

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR – 639 005**

**B.Com., COURSE STRUCTURE UNDER CBCS SYSTEM**

(For the candidates admitted from the year 2015-16 onwards)

SEMESTER	COURSE	SUBJECT TITLE	SUBJECT CODE	INSTR. HOURS WEEK	CREDIT	EXAM HOURS	MARKS		TOTAL
							INT	ESE	
I	Tamil - I	Tamil – I	U15L1T1	6	3	3	25	75	100
	English - I	English - I	U15L1E1	6	3	3	25	75	100
	Core Course - I	Principles of Accountancy	U15CO1C1	6	5	3	25	75	100
	Core Course - II	Principles of Management	U15CO1C2	5	4	3	25	75	100
	First Allied Course – I	Business Organization	U15CO1A1	5	3	3	25	75	100
	Value Education	Value Education	U15VE1	2	2	3	25	75	100
				<b>30</b>	<b>20</b>				<b>600</b>
II	Tamil - II	Tamil – II	U15L2T2	6	3	3	25	75	100
	English – II	English– II	U15L2E2	6	3	3	25	75	100
	Core Course – III	Business Statistics	U15CO2C3	6	5	3	25	75	100
	First Allied Course – II	Business Communication	U15CO2A2	5	4	3	25	75	100
	First Allied Course – III	Marketing	U15CO2A3	5	3	3	25	75	100
	Environmental Studies	Environmental Studies	U15ES2	2	2	3	25	75	100
				<b>30</b>	<b>20</b>				<b>600</b>
III	Tamil - III	Tamil- III	U15L3T3	6	3	3	25	75	100
	English – III	English - III	U15L3E3	6	3	3	25	75	100
	Core Course – IV	Business Accounting	U15CO3C4	6	5	3	25	75	100
	Core Course – V	Business Law	U15CO3C5	5	4	3	25	75	100
	Second Allied Course I	Business Environment	U15CO3A1	5	3	3	25	75	100
	Non Core Elective I	Office Management	U15CA3N1	2	2	3	25	75	100
				<b>30</b>	<b>20</b>				<b>600</b>
IV	Tamil – IV	Tamil- IV	U15L4T4	6	3	3	25	75	100
	English – IV	English -IV	U15L4E4	6	3	3	25	75	100
	Core Course – VI	Cost Accounting	U15CO4C6	5	5	3	25	75	100
	Second Allied Course II	Practical Commerce	U15CO4A2P	5	4	3	25	75	100
	Second Allied Course III	Modern Banking	U15CO4A3	4	3	3	25	75	100
	Skill Based Elective I	Retail Management	U15CO4S1	2	4	3	25	75	100
	Non Core Elective II	Consumer Protection	U15CA4N2	2	2	3	25	75	100
				<b>30</b>	<b>24</b>				<b>700</b>
V	Core Course – VII	Financial Management	U15CO5C7	5	5	3	25	75	100
	Core Course – VIII	Company Law & Secretarial Practice	U15CO5C8	5	4	3	25	75	100
	Core Course – IX	Auditing	U15CO5C9	4	3	3	25	75	100
	Core Course - X	Corporate Accounting	U15CO5C10	6	4	3	25	75	100
	Elective Course – I	Computer Applications in Business Accounting	U15CO5E1	4	4	3	25	75	100
	Skill Based Elective II	Principles of Insurance	U15CO5S2	2	4	3	25	75	100
	Skill Based Elective III	Export Documentation	U15CO5S3	2	4	3	25	75	100
	Soft Skills Development	Soft Skills Development	U15SSD3	2	2	3	25	75	100
				<b>30</b>	<b>30</b>				<b>800</b>
VI	Core Course – XI	Management Accounting	U15CO6C11	6	5	3	25	75	100
	Core Course – XII	Tally 9.0 - Practical	U15CO6C12P	6	5	3	25	75	100
	Core Course – XIII	Financial Services	U15CO6C13	6	5	3	25	75	100
	Elective Course - II	Logistics Management	U15CO6E2	5	5	3	25	75	100
	Elective Course III	Income Tax Law & Practice	U15CO6E3	6	4	3	25	75	100
	Extension Activities	Extension Activities				1			
Gender Education		U15EA4	1	1	3	25	75	100	
				<b>30</b>	<b>26</b>				<b>600</b>
<b>TOTAL</b>				<b>180</b>	<b>140</b>				<b>3900</b>

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BOARD OF STUDIES IN COMMERCE

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**அரசு கலைக் கல்லூரி (தன்னாட்சி) - கூர் - 5**  
**கலையியல் / அறிவியல் / வணிகவியல் / பட்ட வகுப்பு**  
 (2015 - 2016 ஆம் கல்வியாண்டு முதல் பயிலும் மாணவர்களுக்குரியது)  
 பகுதி - 1 பொதுத்தமிழ் -1 - முதல் பருவம்  
 மரபுக்கவிதை, புதுக்கவிதை, சிறுகதை, இலக்கணம், இலக்கிய வரலாறு

**பொதுத்தமிழ் -1 முதல் பருவம்**

(மரபுக்கவிதை, புதுக்கவிதை, சிறுகதை, இலக்கணம், இலக்கிய வரலாறு)

**அலகு 1 மரபுக்கவிதைகள்**

- |  |   |                 |
|--|---|-----------------|
| அ) தமிழ்த்தாய்                               | - | பாரதியார்       |
| ஆ) புத்தகச்சாலை                              | - | பாரதிதாசன்      |
| இ) புத்தரும் ஏழைச்சிறுவனும்<br>(ஆசியஜோதி)    | - | கவிமணி          |
| ஈ) நோயற்ற வாழ்வு                             | - | நாமக்கல் கவிஞர் |
| உ) இரசம் தீர்ந்து விட்டது<br>(இயேசு காவியம்) | - | கண்ணதாசன்       |
| ஊ) அதிவீரராம பாண்டியன்                       | - | சுரதா           |

**அலகு 2 புதுக்கவிதைகள்**

- |   |   |                 |
|---|---|-----------------|
| அ) மீரா கவிதைகள் (நான் மனிதன்)                                  | - | மீரா            |
| ஆ) தேசப்பிதாவுக்கு ஒரு தெருப்பாடகனின் அஞ்சலி (கண்ணீர்ப்புக்கள்) | - | மு.மேத்தா       |
| இ) வடலூரும் வார்தாவும்(நேயர் விருப்பம்)-                        | - | அப்துல் ரகுமான் |
| ஈ) சர்ப்ப யாகம்   | - | சிற்பி          |
| உ) விசுவாமித்திரர் (அவதார புருஷன்)                              | - | வாலி            |
| ஊ) நிலத்தை ஜெயித்த விதை<br>(இன்னொரு தேசிய கீதம்)                | - | வைரமுத்து       |
| எ) ஒரு வண்டி சென்றியூ(10 கவிதைகள்)-                             | - | ஈரோடு தமிழன்பன் |

**அலகு 3 சிறுகதை**

- |                    |   |                         |
|--------------------|---|-------------------------|
| சிறுகதைத் தொகுப்பு | - | நியூ செஞ்சுரி புக ஹவுஸ் |
|--------------------|---|-------------------------|

**அலகு 4 இலக்கணம்**

- |                         |   |                           |
|-------------------------|---|---------------------------|
| வல்லினம் மிகும் இடங்கள் | - | நல்ல தமிழ் எழுத வேண்டுமா? |
| வல்லினம் மிகா இடங்கள்   | - | அ.கி.பரந்தாமனார்          |

**அலகு 5 இலக்கிய வரலாறு**

மரபுக்கவிதை, புதுக்கவிதை, சிறுகதை

**பரிந்துரை நூல்**

- |                      |   |   |
|----------------------|---|---|
| முனைவர் கா.வாசுதேவன் | - | பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு<br>தேவன் பதிப்பகம்,16/43, திருநகர்,<br>திருவானைக்கோவில்,திருச்சி |
|----------------------|---|---|

ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

**வினாத்தாள் அமைப்பு முறை**

**பகுதி அ (ஒரு மதிப்பெண் வினா - 20)**

- |  |       |
|--|-------|
| அ) பொருத்தமான விடையைத் தேர்ந்தெடுத்தல் | 5*1=5 |
| ஆ) கோடிட்ட இடங்களை நிரப்புதல்          | 5*1=5 |
| இ) பொருத்துதல்                         | 5*1=5 |
| ஈ) ஒரே சொற்களில் விடையளித்தல்          | 5*1=5 |

**பகுதி ஆ (ஐந்து மதிப்பெண் வினா )**

இது அல்லது அது என்ற வகையில் அமைதல் வேண்டும் 5\*5=25

**பகுதி இ (பத்து மதிப்பெண் வினா)**

ஐந்தில் எவையேனும் மூன்றனுக்கு மட்டும் கட்டுரை வடிவில் விடை எழுத வேண்டும்.

3\*10=30

மொத்த மதிப்பெண் -75

Sl. No.:

Subject Code:

U15L1E1

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS) KARUR- 05**

**ALL UG COURSES - I SEMESTER - PART – II - ENGLISH**

(For the candidates admitted from the year 2015-16 onwards)

**ENGLISH – I**

**Unit I**

- Monday Morning - Mark Twain  
My Financial Career - Stephen Leacock

**Unit II**

- Indian Women - S. Radhakrishnan  
Head Ache - R. K. Narayan

**Unit III**

- Thomas Alva Edison - Egon Larson  
Helen Keller - Patrick Pringle

**Unit IV**

Word Classes

I. Open Classes

1. Nouns
2. Adjectives
3. Verbs
4. Adverbs

II. Closed Classes

1. Pronouns
2. Determiners
3. Prepositions
4. Conjunctions
5. Exclamations / Interjections

**Unit V**

1. Spelling Rules
2. Words Often Confused or Misused
3. Homophones

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Sl. No.:

Subject Code:

U15CO1C1

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. - I SEMESTER – CORE COURSE - I**

(For the candidates admitted from the year 2015-16 onwards)

**PRINCIPLES OF ACCOUNTANCY**

- UNIT – I** Double Entry System of Book Keeping – Concepts and Conventions – Journal – Ledger
- UNIT – II** Subsidiary Books - Trial Balance - Rectification of Errors – Bank Reconciliation Statement.
- UNIT – III** Final accounts with adjustment - Consignment.
- UNIT – IV** Single Entry System of Book Keeping – Statement of Affairs and Conversion Method – Average Due Date.
- UNIT - V** Depreciation – Straight Line Methods – WDV Method Annuity Method and Sinking Fund Method –Accounts for Non-Trading Concerns. (Simple Problems only)

**Note: (Theory 40%, Problem 60%)**

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Principles of Accountancy	Jain and Narang	Kalyani Publishers.

**Reference Books:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Modern Accountancy	Mukerjee and Haneef	Tata McGraw Hill
Advanced Accountancy	Shukla and Grewal	S. Chand & Sons
Principles of Accountancy	Dastan L. Cecil	Learn Tech.
Advanced Accountancy	Arulnandam	Himalaya Publications
Financial Accounting	T. S. Reddy & Y. Hariprasad Reddy	Margham Publications

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**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. - I SEMESTER – CORE COURSE - II**

(For the candidates admitted from the year 2015-16 onwards)

**PRINCIPLES OF MANAGEMENT**

- UNIT – I** Management – Concept – Nature – Management as a Science, an Art and Profession – Process – Levels of management – F.W. Taylor’s Scientific Management – Fayol’s Theory of Management.
- UNIT – II** Planning – Concept – Process – Types of Plans – Objectives, Policies, Procedures, Rules, Strategies, Programmes and Budgets.
- UNIT – III** Organizing – Concept – Organization as a process – Elements of Organization process – Types of organization – Delegation – Departmentation – Centralization – Decentralization.
- UNIT – IV** Staffing – Concept – Functions – Process – Selection – Recruitment – Training – Direction – Concept – Elements of Directing – Principles of Direction – Process of Directing.
- UNIT - V** Co-ordination – Controlling – Concept – Need and importance – Process – Characteristics of an ideal control system.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Management Concepts	Sharma	Kalyani

**Reference Books:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Business Management	Disckar Pagare	
Principles of Management	CB Memoria	
Principles of Management	LM Prasad	
Business Management	Gupta	

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Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – I SEMESTER – FIRST ALLIED COURSE - I**

(For the candidates admitted from the year 2015-16 onwards)

**BUSINESS ORGANISATION**

- UNIT-I** Sole Trader ship – Meaning and Definition – Special Features of Sole Trader – Merits and Demerits of Sole Trader – Partnership firm – Definition – Special Features of Partnership – Similarities between Sole Trader and Partnership – Types of Partnership – Kinds of Partners – Differences between Sole Trader and Partnership.
- UNIT-II** Joint stock companies – Meaning and Definition – Special Features – Merits and Demerits – Kinds of Companies – Difference between Private Company and Public Company – Memorandum of Association and its Contents – Articles of Association and its Contents.
- UNIT-III** Public Enterprises- Concept-case for Public ownership- Case against Public ownership- Evaluation – Forms of Organisation –Problems of the Public Enterprise – Theories of Pricing.
- UNIT-IV** Trade Associations- Need for Unity- Forms of combination – Associations – Special Featuresof Trade Association Objective of Trade Association Chamber of Commerce- Functions and Services of Chamber of Commerce. Comparision of National and Inter National level of Chamber of Commerce.
- UNIT-V** Stock Exchange –History and Evolution of Stock Exchange, Characteristic of Stock Exchange, Functions of Stock Exchange. .Services of Stock Exchanges-Membership in Stock Exchange. Over the counter Exchange of Exchange of India (OTCEI)- National Stock Exchanges of India Limited. (NSEIL).

**Text Book:**

Title	Author	Publisher
Business Organization	Y.K. Bhusan	

**Reference Books:**

Title	Author	Publisher
Office Management	V. Balachndran & V. Chamdra sekar	
Business Organization	kathiresan & Dr. Radha.	

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15VE1

அரசு கலைக் கல்லூரி (தன்னாட்சி), ஈரூர் - 639005  
அனைத்து இளநிலை - முதல் பருவம் - பகுதி - 4  
(2015 - 2016 கல்வியாண்டு முதல் பயிலும் மாணவர்களுக்கு உரியது)

### மதிப்புக்கல்வி

#### அலகு 1

வாழ்வியல் கல்வி ஓர் அறிமுகம் - தனிமனித நெறிமுறைகள் - சமுதாய நெறிமுறைகள் - ஆன்மீக நெறிமுறைகள் - வாழ்வியல் நெறிகளின் மூலங்கள் - வாழ்வியல் நெறிகளின் அவசியம் - நன்னடத்தையும் நற்செயல்களும் - நற்பண்புகள் உருவாக்கம்.

#### அலகு 2

சமூக நற்பணி - சமூக நலப்பணித்திட்டங்கள் - சமுதாயத் தீமைகள் குறித்த விழிப்புணர்வு - போதை மருந்துகளுக்கு அடிமையாதல் - மதுப்பழக்கம் - புகைப்பிடித்தல் - தற்கொலை.

#### அலகு 3

இந்து சமயத்தின் போதனைகள் - இஸ்லாம் போதிக்கும் நெறிகள் - கிறித்துவம் போதிக்கும் நெறிகள் - சமயச் சார்பின்மை - சமய நல்லிணக்கம்.

#### அலகு 4

காந்தியடிகளின் அகிம்சை கொள்கை - அன்னை தெரசாவின் தொண்டுகள் - தன்னலமின்மையின் வடிவம் பெருந்தலைவர் காமராசர்.

#### அலகு 5

சமூகநீதி - மனித உரிமைகளும் - அவற்றின் பாதுகாப்பும் - மகளிர்க்கு எதிரான வன்முறைகள் - நாட்டின் ஒருமைப்பாடு.

#### Text Book:

1. மதிப்புக் கல்வி - Y.K.55, கூட்டுறவு பண்டகசாலை, அரசு கலைக்கல்லூரி (தன்னாட்சி), ஈரூர் - 5.

CHAIRMAN – BOS

COE

Sl. No.:

Subject Code:

**அரசு கலைக் கல்லூரி (தன்னாட்சி) - ஈநூர் - 5**  
**கலையியல் / அறிவியல் / வணிகவியல் / பட்ட வகுப்பு**

(2015 - 2016 ஆம் கல்வியாண்டு முதல் பயிலும் மாணவர்களுக்குரியது)

பகுதி - 1 பொதுத்தமிழ் -2 - இரண்டாம் பருவம்

(பக்தி இலக்கியங்கள், சிற்றிலக்கியங்கள், உரைநடை, இலக்கணம், இலக்கிய வரலாறு)

**அலகு 1 பக்தி இலக்கியங்கள்**  
தேவாரம்

- திருநாவுக்கரசர்  
(திருவையாறு- 4ஆம் திருமுறை)
- மதுரகவி ஆழ்வார்(கண்ணி நுண் சிறுத்தாம்பு)
- இராமலிங்க வள்ளலார்
- குணங்குடி மஸ்தான் சாகிபு
- திருமந்திரம்

**அலகு 2 சிற்றிலக்கியங்கள்**

- தமிழ்விடுதாது - முதல் 16 கண்ணிகள்
- திருக்குற்றாலக் குறவஞ்சி - குறத்தி மலைவளம் கூறல்
- நந்திக்கலம்பகம் - பாடல் எண்கள்: 34,35,36,37,38,39,44,45,46,49
- அபிராமி அந்தாதி - 11-20 பாடல்கள்
- கயிலாசநாதர் சதகம் - அரிதெனல், இறந்தும் இருக்கின்றவர், இருந்தும் இறந்தவர், கோபக்கொடுமை, கல்விச் சிறப்பு

**அலகு 3 உரைநடை**

- இனியவை நாற்பது - முனைவர் இரா.மோகன்

**அலகு 4 இலக்கணம்**

- வாக்கிய வகைகள் - நல்ல தமிழ் எழுத வேண்டுமா?  
அ.கி.பரந்தாமனார்

**அலகு 5 இலக்கிய வரலாறு**

பக்தி இலக்கியங்கள், சிற்றிலக்கியங்கள், உரைநடை

**பரிந்துரை நூல்**

- முனைவர் கா.வாசுதேவன் - பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு  
தேவன் பதிப்பகம், 16/43, திருநகர்,  
திருவானைக்கோவில், திருச்சி

ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

**வினாத்தாள் அமைப்பு முறை**

**பகுதி அ (ஒரு மதிப்பெண் வினா - 20)**

- அ) பொருத்தமான விடையைத் தேர்ந்தெடுத்தல் 5\*1=5
- ஆ) கோடிட்ட இடங்களை நிரப்புதல் 5\*1=5
- இ) பொருத்துதல் 5\*1=5
- ஈ) ஒரே சொற்களில் விடையளித்தல் 5\*1=5

**பகுதி ஆ (ஐந்து மதிப்பெண் வினா )**

இது அல்லது அது என்ற வகையில் அமைதல் வேண்டும் 5\*5=25

**பகுதி இ (பத்து மதிப்பெண் வினா)**

ஐந்தில் எவையேனும் மூன்றனுக்கு மட்டும் கட்டுரை வடிவில் விடை எழுத வேண்டும்.

3\*10=30

**மொத்த மதிப்பெண் -75**



Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS) KARUR- 05**

**ALL UG COURSES - II SEMESTER - PART – II - ENGLISH**

(For the candidates admitted from the year 2015-16 onwards)

**ENGLISH – II**

**Unit I**

- The Luncheon - Somerset Maugham  
A Cup of Tea - Katherine Mansfield

**Unit II**

- A Work of Art - Anton Checkov  
The Necklace - Guy de Maupassant

**Unit III**

- My Lord the Baby - Rabindranath Tagore  
An Astrologer's Day - R.K Narayan

**Unit IV**

The Sentence

1. Types of Sentences
2. Simple, Compound and Complex Sentences
3. Sentence Patterns

**Unit V**

Transformation of Sentences

1. Affirmative into Negative and vice versa
2. Interrogative into Assertive and vice versa
3. Exclamatory into assertive and vice versa
4. Simple, Compound and Complex sentences
5. Voice: Active and Passive
6. Degrees of Comparison

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15CO2C3

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – II- SEMESTER – CORE COURSE - III**

(For the candidates admitted from the year 2015-16 onwards)

**BUSINESS STATISTICS**

- UNIT-I** Introduction – Collection of Data – Classification and Tabulation – Diagrammatic Representation – Measures of Central Tendency – Arithmetic Mean, Median, Quartiles, and Mode – Geometric Mean – Harmonic Mean.
- UNIT-II** Dispersion – Methods of Measuring Dispersion: Range, Quartile Deviation, Mean Deviation and Standard Deviation – Co-efficient of Variation.
- UNIT-III** Skewness – Measures of Skewness; Karl Pearson's Co-efficient of Skewness; Bowley's Co-efficient of Skewness – Simple Correlation – Types of Correlation – Methods of Studying Correlation – Karl Pearsons Co-efficient of Correlation – Rank Correlation.
- UNIT-IV** Simple Regression – Meaning – Correlation Vs Regression – Methods of Studying Regression: Graphic Method and Algebraic Method – Regression Equation of X on Y and Regression Equation of Y on X – Time Series – Components – Straight –line Trend – Methods of Least Squares – Methods of Semi-Average and Methods of Moving Average.
- UNIT-V** Index Numbers – Use of Index Numbers – Methods of Constructing Index Numbers; Unweighted and Weighted Index Numbers – Quantity Index Numbers – Volume Index Number – Test for Perfection: Time and Factor Reversal Test, Consumer Price Index Numbers – Limitations of Index Numbers.

**Note: (Theory 40%, Problem 60%)**

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Statistical Methods	S.P. Gupta	Sultan Chand & Sons

**Reference Books:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Elements of Practical Statistics	S.K. Kapoor	S.K. Kapoor
Statistics	R.S.N. Pillai and Bagavathy	S. Chand and Co.
Business Statistics	Prof. Navaneetham	Anand Publishers
Business Statistics	G.V. Shenoy, U.K.	Wiley eastern

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. - II SEMESTER – FIRST ALLIED COURSE II**

(For the candidates admitted from the year 2015-16 onwards)

**BUSINESS COMMUNICATION**

- UNIT – I** Communication – Meaning, process and significance. Objective of communication – principles of communication. Types of Communication.
- UNIT – II** Media of Communication – Barriers of Communication – Writing skill – Business Correspondence – Effective Business Letter.
- UNIT – III** Enquiries and Replies Letters – Complaint letters – Adjustment letters – Circular letter – E-circular.
- UNIT – IV** Order Execution and cancellation letters – Collection Letters – Bank correspondence – Application Letters.
- UNIT – V** Report Writing – Electronic communication – Internet – Fax – Video conference- Email and Creating web designing.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Managerial Communication	Varinder kumar and bodh Raj	Kalyani Publishers 2010

**Reference:**

<b>S.No</b>	<b>Title</b>	<b>Author</b>
1.	Business Communication	Rajendrapl; Korahalli
2.	Business Communication	Varinder kumar and bodh Raj

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15CO2A3/  
U15CA2A3

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – II SEMESTER – FIRST ALLIED COURSE - III**

(For the candidates admitted from the year 2015-16 onwards)

**MARKETING**

- UNIT-I** Introduction – Meaning – Definition of Marketing – Modern concept of Marketing – Marketing and selling: Importance and Scope of Marketing Functions of Marketing.
- UNIT-II** Types of Market – Market Segmentation – General Approach to segmenting a market - Market segments Vs Product differentiation - Product Planning and development – Product mix – strategies – Product Life Cycle.
- UNIT-III** Meaning and Definition of Distribution Channels - Nature and Importance of Distribution Channels - Channel Management Decisions: Elements of the Channel team - Classification and Distribution Channels.
- UNIT-IV** Meaning and Definition of Pricing - Factors affecting Price Determinants - Internal and External factors - Procedure for price Determination - Pricing Policies and strategies - Discounts and rebates.
- UNIT-V** Promotional Mix – Personal and Non Personal Selling – Strength and Limitations of Personal Selling – Pre-Sale – Pre-Sale Preparation – Trial Close. AIDAS approach – Administrative sales Manager – Managing Sales Force – Recruitment and Selection of Sales Representation – Recruitment Sources.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Marketing	S. P. Bansal	Kalyani Publishers - 2011

**Reference:**

<b>Sl.No.</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1.	Principles of Marketing	Ramasamy &	
2.	Principles of Marketing	C. B. Memoria	
3.	Principles of Marketing	Sontaki	

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15ES2

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**  
**ALL UG COURSES - II SEMESTER – PART – IV**  
(For the candidates admitted from the year 2015-16 onwards)

**ENVIRONMENTAL STUDIES**

**Unit 1**

Environment – Introduction – Nature – Scope – Content – Need for study: Natural resources – Forest and Energy resources – use and over exploitation –deforestation – Energy resources – reviewable and non reviewable energy resources.

**Unit 2**

Eco System: Concept – Structure and function – Procedures – consumers and decomposers – Food Chains – Food Webs and Ecological Pyramids – Biodiversity and its conservation : Introduction – definition – genetic – species and eco system diversity – conservation of biodiversity.

**Unit 3**

Environmental Pollution – Definition – causes – effects and control Measures – Types – Air – Water – Soil – Thermal and Nuclear hazards – solid waste and Management – Disaster Management – Role of an individuals in controlling pollution – Earth Quake –Earth Quake and Cyclone – Flood.

**Unit 4**

Social issues and the environment: urbanization – urban problems related to energy – Water Shed Management – Environmental ethics: issues and possible solutions – Wasteland reclamation – Climate Change – Global Warming - Acid rain – Ozone layer depletion – Public awareness.

**Unit 5**

Human Population and the environment: Population growth, Variation among nations – Population explosion – Family Welfare Programme – Human rights – HIV/AIDS – Women and Child Welfare – Role of information technology in environment and human health.

**Text Book:**

1. சுற்றுச்சூழல் கல்வி - முனைவர். ஆ. சசிலா அப்பாத்துரை -  
நியூ செஞ்சுரி புக் ஹவுஸ் (பி) லிட், சென்னை.

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15L3T3

**அரசு கலைக் கல்லூரி (தன்னாட்சி) - ஈநூர் - 5**  
**கலையியல் / அறிவியல் / வணிகவியல் / பட்ட வகுப்பு**  
(2015 - 2016 ஆம் கல்வியாண்டு முதல் பயிலும் மாணவர்களுக்குரியது)  
**பகுதி - 1 பொதுத்தமிழ் - 3 - மூன்றாம் பருவம்**  
(காப்பியங்கள், நாடகம், இலக்கணம், இலக்கிய வரலாறு)

**அலகு 1 காப்பியங்கள்**

சிலப்பதிகாரம் (புறஞ்சேரியிறுத்த காதை)  
மணிமேகலை (சிறைக்கோட்டம் அறக்கோட்டம் ஆக்கிய காதை)  
கம்பராமாயணம் (இரணிய வதைப்படலம்)

**அலகு 2 காப்பியங்கள்**

பெரியபுராணம் (இளையான்குடி மாற நாயனார் புராணம்)  
தேம்பாவணி (நாட்டுப்படலம்)  
சீறாப்புராணம் (பாந்தள் வசனித்த படலம்)

**அலகு 3 நாடகம்**

சேர தாண்டவம் - பாரதிதாசன்

**அலகு 4 இலக்கணம்**

நிறுத்தக் குறிகள்

**அலகு 5 இலக்கிய வரலாறு**

காப்பியங்கள், நாடகம்

**பரிந்துரை நூல்**

முனைவர் கா.வாசுதேவன் - பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு  
தேவன் பதிப்பகம், 16/43, திருநகர்,  
திருவானைக்கோவில், திருச்சி

ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

**வினாத்தாள் அமைப்பு முறை**

**பகுதி அ (ஒரு மதிப்பெண் வினா - 20)**

அ) பொருத்தமான விடையைத் தேர்ந்தெடுத்தல் 5\*1=5  
ஆ) கோடிட்ட இடங்களை நிரப்புதல் 5\*1=5  
இ) பொருத்துதல் 5\*1=5  
ஈ) ஒரே சொற்களில் விடையளித்தல் 5\*1=5

**பகுதி ஆ (ஐந்து மதிப்பெண் வினா )**

இது அல்லது அது என்ற வகையில் அமைதல் வேண்டும் 5\*5=25

**பகுதி இ (பத்து மதிப்பெண் வினா)**

ஐந்தில் எவையேனும் மூன்றனுக்கு மட்டும் கட்டுரை வடிவில் விடை எழுத வேண்டும். 3\*10=30

**மொத்த மதிப்பெண் -75**

Sl. No.:

Subject Code:

U15L3E3

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS) KARUR- 05**

**ALL UG COURSES - III SEMESTER - PART – II - ENGLISH**

(For the candidates admitted from the year 2015-16 onwards)

**ENGLISH – III**

**Unit I**

- |                          |   |               |
|--------------------------|---|---------------|
| A Prayer for My Daughter | - | W.B Yeats     |
| A Poison Tree            | - | William Blake |

**Unit II**

- |                                      |   |                 |
|--------------------------------------|---|-----------------|
| Stopping by Woods on a Snowy Evening | - | Robert Frost    |
| Because I Could Not Stop For Death   | - | Emily Dickinson |

**Unit III**

- |  |   |               |
|--|---|---------------|
| My Grand Mother's House                  | - | Kamala Das    |
| Small Scale Reflections on a Great House | - | A.K Ramanujan |

**Unit IV**

1. Error Correction
2. One word Substitution
3. Idioms and Phrases

**Unit V**

1. Comprehension
2. Note Making and Summarizing
3. Précis Writing

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15CO3C4

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – III SEMESTER – CORE COURSE -IV**

(For the candidates admitted from the year 2015-16 onwards)

**BUSINESS ACCOUNTING**

- UNIT-I** Branch and Departmental Accounts.
- UNIT-II** Hire Purchase Accounts (Except interest suspense method) – Royalty Accounts.
- UNIT-III** Admission and Retirement of a Partner, Death of a Partner.
- UNIT-IV** Dissolution of Firm – Piecemeal Distribution – Insolvency of a Partner of Partners – Garner Vs Murray.
- UNIT-V** Insurance Claims for Loss of Stock – Insolvency Accounts – Statements of Affairs – Insolvency of Individual Only. (Simple Problems Only)

**(THEORY – 40%, PROBLEM – 60%)**

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publishers</b>
Advanced Accountancy	Jain and Narang	Kalyani Publishers

**CHAIRMAN – BOS**

**COE**



Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – III SEMESTER – CORE COURSE –V**

(For the candidates admitted from the year 2015-16 onwards)

**BUSINESS LAW**

- UNIT-I** Introduction – Definition – Scope and Growth of Merchantile law – Sources of merchantile Law – Nature and kinds of contracts – Offer and acceptance – consideration – contractual capacity – consent – Void agreements – contingent contracts.
- UNIT-II** Performance of Contract – Quasi contract – Discharge of Contracts – Remedies for Breach of contract.
- UNIT-III** Contract of Indemnity and guarantee contract of Bailment and pledge.
- UNIT-IV** Contract of Agency and the sale of goods act.
- UNIT-V** The Indian partnership Act.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Business Law	R.S.N. Pillai and Bagawathi	S. Chand & Sons 2008

**Reference Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Business Law	N.D. Kapoor	S. Chand & Sons
Commercial law	Chawla and Garg	Kalyani Publishers
Merchantile Law	M.C. Slukla	S. Chand & Sons
Merchantile Law	M.C. Kuchal	Vikas Publishing House

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15CO3A1

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – III SEMESTER – SECOND ALLIED COURSE - I**

(For the candidates admitted from the year 2015-16 onwards)

**BUSINESS ENVIRONMENT**

- UNIT-I** Introduction to Business Environment – Components of Business – Environment – Types of Business Environment Organisation relationship – Pollution and its types.
- UNIT-II** Political Environment – Meaning – Damages of frequently changing political leadership – Social and cultural environment – Impacts of Foreign culture.
- UNIT-III** Economic and Financial Environment – Types of Economic system – Economic indicators – Financial Environment – Meaning, Concept – Banks, Non-Banking financial companies and Unorganized Sectors.
- UNIT-IV** Technological Environment – Demographic Environment – Public distribution system – Effects of population growth on economic development – MNC's.
- UNIT-V** International Environment – Meaning, Globalization, IMF, GATT, WTO. Legal Environment – Meaning and Concept, Social Responsibilities of business.

**Text Book:**

**Title**

Business

**Author Publisher**

Environment

Dr.Gopal

Tata McGraw Hill

Education Private Ltd, New Delhi

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com.,(CA) – III SEMESTER – NON CORE ELECTIVE - I**

(For the candidates admitted from the year 2015-16 onwards)

**OFFICE MANAGEMENT**

- UNIT-I** Introduction to Office Management – Office – Office Definitions – Office Manager- Office Management–Effective Management Techniques– Office Organization– Types of Organization– Departmentation – Delegation – Centralization – and Decentralization – Techniques of Organization.
- UNIT-II** Office Accommodation – Lay out and Environment – Introduction – Location of an Office – Office Environment – Office Furniture – Concepts of 5s and Office Management – Office Stationery – Need to Control Office Stationery – Types of Stationery – Methods of reduce Stationery Cost.
- UNIT-III** Records Management – Introduction – Objectives – Features– Principles – Essentials – Benefits – Filing – Centralized and Decentralized filing System – Methods of filing – Classification of Files
- UNIT-IV** Electronic Records – Indexing – Office Mail Services – Centralized Correspondence – Decentralized Correspondence – Advantages and Disadvantages of Centralized and Decentralized Mail Service – Handling of Inward mails and Outward mails.
- UNIT-V** Office Furniture- Introduction- Basic Considerations before Selecting the Office furniture- Types of Furniture – Conclusion.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1. Business Organization	Y.K. Bhusan	
2. Office Management	V. Balachndran V. Chandrasekar	

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15L4T4

**அரசு கலைக் கல்லூரி (தன்னாட்சி) - ஈநூர் - 5**  
**கலையியல் / அறிவியல் / வணிகவியல் / பட்ட வகுப்பு**  
(2015 - 2016 ஆம் கல்வியாண்டு முதல் பயிலும் மாணவர்களுக்குரியது)  
பகுதி - 1 பொதுத்தமிழ் - 4 - நான்காம் பருவம்  
(சங்க இலக்கியம், புதினம், இலக்கணம், இலக்கிய வரலாறு)

**அலகு 1**

நற்றிணை - 5,21,27,80,92  
குறுந்தொகை -10 பாடல்கள் (2,16,20,40,62,67,202,244,263,286)  
ஐங்குறுநூறு (அன்னாய் வாழிப்பத்து)  
அகநானூறு - 2 பாடல்கள் (10,23)  
புறநானூறு - 5 பாடல்கள் (74,192,204,206,312)  
கலித்தொகை- 2 பாடல்கள் (11,88)

**அலகு 2**

சிறுபாணாற்றுப்படை (முழுவதும்)

**அலகு 3**

பூர்வீக பூமி - சூரியகாந்தன்

**அலகு 4** கட்டுரை

பொதுக்கட்டுரை, விண்ணப்பம், மடல், அலுவலகக் கடிதங்கள் எழுதப் பழகுதல்

**அலகு 5**

இலக்கிய வரலாறு - சங்க இலக்கியம், புதினம்

**பரிந்துரை நூல்**

முனைவர் கா.வாசுதேவன் -பன்முக நோக்கில் தமிழ் இலக்கிய வரலாறு  
தேவன் பதிப்பகம்,16/43, திருநகர்,  
திருவானைக்கோவில்,திருச்சி

ஐந்து அலகுகளிலும் சம அளவில் வினாக்கள் அமைதல் வேண்டும்.

**வினாத்தாள் அமைப்பு முறை**

**பகுதி அ (ஒரு மதிப்பெண் வினா - 20)**

அ) பொருத்தமான விடையைத் தேர்ந்தெடுத்தல் 5\*1=5  
ஆ) கோடிட்ட இடங்களை நிரப்புதல் 5\*1=5  
இ) பொருத்துதல் 5\*1=5  
ஈ) ஒரே சொற்களில் விடையளித்தல் 5\*1=5

**பகுதி ஆ (ஐந்து மதிப்பெண் வினா )**

இது அல்லது அது என்ற வகையில் அமைதல் வேண்டும் 5\*5=25

**பகுதி இ (பத்து மதிப்பெண் வினா)**

ஐந்தில் எவையேனும் மூன்றனுக்கு மட்டும் கட்டுரை வடிவில் விடை தருக. 3\*10=30  
மொத்த மதிப்பெண் -75

Sl. No.:

Subject Code:

U15L4E4

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS) KARUR- 05**

**ALL UG COURSES - IV SEMESTER - PART – II - ENGLISH**

(For the candidates admitted from the year 2015-16 onwards)

**ENGLISH – IV**

**Unit I**

- Grand Mother's Gold - Ella Adkins
- Medieval Magic - Geoffrey Chaucer

**Unit II**

- The little Man - John Galsworthy
- The Pot of Broth - W.B Yeats

**Unit III**

- The Proposal - Anton Checkov
- The Bishop's Candle Sticks - Norman Mc Kinnell

**Unit IV**

1. Letter Writing
2. Developing Hints
3. Complete the Dialogue

**Unit V**

1. Essay
2. Group Discussion
3. Interview Techniques

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – IV SEMESTER – CORE COURSE -VI**

(For the candidates admitted from the year 2015-16 onwards)

**COST ACCOUNTING**

- UNIT-I** Meaning of Cost Accounting – Nature and Purpose – Advantages and Limitations of Cost Accounting – Installation of Costing System – Methods of Costing – Elements of Costing – Preparation of Cost Sheet. Difference between costing and cost accounting and cost accountancy.
- UNIT-II** Materials – Functions of Store Keeper – Classification and Codification of Materials – Methods of Inventory Control – EOQ – Stock Levels, ABC Analysis – Perpetual Inventory System – Issue Procedure – Pricing of Issues – LIFO, FIFO, Simple Average, Weighted Average and Standard Price - Calculation of Purchase Price.
- UNIT-III** Labour – Factors in Wage Determination - Systems of Wage Payment – Time Rate – Piece Rate - Incentive Plans – Labour Turnover. Overheads – Allocation and Apportionment – Reapportionment – Absorption - Machine Hour Rate – Overhead Absorption Rate
- UNIT-IV** Job Costing – Job Costing Procedure – Contract Accounts – Profit on Incomplete Contracts – Reconciliation of Cost and Financial Records.
- UNIT-V** Process Costing – Features – Normal and Abnormal Losses and Gains – Preparation of Process Accounts (Excepting Joint Products and by Products and Equivalent Production) – Operating Costing for Transport Organizations.

**Note: Theory 40%, Problem 60%**

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Cost Accounting	Jain & Narang	Kalyani Publishers

**Reference Book:**

<b>Sl.</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1.	Cost Accounting	S.P. Iyengar	Sultan Chand & Sons.
2.	Cost Accounting	S.N. Maheswaring	Sultan Chand & Sons.

Sl. No.:

Subject Code:

U15CO4A2P

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – IV SEMESTER – SECOND ALLIED COURSE - II**

(For the candidates admitted from the year 2015-16 onwards)

**PRACTICAL COMMERCE**

- UNIT-I**
1. Preparation of invoice, voucher, delivery, challan, entry pass and Gate pass debit and credit notes.
  2. Preparation of transaction from the receipts, vouchers credit notes and debit notes.
  3. Preparation of application for shares and allotment letter for share transfer forms from the secretary.
- UNIT-II**
1. Drawing, endorsing and crossing of cheques filling up of pay in slips demand draft application and preparation of demand drafts.
  2. Making entries in the passbook and filling up of account opening forms for SB account, Current account and FDR's preparation of FDR's.
  3. Drawing and endorsing of bills of exchange and promissory notes.
- UNIT-III**
1. Filling up of application forms for admission to co-operative societies. Filling up loan application forms and deposit challan.
  2. Filling up Jewel loan application form, procedure for releasing of jewelers in jewel loan and repayment.
  3. On-line Trading, E-Booking, E-Payment, Mobile shopping.
- UNIT-IV**
1. Preparation of agenda and minutes of meetings-both general body and board of directors.
  2. Using bin card and inventories.
  3. Using cost sheets.
- UNIT-V**
1. Filling up of an application form for a LIC policy, filling up of the premium form sending premium notice and filling up the challan for remittance receipt for the premium. The procedure for settling account while the insured is alive or dead.
  2. Preparation of audit programmes.
  3. Preparation of audit report and the replies to audit objections.
  4. Preparation of an advertisement copy, collection of advertisement in dailies and journal, critically evaluating the advertisement copy.
  5. Filling up income-tax returns and application for permanent account number.

**Note:** Students may be requested to collect original or Xerox copies of the document and affix then on the records note books after having filling up. Drawing of the document should no be insisted. Distribution of marks: Practical 75% and Record note book 25%

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**COE**

Sl. No:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – IV SEMESTER – SECOND ALLIED COURSE - III**

(For the candidates admitted from the year 2015-16 onwards)

**MODERN BANKING**

- UNIT-I** Commercial Banking: Definition – Classification of Banks – System – Functions – Role of Banks in Economic Development – Banking Regulation Act 1949.
- UNIT-II** Opening Bank Account - Definition of Banker and Customer – Special Types of Customers – Types of Deposits – Bank Pass Book – Collecting Banker - Paying Banker – Banker Lien.
- UNIT-III** Cheque – Essentials Features of a valid cheque – Crossing – making and endorsement – Payment of cheques – saturating protection – Duties of paying banker and collecting banker - Refusal of payment of cheques – Duties of Holder and Holder in due course.
- UNIT-IV** Loans and advances by commercial Banks – Lending policies of commercial Bank – Forms & Securities – Lien – Pledge – Hypothecation and advance against the departments of title to goods – Mortgage.
- UNIT-V** E-Banking: Definition – Traditional Banking – E-Banking – Electronic Delivery channels – Automated teller machine – cards – mobile banking – Tele Banking – Internet Banking – Impact of Information Technology on Banking.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Banking Theory, Law & Practice	R. Rajesh, T. Sivagnasithi	Tata Mcgraw Hill

**Reference Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Banking Theory, Law & Practice	Dr. S. Gurusamy	Tata Mcgraw Hill Education Pvt. Ltd
Modern Banking	Tandon	Learntech Press
Banking Theory Law & Practice	C. Jeevanandham	



Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – IV SEMESTER – SKILL BASED ELECTIVE - I**

(For the candidates admitted from the year 2015-16 onwards)

**RETAIL MANAGEMENT**

- UNIT – I** Introduction to Retail Management – Retail market Strategy and Consumerism – Research for retailing
- UNIT – II** Planning and Merchandise management for Retail Outlets – Finance and Location Strategies for Retailing.
- UNIT – III** Supply chain Management – Importance of Customer Service and Quality Management – CRM
- UNIT- IV** Common woes in Retailing - Franchising, Brand and Mail Management
- UNIT – V** Stores Loyalty Management and Visual Merchandising - Retailing and Information Support System.

**Text book Recommended:**

Retail Management by Suja Nair , Himalaya Publishing House .

**Reference Books:**

- |                          |                    |           |
|--------------------------|--------------------|-----------|
| 1. Retailing Management  | - Suja Nair        | - HPH     |
| 2. Retailing Management  | - Dr .hajit singh  | - s.chand |
| 3. Retailing Management  | - A. Mustafa       | - HPH     |
| 4. Retail Management     | - Sheik & Fatima   | - HPH     |
| 5. Retail Marketing      | - Dr. L. Natarajan | - Margham |
| 6. Retail Selling Skills | - Kati, Sumit      | - HPH     |
- Retail Marketing – Banumathi, Jayalakshmi - HPH

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**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com.,(CA) – IV SEMESTER – NON CORE ELECTIVE - II**

(For the candidates admitted from the year 2015-16 onwards)

**CONSUMER PROTECTION**

- UNIT-I** Consumer Protection Act 1986 - Objects of Act – Definitions - Important Terms- Consumer Rights in India.
- UNIT-II** The Central Consumer Protection Council – Meetings of the Central Council – Objects of Central Council – The State Consumer Protection councils.
- UNIT-III** Consumer Disputes Redressal Agencies - The District Forum – Jurisdiction – Manner in which complaint shall be made – Procedure on Admission of complaint – Complaint regarding services – Power of the district Forum under section 14 – Appeal.
- UNIT-IV** The State Commission - Composition - Disqualification for appointment as a member – Jurisdiction - Procedure for finding compliant - Appeal.
- UNIT-V** The National Commission - Composition - Disqualification – Jurisdiction - Appeal – Finality of Orders.

**Text Book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Corporate Laws	J. Jayasankar	Margham Publications

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – V SEMESTER – CORE COURSE – VII**

(For the candidates admitted from the year 2015-16 onwards)

**FINANCIAL MANAGEMENT**

**UNIT-I** Financial Management: Meaning and scope concepts in valuation – Time value of money Risk and Return – cost of capital – cost of debt – cost of equity – cost of Retained Earnings – Weighted Average cost of capital.

**UNIT-II** Financial Planning – Meaning and scope – capital structure – Net income approach – Net operating income Approach – MM Approach Arbitrage process – Traditional approach – capital structure planning.

**UNIT-III** Leverage – Meaning and types – significance – Operating leverage, financial leverage – combined leverage.

**UNIT-IV** Dividend policy – Theories – Relationship with value of firms – stock Dividend – stock splits.

**UNIT-V** Working capital Management Risk, Liquidity of profitability trade off – Determination of working capital – cash management – cash budget – concentration Banking and lock Box system – Receivable management – credit standards – credit policies – Inventory Management – Order quantity – Order point – safety stock.

**(Theory 40%, Problems 60%)**

**Text book recommended:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Theory and Problems of Financial Management	Khan & Jain	

**Reference:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Fundamentals of Financial Management	Prasanna Chandra	
Elements of Financial Management	S.N. Maheswari	Sultan Chand & Sons.

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**COE**

Sl. No.:

Subject Code:

U15CO5C8

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – V SEMESTER – CORE COURSE – VIII**

(For the candidates admitted from the year 2015-16 onwards)

**COMPANY LAW & SECRETARIAL PRACTICE**

- UNIT-I** **Company:** Meaning & Definitions – Characteristics of a company – Distinguish between company and partnership – Kinds of Companies.
- UNIT-II** **Formation of a Company:** Promotion – Promotor and his functions – Incorporation of a Company – Steps before proceeding with the procedure of filing documents – certificate of incorporation – Legal effect of incorporation – Capital subscription – Commencement of Business.
- UNIT-III** **Memorandum of Association** - Importance – Its purposes – Contents of Memorandum – Articles of Memorandum – Procedure for the alteration of the compulsory clauses of the memorandum – Doctrine of ultra vires - : Meaning and purposes only. Articles of Association: Meaning – Companies which must have their own articles – contents of articles – Alteration of articles – Procedure and limitations of power to alter articles.
- UNIT-IV** **Prospectus:** Definition – Ingredients of a prospectus – Legal requirements of a prospectus – Contents of prospectus – Liability for mis-statements in prospectus – under writing commission – Distinction between under writers and brokers – Shares: Definition – Stock and shares – Types of shares – Application and allotment of shares – Calls on Shares – Share certificate – Share warrant – Surrender and forfeiture of shares – Reissue of forfeited shares – Issue of sweat equity shares – Kinds of share capital – Classes of share capital – Debentures and its characteristics – Kinds of debentures – Debenture and debenture stock – Debenture certificates.
- UNIT-V** **Company Secretary:** Meaning and definition – Qualifications – Disqualifications – Rights and powers – Duties of a Company Secretary – Liabilities of a Company secretary – Role of Company secretary – Company Meetings: Meaning – Kinds of meeting – Companies exempt from holding statutory meeting – Objects – Statutory repost and its contents – Preliminary duties of the company secretary in relation to statutory meeting – Annual General Meeting – Objects – Secretaries duties in connection with Annual General Meeting.

**Text book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Company Law and Secretarial Practice	K.C.Garg, Vijay Gupta and R.C. Chawla	Kalyani Publishers, 2010

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – V SEMESTER – CORE COURSE – IX**  
(For the candidates admitted from the year 2015-16 onwards)

**AUDITING**

- UNIT – I** Origin and Meaning of Audit – Definition of Audit. Difference between Book Keeping, Accountancy and Investigation. Objectives of an Auditing. Advantages and Disadvantages of Auditing. Classifications of Audit.
- UNIT – II** Meaning, Definition of Internal control, Internal Audit- Vouching, Vouching Vs Routine Checking. Objects of Voucher Vouching of cash receipt transactions. Vouching of cash payment transactions.
- UNIT – III** Verification and Valuation of Assets and Liabilities. Qualification and Disqualification of an Auditor. Appointment of Company Auditor. Different classes of Auditor. Auditor's Remuneration..
- UNIT – IV** Rights and Duties of Company Auditor. Powers of an Auditor. Legal position of an Auditor. Liabilities of Joint Auditors.
- UNIT – V** Audit Report. Requisites of a good report. Audit report Vs Audit certificate. Types of Audit Report. Recent Trends in Computer Assisted Audit Technique. [CAAT]. Documentation under CAAT.

**Reference Books:**

Practical Auditing By Ravinder Kumar & Virender Sharma prentice Hall of India (P) Ltd. Delhi.

Practical Auditing By B.N. Tandon, S. Sudharsanam & S. Sundharabahu. S. Chand & Company (P) Ltd, Ram Nagar, New Delhi.

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**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – V SEMESTER – CORE COURSE – X**

(For the candidates admitted from the year 2015-16 onwards)

**CORPORATE ACCOUNTING**

**UNIT – I** Company accounts - introduction – legal provisions regarding issues of shares, applications, allotment, calls, forfeiture, re-issue premium and discount – accounting entries regarding the redemption of preference shares.

**UNIT – II** Issue and redemption of debentures - various kinds of debentures – at par- at discount – at premium – redemption – through sinking fund, purchase in the open market – conversion.

**UNIT – III** Final accounts of companies – profit prior to incorporation .

**UNIT – IV** Amalgamation – external and internal re-construction of companies.

**UNIT – V** Final accounts of Banking Companies.

**NOTE: (THEORY 40%, PROBLEM 60%)**

**Text book:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Advanced Accountancy	Jain and Narang	Kalyani Publisher

**Reference:**

<b>S.No</b>	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
1.	Advanced Accountancy	Shukla and Grewal	Sulthan Chand & Sons
2.	Advanced Accountancy	R.L.Guptha and Radhaswamy	Sulthan Chand & Sons
3.	Advanced Accountancy	Arulanandan and Raman	Himalayas Publisher
4.	Corporate Accounting	T.S Reddy and A.Murthy	Margham Publications

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – V SEMESTER – ELECTIVE COURSE - I**

(For the candidates admitted from the year 2015-16 onwards)

**COMPUTER APPLICATIONS IN BUSINESS ACCOUNTING**

- Unit – I Word – Creating Word Documents – Creating Business Letters using Wizards – Editing Word Documents – Inserting Objects – Formatting documents – Spelling and Grammar check – Word Count, Auto Correct – Working with tables – Savings – Mail Merge.
- Unit – II Introduction to Spread Sheet – Introduction – Entering and Editing Text, Numbers and formula – Inserting Rows and Columns Building Worksheets – Creating, and Formatting Charts.
- Unit III Ms Power Point Creating a simple Presentation – Creating, Inserting and Deleting Slides – Savings a Presentation.
- Unit - IV Word- Creating personal Letters – Official Letters \_ Circulars-Templates – Use of wizards – Resumes – Preparation of Bio Data –Clip Art – Bullets and Numbering – Insertion of Charts and Diagrams – Tables – Creating – Mail Merge.
- Unit – V Excel – Entering Information in Worksheet – Align Data Cells – Changing Column Width and Row Height – Pay Bill \_ Mark Sheet – Electricity Bill- Power Point – Simple Presentation \_ Creating Slide Show – Animation inserting and Deleting Slides.

Text Book:

Title	Author	Publisher
Computer Applications in Business	Dr,S,V.Srinivasa Vallabhan	Sultan Chand & Co.,

Books for Reference:

Title	Author	Publisher
MS- Office 2000	Sanjay Saxena	Vikas Publishing House
Computer Applications in Business	TD.Malhotra	Kalyani Publications

Sl. No.:

Subject Code:

U15CO5S2

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com. – V SEMESTER – SKILL BASED ELECTIVE - II**

(For the candidates admitted from the year 2015-16 onwards)

**PRINCIPLE OF INSURANCE**

- UNIT - I** Insurance – Definition – Nature – Functions – Importance – classification of insurance – Reinsurance – Double insurance – Over insurance.
- UNIT - II** Meaning and Definition of Risk – Types of risk – Insurance Regulatory Authority of India (IRDA) – objectives – Duties and Powers of IRDA - Essential elements of contract of Insurance.
- UNIT - III** Life insurance – classification of life insurance policies-procedure for new policy – assignment – Nomination- Surrender of polices- Life insurance Corporation of India.
- UNIT - IV** General Insurance corporation (GIC)- Various types of General Insurance – fire insurance – Nature of fire insurance Contract – Difference between GIC and LIC
- UNIT - V** Marine insurance Contract – Kinds of marine insurance policies.

**TEXT BOOK:**

Principles and Practice of Insurance

Dr. P. Perumal

**CHAIRMAN – BOS**

**COE**



Sl. No.:

Subject Code:

U15CO5S3

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com., – V SEMESTER – SKILL BASED ELECTIVE - III**

(For the candidates admitted from the year 2015-16 onwards)

**EXPORT DOCUMENTATION**

- UNIT – I** Foreign trade – Meaning and Definition. Important role of economic growth through foreign trade. Distinguish between home trade and foreign trade – Advantages and Disadvantages of foreign trade – difficulties in foreign trade – different prices in foreign trade.
- UNIT – II** Export procedures and documentation: Offers and orders – production of goods – shipment formalities and procedures & banking procedures- aligned documentation systems (ADS)
- UNIT – III** Import procedures and documentation: Import trade procedures and formalities. The various documents to be used in import trade. Import licensing procedures.
- UNIT – IV** Methods of payment – different types of letters of credit – uniform customs practices for documentary credits , international norms – advance payment , CAD, DA, consignment basis – packing credit post – shipment credit , procedures.
- UNIT – V** Export costing and pricing – lending programmes and services – ECGC assistant and incentives given for Indian exports. – advance license – IPRS – dutydrawbal- MDF facilities – fiscal benefits – finance facilities etc.,

**TEXT BOOK:**

1. International trade and export management - Francis. Cherunilam - HPH

**BOOK FOR REFERENCE:**

1. TAS.Rajagopal – Export Marketing – Himalaya publishing house
2. D. P Jain – Business Organization And Management- VRINDA pub.
3. Varshey & Battacharya -iInternational marketing – sulthan chand & say.

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**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS) KARUR-05**  
**ALL UG COURSES – V SEMESTER – PART - IV**  
(For the candidates admitted from the year 2015 - 2016 onwards)

**SOFT SKILLS DEVELOPMENT**

**Learning Objective**

Today's world is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

- UNIT- I Know Thyself/Understanding Self**  
Introduction to Soft Skills-Self discovery-Developing positive attitude-Improving perceptions-Forming values.
- UNIT- II Interpersonal Skills/Understanding Others**  
Developing interpersonal relationship-Team building-group dynamics-Net working-Improved work relationship.
- UNIT-III Communication Skills / Communication with others**  
Art of listening-Art of reading-Art of speaking-Art of writing-Art of writing e-mails-e mail etiquette.
- UNIT-IV Corporate Skills / Working with Others**  
Developing body language-Practicing etiquette and mannerism-Time management-Stress management.
- UNIT-V Selling Self / Job Hunting**  
Writing resume/cv-interview skills-Group discussion-Mock interview-Mock GD-Goal setting-Career planning.

**Text Book:**

Meena.K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills : A Road Map to Success), P.R.Publishers & Distributors, No, B-20 & 21, V.M.M. Complex, Chatiram Bus Stand, Thiruchirappalli - 620 002.

(Phone No:0431 - 2702824: Mobile No: 94433 70597, 98430 74472)

Alex. K (2012) Soft Skills - Know Yourself & Know the World, S.Chand & Company LTD, Ram Nagar, New Delhi - 110 055.

Mobile No: 94425 14814 (Dr.K. Alex)

**Reference Books**

- (i) Developing the leader within you John c Maxwell
- (ii) Good to Great by Jim Collins
- (iii) The seven habits of highly effective people Stephen Covey
- (iv) Emotional Intelligence Daniel Goleman
- (v) You can win Shive Khera
- (vi) Principle centred leadership Stephen Covey.

CHAIRMAN - BOS

COE

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com., – VI SEMESTER – CORE COURSE - XI**

(For the candidates admitted from the year 2015-16 onwards)

**MANAGEMENT ACCOUNTING**

- UNIT-I** Definition – Nature – Scope – Objectives – Merits – Limitations – Differences between Management Accounting and Financial Accounting  
– Financial Statement analysis – Comparative statements – Common size statements – trend percentages – ratio analysis – types.
- UNIT-II** Fund flow statement – Cash flow statement (New Format) – Forecasting of working capital requirements.
- UNIT-III** Marginal Costing – CVP analysis – Break even analysis – Managerial applications.
- UNIT-IV** Budget and Budgetary control – Production, Production cost, raw material cost, sales, cash, flexible budgets, standard costing – Material and labour variance only.
- UNIT-V** Capital Budgeting – Importance – Payback – discounted cash flow – net present value – Profitability index – accounting rate of return.

**NOTE: (THEORY 40%; PROBLEM – 60%)**

**Text book recommended:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Principles of Management Accounting	S.N. Maheswari	Sultan Chand & Sons.

**Reference:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
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**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com., – VI SEMESTER – CORE COURSE - XII**

(For the candidates admitted from the year 2015-16 onwards)

**TALLY 9.0 – PRACTICAL**

**UNIT-I** Introduction to Tally: Create a company – Selecting a company – Altering a company – Close or Shut Company – Accounts Group – Ledgers – Vouchers.

**UNIT-II** Cost Categories: Create – Display – Alter – Delete – Multiple modes –  
Cost Centres – Bank Reconciliation statement – Display Final Accounts.

**UNIT-III** Inventory informations: Unit of measure – Stock Group – Display – Stock items – Stock Categories – Multiple stock categories – Godowns – multiple Godowns – Pure inventory Vouchers.

**UNIT-IV** Printing: Cheque printing – Printing Final Accounts – Multi – Accounting Printing – E-mail – Data import/ Export – Tally ODBC – Back up and Restore – Tally Audit.

**UNIT-V** VAT: VAT in India – Concept of VAT – Benefit of VAT – Computation of VAT – VAT Classification in ledger Masters – Impact of VAT in Voucher Entry, TDS: Creating ledger – Voucher – Payment – TDS Challan Payment.

**Text book recommended:**

<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Tally	C. Nellai Kannan 2 <sup>nd</sup> Edition	Nels Publications.
Tally 9.0	P. Kasi Vairavan	Kalamohan Creations.

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

U15CO6C13

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com., – VI SEMESTER – CORE COURSE - XIII**

(For the candidates admitted from the year 2015-16 onwards)

**FINANCIAL SERVICES**

- UNIT-I** The Financial System in India – Functions of the Financial Systems – Concept – Financial Markets – classification Money Market – Features, Objectives, Importance and composition of Money Market.
- UNIT-II** Securities and Exchange Board of India capital Issues ( control) Act – SEBI – Primary Market – Secondary Market – NSE – BSE – Depository system – Definition, Meaning and Objectives.
- UNIT-III** Financial Services: Meaning, Features of Financial Services – classification – scope – Sources of Revenue – New product Financial product and Services – Merchant Banking – Scope of Merchant Banking in India.
- UNIT-IV** Mutual Fund: Introduction – Meaning – Scope of Mutual Fund – Definition – Types / Classification of Funds – Importance of Mutual Funds – Performance Evaluation of Mutual Funds – Mutual Funds 2000 – Mutual Funds in India.
- UNIT-V** DERIVATIVES: Meaning – Definition – Kinds of Financial Derivatives – Features of future – Types of future – options – Features of option – Share option – Importance of Derivatives – Derivatives in India – Credit Card – Meaning and types of Credit card.

**Text book recommended:**

**Title**  
Financial Markets and  
Services

**Author**  
E. Gordon and K.  
Natarajan

**Publisher**  
Himalaya Publishing  
House 6<sup>th</sup> Revised Edition.

**CHAIRMAN – BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com., – VI SEMESTER – ELECTIVE COURSE - II**

(For the candidates admitted from the year 2015-16 onwards)

**LOGISTICS MANAGEMENT**

**UNIT – I** Logistics - Meaning, Definition – Concepts – MILITARY use of Logistics, Principles of Logistics - Advantages of Logistics Management. Supply Chain Management - Introduction and Definition, Integration and Co –ordination. Advanced Planning Systems (APS) – Structure of Supply Chain Management.

**UNIT-II** Role of Transportation in Logistics and supply chain management (LSCM) - modes of Transportation legal classification of carries – Role of transportation LSCM. Rail Transport – Road transport – Forms of Road Transport – Air Transport – Water Transport – Pipeline Movement - Ropeways.

**UNIT –III** Containerization and Multimodal Transport- Global Competition – Container Classification – Multimodal Transportation - Advanced system for container Management – Containerization in India – Container handling systems and Equipments – Maritime frauds and containers crimes .

**UNIT –IV** Warehousing and Packaging: Warehousing - Introduction - Location, Functionality, benefits , Competitive advantages , Classification and warehouse designing . Packaging - Introduction , Functions , Materials. New emerging Packaging Alternatives. Bar Coding and RFID Packaging operations - Trends and Advances .

**UNIT – V** Materials Handling – Guidelines and Principles of materials handling – Equipments for material handling. Distribution and Retail supply chain – Types of Distribution system – Information Technology for retail consolidation.

**Textbook:**

1. Logistics Management - S.K . Bhattacharyya – S.Chand & Company LTD.,

**Reference book:**

1. Logistics and Supply Chain Management - Dr. K. Agrawal - Macmillan India
2. Business logistics / Supply Chain Management - Ronald H.Ballon , Samir K. Srivastava  
Pearson India
3. Export- Import and logistics Management – Rai Usha Kiran Prentice - Hall of India

**CHAIRMAN - BOS**

**COE**

Sl. No.:

Subject Code:

**GOVERNMENT ARTS COLLEGE (AUTONOMOUS), KARUR-05**

**B.Com., – VI SEMESTER – ELECTIVE COURSE - III**

(For the candidates admitted from the year 2015-16 onwards)

**INCOME TAX LAW & PRACTICE**

**UNIT-I** Definitions – Agricultural income – Assessee – Persons – Income – GTI – NI – Assessment Year – Previous Year – Casual Income – Rate of Tax for Relevant AY – Capital Receipts – Revenue Receipts – Residential Status – Ordinary Resident – Not Ordinary Resident – Non- Resident – Incomes Exempted from Tax under section 10 – Heads of Income.

**UNIT- II** Salaries – Definition – Under Section 17(1) – Characteristics of Salary – Allowances – Perquisites – Provident Funds – SPF – RPF – URPF – New Pensions Scheme – Gratuity – Deduction under Chapter VI-A.

**UNIT- III** Income from House Property – Definitions – Annual Value – Determination of Annual Value – Self Occupied – Let out – Deduction under section 24.

**UNIT- IV** Profits and Gains of Business / Profession – Definitions – Charging Provision – Computation of Income – Expressly Admissible Deductions – Expenditure of Acquisition of Patents Right and Copy Rights – General Deductions – Expressly disallowed expenses – Valuation of Stocks.

**UNIT-V** Capital Gain – Basis of Charge – Meaning and Types of Capital Assets – Transfer of Capital Asset – Short term and Long term Capital Gains - Determination of Cost of Acquisition – Cost of improvement – Income from Other Sources – General Income.

**NOTE: (THEORY 40%; PROBLEMS 60%)**

**Text book:**

Title	Author	Publisher
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Income Tax Law and Practice

**Books for Reference:**

Title	Author	Publisher
1. Students Guide to Income Tax	Singhania	Taxmann

1. Income Tax Theory Law & Practice T. S. Reddy, Y. Hariprasad Margham Publications

2. Income Tax Law & Practice A.Murthy Vijay Nicholus

**CHAIRMAN –BOS**

**COE**

Sl. No.:

Subject Code:

அரசு கலைக் கல்லூரி (தன்னாட்சி), ஈரூர் - 639005  
அனைத்து இளநிலை - ஆறாம் பருவம் - பகுதி - 5  
(2015 - 2016 கல்வியாண்டு முதல் பயிலும் மாணவர்களுக்கு  
உரியது)

## பாலின சமத்துவம்

### அலகு 1

பாலினம்தொடர்பான கோட்பாடுகள் : பாலியல் - பாலினம் - உடற்கூறு ரீதியில்  
நிருணயித்தல் - ஆணாதிக்கம் - பெண்ணியம் - பாலின பாகுபாடு - பாலின வேலைப்  
பாகுபாடு - பாலின ஒருபடித்தானவர்கள் - பாலின உணர்வூட்டல் - பாலின சமவாய்ப்பு  
- பாலின சமத்துவம் - பாலின மையநீரோட்டமாக்கல் - அதிகாரப்படுத்துதல்.

### அலகு 2

மகளிரியல் : பாலினசமத்துவக்கல்வி - பல்கலைக்கழக மானியக்குழுவின்  
வழிகாட்டுதல்கள் - ஏழாவது ஐந்தாண்டு திட்டம் முதல் பதினோராவது  
ஐந்தாண்டுத்திட்டம் வரை - பெய்ஜிங் மாநாடு - பெண்களுக்கு எதிரான  
அனைத்தவகையான பாகுபாடுகளையும் நீக்கும் ஒப்பந்தம் - 1979 (CEDAW) -  
சட்டத்தில் பெண்களுக்கு ஆதரவானவற்றை இணைத்தல் அல்லது உட்படுத்துதல்  
- பெண்களுக்கு எதிரானவற்றை ஒதுக்குதல்.

### அலகு 3

பாலியல் பாகுபாட்டிற்கான தளங்கள் : குடும்பம் - பாலின விகிதாச்சாரம் -  
கல்வி - ஆரோக்கியம் - ஆளுமை - மதம் - வேலைவாய்ப்பு - ஊடகங்கள் - அரசியல் -  
சட்டம் - பாலியல் துன்புறுத்தல்கள்.

### அலகு 4

பெண்கள் மேம்பாடு மற்றும் பாலின சமத்துவ மேம்பாடு : பெண்களுக்கான  
சமத்துவ முயற்சிகள் - சர்வதேச பெண்களுக்கான சகாப்தம் - சர்வதேச பெண்களுக்கான  
ஆண்டு - பெண்களின் மேம்பாட்டிற்கான தேசியக் கொள்கைகள் - பெண்கள் அதிகார  
ஆண்டு 2001 - சர்வதேசக் கொள்கைகளை மையநீரோட்டமாக்கல்.

### அலகு 5

பெண்கள் இயக்கங்கள் மற்றும் பாதுகாப்பு நிறுவன ஏற்பாடுகள் : தேசிய மகளிர்  
ஆணையம் - மாநில மகளிர் ஆணையம் - அனைத்து மகளிர் காவல் நிலையங்கள் -  
குடும்ப நீதிமன்றங்கள் - குடும்ப வன்முறையிலிருந்து பெண்களைப் பாதுகாக்கும் சட்டம்  
2005 - பணியிடங்களில் பெண்கள் மீதான பாலியல் துன்புறுத்தல்களைத் தடுப்பதற்கான  
உச்சநீதிமன்ற வழிகாட்டுதல்கள் - விசாகா தீர்ப்பு - தாய் சேய் சேம நலச்சட்டம் - பெண்  
சிசுவை கருவில் கண்டறிவதைத் தடை செய்யும் சட்டம் 1994 - ஈவ்ஊசிங் - பெண்களைத்  
தொல்லை செய்தல் தடுப்புச் சட்டம் - மகளிர் சுயஉதவிக்குழுக்கள் - பஞ்சாயத்து  
அமைப்புகளுக்கான 73வது மற்றும் 74வது சட்டத்திருத்தம்.

### Text Book:

1. பாலின சமத்துவம் - முனைவர். ஆ. ஜெகதீசன் - ராஜா பதிப்பகம், திருச்சி.