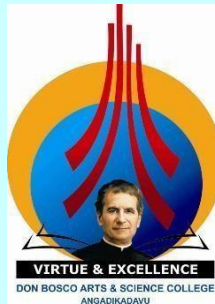


DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)
ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

**B.COM COMPUTER
APPLICATIONS**

(2021 - 24)

SEMESTER - I

ACADEMIC YEAR 2021 - 22

I Semester B.Com Computer Applications (2021 - 24)

Sl. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours Per Week
1.	1A02 ENG - Readings on Kerala	Soniya Sherin Sebastian	4
2.	1A01 ENG - Communicative English 1	Anu P. Thomas	5
3.	1A07 1MAL - Malayalam/1A07 1HIN - Hindi	Rajisha C. K./Jainy N. George	5
4.	1A11 COM - Business Statistics and Basic Numericals	Sanva P. & Riya Baby	6
5.	1B01 COM - Management Concepts and Principles	Centil Abraham K.	5
	Name of Class In-charge	Centil Abraham K.	

Day	09.50 Am - 10.45 Am	10.45 Am -11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	1B01 COM - Management Concepts and Principles	1A11 COM - Business Statistics and Basic Numerical	1A01 ENG - Communicative English 1	1A07 1MAL - Malayalam/1A07 1HIN - Hindi	1A11 COM - Business Statistics and Basic Numerical
2	1A02 ENG - Readings on Kerala	1A11 COM - Business Statistics and Basic Numerical	1B01 COM - Management Concepts and Principles	1A01 ENG - Communicative English 1	1A07 1MAL - Malayalam/1A07 1HIN - Hindi
3	1A01 ENG - Communicative English 1	1B01 COM - Management Concepts and Principles	1A07 1MAL - Malayalam/1A07 1HIN - Hindi	1A11 COM - Business Statistics and Basic Numerical	1A02 ENG - Readings on Kerala
4	1A07 1MAL - Malayalam/1A07 1HIN - Hindi	1A02 ENG - Readings on Kerala	1A01 ENG - Communicative English 1	1A11 COM - Business Statistics and Basic Numerical	1B01 COM - Management Concepts and Principles
5	1A11 COM - Business Statistics and Basic Numerical	1B01 COM - Management Concepts and Principles	1A02 ENG - Readings on Kerala	1A07 1MAL - Malayalam/1A07 1HIN - Hindi	1A01 ENG - Communicative English 1
6	1A11 COM - Business Statistics and Basic Numerical	1A07 1MAL - Malayalam/1A07 1HIN - Hindi	1B01 COM - Management Concepts and Principles	1A01 ENG - Communicative English 1	1A02 ENG - Readings on Kerala

Subject Code:	1A02 ENG
Subject Name:	Readings on Kerala
No. of Credits:	3
No. of Contact Hours:	72
Hours Per Week:	4
Name of the Teacher:	Soniya Sherin Sebastian

MODULE 1

1. “Conversation”:SreeNarayana Guru
2. “Curing Caste”:SahodaranAyyappan
3. Excerpts from “Eri”: PradeepanPambirikkunnu
4. Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan
5. Excerpts from “Parting from the Path of Life”: Cherukad GovindaPisharodi

MODULE 2

1. “About My Race: A Song”: PoykayilAppachan
2. “The KuttippuramBridge”: Idasseri
3. “Courageous Act”: AnasuyaMenon
4. “Vaikom Satyagraha”: K. N.Panikkar
5. “The Voice”: Suresh Menon

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-10-2021 To 09-10-2021	1	“Conversation” : Sree Narayana Guru
		2	“Conversation” : Sree Narayana Guru
		3	“Conversation” : Sree Narayana Guru
		4	“Conversation” : Sree Narayana Guru
		09 October	Second Saturday
2	11-10-2021 To 16-10-2021	5	“Conversation” : Sree Narayana Guru
		6	Textbook Q & A Discussion
		7	Class Test
		14 October	Mahanavami
		15 October	Vijayadashami
3	18-10-2021 To 23-10-2021	8	Excerpts from “Eri” : Pradeepan pambirikunnu
		9	Excerpts from “Eri” : Pradeepan pambirikunnu
		19 October	Nabidinam
		10	Excerpts from “Eri” : Pradeepan pambirikunnu
		11	Excerpts from “Eri” : Pradeepan pambirikunnu
4	25-10-2021 To 30-10-2021	12	Textbook Q & A Discussion
		13	Class Test
		14	Excerpts from “Kelu” : N. Sasidharan, E.P.Rajagopalan
		15	Excerpts from “Kelu” : N. Sasidharan, E.P.Rajagopalan
		16	Excerpts from “Kelu” : N. Sasidharan, E.P.Rajagopalan
5	01-11-2021 To 06-11-2021	17	Excerpts from “Kelu” : N. Sasidharan, E.P.Rajagopalan
		18	Textbook Q & A Discussion
		19	Class Test
		20	Excerpts from “Parting from the Path of Life” : Cherukad Govinda Pisharodi
		04 November	Diwali
6	08-11-2021 To 13-11-2021	21	Excerpts from “Parting from the Path of Life” Cherukad Govinda Pisharodi
		22	Excerpts from “Parting from the Path of Life” Cherukad Govinda Pisharodi
		23	Excerpts from “Parting from the Path of Life” Cherukad Govinda Pisharodi
		24	Textbook Q & A Discussion
		25	Class Test
	13 November	Second Saturday	

7	15-11-2021 To 20-11-2021	26	“Not an Alphabet in Sight” : Poykayil Appachan
		27	“Not an Alphabet in Sight” : Poykayil Appachan
		28	Textbook Q & A Discussion
		29	Class Test
		30	“Kuttippuram Palam” : Idasseri
8	22-11-2021 To 27-11-2021	31	“Kuttippuram Palam” : Idasseri
		32	“Kuttippuram Palam” : Idasseri
		33	“Kuttippuram Palam” : Idasseri
		34	Textbook Q & A Discussion
9	29-11-2021 To 04-12-2021	35	Class Test
		36	“ Courageous Act” : Anasuya Menon
		37	“ Courageous Act” : Anasuya Menon
		38	“ Courageous Act” : Anasuya Menon
		39	“ Courageous Act” : Anasuya Menon
10	06-12-2021 To 11-12-2021	40	“ Courageous Act” : Anasuya Menon
		41	Textbook Q & A Discussion
		42	Class Test
		43	“Vaikom Satyagraha” : K.N. Panikkar
		11 December	Second Saturday
11	13-12-2021 To 18-12-2021	44	“Vaikom Satyagraha” : K.N. Panikkar
		45	“Vaikom Satyagraha” : K.N. Panikkar
		46	“Vaikom Satyagraha” : K.N. Panikkar
		47	“Vaikom Satyagraha” : K.N. Panikkar
12	20-12-2021 To 25-12-2021	48	Textbook Q & A Discussion
		49	Class Test
		50	“Curing Caste” : Sahodaran Ayyappan
		51	“Curing Caste” : Sahodaran Ayyappan
		24 December	Christmas Vacation
		25 December	Christmas Vacation
13	27-12-2021 To 01-01-2022	27 December	Christmas Vacation
		28 December	Christmas Vacation
		29 December	Christmas Vacation
		30 December	Christmas Vacation
		31 December	Christmas Vacation
		01 January	Christmas Vacation
14	03-01-2022 To 08-01-2022	52	I Internal Examination
		53	I Internal Examination
		54	I Internal Examination
		55	“Curing Caste” : Sahodaran Ayyappan
15	10-01-2022 To 15-01-2022	56	“Curing Caste” : Sahodaran Ayyappan
		57	Textbook Q & A Discussion
		58	Class Test
		59	“Voice” : Suresh Menon

16	17-01-2022 To 22-01-2022	60	“Voice” : Suresh Menon
		61	“Voice” : Suresh Menon
		62	“Voice” : Suresh Menon
		63	Textbook Q & A Discussion
17	24-01-2022 To 29-01-2022	64	Class Test
		65	Revision : Module I
		26 January	Republic Day
		66	Revision : Module II
		67	Revision Test
18	31-01-2022 To 05-02-2022	68	II Internal Examination
		69	II Internal Examination
		70	II Internal Examination
		71	II Internal Examination
		72	II Internal Examination

Subject Code:	1A01 ENG
Subject Name:	Communicative English 1
No. of Credits:	4
No. of Contact Hours:	90
Hours Per Week:	5
Name of the Teacher:	Anu P. Thomas

COMMON COURSE

Course Outcomes

1. Understand and apply the rubrics of English grammar
2. Recognize and apply the basic patterns in English vocabulary
3. Read and elicit data, information, inferences and interpretations based on a given material in English
4. Develop the ability to speak in English in real life situations
5. Elicit necessary information after listening to an audio material in English
6. Compose academic and non-academic writings including letters, paragraphs and essays on a given topic and CV's for specific purposes

Module 1 (Grammar and Usage)- 2 Hours/Week

Grammar

Articles, Modals, Tenses, Voices, Subject- Verb Agreement, Direct & Reported Speech,

Usage

Question Tags, Types of Words, Phrasal Verbs and Idiomatic Expressions.

Module 2 (Listening and Speaking) -2 Hours/Week

Listening

What is Communication?, Phonemes in English, Syllables and Word Stress, Listening to News Bulletins, Listening to Instructions and Directions, Listening to Lectures, Listening to Speeches

Speaking

Greetings and Introductions, Small Conversations, Talking on Telephone, Making Requests, Making Enquiries, Making Suggestions, Expressing Gratitude, Complaining.

Module 3 (Reading and Writing)- 1 Hour/Week

Reading

Reading Official Letters and Profiles, Reading Advertisements, Reading News Reports, Reading Charts, Reading Online Content.

Writing

Writing Paragraphs, Taking and Making Notes, Essay and Academic Writing, Writing Letters, Writing Resumes.

Prescribed Textbook: *Equip: English for Undergraduates* by Cambridge University

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-10-2021 To 09-10-2021	1	Introduction to the paper
		2	Articles
		3	Articles
		09 October	Second Saturday
2	11-10-2021 To 16-10-2021	4	Articles
		5	Articles- Excercises
		6	Articles – Test Paper
		14 October	Mahanavami
		15 October	Vijayadashami
		7	Modals
3	18-10-2021 To 23-10-2021	8	Modals
		19 October	Nabidinam
		9	Tenses
		10	Tenses
		11	Tenses
		12	Tenses
4	25-10-2021 To 30-10-2021	13	Tenses
		14	Tenses
		15	Tenses
		16	Test Paper on Tenses& Modals
		17	Voices
		18	Voices
5	01-11-2021 To 06-11-2021	19	Voices
		20	Voices
		21	Voices
		04 November	Diwali
		22	Subject Verb Agreement
		23	Subject Verb Agreement
6	08-11-2021 To 13-11-2021	24	Subject Verb Agreement
		25	Subject Verb Agreement
		26	Reported Speech
		27	Reported Speech
		28	Reported Speech
		13 November	Second Saturday
	15-11-2021	29	Reported Speech

7	To 20-11-2021	30	Question Tags
		31	Question Tags
		32	Question Tags
		33	Test Paper on Question Tags, Reported Speech, Subject Verb agreement and Voice
		34	Types of words
8	22-11-2021 To 27-11-2021	35	Phrasal verbs and Idiomatic expressions
		36	Writing paragraphs
		37	Writing paragraphs
		38	Taking and making notes
		39	Taking and making notes
		40	Essay and Academic Writing
9	29-11-2021 To 04-12-2021	41	Essay and Academic Writing
		42	Essay and Academic Writing
		43	Writing Letters
		44	Writing Letters
		45	Writing Letters
		46	Writing Letters
10	06-12-2021 To 11-12-2021	47	Writing Letters
		48	Resumes and Cover Letters
		49	Resumes and Cover Letters
		50	Resumes and Cover Letters
		51	Test Paper on Writing
		11 December	Second Saturday
11	13-12-2021 To 18-12-2021	52	Communication
		53	Phonemes in English
		54	Phonemes in English
		55	Syllables and word stress
		56	Syllables and word stress
		57	NEWS and weather forecast
12	20-12-2021 To 25-12-2021	58	Listening to instructions
		59	Listening to lectures
		60	Listening to Talks
		61	Greetings and Introductions
		62	Greetings and Introductions
		24 December	Christmas Vacation
		25 December	Christmas Vacation
13	27-12-2021 To 01-01-2022	27 December	Christmas Vacation
		28 December	Christmas Vacation
		29 December	Christmas Vacation
		30 December	Christmas Vacation
		31 December	Christmas Vacation
		01 January	Christmas Vacation

14	03-01-2022 To	63	I Internal Examination
		64	I Internal Examination
		65	I Internal Examination
	08-01-2022	66	Internal Exam Question Paper Discussion
		67	Small Conversations
		68	Talking on Telephone
15	10-01-2022 To 15-01-2022	69	Making Enquiries
		70	Making Suggestions
		71	Gratitude and apologising
		72	Complaining
		73	READIG- Letters and Profiles
		74	Reading Ads
16	17-01-2022 To 22-01-2022	75	Reading News Report
		76	Reading Charts, graphs, and tables
		77	Reading online content
		78	Revision
		79	Revision
		80	Revision
17	24-01-2022 To 29-01-2022	81	Test Paper Module 1&2
		82	Revision
		26 January	Republic Day
		83	Revision
		84	Test Paper Module 3
		85	Revision
18	31-01-2022 To 05-02-2022	86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	1A11 COM
Subject Name:	Business Statistics and Basic Numerical
No. of Credits:	4
No. of Contact Hours:	108
Hours per Week:	6
Name of the Teacher:	Sanva P. & Riya Baby

COURSE OUTCOME

After studying this course, students shall be able to;

CO 1: Define statistics and explain its importance, scope, applications and limitations

CO 2: Understand the basic knowledge of statistical techniques, which are applicable to business.

CO 3: understand basic concepts in mathematics, which are applied in the managerial decision making.

CO 4: Develop the basic mathematical skill needed for analyzing numeric problems related to business

Unit I:

Introduction to statistics- Meaning, Definition, functions, importance and limitations- Statistical investigation- stages- sources of data- primary- secondary – Classification and tabulation- - Construction of frequency distributions. (12 Hrs)

Unit II:

Measures of Central Tendency – Meaning-requisites of good average Arithmetic Mean – simple and weighted -Median - Mode - Geometric and Harmonic Mean (algebraic method only). Measures of dispersion- range, quartile deviation, mean deviation, standard deviation -Skewness (28 Hrs)

Unit III:

Index Numbers – meaning- definition- uses-problems in the construction of index numbers- types of index numbers- methods of construction of index numbers Laspeyers', Paasche's, Fisher's, and Kelly's Methods- Test of adequacy- time reversal and factor reversal only. (16 Hrs)

Unit IV:

Matrix Algebra :Introduction –Definition –Types of Matrix-Matrix operations Addition and subtraction- Matrix multiplication- Transpose of a matrix-Determinants of a square matrix-determinants of order two and order three-Inverse of a matrix-Solving simultaneous linear equations – Crammer's rule-Rank of a matrix. (30 Hrs)

Unit V :

Set theory and set operations- simple application of Venn diagram- Truth table and its applications - Linear simultaneous equations (up to 3 variables only)- Quadratic equations-Solution of linear inequalities (by geometric method only)- ratios and proportions. 73 (22 Hrs)

Reference:

1. Raymond Barnett, Michael Ziegler - Essentials of College Mathematics for Business, Economics, Life Sciences and Social Sciences
2. Sancheti and V.K.Kapoor -Business Mathematics
3. M.Raghavachari -Mathematics for Management
4. Dr. P.R. Vittal - Business Maths & Statistics
5. Sundaresan and Jayaseelan - An Introduction to Business Mathematics and Statistical Methods.
6. A K Arte & R V Prabhakar - A Text Book of Business Mathematics.
7. Sanchethi and Kapoor- Business Mathematics
8. Gupta S.P- Statistical Methods
9. Navaneethan P- Business Mathematics
10. R.S.N. Pillai, Mrs. Bhagavathi – Statistics
11. P.R. Vittal - Business Mathematics and Statistics

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-10-2021 To 09-10-2021	1	Unit I: Introduction to statistics
		2	Meaning, Definition of statistics
		3	Functions, importance of statistics
		4	Limitations of statistics
		5	Statistical investigation
		6	Stages
		09 October	Second Saturday
2	11-10-2021 To 16-10-2021	7	Sources of data- primary
		8	Secondary
		9	Classification and
		10	Tabulation
		14 October	Mahanavami
		15 October	Vijayadashami
3	18-10-2021 To 23-10-2021	11	Construction of frequency distributions
		12	UNIT TEST I
		19 October	Nabidinam
		13	Unit II: Measures of Central Tendency – Meaning-
		14	Requisites of good average
		15	PROBLEMS
		16	Arithmetic Mean
4	25-10-2021 To 30-10-2021	17	PROBLEMS
		18	PROBLEMS
		19	Simple and weighted
		20	PROBLEMS
		21	PROBLEMS
		22	Median
		23	PROBLEMS
5	01-11-2021 To 06-11-2021	24	PROBLEMS
		25	Mode
		26	PROBLEMS
		27	PROBLEMS
		28	Geometric and Harmonic Mean (algebraic method only)
		04 November	Diwali
		29	PROBLEMS
6	08-11-2021	30	PROBLEMS
		31	Measures of dispersion- range

	To 13-11-2021	32	PROBLEMS
		33	PROBLEMS
		34	Quartile deviation
		35	PROBLEMS
		36	Mean deviation
		13 November	Second Saturday
7	15-11-2021 To 20-11-2021	37	Standard deviation -Skewness
		38	PROBLEMS
		39	PROBLEMS
		40	UNIT TEST II
		41	Unit III Index Numbers – meaning- definition
		42	Uses-problems in the construction of index numbers
		43	Types of index numbers
8	22-11-2021 To 27-11-2021	44	Methods of construction of index numbers Laspeyers'
		45	PROBLEMS
		46	Paasche's
		47	PROBLEMS
		48	PROBLEMS
		49	Fisher's
		50	PROBLEMS
9	29-11-2021 To 04-12-2021	51	PROBLEMS
		52	Kelly's Methods
		53	PROBLEMS
		54	Test of adequacy- time reversal and factor reversal only
		55	PROBLEMS
		56	PROBLEMS
		57	UNIT TEST III
10	06-12-2021 To 11-12-2021	58	Unit IV: Matrix Algebra :Introduction –Definition
		59	Types of Matrix
		60	Matrix operations Addition
		61	PROBLEMS
		62	PROBLEMS
		63	PROBLEMS
		11 December	Second Saturday
11	13-12-2021 To 18-12-2021	64	Subtraction
		65	PROBLEMS
		66	PROBLEMS
		67	Matrix multiplication
		68	PROBLEMS
		69	PROBLEMS

		70	Transpose of a matrix
		71	PROBLEMS
12	20-12-2021 To 25-12-2021	72	PROBLEMS
		73	Determinants of a square matrix
		74	PROBLEMS
		75	Determinants of order two and order three
		76	PROBLEMS
		77	PROBLEMS
		24 December	Christmas Vacation
		25 December	Christmas Vacation
		13	27-12-2021 To 01-01-2022
28 December	Christmas Vacation		
29 December	Christmas Vacation		
30 December	Christmas Vacation		
31 December	Christmas Vacation		
01 January	Christmas Vacation		
14	03-01-2022 To 08-01-2022	78	I Internal Examination
		79	I Internal Examination
		80	I Internal Examination
		81	Inverse of a matrix
		82	PROBLEMS
		83	Solving simultaneous linear equations
		84	PROBLEMS
		85	PROBLEMS
15	10-01-2022 To 15-01-2022	86	Cramer's rule-Rank of a matrix.
		87	PROBLEMS
		88	UNIT TEST III
		89	Unit V - Set theory and set operations
		90	Simple application of Venn diagram
		91	PROBLEMS
		92	PROBLEMS
		93	Truth table and its applications
16	17-01-2022 To 22-01-2022	94	PROBLEMS
		95	PROBLEMS
		96	Linear simultaneous equations
		97	PROBLEMS
		98	PROBLEMS
		99	Quadratic equations
		100	PROBLEMS
		101	PROBLEMS
17	24-01-2022 To	102	Solution of linear inequalities
		103	PROBLEMS
		104	PROBLEMS

	29-01-2022	105	PROBLEMS
		26 January	Republic Day
		106	REVISION
		107	REVISION
		108	REVISION
18	31-01-2022 To 05-02-2022		II Internal Examination
			II Internal Examination
			II Internal Examination
			II Internal Examination
			II Internal Examination

Subject Code:	1B01 COM
Subject Name:	Management Concepts and Principles
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Centil Abraham K.

COURSE OUTCOME

After studying the course, students shall be able to;

CO1:- Understand the evolution of management thoughts, concept of management, scope and its functions.

CO2:- Familiarize with current management practices

CO3:- Understand the importance of ethics in business.

CO4:- Acquire knowledge and capability to develop ethical practices for effective management.

CO5:- Describe the emerging trends in management.

Unit I

Management Concepts: Evolution of Management thoughts: Classical approaches -Scientific management, administrative management and bureaucracy- Neo classical approaches – Human relations and Behavioral approach - Modern approaches-Quantitative approach, systems approach, and contingency approach.

[15 Hours)

Unit II

Functions of management:- Planning-concept and importance - Planning process- Steps in Planning—barriers to effective planning-- Organizing- Nature and purpose of organization-

Types of organization – line, functional, line and staff - Staffing: Concepts - manpower planning – process and importance

[18 Hours]

Unit III

Functions of management -: Directing: Meaning-definition- principles –techniques of direction. Motivation:- concept and importance – Theories : Maslow’s Need Hierarchy – Herzberg – Theory X and Theory Y – Leadership: concept – styles – leadership and management– Controlling: meaning-definition-essentials of effective control system.

(17 Hours)

Unit IV

Business Ethics: Meaning and scope – Types of ethics – Characteristics – Factors influencing business ethics – Arguments for and against business ethics – Basics of business ethics - Corporate social responsibility - Environmental issues in business-Ethics in advertising- Globalization and business ethics .

[20 Hours]

Unit V

Emerging concepts in management – Kaizen – TQM – TPM – MIS – ISO – Change management – Stress management – Fish bone (ISHIKAWA) Diagram – Business eco system – Logistic management.

[20 Hours]

References:

1. Boatwright. John R: Ethics and the Conduct of Business, Pearson Education, New Delhi.
2. Gupta. CB; Business management, Sultan Chand & sons
3. Koontz, H and Wehrick, H: Management, McGraw Hill Inc, New York.
4. Prasad. LM; Principles and Practice of Management; Sultan Chand & sons
5. Stoner. AF and Freeman RE; Management; Prentice Hall of India
6. Drucker, Peter, F., Management: Tasks, Responsibilities and Practices, Allied Publishers, New Delhi. 5. R.S Davar; Management Process 6. Rustum & Davan, Principles and Practice of Management.
7. Srinivasan & Chunawalla, Management Principles and Practice. 8. S. V. S. Murthy. Essentials of Management.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-10-2021 To 09-10-2021	1	Module I: Management Concepts: Meaning and Introduction
		2	Evolution of Management thoughts
		3	Classical approaches
		09 October	Second Saturday
2	11-10-2021 To 16-10-2021	4	Scientific management
		5	Administrative management
		6	Bureaucracy management
		14 October	Mahanavami
		15 October	Vijayadashami
3	18-10-2021 To 23-10-2021	7	Neo classical approaches
		8	Human relations approach
		19 October	Nabidinam
		9	Behavioral approach
		10	Modern approaches
		11	Quantitative approach
4	25-10-2021 To 30-10-2021	12	Systems approach
		13	Contingency approach
		14	Contingency approach
		15	Class Test
		16	Module II: Functions of management - Introduction
		17	Planning-concept
5	01-11-2021 To 06-11-2021	18	Importance of Planning
		19	Planning process
		20	Steps in Planning
		21	Barriers to effective planning
		04 November	Diwali
		22	Organizing- nature
6	08-11-2021 To 13-11-2021	23	Purpose of organization
		24	Types of organization
		25	Line organization
		26	Functional organization
		27	Line and staff organization
		28	Staffing: concepts
7	15-11-2021 To	13 November	Second Saturday
		29	Manpower planning
		30	Process of Manpower planning

	20-11-2021	31	Importance of Manpower planning
		32	Elements of Manpower planning
		33	Class Test
		34	Module III: Directing: Meaning - definition
8	22-11-2021 To 27-11-2021	35	Principles
		36	Techniques of direction.
		37	Motivation: concept
		38	Importance
		39	Theories
		40	Maslow's Need Hierarchy
9	29-11-2021 To 04-12-2021	41	Maslow's Need Hierarchy
		42	Maslow's Need Hierarchy
		43	Herzberg -Theory X and Theory Y
		44	Herzberg -Theory X and Theory Y
		45	Leadership: Concept
		46	Styles of Leadership
10	06-12-2021 To 11-12-2021	47	Leadership and management
		48	Controlling: meaning-definition-
		49	Essentials of effective control system
		50	Class Test
		51	Module IV: Business Ethics: Meaning
		11 December	Second Saturday
11	13-12-2021 To 18-12-2021	52	Scope of ethics
		53	Characteristics of ethics
		54	Types of ethics
		55	Factors influencing business ethics
		56	Factors influencing business ethics
		57	Arguments for and against business ethics
12	20-12-2021 To 25-12-2021	58	Arguments for and against business ethics
		59	Basics of business ethics
		60	Basics of business ethics
		61	Corporate social responsibility
		62	Environmental issues in business
		24 December	Christmas Vacation
		25 December	Christmas Vacation
13	27-12-2021 To 01-01-2022	27 December	Christmas Vacation
		28 December	Christmas Vacation
		29 December	Christmas Vacation
		30 December	Christmas Vacation
		31 December	Christmas Vacation
		01 January	Christmas Vacation
14	03-01-2022	63	I Internal Examination

	To 08-01-2022	64	I Internal Examination
		65	I Internal Examination
		66	Ethics in advertising
		67	Ethics in advertising
		68	Globalization and business ethics
15	10-01-2022 To 15-01-2022	69	Globalization and business ethics
		70	Class Test
		71	Module V: Emerging concepts in management – Kaizen
		72	TQM
		73	TPM
		74	MIS
16	17-01-2022 To 22-01-2022	75	ISO
		76	Change management
		77	Stress management
		78	Stress management
		79	Fish bone (ISHIKAWA) Diagram
		80	Fish bone (ISHIKAWA) Diagram
17	24-01-2022 To 29-01-2022	81	Business eco system
		82	Business eco system
		26 January	Republic Day
		83	Logistic management
		84	Logistic management
		85	Class Test
18	31-01-2022 To 05-02-2022	86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	1A071MAL
Subject Name:	സാഹിത്യ രൂപങ്ങൾ
No. of Credits:	04
No. of Contact Hours:	90
Hours per Week:	05
Name of the Teacher:	Divya M M

SYLLABUS

യൂണിറ്റ് 1 കവിത

- കടൽകാക്കകൾ (വൈലോപ്പിള്ളി ശ്രീധരമേനോൻ)
- മോഹൻദാസ് ഗാന്ധിയും നാമുറാം ഗോഡ്സെയും (എൻ വി കൃഷ്ണവാരിയർ)
- മൊട്ട (ആറ്റൂർ രവിവർമ്മ)
- മണൽക്കാലം (കെ ജി ശങ്കരപ്പിള്ള)
- തൊട്ടാൽവാടരുത് (ബിന്ദു കൃഷ്ണൻ)

യൂണിറ്റ് 2 നാടകം/ സിനിമ

- ലേബർ റൂം (ശ്രീജ കെ വി)
- ആദാമിന്റെ വാരിയെല്ല് (കെ എം ജോർജ്ജ്)

യൂണിറ്റ് 3 നോവൽ

- ആയുസ്സിന്റെ പുസ്തകം (സി വി ബാലകൃഷ്ണൻ)

യൂണിറ്റ് 4 പഠനം

- പാട്ട് രസവും ധ്വനിയും (എസ് ശാരദക്കുട്ടി
- ഭാഷയെ വൈദ്യുതീകരിച്ച കവി (സജയ് കെ വി)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-10-2021 To 09-10-2021	1	ഭാഷാ പഠനം ആമുഖം
		2	മലയാള കവിതാ സാഹിത്യ ചരിത്രം
		3	വൈലോപ്പിള്ളി ശ്രീധരമേനോൻ
		09 October	Second Saturday
2	11-10-2021 To 16-10-2021	4	കടൽകാക്കകൾ കവിത വിശദീകരണം
		5	കടൽകാക്കകൾ കവിത വിശദീകരണം
		6	ക്ലാസ്സ് പരീക്ഷ 01
		14 October	Mahanavami
		15 October	Vijayadashami
7	ആക്ഷേപഹാസ്യ കവിതയും എൻ വി കൃഷ്ണവാര്യരുടെ കലോകവും		
3	18-10-2021 To 23-10-2021	8	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		19 October	Nabidinam
		9	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		10	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		11	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		12	ക്ലാസ്സ് പരീക്ഷ 02
4	25-10-2021 To 30-10-2021	13	പരിസ്ഥിതി കവിതകൾ / സ്ത്രീ പക്ഷ കവിതകൾ
		14	ആറ്റർ രവി വർമ്മ
		15	മൊട്ട കവിത വിശദീകരണം
		16	മൊട്ട കവിത വിശദീകരണം
		17	ക്ലാസ്സ് പരീക്ഷ 03
		18	ആധുനിക കവിതയും കെ ജി ശങ്കരാപിള്ളയും
5	01-11-2021 To 06-11-2021	19	മണൽക്കാലം കവിത വിശദീകരണം
		20	മണൽക്കാലം കവിത വിശദീകരണം
		21	തൊട്ടാൽ വാടരുത് കവിത വിശദീകരണം
		04 November	Diwali
		22	ക്ലാസ്സ് പരീക്ഷ 04
		23	നാടക സാഹിത്യ ചരിത്രം
6	08-11-2021 To 13-11-2021	24	മലയാള നാടകവേദി
		25	സ്ത്രീ നാടകവേദി
		26	കെ വി ശ്രീജയുടെ നമുക്ക് ലോകം
		27	ലേബർ റൂം നാടകം വിശദീകരണം
		28	ലേബർ റൂം നാടകം വിശദീകരണം
		13 November	Second Saturday
7	15-11-2021 To 20-11-2021	29	ലേബർ റൂം നാടകം വിശദീകരണം
		30	ലേബർ റൂം നാടകം വിശദീകരണം
		31	ലേബർ റൂം നാടകം വിശദീകരണം
		32	ലേബർ റൂം നാടകം വിശദീകരണം

		33	ലേബർ റൂം നാടകം വിശദീകരണം
		34	ലേബർ റൂം നാടകം വിശദീകരണം
8	22-11-2021 To 27-11-2021	35	ലേബർ റൂം നാടകം വിശദീകരണം
		36	ക്ലാസ്സ് പരീക്ഷ 05
		37	സിനിമാ സാഹിത്യ ചരിത്രം
		38	മലയാളസിനിമാ ചരിത്രം
		39	കെ എം ജോർജിന്റെ സിനിമലോകം
		40	ആദാമിന്റെ വാരിയെല്ല് സിനിമാപ്രദർശനം
		41	ആദാമിന്റെ വാരിയെല്ല് സിനിമാപ്രദർശനം
9	29-11-2021 To 04-12-2021	42	ആദാമിന്റെ വാരിയെല്ല് സിനിമാവിശദീകരണം
		43	ആദാമിന്റെ വാരിയെല്ല് സിനിമാ വിശദീകരണം
		44	ക്ലാസ്സ് പരീക്ഷ 06
		45	നോവൽ സാഹിത്യ ചരിത്രം
		46	സി വി ബാലകൃഷ്ണന്റെ സാഹിത്യലോകം
		47	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
10	06-12-2021 To 11-12-2021	48	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		49	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		50	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		51	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		11 December	Second Saturday
		52	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
11	13-12-2021 To 18-12-2021	53	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		54	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		55	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		56	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		57	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		58	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
12	20-12-2021 To 25-12-2021	59	ആയുസ്സിന്റെ പുസ്തകം നോവൽ വിശദീകരണം
		60	ക്ലാസ്സ് പരീക്ഷ 07
		61	റിവിഷൻ യൂണിറ്റ് 01&02
		62	റിവിഷൻ യൂണിറ്റ് 03
		24 December	
		25 December	
		27 December	
13	27-12-2021 To 01-01-2022	28 December	
		29 December	
		30 December	
		31 December	
		01 January	
		63	I Internal Examination
14	03-01-2022 To	64	I Internal Examination

	08-01-2022	65	I Internal Examination
		66	പരീക്ഷ പേപ്പർ വിശദീകരണം
		67	നിരൂപണം സാമാന്യ ധാരണ നൽകൽ
		68	എസ് ശാരദ കുട്ടിയുടെ സാഹിത്യജീവിതം
15	10-01-2022 To 15-01-2022	69	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		70	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		71	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		72	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		73	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		74	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
16	17-01-2022 To 22-01-2022	75	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		76	പാട്ട് രസവും ധ്വനിയും ലേഖനം വിശദീകരണം
		77	ക്ലാസ്സ് പരീക്ഷ 08
		78	ബാലചന്ദ്രൻ ചുള്ളിക്കാടിന്റെ കാവ്യലോകം
		79	ബാലചന്ദ്രൻ ചുള്ളിക്കാടിന്റെ കാവ്യലോകം
		80	ഭാഷയെ വൈദ്യതികരിച്ച കവി ലേഖനം വിശദീകരണം
17	24-01-2022 To 29-01-2022	81	ഭാഷയെ വൈദ്യതികരിച്ച കവി ലേഖനം വിശദീകരണം
		82	ഭാഷയെ വൈദ്യതികരിച്ച കവി ലേഖനം വിശദീകരണം
		26 January	Republic Day
		83	ക്ലാസ്സ് പരീക്ഷ 09
		84	റിവിഷൻ യൂണിറ്റ് 01&02
		85	റിവിഷൻ യൂണിറ്റ് 03&04
18	31-01-2022 To 05-02-2022	86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination

Subject Code:	1A07-1HIN
Subject Name:	Kavitha Aur Kahani
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	E.T.Ashwni

Unit I :

- 1.कबीर – प्रथम पांच दोहे
- 2.सूरदास – प्रथम दो पद

Unit II :

1. जयशांकर प्रसाद – ले चल वहां भुलावा देकर
- 2.सूर्यकांत त्रिपाठी निराला –जूही की कली
3. सुदामा पांडेय धूमिल – रोटी और सांसद

Unit III:

1. मंगलेश डबराल – गुमशुदा
2. कात्यायनी – इस स्त्री से डरो
3. ओमप्रकाश वाल्मीकी – बस बहुत हो चुका
4. नीलेश रघुवंशी- हंडा

Unit IV:

- 1.प्रेमचंद – बूढी काकी
- 2.यशपाल – फूलों का कुर्ता
- 3.कमलेश्वर – बयान
- 4.कृष्णा सोबती – सिक्का बदल गया

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	06-10-2021 To 09-10-2021	1	हिंदी साहित्य की भूमिका
		2	हिंदी साहित्य की भूमिका
		3	हिंदी साहित्य में भक्तिकाल
		09 October	Second Saturday
2	11-10-2021 To 16-10-2021	4	निर्गुण भक्ति काव्य धारा
		5	लेखक परिचय-कबीरदास
		6	दोहे
		14 October	Mahanavami
		15 October	Vijayadashami
3	18-10-2021 To 23-10-2021	7	दोहे
		8	दोहे
		19 October	Nabidinam
		9	कृष्णभक्ति काव्य धारा
		10	लेखक परिचय - सूरदास
4	25-10-2021 To 30-10-2021	11	पद
		12	पद
		13	पद
		14	सूरदास की भक्ति भावना
		15	कक्षा परीक्षा
		16	हिंदीकविता - आधुनिक काल
		17	छायावाद
		18	लेखक परिचय -जयशंकर प्रसाद
5	01-11-2021 To 06-11-2021	19	ले चल वहां भुलावा देकर
		20	ले चल वहां भुलावा देकर
		21	ले चल वहां भुलावा देकर
		04 November	Diwali
		22	लेखक परिचय - सूर्यकांत त्रिपाठी निराला
		23	जूही की कली
6	08-11-2021 To 13-11-2021	24	जूही की कली
		25	जूही की कली
		26	जूही की कली में प्रकृति चित्रण
		27	जूही की कलीमें राष्ट्रीय सांस्कृतिक काव्य धारा
		28	जूही की कली - प्रश्न उत्तर
		13 November	Second Saturday
7	15-11-2021 To 20-11-2021	29	लेखक परिचय - सुदामा पांडे धूमिल
		30	रोटी और संसद
		31	रोटी और संसद
		32	रोटी और संसद - व्याख्या

		33	रोटी और संसद - समीक्षा
		34	कक्षा परीक्षा
8	22-11-2021 To 27-11-2021	35	लेखक परिचय - मंगलेश डबराल
		36	गुमशुदा
		37	गुमशुदा
		38	गुमशुदा- व्याख्या
		39	गुमशुदा- समीक्षा
		40	गुमशुदा- प्रश्न उत्तर
		41	कवयित्री परिचय - कात्यायनी
9	29-11-2021 To 04-12-2021	42	इस स्त्री से डरो
		43	इस स्त्री से डरो
		44	इस स्त्री से डरो- व्याख्या
		45	इस स्त्री से डरो - समीक्षा
		46	स्त्रीपक्षीय कविता इस स्त्री से डरो
		47	लेखक परिचय - ओमप्रकाश वाल्मीकि
10	06-12-2021 To 11-12-2021	48	हिंदी दलित साहित्य की भूमिका
		49	दलित कविताएं
		50	बस बहुत हो चुका
		51	बस बहुत हो चुका
		11 December	Second Saturday
		52	बस बहुत हो चुका - समीक्षा
11	13-12-2021 To 18-12-2021	53	कवयित्री परिचय- नीलेश रघुवंशी
		54	हंडा
		55	हंडा - व्याख्या
		56	हंडा- समीक्षा
		57	हंडा - प्रश्न उत्तर
		58	कक्षा परीक्षा
12	20-12-2021 To 25-12-2021	59	हिंदी कथा साहित्य की भूमिका
		60	लेखक परिचय - प्रेमचंद
		61	बूढ़ी काकी
		62	बूढ़ी काकी
		24 December	Christmas Vacation
		25 December	Christmas Vacation
		27 December	Christmas Vacation
13	27-12-2021 To 01-01-2022	28 December	Christmas Vacation
		29 December	Christmas Vacation
		30 December	Christmas Vacation
		31 December	Christmas Vacation
		01 January	Christmas Vacation
14	03-01-2022	63	I Internal Examination

	To 08-01-2022	64	I Internal Examination
		65	I Internal Examination
		66	बूढ़ी काकी
		67	बूढ़ी काकी- वृद्धजनों की समस्या
		68	बूढ़ी काकी- प्रश्न उत्तर
15	10-01-2022 To 15-01-2022	69	लेखक परिचय - यशपाल
		70	फूलों का कुर्ता
		71	फूलों का कुर्ता
		72	फूलों का कुर्ता
		73	फूलों का कुर्ता -बाल विवाह की विडंबना
16	17-01-2022 To 22-01-2022	74	फूलों का कुर्ता- प्रश्न उत्तर
		75	कक्षा परीक्षा
		76	लेखक परिचय - कमलेश्वर
		77	बयान
		78	बयान
17	24-01-2022 To 29-01-2022	79	बयान- समीक्षा
		80	बयान-न्याय व्यवस्था का खोखलापन
		81	लेखिका परिचय- कृष्णा सोबती
		82	सिक्का बदल गया
		26 January	Republic Day
18	31-01-2022 To 05-02-2022	83	सिक्का बदल गया
		84	सिक्का बदल गया -विभाजन की त्रासदी
		85	कक्षा परीक्षा
		86	II Internal Examination
		87	II Internal Examination
		88	II Internal Examination
		89	II Internal Examination
		90	II Internal Examination