SACRED HEART COLLEGE (AUTONOMOUS)

Department of Commerce (self)

BACHELOR OF COMMERCE

[COMPUTER APPLICATION – S / F]

Course plan

Academic Year 2014-15

Semester 2

Course Structure

Course Code	Title Of The Course	No. Hrs./Week	Credits	Total Hrs./Sem
U2CCENG3	CRITICAL THINKING, ACADEMIC WRITING AND PRESENTATION SKILLS	5	4	90
U2CCHIN2C/ U2CCFRN2C/ U2CCMAL2C	POETRY, COMMUNICATIVE HINDI AND TRANSLATION /- FRENCH FOR BUSINESS COMMUNICATION II /- GADHYAM RACHANAYUM,PRAYOGAVUM	4	4	72
U2CRCOM4	QUANTITATIVE TECHNIQUES FOR BUSINESS RESEARCH	4	3	72
U2CRCOM5	PRINCIPLES OF INSURANCE	4	4	72
U2CRCOM6	CORPORATE REGULATIONS	4	3	72
U2COCOM2	BUSINESS COMMUNICATION AND MANAGEMENT INFORMATION SYSTEM	4	4	72

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	2
COURSE CODE AND TITLE	U2CCENG3: CRITICAL THINKING, ACADEMIC WRITING AND PRESENTATION	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90

Sessions	Topic	Method
2	Introduction to Critical Thinking	Lecture
2	Reasoning and Arguments	Discussion
2	Deductive and Inductive Arguments	Lecture
2	Fallacies	Lecture
2	Inferential Comprehension	Reading Exercises
2	Critical Thinking and Academic Writing	Lecture
2	Critical Thinking and Academic Writing	Exercises
2	Writing Models	Introductory Lecture
2	Writing Letters	General Principles
2	Writing a Letter to the Editor	Exercise - 1
2	Letter to the Editor	Discussion on the Samples done
2	Resume	General Guidelines
2	Resume Writing	Writing Exercise
2	Resume Writing	Discussion on the samples
2	Covering Letter	General Introduction and Writing Exercise
2	Covering Letter	Discussion on the samples
2	Emails	General Instructions and Writing Exercise
2	Emails	Discussion on the Samples
2	Interview Skills	Discussion on the general principles
2	Group Discussion	Practical sessions and Evaluation
2	Accuracy in Academic writing	Lecture
2	Articles and Determiners	Lecture and discussion
2	Nouns and Pronouns	Lecture
2	Subject-verb agreement	Lecture and discussion
2	Phrasal verbs	Lecture
2	Modals	Lecture
2	Tenses	Lecture and demonstration
2	Conditional clauses	General Instructions and Writing Exercise
2	Relative Pronouns	Lecture and demonstration
2	Passive Voices	Lecture and illustration
2	Conjunctions	Lecture
2	Embedded questions	Demonstration

2	Punctuations and Abbreviations	General Instructions and Writing Exercise
2	Soft skills for academic presentations	Presentation and lecture
2	Effective communication skills	Lecture
2	How to structure presentation	Lecture and Demonstration
2	Flip Charts, OHP, Power point presentation	Demonstration
2	Clarity and brevity in presentation	Lecture
2	Interaction and persuasion	Lecture
2	Interview skills	Face to face interaction, demonstration
2	Group Discussion	Demonstration and Lecture
2	Group Discussion	Demonstration and Lecture
6	Revision	Discussion and revising the topics
Total = 90 Sessions		

Assignment

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By February	Draft a Resume for applying for the career you wish to choose

Reference

Marilyn Anderson, Pramod K Nayar and Madhucchandra Sen. Critical Thinking, Academic Writing and Presentation Skills. Pearson Education and Mahatma Gandhi University

COURSE PLAN

Title of the course	ഗദ്യം രചനയും പ്രയോഗവും
Semester in which the course is to be taught	SECOND
No. of credits	4
No. of contact hours	72

Sessions	Topic	Method
1	Introductory Session	Lecturing
2	ഗദ്യരചനകളുടെ സവിശേഷതകൾ പരിചയപ്പെടുത്തുന്നു	Lecturing
3	ഇക്കോ ഫെമിനിസം	Lecturing
4	സ്ത്രീയും ,പ്രകൃതിയും -ഗ്രൂപ്പ് ചർച്ച	Group Discussion
5	നവോത്ഥാന ആശയങ്ങളെപ്പറ്റി (സമകാലീക പ്രസക്തിയെപ്പറ്റി) സംവാദം നടത്തുന്നു	Debate
6	വൈശാലിസൂത്രം ലേഖനം അവതരിപ്പിക്കുന്നു	Group Discussion/Lecturing
7	ഭാഷയുംഎഴുത്തും എന്നപാഠം പഠിപ്പിക്കുന്നു . ഭാഷ ആമുഖം -	Lecturing
8	ഭാഷയുടെചരിത്രം ,സർഗാത്മക രചന എന്നീ അദ്ധ്യായങ്ങൾ പഠിപ്പിക്കുന്നു .	Lecturing
9	ഭാഷാപ്രയോഗങ്ങൾ എന്ന വിഷയം കുട്ടികളുടെ വ്യത്യസ്തരത്തിലുള്ള ഉച്ചാരണരീതികളുടെ സഹായത്തോടെ പഠിപ്പിക്കുന്നു	writing/Lecturing
10	കമ്പ്യൂട്ടറും ഇ -ലോകവും	Writing/ Lecturing

11	ബ്ലോഗ്-എഴുത്ത് ,വായന ,പ്രയോഗം	Class Discussion
12	SEMINAR PRESENTATIONS	
13	**CIA -I**	**1hr; descriptive answers only**
14	ഇ-കോമേഴ്സ്-വാണിജ്യത്തിൽ എങ്ങനെ കമ്പ്യൂട്ടർ -ചർച്ച	Lecturing
15	ഇ·എം .എസ്സിനെക്കുറിച്ച് ആശയങ്ങൾ കുട്ടികളെ കൊണ്ട് പറയിക്കുന്നു . കര്യകാരങ്ങൾ പഠിപ്പിക്കുന്നു .	Class Discussion/ Lecturing
16	ഇ -ഗ വേണൻസ്	Discussion, Lecturing
17	കമ്പ്യൂട്ടർ - ആധുനീക സമൂഹത്തിൽ	Debate
18	തേൻവരിക്കയും പരിസ്ഥിതിയും പാഠം എടുക്കുന്നു .	Lecturing
19	ഗദ്യരചനാപരമായ പ്രവർത്തികൾ	writing
20	നിവേദനങ്ങൾ എഴുതിക്കുന്നു . തിരുത്തൽ നടത്തി പുനർ രചന നടത്താൻ ആവശ്യപ്പെടുന്നു	Lecturing / writing
21	കത്തിടപാടുകൾ	Lecturing
22	കത്തിടപാടുകൾ/രചനാ പരിശീലനം	Lecturing/ writing
23	സിനിമയെക്കുറിച്ചുള്ള ലേഖനം പഠിപ്പിക്കുന്നു .	Independent Reading/ Discussion/ Lecturing
24	പുസ്തക പാരായണം	Reading/
25	പാഠഭാഗം ചർച്ച	Class Discussion
26	പാഠഭാഗം ചർച്ച	Lecturing

27	നവഭാഷാചിന്തകൾ-ആശയങ്ങൾ ഗ്രൂപ്പ് ചർച്ച	Lecturing
28	നവഭാഷാചിന്തകൾ - ടെലിവിഷൻ,പത്രം ,വ്യാകരണം,ഗദ്യം ,സിനിമ-ആശയങ്ങൾ ഗ്രൂപ്പ് ചർച്ച	writing//Group Discussion
29	ഭാഷ, വ്യാകരണം -ആമുഖം	Lecturing/ Discussion
30	എഴുത്തുംവായനയും	Lecturing
31	ഉച്ചാരണതലം, അർത്ഥതലം, ആശയതലം	Lecturing
32	അക്ഷരമാല	writing
33	എഴുത്തും ,ഉച്ചാരണവും	Independent Reading/ Discussion
33	തത്സമം , തത്ഭാവം	Lecturing
34	വിദേശഭാഷാപദങ്ങൾ	Lecturing/ writing
35	പ്രയോഗത്തിന്റെപ്രശ്നങ്ങൾ	Lecturing
36	സന്ധികാര്യം -ഭാഷാസന്ധിപഠനം	Lecturing
37	തെറ്റുംശരിയുംശബ്ദസാമ്യവുംഅർത്ഥവ്യതിയാനവും	Independent Reading/ Discussion
38	വാക്യരചന	Lecturing
39	എഴുത്തിന്റെപ്രകാരഭേദങ്ങൾ	Lecturing
40	രചനയിലെസൂക്ഷ്മത	Lecturing

41	പൗനരുക്ത്യം / ശാബ്ദം , ആർഥ	Lecturing/ Discussion
42	സമുച്ചയവികല്പങ്ങൾ	Lecturing
43	ചിഹ്നനം	writing
44	മലയാളം-വാക്കുംയുക്തിയും	writing
45	സർഗാത്മകരചന	writing / Discussion
46	ഭാഷയുടെചലനാത്മകത- പ്രസാദം,ഓജസ് ,മാധുര്യം	Independent Reading/ Discussion
47	ഉപന്യാസരചന	writing
48	സംഗ്രഹണം	writing
49	വിവർത്തനം	writing
50	വിവർത്തനം -പ്രത്യക്ഷ- പരോക്ഷവിവർത്തനങ്ങൾ	Lecturing / writing
51	വിവർത്തനം-ഇന്ത്യൻഭാഷകളിൽ- മലയാളത്തിൽ	Independent Reading/ Discussion
52	സ്രോത്യഭാഷ - ലക്ഷ്യഭാഷ	Lecturing
53	ശൈലീവിവർത്തനം - സർഗാത്മകകൃതികളുടെവിവർത്തനം	Lecturing
54	ലിപ്യന്തരണം	writing
55	യന്ത്രപരിഭാഷ	
56	ഗദ്യസാഹിത്യം -ഒരുആമുഖം	Lecturing
57	ഇന്ത്യൻജനതയും , ദാരിദ്ര്യവും- ചർച്ച	Debate
58	എം . ടിവാസുദേവൻനായർ - രചനകൾ	Lecturing

59	ഒരുദരിദ്രരാജ്യമായഇന്ത്യയിൽ	Independent Reading/ Discussion
60	ഇന്ത്യൻഭരണഘടനആമുഖചർച്ച	
61	അഡ്വ.വി.കെ. സത്യവാൻനായർ- ഇന്ത്യൻഭരണഘടനയുംമതേതരരാഷ്ട്രവും	Lecturing/ Discussion
62	കെ.പി.അപ്പൻ - നിരൂപകൻഎന്നനിലയിൽ	Lecturing
63	രാത്രിഎന്റെശ്രോതാവായത്	Lecturing
64	വി.ടിഭട്ടതിരിപ്പാടിനെപരിചയപ്പെടുത്തുന്നു -	Lecturing/ Discussion
65	മനുഷ്യത്വംഎന്നമതം	Lecturing
66	REVISION	Lecturing
67	REVISION	Questioning
68	SEMINAR PRESENTATIONS 1	Lecturing/ writing
69	SEMINAR PRESENTATIONS 2	
70	**CIA II**	**2hr**
71	Discussion on the CIA II	Class Discussion
72	REVISION	Lecturing
73	REVISION	questioning
74	Evaluation of the Course	
75	Question Paper Discussion	Class Discussion

Basic Reference

01. എഴുത്തോല - എം.ജി.യൂണിവേഴ്ജിറ്റിപ്രസിദ്ധീകരണം

02. നവകം - എം.ജി.യൂണിവേഴ്ജിറ്റിപ്രസിദ്ധീകരണം

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	2
COURSE CODE AND TITLE	U2CCHIN2C -POETRY,TRANSLATIONS AND CORRESPONDENCE (SEM II)	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

SESSION	TOPIC	LEARNING RESOURCES
	MODULE I	
1	General Information about the history of Hindi poetry.	Lecture/Discussion
2	Sandhya Sundari, Introduction of author	Lecture
3	Sandhya Sundari	Lecture/Discussion
4	General Introduction about Patra Lekhan.	Lecture/PPT
5	Sandhya Sundari	Lecture/Discussion
6	Patra Lekhan	Lecture/PPT
7	Patra Lekhan	Lecture
8	Sandhya Sundari	Interaction
9	Introduction of Translation	Lecture/PPT
10	Paribhashik Shabdavali	Lecture/Discussion
11	Revision	Lecture
12	Exercise – Translation	Lecture
13	Exercise – Translation	Lecture/Discussion
14	Paribhashik Shabdavali	Lecture
15	Paribhashik Shabdavali	Lecture

16	Exercise – Translation	Lecture/Discussion
17	Exercise – Translation	Interaction
18	Paribhashik Shabdavali	Lecture
19	Revision	Lecture/Discussion
20	Exercise – Translation	Lecture
21	Sandhya Sundari	Interaction
22	Sandhya Sundari	Discussion
23	Revision	Interaction
24	CIA – I (1Hour Exam)	
MODULE II		
25	Bhagwan Ke Dakiye, Introduction of author	Lecture
26	Bhagwan Ke Dakiye	Lecture/Discussion
27	Exercise – Translation	Lecture
28	Exercise – Translation	Lecture/Discussion
29	Patra Vyavahar	Interaction
30	Patra Vyavahar	Lecture
31	Paribhashik Shabdavali	Interaction
32	Paribhashik Shabdavali	Lecture/Discussion
33	Revision	Interaction
34	Bhagwan Ke Dakiye	Lecture
35	Bhagwan Ke Dakiye	Lecture/Discussion
36	Patra Vyavahar	Interaction
37	Exercise - Translation	Lecture
38	Exercise - Translation	Lecture/Discussion

39	Bhagwan Ke Dakiye	Lecture/Discussion
40	Ghotta Sikka, Introduction of author	Lecture
41	Ghotta Sikka	Lecture
42	Ghotta Sikka	Lecture/Discussion
43	Exercise -translation	Lecture
44	Exercise -translation	Lecture/Discussion
45	Ghotta Sikka	Lecture/Discussion
46	Revision	Interaction
47	CIA – II (2 Hours Exam)	
MODULE III		
48	Ullanghan,Introduction of author	Lecture/PPT
49	Ullanghan	Lecture
50	Patra Vyavahar	Lecture
51	Patra Vyavahar	Discussion
52	Paribhashik Shabdavali	Lecture
53	Exercise -translation	Lecture
54	Exercise -translation	Interaction
55	Ullanghan	Lecture
56	Ullanghan	Discussion
57	Bhook, Introduction of author	Lecture/PPT
58	Bhook	Lecture
59	Patra Vyavahar	Lecture/PPT
60	Patra Vyavahar	Interaction
61	Paribhashik Shabdavali	Interaction

62	Exercise -translation	Discussion
63	Exercise -translation	Lecture
64	Bhook	Lecture
65	Bhook	Lecture/Discussion
66	Paribhashik Shabdavali	Interaction
67	Bhook	Discussion
68	Seminar	Interaction
69	Revision	Interaction
70	Revision	Interaction
71	Seminar	Interaction
72	Evaluation of the course	Interaction

References

- **Nayi Sadi Ki Kavita – Ganesh Pandey, Vani Prakashan,New Delhi.**

- **Kavita Ka Sangharsh,Kumarendra Parasnath Singh,Vani Prakashan, New Delhi.**

Web resource references:

- epustakalay.com
- www.hindikunj.com

PROGRAMME	B.COM CA (S / F)		SEMESTER	2
COURSE CODE AND TITLE	U2CCFRN2C- FRENCH FOR BUSINESS COMMUNICATION II		CREDIT	4
HOURS/WEEK	4		HOURS/SEM	72

Session	Topic	Method of Teaching
	MODULE I	
1	Revision of French Basics	role play, Discussion
2	French basics	chalk n talk, audio
3	french basics	audio ppt, discussion
4	L' heure officielle/courante	chalk n talk
5	Activities with l'heure	role play,audio ppt
6	Demonstrative adjectifs	chalk n talk
7	Demonstrative adjectifs	chalk n talk,ppt audio
8	Sentence construction with demonstrative adjectifs	role play,audio ppt
9	Basic useful sentences in French	role play, audio ppt
10	Preposition in French	role play,audio ppt
11	Preposition in French	chalk n talk,audio ppt
12	Showing the way	role play,audio ppt
13	French culture- Moving around in France	Discussion, audio,ICT
14	Revision	
	MODULE II	
15	Narrate a day	game,audio ppt
16	Talk about one's plans	role play,audio ppt
17	Talk about one's plans	role play,audio ppt
18	French meals	Reading comprehension
19	Making an advertisement	chalk n talk, audio ppt
20	Making an Advertisement	role play, conversation
21	French culture	role play, listening

22	CIA 1	
23	Sentence construction	cross words,chalk n talk
24	Intercultural	role play,audio
25	intercultural	exercices ,chalk n talk,audio
26	Intercultural	roleplay,audio
27	Discussion	Discussion, ICT,audio
28	Revision	
	MODULE III	
29	Ordering food	oral, description
30	Ordering food	role play,chalk n talk
31	Buying things	audio,chalk n talk
32	Buying things	games,music,audio
33	Buying things	audio, chalk n talk
34	Describing an apartment	Role play
35	Describing an apartment	role play,audio ppt
36	Describing an apartment	role play ,audio ppt
37	Citing a problem with an order	chalk ntalk/roleplay
38	Citing a problem with an order	chalk n talk ,audio ppt
39	Making a reservation	role play/presentation
40	Making a reservation	audio ppt
41	Making a reservation	Discussion
42	CIA REVISION	
43	CIA 2	
44	Revision	chalk n talk/Role plays
45	Revision	role play ,GD

46	Revision	chalk n talk,audio ppt
47	Revision	chalk n talk, audio ppt
48	Revision	discussion
49	Revision	role play
50	Revision	lecture,audio
51	Revision	speaking/role play
52	DELF	chalk n talk,audio ppt
53	DELF	discussion/comprehension
54	DELF	chalk n talk,audio ppt
	DELF	Audio ppt,discussion
55	DELF	Audio ppt,discussion
56	DELF	Audio ppt,discussion
57	DELF	Audio ppt,discussion
58	DELF	Audio ppt,discussion
59	DELF	Audio ppt,discussion
60	DELF	Audio ppt,discussion
61	DELF	Audio ppt,discussion
62	DELF	discussion
63	module 1 -revision	
64	module 1 -revision	
65	module 2- revision	
66	module 2-revision	
67	module 2-revision	
68	module 3-revision	
69	module 3-revision	
70	module 3-revision	
71	PYQs discussion	
72	PYQs discussion	

ASSIGNMENTS/SEMINAR – Details & Guidelines

	MODULE	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	1,2,3	**preparing a FRENCH DISH** (project)
2	1,2,3	**Role plays on various situations** Based on daily life (seminar)

OBJECTIF EXPESS, CHAMPION
LE POINT DU FLE
TV5 MONDE.ORG

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	2
COURSE CODE AND TITLE	U2CRCOM4,QUANTITATIVE TECHNIQUES FOR BUSINESS RESEARCH	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVE

• To impart basic knowledge of research

• To enable the students to apply the simple statistical tools in business research

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	Introduction to Research - Concept of research - Meaning and Definition.	PPT/Lecture
2	Characteristics and features of research.	PPT/Lecture
3	Business Research and its application.	PPT/Lecture
4	Types of research	PPT/Lecture
5	Pure and Applied research Exploratory and Descriptive,	PPT/Lecture
6	Empirical and Analytical, Qualitative and Quantitative	PPT/Lecture
7	Research Process – Steps in Research Process	PPT/Lecture
8	Different types of data -Primary and Secondary Data	PPT/Lecture
9	Methods of data Collection	PPT/Lecture
10	Observation method , case study	PPT/Lecture
11	Interview schedule and questionnaire	PPT/Lecture
12	Census and Sampling methods	PPT/Lecture
13	Probability sampling – types	PPT/Lecture
14	probability sampling – merits & demerits	PPT/Lecture
15	Non-probability sampling-types	PPT/Lecture
16	Non-probability sampling- merits & demerits	PPT/Lecture
17	Classification and Tabulation of Data	PPT/Lecture
MODULE II		
18	Correlation - Concept- meaning and definition	PPT/Lecture
19	Importance of correlation	PPT/Lecture
20	Correlation and its application	PPT/Lecture
21	Different Types of Correlation	PPT/Lecture

22	Problem Solving	PPT/Lecture
23	Different methods of Correlation	PPT/Lecture
24	Karl Pearson's Co-efficient of correlation	PPT/Lecture
25	Problem Solving	PPT/Lecture
26	Spearman's Rank correlation co-efficient	PPT/Lecture
27	Problem Solving	PPT/Lecture
28	Probable error	PPT/Lecture
29	Problem Solving	PPT/Lecture
30	Regression analysis – Concepts - meaning and definition-its uses	PPT/Lecture
31	Different types of regression	PPT/Lecture
32	Lines of Regression- Regression Equation under Algebraic method	PPT/Lecture
33	Standard error.	PPT/Lecture
	CIA-1	
	MODULE III	
34	Probability-Meaning-Definition-	PPT/Lecture
35	Problem solving	PPT/Lecture
36	Basic terms-concepts of probability	PPT/Lecture
37	Problem solving	PPT/Lecture
38	Approaches to assigning probability	PPT/Lecture
39	Problem solving	PPT/Lecture
40	Permutation- problems	PPT/Lecture
41	Problem solving	PPT/Lecture
42	Combination-problems	PPT/Lecture
43	Problem solving	PPT/Lecture
44	Problem solving	PPT/Lecture
45	Theorems of Probability	PPT/Lecture
46	Addition Theorem- problems	PPT/Lecture
47	Problem solving	PPT/Lecture
48	Problem solving	PPT/Lecture
49	Problem solving	PPT/Lecture
50	Multiplication theorem-problems	PPT/Lecture
51	Problem solving	PPT/Lecture
52	Problem solving	PPT/Lecture
	MODULE IV	
53	Testing of Hypotheses-Procedure-	PPT/Lecture
54	Null hypotheses	PPT/Lecture
55	Alternative Hypotheses	PPT/Lecture
56	Level of significance-Degrees of freedom-	PPT/Lecture
57	Type 1 Error-Type 11 Error (theory only)	PPT/Lecture

58	Chi-square test	PPT/Lecture
59	Condition for validity of Chi-square test	PPT/Lecture
60	Problem solving	PPT/Lecture
61	Problem solving	PPT/Lecture
62	Problem solving	PPT/Lecture
63	Test for goodness of fit-test for independence (both theory and problems)	PPT/Lecture
64	Problem solving	PPT/Lecture
65	Problem solving	PPT/Lecture
66	Problem solving	PPT/Lecture
67	Problem solving	PPT/Lecture
CIA – II		
	MODULE V	
68	Report writing-Qualities of good report-characteristics of a good report	PPT/Lecture
69	Integral part of report-	PPT/Lecture
70	Characteristics of a good report	PPT/Lecture
71	Contents of a report-Bibliography	PPT/Lecture
72	Revision	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	by february	Collect a published report of a survey conducted by a magazine/ news paper
2	by february	Assignment on sampling technique

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	by february	Conducting a Seminar on Statistics in Real Life and talk with resource persons.
2	By february	Motivating students

		• to present paper in seminars and conferences by conducting research(for top learners) or/ • students have to present a study in the class which they have conducted using research methodology.(for medium and slow learners)

References

➢   S. P. Gupta (2012),” *Statistical Methods”* Sultan Chand & Sons

➢   S.C. Gupta (2016*),”Fundamentals of Statistics”,* Himalaya Publishing House, New Delhi.

➢   S. Gupta(2002),”*Research Methodology and Statistical Techniques”,* Laurier Books, Limited.

➢   Hang Lee(2016),”*Foundations of Applied Statistical Methods”,* Springer; Softcover reprint of the original 1st ed. 2014 edition

➢   D N Elhance(2010*),”Fundamentals Of Statistics”, Kitab Mahal Distributors-New Delhi*

➢   Kothari. C.R(2014*),”, Research methodology”,* New Age International Publishers Ltd.-New Delhi.

➢   Dr. S.M. Shukla and Dr. S.P. Sahai(2010),” Statistical Methods”, Sahitya Bhawan Publications.

Web resource references:

➢   https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6583801/

➢   https://www.mindtools.com/pages/article/Charts_and_Diagrams.htm

➢   https://statisticsbyjim.com/basics/correlations/

➢   https://www.investopedia.com/articles/financial-theory/09/regression-analysis-basics-business.asp

➢   https://www.english-at-home.com/business/report-writing/

➢   https://www.khanacademy.org/math/statistics-probability/probability-library/basic-theoretical-probability/a/probability-the-basics

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	2
COURSE CODE AND TITLE	U2CRCOM5 PRINCIPLES OF INSURANCE	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVE.

• To make the students explore with the fundamental principles of insurance

• To impart knowledge on practice of insurance business

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	Introduction-Definition -insurance	PPT
2	Role and importance	PPT/Lecture
3	Insurance contract	PPT/Lecture
4	-Do-	PPT/Lecture
5	principles of Insurance-	PPT/Lecture
6	-Do	PPT/Lecture
7	Insurance and assurance-	Lecture
8	Types of insurance-Life	Lecture
9	Types of insurance-Life	Lecture
10	Types of insurance-- General	Lecture
11	introduction to IRDA Act	PPT/Lecture
12	Revision	PPT/Lecture
MODULE II		
13	Life insurance-features	PPT/Lecture
14	classification of policies	PPT/Lecture
15	surrender value	PPT/Lecture
16	Introduction to Actuarial science-bonus-	Lecture
17	-Do-	Lecture
18	Policy conditions-.	Lecture
19	application and acceptance	Lecture
20	prospectus proposal forms and other related documents-Age proof	PPT/Lecture
21	-Do-	PPT/Lecture
22	Special reports-assignments	PPT/Lecture
23	Nomination-loans-surrender-	PPT/Lecture

24	Fore closure	Lecture
25	Policy-Maturity claims	Lecture
26	survival benefit	PPT/Lecture
27	Payments death claims	PPT/Lecture
28	Waiver of evidence of title	PPT/Lecture
29	Early claims-Claim concession	PPT/Lecture
30	Presumption of death	PPT/Lecture
31	Accident and disability benefits-Settlement options	PPT/Lecture
32	Revision	Lecture
	CIA-1	
	MODULE III	
33	Marine Insurance-Nature	PPT/Lecture
34	-Do-	PPT/Lecture
35	Insurance policies	Lecture
36	-Do-	Lecture
37	Policy conditions-Clauses	Lecture
38	-Do-	Lecture
39	marine losses	PPT/Lecture
40	-Do-	PPT/Lecture
41	Payment of claims	PPT/Lecture
42	Payment of claims	Lecture
43	-Do-	PPT/Lecture
44	Revision	Lecture
	MODULE 1V	
45	Fire Insurance-Nature	Lecture
46	Fire Insurance-use	PPT/Lecture
47	-Do-	PPT/Lecture
48	Contracts	PPT/Lecture
49	kinds of policies	PPT/Lecture
50	-Do-	PPT/Lecture
51	Policy condition	Lecture
52	clauses	PPT/Lecture
53	Payment of claims	PPT/Lecture
54	Re-insurance	PPT/Lecture
55	Miscellaneous Insurance-	PPT/Lecture
56	Health insurance	PPT/Lecture
57	Motor insurance	PPT/Lecture
58	Burglary and personal accident Insurance in India	PPT/Lecture
59	Urban-non traditional Insurance	PPT/Lecture
	MODULE V	
60	Accounting and Finance Accounting for insurance business	Lecture

61	-Do-	Lecture
62	Compliance with IRDA rules Taxation	Lecture
63	-Do-	PPT/Lecture
64	Investments evaluation of investments	PPT/Lecture
65	-Do-	PPT/Lecture
66	Capital structure	Lecture
67	-Do-	PPT/Lecture
68	Cost of capital	Lecture
69	Solvency margin and compliance	PPT/Lecture
70	Revision	Lecture
71	previous years Question paper discussion	Lecture
72	Revision	Lecture
CIA II		

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	by February 15th	Assignment on Health insurance
2	February end	Marine insurance

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By January end	MOTOR INSURANCE POLICIES

References

- Mishra.M.N : Insurance Principles and Practice

- 2. Pande : Insurance Principles and Practice

- 3. Mathew.M.J : Insurance Principles and Practice

- 4. Arthur Williams.C, Jr., Michael L.Smith, Peter C Young : Risk Management and Insurance

- 5. Gupta O.S : Life Insurance

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	2
COURSE CODE AND TITLE	U2CRCOM6, REGULATIONS AND GOVERNANCE	CREDIT	3
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVE-

● To provide an understanding regarding the administration and management of corporate form of business and to give a first hand exposure to corporate laws especially Indian Companies Act 1956.

SESSION	TOPIC	LEARNING RESOURCES
	MODULE I	
1	Company-Definition-Characteristics	PPT
2	-Do-	PPT/Lecture
3	Advantages and Disadvantages	PPT/Lecture
4	Illegal Association-corporate veil-Lifting the corporate veil	PPT/Lecture
5	Promotion - Promoter position	PPT/Lecture
6	Incorporation-procedure- Documents to be filed	PPT/Lecture
7	Certificate of incorporation-Certificate of incorporation-Procedure	Lecture
8	Effect of registration-Pre-incorporation-contract	Lecture
9	Memorandum of association-Articles of association	Lecture
10	Doctrine of ultravires	Lecture
11	Doctrine of indoor management	PPT/Lecture
12	Doctrine of constructive notice	PPT/Lecture
13	Prospectus registration- Contents	PPT/Lecture
14	Statement in lieu of prospectus	PPT/Lecture
15	Deemed prospectus	PPT/Lecture
16	Shelf Prospectus	PPT/Lecture
17	Red herring	PPT/Lecture
18	Abridged prospectus	PPT/Lecture
19	liability for misstatement in prospectus	PPT/Lecture
20	Commencement of business.	PPT/Lecture
	MODULE II	
21	Management and Administration	PPT/Lecture
22	Directors-appointment	Lecture
23	Qualification and disqualification	Lecture
24	Qualification shares	Lecture
25	position of directors	Lecture

26	powers and duties	PPT/Lecture
27	Retirement	PPT/Lecture
28	vacation of office	PPT/Lecture
29	Liabilities of directors	PPT/Lecture
30	Removal of direct	Lecture
	CIA-1	
	MODULE III	
31	Corporate Governance-meaning	PPT/Lecture
32	Background-importance	PPT/Lecture
33	CG in India	PPT/Lecture
34	statutory measures	Lecture
35	SEBI regulation	Lecture
36	Clause 49 of listing agreement	PPT/Lecture
37	Constitution of board of directors- Audit committee	PPT/Lecture
38	Provisions under section 292A of Companies Act	PPT/Lecture
39	Remuneration of directors-Board procedure	PPT/Lecture
40	CEO/ CFO certification	Lecture
41	Role of management-Information to shareholders	PPT/Lecture
42	CG Report-Non mandatory requirements ie.. Chairman of board-Remuneration committee	PPT/Lecture
43	Shareholders rights-Postal ballet	PPT/Lecture
44	whistle blower policy	PPT/Lecture
45	Benefits of Corporate Governance	PPT/Lecture
	MODULE-IV	
46	Company meetings	PPT/Lecture
47	Kinds of companies	PPT/Lecture
48	Essentials of valid meeting	PPT/Lecture
49	Chairman agenda-Minutes	PPT/Lecture
50	Quorum-Motion	PPT/Lecture
51	Types of motion	Lecture
52	-Do-	PPT/Lecture
53	Interruption of debate	PPT/Lecture
54	-Do-	PPT/Lecture
55	Proxy-poll	PPT/Lecture
56	Modes of poll	PPT/Lecture
57	Resolution	PPT/Lecture
58	Types of resolution	PPT/Lecture
59	-Do-	PPT/Lecture
60	Motion vs. Resolution	PPT/Lecture
61	Revision	PPT/Lecture
62	Revision	PPT/Lecture
	MODULE-V	

63	Winding up of companies	
64	Modes-Compulsory winding up	
65	Grounds and procedure	
66	Liquidator-Duties and functions	Lecture
67	Contributories	Lecture
68	Voluntary winding up- Types	Lecture
69	Winding up under the supervision of the court-	Lecture
70	CIA-II	
71	Effects of winding up-Defunct companies	Lecture
72	Revision	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By January end	Company meetings- Importance
2	BY February	Issue of Shares

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By February	NSDL and CDSL

References
- Hicks, Andrew & Goo S H, Cases and Material on Company Law, Oxford University Press, UK
- Kershaw, David, Company Law in Context, Oxford University Press, UK
- Gowar, LCB, Principles of Modern Company Law, Stevens & Sons, London.
- Hanningan, Brenda, Company Law, Oxford University Press, UK
- Sharma. J. P, An Easy Approach to Corporate Laws, Ane Books Pvt Ltd, New Delhi.
- Ramaiya.A Guide to Companies Act, Wadhwa and Company Nagpur
- Kannal.S., & V.S. Sowrirajan, Company Law Procedure, Taxman's Allied Services (P) Ltd., New Delhi
- Companies Act and Corporate Laws, Bharat Law House Pvt Ltd, New Delhi **Web**

COURSE PLAN

PROGRAMME	BCOM CA (SELF)	SEMESTER	2
COURSE CODE AND TITLE	U2COCOM2 BUSINESS COMMUNICATION & MANAGEMENT INFORMATION SYSTEM	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVE.
●   To familiarise the importance of communication in business and methods of communication relevant to various business situations and to build up communication skill among students.

SESSION	TOPIC	LEARNING RESOURCES
**MODULE I**	
1	Communication – Need	PPT
2	Process	PPT/Lecture
3	Types	PPT/Lecture
4	Oral Communication	PPT/Lecture
5	Written communication	PPT/Lecture
6	Verbal communication	PPT/Lecture
7	Nonverbal communication	Lecture
8	Internal communication	Lecture
9	External communication	Lecture
10	Methods of non-verbal communication	Lecture
11	Body Language –Kinesics	PPT/Lecture
12	Proxemics – Para Language	PPT/Lecture
13	Channels	PPT/Lecture
14	Barriers	PPT/Lecture
15	Principles of Effective Communication	PPT/Lecture
	MODULE II	
16	Job Application Letters	PPT/Lecture
17	Resume	Lecture
18	CV	Lecture
19	Types of Reference and Recommendation Letters	Lecture
20	Reference and Recommendation Letters	Lecture
21	Reference and Recommendation Letters	PPT/Lecture
22	Reference and Recommendation Letters	PPT/Lecture
23	Reference and Recommendation Letters	PPT/Lecture
24	Types of employment letter	PPT/Lecture
25	Types of employment letter	Lecture
26	Types of employment letter	Lecture

27	Types of employment letter	Lecture
28	Soft Skills	Lecture
29	Revision	
30	I CIA	
MODULE III		
31	Business Letters	PPT/Lecture
32	Parts and Layout of Business Letters	PPT/Lecture
33	Business Enquiry Letters	PPT/Lecture
34	Business Enquiry Letters	Lecture
35	Business Enquiry Letters	Lecture
36	Offers and Quotation	PPT/Lecture
37	Orders and Execution	PPT/Lecture
38	Grievances and Redressals	PPT/Lecture
39	Sales Letters	PPT/Lecture
40	Sales Letters	Lecture
41	Follow up Letters	PPT/Lecture
42	Circular Letters	PPT/Lecture
43	Status Enquiry	PPT/Lecture
44	Collection Letters	PPT/Lecture
45	Collection Letters	PPT/Lecture
46	Collection Letters	PPT/Lecture
47	Collection Letters	PPT/Lecture
48	Preparation of Partnership Deed	PPT/Lecture
49	Power of Attorney	PPT/Lecture
50	Revision	
MODULE IV		
51	Impact of IT on Communication	PPT/Lecture
52	Role of Computers	PPT/Lecture
53	Internet	Lecture
54	Email	PPT/Lecture
55	Telephone	PPT/Lecture
55	Voice Mail	PPT/Lecture
56	SMS	PPT/Lecture
57	Video Conferencing	PPT/Lecture
58	Teleconferencing	PPT/Lecture
59	IVRS	Lecture
60	New modes of communication	Lecture
MODULE V		
61	Introduction to Management Information System	Lecture
62	Definition	PPT/Lecture
63	Need	PPT/Lecture
64	Benefits	PPT/Lecture

65	Functions	PPT/Lecture
66	Structure	PPT/Lecture
67	Objectives	PPT/Lecture
68	Characteristics	PPT/Lecture
69	Role of MIS	PPT/Lecture
70	Relationship between Decision Making and MIS	PPT/Lecture
71	Revision	
72	Previous Question paper discussion	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By January	CV and Resume preparation
2	By February	Preparation of offers and quotation

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By February	Preparation of partnership deed

References

1. R. C. Bhatia- Business Communication

2. Salini Agarwal -Essential Communication Skill

3. P. N. Reddy & Apopannia -Essentials of Business Communication

4. R. C. Sharma & Krishna Mohan -Business Communication & Report Writing

5. M. C. Leod -Management Information System

6. Jerome Reuter -Management Information System

7. Annie Philips -Communication and the Manager's Job

Web resource references:

- https://en.wikipedia.org/wiki/communication business

****