

Semester – II			
Environmental Studies			
Code : 21UAEV21	Hrs/ Week : 2	Hrs/Sem:30	Credits : 2

Course Outcomes:

Upon completion of this course, the students will be able to

- 1 Recognize the biotic and abiotic components of ecosystem and how they function.
- 2 Use natural resources more efficiently and know more sustainable ways of living.
3. Acquire an attitude of concern for the environment.
4. Participate in improvement and protection of environment.
5. Manage unpredictable disasters.
- 6 Create awareness about environmental issues to the public.

Unit I Environment and Ecosystem

Aim and need for Environmental Awareness - Components of Environment Ecosystem - Components of Ecosystem: Abiotic and biotic factors (Producer, Consumer and Decomposer) – Food Chain, Tropic Levels - Food Web, Energy flow and Ecological pyramids

Unit II Natural Resources:

Renewable and non-renewable resources – Water Resources: Uses and Conservation of Water – Rain Water Harvesting – Forest Resources: Importance of Forests - Conservation of Forest Energy Resources: Solar Fossil Fuel – Wind – Role of individuals in the conservation of natural resources

Unit III Environmental Pollution

Pollutants – Types of pollution: Air, Water, Noise and Plastic Pollution – Causes, effects and Control measures – Global warming and Climate Change

Unit IV Human Population and Environment

Effect of human population on environment – Population Explosion problems related to population explosion – Involvement of population in conservation of environment – Measures adopted by the Government to control population growth. Environment and human health

Unit V Disaster Management

Floods–Drought–Earthquakes– Cyclones – Landslide–Tsunami–Control measures

SEMESTER - I			
Ability Enhancement Course		Value Education	
Code : 21UAVE11	Hrs/Week : 2	Hrs / Semester: 30	Credits : 2

Unit I: Introduction to Value Education

Concept of Values -Types of Values- Approaches to values - Benefits of Value Education-Characteristics of Values

Unit II: Human Values

Human Values -Sources of Human Values - Love -Compassion - Gratitude - Courage - Optimism - Forgiveness- the need and urgency to reinforce Human Values

Unit III: Social Values

Role of family and society in teaching values - Role of educational institutions in inculcating values-Three general functions of education for society-Self-Reflection- Our society's needs - Social Responsibilities of a student

Unit IV: Spiritual Values

Spiritual Values - Spiritual Development -Moral Development - Importance of Spiritual Values - Cultivation of Spiritual Values -Five most common spiritual values -Spiritual Resources

Unit V: Values for Life Enrichment

Goal Setting - Building relationship - Friendship - Love relationship - Family relationship - Professional relationship Interpersonal Relationship -Essential Life Skills that Help in Students Future Development-Life Enrichment Skills Domain

Books for Reference:

1. Sneha M. & K. Pushpanadham Joshi. *Value Based Leadership in Education Perspective and Approaches*, Anmol Publications Pvt. Limited, 2002.
2. Venkataiah.N. *Value Education*, APH Publishing, 1998
3. Pramod KumarM.A *Handbook on Value Education*, Ramakrishna MissionInstitute of Culture (RMIC) 2007
4. Jagdosh Chand.*Value Education*. Shipra Publication 2007
5. Indrani Majhi (Shit)Ganesh Das, *Value Education*, Laxmi Publication Pvt. Ltd.,2017
6. Arumugam, N. S. Mohana, Lr.Palkani, *Value Based Education*, Saras Publication2014

Semester I			
Allied– I		Business Environment	
Course Code:21UBAA11	Hrs/Week:4	Hrs/Semester: 60	Credits:4

Objectives:

- Provide thorough knowledge about the emerging concepts of business environment.
- To inculcate the effects of different external as well as internal environment of business, in the learners.

Course Outcomes:

CO. No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO-1	understand the concept and levels of business environment	1,3	Un
CO-2	gain knowledge on business economic system	1, 4	Un, An
CO-3	have an effective knowledge on socio and cultural environment	1,3,4	Un, An
CO-4	observe knowledge on legal business environment	3	An, Cr
CO-5	inculcate the information of privatizations	3,7	Un
CO-6	inculcate knowledge on globalization	3, 5	Un, An
CO-7	impart information on private & public sector	3	Un
CO-8	input the concept of role of government in business	7, 8	Un, Cr

Semester I			
Allied – I	Business Environment		
Course Code:21UBAA11	Hrs/Week:4	Hrs/Semester: 60	Credits:4

Unit I: Business Environment and factors

Introduction – Concept of business – Definition – Nature – scope – Purpose, levels of business environment-factors of business environment –micro-macro- Economic systems – capitalist economy, socialist economy, mixed economy

(12 hours)

Unit II: Economic & socio cultural environment

Introduction – Economic environment of business – Nature of economy – structure of economy – Economic policies – Business & society Indian business culture – culture and organisational behaviour.

(12 hours)

Unit III: Political & legal Environment

Introduction – Political environment and economic system – Types of political systems, changing profile of Indian economy - Business risks posed by the Indian political system.

(12 hours)

Unit IV: Organisational Environment

Introduction – Public sectors, organisation of public sector enterprises, private sector, joint sectors, formation of joint sectors enterprise, co-operative sectors.(12 hours)

Unit V: Internalisation

Introduction – Meaning of Privatization – Objective of disinvestment, Privatization in India, problems with privatization – Introduction – Meaning of globalization – Organisations Introduction to facilitate globalizations – GATT – Objective and evaluation of GATT – WTO – functions – Role of government in business.

(12 hours)

Text Book:

1. Dr.K.Aswathaapa - *Business Environment* - New Delhi, Himalaya Publishing House, 16th Edition 2020.

Books for Reference:

2. Francis Cherunilam - *Business Environment*, New Delhi, Himalaya Publishing House, 27th Revised Edition 2021.
3. Dr. Rosy Joshi Sangam Kapoor - *Business Environment*, Chennai, Kalyani Publishers, 5th Edition 2015.

Semester II			
Allied II Business Ethics and Corporate Social Responsibility			
Code: 21UBAA21	Hrs/Week : 4	Hrs/Sem: 60	Credits :4

Objectives:

- Provide the skills with which to recognize and resolve ethical issues in business.
- Import the importance of ethical, moral and corporate social responsibility of business.

Course Outcomes:

CO.No	Upon completion of this course, students will be able to	PSO Addressed	CL
CO-1	understand and illustrate the theoretical foundation of business ethics	1	Un
CO-2	understand the knowledge of business and economic concepts from an ethical perspective.	3	Un
CO-3	know the importance of ethical conduct of business environment and community development.	1,3	Un
CO-4	analyse and resolve ethical issue in business.	1,3	An
CO-5	perform and critically examine their own values.	1,3,5	CR
CO-6	confidently apply systematic ethical reasoning to business dilemmas and communicate effectively in oral and written forms.	4,6	CR
CO-7	expose the concepts, logic and rhetorical conventions of CSR	7	Ap
CO-8	know the role of government and application of procedures into the business.	1	Un ,Ap

Semester II			
Allied II	Business Ethics and Corporate Social Responsibility		
CourseCode: 21UBAA21	Hrs/Week :4	Hrs/Sem: 60	Credits :4

UNIT-I: Concept of Ethics and CSR

Definition and Nature of Business Ethics and CSR-Need for Business Ethics –benefits of Business ethics-Role and Importance of business Ethics and values.

(12 hours)

UNIT-II: Concept of Morality and Values

Morality –Meaning –features of moral standards –Ethical theories –Indian Ethos in ethics –ethos in work life-value systems-definition-categorization of values-factors to build values-impact of ethics in business.

(12 hours)

UNIT-III: Unethical Business Practices

Bribery and corruption –causes of corruption and bribery-Business bribery-causes-Theft and piracy-sources-Trade secret –sources-Intellectual property rights..

(12 hours)

UNIT-IV: Organisational Ethics

Workplace ethics-meaning-factors influencing ethical behavior at work-Importance of ethical behavior at workplace-guidelines for managing ethics in the workplace.

(12 hours)

UNIT –V: CSR Legislation in India.

Corporate social responsibility –Need for CSR-CSR Models –Benefits of CSR-CSR activities. Corporate Governance –meaning –code of corporate governance-CSR provisions in companies Act.

(12 hours)

Text Books:

1. Dr.S.S.Khanka -*Business Ethics & Corporate Governance, Principles and practices*, New Delhi, S.Chand and company limited, 1st Edition 2014.

Books for Reference:

2. Dr.ManuelG.Velsquez - *Business Ethics (Concepts and Cases)*, New Delhi, Prentice Hall India Learning Private Limited, 6th Edition 2006.

3. Dr.S.Sankaran–*Business Ethics& values*, Chennai, Margham Publications, Reprint Edition 2005.

Semester I			
Core II Accounting for Managers			
Course Code:21UBAC12	Hrs/Week:5	Hrs/Sem.:75	Credits:4

Objectives:

- To achieve national recognition in accounting education.
- To enable students learn the fundamental aspects of financial, management and cost accounting and acquire skills in portraying the financial portion of a business.

Course Outcomes:

CO.No.	Upon completion of this course, students will be able to	PSO addressed	C L
CO-1	apply cost accounting methods , evaluate and apply it in business performance	2	Ap
CO-2	gain knowledge in the preparation of books of accounts.	6	Cr
CO-3	have an effective understanding of analysis of depreciation.	1, 9	An
CO-4	apply the knowledge to prepare the final accounts of sole trader.	9	Cr, Ap
CO-5	to understand the knowledge of material and labour cost.	1	Un
CO-6	employ critical thinking and skills to analyze financial data.	9	Re
CO-7	prepare cash and fund flow statement of accounts.	1, 9	Ap, Ev
CO-8	find the method of sharing gains in productivity with workers by rewarding them financially	5	An, Re

Semester I			
Core II		Accounting for Managers	
Course Code:21UBAC12	Hrs/Week:5	Hrs/Semester: 75	Credits:4

UNIT –I Book Keeping and Accounting:

Book keeping and Accounting –Financial Accounting –Double Entry –Preparation of Journal- Ledger-Trial Balance –Preparation of Final Accounts –Trading and Profit or Loss and Balance Sheet..

(15 hours)

UNIT – II Depreciation Accounting:

Depreciation -Meaning-Characteristics – Causes- Methods of calculating Depreciation – Straight-Line Method –Diminishing Balance Method-Annuity Method.

(15 hours)

UNIT – III Cost Accounting and Material Control:

Cost Accounting -Meaning –Features –Importance –Classifications Of Cost –Preparation Of Cost Sheet

Material Control–EOQ -Bincard –LIFO –FIFO

(15 hours)

UNIT – IV Overheads

Overheads –Classification of Overheads –Allocation and Apportionment of Overhead Expenses –Bases of Apportionment –Re-Apportionment of Cost

(15 hours)

UNIT – V Marginal Costing and Cash/Fund Flow Statement

Marginal Costing –Marginal Cost -Concept –Marginal cost and Costing –Break Even Analysis

Cash And Fund Flow Statement –Concept-Importance –Limitation –Preparation Of Cash and Fund Flow Statement.

(15 hours)

Note:Theory – 40% , Problem – 60%

Text Book:

1. M.C. Shukla, T.S.Grewal & S.C.Gupta - *Advanced Accountancy*, New Delhi, Sultan Chand & Sons, 19th Edition 2016.

Books for Reference:

1.R.S.N Pillai & Bagavathi –*Management accounting* ,New Delhi: Sultan Chand & Sons, 4th Edition 2010

2. S.P.Jain & K.L.Narang - *Advanced Accountancy*, New Delhi: Kalyani Publishers, 18th Edition 2014.

3. R.L.Gupta & Radhasamy.M - *Advanced Accountancy*, New Delhi: Sultan Chand & Sons, 8th Edition 2014

Semester II			
Core III		Organisational Behaviour	
CourseCode :21UBAC21	Hrs/Week :5	Hrs/Sem :60	Credits :4

Objectives:

- To provide an overview of theories and practices in organizational behaviour in individual, group and organisational level.
- Acquaint the students with the fundamentals of managing business and to understand individual and group behaviour at work place so as to improve the effectiveness of an organisation.and to effectively analyze and approach various organisational situations

Course Outcomes:

CO.No.	Upon completion of this course, students will be able to	PSO addressed	C L
CO-1	understand the importance of organisational behavior and its various approaches.	1	Un
CO -2	learn the role of each individual in job performance.	4	Un
CO-3	deliver the concepts and principles of perception and learning.	1,3,5	Ap
CO-4	elaborate various motivational theories and its importance.	1,4,5	Un,Ap
CO-5	identify the various leadership styles and skills required for working in groups and organisational climate	1,7,5	An, Ap
CO-6	inculcate the knowledge on group behavior and team building	7	Ap
CO-7	gain a brief knowledge on organizational conflicts and culture	2,5	Un
CO-8	elaborate the process of organizational change and development	2	Un,Re

Semester II			
Core III	Organisational Behaviour		
CourseCode :21UBAC21	Hrs/Week :5	Hrs/Sem :75	Credits :4

Unit – I Introduction to Organisational Behaviour:

Meaning-Definition –Key elements of OB-Nature and scope of OB-Need for studying OB - Contributing discipline to OB -Various approaches to OB.

(15 hours)

Unit- II Personality & Perception:

Concept of Personality –Definition-Determinants of Personality –Types of Personalities- Theories of Personality-Causes of personality development- Perception – Meaning-Definition –Perceptual Process-Factors affecting Perception- Perception and its application to OB-Ways to improve Perception.

(15 hours)

Unit- III Motivation& Leadership:

Meaning of Motivation- Nature of Motivation-Theories of Motivation- Abraham Maslow's Need Hierarchical Theory-Herzberg's two factor theory- McGregor's Theory X and Y-Urwick's Theory. Leadership: Meaning - Definition- leader –Meaning-Definition- Characteristics – Differences between Manager& Leader- Functions of Leadership- Leadership styles.

(15 hours)

Unit-IV Foundation of Group Behaviour&Team Building:

Group-meaning-definition – Characteristics of Group-Purpose of joining Groups - Theories of group formation -Types of groups - Stages of group development – .Team – Meaning – Definition-Distinguish between Team & Group - Types of teams – Team building process- Causes of team failure-Creating successful team.

(15 hours)

Unit –V Organisational Conflicts and Culture:

Conflict – meaning – definition – sources of conflict-types of conflicts– Negotiations – meaning- definition-negotiations process.Organisational culture – creating& sustaining organisational culture

(15 hours)

Text Books:

1. Aswathappa K. *Organisational Behaviour*, Mumbai: Himalaya Publishing House: 16th Edition 2020.

Books for Reference:

1. Khanka S.S – *Organisational Behaviour*, New Delhi: S.Chand& Co Ramnagar, Reprint Edition 2006.
2. Fred Luthans *Organisational Behaviour*, New Delhi, McGraw Hill International Edition, 13th Edition 2015.
3. Stephen. P. Robbins, *Essentials of Organisational Behaviour*, New Delhi: Prentice Hall of India, 14th Edition 2017.

SEMESTER I			
Part IV Professional English for Management - I			
Course Code:21UBAPE1	Hrs/Week: 2	Hrs/Sem: 30	Credits :2

Objectives

- Create competent and skilled professionals who can control and manage business enterprise.
- To enable students to understand the importance of communication in business and train them to exhibit thinking, writing and speaking skills.

Course Outcomes:

CO No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO – 1	recognize their own ability to improve their own competence in using the language.	1,4	Un
CO – 2	understand the importance of reading for life	3	Un
CO – 3	read independently unfamiliar texts	1,4,5	Un
CO – 4	understand the importance of writing in academic life	1,2	Un
CO – 5	write simple sentences without committing error of spelling or grammar	1,8	Ap
CO - 6	develop critical thinking skills	2	Ap,Cr
CO - 7	know the difference between brainstorming and brainwriting	1,8	Un,Ap
CO - 8	demonstrate reading and writing skills	4,8	Ap,Cr

SEMESTER I			
Part IV Professional English for Commerce & Management - I			
Course Code:21UBAPE1	Hrs/Week: 2	Hrs/Sem: 30	Credits :2

Unit I – Communication

Meaning – Objectives – Process – Importance of Effective Communication in Business – Media – Reading Passages and Answering Questions – Developing Content with Pictures/Hints.

(6 hours)

Unit II – English for Effective Communication I

Essence of Business English – Words often Confused – Single Word for Group of Words – Prefixes and Suffixes – Synonyms and Antonyms

(6 hours)

Unit III – English for Effective Communication II (6 hours)

Some Spelling Rules – Some Words Commonly Misspelt – Aids to Correct Writing – Words Followed By Appropriate Prepositions

(6 hours)

Unit IV – Reading & Writing Skills

Listening to process description k- Drawing a flow chart – Role play (formal context) – **Reading** practice : Skimming / Scanning – Reading passages on products, equipments and gadgets – Writing : process description – compare and contrast – Paragraph – Sentence – Definition and Extended Definition – Free Writing

(6 hours)

Unit V – Critical Thinking Skills

Brainstorming – Importance – Types – Rules – Elements – Advantages – Disadvantages - Brainwriting – Importance – Types – Rules – Elements – Advantages – Disadvantages – Difference between brainstorming and brainwriting

(6 hours)

TextBook:

1. Rajendra Pal and Korlahalli. - *Essentials of Business Communication*. New Delhi, SultanChand&Sons, 13th Edition 2011

Books forReference:

1. TANSCHÉ - English for Commerce and Management, 1st Edition 2019.
2. UrmilaRai&S.M.Rai. *Business Communication*. NewDelhi, Himalaya Publishing House, 2nd Edition 2011.
3. Balasubramanyan. *Business communication*. NewDelhi, Vikas Publication, 2nd Edition 2016.
4. R.S.N.Pillai & Mrs.Bagavathi. *Modern Commercial Correspondence*. New Delhi, S.Chand &Co, Edition 2006.

SEMESTER II			
Part IV Professional English for Commerce & Management - II			
CourseCode:21UBAPE2	Hrs/Week: 2	Hrs/Sem: 30	Credits :2

Objectives:

- Create competent and skilled professionals who can control and manage business enterprise.
- To enable students to understand the importance of communication in business and train them to exhibit thinking, writing and speaking skills.

Course Outcomes:

CO No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO – 1	understand the internet in business	2	Un
CO – 2	know the different modes of online communication	1,2	Un
CO – 3	draft letters pertaining to business activities	4,6	Ap,Cr
CO – 4	demonstrate speaking skills	3	Ap,Cr
CO – 5	prepare power point presentations	1,8	Ap,Cr
CO - 6	demonstrate presentation skills	6,8	Ap,Cr
CO - 7	develop content with Pictures/Hints	1,2,8	Un,An, Cr
CO - 8	use language for speaking with confidence in an intelligible and acceptable manner	1,2,8	Un ,Ap

SEMESTER II			
Part IV Professional English for Commerce & Management - II			
CourseCode:21UBAPE2	Hrs/Week: 2	Hrs/Sem: 30	Credits :2

Unit I – Electronic Communication

The internet: Understanding the internet in Business – Uses of the internet – Different modes of online communication – E-mail : Writing effective e-mails – The Language of e-mails – Golden Rules for effective e-mails – forwarding e-mails – e-mail attachments – specimen e-mails – latest trends in e-communication

(6 Hours)

Unit II -Business Letters I

Layout – Need – Functions of a Business Letter – Specimen Letters

(6 Hours)

Unit III – Business Letters II

Drafting of Letters: Enquiries and Replies – Orders and their execution – Complaints and Adjustments

(6 Hours)

Unit IV– Speeches

Introduction – Characteristics of a Good Speech – Profile of a Good Speaker – Planning to Speak – Model Speech

(6 Hours)

Unit V – Presentation Skills

Introduction – Specifying the objective – Planning – Preparation – Practice and Rehearsal Getting Ready – Making the Presentation

(6 Hours)

TextBook:

Rajendra Pal and Korlahalli. - *Essentials of Business Communication*. New Delhi: Sultan Chand&Sons, 13th edition 2011.

Books for Reference:

1. TANSCHÉ - English for Commerce and Management, 1st Edition 2019.
2. Urmila Rai & S.M. Rai. *Business Communication*. New Delhi: Himalaya Publishing House, 2nd Edition 2011.
3. Balasubramanyan. *Business communication*. New Delhi: Vikas Publication, 2nd Edition 2016.
4. R.S.N. Pillai & Mrs. Bagavathi. *Modern Commercial Correspondence*. New Delhi: S. Chand & Co, 2006 Edition