha Hindi Prachar Sabha, T. Nagar, Chennai - 600 017.

The following poems have been prescribed

- 1. Sachche Devtha Ayodhya Singh Upadhyay Harioudh
- 2. Murjhaphool
- 3. Vivshtha
- 4. Badal Sumitranandan Panth
- 5. Vasanth Aayaa
- 6. Deep Koi jal raha hai
- Kabir Ke Dohe 5 numbers
 Tulasi Ke Dohe 5 numbers
 Raheem Ke Dohe 5 numbers
 Bihari Ke Dohe 5 numbers

2. HISTORY OF HINDI LITERATURE:

Hindi Sahitya Ka Ithas by Rajanath Sharma Vinod Pushhak Mandir, Agra - 2

The following topics have been prescribed Salient features of Aadikl Bakthikal

(Gyan marg, Premmag, Rambakthi, Krishnabakthi and Reethika.

Short Notes from Adunikkal: Chayavad, Pragathivad, Mythili Sharan, Gupta, Dinkar Premchand Pant Prasad, Ramachandra Shukla

3. ALANKAR:

Ras chand Alankar Chandrika Karnataka Mahila Hindi Seva Samithi, Chamarajpet, Bangalore - 560 008. The following Alankars have been prescribed Anupras, Yamak, Vakrokthi, Upama, Virodabhas.

PAPER - IV - GENERAL ESSAY, TECHNICAL HINDI, TRANSLATION AND LETTER WRITING

Semester: IV Hours: 5

Code : 20GH4GS04 Credits: 3

1. General Essay:

Nibandh Praveshika, Dakshin Bharath Hindi Prachar Sabha T.Nagar, Chennai - 600 017

The following Sahityotar (General) essay have been prescribed

- a. Anushashan
- b. Parishram Ka Mahatva
- c. Paropkar
- d. Bharat Ki Kalatmak Ekta
- e. Nari Ka Karthavye Aur Adhikaar
- 2. Translation: Anuvad Abyas III (1-5 Lessons) English to Hindi, Hindi to English Published by Dakshina Bharath Hindi Prachar Sabha T.Nagar, Chennai 600 017.
- 3. Technical Hindi: Karyalaya Sahayika, Kendriya Sachivalaya

Hindi Parishad NewDelhi, Hindi Vathayan

Dr. K. Chandra Mohan, Viswa Vidyalaya Prakashan

Varanashi

Banking Terms : 50 only

Nemikaryalaya Tippani : 50 only

Name of the Ministries: 33 only

4. Letter Writing: Pramanik Alekan Aur Tippan Prof Viraj M.A. Kashmirgate,

Delhi - 110 006

PaariVarik Patra, Avedan Patra, Sampathak ke naam Patra,

Padhadhikariyon ke naam Patra