

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

Re-Accredited with A++ Grade by NAAC (3rd Cycle)

Uthamapalayam - 625 533.



DEPARTMENT OF COMMERCE

WITH COMPUTER

APPLICATION B.COM (CA)..

PART IV - B.COM (CA).,

SYLLABUS

Choice Based Credit System – CBCS

(As per TANSCHÉ)

With

Outcome Based Education (OBE)

(Academic Year 2023 -2026)

Semester - I

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UCASE11	Business Accounting (NME)	2	25	75	100	2
	23UCAFN11	Introduction to Computer and MS Office	2	25	75	100	2

Semester - II

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UCASE21	Advertising and Salesmanship (NME)	2	25	75	100	2
	23UCASE2P	Commerce Practical	2	40	60	100	2

Semester - III

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UCASE31	Personality Enrichment - I	1	25	75	100	1
	23UCASE32	Basics of Internet	2	25	75	100	2
	23UGEVS41	Environmental Studies	1	-	-	-	-

Semester - VI

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UCASE41	Personality Enrichment - II	2	25	75	100	2
	23UCASE42	Introduction to HTML	2	25	75	100	2
	23UGEVS41	Environmental Studies	1	25	75	100	2

Semester - V

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part IV	23UGVED51	Value Education	2	25	75	100	2
	23UCAIS51	Internship / Industrial Training	-	-	-	-	2

Semester - VI

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part - IV	23UCASE61	General Awareness for Competitive Examination	2	25	75	100	2

Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	2	3	2
CO 2	3	2	3	3	2
CO 3	3	2	2	3	2
CO 4	3	2	3	3	2
CO 5	3	2	3	3	2

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
C01	2	2	2	2	2
C02	2	2	2	3	3
C03	2	2	2	2	2
C04	2	2	2	3	3
C05	2	2	2	3	3

Strong-3 Medium-2 Low-1

Mapping with Programme Outcomes:

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	3	3	2
CO 2	3	2	3	3	3
CO 3	3	2	2	3	3
CO 4	3	2	3	3	2
CO 5	3	3	3	3	3

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PS01	PS02	PS03	PS04	PS05
C01	3	2	2	3	3
C02	3	2	2	2	3
C03	3	2	2	2	3
C04	3	2	2	3	3
C05	3	3	3	2	3

Strong-3 Medium-2 Low-1

Mapping with Programme Outcomes:

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	2	3	2
CO 2	3	2	3	3	2
CO 3	3	2	2	3	2
CO 4	3	2	3	3	2
CO 5	3	2	3	3	2

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

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

Strong-3 Medium-2 Low-1

Course Code	Course Title	Category	Credits	Hours	Marks		
					CIAE	TEE	Total
23UCASE2P	COMMERCE PRACTICAL	SEC	2	2	40	60	100

Learning Objectives		
L1	To provide practical knowledge to fill forms like insurance, bank, loan application, membership form, income tax return forms etc.	
L2	To identify the short, medium and long term goals	
L3	To create awareness about commerce subject in practical	
L4	Students will gained knowledge in transacting with banks and institutions	
L5	Students will acquire knowledge about filing various documents	
UNIT	Contents	No. of Hours
I	Preparation of Invoice Preparation of invoice, receipts, vouchers, delivery challan, entry pass, gate pass-debit and credit notes. Preparation of Application for shares and allotment - letter of shares Allotment - transfer forms.	6
II	Preparation of Cheque Drawing, endorsing and crossing of cheques- filling up of pay in slips demand draft application and preparation of demand drafts . Making entries in the passbook and filling up of account opening forms for SB account, current account and FDR's. . Drawing and endorsing of bills of exchange and promissory notes.	6
III	Co operative Society Filling up of application forms for admission in cooperative societies. .Filling up of loan application forms and deposit challan. .Filling up of Jewel loan application form, Procedure for releasing of jewelry in jewel loans and repayment	6
IV	Preparation of Agenda and Minutes of Meeting Preparation of agenda and minutes of meetings-both general body and board of directors. (students are asked to write agenda and minutes of their own and should not use printed format) .Using Bin card and inventories. .Using Cost Sheets.	6
V	Application to LIC Policy Filling up of an application form for L1C policy, filling up of the premium form- filling up the challan for remittance of premium. .Preparation of an advertisement copy, collection of advertisement in dailies and journals, critically evaluating the advertisement copy. .Filling up income -tax returns and application for permanent account number.	6
	Total	30
PRACTICAL 100%		

Course Outcomes		Knowledge Level
CO	On completion of this course, students will	
1	Students can independently start up their own Business	K1,K2,K3,K4
2	Students can get thorough knowledge of finance and commerce.	K1,K2,K3,K4,K5,K6

	and finance with the practical exposure helps the students to stand in organization in the field of finance and commerce	
3	Acquire practical knowledge on writing cheques	K1,K2,K3,K4,K5,K6
4	Acquire the skills required for preparation of agenda and minutes of meeting	K1,K2,K3,K4,K5,K6
5	Demonstration on taking LIC Policy	K1,K2,K3,K4,K5
Textbooks		
1.	Poonam Gandhi " Business Studies" V k Global Publication Pvt Limited	
Reference Books		
1.	R N Chaoudhary " Banking Law"Central Law Publication	

Mapping with Programme Outcomes:

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5
CO 1	3	2	2	3	2
CO 2	3	2	3	3	2
CO 3	3	2	2	3	2
CO 4	3	2	3	3	2
CO 5	3	2	3	3	2

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
C01	2	2	2	2	2
C02	2	2	2	3	3
C03	2	2	2	2	2
C04	2	2	2	2	3
C05	2	2	2	3	3

Strong-3 Medium-2 Low-1

Mapping with Programme Outcomes:

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
C0 1	3	2	3	3	2	3	2	3
C0 2	3	2	3	3	2	3	2	3
C0 3	3	2	3	3	2	3	2	3
C0 4	3	2	2	3	2	3	2	2
C0 5	3	2	3	3	2	3	2	3

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

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C04	3	2	3	2	2
C05	3	2	3	2	3

Strong-3 Medium-2 Low-1

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CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
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CO 2	3	2	3	2	3	3	2	3
CO 3	3	2	3	2	3	3	2	3
CO 4	3	2	3	2	3	3	2	2
CO 5	3	2	3	2	3	3	2	3

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C02	3	3	2	3	3
C03	2	3	3	3	3
C04	3	3	3	3	3
C05	3	3	3	2	3

Strong-3 Medium-2 Low-1

2.	https://www.mind.org.uk/information-support/types-of-mental-health-problems/self-esteem/tips-to-improve-your-self-esteem/
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Mapping with Programme Outcomes:

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CO 2	3	2	3	2	2	3	3	2
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CO 4	3	2	3	2	2	2	3	2
CO 5	3	2	3	2	2	3	3	2

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CO4	3	2	2	2	3
CO5	3	2	2	3	3

Strong-3 Medium-2 Low-1

2.	https://www.w3schools.com/html/default.asp
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Mapping with Programme Outcomes:

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CO 1	2	2	3	2	2	2	3	3
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CO 3	2	2	3	2	2	2	3	3
CO 4	2	2	2	2	2	2	2	3
CO 5	2	2	3	2	2	2	3	3

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Strong-3 Medium-2 Low-1

Course Code	Course Title	Category	Credits	Hours	Marks		
					CIAE	TEE	Total
23UCASE61	GENERAL AWARENESS FOR COMPETITIVE EXAMINATION	SEC	2	2	25	75	100

Learning Objectives		
L1	To create the opportunity for learning across different disciplines and builds experience for students as they grow into lifelong learners.	
L2	To build experiences for students as they grow into lifelong learners.	
L3	To know the basic concepts of various discipline	
	Prerequisite: Should have studied Commerce in XII Std	
UNIT	Contents	No. of Hours
I	Indian Polity Basics concepts- Three organs of Indian government (Executives, Legislature, Judiciary), Introduction to Indian Constitution – Salient features of constitution, Preamble, Fundamental rights, Fundamental duties, Directive Principles of State policy, Types of Majority, Amendments to the Constitution, Basic structure Doctrine, Division of subjects between the union and the states local Governance, Elections in India and Election Commission, CAG.	6
II	Geography Major oceans of the world –Important Canals – Gulfs – Straits and passes – Indian Rivers and its Tributaries – Climatology – Atmosphere, Wind systems, Clouds systems, World climatic classification – Indian climate – Indian Monsoon – Indian’s physical features, Indian Soil types and Distribution – Importance Trade routes and projects, Indian natural vegetation – Indian agriculture- Major crops and its distribution, Indian Industries and its Distribution.	6
III	Economy National Income – Inflation – Money and Banking - Agriculture in India – Union Budget – Planning in India – Poverty – Unemployment – Inclusive Development and Development issues – Industrial policies – Financial Markets.	6
IV	History Modern India – formation of Indian National Congress – Morley Minto Reforms, Revolutionary activities – World War I and India’s Response – Home Rule league – Montague Chelmsford reforms – Rowlett Act – Non – Cooperation Movement – Simon commission and Nehru Report – Civil Disobedience Movement and Round Table conferences – Quit India Movement and Demand for Pakistan – Cabinet Mission – Formation of Constituents Assembly and partition of India.	6
V	Environment and Ecology Basic concepts – Ecology, Biodiversity- Food chain and food web – Bio Geo Chemical Cycles – International Bio Diversity organisations- International Conventions – Conferences and Protocol – Indian	6

	Environmental laws and Environment Related organisation	
	Total	30
Course Outcomes		Knowledge Level
CO	On completion of this course, students will	
1	Develop board knowledge of the different components in polity	K1,K2,K3,K4
2	Understand the Geographical features across countries and in India	K1,K2,K3,K4,K5,K6
3	Acquire knowledge on the aspects of Indian Economy	K1,K2,K3,K4,K5,K6
4	Understand the significance of India’s Freedom Struggle	K1,K2,K3,K4,K5,K6
5	Gain knowledge on Ecology and Environment	K1,K2,K3,K4,K5
Textbooks		
1.	Class XI and XII NCERT Geography	
2.	History – Old NCERT’S Class XI and XII	
Reference Books		
1.	M. Laxmi Kant (2019), Indian polity, McGraw- Hill	
2.	Ramesh Singh (2022), Indian Economy, McGraw – Hill	
3.	G.C Leong, Physical and Human Geography, Oxford University Press	
4.	Majid Hussain- India Map Entries in Geography, GK Publications Pvt, Ltd	
	NOTE: Latest Edition of Textbooks May be Used	
Web Resources		
1.	https://www.freebookkeepingaccounting.com/using-excel-in-accounts	
2.	https://courses.corporatefinanceinstitute.com/courses/free-excel-crash-course-for-finance	
3.	https://www.youtube.com/watch?v=Nv_Nnw01FaU	

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