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HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
COIMBATORE- 641 028


B.COM (INFORMATION TECHNOLOGY)
SCHEME OF EXAMINATIONS - CBCS PATTERN

(For the Students admitted from the Academic year 2016-2017 and onwards)

CODE. NO	SUBJECT	LECTURE HOURS/ WEEK	EXAM DURATION (HOURS)	MAX. MARKS			CREDIT POINTS
				IE	EE	TOTAL	
First Semester							
Part - I							
16LAT01/ 16LAH01/ 16LAM01/ 16LAF01	Tamil-I/ Hindi-I/ Malayalam - I/ French-I	6	3	25	75	100	3
Part - II							
16ENG01	English - I	6	3	25	75	100	3
Part - III							
16CIU01	Financial Accounting - I	6	3	25	75	100	5
16CIU02	Introduction to Information Technology	6	3	25	75	100	4
16CIU03	Allied -Business Economics (Com)	6	3	25	75	100	4
Second Semester							
Part - I							
16LAT02/ 16LAH02/ 16LAM02/ 16LAF02	Tamil-II/ Hindi-II/ Malayalam-II/ French-II	6	3	25	75	100	3
Part - II							
16ENG02	English - II	6	3	25	75	100	3
Part - III							
16CIU04	Financial Accounting - II	6	3	25	75	100	5
18CIU05	Business Law	6	3	25	75	100	4
18CIU06	Practical - I MS Office, Tally and Internet	4	3	40	60	100	3
Part - IV							
16GSU01	Value Education - Human Rights	2	-	100	-	100	2
Third Semester							
Part - III							
16CIU07	Higher Financial Accounting	6	3	25	75	100	5
16CIU08	Database Management System	6	3	25	75	100	5
16CIU09	Programming in C++	6	3	25	75	100	5
16CIU10	Practical - II Programming in C++	5	3	40	60	100	4
16CIU11	Allied - Mathematics (Mat)	5	3	25	75	100	4
Part - IV							
16GSU02	Environmental Studies	2	-	100	-	100	2

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Fourth Semester							
Part - III							
18CIU12	Corporate Accounting	6	3	25	75	100	5
18CIU13	Software Development in Visual Basic	6	3	25	75	100	4
18CIU14	Banking Theory Law and Practice	6	3	25	75	100	4
18CIU15	Practical - III Programming in Visual Basic	5	3	40	60	100	4
16CIU16	Allied - Statistics (Mat)	5	3	25	75	100	4
Part - IV							
16GSU03	Skill Based Subject Internet Security	2	-	100	-	100	2
Part - V							
16GSU04	Extension Activity	-	-	100	-	100	2
Fifth Semester							
Part - III							
16CIU17	Cost Accounting	6	3	25	75	100	5
16CIU18	Software Engineering	6	3	25	75	100	4
16CIU19	Principles of Web Designing	6	3	25	75	100	4
16CIU20	Practical - IV Web Designing	6	3	40	60	100	3
16CIU21	Elective - I (a) Income Tax Law and Practice (OR) (b) Business Finance	6	3	25	75	100	5
Part - IV							
16GSU05	Non-Major Elective General Awareness	-	-	100	-	100	2
Part - V							
16GSU06	Law of Ethics	-	-	100	-	100	2
Sixth Semester							
Part - III							
18CIU22	Management Accounting	6	3	25	75	100	5
18CIU23	Principles of Auditing	6	3	25	75	100	4
18CIU24	Java Programming	6	3	25	75	100	4
18CIU25	Practical - V Programming in Java	5	3	40	60	100	4
18CIU26	Elective -II (a) Organizational Behavior (OR) (b) Human Resource Management	6	3	25	75	100	5
16CIU27	Project Work	1	-	40	60	100	4
							140


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Code No.	Subject	Semester No.
18CIU05	BUSINESS LAW	II
<p>Objective: To acquire basic knowledge and to understand the concepts related to Law of Business</p> <p>Course Outcomes:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the Legal Environment of Business. • Identify and discuss the application of statute law relevant to business. • Apply basic principles of business law in analyzing business decisions. • Apply basic legal knowledge to business transactions. • Communicate effectively using standard business and legal terminology. • Analyze a given business context using basic understanding of the applicable Acts and develop a suitable operational framework. 		
Unit No.	Topics	Hours
I	Indian Contract Act Indian Contract Act 1872-Contract – Meaning and Definition – Essential Elements of Valid Contract- Classifications – Forms of contract.	15
II	Essential Elements of a Valid Contract Offer and Acceptance – Considerations - Capacity to Party – Free consent - Legality of object - Void agreements – Illegal agreements.	14
III	Performance and Discharge of Contract Performance of contract – Discharge – Remedies for breach of contract Other Type of Contracts Contingent contract – Quasi Contract.	14
IV	Agency Contract Contract of Agency – Types – Creation – Duties and Rights of Principal and Agent – Termination of agency.	15
V	Sale of Goods Act 1930 Definition of Sale and Agreement to sell - Condition and Warranties - Transfer of property - Transfer of title - performance - Remedies for breach- Unpaid Seller – Rights of unpaid seller - Auction sale - Rules relating delivery of goods.	14

Text Book:

Pillai R.S.N., "Business Law", S.Chand and Sons, New Delhi.

Reference Books:

1. Sreenivasan M.R. , "Business Laws", Margam Publications, Chennai.
2. Kapoor .N.D, "Business Law" Sultan Chand & Sons, New Delhi.
3. Badre Alam .S, and Saravanel P. , "Mercantile Law", Macmillan Publishers,
4. Dhandapani M.V., "Business Laws", Sultan Chand and Sons, New Delhi.
5. Gogna PPS "Mercantile Law" S.Chand and Sons, New Delhi.

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Code No.	Subject	Semester No.
18CIU06	PRACTICAL - I - MS OFFICE, TALLY & INTERNET	II
<p>Objective: Enabling the students to acquire practical knowledge to be successful in MS Office, Tally and Internet Applications.</p> <p>Course Outcomes:</p> <ul style="list-style-type: none"> • Create documents in MS –Word with alignment, formatting functions, adding tables, inserting headers and footers etc., • Develop MS-Excel documents for creating mark list with various calculation functions, and inserting charts. • Demonstrate the basic technicalities of creating a Power Point presentation with multiple effects using MS-PowerPoint. • Use MS-Access for creating tables and using queries. • Create company, group, ledger, voucher and enter transactions to display trial balance, Profit and Loss and Balance sheet. • Use internet for creating e-mail id, use search engines etc., 		
List of Programs		
MS WORD		
<ol style="list-style-type: none"> 1. Develop a Document with following options: Alignment, Line Spacing, and Format Functions, Margins, Page Borders, Water Mark, Page Numbers, and Header & Footers. 2. Develop a Document with Inserting Table Options & Prepare your Class Time Table & do the Following Changes: Inserting Columns & Rows, Merging Cells & Changing background color of Table. 3. Develop a Document with the following options: Smart Art, Shapes, Word Art and Mail Merge. 		
MS EXCEL & MS POWER POINT		
<ol style="list-style-type: none"> 4. Develop a Mark List & Calculate the Total Average & Grade of the Students. 5. Insert the chart and make the following changes. Chart Titles Axis Title, Legend, Data Labels and Gridlines. 6. Develop a Work Sheet using Financial, Logical and Mathematical Functions. 7. Advertise a product with multiple effects. 8. Make a PPT presentation for a topic in IT. 9. Design a slide with various Transition Effects, Multiple Frame Movements. 		
MS ACCESS		
<ol style="list-style-type: none"> 10. Create a product table with the following fields (product no., Name, quantity, price and total amount using update query) 11. Create a payroll table with the following fields (Basic pay , DA, HRA,PF, and Net pay) 		
TALLY		
<ol style="list-style-type: none"> 12. Create a New Company, Group, Voucher and Ledger, Record Minimum 10 Transactions, and Display the Relevant Results. 13. Prepare Trial balance, Profit and Loss A/c and Balance Sheet. 		
INTERNET		
<ol style="list-style-type: none"> 14. Create an E-Mail id and check the Mail Inbox. 15. Learn how to use Search Engines and Visit yahoo com, rediff.com, hotmail.com and google.com 16. Visit your University and college websites and collect the relevant data. 		


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Code No.	Subject	Semester No.
18CIU12	CORPORATE ACCOUNTING	IV
Objective: To give a comprehensive understanding of the system of Corporate Accounting and to impart knowledge related to solving the problems under company accounts.		
Unit No.	Topics	Hours
I	Shares Definition – Issue of Shares - Equity shares issued at par, at premium and at discount - Share Applications, Allotment, Calls, Forfeiture of shares, Re-issue of forfeited shares – Accounting entries - Under writing of Shares – Rights issue and Bonus shares - Redemption of Preference Shares - Conditions for Redemption	15
II	Debentures Issue of Debentures - Issue of Debenture at Discount - Interest on Debentures - Provision for Redemption of Debentures – Methods of Redemption of Debentures - Redemption out of profit, out of capital.	15
III	Final accounts of Company Profit prior to Incorporation – Final accounts of Company in New Format	14
IV	Valuation of Goodwill and Shares Need – Methods of valuation of Goodwill and Shares - Acquisition of Business.	14
V	Liquidation of Company Meaning of Liquidation – Order of Payments – Preferential Payments – Liquidators Final Statement of Account – Remuneration – Statement of Affairs and Deficiency Accounts.	14

Note : Distribution of Marks : Problems - 80% , Theory - 20% .

Text Book:

Reddy .T.S. & A. Murthy, "Corporate Accounting", Margham Publications, Chennai.

Books for Reference:

1. Jain .S.P., & K.L. Narang, "Advanced Accounting", Kalyani Publications, New Delhi.
2. Gupta .R.L., & M. Radhaswamy, "Corporate Accounts ", Theory Method and Application, Sultan Chand & Co.,
3. Arulanandam .M.A., Dr. K.S. Raman, "Advanced Accountancy," , Himalaya Publications, New Delhi.
4. Shukla .M.C., T.S. Grewal & S.L. Gupta, "Advanced Accountancy", S. Chand & Co., New Delhi.
5. Pillai .R.S.N., Bagavathi & S. Uma, "Fundamentals of Advanced Accounting" S. Chand & Co., New Delhi.

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Code No.	Subject	Semester No.
18CIU13	SOFTWARE DEVELOPMENT IN VB	IV
Objective: To enable students to create a Software Package using VB.		
Unit No.	Topics	Hours
I	Introduction to Visual Basic Features – IDE – Events – Methods - Anatomy of a form-working with form properties- parts of code window- object box- Procedure-event box	14
II	Creating and using Common Controls Form ,label , text box, command button, check box, option button, list box, combo box, picture box, image controls, scroll bar-drive list box, directory list box, time control , frame, shape and line controls –MDI forms : Features – loading MDI and child forms.	15
III	Variables and control structure Variables- Data types – Constants– Control Structures: If-switch-select – for- while – do while; Operators. Arrays: Declaring fixed size Arrays - Multi-dimensional Arrays - Dynamic Arrays.	14
IV	Common Dialog Controls and files Working with Common Dialog Controls – Rich Text Box – Working with Files – Record – Opening a sequential File – Closing a File – Random Access Files.	15
V	Data Control, ActiveX and Reports Working with Data control: Applications – Properties – Adding - Deleting and Updating Database-SQL: Common Statements - DAO object model - ActiveX Data Objects: ADO - OLEDB – Data Reports.	14

Text Book :

Mohammed Azam , "Programming with Visual Basic 6.0", Vikas Publishing House Pvt Ltd., New Delhi.

Reference Books:

1. Cornell Gray, "VB 6 Form Ground Up", Tata McGraw Hill Publishing Co., Ltd., New Delhi.
2. Eric A. Smith, Valor Whisler, Hank Marquis, "VB 6 programming", Wiley India (P) Ltd., New Delhi.
3. Chapman Davis, "Developing Secure Application", Tata McGraw Hill Publishing Co., Ltd., New Delhi.
4. David Jung, Jeff Kent, "Visual Basic", Tata McGraw Hill Publishing Co., Ltd., New Delhi.
5. Steven Holzner, "VB 6 Programming Black Book", Dream Tech Press, New Delhi.

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Code No.	Subject	Semester No.
18CIU14	BANKING THEORY, LAW AND PRACTICE	IV
Objective: To enable the learners to have a better understanding of banking, operations and the Laws governing banking activities and give an insight on recent trends in banking.		
Unit No.	Topics	Hours
I	Introduction Introduction-Origin of Banking-Definition –Banker and Customer Relationship –General relationship –Special relationship –Special types of customers-Types of deposits and their legal aspects.	12
II	Paying and Collecting Bankers Paying Banker – Duties-Statutory Protection-Payment in due course-Collecting Banker – Duties-Statutory Protection-Concept of negligence.	15
III	Negotiable Instruments & Endorsement Negotiable Instruments – Definition – Features-Types of negotiable Instruments - Promissory notes-Bill of Exchange-Endorsement – Meaning-Definition –Types and Rules.	15
IV	Cheques Cheques -Definition of a cheque –Requisites of a cheque –Types of cheque –Alteration –Marking –Crossing –Different forms of crossing and their significance.	15
V	Recent Trends in Banking Internet Banking- e-banking - Phone Banking-Mobile banking-Automated Teller Machines –Debit cards- Credit cards–Electronic Clearing Service(ECS)- Electronic Fund Transfer (EFT)- Core Banking Solution(CBS) - Advantages of core banking solution – Cheque Truncation System.	15

Text Book :

1. Rajesh. R, Sivagnanasithi. T, "Banking Theory, Law & Practice" ,McGraw Hill Companies, New Delhi.

Reference Books

1. Guruswamy.S, "Banking Theory, Law & Practice", McGraw Hill Publication, New Delhi.
2. Sundaram and Varshney, "Banking Theory, Law & Practice", Sultan Chand Company, New Delhi.
3. Varshney. P.N, "Banking Theory, Law & Practice", Sultan Chand Company, New Delhi.
4. Gordon. E and Natarajan. N, "Banking Theory, Law & Practice" ,Himalaya Publications, Chennai.
5. Sundaram. S.M, "Banking Theory, Law & Practice" ,Sri Meenakshi Publications, Karaikudi.

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Code No.	Subject	Semester No.
18CIU15	PRACTICAL III - PROGRAMMING IN VISUAL BASIC	IV

Objective: To enable students to create a software package using VB

List of Programs

1. Design a form with text box to perform the alignment and format function.
2. Design a form to display the list of products by declaring array function.
3. Design a form to calculate capital budgeting technique by declaring finance function and variable declaration using option button (Radio/Check box).
4. Design a simple calculator to perform arithmetic operations.
5. Design a form to compute cost of capital using finance function in Visual basic using check box
6. Design a form to prepare student mark sheet.
7. Design a form to display Break-even analysis using line and chart controls, by declaring variables.
8. Design a form to present product details like purchases, sales, profit, etc by declaring array functions and present the details in a rich text box (RTF).
9. Design an application to display a message box for grade calculation of a student.
10. Design a Pay Slip for an organization and create a data base using SQL and Data Control.
11. Design the form to display the highlights of the budget using option button and animation.
12. Design a supermarket bill to display the sales invoice, and create a database using Data Control, option button, check box, date picker, etc.
13. Design the form to create a bank customer database by declaring simple array and multiple arrays using Data Control.
14. Design a form to calculate minimum, maximum, reorder, reorder quantity, EOQ and display the inventory control records using data object.
15. Design the form to display tree view and list of folders and files from a directory of an organization.

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Code No.	Subject	Semester No.
18CIU22	MANAGEMENT ACCOUNTING	VI
Objective: To impart knowledge in Management Accounting and to make them know about implication of Management techniques.		
Unit No.	Topics	Hours
I	Introduction to Management Accounting Management Accounting – Meaning – Objectives and Scope – Relationship between Management Accounting, Cost Accounting and Financial Accounting – Need and Significance of Management Accounting.	15
II	Financial Statement analysis and Ratio analysis Financial Statement analysis - Ratio analysis - Introduction –Advantages and Limitations of Ratio Analysis – Classification of Ratios - Analysis of liquidity – Solvency and Profitability Ratios – Construction of Balance Sheet.	15
III	Fund flow and Cash flow statements Fund Flow statement – Meaning – Schedule of changes in working capital - Preparation of Fund Flow Statement - Cash Flow statement – Preparation of Cash Flow Statement as per Accounting Standard 3.	14
IV	Marginal costing and Break Even Analysis Concept of Marginal Costing – Preparation of marginal costing statement – managerial applications – Break even analysis – Standard costing – variance analysis (Material and Labour only).	14
V	Budgeting Budgeting and Budgetary control – Classification of Budgets – Preparation of cash budget, sales budget, purchase budget, material budget and flexible budget – Performance Budgeting – Zero Base Budgeting (ZBB).	14

Note: Distribution of marks: Problems 80% and Theory 20%

Text book: Sharma & S.K.Gupta, "Management Accounting", Kalyani Publishers, New Delhi

Reference Books:

1. Maheswari .S.N., "Management Accounting", Sultan Chand & Sons, New Delhi
2. Ramachandran & Srinivasan, "Management Accounting", Sriram Publications, Trichy.
3. Jain .S.P. & K.L.Narang, "Cost and Management Accounting", Kalyani Publishers, New Delhi
4. Bhattacharya .S.K., "Accounting and Management", Vikas Publishing House, Chennai.
5. Reddy.T.S. & Y.Hariprasad Reddy, "Management Accounting" Margam Publications, Chennai
6. E.Gordon, N.Sundaram & M.Sriram, "Management Accounting" Himalaya Publishing House.

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Code No.	Subject	Semester No.
18CIU23	PRINCIPLES OF AUDITING	VI
Objective: To familiarize the students with basics of auditing.		
Unit No.	Topics	Hours
I	Auditing Origin – Definition – Scope – Objectives – Classification – Advantages and Limitations – Qualities of an Auditor - Qualifications of an Auditor - Errors and Frauds – Auditing Standards	14
II	Internal control and Vouching Internal control - Internal check-audit note book - Working Papers - Position of External auditor as to Internal Auditor - Vouching - Vouching of cash book - Trading transactions - Impersonal ledger.	15
III	Verification and Valuation of Assets and Liabilities Verification and Valuation of Assets and Liabilities – Auditor's position regarding the valuation and verifications of Assets and Liabilities – Depreciation – Reserves and Provisions – Secret Reserves – Difference between Verification and Valuation of Auditing	15
IV	Company Auditor Company Auditor - Appointment and Removal - Rights and Duties of Company Auditor – Liabilities - Audit of share capital and Audit of share Transfer - Audit report - Contents and Types – Presentation of Financial statements.	14
V	Investigation of Auditing Investigation – Objectives of Investigation - Audit of Computerized Accounts - Electronic Auditing - Investigation under the provisions of companies Act 2013.	14

Text Book:

1. Tandon B.N, "Practical Auditing" S. Chand Company Limited, New Delhi.
2. Venkatamani .S "Practical Auditing", Margham Publication, Chennai.

Reference Books:

1. Dinkar Pagare, "Principles of Auditing", Sultan Chand & Sons, New Delhi.
2. Jain & Narang "Principles of Auditing", Kalyani Publishers, Chennai.
4. Dr. Radha "Practical auditing", Prasanna Publishers, New Delhi.
5. Dr. Premavathy. N, "Practical Auditing", J.M. Press, Chennai.

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Code No.	Subject	Semester No.
18CIU24	JAVA PROGRAMMING	VI
Objective: To procure knowledge on Java Programming Language.		
Unit No.	Topics	Hours
I	Fundamentals of Object oriented Programming Object Oriented Paradigm – Basic Concepts of Object Oriented Programming – Benefits of Object Oriented Programming – Applications of Object Oriented Programming - Java Evolution: History – Features – How Java differs from C and C++ – Java and Internet – Java and www – Web Browsers – H/W and S/W Requirements- Java Environment. Overview of Java: Structure – Java Tokens – Statements – Java Virtual Machine.	15
II	Decision making and Branching, classes Constants, Variables, Data Types - Operators and Expressions – Decision Making and Branching: if, if...else, nested if, switch, else...if ladder, ?:operator - Decision Making and Looping: while, do, for– Jumps in Loops – Classes, Objects and Methods.	14
III	Interfaces and Packages Arrays, Strings and Vectors – Interfaces: Multiple Inheritance – Packages: Putting Classes together – Multithreaded Programming.	14
IV	Exception Handling and Applets Managing Errors and Exceptions – Applet Programming – Graphics Programming.	14
V	File Management Managing Input/output Files in Java: Concepts of Streams- Stream Classes – Byte Stream classes – Character stream classes – Using streams – File Class – I/O exceptions – Creation of files – Reading / Writing characters, Byte-Handling Primitive data Types – Random Access Files – Interactive Input and Output.	15

Text Book :

Balagurusamy E, "Programming With Java – A Primer", Tata McGraw Hill Publications, New Delhi.

Reference Books:

1. Patrick Naughton & Hebert Schildt, "The Complete Reference Java 2", Tata McGraw Hill Publications, New Delhi.
2. John R. Hubbard, "Programming With Java", Tata McGraw Hill Publications, New Delhi.
3. Debasish Jana, "JAVA and Object-Oriented Programming Paradigm", PHI pvt ltd., New Delhi.
4. Ramesh Kumar G, "Programming in Java", SCI Tech Publications, Chennai.
5. Xavier C, "Java Programming-A Practical Approach", Tata McGraw Hill Publications, New Delhi.

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Code No.	Subject	Semester No.
18CIU25	PRACTICAL V - PROGRAMMING IN JAVA	VI
Objective: To impart the conceptual knowledge on Java Programming Language.		
List of Programs		
<ol style="list-style-type: none">1. Write a program to find factorial the given numbers.2. Write a program to check palindrome number.3. Write a program to sort list of elements in ascending and descending order4. Write a program to implement string operations.5. Write a program to find the sum of multiple numbers using method overloading.6. Write a program to implement constructor overloading by passing different number of parameter of different types.7. Write a program to create student report using applet, read the input using text boxes and display the o/p using buttons.8. Write a program to calculate bonus for different departments using method overriding.9. Write a program to implement mouse events.10. Write a program to implement keyboard events.		

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Code No.	Elective Subject (a)	Semester No.
18CIU26	ORGANISATIONAL BEHAVIOUR	VI
Objective: To enable the students to understand and manage people's behaviour in the work organization.		
Unit No.	Topics	Hours
I	Introduction Definition – Need – Importance – Scope – Organization Behaviour Models – Challenges & opportunities – Management functions – Personality Tests – Nature – Types – Uses.	12
II	Perception and Learning Perception – Process- Selection - Organization Errors - Managerial implications of perception. Learning - classical and social cognitive approaches - Implications of learning on managerial performance.	12
III	Leadership Concept – Qualities of effective Styles. Power and Authority – Source Of Power Centers – Types of Power – Theories of Leadership	12
IV	Organizational change Organizational change – Meaning – Definition – Resistance to change – Approaches to Managing Organizational change – Organizational Development – Values – Interventions, Change Management - Organizational Culture	12
V	Group Behaviour Meaning – Defining and Classifying Groups – Techniques for group decision making – Advantages and Disadvantages of group decision making – Participation in decision making – Factors that influence group effectiveness – Empowerment and self managed teams – Stress – Causes of stress – Stress reduction strategies – Balancing Work and Life	12

Text Book:

Aswathappa. K, "Organizational Behaviour", Himalaya Publishing House, Mumbai.

Reference Books:

1. ShashiK.Gupta & Rosy&Joshi, "Organizational Behaviour" Kalyani Publishers, New Delhi.
2. Stephen Robbins. R, "Organizational Behaviour" Prentice Hall, New Jersey.
3. Uma Sekaran, "Organizational Behaviour", Tata McGraw Hill. New Delhi.
4. Prasad L.M., "Organizational Behaviour", Sultan Chand & Sons, New Delhi.
5. Khanka S.S., "Organizational Behaviour", S.Chand Publication, New Delhi.

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Code No.	Elective Subject – II (b)	Semester No.
18CIU26	HUMAN RESOURCE MANAGEMENT	VI
Objective: To inculcate knowledge on Human Resource Management Concepts.		
Unit No.	Topics	Hours
I	Introduction Human Resources Management – Meaning and Definition – Nature – objectives – Functions – Importance. Personnel Management versus Human Resources Management.	14
II	Human Resource planning Definition and meaning – Importance – Objectives – Components and the process of Human Resource planning – Factors affecting human resource planning – Steps involved in Human Resource planning- Manpower planning.	15
III	Sources of Recruitment and Job Analysis Sources of Recruitment – Internal and External Sources - Factors Determining recruitment, Selection – Steps involved in Selection- Interviews and Tests - Job Analysis – Meaning – Skills and Capabilities – Advantages- Job Evaluation- Methods of Job Evaluation- Job Description.	15
IV	Training and Development Definition and Significance of Training and Development – Methods and Techniques of Training and Development - Performance Appraisal – Nature - Significance - Methods of Performance Appraisal.	14
V	Industrial Relations – Trade union Trade union's-Growth of Trade union-Collective Bargaining- Grievance handling –Labour Welfare.	14

Text Book:

Gary Desslar, "Human Resource Management", Tata McGraw-Hill Publishing Company Ltd, New Delhi.

Reference Books:

1. Rao V.S.P., "Human Resource Management", Excel Books Publication, Mumbai.
2. Khanka.S.S., "Human Resource Management", Sultan Chand & Co, New Delhi.
3. Bhagoliwal. "Personnel Management and Industrial Relations", Sultan Chand & Co, New Delhi.
4. Mamoria. C.B, Gankar S.V "Human Resource Management", Himalaya Publishing House, Mumbai.
5. Nandhakumar .B," Industrial Relations Labour Welfare and Labour Laws", Vijay Nicole Imprints, Chennai.

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