SACRED HEART COLLEGE (AUTONOMOUS)

Department of Commerce (self)

BACHELOR OF COMMERCE

[TRAVEL & TOURISM]

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

<div align="center">**COURSE PLAN**</div>

PROGRAMME	**B.COM TRAVEL & TOURISM (S / F)**	SEMESTER	2
COURSE CODE & TITLE	U2CCENG3: CRITICAL THINKING, ACADEMIC WRITING AND PRESENTATION	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	72

SESSION	TOPIC	LEARNING RESOURCES
	MODULE I	
1	Introduction to Critical Thinking	Lecture/PPT
2	Introduction to Critical Thinking	Lecture/PPT
3	Introduction to Critical Thinking	Lecture/PPT
4	Introduction to Critical Thinking	Lecture/PPT
5	Reasoning and Arguments	Activities/ Discussion
6	Reasoning and Arguments	Activities/ Discussion
7	Reasoning and Arguments	Activities/ Discussion
8	Reasoning and Arguments	Activities/ Discussion
9	Reasoning and Arguments	Activities/ Discussion
10	Reasoning and Arguments	Activities/ Discussion
11	Deductive and Inductive Arguments	Course book
12	Deductive and Inductive Arguments	Course book
13	Deductive and Inductive Arguments	Course book
14	Deductive and Inductive Arguments	Course book
15	Deductive and Inductive Arguments	Course book
16	Fallacies	

17	Fallacies	Course book
18	Inferential Comprehension	Group Activities
19	Inferential Comprehension	Group Activities
20	Inferential Comprehension	Group Activities
21	Inferential Comprehension	Course book
22	Inferential Comprehension	Group Activities
23	Inferential Comprehension	Group Activities
24	Critical Thinking and Academic Writing	Group Activities
25	Critical Thinking and Academic Writing	Group Activities
26	Critical Thinking and Academic Writing	Group Activities
	INTERNAL ASSESSMENT TEST 1	
27	Writing Models	Presentation
28	Writing Models	Course book
29	Writing Models	
30	Writing Models	Course book
31	Writing Models	Course book
32	Writing Letters	
33	Writing Letters	Course book
34	Writing Letters	Course book
35	Writing Letters	
36	Writing a Letter to the Editor	Course book
37	Writing a Letter to the Editor	Course book
38	Writing a Letter to the Editor	
39	Writing a Letter to the Editor	Course book
40	Letter to the Editor	Course book

41	Letter to the Editor	Course book
42	Resume Writing	
	MODULE III	
43	Covering Letter	Lecture
44	Covering Letter	Lecture
45	Emails	Course book
46	Emails	Course book
47	Interview Skills	
48	Interview Skills	Course book
49	Interview Skills	Course book
50	Group Discussion	
52	Group Discussion	Course book
53	Accuracy in Academic writing	Course book
54	Accuracy in Academic writing	Course book
55	Accuracy in Academic writing	
56	Articles and Determiners	Course book
57	Articles and Determiners	Course book
58	Nouns and Pronouns	
59	Subject-verb agreement	Lecture
60	Phrasal verbs	Lecture
61	Modals	
62	Tenses	Course book
63	Tenses	Course book
64	Tenses	
65	Conditional clauses	Course book

66	Relative Pronouns	Course book
67	Passive Voices	
	INTERNAL ASSESSMENT TEST 2	
68	Conjunctions	Lecture
69	Embedded questions	Course book
70	Embedded questions	Course book
71	Punctuations and Abbreviations	
72	Soft skills for academic presentations	Course book
73	Effective communication skills	Course book
74	Flip Charts, OHP, Power point presentation	Group Presentations
75	Clarity and brevity in presentation	Group Presentations
76	Interaction and persuasion	Group Presentations
77	Interview skills	Group Presentations
78	Interview skills	Group Presentations
79	Interview skills	Group Presentations
80	Group Discussion	Group Presentations
81	Group Discussion	Group Presentations
82	Group Discussion	Group Presentations
83	Group Discussion	Group Presentations
84	Group Discussion	Group Presentations
85	Group Discussion	Group Presentations
86	Review Session 1	
87	Review Session 1	
88	Review Session 2	
89	Review Session 3	

90	Review Session 4	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Writing Tasks- Different Types of Letters
2	Writing Tasks- Different Types of brochure

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Brochure design
2	Model Slide Presentation

COURSE PLAN

PROGRAMME	**B.COM TRAVEL & TOURISM (S / F)**	SEMESTER	2
COURSE CODE & TITLE	U2CCMAL2C ഗദ്യം രചനയും പ്രയോഗവും	CREDITS	4
HOURS/WEEK	4	HOURS/SEM	72

Session	Topic	Teaching method
Module I		
1	ഭാഷാചരിത്രം -ആമുഖം	Lecturing
2	ഭാഷാചരിത്രം -ആമുഖം	Lecturing
3	എഴുത്തോല	Discussion
4	വിവർത്തനം	Reading
5	മരപ്പാവകൾ	Demonstrating
6	നിവേദനം	Lecturing
7	കമ്പ്യൂട്ടറും ഇ-ലോകവും	Discussion
8	കമ്പ്യൂട്ടറും ഇ-ലോകവും	Demonstrating
9	സർഗാത്മകരചന	Reading
10	സർഗാത്മകരചന	Discussion
11	സർഗാത്മകരചന	Demonstrating
12	മലയാളത്തിന്റെ ഭാവി	Discussion
13	മലയാളത്തിന്റെ ഭാവി	Discussion
14	മലയാളത്തിന്റെ ഭാവി	Reading
15	ഭാഷാശ്രേണികൾ	Demonstrating
16	ഭാഷാശ്രേണികൾ	Discussion
17	ഭാഷാശ്രേണികൾ	Discussion
18	അധിനിവേശദാനം	Demonstrating
19	അധിനിവേശദാനം	lecturing

20	അധിനിവേശദാനം	Discussion
21	തെളിമലയാളം	Discussion
22	തെളിമലയാളം	lecturing
23	തെളിമലയാളം	Discussion
24	പദചർച്ച	Discussion
25	അന്യഭാഷ സമ്പർക്കം	lecturing
26	അന്യഭാഷ സമ്പർക്കം	Discussion
27	ശരിയായ വാക്ക്	lecturing
28	ശരിയായ വാക്ക്	Discussion
29	ചാർച്ച പേരുകൾ	Lecturing
30	ചാർച്ച പേരുകൾ	Lecturing
31	ഇംഗ്ലീഷിന്റെ കോയ്മ	Discussion
32	ഇംഗ്ലീഷിന്റെ കോയ്മ	Lecturing
33	സ്ഥല പേരുകളുടെ രൂപമാറ്റം	Reading
34	പച്ചമലയാളം	Discussion
35	ചിന്തയുടെ ഭാഷ	Discussion
36	ബഹുവചന പ്രത്യത്തിന്റെ കടന്നുകയറ്റം	Lecturing
Module II		
37	മനുഷ്യത്വമെന്ന മതം	Reading
38	മനുഷ്യത്വമെന്ന മതം	Discussion
39	ഒരു ദരിദ്രരാജ്യമായ ഇന്ത്യയിൽ	Discussion
40	ഒരു ദരിദ്രരാജ്യമായ ഇന്ത്യയിൽ	Lecturing Discussion

41	ഇന്ത്യൻ ഭരണഘടന	Reading
42	ഇന്ത്യൻ ഭരണഘടന	Discussion
43	ഇന്ത്യൻ ഭരണഘടന	Discussion
44	ഇന്ത്യൻ ഭരണഘടന	Lecturing
Module III		
45	പ്രോമിത്യുസിന്റെ കരൾ	Reading
46	പ്രോമിത്യുസിന്റെ കരൾ	Reading
47	പ്രോമിത്യുസിന്റെ കരൾ	Discussion
48	സമൂഹമെന്ന യാഥാർഥ്യം	Discussion
49	സമൂഹമെന്ന യാഥാർഥ്യം	Reading Discussion
50	സമൂഹമെന്ന യാഥാർഥ്യം	Discussion
51	ഇക്കോഫെമിനിസം	Lecturing
52	ഇക്കോഫെമിനിസം	Discussion
53	ഇക്കോഫെമിനിസം	Lecturing
54	ഇക്കോഫെമിനിസം	Reading Discussion
Module IV		
55	ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം	Discussion
56	ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം	Discussion
57	ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം	Lecturing
58	ശ്രീനിവാസൻ ഒരു പാഠപുസ്തകം	Discussion
59	സിനിമയെ തിന്നുന്ന ടെലിവിഷൻ	Lecturing Discussion
60	സിനിമയെ തിന്നുന്ന ടെലിവിഷൻ	
61	സിനിമയെ തിന്നുന്ന ടെലിവിഷൻ	Reading
62	നഷ്ടബോധങ്ങളില്ലാതെ	Discussion
63	നഷ്ടബോധങ്ങളില്ലാതെ	Discussion
64	നഷ്ടബോധങ്ങളില്ലാതെ	Lecturing

65	സാമാന്യാവലോകനം	Reading
66	സെമിനാര്	Presentation
67	സെമിനാര്	Discussion
68	സെമിനാര്	Presentation
69	സെമിനാര്	Discussion
70	സെമിനാര്	Presentation
71	സെമിനാര്	Discussion
72	സെമിനാര്	Presentation

ASSIGNMENTS

Sl no	Date of submission/completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By February	ഉപന്യാസ തത്ത്വങ്ങള്
2	By February	മലയാളഭാഷയും കേരളീയ സമൂഹവും

SEMINAR

	Date of submission/completion	Topic of semiar & Nature of seminar (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	By February	പാഠഭാഗങ്ങളുടെ അവതരണം
2	By February	പാഠഭാഗങ്ങളുടെ അവതരണം

Reference :

1. സമ്പൂർണ മലയാള സാഹിത്യചരിത്രം –എഡിറ്റര് :പന്മന രാമചന്ദ്രന് നായര്
2. മലയാളത്തിന്റെ ഭാവി -കെ. സേതുരാമന്
3. എഴുത്തോല - എം .ജി . യൂണിവേഴ്സിറ്റി പ്രസിദ്ധീകരണം
4. തെളിമലയാളം -എം .എന് .കാരശ്ശേരി

COURSE PLAN

PROGRAMME	B.COM TRAVEL & TOURISM (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

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines (B.Com. TAX)

Sl.No	Date of Completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Assignment (February)	Review of a lesson based on the text book 2 and reference- Writing (Individual)
2	Seminar (February)	Presentation on a given topic based on t the text book 1 and reference – oral (Individual)

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

Sl.No	Date of Completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	January	Literary Analysis of Poetry (Group Discussion)
2	January	Translation of passages from English to Hindi (Group Activity)

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

COURSE PLAN

PROGRAMME	B.COM TRAVEL & TOURISM (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)

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<div align="center">**COURSE PLAN**</div>

PROGRAMME	**B.COM TRAVEL & TOURISM (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:

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- 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	B.COM TRAVEL & TOURISM (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	
14	classification of policies	
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	
27	Payments death claims	
28	Waiver of evidence of title	
29	Early claims-Claim concession	
30	Presumption of death	
31	Accident and disability benefits-Settlement options	
32	Revision	
	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	
50	-Do-	
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

- 1.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	**B.COM TRAVEL & TOURISM (S / F)**	SEMESTER	2
COURSE CODE AND TITLE	U2CRCOM6, CORPORATE 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	**B.COM TRAVEL & TOURISM (S / F)**	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 January	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

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