

LEARNING OUTCOME-BASED CURRICULUM FRAMEWORK (LOCF)

in the

**UNDERGRADUATE PROGRAMME
BACHELOR OF COMMERCE (BANKING AND INSURANCE)**

**FOR THE STUDENTS ADMITTED FROM THE
ACADEMIC YEAR 2022-2023 AND ONWARDS**



**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
(Affiliated to Bharathiar University and Accredited by NAAC)**

COIMBATORE-641028

TAMILNADU, INDIA.

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HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS),

COIMBATORE-641028

SCHEME OF EXAMINATIONS-CBCS & LOCF PATTERN

(For the Students admitted from the Academic year 2022-2023 and Onwards)

UG PROGRAMME

Programme: Commerce

Branch: Banking and Insurance

Part	Course Code	Course Type	Course Title	Credit points	Lecture Hours/Week		Exam Duration (hours)	MAX.MARKS		
					Theory	Practical		I.E.	E.E	Total
			Semester-I							
I	22LAT01/ 22LAH01/ 22LAM01/ 22LAF01	MIL	Tamil-I/ Hindi-I/ Malayalam – I/French-I	4	6		3	50	50	100
II	22ENG01	AECC	English – I	4	6		3	50	50	100
III	22BAU01	DSC	Core-I Principles of Accountancy	4	6		3	50	50	100
III	22BAU02	DSC	Core-II Indian Banking System	4	6		3	50	50	100
III	22BAU03	GE	Allied-I Business Economics	4	5		3	50	50	100
IV	22BAUE01	AEE	Open Elective -I	2	3		3	100		100
IV	22GSU01	AECC	Environmental Studies	1	2		2	50		50
IV	22BAUV01	SEC	VAC-I/Life Skills-I@/ Communicative English	1*	2		2	50**	-	50**
IV	-	SEC	SDR-Student Development Report	Assessment will be in the Fifth Semester						
V	-	AECC	Extension Activities NSS/NCC/SPORTS/YR C/SIS/SA	Assessment will be in the Fourth Semester						
Total				23	36			400	250	650
			Semester-II							
I	22LAT02/ 22LAH02/ 22LAM02/ 22LAF02	MIL	Tamil-II/ Hindi- II/Malayalam- II/French-II	4	6		3	50	50	100
II	22ENG02	AECC	English–II	4	6		3	50	50	100
III	22BAU04	DSC	Core-III Financial Accounting	4	5		3	50	50	100
III	22BAU05	DSC	Core-IV Principles of Insurance	4	4		3	50	50	100
III	22BAU06	DSC	Core –V Business Communication	4	4		3	50	50	100
III	22BAU07	GE	Allied-II Business Law	4	4		3	50	50	100
III	22BAU08	DSE	Electives/ DSE-I	3	3		3	50	50	100

III	22BAU09	SEC	Internship /Industrial Visit Mini Project	1	-	-		100		100
IV	22BAUV02	SEC	VAC-II/Life Skills-II@/ Language	1*	2		2	50**	-	50**
IV	22BAUJ01	SEC	Aptitude/Placement Training	Grade*	2		2	50**		50**
			Total	28	36			450	350	800
			Semester-III							
III	22BAU10	DSC	Core-VI Corporate Accounting	4	5		3	50	50	100
III	22BAU11	DSC	Core-VII Foreign Exchange Management	4	5		3	50	50	100
III	22BAU12	DSC	Core-VIII Merchant Banking	4	5		3	50	50	100
III	22BAU13	DSC	Core-IX Insurance Risk Management	4	5		3	50	50	100
III	22BAU14	GE	Allied-III Business Mathematics	4	5		3	50	50	100
III	22BAU15	DSE	Electives/ DSE-II	3	3		3	50	50	100
IV	22BAUE02	AEE	Open Elective-II	2	3		3	100		100
IV	22GSU02	AECC	Human Rights	1	2		2	50		50
IV	22BAUJ02	SEC	Aptitude / Placement Training	Grade *	2		2	50**		50**
IV	22BAUJ03	SEC	Online Course	-	1			-	-	C/NC [‡]
			Total	26	36			450	300	750
			Semester-IV							
III	22BAU16	DSC	Core-X Higher Corporate Accounting	5	6		3	50	50	100
III	22BAU17	DSC	Core-XI Income Tax	5	5		3	50	50	100
III	22BAU18	DSC	Core-XII General Insurance	4	5		3	50	50	100
III	22BAU19	DSC	Core-XIII Banking Theory, Law and Practice	4	4		3	50	50	100
III	22BAU20	DSC	Core-XIV Financial Markets and Institutions	4	4		3	50	50	100
III	22BAU21	GE	Allied-IV Business Statistics	4	5		3	50	50	100
III	22BAU22	SEC	Internship/ Institutional Training/ Mini-Project	1	-		-	100	-	100
IV	22BAUV03	ACC	VAC-III	1*	2		2	50**	-	50**
IV	22BAUJ04	SEC	Aptitude /Placement Training	Grade *	2		2	50**		50**
IV	22BAUJ05	SEC	Online Course	-	1		-	-	-	C/NC [‡]
IV	22GSU03	AECC	Internet Security	1	2		2	50	-	50
V	22GSU04	AECC	Extension Activities NSS/NCC/SPORTS /YRC/SIS/SA#	2	-		-		-	C/NC [‡]
			Total	30	36			450	300	750

			Semester-V							
III	22BAU23	DSC	Core-XV Management Accounting	5	6		3	50	50	100
III	22BAU24	DSC	Core-XVI Cost Accounting	4	6		3	50	50	100
III	22BAU25	DSC	Core -XVII Banking Technology Management	4	5		3	50	50	100
III	22BAU26	DSC	Core-XVIII Indirect Taxation	4	5		3	50	50	100
III	22BAU27	DSC	Core -XIX Insurance Law and Regulation	4	5		3	50	50	100
IV	22BAUE03	AEE	Open Elective-III	2	3		3	100	-	100
IV	22GSU05	AECC	General Awareness	1	1		2	50	-	50
IV	22GSU06	AECC	Law of Ethics	1	-		2	50	-	50
IV	22BAUV04	ACC	VAC-IV	1*	2		2	50**	-	50**
IV	22BAUJ06	SEC	Aptitude/Placement Training	Grade *	2		2	50**	-	50**
IV	22BAUJ07	SEC	Online Course	-	1		-	-	-	C/NC [‡]
IV	22BAUJ08	SEC	SDR- Student Development Report	2*	-	-	-	-	-	-
Total				25	36			450	250	700
			Semester - VI							
III	22BAU28	DSE	Electives/ DSE-III	3	4		3	50	50	100
III	22BAU29	DSE	Electives/DSE-IV	3	4		3	50	50	100
III	22BAU30	DSC	Core-XX Self-Study Course	3	-	-	3	50	50	100
III	22BAU31	SEC	Project Work / Student Research Paper	4	4			50	50	100
Total				13	12			200	200	400
Grand Total				145				2400	1650	4050

- denotes Extra credits which are not added with total credits.
- **denotes Extra marks which are not added with total marks.
- VAC-Value Added Course(Extra Credit Courses)
- *Grades depends on the marks obtained
- [‡]C-Completed/NC-Not Completed

ABSTRACT FOR SCHEME OF EXAMINATION

(For the candidates admitted during the academic year 2022-2023 and onwards)

Part	Course	Papers	Credit	Total Credits	Marks	Total Marks
Part I	Languages/(MIL)	2	4	8	100	200
Part II	English/AECC-I	2	4	8	100	200
Part III	Core/DSC	19	5/4	79	100	1900
	Self-Study Course/DSC	1	3	3	100	100
	Allied/GE	4	4	16	100	400
	Electives/DSE	4	3	12	100	400
	Project SEC	1	4	4	100	100
	<i>Internship/Institutional Training/Mini-Project (Summer Courses#)/SEC</i>	2	1	2	100	200
Part IV	Open Electives/AEE	3	2	6	100	300
	AECC-EVS/HR/IS/GA/LE	5	1	5	50	250
	<i>Job Oriented Course/ Value Added Course</i>	2	1	2*	50	100**
	Skill Based/ Placement/Aptitude/SEC	4	Grade	Grade	50	200**
	Online courses / SEC	3	C/NC	C/NC	-	-
	Life Skills /SEC	2	1	2*	50	100**
	<i>SDR-Student Development Report/SEC</i>	1	2	2*	-	-
Part V	Extension Activities NSS /NCC/Sports/YRC/SIS/SA - AECC	1	C/NC	2	-	-
	Total			145 (6 Extra Credits)		4050 + (400**)

Range of Marks	Equivalent remarks
80 and above	Exemplary
70–79	Very good
60–69	Good
50–59	Fair
40–49	Satisfactory
Below 40	Not Satisfactory = Not completed

- Part IV&V not included in total marks and CGPA calculation.
- **I.E**-Internal Exam
- **E.E**-External Exam
- **J**-Job Oriented Course
- **E** – Open Elective Papers

PASSING MINIMUM


- Passing Minimum for UG 40% and for PG 50 %
- For UG: 35%(25 marks) in EE and 40% in Total Marks
- For PG 50%(30marks) in EE and 50% in Total Marks

List of Open Elective Papers	
Open Electives	Yoga for Human Excellence Human Health & Hygiene Indian Culture and Heritage Indian Constitution and Political System Consumer Awareness and Protection Professional Ethics and Human Values Human Rights, Women's Rights & Gender Equality Disaster Management Green Farming Corporate Relations Start a Business? Research Methodology and IPR General Studies for Competitive Examinations IIT JAM Examination (for Science only) CUCET Examination
VAC Papers	-
Courses offered by the Departments to other Programmes	Accounting for Non-Accounting Students Finance for Non-Finance Students Legal Aspects of Business Retailing Basics Merchandise Management Business Environment

List of Elective Papers/ DSE (Can choose any one of the paper as electives)		
	Course Code	Title
Electives / DSE-I	22BAU08A	Principles of Management
	22BAU08B	Business Organisation and Office Management
Electives/ DSE-II	22BAU15A	Principles of Marketing
	22BAU15B	Integrated Marketing Communication
Electives/ DSE-III	22BAU28A	Organisational Behaviour
	22BAU28B	Working Capital Management
Electives/ DSE-IV	22BAU29A	Human Resource Development
	22BAU29B	Entrepreneurship


Syllabus Coordinator


Academic Council – Member Secretary


BOS-Chairman


PRINCIPAL

PRINCIPAL

Hindusthan College of Arts & Science (Autonomous),
Hindusthan Gardens, Behind Nava India,
Coimbatore - 641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	EXT	Total
I	DSC	22BAU01	CORE-1 PRINCIPLES OF ACCOUNTANCY	4	6	50	50	100
Nature of Course		Employability Oriented						✓
		Entrepreneurship Oriented						✓
		Skill Development						✓
Course Objectives								
<ul style="list-style-type: none"> To learn the basic principles of accountancy. To understand the process of preparation of financial statements in a business organisation. To understand the process of rectification of errors and bank reconciliation statement. To know about the process of accounting for depreciation and for fire insurance claims. To be able to prepare books of accounts and appraise the results of the business. 								
UNIT	COURSE CONTENTS					HOURS	K LEVEL	
I	INTRODUCTION TO ACCOUNTING Introduction – Definition – Book-keeping Vs Accounting – Objectives of Accounting – Advantages and Limitations of Accounting – Branches of Accounting – Accounting Concepts and Conventions – Accounting Ethics – Double Entry Book Keeping – Meaning of Debit and Credit – Advantages of Double Entry System					12	Up to K4	
II	PREPARATION OF ACCOUNTS - SUBSIDIARY BOOKS Journal – Ledger – Distinction between Journal and Ledger – Trial Balance – Subsidiary Books – Cash Book – Purchase Book – Sales Book – Purchase Returns Book – Sales Returns Book					15	Up to K4	
III	FINAL ACCOUNTS Preparation of Final Accounts of a Sole Trading Concern – Trading Account – Profit and Loss Account - Profit and Loss Appropriation Account – Closing Entries – Balance Sheet – Distinction between Capital and Revenue Expenditure					15	Up to K4	
IV	RECTIFICATION OF ERRORS AND BANK RECONCILIATION STATEMENT Classification of Errors – Rectification of Errors and Preparation of Suspense Account – Effects of Rectification on Net Profit – Bank Reconciliation Statement – Meaning – Need – Causes for differences between cash book and pass book – Methods of preparation of Bank Reconciliation Statement.					15	Up to K4	
V	DEPRECIATION ACCOUNTING AND FIRE INSURANCE CLAIMS Depreciation – Meaning – Causes Methods - Straight Line Method - Written down Value Method - Change in method of Depreciation (retrospective and prospective method) - Fire Insurance Claims – Need – Types of Fire Insurance Policies - Average Clause Computation of Claim to be lodged (Problems in Loss of stock only).					15	Up to K4	

Note: The Questions should be asked in the ratio of 80% Problems and 20 % for theory

Book for Study

1. Reddy.T.S & Murthy.A, “Financial Accounting”, Margham Publications, Chennai.

Books for Reference

1. S.P. Jain, K.L. Narang, Simmi Agarwal, Monika Sehgal, Advanced Accountancy Principles of Accounting Volume-I, Kalyani Publishers, New Delhi
2. N.Vinayakam & B. Charumati, “Financial Accounting”, S Chand & Company Pvt. Ltd., New Delhi
3. M.C.Shukla, T.S.Grewal, S.C.Gupta , “Advanced Accounts”, S Chand & Company Pvt. Ltd., New Delhi
4. Dr. M.A. Arulanandam, Dr.K.S.Raman, “Advanced Accountancy”, Himalaya Publishing House Pvt. Ltd, Mumbai
5. Gupta R.L., Radhaswamy M., "Advanced Accountancy, Volume I", Sultan Chand & Sons, New Delhi

Course Learning Outcomes

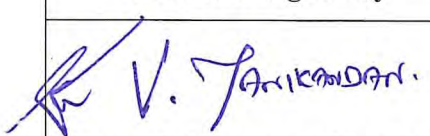
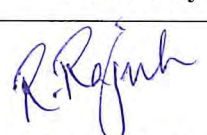
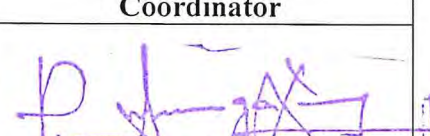
CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Describe the need and importance of various accounting aspects in business	Up to K4
CLO2	Interpret the application of various concepts and conventions in accounting	Up to K4
CLO3	Relate the different accounting aspects applicable to business situations	Up to K4
CLO4	Examine and relate the implications of applying accounting process in business	Up to K4
CLO5	Preparing of books of accounts and appraise the results of the business	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	3	3	3	3
CLO 2	3	3	2	3	3
CLO 3	3	3	2	3	3
CLO 4	3	3	2	3	3
CLO 5	3	3	2	3	3

3 – Advance Application 2 – Intermediate Level 1 – Basic Level

Pedagogy: Chalk & Talk, Exercise, Assignments & PPTs.

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
 Department of Commerce with Information Technology
 Department of Commerce with Banking and Insurance
 Hindusthan College of Arts and Science (Autonomous)
 Coimbatore – 641 028.

Co-ordinator
 Curriculum Development Cell
 Hindusthan College of Arts & Science
 Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total
I	DSC	22BAU02	CORE-II INDIAN BANKING SYSTEM	4	6	50	50	100
Nature of Course		Employability Oriented					✓	
		Entrepreneurship Oriented					✓	
		Skill Development					✓	
Course Objectives								
<ul style="list-style-type: none"> To acquaint the students with knowledge about the banking system To understand banking structure prevailing in India. To learn the impact of Nationalization and Privatization of Banks To know the role of Development Banks To understand the structure and role of Co-Operative Banks in India and Regional Rural Banks 								
Unit	Course Contents					Hours	K Level	
I	COMMERCIAL BANKING Introduction - Meaning - Definition of a Bank - Types of Banks - Functions of Commercial Banks - Sources of Bank's Income - Investment Policy of Banks - Balance Sheet of The Bank - Liabilities - Assets - Credit Creation - Basis of Credit Creation - Process of Credit Creation - Leaf and Cannon Criticism - Limitation on Credit Creation - Unit Banking vs Branch Banking - Commercial Banks and Economic Development					14	Up to K4	
II	CENTRAL BANKING Introduction - Meaning of Central Bank - Definition of Central Bank - Functions of the Central Bank - Reserve Bank of India - Introduction - Capital - Organisation - Offices of the Bank - Departments of the Reserve Bank - Functions of the Reserve Bank - Credit Control - Weapons of Credit Control - Methods of Selective Credit Controls Adopted By Reserve Bank - Limitations of Selective Controls in India - State Bank of India – Evolution - Nationalisation of the Imperial Bank - Management of the Bank – Structure, Organisation and Functions of State Bank of India.					15	Up to K4	
III	NATIONALISATION AND PRIVATISATION OF BANKS Nationalisation of Banks - Social Control over Banks - Nationalisation of Major Commercial Banks - Reasons for Nationalisation - Criticisms against Nationalisation of the Banks - Achievements after Nationalisation - Privatisation of Banks in India - progress and performance - Foreign banks in India - Regulation of Foreign banks in India.					15	Up to K4	

IV	DEVELOPMENT BANKS Development Banks and its functions - National Bank for Agriculture and Rural Development (NABARD) - Industrial Finance Co-operation of India (IFCI) - Industrial Development Bank of India (IDBI) - Small Industries Development Bank of India (SIDBI) - Export-Import Bank of India (EXIM Bank)	14	Up to K4
V	CO-OPERATIVE BANKS IN INDIA AND REGIONAL RURAL RANKS Co-Operative Banks - Differences between Co-operative Banks and Commercial Banks – Structure of Cooperative Credit Institutions in India Regional Rural Banks (RRBs) - Objectives - Capital Structure and Sponsorship - Management of Regional Rural Banks - Area of Operation - Functions of RRBs - Factors Influencing the Performance of RRBs - Consolidation of RRBs - Progress and achievement of RRBs.	14	Up to K4

Note: The Questions should be 100% theory

Book for Study

S.Natarajan, R Parameswaran, Indian Banking, S.Chand & Company Ltd., New Delhi, 2010.

Books for Reference

1. R. M. Srivastava, Divya Nigam, Management of Indian Financial Institutions, Himalaya Publishing House Pvt. Ltd. Mumbai
2. Subhash Chandra Das, The Financial System in India: Markets, Instruments, Institutions, Services and Regulations, PHI Learning Pvt. Ltd., New Delhi
3. O.P. Agarwal , Modern Banking of India, Himalaya Publishing House Pvt. Ltd, Mumbai
4. Vijayaragavan Iyengar, Introduction to Banking, Excel Books India, New Delhi
5. Dr.Venkatesh.S , Banking system in India, Himalaya Publishing House Pvt. Ltd, Mumbai

Course Learning Outcomes

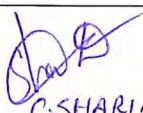

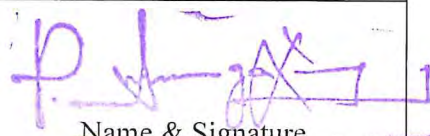
CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Identify the structure of Indian Banking System and performance of Banking Industry in India	Up to K4
CLO2	Understand the rationale behind regulatory measures and its effects on banking sector	Up to K4
CLO3	Explain the importance of banking sector from a national perspective	Up to K4
CLO4	Examine the role of banking system and its contributions to the economic progress.	Up to K4
CLO5	Appraise the contributions of different types of banking institutions	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

Programme Outcomes					
CLOs	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	2	3	2	3
CLO 2	3	2	3	2	3
CLO 3	3	2	3	2	3
CLO 4	3	2	3	2	3
CLO 5	3	2	3	2	3

3 – Advance Application 2 – Intermediate Level 1 – Basic Level

Pedagogy: Chalk & Talk, Assignments &PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 C. SHARIN WILLIAMS Name & Signature of the Staff	 R. Rajm Name & Signature	 Name & Signature

Head of the Department

Department of Commerce with Information Technology
 Department of Commerce with Banking and Insurance
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Co-ordinator

Curriculum Development Cell
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 Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CI A	Ext	Total
I	GE	22BAU03	Allied-1 BUSINESS ECONOMICS	4	5	50	50	100
Nature of Course		Employability Oriented					✓	
		Entrepreneurship Oriented					✓	
		Skill Development					✓	
Course Objectives								
<ul style="list-style-type: none"> • To get acquainted with the concept of business economic theory and principles. • To learn the influence of demand and supply in the business situations • To know the influence of the concept of production • To understand Cost Output Relationship and Concept of Revenue. • To know the different types of Market Structure existing in an economy 								
Unit	Course Contents					Hours	K Level	
I	Introduction to Business Economics Business Economics: Definitions, scope, role in Business decisions - Economics systems – Theories of Economics - Interdependence of Micro and Macro Economics – Theory of Firm - Production Possibility Curve – Opportunity Cost – Consumer Preference- Utility Analysis and Types of Utility					12	Up to K4	
II	Demand and Supply Demand: Demand function - Determinants of demand –Demand elasticity, degrees and methods – Price, Income and Cross elasticity - Demand forecasting: Introduction and techniques. Supply – meaning – Law of supply - Determinants of Supply – Elasticity of Supply.					12	Up to K4	
III	Production Laws and Functions Production Concept - Importance and Factors of Production-Theory - Production Function: Meaning, Concept of productivity and technology – Short Run and long run production function.					12	Up to K4	
IV	Cost Output Relationship and Concept of Revenue Cost analysis: Cost concepts and classification, cost-output relationship Determinants of cost - short run and long run cost theory - Modern Theory of Cost - Relationship between cost and production function - cost control and cost reduction - Economies of scale - Concept of Revenue - Different Types of Revenues					12	Up to K4	
V	Market Structure Market structure - Perfect competition: features, Assumptions - Equilibrium of the firm – imperfect competitions: Monopoly: features -Short-run and long-run equilibrium of monopoly firm - Price discrimination -Monopolistic Competition: features -Assumption; Short – run and Long run Equilibriums - Oligopoly: features - difference between perfect and Imperfect competitions					12	Up to K4	

Note: The Questions should be 100% theory

Book for Study

1. Dr.S.Sankaran “Business Economics” Margham Publications, Chennai

Books for Reference

1. Dr.A.Kalaiselvi “Managerial Economics”, Aruna Publications, Chennai
2. S.K.Misra,V.K.Puri, “Business Economics”, Himalaya Publishing House Pvt. Ltd., Mumbai
3. R.Cauvery, U.K.Sudhanayak, M.Girija and R. Meenakshi “Managerial Economics” S.Chand & Company Ltd., New Delhi
4. R.Saravanan and R.Karuppasamy “Managerial Economics”, Scitech Publications (India) Pvt., Ltd. Chennai.
5. T. Aryamala “Business Economics”, Vijay Nicole Imprints Private Limited, Chennai.

Course Learning Outcomes




CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Describe the concept of business economic theory and principles.	Up to K4
CLO2	Explain the scope of business economics in modern day business	Up to K4
CLO3	Indicate the importance of business economics in business decisions	Up to K4
CLO4	Examine and interpret the relationship between business economics and market structure	Up to K4
CLO5	Correlate the economic concepts and applications of economic concepts in business decisions.	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	2	3	2	3
CLO 2	3	2	3	2	3
CLO 3	3	2	3	2	3
CLO 4	3	2	3	2	3
CLO 5	3	2	3	2	3

3 – Advance Application 2 – Intermediate Level 1 – Basic Level

Pedagogy: Chalk & Talk, Assignments &PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 (K.S. MAHALAXMI) Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
 Department of Commerce with Information Technology
 Department of Commerce with Banking and Insurance
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DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)					
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total	
II	DSC	22BAU04	Core-III FINANCIAL ACCOUNTING	4	5	50	50	100	
Nature of Course			Employability Oriented				✓		
			Entrepreneurship Oriented				✓		
			Skill Development				✓		
Course Objectives									
<ul style="list-style-type: none"> To possess an idea of the partnership fundamentals To understand the need and importance of partnership accounting To learn the accounting procedures during different situations in partnership To have a knowledge on the different modes of dissolution of a firm To know the process of accounting in case of insolvency of partners 									
Unit	Course Contents					Hours	K Level		
I	PARTNERSHIP FUNDAMENTALS Definition – Partnership Deed – Rules Applicable in the absence of Partnership Deed – Capital Accounts of Partners – Fixed Capital Method – Fluctuating Capital Method – Necessary Adjustments relating to Interest on Capital - Interest on Drawings – Partner’s Salary or Commission – Interest on Partner’s Loan – Profit and Loss Appropriations Account					12	Up to K4		
II	ADMISION OF PARTNER Admission of a Partner: Calculation of New Profit Sharing Ratio and Sacrificing Ratio - Adjustment for Goodwill – Factors affecting Goodwill – Methods of Valuation of Goodwill - Treatment of Goodwill – Revaluation of Assets and Liabilities - Revaluation Account – Memorandum Revaluation Account – Adjustment of Capital – Preparation of Balance sheet of New Firm.					12	Up to K4		
III	RETIREMENT OF PARTNER – DEATH OF PARTNER Retirement – Calculation of Gaining Ratio – Treatment of Goodwill - Revaluation of Assets and Liabilities - Treatment of Undistributed Profits and Losses - Payment to Retiring Partner - Retirement cum Admission of partners - Death of a partner – Joint Life Policy – Accounting Treatment					12	Up to K4		
IV	DISSOLUTION OF A FIRM AND INSOLVENCY OF PARTNERS Dissolution – Meaning – Modes of Dissolution – Settlement of Accounts - Insolvency of Partners - Rule in Garner Vs Murray - Piecemeal Distribution - Proportionate Capital Method – Maximum Loss Method.					12	Up to K4		
V	AMALGAMATION OF PARTNERSHIP FIRMS - SALE OF PARTNERSHIP TO A LIMITED COMPANY Amalgamation of Partnership Firms – Introduction – Objectives – Forms of Amalgamation – Accounting Treatment Sale of Partnership to a Limited Company – Introduction – Computation of Purchase Consideration – Accounting Treatment – Closure of Books					12	Up to K4		

Note: The Questions should be asked in the ratio of 80% Problems and 20 % for theory.

Book for Study

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

Books for Reference

1. S.P. Jain, K.L. Narang, Simmi Agarwal, Monika Sehgal, Advanced Accountancy Principles of Accounting Volume-I, Kalyani Publishers, New Delhi
2. N.Vinayakam & B. Charumati, "Financial Accounting", S Chand & Company Pvt. Ltd., New Delhi
3. M.C.Shukla, T.S.Grewal, S.C.Gupta, "Advanced Accounts", S Chand & Company Pvt. Ltd., New Delhi
4. Dr. M.A. Arulanandam, Dr.K.S.Raman, "Advanced Accountancy", Himalaya Publishing House Pvt. Ltd, Mumbai
5. Gupta R.L., Radhaswamy M., "Advanced Accountancy, Volume I", Sultan Chand & Sons, New Delhi

Course Learning Outcomes


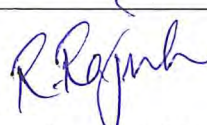
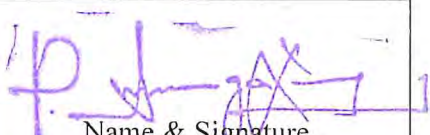
CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Describe the need and importance of understanding accounting methods in partnership	Up to K4
CLO2	Interpret the application of various modes of accounting in partnership	Up to K4
CLO3	Explain the methods of treatment of unique accounting entries relating to partnership	Up to K4
CLO4	Examine and relate the implications of various accounting processes in different situations in partnership	Up to K4
CLO5	Preparing of requisite books of accounts and appraise the results of the business	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	2	2	3	3
CLO 2	3	2	2	3	3
CLO 3	3	2	2	3	3
CLO 4	3	2	2	3	3
CLO 5	3	2	2	3	3

3 – Advance Application 2 – Intermediate Level 1 – Basic Level

Pedagogy: Chalk & Talk, Assignments &PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 (K. Prabhakaran) Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
 Department of Commerce with Information Technology
 Department of Commerce with Banking and Insurance
 Hindusthan College of Arts and Science (Autonomous)
 Coimbatore – 641 028.

Co-ordinator
 Curriculum Development Cell
 Hindusthan College of Arts & Science,
 Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total
II	DSC	22BAU05	Core-IV PRINCIPLES OF INSURANCE	4	4	50	50	100
Nature of Course		Employability Oriented						✓
		Entrepreneurship Oriented						✓
		Skill Development						✓
Course Objectives								
<ul style="list-style-type: none"> To acquaint the students with knowledge on various types and structure of Insurance Business in India. To learn the concept of Life Insurance To know about the concept of Fire Insurance To understand Marine Insurance and its aspects To have an idea on other types of Insurance 								
Unit	Course Contents					Hours	K Level	
I	Introduction Definition of Insurance and Nature of Insurance – Evolution of Insurance – Role and Importance of Insurance – Insurance Contract – Prospects of Insurance – Privatization of Insurance Industry – Insurance Innovation and Long-Term Care Insurance – Risk Management and Commercial Insurance.					12	Up to K4	
II	Life Insurance Nature of Life Insurance Contract – Classification of Policies – Annuities – Selection of Risk – Measurement of Risk and Mortality Table – Calculation of Premium - Surrender value –Life Insurance for the Under Privileged.					12	Up to K4	
III	Fire Insurance Nature and Use of Fire Insurance – Fire Insurance Contract – Kinds of Policies – Policy Conditions – Rate Fixation in Fire Insurance – Payment of Claim – Progress of Fire Insurance					12	Up to K4	
IV	Marine Insurance Nature of Marine Insurance Contract – Marine Insurance Policies – Policy Conditions – Premium Calculation – Marine Losses – Payment of Claims – Progress of Marine Insurance Business in India.					12	Up to K4	
V	Other types of Insurance Transport Insurance and Motor Insurance - Miscellaneous Forms of Insurance Including Social Insurance - Rural Insurance and Prospects of Agriculture Insurance in India - Urban Traditional and Non-Traditional Insurance - Progress of Miscellaneous General Insurance - Progress of Total General Insurance					12	Up to K4	

Note: The Questions should be 100% theory

Book for Study

Mishra M.N. & Mishra S.B, "Insurance Principles and Practice:, S.Chand & Company Ltd., New Delhi

Books for Reference

1. Periyasamy.P., "Insurance Principles and Practice", Himalaya Publishing House Pvt. Ltd, Mumbai
2. Dr.Gupta.P.K., "Insurance and Risk Management", Himalaya Publishing House Pvt. Ltd, Mumbai
3. Panda G.S., "Principles and Practices of Insurance" Kalyani Publishers, New Delhi
4. Harrington, Niehaus, "Risk Management and Insurance", McGraw Hill. 2nd Edition, New Delhi
5. George E. Rejda, Principles of Risk Management and Insurance, Pearson Education India, New Delhi

Course Learning Outcomes

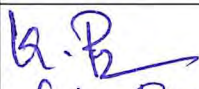
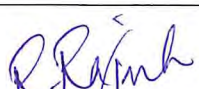
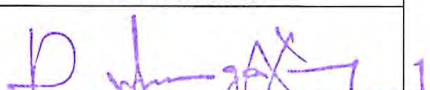
CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Identify and state the concept of risk and risk management avenues	Up to K4
CLO2	Understand the different classification of Insurance	Up to K4
CLO3	Describe the different classes of Insurance and its features	Up to K4
CLO4	Examine the role of Insurance Business and its contributions to the economic progress.	Up to K4
CLO5	Appraise the influence different types of Insurance Companies in managing risks in business.	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	2	3	2	3
CLO 2	3	2	3	2	3
CLO 3	3	2	3	2	3
CLO 4	3	2	3	2	3
CLO 5	3	2	3	2	3

3 – Advance Application 2 – Intermediate Level 1 – Basic Level

Pedagogy: Chalk & Talk, Assignments &PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 C.K. Prabaharan Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
 Department of Commerce with Information Technology
 Department of Commerce with Banking and Insurance
 Hindusthan College of Arts and Science (Autonomous)
 Coimbatore – 641 028.

Co-ordinator
 Curriculum Development Cell
 Hindusthan College of Arts & Science,
 Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total
II	DSC	22BAU06	CORE V BUSINESS COMMUNICATION	4	4	50	50	100
Nature of Course			Employability Oriented					✓
			Entrepreneurship Oriented					✓
			Skill Development					✓
Course Objectives								
<ul style="list-style-type: none"> To acquaint the students with knowledge about different styles of communication and to develop their individual communication ability. To learn the aspects of effective speaking To learn the components business writing and business etiquette To know the features of Office and Personal correspondence To know the importance of Business Correspondence and Report Writing 								
Unit	Course Contents					Hours	K Level	
I	Introduction The Nature and Process of Communication The Role of Communication - Defining Communication - Classification of Communication - The Purpose of Communication - Communication to Inform - Communication to Persuade - The Process of Communication - The Two-way Communication Process - The Elements of Communication - Barriers to Communication - Psychosocial Barriers - Conditions for Successful Communication - The Seven C's of Communication - Universal Elements in Communication - Communication and Electronic Media - Communication and Social Media					10	Up to K4	
II	Effective Speaking Oral Communication - Importance of Oral Communication Skills - Principles of Successful Oral Communication - Guidelines for Effective Oral Communication - Barriers to Effective Oral Communication - Three Aspects of Oral Communication - Conversing, Listening and Body Language - Oral Communication and Electronic Media - Interpersonal Communication - Group Discussion: Definition – Process - Guidelines and Evaluation – Interview: Types of Interview - Techniques of Interview.					10	Up to K4	
III	Effective Writing and Business Etiquette Written Communication: Meaning – Objectives – Merits – Demerits - Business Writing - Purpose of Writing - Writing Style - Principles of Effective Writing - Writing Process - Business Etiquette - Dressing Up – Networking - Exchanging Business Cards - Shaking Hands - Dining Etiquette - Electronic Etiquette - Elevator Etiquette					10	Up to K4	

IV	Office and Personal correspondence Office Communication - Internal Memos, Office Circulars - Secretarial Correspondence - Board Meetings - Letters to Shareholders, Debenture Holders and Registrar of Companies – Notice – Agenda - Minutes of Meetings -Appointment Letters - Interview Letters - Curriculum Vitae vs Resume - Purpose of a CV - Preparation of a CV - Essential Components of the CV - Appearance of the CV - Types of CVs	9	Up to K4
V	Business Correspondence and Report Writing Business Letter – Need and Functions - Layout and Parts of a Business Letter – Kinds of business letter - Enquiries – Quotations – Tenders - Placing Orders, Complaints, Claims - Adjustments and Follow-Up - Sales Letters - Circular Letters - Banking and Insurance Correspondence - Electronic Forms of Official Communication - Crisis Communication - Report Writing – Process - Types of Reports.	9	Up to K4

Note: The Questions should be 100% theory

Book for Study

Rajendra Pal and J. S. Korlahalli, “Essentials of Business Communications,” Sultan Chand, New Delhi

Books for Reference

1. Ramesh.M.S., & C. C Pattanshetti, “Business Communication”, R.Chand& Co, New Delhi
2. Rodriquez.M. V., “Effective Business Communication Concept” Vikas Publishing Company, New Delhi.
3. Varinder Kumar,” Business Communication”, Kalyani Publishers, New Delhi
4. Pillai.R.S.N & Bagavathi, “Modern Commercial Correspondence”, S.Chand & Company, New Delhi.
5. Jain.V.K., & Omprakash Biyani, “Business Communication”, S.Chand& Company, New Delhi.

Course Learning Outcomes

CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Understand various aspects of business communication	Up to K4
CLO2	Demonstrate the different types of skills required in business communication	Up to K4
CLO3	Explain the need for business communications to handle various business situations	Up to K4
CLO4	Examine the importance of effectiveness of different business communication modes.	Up to K4
CLO5	Compare and Contrast different modes of communication in business	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)




Programme Outcomes					
CLOs	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	2	3	3	3
CLO 2	3	2	3	3	3
CLO 3	3	2	3	3	3
CLO 4	3	2	3	3	3
CLO 5	3	2	3	3	3

3 – Advance Application

2 – Intermediate Level

1 – Basic Level

Pedagogy: Chalk & Talk, Assignments & PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 (K.S. MAHALAKSHMI) Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department

Department of Commerce with Informatics Technology
 Department of Commerce with Banking and Insurance
 Hindusthan College of Arts and Science (Autonomous)
 Coimbatore – 641 028.

Co-ordinator

Curriculum Development Cell
 Hindusthan College of Arts & Science,
 Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total
II	GE	22BAU07	Allied-II BUSINESS LAW	4	4	50	50	100
Nature of Course		Employability Oriented						✓
		Entrepreneurship Oriented						✓
		Skill Development						✓
COURSE OBJECTIVES								
<ul style="list-style-type: none"> To acquaint knowledge about the Laws relating to modern day business. To know about Indian Contract Act and its implications in business. To learn about Sale of Goods Act 1930 and its application in business. To understand Partnership Act 1932. To have an idea about the implications of The Limited Liability Partnership Act. 								
Unit	Course Contents						Hours	K Level
I	The Indian Contract Act, 1872 Formation of Indian contract act – Meaning and definition – Nature and elements of contract – Classifications of contract – Essential Elements of a Valid contract – Performance of contract – Discharge and Remedies for breach of contract.						11	Up to K4
II	Special Contracts Contract of Indemnity and Guarantee – Contract of Bailment and Pledge - Contract of Agency						10	Up to K4
III	The 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.						10	Up to K4
IV	The Indian Partnership Act, 1932 Introduction – Essential Elements of Partnership – Test of Partnership - Rights and Duties and Liabilities of Partners – Relation of Partners to Third Parties –Dissolution of a firm.						7	Up to K4
V	The Limited Liability Partnership Act, 2008 Definition – Body corporate – Salient features of LLP – Advantages and disadvantages of LLP – Differences between: LLP and Partnership, LLP and Company – Incorporation of LLP – Winding up and Dissolution of LLP.						10	Up to K4

Note: The Questions should be 100% theory

Book for Study

1. Pillai R.S.N., "Business Law", S.Chand & Company Ltd., New Delhi

Books for Reference

1. Sreenivasan M.R., "Business Laws", Margam Publications, Chennai.
2. Kapoor .N.D, "BusinessLaw" Sultan Chand & Sons, New Delhi.
3. Dhandapani M.V., "Business Laws", Sultan Chand & Sons, New Delhi.
4. Gogna PPS, "Mercantile Law" S.Chand & Company Ltd., New Delhi.
5. Tejpal Sheth, Business Law, Pearson Education India, New Delhi.

Course Learning Outcomes

CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Understand the provisions of business law in India.	Up to K4
CLO2	Explain the pertinence of laws relating to contracts, sale of goods and partnership	Up to K4
CLO3	Express the implications of the legal aspects in business transactions	Up to K4
CLO4	Interpret the need and relevance of laws relating to contracts, sale of goods and partnership	Up to K4
CLO5	Analyze the influence of the various business related Acts in the modern day business in India.	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)


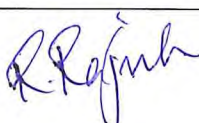
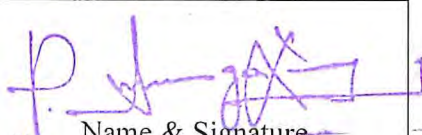
CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	3	3	2	3
CLO 2	3	3	3	2	3
CLO 3	3	3	3	2	3
CLO 4	3	3	3	2	3
CLO 5	3	3	3	2	3

3 – Advance Application

2 – Intermediate Level

1 – Basic Level

Pedagogy: Chalk & Talk, Assignments & PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 P. SURAJA Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
Department of Commerce with Information Technology
Department of Commerce with Banking and Finance
Hindusthan College of Arts and Science (Autonomous)
Coimbatore - 641 028.

Co-ordinator
Curriculum Development Cell
Hindusthan College of Arts & Science,
Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total
II	DSE	22BAU08A	ELECTIVE: PRINCIPLES OF MANAGEMENT	3	3	50	50	100
Nature of Course		Employability Oriented					✓	
		Entrepreneurship Oriented					✓	
		Skill Development					✓	
Course Objectives								
<ul style="list-style-type: none"> To get acquainted with the concept of management. To learn the influence of management principles business situations To know the influence of the functions of management. To understand business application of management functions. To know the impact of principles of management in business activities. 								
Unit	Course Contents					Hours	K Level	
I	Management Concepts and Evolution Management: Definition- Management and Administration –Scope, objectives and Functions of Management - Levels of Management. Evolution of Management thoughts by F.W. Taylor, Henry Fayol – Mc Gregor and Peter F. Drucker. Trends and Challenges of Management in Global Scenario					9	Upto K4	
II	Planning and Forecasting Planning: Features and Importance of Planning – Pre - requisites of effective planning - Steps in planning process - Types of plans - Planning premises – Forecasting and Decision Making.					9	Upto K4	
III	Organizing and Communication Organizing: Nature and Importance – Process – Structure – Types - Organisation chart. Span of Control — Centralization and Decentralization- Delegation of Authority. Communication: Meaning and Definition – Importance-Process of Communication.					9	Upto K4	
IV	Staffing and Training Staffing – Meaning – Importance – Staffing Process – Job Evaluation - Recruitment , selection and placement – Training and development – Methods of Training – Training Programme – Performance Appraisal and Promotion,					9	Upto K4	
V	Directing, Controlling and Motivation Meaning, Definition- Importance-Principles of Directing, Controlling – Meaning, Definition- Controlling techniques – Motivation – need – determinants of behaviour – theories of motivation - X, Y and Z theories – Maslow's theory.					9	Upto K4	

Note: The Questions should be asked in the ratio of theory 100%

Books for Reference

1. Sreenivasan M.R., "Business Laws", Margam Publications, Chennai.
2. Kapoor .N.D, "BusinessLaw" Sultan Chand & Sons, New Delhi.
3. Dhandapani M.V., "Business Laws", Sultan Chand & Sons, New Delhi.
4. Gogna PPS, "Mercantile Law" S.Chand & Company Ltd., New Delhi.
5. Tejpal Sheth, Business Law, Pearson Education India, New Delhi.

Course Learning Outcomes

CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Understand the provisions of business law in India.	Up to K4
CLO2	Explain the pertinence of laws relating to contracts, sale of goods and partnership	Up to K4
CLO3	Express the implications of the legal aspects in business transactions	Up to K4
CLO4	Interpret the need and relevance of laws relating to contracts, sale of goods and partnership	Up to K4
CLO5	Analyze the influence of the various business related Acts in the modern day business in India.	Up to K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)


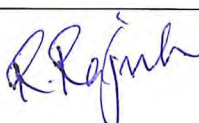
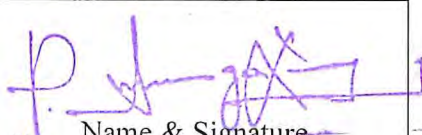
CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	3	3	2	3
CLO 2	3	3	3	2	3
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CLO 4	3	3	3	2	3
CLO 5	3	3	3	2	3

3 – Advance Application

2 – Intermediate Level

1 – Basic Level

Pedagogy: Chalk & Talk, Assignments & PPT

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 P. SURAJA Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
Department of Commerce with Information Technology
Department of Commerce with Banking and Finance
Hindusthan College of Arts and Science (Autonomous)
Coimbatore - 641 028.

Co-ordinator
Curriculum Development Cell
Hindusthan College of Arts & Science,
Coimbatore-641 028.

DEPARTMENT OF COMMERCE (BANKING AND INSURANCE)				CLASS: I B.Com., (BANKING AND INSURANCE)				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours / Week	CIA	Ext	Total
II	DSE	22BAU08B	ELECTIVE: BUSINESS ORGANISATION AND OFFICE MANAGEMENT	3	3	50	50	100
Nature of Course		Employability Oriented					✓	
		Entrepreneurship Oriented					✓	
		Skill Development					✓	
<p>Course Objectives</p> <ul style="list-style-type: none"> • To get acquainted with the concept of business organisation. • To learn the factors that influence business organisations • To know the various sources of finance suitable for business. • To understand application of office management principles in a business. • To know the use and impact of office machineries and equipments in a business. 								
Unit	Course Contents					Hours	K Level	
I	Forms of Business Organisations Nature and scope of Business, Forms of Business Organisation – Sole Trader, Partnership firms, Companies and Co-operative Societies – Public Enterprise.					9	Upto K4	
II	Factors influencing selection of Type of Organisation Location of Business – Factors influencing location, localization of industries- Size of forms.					9	Upto K4	
III	Sources of Finance – Shares, Debentures, Public Deposits, Bank Credit and Trade Credit – Relative Merits and Demerits.					9	Upto K4	
IV	Office – Its functions and significance – Office layout and office accommodation – Filing and Indexing					9	Upto K4	
V	Office machines and equipments – Data Processing Systems – EDP – Uses and Limitations – Office Furniture.					9	Upto K4	

Note: The Questions should be asked in the ratio of theory 100%

Book for Study

1. Shukla - Business Organisation and Management – S.Chand & Company Ltd., New Delhi

Books for Reference

1. P. C. Tulsian - Business Organisation and Management – Pearson Education India.
2. R. S. N. Pillai, Bagavathi, Modern Office Management, S.Chand & Company Ltd.,
3. Singh.B.P & Chopra - Business Organisation and Management – Dhanpat Rai & sons
4. Y. K. Bhushan, “Business Organization and Management”, Sultan Chand & Sons, New Delhi
5. S.A. Sherlekar & V.S. Sherlekar – Modern Business Organisation and Management

Course Learning Outcomes


CLOs	On Completion of the Course, the students should be able to	K - Level
CLO1	Remember the concepts of business and its forms of organizations	Upto K4
CLO2	Understand the importance of various aspects of principles applied in forming a business organisation.	Upto K4
CLO3	Describe the organisation structure and functions and interpret the various aspects of the management principles in business organisation	Upto K4
CLO4	Apply various principles of office management in different business situations.	Upto K4
CLO5	Analyse the impact of various aspects of the office management in day to day business activities.	Upto K4

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

CLOs	Programme Outcomes				
	PO 1	PO 2	PO 3	PO 4	PO 5
CLO 1	3	3	2	3	3
CLO 2	3	3	2	3	3
CLO 3	3	3	2	3	3
CLO 4	3	3	2	3	3
CLO 5	3	3	2	3	3

3 – Advance Application 2 – Intermediate Level 1 – Basic Level

Pedagogy: Chalk & Talk, Exercise, Assignments & PPTs.

Course Designed by	Verified by HOD	Approved by CDC Coordinator
 Name & Signature of the Staff	 Name & Signature	 Name & Signature

Head of the Department
Department of Commerce with Information Technology
Department of Commerce with Banking and Insurance
Hindusthan College of Arts and Science (Autonomous)
Coimbatore – 641 028.

Co-ordinator
Curriculum Development Cell
Hindusthan College of Arts & Science,
Coimbatore-641 028.