MAZHARUL ULOOM COLLEGE
(AUTONOMOUS)

(Established & Managed by the Ambur Muslim Educational Society)
Accredited by NAAC with Grade 'A" CGPA 3.23 in Cycle 3
Affiliated to Thiruvalluvar University- Vellore
Ambur 635802 (Tirupattur District)

COURSE STRUCTURE & SYLLABUS

(For the students admitted from year 2025-2026 onwards)

Programme: B. Com

Course: ……………………………

Program Outcomes (POs)	
PO Code	**Program Outcome Statement**
PO1	**Disciplinary Knowledge- Communication Skills and Critical Thinking:** Develop a sound understanding of core disciplines in commerce and management- demonstrate effective oral and written communication and apply critical thinking to evaluate real-world business challenges.
PO2	**Problem Solving and Analytical Reasoning:** Identify- analyze and solve business and financial problems using appropriate tools and logical reasoning with a data-driven approach.
PO3	**Research-Related Skills and Team Work:** Acquire research skills to investigate business issues systematically and collaborate effectively in diverse teams to achieve organizational objectives.
PO4	**Scientific Reasoning and Reflective Thinking:** Apply principles of scientific inquiry and logical reasoning to assess economic and business scenarios and engage in reflective thinking for continuous personal and professional improvement.
PO5	**Digital Literacy and Self-Directed Learning:** Use contemporary digital tools and platforms efficiently for commerce and management functions and cultivate the ability to learn independently and adapt to technological advancements.
PO6	**Multicultural Competence and Moral & Ethical Awareness:** Demonstrate cultural sensitivity- inclusiveness and social responsibility- while upholding ethical values and integrity in personal- academic and professional spheres.
PO7	**Leadership Qualities and Lifelong Learning:** Exhibit leadership skills- entrepreneurial mindset and decision-making abilities and embrace continuous learning for professional growth in a dynamic global environment.

Program Specific Outcomes (PSOs)	
PSO Code	**Program Specific Outcome Statement**
PSO1	Apply fundamental and advanced accounting concepts- prepare and interpret financial statements and analyze financial performance for decision-making in diverse business contexts.
PSO2	Interpret and apply relevant business laws- corporate regulations and taxation provisions to ensure compliance and support strategic business operations.
PSO3	Demonstrate practical knowledge of management principles- marketing- human resources and operational strategies to effectively plan- organize- lead- and innovate in business enterprises.
PSO4	Analyze economic trends- market dynamics and business data using logical and scientific reasoning to solve real-world business problems and provide policy or strategy recommendations.
PSO5	Utilize modern digital tools and accounting software for business operations- demonstrate teamwork and leadership skills in diverse work settings and uphold professional integrity- cultural sensitivity- and social responsibility in all business dealings.

Level	Definition	Key Actions
K1: Remembering	Ability to recall or recognize facts- terms- basic concepts- or answers without necessarily understanding them.	Retrieve- Memorize- Repeat- Define- Identify- Recognize
K2 : Understanding	Comprehending the meaning of information- interpreting or translating knowledge into your own words.	Explain- Describe- Summarize- Interpret- Paraphrase
K3: Applying	Using knowledge in new situations- such as solving problems or applying theories to real-world situations.	Use- Demonstrate- Implement- Calculate- Practice
K4: Analyzing	Breaking information into parts to explore understandings and relationships; identifying motives or causes.	Compare- Contrast- Categorize- Distinguish- Examine- Organize
K5: Evaluating	Making judgments based on criteria and standards- often involving checking and critiquing.	Judge- Critique- Justify- Assess- Prioritize- Recommend
K6: Creating	Putting elements together to form a new coherent whole or original product.	Design- Develop- Invent- Compose- Construct- Generate

DEPARTMENT OF COMMERCE

SYLLABUS AND SCHEME OF EXAMINATIONS – III & IV SEMESTER

Sem	Course Code	Part	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks		Total
							CIA	ESE	
Semester III		I	Language – III (Tamil / Urdu)	Tamil III / Urdu III	6	3	25	75	100
		II	English - III	English III	6	3	25	75	100
		III	Core - V	Corporate Accounting I	5	5	25	75	100
		III	Core - VI	Business Law	4	5	25	75	100
		IV	Elective – I I	A. Business Statistics B. Business Organization	3	3	25	75	100
		IV	Skill Enhancement Course - IV	Practical Banking	2	1	25	75	100
		IV	Skill Enhancement Course - V	Fundamentals of Fintech	2	2	25	75	100
		IV		Environmental Studies	2	2	25	75	100
	Total				30	**24**			
Semester IV		I	Language – IV (Tamil / Urdu)	Tamil IV / Urdu IV	6	3	25	75	100
		II	English - IV	English IV	6	3	25	75	100
		III	Core – VII	Corporate Accounting II	5	5	25	75	100
		III	Core – VIII	Company Law	4	5	25	75	100
		IV	Elective – IV	A. Operations Research B. Human Resource Management	4	3	25	75	100
		IV	Skill Enhancement Course - VI	Fundamentals of Stock Market	2	2	25	75	100
		IV	Skill Enhancement Course - VII	Professional Skills & Business Etiquette	3	2	25	75	100
	Total				30	23			

SEMESTER III

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III		**CORE V**	5	5	25	75	100
Course Title	**CORPORATE ACCOUNTING I**						

Learning Objectives	
LO1	To understand and apply accounting principles for issue- forfeiture- and redemption of shares.
LO2	To prepare and interpret company final accounts in compliance with Schedule III.
LO3	To analyse accounting treatment for acquisition of business and profits prior to incorporation.
LO4	To evaluate goodwill and shares using standard valuation methods for decision-making.
LO5	To interpret financial statements to support managerial decisions with analytical reasoning.

SYLLABUS

Unit	Contents	Hours
I	**Issue of Shares** Issue of Shares-at Par- Premium- Discount-Pro-Rata Allotment-Forfeiture-Reissue	**15**
II	**Issue & Redemption of Preference Shares** Redemption of Preference Shares-Provisions of Companies Act-Capital Redemption Reserve-Minimum Fresh Issue-Redemption at Par- Premium and Discount.	**15**
III	**Acquisition of Business** Acquisition of Business – Meaning- objectives- purchase consideration- accounting treatment in the books of vendor and purchasing company- realization account. Profits Prior to Incorporation – Calculation- apportionment and treatment of pre and post incorporation profits.	**15**
IV	**Final Accounts** Final Accounts-Introduction-Form and Contents of Financial Statements as per Schedule III of Companies Act 2013- Part I form of Balance Sheet-Part II form of Statement of Profit and Loss-Ascertaining profit for Managerial Remuneration	**15**
V	**Valuation of Goodwill and Shares** Valuation of Goodwill – Meaning- need- and methods including Average Profit- Super Profit- Capitalization- Annuity Methods. Valuation of Shares – Meaning- need- and methods including Net Asset Value- Yield Value- Dividend Yield- Fair Value Methods.	**15**

Theory:30% Problems:70%

Textbook(s):
1. T.S. Reddy & A. Murthy – Corporate Accounting (Margham Publications) 2. Corporate Accounting / Corporate Accounting – Volume I & II – *R. L. Gupta & M. Radhaswamy-* Sultan Chand & Sons 3. Advanced Accountancy – *S.P. Jain & K.L. Narang-* Kalyani Publishers
Reference Book(s):
1. Corporate Accounting – *Dr. S. N. Maheshwari- Sharad K. Maheshwari & Suneel K. Maheshwari-* Vikas Publishing House Pvt Ltd 2. P.C. Tulsian – Corporate Accounting (S. Chand) **3.** Haneef & Mukherji – Corporate Accounting (Tata McGraw Hill)
Web Resource(s):
1. https://www.classcentral.com/course/swayam-corporate-accounting-269674 2. https://edurev.in/chapter/10650_Valuation-Of-Goodwill-And-Shares 3. https://edurev.in/chapter/10657_Final-Accounts-Advanced-Corporate-Accounting

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Apply accounting procedures for issue- forfeiture- reissue- and redemption of shares.	**K3**
CO2	Prepare company final accounts as per Schedule III and interpret results.	**K3**
CO3	Analyze accounting for acquisition of business and profits prior to incorporation.	**K4**
CO4	Evaluate goodwill and shares using appropriate valuation methods.	**K5**
CO5	Interpret and analyze financial statements to make data-driven business decisions.	**K4**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	2	2	2	2	2	3	2	2	2	2	2.16
CO2	3	2	2	3	2	2	2	3	2	2	2	2	2.25
CO3	3	3	2	3	2	2	2	3	2	2	2	2	2.33
CO4	3	3	2	3	2	2	2	3	2	2	2	2	2.33
CO5	3	3	2	3	2	2	2	3	2	2	2	2	2.33
											Mean Overall Score		2.28
											Correlation		HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III		**CORE VI**	4	5	25	75	100
Course Title	**BUSINESS LAW**						

Learning Objectives	
LO1	To know the nature and objectives of Mercantile law and the essentials of valid contract
LO2	To gain knowledge on performance contracts
LO3	To be acquainted with the rules of Indemnity and Guarantee
LO4	To make aware of the essentials of Bailment and pledge
LO5	To understand the provisions relating to sale of goods

SYLLABUS

Unit	Contents	Hours
I	**Elements of Contract Indian Contract Act 1872** Definition of Contract- Essentials of Valid Contract- Classification of Contract including Void, Voidable and Contingent Contracts- Offer and Acceptance – Consideration – Capacity to Contract – Free Consent - Legality of Object	**12**
II	**Performance of Contract** Meaning of Performance- Offer to Perform-Reciprocal Promises- Devolution of Joint liabilities & Rights- Time and Place of Performance – Quasi Contracts-Remedies for Breach of contract - Termination and Discharge of Contract	**12**
III	**Contract of Indemnity and Guarantee** Contract of Indemnity and Contract of Guarantee - Extent of Surety's Liability- Kinds of Guarantee- Rights of Surety- Discharge of Surety	**12**
IV	**Bailment and Pledge** Bailment and Pledge – Bailment – Concept – Essentials - Classification of Bailments- Duties and Rights of Bailor and Bailee – Law of Pledge – Meaning – Essentials of Valid Pledge- Pledge and Lien- Rights of Pawner and Pawnee.	**12**
V	**Sale of Goods Act 1930** Definition of Contract of Sale – Formation - Essentials of Contract of Sale - Conditions and Warranties - Transfer of Property - Rights and duties of buyer - Rights of an Unpaid Seller	**12**

Textbook(s):

1. N.D. Kapoor- Business Laws- Sultan Chand and Sons- Chennai
2. R.S.N. Pillai – Business Law- S .Chand- New Delhi.
3. Dr .K. Sundar and Dr. T. Srinivasan- Fundamental of Business Studies, Vijay Nicole Imprints Pvt Ltd.

Reference Book(s):

1. Preethi Agarwal- Business Law- CA foundation study material- Chennai.
2. Business Law by Saravanavel- Sumathi- Anu- Himalaya Publications- Mumbai
3. Kavya and Vidhyasagar- Business Law- Nithya Publication- New Delhi.

Web Resource(s):

1. https://backup.pondiuni.edu.in/storage/dde/dde_ug_pg_books/BCOM1004%20BBA1004%20Business%20Law.pdf
2. https://www.icsi.edu/media/webmodules/student/Paper_4_Business_Law_&_Management_CSEET_18122025.pdf
3. https://mis.alagappauniversity.ac.in/siteAdmin/ddeadmin/uploads/2/UG_B.Com_Commerce%20(Tamil)_B_Com_%20(Tami)%20-%20102%2024%20-%20Mercantile%20Law.pdf

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Explain the Objectives and significance of Mercantile law	**K2**
CO2	Understand the clauses and exceptions of Indian Contract Act.	**K2**
CO3	Explain and analyse the contracts of indemnity and guarantee in commercial dealings	**K3**
CO4	Describe the provisions relating to bailment and pledge in business transactions	**K2**
CO5	Explain the various provisions of Sale of Goods Act 1930	**K2**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	2	1	2	3	2	3	2	2	2	2	2.16
CO2	3	3	2	1	2	3	2	3	2	2	2	2	2.25
CO3	3	3	2	1	2	3	2	3	2	2	2	2	2.25
CO4	3	2	2	1	2	3	2	3	2	2	2	2	2.16
CO5	3	3	2	1	2	3	2	3	2	2	2	2	2.25
	Mean Overall Score												2.21
	Correlation												HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III		**ELECTIVE III A**	3	3	25	75	100
Course Title	**BUSINESS STATISTICS**						

Learning Objectives	
LO1	To understand the basic concepts and applications of statistics in business.
LO2	To collect- classify- tabulate- and present business data effectively.
LO3	To apply measures of central tendency and dispersion to analyze business data.
LO4	To analyse relationships between variables using correlation and regression.
LO5	To interpret index numbers and time series for forecasting and decision-making.

SYLLABUS

Unit	Contents	Hours
I	**Introduction to Statistics & Data Presentation** Meaning- scope- importance- and limitations of statistics in business. Types of data: qualitative & quantitative- Methods of data collection: primary and secondary sources - Classification- tabulation- and graphical presentation -bar chart- pie chart- histogram- frequency polygon- ogive.	**9**
II	**Measures of Central Tendency** Mean -Arithmetic- Geometric- Harmonic- Median- Mode. Combined mean. Uses and limitations in business decisions.	**9**
III	**Measures of Dispersion** Range- Mean Deviation- Standard Deviation- Variance- Coefficient of Variation. Relative measures and their business applications.	**9**
IV	**Correlation and Regression** Correlation: Meaning- types- scatter diagram- Karl Pearson's coefficient- Spearman's rank correlation. Regression: Meaning- regression lines- regression equations- predicting values.	**9**
V	**Index Numbers and Time Series** Index Numbers: Meaning- type- price- quantity- value- simple and weighted -Laspeyre's- Paasche's- Fisher's-Time Series: Components -trend- seasonal- cyclical- irregular- methods	**9**

	of trend analysis -moving averages- least squares- Applications in business forecasting and decision-making.	

Theory:30% Problems:70%

Textbook(s):

1. Business Statistics — *Dr. S. P. Gupta & Archana Agarwal*- Sultan Chand & Sons
2. Business Statistics — *J. K. Sharma*- Vikas Publishing
3. Business Statistics — *C. M. Chikkodi & Dr. B. G. Satyaprasad*- Himalaya Publishing House

Reference Book(s):

1. Business Statistics — *Naval Bajpai*- Pearson Education India
2. A Textbook of Business Statistics — *Dr. Padmalochan Hazarika*- S. Chand Publishing
3. Business Statistics (Semester I) — *J. K. Sharma*- Vikas Publishing

Web Resource(s):

1. https://www.pearsoned.co.in/web/books/9789353949457_Business-Statistics_Naval-Bajpai.aspx
2. https://www.sultanchandandsons.com/Book/690/Fundamentals-of-Business-Statistics
3. https://www.sultanchandandsons.com/Book/633/Business-Statistics

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Apply statistical methods to classify- tabulate- and present business data effectively.	**K3**
CO2	Calculate and interpret measures of central tendency for business analysis.	**K3**
CO3	Analyze measures of dispersion to assess variability in business data.	**K4**
CO4	Evaluate relationships between variables using correlation and regression.	**K5**
CO5	Interpret index numbers and time series to support business forecasting and decisions.	**K4**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	2	2	2	2	2	3	2	2	2	2	2.16
CO2	3	2	2	2	2	2	2	3	2	2	2	2	2.16
CO3	3	3	2	3	2	2	2	3	2	2	2	2	2.33
CO4	3	3	2	3	2	2	2	3	2	2	3	2	2.41
CO5	3	3	2	3	2	2	2	3	2	2	3	2	2.41
											Mean Overall Score		2.29
											Correlation		HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III		**ELECTIVE III B**	3	3	25	75	100
Course Title	**BUSINESS ORGANISATION**						

Learning Objectives	
LO1	To understand core concepts and environment of business.
LO2	To identify and compare different forms of business organisations.
LO3	To enable students to understand the establishment and organization of a business unit, including promotion, plant location, layout, and size of business.
LO4	To provide students with an understanding of the concept, forms, objectives, and types of business combinations
LO5	To evaluate ethical- social- and technological aspects of modern business.

SYLLABUS

Unit	Contents	Hours
I	**Introduction to Business & Business Environment** Definition- Features- Objectives of business- Types of business activities- Business Environment -Economic- Social- Technological- Legal- Emerging trends in business.	**9**
II	**Forms of Business Organisation** Sole proprietorship- Partnership- Joint stock companies- Cooperatives- Public Sector Undertakings- Public Private Partnership	**9**
III	**Business Unit and Establishment of New Business** Business Unit – Meaning and Features – Establishment of a New Business Unit – Meaning and Functions of Promotion – Factors Influencing Plant Location – Plant Layout: Meaning and Types – Size of Business Unit and Factors Determining Size of Business.	**9**
IV	**Business Combination** Business Combination – Meaning – Causes and Objectives – Forms and Types – Merger-Takeover and Acquisition.	**9**
V	**Business Ethics- Social Responsibility & Emerging Trends** Ethical practices in business- corporate social responsibility (CSR)- sustainability- digitalization- e-business- entrepreneurship trends.	**9**

Textbook(s):

1. Business Organisation and Management – C.B. Gupta- Sultan Chand & Sons
2. Business Organisation and Management – P.K. Gupta- Sultan Chand & Sons
3. Business Organisation & Management – A.P. Gupta- Himalaya Publishing House

Reference Book(s):
1. Business Organisation – S. A. Sherlekar- Himalaya Publishing House 2.Business Organisation & Management – K. Aswathappa- McGraw Hill Education India 3.Principles of Business Organisation – R.K. Sharma- Vikas Publishing House
Web Resource(s):
1. https://www.tutorialspoint.com/business_organisation/index.htm 2. https://www.managementstudyguide.com/types-of-business-organization.htm 3. https://www.businessmanagementideas.com/

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Explain the nature, scope, and objectives of business.	**K2**
CO2	Classify and compare different forms of business organisations.	**K2- K3**
CO3	Explain the process of establishing a business unit and analyze the factors influencing plant location, layout, and size of business.	**K3**
CO4	Explain the various forms of business combinations and analyze the role of mergers, takeovers, and acquisitions in business growth and expansion.	**K4**
CO5	Evaluate business decisions based on ethics- CSR- and emerging business trends.	**K5**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	2	2	1	1	1	2	1	1	1	1	1.6
CO2	2	2	3	2	1	1	1	2	2	1	1	1	1.6
CO3	3	3	2	3	2	2	2	3	3	2	2	2	2.42
CO4	2	3	3	3	2	2	2	2	2	2	2	2	2.25
CO5	3	2	3	3	3	2	2	2	2	3	2	3	2.67
	Mean Overall Score												2.11
	Correlation												HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III		SKILL ENHANCEMENT COURSE IV	2	1	25	75	100
Course Title	PRACTICAL BANKING						

Learning Objectives	
LO1	To understand banker-customer relationships- account types- and KYC compliance.
LO2	To explain and differentiate negotiable instruments and cheque operations.
LO3	To apply principles of lending- credit management- and modes of charge.
LO4	To evaluate electronic payment systems and digital banking products.
LO5	To analyze banking practices ethically- critically- and using digital tools.

SYLLABUS		
Unit	Contents	Hours
I	**Banker and Customer Relationship** Legal definition of a banker and customer- general and special relationships - Special Customers: Minor- Joint Account- Partnership Firm- Company.	6
II	**Types of Accounts** Savings- Current- Recurring- Fixed Deposit accounts - Procedures for opening- operating- and closing accounts - KYC Norms: Know Your Customer (KYC) guidelines-Practical aspects of account opening forms and documentation.	6
III	**Negotiable Instruments** Definition and features of Negotiable Instruments – Promissory Notes- Bills of Exchange - Cheques: Types of cheques Bearer and Order- Crossing -General- Special- Endorsement - Kinds of Endorsement-Practical aspects of filling cheque leaves, pay-in slips, demand draft forms and account opening forms.	6
IV	**Bank Lending and Credit Management** Principles of sound lending- Loan Policy- Creditworthiness - Modes of Charge: Lien- Pledge- Hypothecation- Mortgage- and Charge - Loan Types: Overdraft- Term Loans.	6
V	**Electronic Payment Systems** NEFT- RTGS – IMPS-Digital Products: ATM- CDM (Cash Deposit Machines) - Online banking- UPI (Unified Payments Interface)- Credit/Debit cards- Practical usage of digital payment systems	6

Textbook(s):
1. Banking Theory- Law and Practice – K.C. Shekhar & Lekshmy Shekhar- Vikas Publishing House 2. Principles and Practices of Banking – Indian Institute of Banking and Finance (IIBF) **3.** Banking Law and Practice – S. Gurusamy- Tata McGraw-Hill
Reference Book(s):
1.Modern Banking – Dr. R. Srivastava- Himalaya Publishing House 2. Banking and Financial Services – P.K. Srivastava- Excel Books 3. Fundamentals of Banking – M.Y. Khan- McGraw-Hill Education India
Web Resource(s):
1. https://www.tutorialspoint.com/banking_operations/index.htm 2. https://www.managementstudyguide.com/banking-industry.htm 3. https://www.investopedia.com/terms/n/negotiableinstrument.asp

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Explain banker-customer relationships- account types- and KYC norms.	**K2**
CO2	Differentiate and interpret various negotiable instruments and cheque types.	**K3**
CO3	Apply lending principles- assess creditworthiness- and recommend loan types.	**K4**
CO4	Evaluate electronic payment systems- digital banking products- and online transactions.	**K5**
CO5	Dmonstrate ethical- professional- and data-driven decision-making in banking operations.	**K5**

Relationship Matrix:

Course Outcomes (COs)	**Program Outcomes (POs)**							**Program Specific Outcomes (PSOs)**					**Mean Score of COs**
	PO1	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PSO1**	**PSO3**	**PSO3**	**PSO4**	**PSO5**	
CO1	**3**	**2**	**2**	**2**	**1**	**2**	**2**	**3**	**2**	**1**	**1**	**2**	1.91
CO2	**2**	**3**	**2**	**2**	**2**	**2**	**2**	**2**	**2**	**1**	**2**	**2**	**2.0**
CO3	**3**	**3**	**3**	**3**	**2**	**3**	**2**	**3**	**3**	**3**	**2**	**3**	**2.8**
CO4	**3**	**2**	**3**	**2**	**3**	**3**	**2**	**2**	**2**	**3**	**3**	**3**	**241**
CO5	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**2**	**3**	**3**	**3**	**2.83**
	Mean Overall Score												**2.39**
	Correlation												**HIGH**

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III		**SKILL ENHANCEMENT COURSE V**	2	2	25	75	100
Course Title	**Fundamentals of FinTech**						

Learning Objectives	
LO1	To introduce students to the basic concepts and importance of Financial Technology (FinTech).
LO2	To develop understanding of digital payment systems and alternative financing methods.
LO3	To provide basic knowledge of blockchain and cryptocurrencies.
LO4	To create awareness about risks- security- and ethical issues in digital financial services.
LO5	To familiarize students with recent trends- innovations- and career opportunities in FinTech.

SYLLABUS		
Unit	Contents	Hours
I	**Introduction to FinTech** Meaning and Importance of FinTech - Basic Idea of Financial System - Role of FinTech in Banking and Finance - Digital Banking and its Services.	6
II	**Digital Payments and Financing Models** Digital Payments - Meaning and Importance - UPI - Mobile Wallets and Payment Gateways (Basic Working) - Peer-to-Peer (P2P) Lending (Basic Concept) - Crowdfunding (Basic Concept and Types) - Introduction to InsurTech and WealthTech.	6
III	**Blockchain and Cryptocurrencies** Introduction to Blockchain and its Working - Basics of Cryptography (Public Key - Private Key and Hashing) - Use of Blockchain in Banking - Blockchain in Cross-Border Payments (Basic Idea) - Cryptocurrencies - Meaning and Features - Link between Blockchain and Cryptocurrencies - Advantages and Limitations of Blockchain.	6
IV	**Risk- Regulation and Security in FinTech** RegTech - Basic Concepts - Cybersecurity in Digital Transactions (Common Risks) - Types of Digital Frauds - Ethical Issues - Data Privacy and Consumer Protection.	6
V	**Innovation and Future Trends in FinTech** Business Innovation in FinTech - Banking 4.0 (Modern Banking Concepts) - Artificial Intelligence (AI) and Machine Learning in FinTech - FinTech Ecosystem and Startups - Career Opportunities in FinTech.	6

Textbook(s):

1. The FINTECH Book – Susanne Chishti & Janos Barberis- Wiley Publications
2. Blockchain Basics – Daniel Drescher- Apress (Springer Nature).
3. FinTech: The New DNA of Financial Services – Pranay Gupta- De Gruyter.

Reference Book(s):

1. Digital Bank – Chris Skinner- Marshall Cavendish Business.
2. Bank 4.0 – Brett King- Marshall Cavendish International (Asia) Pvt Ltd.
3. Reports and publications of Reserve Bank of India (RBI).

Web Resource(s):

1.https://www.idrbt.ac.in/wp-content/uploads/2022/10/Fintech.pdf

2.https://www.msuniv.ac.in/images/distanceeducation/learningmaterials/ugpg2023/JSCO41IVSemFundamentalsofFinTech.pdf

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Understand the basic concepts and role of FinTech in the financial system	**K2**
CO2	Explain digital payment methods and alternative financing models like P2P lending and crowdfunding.	**K2**
CO3	Describe the basic working of blockchain and cryptocurrencies.	**K2**
CO4	Identify risks- frauds- and security issues in digital financial transactions.	**K3**
CO5	Recognize recent developments- innovations- and career opportunities in FinTech.	**K1**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	1	–	2	1	–	–	3	1	2	–	1	1.92
CO2	3	2	–	1	2	–	–	2	1	3	–	2	2.00
CO3	2	1	–	2	2	–	–	2	–	3	–	1	2.08
CO4	2	3	1	2	2	2	–	2	2	3	3	3	2.33
CO5	2	1	–	1	3	1	2	1	2	2	1	2	1.83
	Mean Overall Score												**2.03**
	Correlation												**HIGH**

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

SEMESTER IV

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
IV		**CORE VII**	5	5	25	75	100
Course Title	**CORPORATE ACCOUNTING II**						

Learning Objectives	
LO1	To understand the accounting procedures relating to amalgamation and internal reconstruction- banking-insurance and liquidation of companies.
LO2	To apply relevant accounting standards- legal provisions and regulatory requirements in preparation of financial statements of banking- insurance and holding companies.
LO3	To analyze complex financial data relating to non-performing assets- purchase consideration- consolidation and liquidation statements.
LO4	To evaluate financial performance and compliance requirements of corporate entities under different business structures.
LO5	To prepare and construct consolidated balance sheets- liquidator's final statements and sector-specific financial statements using appropriate accounting principles.

SYLLABUS		
Unit	Contents	Hours
I	**Amalgamation- Absorption and Internal Reconstruction** Amalgamation – Meaning, objectives, purchase consideration-Lumpsum method–Net Assets Method-Net Payment Method-Intrinsic Value Method- Accounting Treatment for Amalgamation - Journal Entries and Ledger Accounts - Preparation of Amalgamation Accounts and Balance Sheet-Internal Reconstruction – Meaning- Reduction of Capital	15
II	**Accounting of Banking Companies** Final Statements of Banking Companies (As Per New Provisions)-Non Performing Assets-Rebate on Bills Discounted-Profit and Loss Account-Balance Sheet as Per Banking Regulation Act 1949	15
III	**Insurance Company Accounts** Meaning-Principles-Types-Final Accounts of Insurance Companies-Accounts of Life Insurance Business-Accounts of General Insurance Companies-New Format.	15
IV	**Holding Company** Meaning-Holding-Subsidiary Company-Legal requirements-steps-preparation of Consolidated Balance Sheets (Excluding Inter-company Holdings)	15
V	**Liquidation of Companies** Meaning-Modes of Winding up- - Order of Payments-Liquidator's Remuneration-Liquidator's Final Statement of Accounts	15

Theory:30% Problems:70%

Textbook(s):

1. T.S. Reddy & A. Murthy – Corporate Accounting (Margham Publications)
2. Corporate Accounting / Corporate Accounting – Volume I & II – *R. L. Gupta & M. Radhaswamy*- Sultan Chand & Sons
3. Advanced Accountancy – *S.P. Jain & K.L. Narang*- Kalyani Publishers

Reference Book(s):

1. Corporate Accounting – *Dr. S. N. Maheshwari- Sharad K. Maheshwari & Suneel K. Maheshwari*- Vikas Publishing House Pvt Ltd
2. P.C. Tulsian – Corporate Accounting (S. Chand)
3. Haneef & Mukherji – Corporate Accounting (Tata McGraw Hill)

Web Resource(s):

1. https://www.classcentral.com/course/swayam-corporate-accounting-269674
2. https://edurev.in/chapter/10650_Valuation-Of-Goodwill-And-Shares
3. https://edurev.in/chapter/10657_Final-Accounts-Advanced-Corporate-Accounting

Course Outcomes

Upon successful completion of this course- the student will be able to:

CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Explain concepts and legal provisions relating to amalgamation- absorption- internal reconstruction and liquidation of companies.	**K2**
CO2	Calculate purchase consideration- liquidation payments- NPA provisions and rebate on bills discounted using appropriate methods.	**K3**
CO3	Analyze financial statements of banking- insurance and holding companies as per statutory formats.	**K4**
CO4	Evaluate financial position and compliance requirements under Banking Regulation Act 1949 and insurance regulations.	**K5**
CO5	Prepare consolidated balance sheets and sector-specific financial statements in accordance with statutory requirements.	**K6**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	1	1	1	2	1	3	2	2	1	2	1.75
CO2	3	3	2	2	2	1	1	3	3	2	2	2	2.17
CO3	3	3	2	2	2	1	1	3	2	2	3	2	2.17
CO4	3	3	2	3	1	2	2	3	3	3	3	2	2.5
CO5	3	3	3	2	2	1	2	3	2	3	3	3	2.5
	Mean Overall Score												2.22
	Correlation												HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
IV		CORE VIII	4	5	25	75	100
Course Title	COMPANY LAW						

Learning Objectives	
LO1	To know Company Law 1956 and Companies Act 2013
LO2	To have an understanding on the formation of a company
LO3	To understand the requisites of meeting and resolution
LO4	To gain knowledge on the procedure to appoint and remove Directors
LO5	To familiarize with the various modes of winding up

SYLLABUS		
Unit	Contents	Hours
I	**Introduction to Company** Companies Act 2013 – Definition of a Company- Characteristics of Company –– Company Distinguished from Partnership and Limited Liabilities Partnerships – Classification of Companies – Based on Incorporation- Liability- Number of Members- Control.	12
II	**Formation of a company** Formation of a Company – Promoter –Incorporation Documents e-filing – Memorandum of Association – Contents - Legal Effects – Articles of Association - Certificate of Incorporation – Prospectus – Contents - Kinds - Misstatements – Liability for Misstatements – Certificate of Commencement of Business.	12
III	**Meetings** Meeting and Resolution – Types – Requisites – Voting & Poll – Quorum – Proxy - Resolution – Ordinary & Special - Audit & Auditors – Qualification- Disqualification- Appointment and Removal of an Auditor -	12
IV	**Management & Administration** Company Management –Board of Directors – Qualification- Appointment- Powers- Duties- Liabilities- Remuneration & Removal of Directors. National Company Law Tribunal (NCLT) – National Company Law Appellate Tribunal (NCLAT) – Special Courts.	12
V	**Winding up** Meaning – Modes – Compulsory Winding Up – Voluntary Winding Up – Consequences of Winding Up Order – Powers of Tribunal – Petition for Winding Up – Company Liquidator.	12

Textbook(s):

1. ND Kapoor -Company Law & Secretarial Practice - Sultan Chand &Sons
2. Gaffoor & Thothadri – Company Law and Secretarial Paractice- Vijay Nicole Prints-Chennai
3. V.Balachandran and M.Govindarajan – A Student Handbook on Company Law andPractice- Vijay Nicole Prrints- Chennai

Reference Book(s):

1. CS Anoop Jain -Company Law & Secretarial Practice - AJ Publication
2. Milind Kasodekar Shilpa Dixit- Amogh Diwan -Company Law Procedures with Compliance's and Checklists
3. Taxman's Companies Act 2013 - Taxman Publications- New Delhi

Web Resource(s):

1. https://www.mca.gov.in/content/mca/global/en/acts-rules/companiesact/companies-act2013.html
2. https://vakilsearch.com/blog/explain-procedure-formation-company/
3. https://www.investopedia.com/terms/w/windingup.asp

Course Outcomes

Upon successful completion of this course- the student will be able to:

CO No.	CO Statement	Cognitive Level (K-Level)
CO1	Understand the classification of companies under the act	**K2**
CO2	Examine the contents of the Memorandum of Association & Articles of Association	**K5**
CO3	Know the qualification and disqualification of Auditors	**K3**
CO4	Understand the workings of National Company Law Appellate Tribunal (NCLAT)	**K2**
CO5	Analyse the modes of winding up	**K4**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	3	2	2	2	3	2	3	3	3	2	2	2.5
CO2	3	2	2	1	2	3	2	3	2	2	1	2	2.08
CO3	3	2	2	1	2	3	2	3	2	2	1	2	2.08
CO4	3	2	2	1	2	3	2	3	2	2	1	2	2.08
CO5	3	2	2	1	2	3	2	3	2	2	1	2	2.08
	Mean Overall Score												2.16
	Correlation												HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
IV		ELECTIVE IV A	4	3	25	75	100
Course Title	OPERATIONS RESEARCH						

Learning Objectives	
LO1	To Understand optimization techniques used in assignment and transportation models.
LO2	To Apply network analysis techniques for project planning and control.
LO3	To Conduct large sample statistical tests for business decision-making.
LO4	To provide students with knowledge of inventory control techniques and their role in efficient business operations.
LO5	To familiarize students with game theory and simulation techniques used in business and managerial decision-making.

SYLLABUS		
Unit	**Contents**	**Hours**
I	**Assignment Problems** Meaning and formulation of Assignment Problem-Hungarian Method-Maximization and Minimization-Unbalanced Assignment Problems.	12
II	**Transportation Problems** Formulation of Transportation Model-Initial Basic Feasible Solution (NW Corner- Least Cost- VAM)-Optimality Test (MODI Method)-Unbalanced Transportation Problems-Degeneracy in Transportation	12
III	**Network Analysis** Project Management concepts-CPM (Critical Path Method)-PERT (Program Evaluation and Review Technique)-Critical path determination-Probability of project completion	12
IV	**Inventory Management** Inventory Management – Meaning, Objectives and Importance – Types of Inventories – Inventory Control Techniques: EOQ, ABC Analysis and Reorder Level – Stock Levels and Inventory Costs	12
V	**Game theory and Simulation** Game Theory – Meaning, Assumptions, Types of Games and Pay-off Matrix – Pure and Mixed Strategies – Saddle Point and Dominance Principle – Simulation – Meaning, Types and Applications in Business Decision Making	12

Theory:30% Problems:70%

Textbook(s):
1. Operations Research – Kanti Swarup- P.K. Gupta & Man Mohan- Sultan Chand. 2. Business Statistics – S.P. Gupta- Sultan Chand & Sons. 3. Statistics for Management – Levine- Stephan & Szabat- Pearson.
Reference Book(s):
1. Operations Research: An Introduction – Hamdy A. Taha- Pearson. 2. Fundamentals of Applied Statistics – S.C. Gupta & V.K. Kapoor- S. Chand 3. Quantitative Techniques in Management – N.D. Vohra- Tata McGraw-Hill.
Web Resource(s):
1. https://nptel.ac.in 2. https://www.coursera.org 3. https://www.khanacademy.org

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Explain the concepts of assignment- transportation- and network models.	**K2**
CO2	Apply assignment and transportation methods to optimize business problems.	**K3**
CO3	Analyze project schedules using CPM and PERT techniques.	**K4**
CO4	Provide students with knowledge of inventory control techniques and their role in efficient business operations.	**K5**
CO5	Analyze competitive situations using game theory and apply simulation techniques for solving business problems.	**K4**

Relationship Matrix:

Course Outcomes (COs)	**Program Outcomes (POs)**							**Program Specific Outcomes (PSOs)**					**Mean Score of COs**
	PO1	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PSO1**	**PSO3**	**PSO3**	**PSO4**	**PSO5**	
CO1	**3**	**2**	**3**	**2**	**2**	**2**	**2**	**2**	**1**	**2**	**2**	**1**	**2.0**
CO2	**3**	**3**	**2**	**2**	**2**	**1**	**1**	**2**	**1**	**2**	**3**	**2**	**2.0**
CO3	**3**	**3**	**2**	**3**	**2**	**1**	**2**	**2**	**1**	**2**	**3**	**2**	**2.17**
CO4	**3**	**3**	**2**	**3**	**2**	**1**	**1**	**3**	**1**	**1**	**3**	**2**	**2.08**
CO5	**3**	**3**	**2**	**2**	**2**	**1**	**1**	**3**	**1**	**1**	**3**	**2**	**2.0**
	Mean Overall Score												**2.05**
	Correlation												**HIGH**

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	**Correlation**
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
IV		**ELECTIVE IV B**	4	3	25	75	100
Course Title	**HUMAN RESOURCE MANAGEMENT**						

Learning Objectives	
LO1	To understand core HRM functions and strategic role in organizations.
LO2	To apply HR planning- recruitment and training techniques in business contexts.
LO3	To analyze performance management and compensation systems.
LO4	To evaluate employee relations and ethical HR practices.
LO5	To utilize digital HR tools and demonstrate leadership and teamwork skills.

SYLLABUS

Unit	Contents	Hours
I	**Introduction to Human Resource Management** Meaning- Nature and Scope of HRM-Evolution of HRM-Functions of HRM-Role of HR Manager-Strategic HRM	12
II	**Human Resource Planning & Procurement** HR Planning Process-Job Analysis- Job Description & Job Specification-Recruitment & Selection Process-Placement and Induction-Employee Retention Strategies	12
III	**Training- Development & Performance Management** Training Methods-Executive Development Programs-Performance Appraisal Methods -360-degree Appraisal-Career Planning & Succession Planning	12
IV	**Compensation & Employee Relations** Wage and Salary Administration-Incentives and Fringe Benefits-Industrial Relations-Grievance Redressal-Employee Welfare & Social Security	12
V	**Emerging trends in HRM** HR Analytics-Digital HR & HRIS-Diversity and Inclusion-Ethics in HRM-Leadership & Emotional Intelligence-Ai in HR- – Hybrid Work Culture and Remote Workforce Management	12

Textbook(s):

1. Human Resource Management – K. Aswathappa- McGraw Hill.
2. Human Resource Management – Gary Dessler- Pearson.
3. Essential of Human Resource Management-K. Sundar and J.Srinivasan- Vijay Nicole Imprints Pvt Ltd

Reference Book(s):

1. Strategic Human Resource Management – Jeffrey A. Mello- Cengage Learning (India)
2. Human Resource Management in Practice – Michael Armstrong- Kogan Page Publishers
3. Industrial Relations and Labour Laws – P.L. Malik- Eastern Book Company

Web Resource(s):

1. https://www.shrm.org
2. https://nptel.ac.in
3. https://www.ilo.org

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Explain HRM concepts and strategic functions.	**K2**
CO2	Apply HR planning- recruitment and training methods.	**K3**
CO3	Analyze performance appraisal and compensation systems.	**K4**
CO4	Evaluate industrial relations and ethical HR practices.	**K5**
CO5	Design HR strategies using digital tools ensuring inclusiveness and leadership.	**K6**

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	3	2	2	2	2	2	2	3	2	3	2.33
CO2	3	3	3	2	3	2	2	2	2	3	3	3	2.58
CO3	3	3	3	2	2	3	2	2	2	3	3	3	2.58
CO4	3	3	3	3	2	3	3	2	3	3	3	3	2.83
CO5	3	3	3	3	3	3	3	2	2	3	3	3	2.83
	Mean Overall Score												2.63
	Correlation												HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
IV		SKILL ENHANCEMENT COURSE VI	2	2	25	75	100
Course Title	FUNDAMENTALS OF STOCK MARKET						

Learning Objectives	
LO1	To understand investment principles and securities market structure.
LO2	To explain the functioning of Indian stock exchanges and indices.
LO3	To apply trading procedures and account operations in stock markets.
LO4	To analyze stocks using fundamental and technical tools.
LO5	TO evaluate risk-return relationships and regulatory safeguards.

SYLLABUS		
Unit	Contents	Hours
I	**Basics of Investment** Features- principles- and the investment decision process - Securities Market Structure: Overview of the Indian Financial System- Primary Market (IPOs) vs. Secondary Market (Stock Exchanges).	6
II	**Stock Exchanges in India** Evolution and working of BSE (Bombay Stock Exchange) and NSE (National Stock Exchange) - Stock Market Indices: Understanding Nifty and Sensex.	6
III	**Trading System** Online and offline trading- types of orders (Limit Order- Market Order)- and the trading lifecycle - Demat and Trading Account: Procedure for opening and operating.	6
IV	**Fundamental and Technical Analysis** Economic Analysis- Industry Analysis- and Company Analysis - Charts and Theories: Understanding bullish/bearish patterns and Dow Theory.	6
V	**Regulatory Framework** Role of the Securities and Exchange Board of India (SEBI) - Risk and Return: Concept- types of risk- and risk-return trade-off.	6

Textbook(s):

1. N. Hariharan- Stock Exchange and Investment Analysis- Vijay Nicole Imprints.
2. Prasanna Chandra- Investment Analysis and Portfolio Management- Tata McGraw Hill.
3. V.K. Bhalla- Investment Management- S. Chand & Company.

Reference Book(s):

1. Security Analysis and Portfolio Management – Donald E. Fischer & Ronald J. Jordan.
2. Investment Analysis and Portfolio Management – Prasanna Chandra.
3. Indian Financial System – M.Y. Khan.

Web Resource(s):

1. https://www.sebi.gov.in
2. https://www.nseindia.com
3. https://www.bseindia.com

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	CO Statement	Cognitive Level (K-Level)
CO1	Explain investment concepts and securities market structure.	K2
CO2	Apply trading mechanisms and stock exchange operations.	K3
CO3	Analyze stocks using fundamental and technical analysis.	K4
CO4	Evaluate regulatory framework and investor protection measures.	K5
CO5	Assess risk-return trade-offs for investment decision-making.	K5

Relationship Matrix:

Course Outcomes (COs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO3	PSO3	PSO4	PSO5	
CO1	3	2	3	2	2	2	2	3	2	2	3	3	2.42
CO2	3	3	3	2	3	2	2	3	2	3	3	3	2.67
CO3	3	3	3	3	2	2	2	3	1	3	3	3	2.58
CO4	3	3	3	3	2	3	3	3	3	2	3	3	2.83
CO5	3	3	3	3	2	2	3	3	2	2	3	3	2.67
	Mean Overall Score												2.63
	Correlation												HIGH

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	Correlation
<=1	Low
>1 & <=2	Medium
>2 & <=3	High

Semester	Course Code	Course Category	Hours / Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
IV		SKILL ENHANCEMENT COURSE VII	3	2	25	75	100
Course Title	Professional Skills and Business Etiquette						

Learning Objectives	
LO1	To develop effective communication and interpersonal skills
LO2	To enhance professional behaviour and workplace readiness
LO3	To build self-confidence- personal branding- and presentation skills
LO4	To equip students with business etiquette and networking abilities
LO5	To prepare students for real-world corporate and entrepreneurial environments

SYLLABUS		
Unit	Contents	Hours
I	**Professional Communication Skills** Importance of communication in professional settings – Verbal and non-verbal communication – Conversation techniques (formal and informal) – Interpersonal communication skills – Basics of presentation skills (structure- clarity and confidence)	9
II	**Professional Presence and First Impressions** Body language and non-verbal cues – Creating a positive first impression – Corporate dressing and workplace expectations – Personal grooming standards for men and women	9
III	**Self-Management and Personal Effectiveness** Self-image and personal branding – Need and importance of self-confidence and self-respect – Emotional intelligence (basic understanding) – Stress management and self-care	9
IV	**Workplace Behaviour and Business Etiquette** Meaning and importance of business etiquette – Workplace etiquette (punctuality- respect- teamwork) – Working in a diverse environment (cultural and gender sensitivity) – Professional behaviour and ethics	9
V	**Business Communication and Networking Etiquette** Importance of business correspondence – Email etiquette and mobile communication etiquette – Digital professionalism (online meetings and messaging behaviour) – Business card etiquette – Networking skills – Dining etiquette in professional settings	9

Textbook(s):

1. *Professionalism: Skills for Workplace Success* – Anderson & Bolt- Pearson Education
2. Business Etiquette: A Guide For The Indian Professional Paperback- Shital Kakkar Mehra- HarperCollins Publishers India

Reference Book(s):

1. *Business Etiquette for Dummies* – Sue Fox John Wiley & Sons (Wiley)-
2. *The Etiquette Edge* – Beverly Langford- AMACOM (American Management Association)

Web Resource(s):

1. https://www.pdfdrive.com/business-etiquette-ibskillsinternational-business-skills- e9959676.html
2. https://archive.org/details/essentialguideto00chan/page/n1/mode/2up

Course Outcomes		
Upon successful completion of this course- the student will be able to:		
CO No.	**CO Statement**	**Cognitive Level (K-Level)**
CO1	Apply effective communication in professional situations	**K1-K3**
CO2	Apply personal grooming and presentation skills	**K3**
CO3	Develop self-confidence and interpersonal skills	**K3**
CO4	Exhibit appropriate workplace behaviour and etiquette	**K3**
CO5	Practice business communication and networking skills	**K1- K3**

Relationship Matrix:

Course Outcomes (COs)	**Program Outcomes (POs)**							**Program Specific Outcomes (PSOs)**					**Mean Score of COs**
	PO1	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**PO7**	**PSO1**	**PSO3**	**PSO3**	**PSO4**	**PSO5**	
CO1	3	2	2	2	3	2	2	2	2	1	2	2	2.08
CO2	2	1	1	2	3	2	2	1	1	1	2	2	1.67
CO3	3	2	2	3	2	3	3	2	2	1	3	2	2.33
CO4	3	2	2	3	2	3	3	2	2	1	3	2	2.33
CO5	3	3	2	2	3	2	3	2	2	2	3	3	2.50
	Mean Overall Score												**2.18**
	Correlation												**HIGH**

3 – Strong- 2- Medium- 1- Low

Mean Overall Score	**Correlation**
<=1	Low
>1 & <=2	Medium
>2 & <=3	High