

*P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)*

**P.K.R ARTS COLLEGE FOR WOMEN, (Autonomous
Institution – affiliated to Bharathiar University, Accredited
with ‘A’ Grade by NAAC)
Gobichettipalayam.**

**Meeting of Board of Studies
In
DEPARTMENT OF MANAGEMENT (BBA)**

*for the candidates admitted from the Academic Year 2020-2021 and onwards
Under CBCS PATTERN*



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DEPARTMENT OF MANAGEMENT (BBA)

MEMBERS IN BOARD OF STUDIES

PARTICULARS	NAME AND DESIGNATION
Chairman	1. Dr. V.Kavitha Ph.D. , Associate Professor & Head of Management
Senior Faculty Members	1. Mr. M. Ramasamy , Professor in Management 2. Dr. S. Vidhya , Associate Professor in Management 3. Mrs. S. Subathara Devi , Assistant Professor in Management 4. Mrs. R.Gomathi , Assistant Professor in Management 5. Mrs. K.Radhamani , Assistant Professor in Management 6. Mrs. G.K.Pooranee , Assistant Professor in Management
Academicians	1. Dr. A.G.V.Narayanan , Director, DJ Academy for Managerial Excellence, Coimbatore. 2. Dr. V.G.Sumathy , Assistant Professor, Department of Management Science, Kongu Arts & Science College, Erode.
University nominee	1. Dr.K.Malar Mathi , Professor, BSMED, Bharathiar University, Coimbatore.
Industry Representative	1. Mr.G. Elangkavi , Managing Director, Hitech Communications, Erode.
Meritorious MBA Alumnae	1. Mrs. Nagalakshmi Karthikeyan , Assistant General Manager-HR, Tata Consultancy Services, Chennai.

COURSE STRUCTURE

Parts	No. of Courses	Credit(s) / Course	Total Credits	Proposed Semester
Part – I : Tamil/Hindi/French/Kanada/Malayalam/Sanskrit	2	4	8	I – II
Part – II : English	2	4	8	I – II
Part - III : Core Courses (<i>Core Theory /Core Practical/Allied/ Elective/ Project</i>)	33	1/2/3/4/5	110	I-VI
Institutional Training	1	1	1	To be done in Summer Vacation of Semester IV, ESE in Semester V
Part – IV				
A. Foundation Courses:				
i. Environmental Studies	1	2		I
ii. Yoga and Ethics	1	2	4	II
B. Skill Enhancement Courses:				
i. Communication Skills For Executives	1	2		IV
ii. Life Skills (Soft skills/ Entrepreneurship skills/ Homepreneurship)	1	2		V
iii. Soft Skills for Business	1	2	6	VI
C. Ability Enhancement Courses:				
i. Information Security	1	2		III
ii. Consumer Rights	1	2	4	IV
D. Non-Major Elective:				
i. Indian Women And Society / Basic Tamil	1	2	2	III
E. Open Elective Courses:				
i. Startup business	1	3	3	V
Part – V:				
A. Proficiency Enhancement Course:				
i. Green Marketing	1	2	2	V
B. Extension Activities:				
i. NSS/YRC/RRC/CCC/PHY.EDU	1	1		II – VI Semesters
ii. Students Social Activity (Curriculum related)	1	1	2	I to II Semesters
Total Marks : 4200 Total Credits : 150				

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BACHELOR OF BUSINESS ADMINISTRATION

Course Scheme and Scheme of Examinations
(For students admitted from 2020-21 & onwards)
(For branches offering Part – I and Part – II for two semesters)

Part	Category	Course Code	Title of the Course	Hrs/ week	Exam hrs.	Max.Marks			Credits
						CIA	ESE	Total	
SEMESTER – I									
I	Language: I	20LTU01/ 20LHU01/ 20LFU01/ 20LKU01/ 20LMU01/ 20LSU01	Tamil- I/ Hindi-I/ French-I/ Kannada-I/ Malayalam-I / Sanskrit-I	6	3	25	75	100	4
II	English: I	20LEU01	English: I	6	3	25	75	100	4
III	Core: I	20BAU01	Management Process	5	3	25	75	100	4
III	Core :II	20BAU02	Fundamentals of Accounting	5	3	25	75	100	4
III	Core : III	20BAU03	Comprehension in Management -I (Online Exam / Self-Study)	-	1 1/2	-	50	50	1
III	Allied : I	20BAU04	Business Mathematics (Handled by Maths Department)	6	3	25	75	100	4
IV	Foundation Course: I	20FCU01	Environmental studies	2	3	-	50	50	2
TOTAL				30				600	23
SEMESTER – II									
I	Language: II	20LTU02/ 20LHU02/ 20LFU02/ 20LKU02/ 20LMU02/ 20LSU02	Tamil- II/ Hindi-II/ French-II/ Kannada-II/ Malayalam-II/ Sanskrit-II	6	3	25	75	100	4
II	English: II	20LEU02	English: II	6	3	25	75	100	4
III	Core: IV	20BAU05	Business Communication	4	3	25	75	100	4
III	Core : V	20BAU06	Organisational Behaviour	3	3	25	75	100	3

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III	Core : VI	20BAU07	Economic Theories for Managers	4	3	25	75	100	4
III	Core : VII	20BAU08	Comprehension in Management –II(Online Exam / Self-Study)	-	1 1/2	-	50	50	1
III	Allied : II	20BAU09	Business Statistics (Handled by Maths Department)	5	3	25	75	100	4
IV	Foundation Course : II	20FCU02	Yoga & Ethics	2	3	-	50	50	2
TOTAL				30				700	26
SEMESTER – III									
III	Core : VIII	20BAU10	Human Resource Management	4	3	25	75	100	4
III	Core :IX	20BAU11	Marketing Management	4	3	25	75	100	4
III	Core : X	20BAU12	Production Management	4	3	25	75	100	4
III	Core : XI	20BAU13	Financial Management	4	3	25	75	100	4
III	Core : XII	20BAU14	Comprehension in Management -III(Online Exam / Self-Study)	-	1 1/2	-	50	50	1
III	Core: XIII Practical	20BAU15	Fundamentals of Computers	5	3	40	60	100	4
III	Allied : III	20BAU16	Taxation Law & Practice	5	3	25	75	100	4
IV	Ability Enhancement course : I	20AEU01	Information Security	2	-	100	-	100	2
IV	Non - Major Elective	20NMU01A / 20NMU01B	Indian Women And Society/ Advanced Tamil	2	3	-	50	50	2
TOTAL				30				800	29
SEMESTER – IV									
III	Core :XIV	20BAU17	Management Information System	6	3	25	75	100	4
III	Core : XV	20BAU19	Modern Office Management	6	3	25	75	100	4
III	Core : XVI	20BAU20	Comprehension in Management -IV(Online Exam / Self-Study)	-	1 1/2	-	50	50	1
III	Core : XVII Practical	20BAU21	Accounting Software	5	3	40	60	100	4

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III	Allied: IV	20BAU18	Business Law	6	3	25	75	100	4
IV	Skill Enhancement course : I	20SEUBA01	Communication Skills For Executives (Project : Viva-voce)	4	3	40	60	100	2
IV	Ability Enhancement course : II	20AEU02	Consumer Rights	3	2	-	50	50	2
TOTAL				30				600	21
SEMESTER – V									
III	Core : XVIII	20BAU22	Cost & Management Accounting	6	3	25	75	100	4
III	Core : XIX	20BAU23	Research Methods for Management	6	3	25	75	100	4
III	Core : XX	20BAU24	Entrepreneurship & Project Management	6	3	25	75	100	4
III	Core : XXI	20BAU25	Institutional Training/ article ship training/ mini project	-	-	100	-	100	1
III	Core : XXII	20BAU26	Comprehension in Management-V(Online Exam / Self-Study)	-	1/2	-	50	50	1
III	Elective : I	20BAU27a 20BAU27b 20BAU27c	Elective : I	6	3	25	75	100	4
IV	Open Elective	To be assigned by CoE based on candidates choice	Open Elective**	4	3	25	75	100	3
IV	Skill Enhancement course: II	20SEU02	Life Skills (Soft skills/ Entrepreneurship skills/ Homepreneurship)	2	-	100	-	100	2
V	Proficiency Enhancement	20PEU01	Green Marketing (Self-Study)	-	3	-	100	100	2
TOTAL				30				850	25
SEMESTER – VI									
III	Core : XXIII	20BAU28	Services Marketing	6	3	25	75	100	5
III	Core : XXIV	20BAU29	Investment Management	6	3	25	75	100	4

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III	Core : XXV	20BAU30	Integrated Marketing Communication	5	3	25	75	100	4
III	Core : XXVI	20BAU31	Comprehension in Management -VI (Online Exam / Self-Study)	-	1 1/2	-	50	50	1
III	Elective : II	20BAU32a 20BAU32b 20BAU32c	Elective : II	5	3	25	75	100	4
III	Elective : III	20BAU33a 20BAU33b 20BAU33c	Elective : III	5	3	25	75	100	4
IV	Skill Enhancement course : III	20SEUBA03	Soft Skills for Business (Project : Viva-voce)	3	3	40	60	100	2
TOTAL				30				650	24
V	Community Engagement		NSS / YRC / RRC / CCC / PHYSICAL EDUCATION	II – VI SEMESTER					1
			Students social activity (curriculum related)	Between I to II SEMESTER					1
Total Credits									150

List of Electives:

Categories	Course Code	Courses	Hours per Week	Credits
Elective I	20BAU27a	Equity Research & Portfolio Management	6	4
	20BAU27b	Strategic Management	6	4
	20BAU27c	Customer Relationship Management	6	4
Elective II	20BAU32a	Financial Services	5	4
	20BAU32b	Labour Welfare and Industrial Relations	5	4
	20BAU32c	Brand Management	5	4
Elective III	20BAU33a	Project Work & Viva-Voce	5	4
	20BAU33b	International Business	5	4
	20BAU33c	E-Commerce	5	4

Allied courses:

Categories	Course Code	Courses	Hours per Week	Credits
Allied I	20BAU04	Business Mathematics	6	4
Allied II	20BAU09	Business Statistics	5	4
Allied III	20BAU16	Taxation Law & Practice	5	4
Allied IV	20BAU18	Business Law	6	4

Skill Enhancement Courses: (SEC)

Categories	Course Code	Courses	Hours per Week	Credits
SEC I	20SEUBA01	Communication Skills For Executives	4	2
SEC II	20SEUBA02	Life Skills	2	2
SEC III	20SEUBA03	Soft Skills for Business	3	2

Ability Enhancement course: I

Categories	Course Code	Courses	Hours per Week	Credits
AEC	20AEU01	Information Security	2	2
AEC	20AEU02	Consumer Rights	3	2

Proficiency Enhancement Courses: (PEC)

Categories	Course Code	Courses	Hours per Week	Credits
PEC	20PEU01	Green Marketing	Self Study	2

****Open Elective**

A student shall take up one Open Elective course offered by other departments under Part: IV to complete the programme. The score obtained in this course will be accounted for CGPA calculation. The enrollment is based on first come first served basis depending upon the available strength. The following is the list of optional papers offered by each department.

UG PROGRAMME 2019-20 ONWARDS

S.No.	Course Code	Department	Course
1.	20COU01	English	English for Effective Communication
2.	20COU02	Tamil	Thannambikkai Ilakkiyam: Penne Nee Valka
3.	20COU03	Mathematics	Mathematics for Business
4.	20COU04	Physics	Physics in day to day life
5.	20COU05	Computer Science	Desktop Publishing Practical's

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6.	20COU06A 20COU06B 20COU06C 20COU06D	Commerce : B.Com B.Com (CA) B.Com (PA) B.Com (A&F)	Basics of Accounting Elements of Taxation Investment Portfolio Accounting for Decision Making
7.	20COU07	Management	Start up Business**

** The detailed syllabus is given at the end of sixth semester courses

**Chairman
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Associate Professor and Head,
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BBA DEGREE PROGRAMME

SEMESTER I

20BAU01	MANAGEMENT PROCESS	CATEGORY	L	P	CREDIT
		Core - I	60	-	4

Preamble:

To have an in-depth knowledge in basic concepts of management, and also to understand about the functions of Management and their implications in an effective manner.

Course Outcomes:

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Identify appropriate management techniques for managing business	K2, K3
CO2	Understand the concepts of management theories contributed by management leaders	K1, K2
CO3	Select the planning and forecasting techniques for effective decision making	K3
CO4	Apply the concept of organising for the effective functioning of a management	K3
CO5	Demonstrate the techniques for controlling and Coordination in organizational context.	K4, K5

Unit – I INTRODUCTION TO BUSINESS

(12 Hrs)

Introduction to business: Meaning, definition, objectives, scope, branches of business, requirements of a successful business –Profession: Meaning, business vs. profession –Indian business: Introduction, make in India movement, plans, merits & demerits, recent technologies in business.

Unit – II CONTRIBUTIONS OF MANAGEMENT LEADERS

(12 Hrs)

Management: Definition, scope, functions, levels of management, role of managers, Management as a science or an art, contributions to management thinking by F.W.Taylor, Henry Fayol, Peter Drucker and Elton Mayo.

Unit – III FUNCTIONS OF MANAGEMENT-I (12 Hrs)

Planning: Meaning, Nature, importance, process, types, Tools for planning, obstacles to effective planning – Forecasting: Meaning, need, planning Vs forecasting.

Unit – IV FUNCTIONS OF MANAGEMENT-II (12 Hrs)

Organizing: Meaning, definition, scope - organizational structure: Meaning, type, importance - Delegation of authority: Need, types, steps in delegation - Centralisation & Decentralisation: Meaning, advantages and disadvantages - Staffing: Nature & purpose, functions, staffing process.

Unit – V DIRECTING AND CONTROLLING (12 Hrs)

Directing: Definition, principles, and functions – Controlling: Definition, nature & process of control- Controlling techniques: traditional and non- traditional control devices – Co-ordination: Principles, types, and methods of co-ordination.

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Koontz, H. &Weihrich, H.	Essentials of Management	Tata McGraw-Hill Education	2010
2	Daft, R. L	Principles of Management	Cengage Learning	2012
3	DinkarPagare	Business Management	Sultan Chand & Sons	2013
4	T.Ramasamy	Principles of management	Himalaya Publishing House	2013
5	L.M. Prasad	Principles of Management	Sultan Chand & Sons	2015

20BAU02	FUNDAMENTALS OF ACCOUNTING	CATEGORY	L	P	CREDIT
		Core - II	60	-	4

Preamble:

To equip the learners with fundamental principles of accountancy for trading and non-trading organisations.

Course Outcomes:

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Familiarize the principles concepts of accounting for business transactions.	K1
CO2	Calculate trial balance and rectify errors in it	K3
CO3	Gain experience in preparing accounts for non trade organization	K5, K4
CO4	Solve final accounts and financial Statements.	K3
CO5	Express knowledge about accounting standards to Prepare effective and ethical financial statement	K2

Unit – I ACCOUNTING AND ITS CONCEPTS

(12 Hrs)

Fundamentals of accounting - Meaning, scope, need and objectives - Accounting Principles: Concepts and conventions, accounting equation - Journal: Rules of debit and credit, compound journal entry - Ledger: Rules regarding posting of ledgers - Subsidiary books: Purchase, purchase return, sales & sales return.

Unit – II TRIAL BALANCE

(12 Hrs)

Meaning, objectives, preparation of trial balance - Errors: Types of errors, rectification of errors - Bank Reconciliation statements: Problems.

Unit- III DEPRECIATION

(12Hrs)

Meaning, definition - Methods of accounting for depreciation, straight line and written down value problems - Accounting for Non-trading concerns - Accounts from incomplete records.

Unit – IV FINAL ACCOUNTS

(12 Hrs)

Trading account, profit & loss account and balance sheet with adjustments.

Unit - V ACCOUNTING STANDARDS

(12 Hrs)

Introduction, objectives of accounting standards, procedure for issuing accounting standards, advantages & disadvantages of accounting standards, accounting standards in India.

Note: Distribution of marks: Theory 20% Problem 80%

Text Book:

Authors	Title	Publisher	Year of Publication
N.Vinayakam, P.L.Mani and K.L. Nagarajan	Principles of Accountancy	Sultan Chand Publications	2010

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Jain &Narang	Financial Accounting	Kalyani Publishers, Patiala	2009
2	R.L.Gupta&V.K.Gupta	Financial Accounting	Sultan Chand Publications	2009
3	Tulsian P.C	Financial Accounting	Tata McGraw-Hill Publication	2009
4	K.L.Nagarajan&N.Vinayakam	Principles of Accountancy	Eurasia publishing House (PVT), Ltd, New Delhi	2009
5	T.S Reddy & Dr. A.Murthy	Financial Accounting	Margham Publications, Chennai	2011

20FCU01	ENVIRONMENTAL STUDIES	CATEGORY	L	P	CREDIT
		Foundation Course I	24	-	2

Preamble:

To bring about an awareness of a variety of environmental concerns and to create a pro-environmental attitude and a behavioral pattern in society that is based on creating sustainable lifestyle

Course Outcomes:

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	To give information about the environment and the resources to act at our own level to protect them.	K1
CO2	To analyse the roles of organisms as part of interconnected food webs, populations, communities, and ecosystems	K4
CO3	Understand the scale dependence of biodiversity and its measurement	K2
CO4	To learn how to assess pollution sources, study exposure pathways and fate, and evaluate consequences of human exposure to pollution and its impacts to environmental quality.	K1,K3
CO5	To balance our economic, environmental and social needs, allowing prosperity for now and future generations	K5

Unit I

(4 Hours)

Multidisciplinary Nature of Environmental Studies

- i) Definition, Scope and Importance
- ii) Need for Public Awareness
- iii) Natural Resources
 - a) Natural Resources and Associated Problems
 - Forest Resources: Use and Over-exploitation, Deforestation, Case Studies. Timber Extraction, Mining, Dams and their Effects on Forests and Tribal People.
 - Water Resources: Use and Over-utilisation of Surface and Ground Water, Floods, Drought, Conflicts over Water, Dams – Benefits and Problems.
 - Mineral Resources: Use and Exploitation, Environmental Effects of Extracting and using Mineral Resources, Case Studies.
 - Food Resources: World Food Problems, Changes Caused by Agriculture and Overgrazing, Effects of Modern Agriculture, Fertilizer-Pesticide Problems, Water Logging, Salinity, Case Studies.
 - Energy Resources: Growing Energy Needs, Renewable and Non-Renewable Energy Sources, Use of Alternate Sources, Case Studies.
 - Land Resources: Land as a Resource, Land Degradation, Man Induced Landslides, Soil Erosion and Desertification.
 - b) Role of an Individual in Conservation of Natural Resources
 - c) Equitable Use of Resources for Sustainable Lifestyles

Unit II

(5 Hours)

Ecosystems

- i) Concept of an Ecosystem
- ii) Structure and Function of an Ecosystem
- iii) Producers, Consumers and Decomposers
- iv) Energy Flow in the Ecosystem
- v) Ecological Succession
- vi) Food Chains, Food Webs and Ecological Pyramids
- vii) Introduction Types, Characteristics Features, Structure and Function of the following Ecosystem:
 - a). Forest Ecosystem
 - b). Grassland Ecosystem
 - c). Desert Ecosystem
 - d). Aquatic Ecosystems (Ponds, Streams, Lakes, Rivers, Ocean, Estuaries)

Unit III

(5 Hours)

Biodiversity and its Conservation

- i. Introduction – Definition – Genetic, Species and Ecosystem Diversity
- ii. Bio-geographical Classification of India
- iii. Value of Biodiversity – Consumptive Use, Productive Use, Social, Ethical, Aesthetic and Option Value
- iv. Biodiversity at Global, National and Local Levels
- v. India as a Mega-Diversity Nation
- vi. Hot-Spots of Biodiversity
- vii. Threats to Biodiversity – Habitat Loss, Poaching of Wildlife, Man-Wildlife Conflicts
- viii. Endangered and Endemic Species of India
- ix. Conservation of Biodiversity – In-situ and Ex-situ and Conservation of Biodiversity

Unit IV

(5 Hours)

Environmental Pollution

- i) Definition, Causes, Effects and Control Measures of:
 - a) Air Pollution
 - b) Water Pollution
 - c) Soil Pollution
 - d) Noise Pollution
 - e) Thermal Pollution
- ii) Solid Waste Management – Causes, Effects and Control Measures of Urban and Industrial Wastes
- iii) Role of an Individual in Prevention of Pollution
- iv) Pollution Case Studies
- v) Disaster Management – Floods, Earthquake, Cyclone and Landslides

Unit V

(5 Hours)

Social Issues and the Environment

- i) Sustainable Development
- ii) Urban Problems Related to Energy
- iii) Water Conservation, Rainwater Harvesting, Watershed Management
- iv) Resettlement and Rehabilitation of People; Its Problems and Concerns, Case Studies
- v) Environmental Ethics – Issues and Possible Solutions
- vi) Climate Change, Global Warming, Ozone Layer, Depletion, acid Rain, Nuclear Accidents and Holocaust, Case Studies
- vii) Consumerism and Waste Products
- viii) Environmental Protection Act
- ix) Air (Prevention and Control of Pollution) Act

- x) Water (Prevention and Control of Pollution) Act
- xi) Wildlife Protection Act
- xii) Forest Conservation Act
- xiii) Issues Involved in Enforcement of Environmental Legislation
- xiv) Public Awareness
- xv) Human Population and the Environment
 - Population Growth and Distribution
 - Population Explosion – Family Welfare Programme
 - Environment and Human Health
 - Human Rights
 - Value Education
 - HIV/AIDS
 - Women and Child Welfare
 - Role of Information Technology in Environment and Human Health
 - Medical Transcription and Bioinformatics

Text Book:

Environmental Studies, Bharathiar University, Publication Division, 2004

Reference Book:

S.No	Authors	Title	Publishers	Year of Publication
1	R.C.Sharma&GurbirSangha	Environmental Studies	Kalyani Publishers	2005

SEMESTER II

20BAU05	BUSINESS COMMUNICATION	CATEGORY	L	P	CREDIT
		Core - IV	48	-	4

Preamble:

To equip the students with knowledge and understanding of various aspects of business communication and make them to familiarize with communication methods and presentation of letters

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the importance of communication in business operations and to identify the different stages in the communication process	K2,K3
CO2	Identify the effective use of various types of oral, written and digital communication modes geared to a range of business audiences	K3
CO3	Outline basic principles underlying modern business communication and apply these principles in varied contexts	K1,K3
CO4	Grasp the importance of internal and employment communication	K4
CO5	Review the nature and role of communication in the changing context of modern business organizations	K5

UNIT I: BASICS OF COMMUNICATION

(10 Hrs)

Communication: Introduction, meaning, definition, objectives, importance, elements, communication process, types of communication, barriers to communication, essentials of effective communication, brain drain.

UNIT II: COMMUNICATION MEDIA

(10 Hrs)

Media: Verbal Communication- Written communication: Meaning, forms, merits & limitations - oral communication: meaning, forms, merits, limitations. Nonverbal communication: Characteristic, sign language, kinesics, paralanguage functions - importance of non verbal communication skills.

UNIT III: EXTERNAL BUSINESS COMMUNICATION

(10 Hrs)

Business Communication: Introduction, meaning, communication through letters – need – functions - kinds of business letter – layout of business letters - enquiries and replies – specimen letters - Sales Correspondence: Status enquiries - claims and adjustments – collection letters– sales promotion letters - specimen letters.

Unit IV: INTERNAL AND EMPLOYMENT COMMUNICATION (10 Hrs)

Bank correspondence - Export and import correspondence, Preparation for Meeting: Circulars, notices, and preparing agenda & minutes of meeting. Application Letters: Resume preparation

Unit V: REPORT WRITING (8 Hrs)

Report writing: Importance, characteristics, structure of reports and kinds of reports - Modern Communication Methods: Internet – E-mail, E- Learning - Video Conferencing – Fax – SMS.

Text Book

S.No	Authors	Title	Publishers	Year of Publication
1.	Rajendra Pal &J.S.Korlahalli	Essentials of Business Communication	Sultan chand&sons	2010

Books for Reference

S.No	Authors	Title	Publishers	Year of Publication
1	Urmila Raj	Business Communication	Himalaya Publishing House	2008
2	M.S. Ramesh &Pattenshetty	. Effective Business English and Correspondence	S. Chand& co	2010

20BAU06	ORGANISATIONAL BEHAVIOUR	CATEGORY	L	P	CREDIT
		Core - V	36	-	3

Preamble:

To enrich knowledge about organisational behaviour concepts, behavioural patterns of human beings at individual and group levels, concepts of leadership and motivation and dynamics of organisational behaviour effectively.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Obtain the conceptual knowledge of organisational behaviour, and analyse the models and concepts	K1, K4
CO2	Acquire an inclusive knowledge about the behaviour of individuals in terms of personality, perception, attitude in organisations	K3
CO3	Assimilate and evaluate the importance of group roles and group tasks	K3, K5
CO4	Interpret various theories of leadership and motivation used in organizations	K2
CO5	Gain experience about the concepts of organizational culture and organisational climate	K3

Unit I: FOCUS AND PURPOSE

(7 Hrs)

Organisational Behavior: Meaning, definition, nature, scope, fundamental concepts of OB, determinants of OB, models of OB – Contributing disciplines to OB - emerging issues and challenges in OB.

Unit II: INDIVIDUAL BEHAVIOUR

(7 Hrs)

Personality: Meaning, definition, nature, factors influencing personality, determinants of personality - Perception: Meaning, need, factors influencing perception, perceptual process, factors affecting perceptual process - Attitude: Meaning, definition, characteristics, components, reasons for attitude formation, barriers to change attitude.

Unit III: GROUP BEHAVIOUR

(8 Hrs)

Group: Meaning, definition, characteristics, functions, types, stages of group formation, reasons for joining a Group, outcomes of group behaviour - Groups roles - Group tasks: Meaning, types, elements, merits & demerits - Group conflict: Meaning, resolution of conflict.

Unit IV: LEADERSHIP AND MOTIVATION

(7 Hrs)

Leadership: Meaning, importance, qualities for a leader - leadership styles, theories of leadership - Motivation: Meaning, nature, need, types of motivation, theories of motivation.

Unit V: DYNAMICS OF ORGANISATIONAL BEHAVIOUR

(7 Hrs)

Organisational Culture & Climate: Meaning, importance, types, methods for creation and changing the culture, impact of culture on organisation effectiveness, Organization Climate: Meaning, Definition, and Factors Affecting Organization Climate - Organisational change: Meaning, Process, reasons for change, methods, resistance to change - types, managing resistance to change.

Text Book:

Authors	Title	Publisher	Year of Publication
K. Aswathappa	Organisational Behaviour	Himalaya Publishing House	2016

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Udai Pareek	Understanding Organisational Behaviour	Oxford Higher Education	2010
2	R.k.Sharma & S.K.Gupta	Organisational Behaviour	Kalyani Publishers	2011
3	Stephen P. Robins	Organisational Behavior	PHI Learning / Pearson Education	2012

20BAU07	ECONOMIC THEORIES FOR MANAGERS	CATEGORY	L	P	CREDIT
		Core - VI	48	-	4

Preamble:

The purpose of this course is to provide students with a basic understanding of the economic theory and analytical tools that can be used to enhance the knowledge in managerial perspective.

Course Outcomes:

To enable the students to learn principles and concepts of Business Economics

CO Number	CO Statement	Knowledge Level
CO1	Understand the core economic terms, concepts and theories.	K1, K2
CO2	Identify the key elements of demand and supply model and use it to analyse the real world examples.	K2, K3
CO3	Have an in depth knowledge about various laws relating to production function	K2
CO4	Familiarize in the concepts of market structure and pricing policies	K2, K4
CO5	Interpret conceptual knowledge about the role of government in countries economical changes.	K2

UNIT I: FUNDAMENTAL CONCEPTS IN ECONOMICS: (8 Hrs)

Introduction to Economics: Definition, nature and scope of economics- Micro and Macro Economics, Role of economics in decision making.

UNIT II: DEMAND ANALYSIS AND SUPPLY ANALYSIS: (10 Hrs)

Demand Analysis: Meaning of demand, types of demand, law of demand, determinants of demand, demand function, elasticity of demand - price elasticity of demand, income elasticity of demand, cross elasticity of demand - Supply Analysis: Law of supply, supply schedule, supply curve, price elasticity of supply.

UNIT III: PRODUCTION ANALYSIS (10 Hrs)

Production function, types of production function, law of returns, law of variable proportions, law of increasing returns, law of constant returns, law of diminishing returns, returns to scale.

UNIT IV: MARKET STRUCTURES & PRICING (10 Hrs)

Market Structures: Meaning of market, classification of markets - pricing: pricing under perfect competition, imperfect competition, monopolistic market, oligopoly market, and duopoly market.

UNIT V: GOVERNMENT AND PUBLIC SECTOR IN INDIA (10 Hrs)

Government and Business, performance of public enterprises in India, price policy in public utilities - Public sector: Meaning, goals, types and classification, evolution and objectives, role of public sectors in India.

Text Book:

Authors	Title	Publisher	Year of Publication
Dr.S.Sankaran	Business Economics	Margham Publications	2014

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Sundaram K.P & Sundaram E	Business Economics	Sultan Chand & Sons	1983
2	V.G.Mankar	Business Economics	Macmillan India	1999
3	P.L.Mehta	Managerial Economics	Sultan Chand & Sons	2013

20FCU02	YOGA AND ETHICS	CATEGORY	L	P	C
		Foundation Course II	24	-	2

Preamble:

To enable the learners to acquire the knowledge on basic yogasanas and values and practice them in real life.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Acquire the basic knowledge on yoga and value education.	K1
CO2	Understand the importance of yoga, mental exercises, principles of life and components of values	K2
CO3	Enhance their physical and mental health by practicing the different types of asanas, kriyas, mental exercises and values.	K3
CO4	Lead a meaningful life for the fulfillment of the needs of family, workplace, society and country.	K4

UNIT I: YOGA AND HEALTH

(5 Hrs)

Theory:

Yoga-Meaning - Importance of Yoga – PanchaKoshas - Benefits of Yoga-General Guidelines.

Practice:

Dynamic Exercise - Surya Namaskar-Basic Set of Asanas - Pranayama & Kriya.

UNIT II: ART OF NURTURING THE MIND

(5 Hrs)

Theory:

Ten Stages of Mind - Mental Frequency – Methods for Concentration

Eradication of Worries - Benefits of Blessings - Greatness of Friendship - Individual Peace and World Peace.

Practice: - Worksheet.

UNIT III: PHILOSOPHY AND PRINCIPLES OF LIFE

(5 Hrs)

Purpose and Philosophy of Life- Introspection – Analysis of Thought - Moralization of Desires- Neutralization of Anger- Vigilance and Anti- Corruption- Redressal mechanism - Urban planning and Administration.

Practice – Worksheet.

UNIT IV: VALUE EDUCATION (Part-I)

(5 Hrs)

Ethical Values: Meaning – Need and Significance - Types - Value education – Aim of education and value education.

Components of value education: Individual values – Self discipline, Self Confidence, Self Initiative, Empathy, Compassion, Forgiveness, Honesty, Sacrifice, Sincerity, Self-control, Tolerance and Courage.

Practice – Worksheet.

UNIT V: VALUE EDUCATION (Part-II)

(4 Hrs)

Family Values - Constitutional or National values – Democracy, Socialism, Secularism, Equality, Justice, Liberty, Freedom and Fraternity.

Social values – Pity and probity, self control, universal brotherhood.

Professional values – Knowledge thirst, sincerity in profession, regularity, punctuality and faith.

Religious values – Tolerance, wisdom, character.

Practice – Worksheet.

Reference Books:

- 1 Vethathiri Maharishi (2015), ‘_Yoga for human excellence’- Sri Vethathiri Publications.
2. Value Education for human excellence- study material by Bharathiar University.
3. Value Education - Study Material by P.K.R Arts College for Women.

SEMESTER III

20BAU10	HUMAN RESOURCE MANAGEMENT	CATEGORY	L	P	CREDIT
		Core:VIII	48	-	4

Preamble

To familiarize the students with concepts and principles of Human Resource Management

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Demonstrate an understanding of key terms, theories, concepts and practices within the field of HRM	K1,K2
CO2	Demonstrate competence in development and problem solving skills	K2.K3
CO3	Provide innovative solutions to problems in the field of HRM	K5,K4
CO4	Be able to identify and appreciate the significance of various functions of HR	K1,K3
CO5	Evaluate HRM related social, cultural, ethical and environmental responsibilities and issues in global context	K5

UNIT I: INTRODUCTION

(8 Hrs)

Personnel Management: Meaning, objectives, functions, role of personnel manager - personnel policies: types, formulation of personnel policies - difference between HRM and Personnel management HRM: Meaning, definition, objectives, functions, role of HR manager.

UNIT II: HUMAN RESOURCE PALNNING AND ACQUIRING

(10 Hrs)

Human Resource Planning: Meaning, definition, process, factors influencing HRP, benefits- Recruitment: Meaning, purpose, process, sources of recruitment - Selection: Meaning, process, factors affecting selection - Induction: Definition - contents of an induction program.

UNIT III: TRAINING AND DEVELOPMENT

(10 Hrs)

Training: Meaning, definition, need for training, process, methods of training, difference between on-the job and off- the job training. Development: Meaning, definition, process, methods of development, difference between training and development.

UNIT IV: PERFORMANCE APPRAISAL AND JOB CHANGE

(10 Hrs)

Performance Appraisal: Definition, techniques of performance appraisal, merits and demerits - Promotion: Definition, types of promotion, benefits of promotion and problems of promotion. Transfer: Definition, reasons for transfer, types of transfer - Demotion: Definition, reasons for demotion.

UNIT V: Career planning and Recent trends in HRM

(10 Hrs)

Career Planning: Meaning, concepts, stages in career planning - Recent trends in HRM: Computer applications in HRM, Human resource accounting and auditing.

Text Book:

Authors	Title	Publisher	Year of Publication
K.Aswathappa	Human Resource Management	Tata McGraw Hill	2013

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	C.B.Gupta	Human Resource Management	Sultan chand sons	2012
2	C.B.Mamoria	Personnel management	Himalaya Publishing House	2016
3	Edwin Flippo	Personnel management	Tata McGraw Hill	2008

20BAU11	MARKETING MANAGEMENT	CATEGORY	L	P	CREDIT
		Core: IX	48	-	4

Preamble

To make the students to understand the insights about marketing environment and its implications in business world.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Understand the key terms, concepts and practices in Marketing management	K1,K2
CO2	Familiarize about marketing environment and the importance of market segmentation	K2
CO3	Grasp the notability of product mix, branding, labeling and packaging	K3,K4
CO4	Evaluate the strategies in physical distribution	K5
CO5	Apply the concepts of Advertising and sales promotions in marketing environment and to be cognizant the recent trends in marketing	K4

UNIT I: INTRODUCTION

(8 Hrs)

Market: Meaning & definition, classification of markets, Evolution of Marketing - Marketing: Definition, scope, functions, importance, concepts, approaches to marketing, roles & responsibilities of marketing manager - Marketing Management: Meaning & definition, characteristics, functions, frame work of marketing department.

UNIT II: MARKETING ENVIRONMENT AND SEGMENTATION

(10 Hrs)

Marketing Environment: Meaning, factors affecting micro & macro environments- Market Segmentation: Meaning, definition, criteria, bases and requisites of sound market segmentation - Consumer Buying Behaviour: Meaning, process, types, categories that affect the buying decision process.

UNIT III: PRODUCT MIX

(10 Hrs)

Marketing Mix - Product Mix: The Product, characteristics, benefits, classifications, consumer goods, industrial goods, new product development process, failure of new product, product life cycle – Branding: Meaning, essentials of a good brand, types of brands - Packaging: objectives, functions & kinds– Labeling: Functions, advantages & disadvantages.

UNIT IV: PHYSICAL DISTRIBUTION

(10 Hrs)

Pricing: Objectives, factors influencing pricing policy and methods of pricing, kinds of pricing-
Physical Distribution: Meaning, factors affecting channel selection, types of marketing channels -
Promotion: Meaning and significance of promotion – CRM: Meaning and definition, role of CRM,
advantages and disadvantages.

UNIT V: ADVERTISING AND SALES PROMOTION (10 Hrs)

Advertising: Meaning & definition, objectives, functions, kinds, causes of failure of advertising -Sales
Promotion: Definition, objectives, effectiveness of sales promotion, kinds-Recent trends in Marketing:
Introduction to modern marketing, e-business, tele-marketing, m-business, green marketing,
relationship marketing, retailing, concept marketing and virtual marketing (meaning only).

Text Book:

Authors	Title	Publisher	Year of Publication
Philip kotler	Marketing Management	Pearson Education	2017

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	RajanSaxena	Marketing Management	Tata McGraw Hill	2017
2	C.B.Gupta	Marketing Management	Sultan chand sons	2015
3	M.Govindarajan	Marketing Management:Concepts, Cases, Challenges and Trends	Prentice hall India	2007

20BAU12	PRODUCTION MANAGEMENT	CATEGORY	L	P	CREDIT
		Core : X	48	-	4

Preamble

To enable students understand the principles, practices and areas of application in shop floor management.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Learn theories and skills required for successful Production Management.	K1,K2
CO2	Identify the importance of good plant location and layout	K3
CO3	Demonstrate knowledge and insight into the various tools of production management	K2
CO4	Gain an understanding and appreciation of the principles and applications relevant to the planning, design, and operations of manufacturing	K3,K4
CO5	Develop the ability to identify operational methodologies to assess and improve an organizations performance	K5

UNIT – I: INTRODUCTION

(8 Hrs)

Production Management: Meaning, definition, functions, elements of production, production process -
Production System: Meaning, functions, types, advantages and disadvantages.

UNIT – II: FACILITIES LOCATION AND LAYOUT

(10 Hrs)

Plant Location: Meaning, importance, factors influencing plant location.

Classification of Sites for Industrial Unit: urban, rural, sub-urban –merits and demerits

Production Plant Layout: Definition, objectives, essentials of good layout, tools, types (advantages and disadvantages of each type)

UNIT – III: PPC AND PLANT MAINTENANCE

(10 Hrs)

Production Planning and Control: Definition, objectives, importance, functions, tools of PPC, stages in PPC -Maintenance of Plant: Introduction and types.

UNIT – IV: DESIGN OF WORK SYSTEM AND PURCHASE

(10 Hrs)

Work Study: Definition, components, importance, procedure, benefits - Method Study: Definition, objectives, procedure – Work Measurement: Definition, objectives, procedure Purchasing: Introduction, duties of a purchasing department, purchases parameters -8Rs .

UNIT – V: STORES MANAGEMENT AND QUALITY CONCEPTS

(10 Hrs)

Vendors: Vendor development and vendor rating – Store keeper: Duties, responsibilities, location of store, stores ledger, bin card - TQM: Meaning, objectives, elements, benefits - ISO: Features, advantages, procedure for obtaining ISO.

Text Book:

Authors	Title	Publisher	Year of Publication
K.Aswathappa	Production and Operations Management	Himalaya Publishing House	2010

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1.	Pannerselvam	Production and Operations Management	Prentice Hall of India	3 rd edition
2.	B.S. Goyal	Production and Operations Management	PragatiPrakashan	2012
3.	M.M. Varma	Material Management	Sultan Chand & Sons	4thEdition, 2012

20BAU13	FINANCIAL MANAGEMENT	CATEGORY	L	P	CREDIT
		Core: XI	48	-	4

Preamble

To impart the deeper knowledge in diverse concepts in financial management for application in business arena.

Course Outcomes

On the successful completion of the course the students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Have a deeper understanding in objectives of financial management and the sources of finance for business.	K1,K2,K3
CO2	Evaluate the finance plans on the basis of cost of capital to acquaint a deeper knowledge in leverages	K3,K5
CO3	Judge an optimal capital structure through the conceptual knowledge on capital structure theories for better dividend decisions	K5
CO4	Impart deeper understanding in working capital management to avail the adequate working capital for business functions.	K2,K5
CO5	Evaluate the capital budgets through capital budgeting techniques.	K4,K5

UNIT I: INTRODUCTION TO FINANCIAL MANGEMENT (8 Hrs)

Finance Functions: Meaning, definition, scope- Objectives of Financial management: profit maximization and wealth maximization- Sources of Finance: Short term, bank sources, long term, shares, debentures, preferred stock, debt.

UNIT II: COST OF CAPITAL (10 Hrs)

Cost of Capital: Cost of specific sources of capital, equity, preferred stock debt, reserves, weighted average cost of capital - Leverages: Operating leverage and financial leverage.

(Problems on cost of capital-Equity, preference shares, debentures, retained earnings, term loans, Weighted Average Cost of Capital, Leverages-Operating, financial and combined leverage)

UNIT III: CAPITAL STRUCTURE AND DIVIDEND POLICY (10 Hrs)

Meaning and definition, components of capital structure, factors influencing capital structure, optimal capital structure, capital structure theories - Dividend and Dividend policy: Meaning, classification, sources available for dividends, Dividend policy general, determinants of dividend policy.

UNIT IV: WORKING CAPITAL MANAGEMENT (10 Hrs)

Working capital: Meaning, concepts, importance, determinants of Working capital, Cash Management: Motives for holding cash, objectives and strategies of cash management- Receivables Management: Objectives, credit policies. (Problems on working capital requirement)

UNIT V: CAPITAL BUDGETING (10 Hrs)

Capital budgeting: Meaning, objectives, types of capital budgeting, problems on payback period, net present value, internal rate of return, accounting rate of return, profitability index.

(80% THEORY AND 20% PROBLEMS)

Text Book:

Authors	Title	Publisher	Year of Publication
I. M. Pandey	Financial Management	Vikas Publishing house	2015

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	S.N. Maheswari	Management Accounting	Sultan Chand & Sons	2014
2	P.V. Kulkarni	Financial Management	Himalaya Publishing house	2016
3	Khan and Jain	Financial Management- A Conceptual Approach	McGraw hill Education pvt Ltd	2017

20BAU15	FUNDAMENTALS OF COMPUTERS	CATEGORY	L	P	CREDIT
		Core: XIII Practical	-	60	4

Preamble

To equip the students with basic computer knowledge

Course Outcomes

On the successful completion of the course the students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Familiarize the students with Ms word or Libre office writer for the purpose of business documentation	K1, K3
CO2	Enhance the students with better grounding on Ms-excel or Libre office calc for business calculations	K3
CO3	Equip the students to make an effective presentation with the support of Ms power point or Libre office impress.	K3
CO4	Obtain an application knowledge about Ms access or Libre office base to store and access the business related information	K2,K5

UNIT-I: INTRODUCTION

(12 Hrs)

Introduction to libre office writer: shortcuts — document types —working with documents, Introduction to libre office calc — spreadsheet & its applications — opening spreadsheet — shortcuts working with spreadsheets, introduction to libre office impress — opening new presentation — different presentation templates — setting backgrounds — selecting presentation layouts , introduction to libre office base — database concepts — tables— queries — reports

UNIT-II: MS WORD OR LIBRE OFFICE WRITER

(12 Hrs)

Text formatting usage of numbering, bullets, footer and header.-Usage of spell check and find & Replace - Picture insertion and alignment- Mail merge concepts.

UNIT III: MS-EXCEL OR LIBRE OFFICE CALC

(12 Hrs)

Cell editing-Usage of formulae and built-in functions-Data sorting (both number and alphabets)- Filters- Drawing graphics.

UNIT IV: POWER POINT OR LIBRE OFFICE IMPRESS

(12 Hrs)

Inserting clip arts and pictures- Insertion of new slides- Preparation of organization charts- Usage of design templates.

UNIT V: MS-ACCESS OR LIBRE OFFICE BASE

(12 Hrs)

Creating a table- Queries operation- Create a report- Sorting.

20BAU16	TAXATION LAW & PRACTICE	CATEGORY	L	P	CREDIT
		Allied - III	60	-	4

Preamble

The course aims to provide you with a sound understanding of the principles of taxation in relation to income tax for individuals and trading entities.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand fundamental concepts of income tax law and ICA 1961	K2, K3
CO2	Instill procedures for computation of income under salary	K1, K2
CO3	Compute income under business and understand the powers of tax authorities	K3
CO4	Predict the role of GST for the effective running of a business	K5
CO5	Analyze the importance of CST in business	K4

UNIT – I: INTRODUCTION

(12Hrs)

General Principles of taxation, distinction between direct and indirect taxes, tax evasion, avoidance, cause, and remedies - Direct Taxes: Income Tax Act 1961, important definitions, basis of charge, residential status, Income exempted from income tax, Heads of income.

UNIT – II: SALARY

(12Hrs)

Computation of income under salary. (Problems to be included).

UNIT – III: HOUSE PROPERTY AND BUSINESS AND PROFESSION

(12 Hrs)

Computation of income under house property and profits and gains of business, profession (problems be included), Income tax Authorities, duties and their powers.

UNIT – IV: GST

(12 Hrs)

Overview of GST: Implementation of GST, Liability of the Tax Payer, GST Network, GST Council - Levy of GST: Introduction, composition scheme, remission of tax / duty - Registration: Introduction, registration procedure, important points, special persons, amendments / cancellation.

UNIT – V: CENTRAL EXCISE DUTY

(12 Hrs)

Central Excise Duty, objectives of excise duty, goods exempted from duty, customs duties, levy of import and export duty, types of import duty, exemption from customs duty, distinction between advalorem and specific duties.

Note: Theory and problems shall be distributed at 60% & 40% respectively.

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Books for Reference:

S.no	Authors	Title	Publishers	Year of publication
1	Bhagavathiprasad	Income tax law & practice	Wishwaprakashan	2011
2	Gaur & narang	Income tax law & practice	Kalyani publications	2011
3	Mehrothra	Income tax law & practice	Sathiyabhawan publication	2017
4	Abhishek a. Rastogi	Professional's guide to GST	Taxmann	2018

20AEU01	INFORMATION SECURITY	CATEGORY	L	P	CREDIT
		Ability Enhancement Course-I	24	-	2

Preamble

To learn about the basics of Information Security.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Obtain fundamental knowledge of Information Security	K1, K2
CO2	Learn basic concepts of Risks in Information Security	K1, K2
CO3	Familiarize the ideas of security planning and policies	K2, K3
CO4	Understand with Privacy and Ethical Issues in Information Security	K3, K4
CO5	Learn about Cryptography	K4, K5

Unit – I: Introduction to Information Security (5 Hours)

Information Security: Principles, Concepts and definitions - The need for Information Security - Benefits of information security. The Security Problem in Computing: The meaning of computer Security - Computer Criminals.

Unit – II: Information Risk (5 Hours)

Information Risk: Threats and vulnerabilities of Information systems – Introduction to Risk management. Information security management Policy, standards and procedures.

Unit – III: Security Planning (5 Hours)

Administering Security: Security planning - Security planning team members - Assuring Commitment to a security plan - Business Continuity Plan - Incident response plan - Organizational Security policies, Physical Security.

Unit – IV: Privacy and Ethical Issues in Information Security (5 Hours)

Legal Privacy and Ethical Issues in Information Security: Protecting Programs and data - Information and the law - Rights of Employees and Employers - Software failures - Computer Crime - Ethical issues in Information Security.

Unit – V: Cryptography (4 Hours)

Cryptography: Introduction to Cryptography - What is Cryptography – Plain text – Cipher text – Substitution Ciphers - Transposition Ciphers.

REFERENCES:

1. Information Security Lecture Notes, Department of Computer Science and Engineering & Information Technology, Veer SurendraSai University of Technology (Formerly UCE, Burla) Burla, Sambalpur, Odisha Lecture Note Prepared by: Asst.Prof. SumitraKisanAsst.Prof. D. Chandrasekhar Rao
2. Information Security Management Principles An ISEB Certificate , Andy Taylor (Editor) David Alexander Amanda Finch David Sutton © 2008 The British Computer Society.

20NMU01A	INDIAN WOMEN AND SOCIETY	CATEGORY	L	P	CREDIT
		Non - Major Elective	24	-	2

Preamble

To familiarize students with the specific cultural contexts of women in India

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Demonstrate knowledge of the history of women's studies as an academic discipline	K1,K2
CO2	Analyze the various roles of women and the challenges faced by them in the society	K3
CO3	Assimilate and evaluate the importance of women health	K3,K5
CO4	Identify the different issues related to women in general	K4
CO5	Assessing the Women Empowerment and the role of Central & State Government in developing Women	K5

Unit 1: Historical Background

(5 Hrs)

History of women's status from Vedic times, women's participation in India's pre and post independence movement and economic independence, fundamental rights and importance of women in modern society.

Unit 2: Role of Women (Challenges & remedies)

(5 Hrs)

Women in family, agriculture, education, business, media, defense, research and development, sports, civil services, banking services, social work, politics and law.

Unit 3: Women and Health

(5 Hrs)

Women and health issues, malnutrition, factors leading to anemia, reproductive maternal health and infant mortality, stress.

Unit 4: Issues of Women

(5 Hrs)

Women's issues, dowry related harassment and dowry deaths, gender based violence against women, sexual harassment, loopholes in practice to control women issues.

Unit 5: Women Empowerment

(4 Hrs)

Meaning, objectives, problems and issues of women empowerment, factors leading to women empowerment, role and organization of national commission for women, central and state social welfare board for women empowerment, reality of women empowerment in the era of globalization.

Reference Books:

S.No	Authors	Title	Publishers	Year of Publication
1	TRowbotham, Sheila	Hidden from History: Women's Oppression and the Fight against It	Pluto Press, London	1975
2	Susheela Mehta	Revolution and the Status of Women	Metropolitan Bookco.pvt ltd, New Delhi	1989
3	IAWS	The State and the Women's Movement in India	IAWS, Delhi	1994
4	Mala Khullar	Writing the Women's Movement: A Reader	Zubaan	2005
5	Kosambi, Meera	Crossing Thresholds: Feminist Essays in Social History	Permanent Black	2007

SEMESTER: IV

20BAU17	MANAGEMENT INFORMATION SYSTEM	CATEGORY	L	P	CREDIT
		Core :XIV	72	-	4

Preamble

To enable the students gain insights into the various concepts about information systems and their subsequent management in an organization.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the basic concepts and technologies of a computer system which support the management information system.	K1,K2
CO2	Identify the importance of IS and its support for various functional areas	K2,K3
CO3	Have the knowledge of the different types of management information system and the networking concepts.	K3
CO4	Acquaint themselves with the idea of how to secure and control Information systems in the organization.	K3,K4
CO5	Explain the role of new IT initiatives applied in business in recent trends.	K2,K3

UNIT I: FOUNDATION OF MANAGEMENT INFORMATION SYSTEM (14 Hrs)

MIS: Definition, Objectives of MIS, characteristics, applications of MIS, benefits and limitations of MIS, success and failure of MIS- differences between data and information.

UNIT II: INPUT AND OUTPUT DEVICES (15 Hrs)

Input devices: mouse - touch screens - MICR - OCR - keyboard - pen based Input - digital scanners - voice input devices - sensors. Output devices: impact printers - non-impact printers - video display terminals - plotters - voice output devices.

UNIT III: IS TYPES AND NETWORKING (15 Hrs)

Types of IS: Transaction Processing System (TPS), Decision Support System (DSS), and Introduction to client-server. EDI-Net working concepts: LAN, WAN, difference between internet, intranet, extranet.

UNIT IV: MIS -SUPPORTING FUNCTIONS (14 Hrs)

Strategic information system, MIS support for planning, organizing, controlling. Advantages and Disadvantages of MIS support functions.

UNIT V: MIS -SPECIAL FUNCTIONS (14 Hrs)

MIS for special functions: Introduction to special functions & needs, Special functions: personnel, finance, marketing, inventory and production. Importance of special functions and their limitations.

Text Book:

Authors	Title	Publisher	Year of Publication
O'Brien, J. A, Marakas	Management Information systems	McGraw Hill,	2011

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Goyal	Management Information System	Macmillan	4th Edition
2	Laudon and Laundon	Management Information System	Pearson	11th Edition
3	W.SJawadekar	Management Information System	Tata McGraw-Hill	2002

20BAU19	MODERN OFFICE MANAGEMENT	CATEGORY	L	P	CREDIT
		Core - XV	72	-	4

Preamble

To have inclusive knowledge about functions of office and factors considered in selecting the location, designing the office environment, office system and procedures and management of personnel effectively.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Obtain the conceptual knowledge of office functions and office management.	K1
CO2	Formulate the factors to select the location and designing of layouts that matches with the workflow.	K2, K5
CO3	Assimilate the system and procedures of office work for better office management.	K4
CO4	Understand the importance of effective communication within the administrative office unit and record management.	K2,K3
CO5	Acquire information to manage personnel work and employee grievances.	K1,K2

UNIT I: MODERN OFFICE MANAGEMENT AND ORGANIZATION (15 Hrs)

Modern Office Management: Basic concepts of modern office, importance, functions of office, office management, principles of management, elements, office manager, qualities and functions.

UNIT II: OFFICE LOCATION AND ENVIRONMENT (15 Hrs)

Office location: Meaning, factors considered in selection of location - Layout: objectives, types, procedures for designing the layout, advantage of good layout - Office environment: lightning, ventilation and temperature, interior decoration, office furniture, physical hazard in office safety.

UNIT III: RECORD MANAGEMENT (14 Hrs)

Office forms: principles in designing office forms - Office mail: organizing mail department and mail handling process - Record Management: Meaning, classification, principles of record keeping, filing and methods.

UNIT IV: OFFICE SYSTEM AND PROCEDURES (14 Hrs)

System and procedures meaning, characteristics, importance, advantage, essentials of a successful office system, planning and designing office system, flow of work, analysis of flow of work.

UNIT V: OFFICE CORRESPONDENCE AND REPORTS (14 Hrs)

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Office correspondence centralized Vs departmental correspondence- Office Reports: Report writing, types, specimen of report.

Text Book:

Authors	Title	Publisher	Year of Publication
S.P.Arora	Office Organisation and Management	Vikas Publishing House pvt ltd	2014

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	R.K.Chopra	Office Management	Himalaya Publishing House	2015
2	P. Rizwan Ahmed	Office Management	Margham Publications	2016
3	S.C. Sahoo BaldevKar	Office Management	Himalaya Publishing House	2016

20BAU21	ACCOUNTING SOFTWARE	CATEGORY	L	P	CREDIT
		Core : XVII - Practical	-	60	4

Preamble

At the end of this practical course the learner is expected to have operational skills in doing financial accounting tasks using computer – creation, updating and reporting related tasks

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Providing in-depth knowledge in company creation	K2, K3
CO2	Enhance the students with better grounding on Ledgers	K1, K2
CO3	Equip the students to make familiar with Voucher Entries	K3
CO4	Obtain an application knowledge about Inventory and access the business related information	K3
CO5	Acquire the basic knowledge on Human Resource Accounting and GST	K4

UNIT I: COMPANY INFORMATION AND FEATURES (12 Hrs)

Company creation, setting features, shut down company, selection of company, handling more companies, alteration of company, deleting company.

UNIT II: ACCOUNTS INFORMATION (12 Hrs)

Group: Creating single and multiple groups, displaying groups, altering groups- ledgers: setting accounting features, setting inventory features, setting statutory & taxation features, setting ledger configuration and working with ledgers..

UNIT III: VOUCHER ENTRY & FINAL ACCOUNTS (12 Hrs)

Accounting voucher, inventory voucher, display of voucher, alteration of voucher, cancellation of voucher, deletion of voucher, adding and inserting vouchers, updating sales and purchase ledger for GST compliance. Working with Trial balance, balance sheet, profit & loss a/c - bank reconciliation statement, display of accounting books & reports

UNIT IV: INVENTORY INFORMATION (12 Hrs)

Creating, displaying and altering (stock groups, stock categories and stock items), units of measure, integration of accounts with inventory. Updating stock items and stock groups for GST Compliance.

UNIT V: HUMAN RESOURCE ACCOUNTING & GOODS AND SERVICE TAX

(12 Hrs)

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Enabling payroll, creation of masters, payroll entries, display of payroll reports, printing payroll reports. Activating GST for company, setting up GST rates, apply discount for selected items in GST, journal vouchers for TDS

20BAU18	BUSINESS LAW	CATEGORY	L	P	CREDIT
		Allied - IV	72	-	4

Preamble

To have an in-depth knowledge in basic concepts of Business Law and provides an introduction to law from a business perspective.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Identify and apply appropriate legal basics of Contracts as fundamental instruments for enabling business	K2, K3
CO2	Understand the legal protection afforded to consumers in transactions for the sale of goods, including fraudulent transactions	K1, K2
CO3	Understand how sales are often conducted by agents and middlemen and to examine the legal liability arising in commercial agency.	K3
CO4	Evaluate various provisions of negotiable instrument Act, 1881 regarding negotiation, assignment, endorsement, acceptance, etc. of negotiable instruments.	K5
CO5	Analyse the rights given to consumers in terms of the Act and how consumers can enforce these rights where they have been infringed.	K4

UNIT I: LAW OF CONTRACT 1872

(15 Hrs)

Law of Contract 1872: Definition & nature of contract, types of contract, essential elements of contract: offer & acceptance, consideration & capacity to contract, free contract, legality of object & consideration, contingent contract, quasi contract, discharge of contract, remedies for breach of contract.

UNIT II: SALE OF GOODS ACT 1930

(15 Hrs)

Sale of Goods Act 1930: Formation of contracts of sale, goods and their classification, price, conditions and warranties, transfer of property in goods, performance of the contract of sale, unpaid seller and his rights, sale by auction, hire purchase agreement.

UNIT III: CREATION OF AGENCY

(14 Hrs)

Creation of agency: Classification of agents, relations of principal and agent, delegation of authority, relation of principal with third parties, personal liability of agent, Termination of agency.

UNIT IV: NEGOTIABLE INSTRUMENTS ACT 1881

(14 Hrs)

Negotiable Instruments Act 1881: Definition of negotiable instruments, features , promissory note, bill of exchange and cheque, holder and holder in the due course, crossing of a cheque, types of crossing, negotiation, dishonour and discharge of negotiable instrument.

UNIT V: CONSUMER PROTECTION ACT 1986 (14 Hrs)

Consumer Protection Act 1986: Rights of a consumer, filing of appeals at the district level, state level, national level, Intellectual Property Rights, meanings, patent rights, trademarks, copy rights, plagiarism.

Text Book

S.No	Authors	Title	Publishers	Year of Publication
1	D. Kapoor	<i>Business Law</i>	Sultan Chand & Sons	2008

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	S.S. Gulshan	Mercantile Law	Excel Books	2001
2	P.R.Chadha	Business Law	Galgotia Publishing	2007
3	M.C.Kuchhal	Mercantile Law	Vikas Publishing Pvt. Ltd	2009

20SEUBA01	COMMUNICATION SKILLS FOR EXECUTIVES	CATEGORY	L	P	CREDIT
		Skill Enhancement course : I (Project: viva-voce)	-	48	2

Preamble

To develop the interpersonal skills, social communication, correct pronunciation, voice modulation and business etiquettes.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Enhance the words power of budding managers for better oral and written presentation	K1,K3
CO2	Develop the understanding capability through regular reading practices	K2
CO3	Acquire business knowledge through keen listening	K1,K2
CO4	Enhance speaking capability to communicate well with the stakeholders of business	K1,K3
CO5	Develop writing skills for better presentation of business reports and issues	K1,K2

UNIT I: VOCABULARY BUILDING

(8 Hrs)

Vocabulary building: Explain abstract words, words often to confuse, abbreviations, idioms and phrasal verbs, one word substitution, business terms.

UNIT II: READING SKILLS

(10 Hrs)

Reading: Newspaper reading on daily basis, practice louder reading and other members in listening mode, purpose of reading, types of reading; techniques for effective reading, book review, allow students to select a novel or autobiography or self - improvement or short stories book.

UNIT III: LISTENING SKILLS

(10 Hrs)

Write an essay on the ART OF LISTENING in your own word, list the qualities for a good listener, illustrate the difference between hearing and listener, enumerate the types of listeners, list and comprehend the common barriers to the listening process, identify measures to improve your listening and practice too them.

Listening exercises : Listen from movie clips, news items,(with sub-titles), Business News Channels such as Bloomberg, UTV, CNN IBN, India Today, NDTV 24x7, NDTV Profit, News9, NewsX, Times Now, Listen to inspiring speeches by great personalities.

UNIT IV: SPEAKING SKILLS

(10 Hrs)

- Conversation Skills
- Interview Skills

- Presentation Skills
- Public Speaking
- Role Play
- Debate
- Group Discussion

UNIT V: WRITING SKILLS

(10 Hrs)

Form filling: Railway ticket booking with specimen of reservation/cancellation slip, banking transaction slips sample specimen copy collect and paste (forms for account opening, pay-in-slips, purchase of DDs, RTGS/NEFTs)

Difference between resume and curriculum vitae-Styles and layouts of a Resume: Contents of Good Resume, Guidelines for Writing Resume, Different Types of Resumes, designing covering letter, Reason for a Cover Letter to Apply for a Job ,Format of Cover Letter.

List the environmental issues of an industry of your choice operating in your region -Visit a few e-com websites and note down the appealing features and negative impressions in the SDRN.

20AEU02	CONSUMER RIGHTS	CATEGORY	L	P	CREDIT
		Ability Enhancement course : II	36	-	2

Preamble

This paper seeks to familiarize the students with their rights and responsibilities as a consumer, the social framework of consumer rights and legal framework of protecting consumer rights.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Understand the procedure of redress of consumer complaints, and the role of different agencies in establishing product and service standards	K2, K3
CO2	To provide a comprehensive introduction to the Consumer Protection Law in India	K1,K2
CO3	Have a conceptual knowledge about the Grievance Redressal Mechanism under the Indian Consumer Protection Law	K3
CO4	Evaluate the regulations and legal actions that helps to protect consumers	K5
CO5	Evaluate the Contemporary Issues in Consumer Affairs	K4,K5

Unit 1: Conceptual Framework

(8 Hrs)

Consumer and Markets: Concept of Consumer, Nature of markets: Liberalization and Globalization of markets with special reference to Indian Consumer Markets, E-Commerce with reference to Indian Market, Concept of Price in Retail and Wholesale, Maximum Retail Price (MRP), Fair Price, GST, labeling and packaging along with relevant laws, Legal Metrology. Experiencing and Voicing Dissatisfaction: Consumer buying process, Consumer Satisfaction/dissatisfaction-Grievances-complaint, Consumer Complaining Behaviour: Alternatives available to Dissatisfied Consumers; Complaint Handling Process: ISO 10000 suite.

Unit 2: The Consumer Protection Law in India

(8 Hrs)

Objectives and Basic Concepts: Consumer rights and UN Guidelines on consumer protection, Consumer goods, defect in goods, spurious goods and services, service, deficiency in service, unfair trade practice, and restrictive trade practice.

Organizational set-up under the Consumer Protection Act: Advisory Bodies: Consumer Protection Councils at the Central, State and District Levels; Adjudicatory Bodies: District Forums, State Commissions, and National Commission: Their Composition, Powers, and Jurisdiction (Pecuniary and Territorial), Role of Supreme Court under the CPA with important case law.

Unit 3: Grievance Redressal Mechanism under the Indian Consumer Protection Law
(6 Hrs)

Who can file a complaint? Grounds of filing a complaint; Limitation period; Procedure for filing and hearing of a complaint; Disposal of cases, Relief/Remedy available; Temporary Injunction, Enforcement of order, Appeal, frivolous and vexatious complaints; Offences and penalties. Leading Cases decided under Consumer Protection law by Supreme Court/National Commission: Medical Negligence; Banking; Insurance; Housing & Real Estate; Electricity and Telecom Services; Education; Defective Products; Unfair Trade Practices.

Unit 4: Role of Industry Regulators in Consumer Protection **(6 Hrs)**

- i. Banking: RBI and Banking Ombudsman
- ii. Insurance: IRDA and Insurance Ombudsman
- iii. Telecommunication: TRAI
- iv. Food Products: FSSAI
- v. Electricity Supply: Electricity Regulatory Commission
- vi. Real Estate Regulatory Authority

Unit 5: Contemporary Issues in Consumer Affairs **(8 Hrs)**

Consumer Movement in India: Evolution of Consumer Movement in India, Formation of consumer organizations and their role in consumer protection, Misleading Advertisements and sustainable consumption, National Consumer Helpline, Comparative Product testing, Sustainable consumption and energy ratings.

Quality and Standardization: Voluntary and Mandatory standards; Role of BIS, Indian Standards Mark (ISI), Ag-mark, Hallmarking, Licensing and Surveillance; Role of International Standards: ISO an Overview.

Note: Unit 2 and 3 refers to the Consumer Protection Act, 1986. Any change in law would be added appropriately after the new law is notified

Suggested Readings:

1. Khanna, Sri Ram, Savita Hanspal, Sheetal Kapoor, and H.K. Awasthi. (2007) *Consumer Affairs*, Universities Press.

2. Choudhary, Ram Naresh Prasad (2005). *Consumer Protection Law Provisions and Procedure*, Deep and Deep Publications Pvt Ltd.

3. G. Ganesan and M. Sumathy. (2012). *Globalisation and Consumerism: Issues and Challenges*, Regal Publications
4. Suresh Misra and SapnaChadah (2012). *Consumer Protection in India: Issues and Concerns*, IIPA, New Delhi
5. RajyalaxmiRao (2012), *Consumer is King*, Universal Law Publishing Company
6. Girimaji, Pushpa (2002). *Consumer Right for Everyone* Penguin Books.
7. E-books :- www.consumereducation.in
8. Empowering Consumers e-book,
9. ebook, www.consumeraffairs.nic.in
10. *The Consumer Protection Act, 1986 and its later versions.* www.bis.org

Articles

1. Misra Suresh, (Aug 2017) -Is the Indian Consumer Protected? One India One People.
2. Raman Mittal, SonkarSumit and ParineetKaur (2016) *Regulating Unfair Trade Practices: An Analysis of the Past and Present Indian Legislative Models*, Journal of Consumer Policy.
3. Chakravarthy, S. (2014). *MRTP Act metamorphoses into Competition Act*. CUTS Institute for Regulation and Competition position paper. Available online at www.cuts-international.org/doc01.doc.
4. KapoorSheetal (2013) -Banking and the Consumer|| *Akademios* (ISSN 2231-0584)
5. Bhatt K. N., Misra Suresh and ChadahSapna (2010). *Consumer, Consumerism and Consumer Protection*, Abhijeet Publications.
6. KapoorSheetal (2010) -Advertising-An Essential Part of Consumer's Life-Its Legal and Ethical Aspects||, *Consumer Protection and Trade Practices Journal*, October 2010.
7. Verma, D.P.S. (2002). *Regulating Misleading Advertisements, Legal Provisions and Institutional Framework*.Vikalpa.Vol. 26.No. 2. pp. 51-57.

Periodicals

1. *Consumer Protection Judgments (CPJ)* (Relevant cases reported in various issues)
2. Recent issues of magazines: *International Journal on consumer law and practice*, National Law School of India University, Bengaluru
3. *'Consumer Voice'*, Published by VOICE Society, New Delhi.

Websites:

- www.ncdrc.nic.in
www.consumeraffairs.nic.in
www.iso.org
www.bis.org.in
www.consumereducation.in

*P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)*

www.consumervice.in

www.fssai.gov.in

www.cercindia.org

SEMESTER V

20BAU22	COST AND MANAGEMENT ACCOUNTING	CATEGORY	L	P	CREDIT
		Core: XVIII	72	-	4

Preamble

To impart the deeper knowledge in cost and management accounting concepts

Course Outcomes

On the successful completion of the course:

CO Number	CO Statement	Knowledge Level
CO1	Understand the conceptual knowledge in cost and management accounting	K1,K2
CO2	Calculate cost sheet and pricing the materials	K3
CO3	Analyse the financial statements of the firm to know their finance position	K4
CO4	Have a deeper knowledge in cash flow and fund flow to evaluate the liquidity position of a firm.	K5
CO5	Inculcate deeper knowledge in standard costing methods to analyse the costs which impact the profitability of a firm.	K4

UNIT I (Theory questions only): INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING: (12 Hrs)

Meaning, definition, scope, objectives, function, merits and demerits of cost and management accounting, distinction between cost, management and financial accounting, elements of cost, cost concepts and costs classification.

UNIT II (Problems and theory questions): COST SHEET AND PRICING OF MATERIALS (15 Hrs)

Preparation of cost sheet-stores control, ECQ, maximum, minimum, reordering levels- Pricing of materials issues: IFO, LIFO, AVERAGE COST, STANDARD PRICE, methods, labour cost, remuneration and incentives.

UNIT III (Problems only): FINANCIAL STATEMENT ANALYSIS (15 Hrs)

Financial statement Analysis: Preparation of comparative and common size statements, analysis and interpretation- Ratio analysis: Classification of ratios, liquidity, profitability, solvency, inter firm comparison.

UNIT IV (Problems only): CASH FLOW AND FUND FLOW (15Hrs)

Fund flow analysis, cash flow analysis (problems only)

UNIT V (Problems and theory questions): STANDARD COSTING (15 Hrs)

Standard costing: Variance analysis, material and labour variances marginal costing, cost volume profit analysis.

(80% PROBLEMS AND 20%THEORY)

Text Book:

Authors	Title	Publisher	Year of Publication
Jain and Narang	Costing	Kalyani Publishers	2011

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	S.N.Maheswari	Management Accounting	Sultan Chand & Sons	2009
2	RSN Pillai&Bhagavathi	Cost accounting	Sultan Chand & Sons	2011
3	RK Sharna& K. Gupta	Management Accounting	Kalyani Publishers	2012

20BAU23	RESEARCH METHODS FOR MANAGEMENT	CATEGORY	L	P	CREDIT
		Core: XIX	72	-	4

Preamble

To develop a research orientation among students and to acquaint them with fundamentals of research methods

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the basic frame work of research process	K1,K2
CO2	Develop a thorough understanding of the fundamental theoretical ideas and logic of research.	K2, K3
CO3	Interpret the methods used for data collection and data preparation process	K3,K4
CO4	Solve research problems by the application of parametric and non-parametric tests	K3,K4
CO5	Evaluate the issues involved in planning, designing, executing, evaluating and reporting research within a stipulated time period	K5

UNIT I INTRODUCTION ABOUT RESEARCH

(12 Hrs)

Research: Meaning, objectives, scope, significance, types of research, Research process, Characteristics of good research – Research problem: Meaning, selecting the problem, techniques involved in defining a problem, problems encountered by researchers in India.

UNIT II HYPOTHESIS & SCALING TECHNIQUES

(15 Hrs)

Hypothesis: Meaning, sources, types, procedure for testing hypothesis - measurement: meaning, need, errors in measurement, tests of sound measurement techniques of measurement-Scaling techniques: Meaning, types of scales, scale construction techniques – Sampling Design: meaning, steps in sampling – criteria for good sample design – types of sample designs: probability and non-probability sampling.

UNIT III DATA COLLECTION & DATA PREPARATION

(15 Hrs)

Data Collection: Types of data, sources, tools for data collection, methods of data collection, constructing questionnaire– Data preparation process: editing, coding, tabulation, questionnaire checking, graphical representation of data (line, bar, pie), data cleaning, and data adjusting.

UNIT IV PARAMETRIC AND NON-PARAMETRIC TESTS

(15 Hrs)

Test of significance: Parametric tests: Chi-square, T-Test, F Test and Z Test (concepts & simple problems only) - Non-parametric test: sign test, U test, Runs test, Spearman's rank correlation (concepts only).

UNIT V INTERPRETATION AND REPORT WRITING (15 Hrs)

Interpretation: Meaning, techniques of interpretation - Report writing: significance and steps, layout of report, types of reports, mechanics of writing research report, precautions for writing report - norms for using tables, chart and diagrams – Appendix: Norms for using Index and Bibliography.

Text Book:

Authors	Title	Publisher	Year of Publication
C.R.Kothari	Research Methodology: Methods and Techniques	New Age	2015

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	K.V.Rao	Research Methodology in Commerce and Management	Sterling	2001
2	Wilkinson Bhadarkar,	Methodology & Techniques Of Social Research	Himalaya Publishing House	2003

20BAU24	ENTREPRENEURSHIP AND PROJECT MANAGEMENT	CATEGORY	L	P	CREDIT
		Core: XX	72	-	4

Preamble

To develop and strengthen entrepreneurial quality and motivation in students. To impart basic entrepreneurial skills and understandings to run a business efficiently and effectively.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Identify and apply appropriate legal basics of Contracts as fundamental instruments for enabling business	K3, K5
CO2	Develop and motivation	K3, K4
CO3	Understand and analyse how sales are often conducted by agents and middlemen and to examine the legal liability arising in commercial agency.	K2, K4
CO4	Impart information about the process, procedure and rules and regulations for setting up a new projects	K2
CO5	Provide knowledge and information about the source of help, incentives and subsidies available from government to set up the project	K1, K2

UNIT I: ENTREPRENEURIAL COMPETENCE

(12 Hrs)

Entrepreneur: Meaning, definition, characteristics, classification of entrepreneurs, factors affecting entrepreneurial growth- Entrepreneurship: Meaning, definition, functions, factors influencing entrepreneurship, types, role of entrepreneurship in the economic development- Intrapreneur: Meaning, definition, characteristics, classification, role of intrapreneurs, entrepreneurs' vs intrapreneurs.

UNIT II: ENTREPRENEUR DEVELOPMENT PROGRAMMES (EDPS) (15 Hrs)

EDP: Concept, Need for EDP, Role of EDP, Course Content and Curriculum, Phases, Evaluation of EDPs- Institutional Support to Entrepreneurs: Central and State Level Institutions and role of MSME- Entrepreneurial Motivation: Introduction, factors, model for entrepreneurial motivation, motivation theories: maslow's need theory and maclelland's needs theory of motivation.

UNIT III: PROJECT MANAGEMENT

(15 Hrs)

Project: Meaning, concepts, categories, project lifecycle phases, characteristics of a project- Project Manager: Qualities, role and responsibilities- Project Management: Meaning, definition, functions, process of project management- challenges of managing a project.

UNIT IV: PROJECT IDENTIFICATION AND FORMULATION (15 Hrs)

Project Identification: Concepts, sources of new project ideas, steps and types of project identification, techniques of project identification - Project Selection: Meaning, criteria and types of project selection models- Project Formulation: Meaning, definition, factors, elements, steps and planning commission guidelines for formulating a project.

UNIT V: PROJECT REPORT AND PROJECT FINANCING (15 Hrs)

Project Report: Concept, characteristics, types, contents, specimen of project report- Project Financing: Meaning, sources, project financing in India, financial institutions – Project Evaluation: Meaning, process and methods of project evaluation.

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Prasanna Chandra	Projects – Planning, Analysis, Selection, Implementation and Reviews	Tata McGraw-Hill	1996
2	S.Choudhury	Project Management	Tata McGraw-Hill Education	1998
3	S.S.Khanka	Entrepreneurial Development	S.Chand and Company Limited	2001
4	Desai, Vasant	Entrepreneurial Development, Vol. I	Himalaya Publishing House	2009
5	C.B.Gupta & N.P. Srinivasan	Entrepreneurial Development	Sultan Chand & Sons	2014

20PEU01	GREEN MARKETING	CATEGORY	L	P	CREDIT
		Proficiency Enhancement Course	Self study	-	2

Preamble

The purpose of learning this course is to make the students aware of the imminent threat of depleting natural resources and the role of business in promoting green products for sustainable future

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Comprehend and apply effective marketing techniques to clean energy economy businesses.	K3
CO2	Develop and implement a marketing strategy and plan.	K3
CO3	Understand the basic concept of Innovation and Sustainability for green products	K1
CO4	Adopt the strategies for partnering green products	K2
CO5	Analyze main concepts on which Green Marketing in customer perspective	K4

UNIT - I: GREEN MARKETING INTRODUCTION

Introduction to green marketing, strategic green planning, environment and consumption, Green Product, Green Behaviour, the government's role and the initiatives taken, business opportunity, Five shades of green consumers, Segmenting the green consumers, based on Green interest, Green consumer's motives, Buying strategies of green consumers

UNIT- II: GREEN PRODUCT DESIGN

Green Marketing paradigm, Designing green products- A life cycle Approach: Life cycle strategies for sustainable product design

UNIT- III: INNOVATION & SUSTAINABILITY

Innovate for Sustainability: eco-design to eco- innovation, five strategies for eco innovation, the challenges of communicating with sustainability, Fundamentals of green marketing, strategies of sustainable marketing communication.

UNIT IV: PARTNERING & CREDIBILITY

Establishing Credibility- Partnering: Green wash, strategies for establishing credibility for sustainable branding of green products, Partnering for success.

UNIT V: CUSTOMER VALUE

Customer value from the point of view of the green perspective: analysis, design and delivery of value for the customer.

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Jacquelyn A. Ottman	Green Marketing: Opportunity for Innovation	NTC Business Books	2000
2	Joel Makower	Strategies for the Green Economy: Opportunities and Challenges in the New World of Business	McGraw-Hill	2008
3	John Grant	The Green Marketing Manifesto	Wiley, John & Sons	2009
4	Chris Arnold	Ethical Marketing and the New Consumer	Wiley, John & Sons	2009
5	Richard Seireeni	The Gort Cloud: The Invisible Force Powering Today's Most Visible Green Brands	Chelsea Green Publishing	2009
6	Jacquelyn Ottman - Berrett	The New Rules Of Green Marketing: Strategies, Tools, and Inspiration For Sustainable Branding	Koehler Publishers	2011

SEMESTER: VI

20BAU28	SERVICES MARKETING	CATEGORY	L	P	CREDIT
		Core: XXIII	72	-	5

Preamble

To impart the deeper knowledge in Services marketing concepts.

Course Outcomes

On the successful completion of the course:

CO Number	CO Statement	Knowledge Level
CO1	Have a deeper knowledge in services marketing concepts and evolution of services marketing.	K1,K2
CO2	Understand the service marketing strategies for sustainable growth	K2,K5
CO3	Demonstrate the concept of service quality and strategies to minimize the service gap	K2,K5
CO4	Have a deep conceptual knowledge in service marketing mix to understand the difference between product and service marketing	K3,K4
CO5	Apply the concepts of service marketing mix in various services.	K3

UNIT I: MARKETING OF SERVICES

(12 Hrs)

Services Marketing: Meaning, concepts of services, reasons for growth in service sector, types, characteristics, difference between goods and services.

UNIT II: POSITONING AND SEGMENTATION OF SERVICES

(15 Hrs)

Service marketing Triangle: Internal marketing, external marketing, interactive marketing, role of technology in services marketing - Service marketing strategies: Segmentation, targeting and positioning of services.

UNIT III: SEVICE QUALITY

(15 Hrs)

Service quality: Definition, importance of service quality, developing service quality, measuring service quality – SERVQUAL model, key factors and strategies for closing the gap.

UNIT IV: SERVICE MARKETING MIX 7P'S:

(15 Hrs)

Service marketing mix: Product decisions, pricing strategies and tactics, promotion of services, placing or distribution methods for services - additional dimensions in services: people, physical evidence and process.

UNIT V: MARKETING OF SERVICE WITH SPECIAL REFERENCE

(15 Hrs)

Financial services, Health services, Hospitality services including Travel, Hotels and Tourism, Communication services, and Educational services.

Text Book:

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Authors	Title	Publisher	Year of Publication
Zeithaml VA	Services Marketing	McGraw Hill Edn India	2016

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	RajendraNargundkar	Services Marketing	McGraw Hill Edn (India) p ltd	2013
2	R. Srinivasan	Services Marketing	PHI Learning	2014
3	Rama MohanaRao K	Services Marketing	(Pearson Education	2015

20BAU29	INVESTMENT MANAGEMENT	CATEGORY	L	P	CREDIT
		Core: XXIV	72	-	4

Preamble

To equip the students with basic knowledge about investment management.

Course Outcomes

On the successful completion of the course:

CO Number	CO Statement	Knowledge Level
CO1	Understand the basic concepts of investment management	K2
CO2	Acquaint a deeper knowledge in investment avenues and its benefits.	K3,k4
CO3	Classify the role of capital market and SEBI.	K1,K2
CO4	Impart the concepts of diversification to minimize the risk in investment	K3
CO5	Evaluate the risk involved in investment and to forecast the return would earn by the investment.	K5

UNIT I: INTRODUCTION

(12 Hrs)

Introduction to investment management: Meaning: Financial and economic meaning investment, speculation, gambling, arbitrage, importance of investment, features of investment, investment process, types of assets.

UNIT II: INVESTMENT AVENUES

(15 Hrs)

Direct Investment alternatives: Cash, savings accounts, saving certificates, government bonds and corporate bonds - Indirect Investment alternatives: Pension fund, provident fund, insurance, investment companies, and unit trust of India.

UNIT III: CAPITAL MARKET

(15 Hrs)

Capital market: Meaning, functions, types, role of capital market in Indian economy, capital markets in India- NSE, BSE, OTCEI, SEBI-Role and functions of SEBI in capital market.

UNIT IV: RISK AND RETURN

(15 Hrs)

Risk: Meaning and types of risk, Return: Meaning, Measurement of return: Bond, stocks and shares- Risk return trade off, Investors attitude towards risk and return.

UNIT V: DIVERSIFICATION

(15 Hrs)

Diversification: Meaning, importance, need of portfolio. Optimal portfolio: meaning, features, Concepts of portfolio-portfolio construction, portfolio analysis, portfolio selection, portfolio revision.

Text Book:

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Authors	Title	Publisher	Year of Publication
Preethisingh	Investment management	Himalaya publishing house	2016

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	V.K. Balla	Investment management	S.Chand and Company	2008
2	YogeshMaheshwari	Investment management	PHI Learning private Ltd	2008
3	V.A.Avadhani	Investment management	Himalaya publishing house	2014

20BAU30	INTEGRATED MARKETING COMMUNICATION	CATEGORY	L	P	CREDIT
		Core : XXV	60	-	4

Preamble

To help students understand the principles and practices of marketing communications, involving tools used by marketers to inform consumers and to provide a managerial framework for integrated marketing communications planning

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Understand the concept of integrated marketing communication.	K1,K2
CO2	Examine methods for selecting, compensating and evaluating advertising agencies.	K3,K5
CO3	Choose a marketing communications mix to achieve the communications and behavioural objectives of the IMC campaign plan.	K3,K4
CO4	Demonstrate the use of direct marketing and sales promotion tools in marketing mix.	K4
CO5	Categorize IMC creative strategies and tactics, including digital & social media executions, advertising, promotions, and public relations initiatives.	K4,K5

UNIT -I: INTRODUCTION TO IMC

(12Hrs)

Meaning, Evolution of IMC, reasons for the growing importance of IMC, elements of IMC, role of IMC in the marketing process, IMC planning model, marketing and promotions process model. **UNIT**

-II: ADVERTISING AND MEDIA MANAGEMENT

(12 Hrs) Advertising:

Meaning, objectives, importance, classification of advertisement, advertising agency management - Advertising Media: Types - print, radio, tv, cinema outdoor and other forms - advantages, limitations.

UNIT III: ADVERTISING CREATIVITY

(12 Hrs)

Advertising copywriting for print and broadcast media, principles, styles, advertising visualization and design, evaluation of advertising.

UNIT - IV: Integrated Marketing Communication – Mix: 1

(12 Hrs)

Direct Marketing: Definition, features, functions, strategies, advantages and disadvantages - Sales Promotion: Meaning, Importance, reasons, tools & techniques.

UNIT - V: Integrated Marketing Communication – Mix: 2

(12 Hrs)

Public relation: Meaning, Objectives, tools, advantages and disadvantages - Personal selling: Meaning, nature, steps, advantages and disadvantages – Social media marketing: Meaning, scope, tools, advantages and disadvantages.

Text Book

S.No	Authors	Title	Publishers	Year of Publication
1.	George E.Belch & Michael A Belch	Advertising and Promotion- An Integrated Marketing Communication Perspective	Tata McGraw Hill	7 th Edition

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	S.N.Murthy & U.Bhojanana	Advertising – An IMC Perspective	Excel Books	2 nd Edition
2	David Pickton & Amanda Broderick	Integrated Marketing Communications	PHI	2nd Edition
3	S.A. Chunawalla	Advertising, Sales and Promotion Management	Himalaya Pub. House	5th Edition

20SEUBA03	SOFT SKILLS FOR BUSINESS	CATEGORY	L	P	CREDIT
		Skill Enhancement course : III (Project viva-voce)	-	36	2

Preamble

To develop soft skills among the learners enabling them to communicate as effectively and efficiently as possible while dealing with others viz. peers, subordinates, superiors, clients, customers in the organization.

Course outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Develop their presentation skills and know about skills required for negotiation.	K1, K2
CO2	Understand about the need of a team and the essential skills should be possessed by a team leader.	K2,K 3
CO3	Dramatize the behaviour to be expected during group discussion	K3,K 4
CO4	Focus on the interview skills and know how to be presentable during the interview process	K 3
CO5	Prepare Resume according to the job need.	K 4

UNIT -I

(6Hrs)

Presentation skills – effective presentation of an idea or concept – use of MS-PowerPoint for the presentation need to be encouraged.

Negotiation Skills – dealing and preparing for negotiation – clinching and compromising – observe and record – practical role plays

UNIT –II

(8 Hrs)

Team building and team work – aspects – skills needed – role of a team leader – role of team member.

UNIT -III

(8 Hrs)

Group discussion(GD) – types – skills required – behavior in a GD – essential elements – areas to be concentrated – techniques to initiate a GD – topics for GD.

UNIT - IV

(8 Hrs)

Interview skills – types – questions asked – dress code – how to present well in interview– how to search for job effectively

UNIT - V

(6 Hrs)

Preparing curriculum vitae /resume – writing tips – dos and don'ts – content of resume – cover letters - tips.

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication

*P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)*

1	M.S. Rao.	Soft Skills Enhancing Employability: Connecting Campus With Corporate	I.K. International	Jan 2011
2	MuktaMahajani	Let's Talk: Negotiation & Communication at the Workplace	Jaico Publishing House	2013
3	Lindsey Pollak	Getting from College to Career: Your Essential Guide to Succeeding in the Real World	HarperCollins,Posse Foundation.	2014
4	Barun K Mitra	Personality Development and Soft Skills	Oxford University Press	2016

ELECTIVE I

20BAU27a	EQUITY RESEARCH & PORTFOLIO MANAGEMENT	CATEGORY	L	P	CREDIT
		Elective I	72	-	4

Preamble

To equip the students with basic knowledge about Equity Research & Portfolio Management.

Course Outcomes

On the successful completion of the course the students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Familiarize with basic functions of equity market	K1
CO2	Acquaint investment decisions related to financial assets, risks & returns involved.	K2
CO3	Familiarize and apply the concepts of technical and fundamental analysis for profitable return to the investors.	K1,K3
CO4	Calculate portfolio to balance the risk involved in investment.	K4
CO5	Evaluate the portfolio by the use of tools and techniques to facilitate the investors to manage their portfolio.	K5

UNIT I: INTRODUCTION TO INVESTMENT AND EQUITY MARKET (12 Hrs)

Introduction to Investment Management: Investment, gambling and speculation, investment objectives, investment process and policy, securities and investment alternatives types of market-New Issue Market: Meaning and function placement of issue, Secondary Market: Function, types of order, stock market indices of India, usefulness, computation, and difference between indices.

UNIT II: RISK AND RETURN ANALYSIS (15 Hrs)

Risk & Return Analysis: Meaning and types of risk, systematic risk- market risk, interest rate risk and purchasing power risk, unsystematic risk, business risk and financial risk, Minimizing Risk Exposure and Risk Measurement: Standard deviation, beta.

UNIT III: FUNDAMENTAL ANALYSIS AND TECHNICAL ANALYSIS (15 Hrs)

Fundamental Analysis: Economic analysis, industry analysis and company analysis, Technical Analysis: Dow Theory, bull and bear, support and resistance, technical and mathematical indicators, concepts of technical and fundamental analysis.

UNIT IV: PORTFOLIO CONSTRUCTION (15 Hrs)

Portfolio construction: Introduction, approaches, concept of diversification, portfolio risk and return markowitz model, efficient market hypothesis, sharpe single index model, optimal portfolio.

UNIT V: PORTFOLIO EVALUATION (15 Hrs)

Portfolio Evaluation: Introduction, mutual fund, NAV, calculation of mutual fund return, performance evaluation- sharpe's ratio, trenyor's ratio, and jensen's measures- Portfolio Revision: Introduction, concept of active and passive investor, the formula plan, method of portfolio revision.

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Text Book:

Authors	Title	Publisher	Year of Publication
PunithavathiPandiy n	Security Analysis and Portfolio Management	Vikas Publishing House	2014

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Kevin. S	Security Analysis and portfolio management	PHI Learning	2015
2	Preeti Singh	Investment Management, Security analysis and portfolio management	Himalaya Publishing House	2016
3	PrasannaChandra	Security Analysis and Portfolio Management	Tata McGraw-Hill	2017

20BAU27b	STRATEGIC MANAGEMENT	CATEGORY	L	P	CREDIT
		Elective- I	72	-	4

Preamble

To create a conceptual awareness on various strategies and its formulation

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand, and apply the strategic management process to analyze and improve organizational performance.	K1,K2
CO2	Analyze the internal capabilities and external opportunities	K2,K4
CO3	Formulate realistic strategies which is suitable for the business activity	K3
CO4	Develop implementation plans to execute those strategies	K4
CO5	Identify the evaluation criteria's and the various control process	K3,K5

UNIT I: INTRODUCTION

(12 Hrs)

Strategic Management: Meaning, definition, scope, functions, benefit, limitations, management process. Social Responsibility: Reasons of growing concern for social responsibility, obligation towards different groups.

UNIT II: STRATEGIC ISSUES

(15 Hrs)

Mission: Definition, elements, need - Vision: Definition, features, elements. Goals: Features, types- Objectives: characteristics, difference between goals and objectives - Environmental scanning: Need, SWOT Analysis, Competitive advantage, Porter's five forces model.

UNIT III: STRATEGY FORMULATION

(15 Hrs)

Corporate Strategy: Meaning, definition, objectives, types- Business Strategies: Meaning, definition, types -Diversifications strategies: Meaning, reasons, types.

UNIT IV: STRATEGY IMPLEMENTATION

(15 Hrs)

Strategy Implementation: Role of top management, process, issues, BCG Matrix, uses, limitations, Ge-9 cell matrix, benefits, limitations, importance of 7-S model.

UNIT V: STRATEGY EVALUATION AND CONTROL

(15 Hrs)

Strategy Evaluation: Definition, Characteristics, Factors- Strategy Control: Criteria, types. Process of Strategic Evaluation & control.

Text Book:

P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)

Authors	Title	Publisher	Year of Publication
PK Ghosh	Strategic Planning and Management	Sultan Chand & Sons	2000

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1.	John A Pearce, Richard B Robinson	Strategic Management	AITBS Educational Books	2000
2.	VS Ramaswamy&S.Na makumari	Strategic Planning – Formulation of Corporate Strategy	Macmillan Business Books	2001
3.	Micheal E Porter	Competitive Strategy	Prentice Hall	2004

20BAU27c	CUSTOMER RELATIONSHIP MANAGEMENT	CATEGORY	L	P	CREDIT
		Elective:I	72	-	4

Preamble

To enroot an understanding about customer relationship management concepts and frameworks and to evaluate how these concepts are applied to form relationships with customers and other internal and external stakeholders.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Gain knowledge in the concept of Customer Relationship Management	K1,K2
CO2	Assimilate CRM applications in Consumer and Business Markets	K2
CO3	Familiarize in the application of Technological tools for e-CRM solutions	K3,K4
CO4	Evaluate CRM implementation in business scenario	K5
CO5	Formulate and assess strategic, operational and tactical CRM decisions	K4

UNIT I – INTRODUCTION TO CRM (12Hrs)

Introduction: meaning, definition, and evolution of CRM, CRM framework - Criticality of customer relationships: types of decision, decision process, buying process, participants in buying process - Adoption and implementation of CRM: benefits of CRM –Approaches to CRM -Building customer relationship: bonding for customer relationship, zero customer defections.

UNIT II -TECHNOLOGICAL TOOLS FOR CRM (15Hrs)

Components of e-CRM solutions: meaning, benefits - Data Ware housing: meaning, architecture, data warehouses and CRM - Data mining: meaning, characteristics, tools & techniques - campaign management - sales force automation - Customer Service and Support: service cycle, capabilities of CSS - Role of interactive Technologies: operational, analytical and collaborative CRM.

UNIT III - CRM IMPLEMENTATION (15Hrs)

Implementation road map - customer centric marketing and processes - Building organizational capabilities through Internal Marketing - Issues in Implementing a Technology solution for CRM

UNIT IV OPERATIONAL ISSUES IN IMPLEMENTING CRM (15Hrs)

Process view of CRM-learning from customer defections: customer portfolio analysis, reorganization and selection of marketing mix for customer retention, customer retention plans, evaluating retention programmes.

UNIT V CRM APPLICATIONS IN CONSUMER AND BUSINESS MARKETS (15Hrs)

Service quality themes in CRM: impact of service quality on loyalty, managing defections –Service recovery: meaning, recovery process, service guarantee, requirements of a good service guarantee - CRM in service industries: Banking, Insurance, telecom, Hospitality, HealthCare, Airlines.

Text Book:

Authors	Title	Publisher	Year of Publication
Shainesh G. and JagdishN.Seth	Customer Relationship Management	McMillan	2017

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Jagdish N Sheth, Atulparvathiyar and G.Shainesh,	CRM: Emerging concepts,Tools and applications	Tata McGrawHill	2001
2	Francis Buttle	CRM Concepts & Technologies	Rout ledge	2009

ELECTIVE II

20BAU32a	FINANCIAL SERVICES	CATEGORY	L	P	CREDIT
		Elective - II	60	-	4

Preamble

To equip the students with basic knowledge about financial services

Course Outcomes

On the successful completion of the course:

CO Number	CO Statement	Knowledge Level
CO1	Have a basic knowledge about financial services and financial markets.	K1,K2
CO2	Describe the role of mutual funds and need of credit rating in financing	K3
CO3	Acquaint a deeper understanding about Leasing and hire purchase financing.	K2
CO4	Understand the types of leasing and evaluation methods of venture capital financing.	K2,K5
CO5	Analyze the importance of other financial services like factoring and bills discounting.	K4

UNIT I: INTRODUCTION TO FINANCIAL SERVICES AND MERCHANT BANKING

(12 Hrs)

Introduction to financial services: Meaning of financial services-objectives and characteristics of financial services-constituents in financial markets-forces influencing financial services- Merchant Banking: Meaning and definition, Functions of Merchant Bankers, Code of conduct of Merchant Bankers.

UNIT II: MUTUAL FUNDS AND CREDIT RATING

(12 Hrs)

Mutual funds: Meaning and definition, Role of mutual funds, Mutual fund schemes, managing mutual funds in India- Credit Rating: Meaning and definition, Features, Credit rating process, Credit rating agencies: CRISIL, CIBIL,ICRA-Functions and roles.

UNIT III: LEASING AND HIRE PURCHASE FINANCING

(12 Hrs)

Leasing: Meaning, Definition of Leasing-Characteristic of lease, types of lease, Financial and operating leasing, Participants in leasing, leasing process- Hire Purchase financing: Meaning and definition of Hire purchase, types of rate of interest for hire purchase, methods of Interest calculation, Leasing and Hire Purchase.

UNIT IV: HOUSING FINANCE AND VENTURE CAPITAL

(12 Hrs)

Housing finance: Meaning, Definition, Need and importance of housing finance, Models of housing finance projects, Factors influencing housing finance- Venture Capital: Meaning, Definition and features of venture capital- stages of venture capital financing.

UNIT V: OTHER FINANCIAL SERVICES

(12 Hrs)

Factoring: Meaning, Definition and characteristics of factoring-Types of factoring- Advantages and Disadvantages of Factoring - Bills Discounting: Meaning, Concepts and Types of Bills.

Text Book:

Authors	Title	Publisher	Year of Publication
Dr.S.Gurusamy	Financial services	Tata McGraw-Hill Publication	2013

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	M.Y.Khan	Financial services	Kalyani Publishers, Patiala	2013
2	Shashi.K.Gupta and NishaAggarwal	Financial services	Sultan Chand Publications	2014
3	Dr.S.Gurusamy	Financial services and Systems	Tata McGraw-Hill Publication	2014

20BAU32b	LABOUR WELFARE AND INDUSTRIAL RELATIONS	CATEGORY	L	P	CREDIT
		Elective: II	60	-	4

Preamble

To make the students familiar with the concept of Industrial Relations and the related labour legislations.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Analyse the welfare measures given to the Special Categories of Labour	K4
CO2	Understand the conditions of labour and their welfare and social security needs in the country	K1,K2
CO3	Identify and solve occupational safety and health problems	K2,K3
CO4	Identify and describe the needs of the parties involved in labor relations, and how those different needs are balanced.	K2,K3
CO5	Demonstrate descriptive knowledge of the field of industrial relations.	K3

UNIT I LABOUR WELFARE (12 Hrs)

Concept, Objectives, Scope, Need, Voluntary Welfare Measures, Statutory Welfare Measures, Labour, Welfare Funds, Education and Training Schemes.

UNIT II WELFARE OF SPECIAL CATEGORIES OF LABOUR (12 Hrs)

Child Labour, Female Labour, Contract Labour, Construction Labour, Agricultural Labour, Differently abled Labour, BPO & KPO Labour, Social Assistance, Social Security Implications.

UNIT III: INDUSTRIAL RELATIONS AND DISPUTES (12 Hrs)

Introduction to Industrial Relations: Meaning, definition, importance, scope of Industrial Relations and factors in Industrial Relations- Industrial disputes: Causes, handling and settling disputes, employee grievances, steps in grievance handling causes for poor industrial relations, remedies.

UNIT IV COLLECTIVE BARGAINING (12 Hrs)

Concepts, Objectives, Characteristics, Principles and types of collective Bargaining, Procedure, Conditions for collective bargaining, Worker's Participation in Management.

UNIT V INDUSTRIAL SAFETY (12 Hrs)

Causes of Accidents, Prevention, Safety Provisions, Industrial Health and Hygiene Importance, Problems, Occupational Hazards, Diseases, Psychological problems, Counseling, Statutory Provisions.

Books

for

Reference:

*P.K.R Arts College For Women (Autonomous), Gobichettipalayam
Department of Management (BBA)*

S.No	Authors	Title	Publishers	Year of Publication
1	R.Sivarethinamohan	Industrial Relations And Labour Welfare: Text And Cases	PHI Learning Pvt. Ltd	2010
2	N.D.Kapoor	Elements of Mercantile Law	Sultan Chand & Sons	2013
3	P.C.Tripathi	Personnel Management & Industrial Relation	Sultan Chand & Sons	2013
4.	P. SubbaRao	Essentials of human Resource management and Industrial Relations	Himalaya Publishing House	2013

20BAU32c	BRAND MANAGEMENT	CATEGORY	L	P	CREDIT
		Elective : II	60	-	4

Preamble

To enrich knowledge about concept of branding, brand strategies, building of strong brand and brand management, dimensions and types of brand image, different levels of brand loyalty, brand adoption, brands extension and models of brand equity effectively.

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Acquire understanding of brand concepts, characteristics and branding strategies.	K1, K2
CO2	Formulate effective branding strategies for both consumer and business products/services with the insights from marketing intelligence.	K4, K5
CO3	Analysis and design marketing programs that build brand equity.	K4, K5
CO4	Understand the process and methods of brand promotion and methods to develop brand image and loyalty.	K2
CO5	Acquaint the process and methods of brand management, including how to establish brand values.	K2, K3

UNIT I: INTRODUCTION

(12 Hrs)

Brands: Definitions, brand Vs product, functions, significance and types of brands, principles of branding, process of branding- Brand manager: definition and role of brand managers, challenges and opportunities in branding.

UNIT-II: BRAND COMMUNICATIONS

(12 Hrs)

Brand Image: Definition, dimensions and types of brand image - brand image building - Brand Communications: brand promotion meaning and methods - Brand Loyalty: levels of brand loyalty- Brand Ambassadors: Meaning and role of brand ambassadors.

UNIT-III: BRAND POSITIONING

(12 Hrs)

Brand Management: Definition and elements, process of brand management- Brand Positioning: Objectives, 3C's of positioning, competitive positioning, and positioning strategies.

UNIT-IV: BRAND ADOPTION AND BRAND EXTENSION

(12 Hrs)

Brand Adoption: Definition, characteristics and brand adoption model – Brands Extension: different types of brand extension and factors influencing decision for extension – Re-Branding of Brands: meaning and types of re-branding strategies - Re-Launching: Meaning and reasons for re-launching.

Unit-V: BRAND EQUITY AND AUDIT

(12 Hrs)

Brand Equity: Definition and sources of brand equity, aaker's model of brand equity, keller's model of brand, drivers of brand equity - Brand Audit: Meaning, steps of brand audit and benefits of brand audit.

Text Book:

Authors	Title	Publisher	Year of Publication
Harsh V Verma	Brand Management	Excel Books	2012

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Niraj Kumar ParasTripathi	Brand Management	Himalayas Publishing House	2015
2	Kevin Lane Keller	Strategic Brand Management: Building, Measuring and Managing	Prentice Hall	2015

ELECTIVE III

20BAU33b	INTERNATIONAL BUSINESS	CATEGORY	L	P	CREDIT
		Elective : III	60	-	4

Preamble

The purpose of International Business program is to equip future business leaders with the subject knowledge and the methodological, interpersonal and intercultural skills that will enable them to excel and become responsible leaders in the rapidly changing business world

Course Outcomes

On the successful completion of the course, students will be able to:

CO Number	CO Statement	Knowledge Level
CO1	Identify and evaluate the complexities of international business and globalization from home versus host-country, and regional, cultural perspectives.	K3,K5
CO2	Understanding of theories and conceptual frameworks that explain why and how firms internationalize.	K2,K1
CO3	Develop a framework to support successful decision-making in all relevant functions and activities of any international business or international operations.	K3,K4
CO4	Identify the skills that managers and agents of MNCs need in order to deal with these complexities and contextual ambiguities	K3
CO5	Manage the preparation of documents and the application of procedures to support the movement of products and services	K5

UNIT I: INTRODUCTION TO INTERNATIONAL BUSINESS (12 Hrs)

Evolution of international business, nature of international business, need & importance of International Business, stages of internationalization, approaches to international business, theories of international business – Mercantilism, Absolute Advantage, Comparative Advantage, Factor Endowment, and Competitive Advantage, Tariff and non tariff and barriers, Introduction to Political, Economic, Social-Cultural & technological environment of international business.

UNIT II: MODES OF ENTERING INTERNATIONAL BUSINESS (12 Hrs)

International business analysis- modes of entry- exporting (direct and indirect) licensing, franchising, contract manufacturing, management contracts, turnkey projects, Joint ventures, Mergers and Acquisitions, Foreign direct investment , Comparison of different modes of entry.

UNIT III: GLOBALIZATION (12 Hrs)

Meaning, Definition and Features of Globalization, Drivers of Globalisation, Advantages and Disadvantages, Socio–Cultural, Political & Legal and Economic Implications, Globalization and India, GATT and WTO.

UNIT IV: MULTINATIONAL CORPORATIONS (12 Hrs)

Definition, Distinction among Domestic Companies, International company, MNC, Global Company and TNC, Merits and Demerits, Organisational structure of MNCs, MNCs in India- Export Financing And International Payments: Export credits, Method and sources of credit, Methods of payments in International Business, Financing techniques, ECGC, Exim bank and their role.

UNIT V: EXPORT IMPORT DOCUMENTATION (12 Hrs)

Important Trade Terms in International Trade: [Introduction: CIF, F.O.B, F.O.B Contract with additional services, F.O.B Contract (Buyer contracting with carrier), FAS, EX SHIP & Arrival Contracts, C& F, EX WORKS & EX STORE CONTRACTS, FOR CONTRACTS, SALE OF A CARGO & EX- QUAY Contracts - Export and import procedure, document required their relevance.

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	Daniel and Radebaugh	International Business	Pearson Education	2010
2	Rakesh Mohan Joshi	International Business	Oxford University Press	2011
3	Charles Hill	International Business: Text & Cases	Tata McGraw Hill	2011
4	SumatiVarma	International Business	Pearson Education	2013

20BAU33c	E-Commerce	CATEGORY	L	P	CREDIT
		Elective : III	60	-	4

Preamble

To gain deeper understanding about e-commerce, e-business strategies, e-business models, consumer behaviour online model, purchasing decision making process in e-commerce, e-marketing mix ,concept of web advertising and its effectiveness, secure e-payment options and legal policies and taxation in e-commerce.

Course Outcomes

On the successful completion of the course, students will be able to

CO Number	CO Statement	Knowledge Level
CO1	Understand the concept of e-business and the possible advantages and disadvantages of an e-business strategy.	K1,K2
CO2	Examine role of e-market in enhancing the consumer behavior process	K1, K2
CO3	Acquire knowledge about e-marketing mix strategies and effectiveness of web advertising.	K4
CO4	Classify the types of electronic payment system in e-business to promote secure payment	K3
CO5	Point out the privacy, legal, ethical issues related to public policies and taxation in e-commerce.	K2, K4

UNIT I: INTRODUCTION

(12 Hrs)

Introduction to e-commerce: meaning, evolution of e commerce, framework of e-commerce, business models of ecommerce, driving forces of ecommerce, benefits, limitation and impact of electronic commerce.

UNIT II: E-MARKET AND CONSUMER BEHAVIOUR

(12 Hrs)

E-market: Meaning, Types of e-market places - Internet consumers: Meaning, e commerce consumer behaviour process, consumer behaviour online model, consumer purchasing decision making process– Intelligent agent: definition, characteristics and role of intelligent agent in decision making.

UNIT III: E MARKETING STRATEGIES

(12 Hrs)

E marketing, e marketing mix-marketing strategies, email marketing strategies, affiliate marketing strategy and brand leveraging strategy- Web advertising: advertising cycle, online advertising methods: banners, popup, email advertising and video ads.

UNIT IV: E-PAYMENT AND SECURITY

(12 Hrs)

Electronic payment: Meaning, components of electronic system, electronic fund transfer, smart card, electronic cheques, electronic wallet, ecommerce security strategy framework, access control, encryption and one key system.

UNIT V: PUBLIC POLICY AND TAXATION

(12

Hrs)

Public Policy: From legal issues to privacy, legal, ethical and other public policy issues-Taxation policies and seller protection in EC.

Text

Book:

Authors	Title	Publisher	Year of Publication
Efraim Turban, David King Jae Jee, Ting- PandLiang,Dehorrah Turban	Electronic commerce 2010 – A Managerial and Social Networks Perspective	Pearson	2018

Books for Reference:

S.No	Authors	Title	Publishers	Year of Publication
1	P.T.Joseph,S.J	E-commerce An Indian Perspective	PHI Learning Private Limited	2015
2	Suman M. DivakaraReddy N.	Advanced E-Commerce and Mobile Commerce	Himalayas publishing house	2015

18BAUOE1	START-UP BUSINESS	Category	L	P	Credit
		Open elective : XXI	36	-	3

Preamble

The course is designed to understand the practices and technology to start a business.

Course Outcomes

On the successful completion of the course, students will be able to

Course Outcome	CO Statement	Knowledge Level
CO 1	Understand the start-up activities of a business	K2
CO 2	Identify the trends and supporting agencies for starting a business	K1
CO3	Devise start-up ideas and map the strategies to start a business	K4
CO4	Evaluate the life cycle stage in start-up business	K5
CO5	Practice the ideologies of start-up business in rea time scenario	K3

UNIT I: INTRODUCTION TO START-UP (8 Hrs)

Start-up: Meaning- Difference between start-up idea and opportunity-Need for start-up- Qualities required for a start-up-Factors influencing start-up-Problems for start-up- Startup scenario in India.

UNIT II: MENTORING AND FUNDING FOR START-UP (8 Hrs)

Ownership structure for start-up -Selection of mentors-Importance of start-up mentors Bootstrapping- Funding for start-up.

UNIT III: START-UP IDEAS AND MINDMAPPING (8 Hrs)

Start-up ideas: Market-Focus Groups-Brainstorming-Gordon Method-Collective notebook method and Big dream approach-Mind mapping.

UNIT IV: LIFE CYCLE STAGES OF START-UP (6 Hrs)

Life cycle stages of start-up's – Activities during each stage-Interaction with a start-up entrepreneur.

UNIT V: START-UP REGISTRATION & PRACTICAL TRAINING (6 Hrs)

Student start-up's-Role of TBI in promoting start-up- Start-up registration process -overview of start-up marketing ideas.

Book for Reference:

S. no	Authors	Title	Publishers	Year of publication
1.	Vijayakumar Ivaturi, Meena Ganesh	The manual for Indian start-ups	Penguin Random House India	2018

Chairman
Dr.V.Kavitha, M.B.A., M.Phil.,Ph.D.,
Associate Professor and Head,
Department of Management
P.K.R. Arts College for Women,
Gobichettipalayam– 638476

GUIDELINES:

Community Engagement:

Participation of a student in the community engagement conducted by the department between I and VI semesters will be evaluated under Part: V and it is mandatory for completion of the programme.

Proficiency Enhancement - Self Study: (Part: V)

No lecture hours are provided for self study courses and the students are expected to prepare the courses on the prescribed syllabi by their own. Students have to appear for the ESE that would be conducted as per the curriculum specification of each department and scoring a passing minimum is mandatory for completion of the programme. The score obtained in these courses will also be accounted for CGPA calculation.

Extra Credit Course(s):

A student shall take up a minimum of ONE Extra Credit Course which is /are not offered by their own departments under Part: V to complete the program. Also, the students are permitted to appear for any extra course paper (s) which is / are offered by other departments. On passing an extra paper, the student will earn 2 extra credits.

Institutional / Industrial Training:

A student shall visit an institution / organisation and learn its operations according to the nature of her discipline of study after approval from the Department for a period of 15 days during her summer vacation between IV and V semesters. Work carried out during this period will have to be recorded in a work diary provided by the department. An institutional training report should be submitted by the student at the end of the fifth semester (ESE) to complete the programme.

**DISTRIBUTION OF MARKS AND QUESTION PAPER PATTERN FOR ALL
 UG PROGRAMMES**

CATEGORY	TOTAL MARKS	DISTRIBUTION OF MARKS		PASSING MINIMUM FOR (ESE)	OVERALL PASSING MINIMUM FOR (CIA & ESE)
		CIA*	ESE**		
Theory (Only ESE)	50	--	50	20	20
	100	--	100	40	40
Theory (Both CIA and ESE)	100	25	75	30	40
Practical & Skill Enhancement	100	40	60	24	40
Institutional Training	100	--	100	40	40
Project	100	20	80	32	40
Comprehension (Self-Study / Online Exam)	50	--	50	20	20
Foundation and Non-Major Elective	50	--	50	20	20

***Appearance for CIA is mandatory to take up the ESE.**

****Bloom's Taxonomy based assessment pattern.**

a) Breakup of Marks for (Only ESE) Theory Courses - Part – III & IV:

Course	Sections	Assessment Domain	Marks and Unit Weightage	Total ESE
Foundation Course I & II AND Ability Enhancement course: II (Consumer Rights)	Section A	K1: Remember Level K2: Understand Level	4 X 5 = 20 Four out of Six <i>(Open choice)</i> <i>(At least one question from each unit)</i>	50*
	Section B	K3: Apply Level K4: Analyze Level K5: Evaluate Level	3 X 10 = 30 Three out of Five <i>(Open choice)</i> <i>(At least one question from each unit)</i>	

***ESE – Written exams will be conducted**

Comprehension (Online Examination):

This course is one of the compulsory courses stipulated under Part- III. A Question bank in the format of MCQs would be uploaded in the computer and the candidate would be given 1^{1/2} Hours with randomly selected 50 questions for a maximum of 50 marks. The passing minimum is 40% of 50 marks ie. 20 marks

Course	No. of Questions	Marks	Total Marks
Part : III Core (Online Exam)*	50	50 X 1 = 50	50

* Online Exams are conducted in the computer laboratory at the end of each semester
With one credits each.

**b). Breakup of Marks for Theory Courses (With CIA and ESE) under
Part I, II, III & IV of UG program**

SPLIT – UP	COMPONENTS	MARKS	TOTAL
CIA	Attendance	5	25
	Assignment /Quiz/Seminar	5	
	Average of best two examination (CIA I, CIA II AND Model Exam)	15	
Model Exam and ESE	Section A: (10X2=20) K1: Remember Level K2: Understand Level Two questions from each unit (<i>No Choice</i>)	20	75
	Section B: (5X5=25) K3: Apply Level K4: Analyze Level K5: Evaluate Level One question from each unit (<i>Either / or</i>)	25	
	Section C : (3X10=30) Any three out of five K3: Apply Level K4: Analyze Level K5: Evaluate Level One question from each unit (<i>Open choice</i>)	30	

Marks for Attendance:

A student with 75% of attendance in each semester during her course of study shall be eligible for appearing the ESE. To encourage a student's regularity and active participation in the classroom activities, marks will be given for her attendance percentage as per the following distribution:

PERCENTAGE OF ATTENDANCE	MARKS
95.1 – 100	5
90.1 – 95.0	4
85.1 – 90.0	3
80.1 – 85.0	2
75.1 – 80.0	1

Marks for Assignment/ Quiz/ Seminar:

A student will be evaluated during the semester on her participation in surprise and informed quizzes from the respective courses and the marks be allotted thereon based on her participation.

A student shall handle a seminar on any topic relevant to her course as per the prescribed syllabi or as directed by her course instructor for which marks shall be awarded based on concept clarification and justification on the task.

c) Components and Breakup marks for - Information Security

SPLIT - UP	COMPONENTS	MARKS	TOTAL
CIA Question Paper Pattern	Test I :4X5 =20 1 Hour	20	40
	Test II: 4X5=20 1 Hour	20	
	Test III : (Model) 2 Hours (5 out of 8 essay type questions)	50	50
Assignments	Two assignments 2 X 5 = 10 (Meaning, definition and concept clarification from various sources)	10	10

Note : 100% Internal Paper

d) Components and Breakup of marks for Practical Courses under Part – III and IV respectively:

SPLIT – UP	COMPONENTS	MARKS	TOTAL
CIA	Conduct of Experiments <i>(Minimum 10 experiments to be conducted/ practical course/ semester)</i>	10	40
	Class Test	10	
	Model Test	15	
	Record Work	5	
ESE	Record work	10	60
	Experiment / activity: 1 Algorithm/ Steps/ Procedure/ Logic	10	
	Input/ Execution/ Observations/ Output/ Result	15	
	Experiment / activity: 2 Algorithm/ Steps/ Procedure/ Logic	10	
	Input/ Execution/ Observations/ Output/ Result	15	

e) Components and Breakup of Marks for Skill Enhancement

Courses under Part – IV (Communication Skills for Executives & Soft skills for Business)

INTERNAL DISTRIBUTION OF MARKS

S.No	Criteria	Marks
1	Class involvement and proactive participation	10
2	Originality in the practical exercises and regularity	10
3	Skill Development Record Note (SDRN) maintenance	20
Total		40

EXTERNAL DISTRIBUTION OF MARKS

Title	Metrics to be evaluated and the Weightage for each component	Marks
Communication Skills for Executives (Semester IV)	Listening: Play an audio file and evaluate the comprehension by posing critical questions	10
	Speaking: Present a topic and face questions; Enact role plays such as newscaster; Make announcements. use of (Portable) PA system	10
	Reading: A passage may be assigned for reading and evaluated on the basis of reading with intonation, pauses and the tone and tenor required for the textual matter	10
	Writing: The students shall write at least 250 words on their own words on on-the-spot topics given	10
	SDRN'S originality and maintenance	20
TOTAL		60
Soft skills for Business (Semester VI)	Presentation, negotiation and team-working skills	15
	Job-specific resume preparation, mock interview/Group discussion, and presentation on the chosen topic	15
	Career-related :SWOT analysis and its presentation,(job-offering)Industry-related awareness, so on	10
	SDRN'S originality and maintenance	20
TOTAL		60

Life Skills Course: (100% internal paper)

SPLIT – UP	MARKS	TOTAL
CIA I	25	100
CIA II	25	
Practical's	25	
Model Examination	25	

Marks for Attendance:

A student is expected to put in 75% of attendance during her course of study in the programme for all semesters to be eligible for appearing the ESE. To encourage a student's regularity and active participation in the classroom activities, her attendance shall be given marks in every course during the semester as per the following distribution:

PERCENTAGE OF ATTENDANCE	MARKS
95.1 – 100	5
90.1 – 95.0	4
85.1 – 90.0	3
80.1 – 85.0	2
75.1 – 80.0	1

Marks for Assignment/ Quiz/ Seminar:

A student will be evaluated during the semester on her participation in surprise and informed quizzes from the respective courses and the marks be allotted thereon based on her participation.

A student shall handle a seminar on any topic relevant to her course as per the prescribed syllabi or as directed by her course instructor for which marks shall be awarded based on concept clarification and justification on the task.

e) Components and Breakup of Marks for Institutional Training course under Part - III

Institutional Training reports are evaluated at the end of semester- V by the Internal Examiners only as appointed By COE. Following weightages shall be used to evaluate the institutional training report:

COMPONENTS*	MARKS	TOTAL MARKS
Understanding and articulation of concepts	30	100
Clarity and comprehensiveness of presentation in the report	30	
Structure and neatness of the report	40	

*Different metrics may be evaluated depending on the nature of the work carried out during the training period and is left to the discretion of the department.

f) Components and Breakup of Marks for evaluation of Project (ESE) of under Part III:

Departments encouraging project work may adopt the following structure for evaluation of reports else, they shall define their own rubrics as per need The project reports are evaluated at the end of semester by the Internal & External Examiners as appointed By COE. Following weightages shall be used to evaluate the Project report:

SPLIT - UP	COMPONENTS	TOTAL MARKS (100)
CIA	Regularity	10
	Review / Presentation	10
ESE*	Knowledge about the organisation / theme of study	20
	Nature of Work / Logic behind the study	20
	Learning Outcome	20
	Viva – Voce	20

*ESE Viva-Voce for projects will be jointly conducted by internal and external examiners.

g) Components and Breakup marks for –Proficiency Enhancement (Self study)

SPLIT - UP	COMPONENTS	MARKS	TOTAL
ESE*	5x20=100 (5 out of 8 Questions)	100	100

*100% External

GRADING SYSTEM

Based on the guidelines of Bharathiar University on grading system the following grading System for the students admitted from 2017-18 & onwards.

Conversion of Marks to Grade Points and Letter Grade:

RANGE OF MARKS	GRADE POINT	LETTER GRADE	DESCRIPTION
90 - 100	9.0 -10.0	O	Outstanding
80 - 89	8.0 – 8.9	D+	Excellent
75 - 79	7.5 – 7.9	D	Distinction
70 - 74	7.0 – 7.4	A+	Very Good
60 - 69	6.0 – 6.9	A	Good
50 - 59	5.0 – 5.9	B	Average
40 - 49#	4.0 – 4.9	C	Satisfactory
00-39	0.0	U	Reappear
Absent	0.0	AAA	Absent

Classification:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 – 10.0	O+	First class – Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First class with Distinction
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A+	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+ #	Third Class
4.0 and above but below 4.5	C #	
0.0 and above but below 4.0	U	Re-appear

Applicable only to U.G. Programme

* Applicable for the students who have passed the Part: III examinations in FIRST APPEARANCE within the study period of the respective semesters.

- Cumulative Grade Point Average (CGPA) and final classifications are to be made for the students who have passed all subjects / completed all components prescribed for the programme
- Part-III components alone are considered for CGPA

- Part-I, Part-II, Part-IV & Part-V are not to be considered for finding the CGPA or for the classification of Part—III
- The maximum marks per course (subject) are to be fixed at 100. (if it is less or more than 100 it should be converted to 100)

- Grade point average – For a semester: $(GPA) = \frac{\sum CGP}{C}$

Where C= Credits earned for the course in any semester

G= Grade Point obtained for the course in any semester

$$GPA = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

- Cumulative Grade Point Average – For the entire programme: (CGPA) is calculated by using the formula:

$$\sum CGP$$

$$CGPA = \frac{\sum CGP}{\sum C} \quad \text{Where C= Credit Point GP= Grade Point}$$

$$\sum C$$

$$CGPA = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$$

CGPA is given only in Consolidated mark / Grade sheet

Ranking:

- Candidates who have passed all the courses (subjects) or completed all the components prescribed for the programme within the period of study are only eligible for Ranking
- Ranking is based on the marks scored in Part-III subjects only.
- Candidates passing the Part-III subjects in First Attempt within the study period of respective semesters are only eligible for ranking.
- In case of Reappearance, the first appearance mark is only considered for ranking
- Candidates absenting for the courses (subjects) prescribed in Part-III and getting higher marks in the subsequent appearances will not be considered for Ranking.

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