

1.1.2 Revised Courses
USCC
Department of Commerce with CA

2023 - 2024

Minutes of the meeting of Board of Studies in
Department of Commerce with Computer Applications held
on 05/04/2023 at 10.00 AM in Fatima College, Madurai-18.

Members Present:

Dr. Arasammal M Head of the Department

Dr. Rani A, University Nominee.

Assistant Professor,
Department of Commerce,
Madurai Kamaraj University,
Alagarkovil Road,
Madurai - 625002.

Rani 5/4/2023

Dr. Parveen M, Subject Expert
Head & Professor,
Department of Information Technology,
Pauvery College for Women (Autonomous),
Trichy.

AB

Dr. Valli Devasena S, Subject Expert
Assistant Professor,
Department of Commerce,
Mother Teresa University,
Research & Extension Centre,
Keelakuilkudi, Madurai - 625019.

Valli Devasena

5-4-23

Ms. Shri Hari Priya G,
Lead HR Recruiter,
12, CA S Colony, 2nd Cross Street,

Industrialist

G. Senthil Kumar

Opposite to Theekathur,
Madurai - 625018.

Ms. Kaleswari S,
Assistant Professor,
Department of Commerce with,
Computer Applications,
Mangayarkarasi Arts and Science
College, Madurai

Alumna

S. Jaleel

Dr. Sangeetha K

Sangeetha
Dean of Academic
Affairs

Staff Members:

Dr. Asammal M,

M. L. S.

Dr. Sakunthala P

P. Sankar

Dr. Latha Maheswari TK

T. K. P. P.

Mrs. Janny M

Jm

Mrs. Jennifer Sharon Sumathi N

Sharon

Mrs. Priya M

M. Priya

Dr. Savitha SP

S. P.

Dr. Keerthiga R

R. Keerthiga

Mrs. Kousalya R

Kousalya

Mrs. Joselyn Nithya C

Nithya

Dr. Maria Nisha S

S. Maria

Mrs. Uma J

J. Uma

Action Taken Report for 2022-2023

1.a. Common Suggestions :

S.No	Common Suggestions Offered in the previous Board	Action taken for the Academic Year 2022-23
1.	To have Business Statistics and Business Mathematics as two separate papers in Allied Core	Implemented
2.	To have 2 Units GST in Financial Accounting Software with GST	Implemented
3.	To rearrange Units IV and V in Principles of Management	Implemented

1.b. Change of Course Title

S.No.	Old Course Code	New Course Code	Old Course Title	New Course Title	Need for Change
	NIL	NIL	NIL	NIL	NIL

1.c. New Course Introduced

S.No.	Course Code	Course Title	Relevance to *	Scope for #	Need for Introduction
			L R N G	Ex F D S	
1	22KIAC1	Business Maths		✓	Curriculum updated

1.d. Revised Courses:

S.No.	Course Code	Course Title	Not Title of Units revised with the revised content specified if it is not the whole Unit	% of Revision	Need for Revision	Relevance to *				Scope for #		
						A	R	N	E	E	N	S
										P	R	D
1.	19K1CC1	Business Accounting	Unit I: Sinking Fund Method & Insurance Policy Method is removed and Annuity Method is added	10%	To update the curri- -culum						✓	✓
2.	19K3CC5	Principles of Cost Accounting	Unit II: Inter-process profits removed & Equivalent Production is added	10%	To update the curri- -culum						✓	✓
3.	19K3CC7	Principles of Management	Unit IV: Psychological Test - Essen- -tial - Ph-	10%	To update the cur- -riculum						✓	✓

S.No.	Course Code	Course Title	No. & Title of unit revised with the revised content specified if it is not the whole unit	% of Revision	Need for Revision	Relevance to				Scope for		
						L	R	N	G	E M P	E N T R E	S D
			- cement - Orientation Introduction - The - ining - Needs Advantages & Methods of training is added.									
4.	21K222	Web Prog- ramming (Theory & Practical)	Unit 7: SMTP POP - IMAP is removed	10%	To Update the curri- - culum					✓	✓	
5.	19K507	Business Research Method	Unit 2: Scien- - tific Investi- gation: The Building Blocks of Science in Research. The Language of Research.	10%	To update the curri- - culum					✓	✓	

S.No	Course Code	Course Title	No. & Title Write revised with the revised content specified if it is not the whole unit	Y. of Revision	Need for Revision	Relevance to *				Scope E M P	F E A T U R E	S T U D Y
						L	R	N	G			
			Concepts, Const- ructs, Definitions Variable, propo- sitions and Hypo- theses, theory Model is removed Unit IV: Applica- tion of SPSS to be added									
6.	19K50015	Basics Dynamics Of Tax Practical Filing Law of Income Tax Practice is added		10%	To update the curri- -culum		✓				✓	

2. Updation of Open Educational Resources in the list of references of Each course -

3-Revision of Courses						Relevance for *			Scope for #		
S.No.	Course Code	Course Title	No. of Title of Unit Revised with the Revised content specified if it is not the whole Unit	% of Revision	Need for Revision	L	R	N	G	E	S
1.	19K6ME3	Human Resource Management	Unit-II Recruitment, Merchandise Work Welfare, Job Analysis are added		To include latest concepts					✓	✓
2	19K6ME6	Company Law & Practice	Unit IV should include, Managing Director, Managers Remuneration Unit V Minutes & Agenda		To update the curriculum					✓	✓

4. New Courses Introduced Core Courses Introduced (Part III)

S.No.	Course Code	Course Title with Semester	Relevance to				Scope for			Need for Introduction
			L	R	N	G	E M P	E N R E	S D	
1.	CC1	Financial Accounting I			✓		✓			To update the curriculum
2.	CC2	Computer Fundamentals			✓		✓			Suggestions given by the Board
3.	CC3	Financial Accounting II			✓		✓			To avoid Redundancy
4.	CC4	Programming with C++			✓		✓			To update the curriculum
5.	CC5	Cost Accounting I			✓		✓			To update the curriculum
6.	CC6	Visual Basic			✓		✓			Suggestions given by the Board
7.	CC7	JAVA Programming			✓		✓			To avoid Redundancy
8.	CC8	Cost Accounting II			✓		✓			Suggestions given by the Board
9.	CC9	Income Tax Law & Practice I			✓				✓	To avoid Redundancy

S.No	Course Code	Course Title with Semester	Relevance to				Scope for			Need for Introduction
			L	R	N	G	E	M	P	
10.	CC10	Corporate Accounting II			✓		✓			To update the Curriculum
11.	CC11	Introduction to Oracle and SQL File			✓		✓			To avoid Redundancy
12.	CC12	Core/Project with Viva Voce	✓						✓	Suggestions given by the Board
13.	CC13	Income Tax Law & Practice II			✓		✓			To update the Curriculum
14.	CC14	Corporate Accounting I			✓		✓			To avoid Redundancy
15.	CC15	Management Accounting			✓		✓			Suggestions given by the Board

Elective Courses Introduced (Part III)

S.No	Generic/Discipline Specific with Semester	Course Code	Course Title	Relevance to				Scope for			Need for Introduction
				L	R	N	G	E	M	P	
1.	Generic I	EC1	Fundamentals of Accounting			✓		✓			To update the curriculum
2.	Generic II	EC2	Business Law			✓		✓			To avoid Redundancy

SNo	Generic/ Discipline Specific With Semester	Course Code	Course Title	Relevance to				Scope for			Need for Introduction
				L	R	N	G	En p	En k e	S D	
3.	Generic - III	EC3	Banking Law & Practice			✓		✓			To update the Curriculum
4.	Generic - IV	EC4	Management Information System/ Computer Networks			✓				✓	Suggestions given by the Board
							✓	✓			
5.	Discipline - V	EC5	Security Analysis/ Auditing and Corporate Governance			✓				✓	Suggestions given by the Board
						✓		✓			
		EC6	Business Economics/ E-Commerce			✓			✓		To update the curriculum
							✓	✓			
6.	Discipline - VI	EC7	Web-Designing/ PHP Programming			✓		✓			To avoid Redundancy
						✓		✓			
			Introduction to ERP/ Company Law				✓	✓			Suggestions given by the Board
						✓		✓			

Skill Enhancement / Foundation / Ability Enhancement Course (Part IV)

S.No.	SEC/FC/AECC With Semester	Course Code	Course Title	Relevance to*				Scope for #			Need for Introduction
				L	R	N	G	EMP	END	SD	
1.	SEC - I		Fundamentals Of Costing			✓		✓			To avoid Redundancy
2.	FC - I		Principles Of Commerce			✓		✓			To update the curriculum
3.	SEC - II		Fundamentals Of Costing			✓		✓			To avoid Redundancy
4.	SEC - III		Practical Banking			✓		✓			To update the curriculum
5.	SEC - IV		Skills for Bank Employment			✓				✓	Suggestions given by the Board
6.	SEC - V		E-Banking			✓				✓	To avoid Redundancy
7.	SEC -		Skills for Bank Exam			✓				✓	To update the curriculum
8.	SEC -		Statistical Package for Social Science					✓		✓	Suggestions given by the Board

1. Introduction of Value-Added Course - Certificate / Diploma / Advanced Diploma

S.No	Course Code	Course Title	MoU With Industry / Organisation	Skills Sharpened	Course Outcome
	NIL	NIL	NIL	NIL	NIL

2. Introduction of Purely Skill - Embedded Certificate / Diploma / Advanced Diploma Course

S.No	Course Code	Course Title	MoU With Industry / Organisation	Skills Sharpened	Course Outcome
	NIL	NIL	NIL	NIL	NIL

3. Approval of Ph.D Course Work syllabus - NIL

4. Rubric for Project

S.No.	Course	C1 20 Marks	C2 20 Marks	CIA Total 40 Marks	External 60 Marks
1.	Project	Cooperation & Presentation	Content & Critical thinking	40 Marks	Content, tools, Presentation Viva-Voce

Rubrics for Internship - NIL

5. Details of Active MoUs - NIL

L- Local	N- National	# - Employability	# - Skill Development
R- Regional	G- Global	- II - Entrepreneurship	- ment

6. Other Suggestions:

It is suggested to have TANSCH Course for all semesters with minor changes.

Dr. Arasammal M (Head)

Dr. Rani A (University Nominee)

Dr. Valli Devasena S (Subject Expert) 5-4-20

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G. S. K.

S. K.

Sangeetha

P. S.

I. K. P.

F.

S.

R. K.

Kousalya

N.

U.

DEPARTMENT OF COMMERCE WITH CA

For those who joined in June 2019 onwards

PROGRAMME CODE : USCC

PART – I – TAMIL / FRENCH / HINDI- 10 CREDITS

PART – I – TAMIL

Offered by The Research Centre of Tamil

S. NO	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	I	23TL1C1	PART 1 LANGUAGE – TAMIL	5	5	40	60	100
2.	II	23TL2C2	PART 1 LANGUAGE – TAMIL	5	5	40	60	100
TOTAL				10	6			

PART – I – FRENCH

Offered by The Department of French

S. No	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT MKs
1.	I	23RL1C1	PART 1 LANGUAGE FRENCH	5	5	40	60	100
2.	II	23RL2C2	PART 1 LANGUAGE FRENCH	5	5	40	60	100
TOTAL				10	10			

PART – I – HINDI

Offered by The Department of Hindi

S. No	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT Mks
1.	I	23DL1C1	PART 1 LANGUAGE HINDI	5	5	40	60	100
2.	II	23DL2C2	PART 1 LANGUAGE HINDI	5	5	40	60	100
TOTAL				10	10			

PART – II -ENGLISH – 16 CREDITS

Offered by The Research Centre of English

S. No	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT Mks
1.	I	23EL1LB	BASIC COMMUNICATIVE ENGLISH	5	5	40	60	100
2.		23EL1LI	INTERMEDIATE COMMUNICATIVE ENGLISH					
3.		23EL1LA	ADVANCED COMMUNICATIVE ENGLISH					
4.	II	23EL2LB	ENGLISH COMMUNICATION SKILLS	5	5	40	60	100
5.		23EL2LI	ENGLISH FOR EMPOWERMENT					
6.		23EL2LA	ENGLISH FOR CREATIVE WRITING					
7.	III	21EL3WN	ENGLISH FOR DIGITAL ERA	5	3	40	60	100
8.	IV	21EL4WN	ENGLISH FOR INTEGRATED DEVELOPMENT	5	3	40	60	100
TOTAL				20	16			

PART – III -MAJOR, ALLIED & ELECTIVES – 101 CREDITS

MAJOR CORE COURSES INCLUDING PRACTICALS : 70 CREDITS

S. No	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DITS	CIA Mks	ESE Mks	TOT Mks
1.	I	23KICC1	Financial Accounting-I	5	5	40	60	100
2.		23K1CC2	Principles of Management	5	5	40	60	100
3.	II	23K2CC3	Financial Accounting-II	5	5	40	60	100
4.		23K2CC4	Business Law	5	5	40	60	100
5.	III	19K3CC5	Principles of Cost Accounting	6	4	40	60	100
6.		21K3CC6	Principles of RDBMS	6	4	40	60	100
		19K3CC7	Principles of Management	5	3	40	60	100
7.	IV	19K4CC8	Principles of Management Accounting	6	4	40	60	100
8.		21K4CC9	Web Programming	6	4	40	60	100
		21K4CC10	Business Economics	5	3	40	60	100
9.	V	19K5CC11	Basics of Tax Laws & Practice	5	4	40	60	100
10.		19K5CC12	E-Commerce	5	4	40	60	100
11.		19K5CC13	Financial Accounting in Software Package with GST	5	4	40	60	100
12.		21K5CC14	Programming in Python	5	4	40	60	100
13.	VI	19K6CC15	Principles of Tax Laws & Practice	5	4	40	60	100
14.		19K6CC16	Company Accounts	5	4	40	60	100
15.		21K6CC17	Business Research Method	5	4	40	60	100

TOTAL	89	70			
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ALLIED COURSES- 10 CREDITS

S. NO	SEM.	COURSE CODE	COURSE TITLE	H RS	CRE DITS	CIA Mks	ESE Mks	TOT. MKs
1.	III	21U3ACK3	Principles & Practice of Banking (Offered to BBA)	5	5	40	60	100
2.	IV	21U4ACK4	Management Information System (Offered to BBA)	5	5	40	60	100
TOTAL				10	10			

ELECTIVES-15 CREDITS

S. No	SEM.	COURSE CODE	COURSE TITLE	H RS	CRE DITS	CIA Mks	ESE Mks	TOT. Mks
1.	I	23I1GEK1/ 23I1GEK2	Programming in C and Lab / Python Programming and Lab	5	3	40	60	100
2.	II	23K2GE3/ 23K2EC4	Office Automation and Lab Programming in C++ and Lab	5	3	40	60	100
3.	V	19K5ME1/ 19K5ME2	Security Analysis/ Practical Auditing	5	5	40	60	100
4.	VI	19K6ME3 / 19K6ME4	Human Resource Management/ Financial Management	5	5	40	60	100
5.		19K6ME5 / 19K6ME6	Enterprise Resource Planning/ Company Law & Practice	5	5	40	60	100
TOTAL				25	25			

PART – IV – 20 CREDITS

- **VALUE EDUCATION**
 - **ENVIRONMENTAL AWARENESS**
 - **NON-MAJOR ELECTIVE**
 - **SKILL BASED COURSES**
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S. No	SEM.	COURSE CODE	COURSE TITLE	H RS	CRE DITS	CIA Mks	ESE Mks	TOT. Mks
1.	I	23UAD1ES	Personal Values	1	1	40	60	100
2.		23K1SE1	Skill Enhancement Course:- Non-Major Elective (Offered to other major Students) Fundamentals of Costing	2	2	40	60	100
3.		23K1FC	Foundation Course:- Principles of Commerce	2	2	40	60	100
4.	II	23UAD2ES	Values for Life	1	1	40	60	100
5.		23K2SE2	Skill Enhancement Course:- Non-Major Elective (Offered to other major Students) Fundamentals of Costing	2	2	40	60	100
6.		23K2SE3	Skill Enhancement Course:- Practical Banking	2	2	40	60	100
7.	III	19G3EE	Environmental Education	1	1	40	60	100
8.		19K3SB1	Introduction to Banking	2	2	40	60	100
9.	IV	19G4EE	Environmental Education	1	1	40	60	100
10.		19K4SB2	Practical Banking	2	2	40	60	100
11.	V	19K5SB3	Skills for Bank Exam	2	2	40	60	100
12.		19K5SB4	Soft Skills for Bank Employment	2	2	40	60	100
13.	VI	19K6SB5	Skills for Verbal Reasoning	2	2	40	60	100
14.		21K6SB6	Graphical Designing	2	2	40	60	100
TOTAL				17	20			

II B.COM(CA)**OLD-10%****SEMESTER –VI*****For those who joined in 2019 onwards***

PROGRAMM E CODE	COURSE CODE	COURSE TITLE	HRS/ WEE K	CREDIT S
USCC	19K6ME 3	HUMAN RESOURCE MANAGEMENT	5	5

COURSE DESCRIPTION

This course provides an introduction to the various functions of human resource management, including compensation, training and development, health and safety , labour relation and arbitration

COURSE OBJECTIVES

This course helps the students to specialize the relationship in all levels of Management.

UNITS**UNIT I HUMAN RESOURCE MANAGEMENT INTRODUCTION[15 HRS]**

Concept - Scope - Importance of Human Resource Management – Functions of Human Resource Management

UNIT II HUMAN RESOURCE DEVELOPMENT: [15 HRS]

Induction-objectives of induction-**Training**- Need for Training - Importance of Training – Methods and Techniques of Training - **Career planning – Meaning -Career planning Terminology - Objectives of Career planning- Process of Career planning (Self study)**

UNIT III COMPENSATION [15 HRS]

Factors affecting compensation – Methods of Wage payment - **Job Evaluation** - Objectives of Job Evaluation - process of Job Evaluation - Methods of Job Evaluation . **Lab:** Human Resource Management and accounting

UNIT IV WORK WELFARE AND SAFETY**[15 HRS]**

Employee Welfare – Meaning of employee welfare – Types of welfare services. **Employee Health and safety** - Working conditions affecting health –Occupational hazards and diseases – Employee safety – Safety provisions under the Factories Act.

UNIT V INDUSTRIAL RELATIONS**[15 HRS]**

Concept - Objectives - Approaches, Causes - Measures for improving industrial relations, Industrial disputes - Causes of industrial disputes, Settlement of industrial disputes.

UNIT VI DYNAMISM(Evaluation Pattern-CIA only)

Emerging Trends in Human Resource Management

TEXT BOOK:

1. Human Resource Management - Dr. C. B. Gupta,eigth edition ,published by Sultan Chand and Sons New Delhi

REFERENCES:

1. Human Resource Management - Dr. C. B. Mamoria, Himalaya publish House, Mumbai

2. Human Resource Management - P. C. Tripathi published by Sultan Chand and Sons New Delhi

Digital Open Educational Resources (DOER) :

1. <https://www.businessmanagementideas.com/human-resource-management-2/what-is-training-in-hrm/20387>
 2. <http://www.legalserviceindia.com/legal/article-943-industrial-disputes.html>
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COURSE CONTENTS & LECTURE SCHEDULE:

Module No.	Topic	No. of Lectures	Teaching Pedagogy	Teaching Aids
UNIT -1 HUMAN RESOURCE MANAGEMENT INTRODUCTION				
1.1	Introduction of Human Resource Management	1	Chalk & Talk	Black Board
1.2	Concept	3	Chalk & Talk	Black Board
1.3	Scope	3	Chalk & Talk	Black Board
1.4	Importance of Human Resource Management	3	Chalk & Talk	Black Board
1.5	Functions of Human Resource Management	5	Chalk & Talk	Black Board
UNIT -2 HUMAN RESOURCE DEVELOPMENT				
2.1	Recruitment - Meaning of Recruitment-Process of Recruitment	1	Chalk & Talk	Black Board
2.2	Sources of Recruitment-Techniques of Recruitment	3	Chalk & Talk	Black Board
2.3	Job analysis-Concept-Objectives	3	Chalk & Talk	Black Board
2.4	Process of Job analysis- Techniques of Job analysis	3	Chalk &Talk	Black Board
2.5	Induction-objectives of induction-Training	3	Chalk & Talk	Black Board
2.6	Need for Training - Importance of Training – Methods and Techniques of Training	2	Chalk & Talk	Black Board
2.7	Career planning – Meaning - Advantages and Disadvantages of career planning	2	Chalk & Talk	Black Board

2.8	Objectives of Career planning- Process of Career planning (Self study)	2	Chalk & Talk	Black Board
UNIT -3 COMPENSATION				
3.1	Factors affecting compensation	2	Chalk & Talk	Black Board
3.2	Methods of Wage payment	4	Chalk & Talk	Black Board
3.3	Job Evaluation - Objectives of Job Evaluation - process of Job Evaluation	4	Chalk & Talk	Black Board
3.4	Methods of Job Evaluation - lab :Human Resource Management and accounting	5	Chalk & Talk	Black Board
UNIT -4 WORK WELFARE AND SAFETY				
4.1	Employee Welfare – Meaning of employee welfare	2	Chalk & Talk	Black Board
4.2	Types of welfare services	2	Chalk & Talk	Black Board
4.3	Employee Health and safety - Working conditions affecting health	3	Chalk & Talk	Black Board
4.4	Occupational hazards and diseases	3	Chalk & Talk	Black Board
4.5	Employee safety – Safety provisions under the Factories Act.	5	Chalk &Talk	Black Board
UNIT -5 INDUSTRIAL RELATIONS				
5.1	Concept	2	Chalk & Talk	Black Board
5.2	Objectives - Approaches, Causes	4	Chalk & Talk	Black Board
5.3	Measures for improving industrial relations	4	Chalk & Talk	Black Board
5.4	Industrial disputes - Causes of industrial disputes	3	Chalk & Talk	Black Board

5.5	Settlement of industrial disputes	2	Discussion	Black Board
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Levels	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	% of Assessment
	Session - wise Average	Better of W1, W2	M1+ M2	MI D-SE M TEST				
	5 Mks.	5 Mks	5+5=10 Mks.	15 Mks	35 Mks.	5 Mks.	40M ks.	
K1	5	-	-	2 ½	7.5	-	7.5	18.75 %
K2	-	5	4	2 ½	11.5	-	11.5	28.75 %
K3	-	-	3	5	8	-	8	20 %
K4	-	-	3	5	8	-	8	20 %
Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

EVALUATION PATTERN

SCHOLASTIC					NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

UG CIA Components

Nos				
C1	-	Test (CIA 1)	1	- 10 Mks
C2	-	Test (CIA 2)	1	- 10 Mks
C3	-	Assignment	1	- 5 Mks
C4	-	Open Book Test/PPT	2 *	- 5 Mks
C5	-	Quiz	2 *	- 5 Mks
C6	-	Attendance		- 5 Mks

COURSE OUTCOMES

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

NO.	COURSE OUTCOMES	KNOWLEDGE LEVEL (ACCORDING TO REVISED BLOOM'S TAXONOMY)	PSOs ADDRESSED
CO 1	Outline the functions of HRM and how it relates to other organizational functions.	K1	PSO1
CO 2	Examine the methods and processes for personal career planning activities.	K1, K2	PSO2 & PSO4
CO 3	Describe the concepts of wage Payment and <i>employee</i> benefits	K1 & K3	PSO1 & PSO3
CO 4	Develop a knowledge of various <i>employee</i> health and safety schemes	K1, K2 & K3	PSO3 & PSO4
CO 5	Formulate methods for settlement of industrial disputes	K2 & K4	PSO4 & PSO5

Mapping COs with PSOs

CO/ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	2	3	2
CO3	3	2	3	2	3
CO4	3	2	3	3	2
CO5	3	2	2	2	3

Mapping COs with POs

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	3	3	3	3	3	3
CO2	3	3	2	3	2	3	2
CO3	3	2	3	3	3	3	3
CO4	3	3	3	2	2	3	3
CO5	3	2	2	2	3	3	2

Note: ♦ Strongly Correlated – 3
Correlated -1

♦ Moderately Correlated – 2

♦ Weakly

COURSE DESIGNER:

Joselyn Nithiya

Mrs.C.Joselyn Nithiya

Forwarded By

M. A. e

III B.COM(CA)**NEW -10%****SEMESTER –VI*****For those who joined in 2021 onwards***

PROGRAMM E CODE	COURSE CODE	COURSE TITLE	HRS/ WEE K	CREDIT S
USCC	19K6M E3	HUMAN RESOURCE MANAGEMENT	5	5

COURSE DESCRIPTION

This course provides an introduction to the various functions of human resource management, including compensation, training and development, health and safety , labour relation and arbitration

COURSE OBJECTIVES

This course helps the students to specialize the relationship in all levels of Management.

UNITS**UNIT I HUMAN RESOURCE MANAGEMENT INTRODUCTION[15 HRS]**

Concept - Scope - Importance of Human Resource Management – Functions of Human Resource Management

UNIT II HUMAN RESOURCE DEVELOPMENT: [15 HRS]

Recruitment - Meaning of Recruitment-Process of Recruitment- Sources of Recruitment- Techniques of Recruitment- **Job analysis**-Concept- Objectives- Process of Job analysis- Techniques of Job analysis

Induction-objectives of induction-**Training**- Need for Training - Importance of Training – Methods and Techniques of Training - **Career planning – Meaning -Advantages and Disadvantages of career planning - Objectives of Career planning- Process of Career planning (Self study)**

UNIT III COMPENSATION**[15 HRS]**

Factors affecting compensation – Methods of Wage payment - **Job Evaluation** - Objectives of Job Evaluation - process of Job Evaluation - Methods of Job Evaluation . **Lab:** Human Resource Management and accounting

UNIT IV WORK WELFARE AND SAFETY

[15 HRS]

Employee Welfare – Meaning of employee welfare – Types of welfare services. **Employee Health and safety** - Working conditions affecting health –Occupational hazards and diseases – Employee safety – Safety provisions under the Factories Act.

UNIT V INDUSTRIAL RELATIONS

[15 HRS]

Concept - Objectives - Approaches, Causes - Measures for improving industrial relations, Industrial disputes - Causes of industrial disputes, Settlement of industrial disputes.

UNIT VI DYNAMISM(Evaluation Pattern-CIA only)

Emerging Trends in Human Resource Management

TEXT BOOK:

1. Human Resource Management - Dr. C. B. Gupta,eigth edition ,published by Sultan Chand and Sons New Delhi

REFERENCES:

1. Human Resource Management - Dr. C. B. Mamoria, Himalaya publish House, Mumbai

2. Human Resource Management - P. C. Tripathi published by Sultan Chand and Sons New Delhi

Digital Open Educational Resources (DOER) :

1. <https://www.businessmanagementideas.com/human-resource-management-2/what-is-training-in-hrm/20387>
 2. <http://www.legalserviceindia.com/legal/article-943-industrial-disputes.html>
-

COURSE CONTENTS & LECTURE SCHEDULE:

Module No.	Topic	No. of Lectures	Teaching Pedagogy	Teaching Aids
UNIT -1 HUMAN RESOURCE MANAGEMENT INTRODUCTION				
1.1	Introduction of Human Resource Management	1	Chalk & Talk	Black Board
1.2	Concept	3	Chalk & Talk	Black Board
1.3	Scope	3	Chalk & Talk	Black Board
1.4	Importance of Human Resource Management	3	Chalk & Talk	Black Board
1.5	Functions of Human Resource Management	5	Chalk & Talk	Black Board
UNIT -2 HUMAN RESOURCE DEVELOPMENT				
2.1	Recruitment - Meaning of Recruitment-Process of Recruitment	1	Chalk & Talk	Black Board
2.2	Sources of Recruitment- Techniques of Recruitment	3	Chalk & Talk	Black Board
2.3	Job analysis-Concept-Objectives	3	Chalk & Talk	Black Board
2.4	Process of Job analysis- Techniques of Job analysis	3	Chalk & Talk	Black Board
2.5	Induction-objectives of induction- Training	3	Chalk & Talk	Black Board
2.6	Need for Training - Importance of Training – Methods and Techniques of Training	2	Chalk & Talk	Black Board
2.7	Career planning – Meaning - Advantages and Disadvantages of career planning	2	Chalk & Talk	Black Board

2.8	Objectives of Career planning- Process of Career planning (Self study)	2	Chalk & Talk	Black Board
UNIT -3 COMPENSATION				
3.1	Factors affecting compensation	2	Chalk & Talk	Black Board
3.2	Methods of Wage payment	4	Chalk & Talk	Black Board
3.3	Job Evaluation - Objectives of Job Evaluation - process of Job Evaluation	4	Chalk & Talk	Black Board
3.4	Methods of Job Evaluation - lab :Human Resource Management and accounting	5	Chalk & Talk	Black Board
UNIT -4 WORK WELFARE AND SAFETY				
4.1	Employee Welfare – Meaning of employee welfare	2	Chalk & Talk	Black Board
4.2	Types of welfare services	2	Chalk & Talk	Black Board
4.3	Employee Health and safety - Working conditions affecting health	3	Chalk & Talk	Black Board
4.4	Occupational hazards and diseases	3	Chalk & Talk	Black Board
4.5	Employee safety – Safety provisions under the Factories Act.	5	Chalk &Talk	Black Board
UNIT -5 INDUSTRIAL RELATIONS				
5.1	Concept	2	Chalk & Talk	Black Board
5.2	Objectives - Approaches, Causes	4	Chalk & Talk	Black Board
5.3	Measures for improving industrial relations	4	Chalk & Talk	Black Board
5.4	Industrial disputes - Causes of industrial disputes	3	Chalk & Talk	Black Board

5.5	Settlement of industrial disputes	2	Discussion	Black Board
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Levels	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	% of Assessment
	Session - wise Average	Better of W1, W2	M1+ M2	MI D-SE M TEST				
	5 Mks.	5 Mks	5+5=10 Mks.	15 Mks	35 Mks.	5 Mks.	40M ks.	
K1	5	-	-	2 ½	7.5	-	7.5	18.75 %
K2	-	5	4	2 ½	11.5	-	11.5	28.75 %
K3	-	-	3	5	8	-	8	20 %
K4	-	-	3	5	8	-	8	20 %
Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

EVALUATION PATTERN

SCHOLASTIC					NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

UG CIA Components

Nos				
C1	-	Test (CIA 1)	1	- 10 Mks
C2	-	Test (CIA 2)	1	- 10 Mks
C3	-	Assignment	1	- 5 Mks
C4	-	Open Book Test/PPT	2 *	- 5 Mks
C5	-	Quiz	2 *	- 5 Mks
C6	-	Attendance		- 5 Mks

COURSE OUTCOMES

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

NO.	COURSE OUTCOMES	KNOWLEDGE LEVEL (ACCORDING TO REVISED BLOOM'S TAXONOMY)	PSOs ADDRESSED
CO 1	Outline the functions of HRM and how it relates to other organizational functions.	K1	PSO1
CO 2	Examine the methods and processes for personal career planning activities.	K1, K2	PSO2 & PSO4
CO 3	Describe the concepts of wage Payment and <i>employee</i> benefits	K1 & K3	PSO1 & PSO3
CO 4	Develop a knowledge of various <i>employee</i> health and safety schemes	K1, K2 & K3	PSO3 & PSO4
CO 5	Formulate methods for settlement of industrial disputes	K2 & K4	PSO4 & PSO5

Mapping COs with PSOs

CO/ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	2	3	2
CO3	3	2	3	2	3
CO4	3	2	3	3	2
CO5	3	2	2	2	3

Mapping COs with POs

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	3	3	3	3	3	3
CO2	3	3	2	3	2	3	2
CO3	3	2	3	3	3	3	3
CO4	3	3	3	2	2	3	3
CO5	3	2	2	2	3	3	2

Note: ♦ Strongly Correlated – 3
Correlated -1

♦ Moderately Correlated – 2

♦ Weakly

COURSE DESIGNER:

Joselyn Nithiya

Mrs.C.Joselyn Nithiya

Forwarded By

M. A. ...

III B.Com(CA)**OLD -10%****SEMESTER –VI*****For those who joined in 2019 onwards***

PROGRAMM E CODE	COURSE CODE	COURSE TITLE	HRS/WEE K	CREDITS
USCC	19K6ME 6	COMPANY LAW & PRACTIC E	5	5

COURSE DESCRIPTION

This course provides a clear understanding of the fundamentals of company law is critical for anyone who is looking to understand corporate and economic laws and regulations in India.

COURSE OBJECTIVES

To gain in-depth knowledge in the Companies Act 2013

UNITS**UNIT 1: NATURE OF COMPANY****[15 HRS]**

Definition of company - Characteristics of Company - Company Distinguished from Partnership.(Self-study) – Formation of a Company – Certificate of Incorporation – Promoter – Pre-incorporation – Provisional Contracts.

UNIT 2: LEGAL DOCUMENTS**[15 HRS]**

Meaning – Purpose – Contents of Memorandum – Alteration of Memorandum – Meaning – Contents of Articles – Form of Articles – Table – Alteration of Articles – Articles and Memorandum – their Relation.

UNIT 3: PROSPECTUS**[15 HRS]**

Definition – Contents of Prospectus – Misstatements in Prospectus and their Consequences – Statement in Lieu of Prospectus.

UNIT 4: COMPANY MANAGEMENT

[15 HRS]

Directors – Definition - Appointment of Directors-Qualification of Directors - Duties of Directors – Secretary – Definition - Duties and Rights of Company Secretary.

UNIT 5: COMPANY MEETING

[15 HRS]

Meaning-Kinds – Requisites of a Valid meeting – **Resolutions - Kinds of Resolutions.(Self-study)**

UNIT VI DYNAMISM(Evaluation Pattern-CIA only)

Recent Trends and Developments in Company Law

TEXT BOOK:

1. Elements of Company Law - N.D. Kapoor , Published by Sultan Chand and Sons, New Delhi, 14th Revised Edition (Reprint, 2015)

BOOKS FOR REFERENCE:

1. Company Law - Ashok Bagrial, Vikas Publish House Pvt. Ltd. New Delhi, 12th Edition (Reprint, 2015)
2. Company Law - Avatgar Singh, New Age International Publisher, New Delhi, 14th Edition (Reprint, 2016)

Digital Open Educational Resources (DOER):

https://www.dphu.org/uploads/attachements/books/books_3955_0.pdf

COURSE CONTENTS & LECTURE SCHEDULE:



Module No.	Topic	No. of Lectures	Teaching Pedagogy	Teaching Aids
UNIT -1 NATURE OF COMPANY				
1.1	NATURE OF COMPANY	1	Chalk &Talk	Black Board
1.2	Definition of company - Characteristics of Company - Company Distinguished from Partnership.(Self-study)	3	Chalk &Talk	Black Board
1.3	Formation of a Company	3	Chalk & Talk	Black Board
1.4	Certificate of Incorporation	3	Chalk & Talk	Black Board
1.5	Promoter	3	Chalk & Talk	Black Board
1.6	Pre-incorporation &Provisional Contracts.	3	Chalk & Talk	Black Board
UNIT -2 LEGAL DOCUMENTS				
2.1	LEGAL DOCUMENTS	1	Chalk & Talk	Black Board
2.2	Meaning - Contents of Memorandum of Association	2	Chalk & Talk	Black Board
2.3	Alteration of Memorandum	3	Chalk & Talk	Black Board
2.4	Meaning - Contents of Articles - Form of Articles - Table -	2	Chalk & Talk	Black Board
2.5	Alteration of Articles	2	Chalk & Talk	Black Board
2.6	Articles and Memorandum - their Relation.	2	Chalk & Talk	Black Board
UNIT -3 PROSPECTUS				
3.1	PROSPECTUS	1	Chalk & Talk	Black Board

3.2	Definition - Contents of Prospectus	5	Chalk &Talk	Black Board
3.3	Misstatements in Prospectus and their Consequences	5	Chalk & Talk	Black Board
3.4	Statement in Lieu of Prospectus.	1	Chalk &Talk	Black Board
UNIT -4 COMPANY MANAGEMENT				
4.1	COMPANY MANAGEMENT	1	Chalk & Talk	Black Board
4.2	Directors – Definition	1	Chalk & Talk	Black Board
4.3	Appointment of Directors	3	Chalk & Talk	Black Board
4.4	Qualification of Directors - Duties of Directors	3	Chalk & Talk	Black Board
4.5	Secretary – Definition - Duties and Rights of Company Secretary.	4	Chalk & Talk	Black Board
UNIT -5 COMPANY MEETING				
5.1	COMPANY MEETING	1	Chalk & Talk	Black Board
5.2	Meaning-Kinds	4	Chalk & Talk	Black Board
5.3	Requisites of a Valid meeting	4	Chalk & Talk	Black Board
5.4	Minutes – quorum	4	Chalk & Talk	Black Board
5.5	Resolutions - Kinds of Resolutions.(Self-study)	4	Chalk & Talk	Black Board

	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	
Levels	Session -wise Average	Better of W1, W2	M1+M2	MID - SEM TEST				% of Assessment
	5 Mks.	5 Mks	5+5=10 Mks.	15 Mks	35 Mks.	5 Mks.	40Mks.	
K1	5	-	-	2 ½	7.5	-	7.5	18.75 %
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K3	-	-	3	5	8	-	8	20 %
K4	-	-	3	5	8	-	8	20 %
Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

EVALUATION PATTERN

SCHOLASTIC					NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

UG CIA Components					
			Nos		
C1	-	Test (CIA 1)	1	-	10 Mks
C2	-	Test (CIA 2)	1	-	10 Mks
C3	-	Assignment	1	-	5 Mks
C4	-	Open Book Test/PPT	2 *	-	5 Mks
C5	-	Quiz	2 *	-	5 Mks
C6	-	Attendance		-	5 Mks

COURSE OUTCOMES

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

NO.	COURSE OUTCOMES	KNOWLEDGE LEVEL (ACCORDING TO REVISED BLOOM'S TAXONOMY)	PSOs ADDRESSED
CO 1	Compare the formation of Company with Partnership	K1	PSO3
CO 2	Explain the knowledge of MOA and AOA	K1, K2	PSO2
CO 3	Assess the concept of Prospectus, Statement in lieu of Prospectus	K1 & K3	PSO1& PSO4
CO 4	Discuss the appointment, duties and right of directors and secretary	K1, K2 & K3	PSO4
CO 5	Plan with proper knowledge about company meeting.	K2 & K4	PSO5

Mapping COs with PSOs

CO/ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	2	3
CO2	3	3	2	2	3
CO3	3	3	2	3	3
CO4	3	2	2	3	3
CO5	3	2	2	3	3

Mapping COs with POs

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	2	3	2	3	2	2
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CO3	3	3	2	3	3	3	2
CO4	3	2	2	3	3	3	2
CO5	3	2	2	3	3	3	2

Note: ♦ Strongly Correlated – 3
Correlated -1

♦ Moderately Correlated – 2

♦ Weakly

COURSE DESIGNER:

P. Sakunthala

P.SAKUNTHALA

Forwarded By

M. A. L.

III B.Com(CA)**NEW – 10%****SEMESTER –VI*****For those who joined in 2021 onwards***

PROGRAMM E CODE	COURSE CODE	COURSE TITLE	HRS/WE E K	CREDITS
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COURSE DESCRIPTION

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UNIT 2: LEGAL DOCUMENTS**[15 HRS]**

Meaning - Contents of Memorandum of Association - Alteration of Memorandum of Association -Contents of Articles of Association-Alteration of Articles of Association - Articles and Memorandum - their Relation.

UNIT 3: PROSPECTUS**[15 HRS]**

Definition - Contents of Prospectus - Misstatements in Prospectus and their Consequences - Statement in Lieu of Prospectus.

UNIT 4: COMPANY MANAGEMENT**[15 HRS]**

Directors – Definition - Appointment of Directors-Qualification of Directors - Duties of Directors – Secretary – Definition - Duties and Rights of Company Secretary.

UNIT 5: COMPANY MEETING**[15 HRS]**

Meaning-Kinds – Requisites of a Valid meeting – Minutes - quorum-
Resolutions - Kinds of Resolutions.(Self-study)

UNIT VI DYNAMISM(Evaluation Pattern-CIA only)

Recent Trends and Developments in Company Law

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UNIT -2 LEGAL DOCUMENTS				
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UNIT -3 PROSPECTUS				

3.1	PROSPECTUS	1	Chalk & Talk	Black Board
3.2	Definition - Contents of Prospectus	5	Chalk & Talk	Black Board
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UNIT -4 COMPANY MANAGEMENT				
4.1	COMPANY MANAGEMENT	1	Chalk & Talk	Black Board
4.2	Directors – Definition	1	Chalk & Talk	Black Board
4.3	Appointment of Directors	3	Chalk & Talk	Black Board
4.4	Qualification of Directors - Duties of Directors	3	Chalk & Talk	Black Board
4.5	Secretary – Definition - Duties and Rights of Company Secretary.	4	Chalk & Talk	Black Board
UNIT -5 COMPANY MEETING				
5.1	COMPANY MEETING	1	Chalk & Talk	Black Board
5.2	Meaning-Kinds	4	Chalk & Talk	Black Board
5.3	Requisites of a Valid meeting	4	Chalk & Talk	Black Board
5.4	Minutes – quorum	4	Chalk & Talk	Black Board
5.5	Resolutions - Kinds of Resolutions.(Self-study)	4	Chalk & Talk	Black Board

	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	
Levels	Session -wise Average	Better of W1, W2	M1+M2	MID - SEM TEST				% of Assessment
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Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

EVALUATION PATTERN

SCHOLASTIC					NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

UG CIA Components					
			Nos		
C1	-	Test (CIA 1)	1	-	10 Mks
C2	-	Test (CIA 2)	1	-	10 Mks
C3	-	Assignment	1	-	5 Mks
C4	-	Open Book Test/PPT	2 *	-	5 Mks
C5	-	Quiz	2 *	-	5 Mks
C6	-	Attendance		-	5 Mks

COURSE OUTCOMES

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



NO.	COURSE OUTCOME S	KNOWLEDGE LEVEL (ACCORDING TO REVISED BLOOM'S TAXONOMY)	PSOs ADDRESS ED
CO 1	Compare the formation of Company with Partnership	K1	PSO3
CO 2	Explain the knowledge of MOA and AOA	K1, K2	PSO2
CO 3	Assess the concept of Prospectus, Statement in lieu of Prospectus	K1 & K3	PSO1& PSO4
CO 4	Discuss the appointment, duties and right of directors and secretary	K1, K2 & K3	PSO4

CO 5	Plan with proper knowledge about company meeting.	K2 & K4	PSO5
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Mapping COs with PSOs

CO/ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	2	3	2	3
CO2	3	3	2	2	3
CO3	3	3	2	3	3
CO4	3	2	2	3	3
CO5	3	2	2	3	3

Mapping COs with POs

CO/ PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	2	3	2	3	2	2
CO2	3	3	2	2	3	2	2
CO3	3	3	2	3	3	3	2
CO4	3	2	2	3	3	3	2
CO5	3	2	2	3	3	3	2

Note: ♦ Strongly Correlated – 3
2

♦ Moderately Correlated –
♦ Weakly Correlated -1

COURSE DESIGNER:

P. Sakunthala

P.SAKUNTHALA

Forwarded By

M. A