

**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 Finance

(2021 - 24)

SEMESTER – II

ACADEMIC YEAR 2021 – 22

II Semester B Com Finance(2021 - 24)

Sl. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours Per Week
1.	2A04 ENG: Readings on Gender	Amala Antony	4
2.	2A03 ENG: Readings on Life and Nature	Asha Oommen	5
3.	2A 08 1 MAL : Gadhyaroopangal	Rajisha CK	5
4.	2A 08 1 HIN- Vyavaharik hindi	Aswini ET	5
5.	2C01 COM: Quantitative Technique For Business Decisions	Sanva P	6
6.	2B02 COM: Functional Applications Of Management	Nishamol NV	5
	Name of Class In-charge	Nishamol NV	

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	2A04 ENG: Readings on Gender	2A03 ENG: Readings on Life and Nature	2B02 COM: Functional Applications of Management	2A 08 1 MAL/2A 08 1 HIN	2C01 COM: Quantitative Technique For Business Decisions
2	2A03 ENG: Readings on Life and Nature	2B02 COM: Functional Applications of Management	2C01 COM: Quantitative Technique For Business Decisions	2C01 COM: Quantitative Technique For Business Decisions	2A 08 1 MAL/2A 08 1 HIN
3	2C01 COM: Quantitative Technique For Business Decisions	2A04 ENG: Readings on Gender	2A 08 1 MAL/2A 08 1 HIN	2A03 ENG: Readings on Life and Nature	2B02 COM: Functional Applications of Management
4	2A 08 1 MAL/2A 08 1 HIN	2A04 ENG: Readings on Gender	2A03 ENG: Readings on Life and Nature	2B02 COM: Functional Applications of Management	2C01 COM: Quantitative Technique For Business Decisions
5	2B02 COM: Functional Applications of Management	2A04 ENG: Readings on Gender	2A03 ENG: Readings on Life and Nature	2A 08 1 MAL/2A 08 1 HIN	2C01 COM: Quantitative Technique For Business Decisions
6	2A04 ENG: Readings on Gender	2A03 ENG: Readings on Life and Nature	2A 08 1 MAL/2A 08 1 HIN	2C01 COM: Quantitative Technique For Business Decisions	2B02 COM: Functional Applications of Management

Subject Code:	2A04 ENG
Subject Name:	Readings on Gender
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	Amala Antony

Module – I (2 hours/week)

1. “An Introduction”- Kamala Das (Poem)
2. “Kitchen Rags”- Vijila Chirappadu (Poem)
3. “Dakshayani Velayudhan: A Life Sketch”- Meera Velayudhan (Biography)
4. “Learning to be a Mother: - Shashi Deshpande (Essay)
5. “Is this Desirable”- Lalithambika Antharjanam (Story)

Module – II (2 hours/week)

1. “Still I rise”- Maya Angelou (Poem)
2. “I am not that Woman”- Kishwar Naheed (Poem)
3. “Structural Violence and the Trans Struggle for Dignity”- Gee Imaan Semmalar (Essay)
4. “Gender Justice and Media”- Ammu Joseph
5. “Clothing Matters: Visiting the Melmundusamaram in Keralam”- K M Sheeba

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	07-02-2022 To 12-02-2022	1	Introduction to Gender studies
		2	Importance of gender studies
		3	Discussion on gender equality
		4	Discussion on challenges of gender equalities
		5	Discussion
		12-02-2022	Second Saturday
2	14-02-2022 To 19-02-2022	6	Introducing the poetess Kamala Das
		7	An Introduction
			College Arts Fest
			College Arts Fest
		8	Vijila Chirappadu

3	21-02-2022 To 26-02-2022	9	Kitchen Rags”-
		10	Kitchen Rags”-
		11	Discussion on Questions and answers
		12	Class test
		13	Meera Velayudhan
4	28-02-2022 To 05-03-2022	14	Dakshayani Velayudhan: A Life Sketch
		01-03-2022	Shivarathri
		15	Dakshayani Velayudhan: A Life Sketch
		16	Dakshayani Velayudhan: A Life Sketch
		17	Dakshayani Velayudhan: A Life Sketch
5	07-03-2022 To 12-03-2022	18	Discussion on Questions and answers
		19	Class test
		20	Sasi Deshpande
		21	Sasi Deshpande
		22	Learning to be a Mother
		23	Learning to be a Mother
6	14-03-2022 To 19-03-2022	12-03-2022	Second Saturday
		24	Learning to be a Mother
		25	Learning to be a Mother
		26	Learning to be a Mother
		27	Discussion on Questions and answers
7	21-03-2022 To 26-03-2022	28	Class test
		29	Lalithambika Antharjanam
		30	Is this Desirable?
		31	Is this Desirable?
		32	Is this Desirable?
8	28-03-2022 To 02-04-2022	33	Maya Angeloue
		34	Still I Rise
		35	Still I Rise
		36	Discussion on Questions and answers
		37	Class test
		38	Kishwar Naheed
		39	Gee Imaan Semmalar
		40	Structural Violence and the Trans struggle for Dignity
		41	Structural Violence and the Trans struggle for Dignity
		13-04-2022	Easter Holidays
		14-04-2022	Easter Holidays
11	18-04-2022 To 23-04-2022	15-04-2022	Easter Holidays
		16-04-2022	Easter Holidays
		18-04-2022	Easter Holidays
		42	I Internal Examination
		43	I Internal Examination
44	I Internal Examination		
45	I Internal Examination		
46	I Internal Examination		

		47	Structural Violence and the Trans struggle for Dignity
		48	Structural Violence and the Trans struggle for Dignity
		49	Ammu Joseph
		50	Gender Justice and the Media
		51	Gender Justice and the Media
13	02-05-2022 To 07-05-2022	02-05-2022	RAMZAN
		52	Gender Justice and the Media
		53	Sheeba KM
		54	Clothing Matters: Visiting the Melmundusamaram in Kerala
		55	Clothing Matters: Visiting the Melmundusamaram in Kerala
14	09-05-2022 To 14-05-2022	56	Clothing Matters: Visiting the Melmundusamaram in Kerala
		57	Clothing Matters: Visiting the Melmundusamaram in Kerala
		58	Revision
		59	Class Test
		60	Discussion
		61	Assignment
		14-05-2022	Second Saturday
		62	Discussion
		63	Assignment
		64	Class test
16	23-05-2022 To 28-05-2022	65	Revision
		66	Revision
		67	II Internal Examination
		68	II Internal Examination
		69	II Internal Examination
		70	II Internal Examination
71	II Internal Examination		
		72	II Internal Examination

Subject Code:	2A03 ENG
Subject Name:	Readings on Life and Nature
No. of Credits:	04
No. of Contact Hours:	90
Hours per Week:	05
Name of the Teacher:	Asha Oommen

Course Outcomes

- 1. Understand the basic themes and issues related to ecology through articles, poems, stories, life writings and historical narratives.
- 2. Assume ecologically friendly attitudes in events related to everyday life.
- 3. Identify the specific ecological problems related to Kerala.
- 4. Identify the major ecological movements around the world and within the country.
- 5. Ability to express specific opinions when confronted with ecology/development binary.
- 6. Identify the major or minor ecological issues happening around the student's native place.

Contents

Module – I (2 hours/week)

1. Environmental Studies: Definition, Scope and Importance
2. Concept of an Ecosystem
3. The Fish – Elizabeth Bishop
4. Trophic Cascade – Camille T. Dungy
5. The Rightful Inheritors of the Earth – Vaikom Muhammad Basheer

Module – II (2 hours/week)

1. Biodiversity
2. Disaster Management: Floods, Earthquakes, Cyclones, Landslides
3. Real Estate - Sebastian
4. The Truth about the Floods – Nissim Ezekiel
5. Matsyagandhi – Sajitha Madathil

Module – III (1 hour/week)

1. Role of an Individual in Prevention of Pollution
2. Environmental Values
3. The End of Living - The Beginning of Survival – Chief of Seattle
4. Going Local – Helena Norberg-Hodg

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	07-02-2022 To 12-02-2022	1	MODULE I: Environmental studies
		2	Environmental studies
		3	Environmental studies
		4	Environmental studies
		5	Environmental studies
		12-02-2022	Second Saturday
2	14-02-2022 To 19-02-2022	6	The Fish
		7	The Fish
		8	The Fish
			College Arts Fest
			College Arts Fest
		9	The Fish
3	21-02-2022 To 26-02-2022	10	The concept of an Ecosystem
		11	The concept of an Ecosystem
		12	The concept of an Ecosystem
		13	The concept of Ecosystem
		14	The Tropic Cascade
		15	The Tropic Cascade
4	28-02-2022 To 05-03-2022	16	The Tropic Cascade
		01-03-2022	Shivarathri
		17	Class test
		18	The rightful inheritors of Earth
		19	The rightful inheritors of Earth
		20	The rightful inheritors of Earth
5	07-03-2022 To 12-03-2022	21	The rightful inheritors of Earth
		22	The rightful inheritors of Earth
		23	The rightful inheritors of Earth
		24	MODULE II: Biodiversity
		25	Biodiversity
		12-03-2022	Second Saturday
6	14-03-2022 To 19-03-2022	26	Biodiversity
		27	Biodiversity
		28	Disaster Management
		29	Disaster Management
		30	Disaster Management
		31	Disaster Management
7	21-03-2022 To	32	Disaster Management
		33	Real Estate
		34	Real Estate

	26-03-2022	35	Real Estate
		36	Real Estate
		37	Real Estate
8	28-03-2022 To 02-04-2022	38	Class Test
		39	The Truth about Floods
		40	The Truth about Floods
		41	The Truth about Floods
		42	The Truth about Floods
9	04-04-2022 To 09-04-2022	43	The Truth about Floods
		44	The Truth about Floods
		45	Matsyagandhi
		46	Matsyagandhi
		47	Matsyagandhi
10	11-04-2022 To 16-04-2022	48	Matsyagandhi
		49	Matsyagandhi
		50	Matsyagandhi
		51	Class Test
		13-04-2022	Easter Holidays
11	18-04-2022 To 23-04-2022	14-04-2022	Easter Holidays
		15-04-2022	Easter Holidays
		16-04-2022	Easter Holidays
		18-04-2022	Easter Holidays
		52	I Internal Examination
12	25-04-2022 To 30-04-2022	53	I Internal Examination
		54	I Internal Examination
		55	I Internal Examination
		56	I Internal Examination
		57	MODULE III: Role of an Individual in Prevention of Pollution
		58	Role of an Individual in Prevention of Pollution
		59	Role of an Individual in Prevention of Pollution
13	02-05-2022 To 07-05-2022	60	Role of an Individual in Prevention of Pollution
		61	Role of an Individual in Prevention of Pollution
		62	Role of an Individual in Prevention of Pollution
		63	Environmental Values
		02-05-2022	RAMZAN
		64	Environmental Values
14	09-05-2022 To 14-05-2022	65	Environmental Values
		66	Environmental Values
		67	Environmental Values
		68	The End of Living The Beginning of Survival
		69	The End of Living The Beginning of Survival
		70	The End of Living The Beginning of Survival
		71	The End of Living The Beginning of Survival
		72	The End of Living The Beginning of Survival

		73	The End of Living The Beginning of Survival
		14-05-2022	Second Saturday
15	16-05-2022 To 21-05-2022	74	Going Local
		75	Going Local
		76	Going Local
		77	Going Local
		78	Going Local
		79	Class Test
16	23-05-2022 To 28-05-2022	80	II Internal Examination
		81	II Internal Examination
		82	II Internal Examination
		83	II Internal Examination
		84	II Internal Examination
		85	II Internal Examination
17	30-05-2022 To 04-06-2022	86	Seminar
		87	Seminar
		88	Seminar
		89	Seminar
		90	Revision

Subject Code:	2C01 COM
Subject Name:	QUANTITATIVE TECHNIQUE FOR BUSINESS DECISIONS
No. of Credits:	4
No. of Contact Hours:	108
Hours per Week:	6
Name of the Teacher:	SANVA P.

After studying the course, students should be able to,

CO 1:- Acquaint with the basic statistical tools, which can be applied in business and economic situations.

CO 2:- Develop knowledge in quantitative techniques, which help in tackling various problems for modern business.

CO 3:- Understand and solve problems in probability, correlation and regression.

CO 4:- Understand the effect of trend and seasonal variations on business.

CO 5:- Familiarize with the testing of hypothesis.

Unit I

Correlation- Meaning-Classification- Methods- Scatter Diagram- Karl Pearson's Coefficient of Correlation- Spearman's Rank Correlation. **[15**

Hours]

Unit II

Regression Analysis: Meaning and Definition- Types of Regressions-Regression Lines-Regression Equations.

[20 Hours]

Unit III

Time Series Analysis: Meaning-Components of Time Series-Methods of Measures of Trend- Moving Average Methods, Methods of Least Squares.

[23 Hours]

Unit IV

Statistical Inference: Testing Of Hypothesis-Meaning-Characteristics- Null Hypothesis and Alternative Hypothesis-Type I and Type II Errors –Procedure For Hypothesis Testing- Level Of Significance-Two Tailed and One Tailed Test- Non Parametric Test- Chi Square Only (Simple Problems) –Parametric Test- Z Test- Meaning and Assumptions only- T test- Meaning-Assumptions- One Sample T test only.

[25 Hours]

Unit V

Probability- Meaning and Definition- Important Terms- Theorems of Probability- Addition and Multiplication Theorem-Conditional Probability- Bayes Theorems- Permutation and Combination. Probability Distributions- Binomial Distribution-Poisson Distribution and Normal Distribution. (Simple

Problems Only).

[25 Hours]

References:

1. C .R.Kothari: Quantitative Techniques
2. S.P.Gupta: Statistical Methods, Sulthan Chand And Sons, New Delhi 2
3. C B Gupta & Vijay Gupta: An Introduction To Statistical Methods, Ane Books Pvt Ltd
4. P. N. Arora& Mrs.S.Arora: Quantitative Aptitude vol I & II, S Chand & Co Ltd, New Delhi
5. S.L.Aggarwal & S L Bhardwaj: Fundamentals of Business Statistics, Kalyani Publishers
6. P K Gupta & D S Hira: Operations Research, S Chand & Co Ltd, New Delhi
7. L R Potti: Operations Research, Yamuna Publications,Tvm

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	07-02-2022 To 12-02-2022	1	Quantitative techniques introduction and meaning
		2	Correlation meaning and examples
		3	Types, uses and importance of correlation
		4	Methods of calculating correlation
		5	Scatter diagram
		6	Problems
		12-02-2022	Second Saturday
2	14-02-2022 To 19-02-2022	7	Karl Pearson's coefficient of correlation
		8	Problems
		9	Problems
			College Arts Fest
			College Arts Fest
		10	Degree of correlation
		11	Change of origin
3	21-02-2022 To 26-02-2022	12	Properties of correlation coefficient
		13	Probable error
		14	Problems
		15	Problems
		16	Spearman's rank correlation problems
		17	Repeated rank
		18	Merits and demerits of rank correlation
4	28-02-2022 To 05-03-2022	19	Concurrent deviation method and coefficient of determination
		01-03-2022	Shivarathri
		20	Class Test

		21	Regression analysis introduction
		22	Types of regression
		23	Line of best fit
		24	Methods of drawing regression lines
5	07-03-2022 To 12-03-2022	25	Regression equations
		26	Problems using regression equation
		27	Regression coefficient
		28	Properties of regression coefficient
		29	Problems using regression coefficient
		30	Distinction between correlation and regression
		12-03-2022	Second Saturday
6	14-03-2022 To 19-03-2022	31	Identification of regression equation
		32	Problems
		33	Regression lines
		34	Problems
		35	Usefulness of study of regression
		36	Limitations of regression
		37	Seminar and assignments
7	21-03-2022 To 26-03-2022	38	Class Test
		39	Meaning of time series
		40	Components of Time Series
		41	Methods of Measures of Trend
		42	Free hand curve method
		43	Semi average method
		44	Problems
8	28-03-2022 To 02-04-2022	45	Moving Average Methods
		46	Problems
		47	Problems
		48	Methods of Least Squares
		49	Problems
		50	Problems
		51	Shifting the origin
9	04-04-2022 To 09-04-2022	52	Problems
		53	Problems
		54	Uses of studying secular trend
		55	Class Test
		56	Statistical Inference Meaning and Characteristics
		57	Testing Of Hypothesis
		58	Null Hypothesis and Alternative Hypothesis
10	11-04-2022 To 16-04-2022	59	Type I and Type II Errors
		60	Procedure For Hypothesis Testing
		13-04-2022	Easter Holidays
		14-04-2022	Easter Holidays
		15-04-2022	Easter Holidays
		16-04-2022	Easter Holidays

11	18-04-2022 To 23-04-2022	18-04-2022	Easter Holidays
		61	I Internal Examination
		62	I Internal Examination
		63	I Internal Examination
		64	I Internal Examination
12	25-04-2022 To 30-04-2022	65	I Internal Examination
		66	Level Of Significance
		67	Two Tailed and One Tailed Test
		68	Non Parametric Test
		69	Chi Square test
		70	Problems
		71	Problems
13	02-05-2022 To 07-05-2022	72	Problems
		73	Parametric Test
		02-05-2022	RAMZAN
		74	Z Test Meaning and Assumptions
		75	Problems
		76	Problems
		77	T test Meaning and Assumptions
		78	Problems
14	09-05-2022 To 14-05-2022	79	Problems
		80	Class Test
		81	Probability- Meaning and Definition
		82	Important Terms
		83	Calculation of probability
		84	Problems
		85	Permutation
15	16-05-2022 To 21-05-2022	86	Problems
		14-05-2022	Second Saturday
		87	Combination
		88	Problems
		89	Theorems- Addition and Multiplication Theorem
		90	Problems
		91	Conditional Probability
16	23-05-2022 To 28-05-2022	92	Problems
		93	Bayes Theorems
		94	II Internal Examination
		95	II Internal Examination
		96	II Internal Examination
		97	II Internal Examination
17	30-05-2022	98	II Internal Examination
		99	II Internal Examination
		100	Probability Distributions
17	30-05-2022	101	Binomial Distribution - problem
		103	Poisson Distribution - problem

	To 04-06-2022	104	Normal Distribution
		105	Problem
		106	CLASS TEST
		107	Revision
		108	Previous year question paper discussion

Subject Code:	2B02 COM
Subject Name:	FUNCTIONAL APPLICATIONS OF MANAGEMENT
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Nishamol NV

COURSE OUTCOME

After studying this course, the students shall be able to;

CO 1: Describe nature and scope of financial management and the elements in the management of finance

CO 2: Enumerate marketing management and its different aspects

CO 3: Explain Human Resources Management and the activities involved in it

CO 4: Understand the modern global marketing trends and its challenges

Unit 1 Financial Management

Concept of finance- Functions of finance - Meaning, scope and objectives of financial management – financial planning- sound financial plan capitalisation- overcapitalization – under capitalisation- (meaning only) capital structure, factors determining capital structure- fixed capital – working ,capital – factors determining fixed and working capital- Source of finance- short term and long term

(20Hrs)

Unit II Marketing Management

Marketing-Meaning- nature and importance of marketing -functions of marketing - concept of modern marketing - marketing mix –elements – importance - product life cycle – stages of PLC and marketing strategies - Concept of branding and brand equity - market segmentation – concept – bases – patterns and significance –Target marketing-product positioning.

(20 hrs)

Unit III

Marketing in the globalised scenario – Digital marketing/ on line marketing / E Commerce – features – scope and challenges – Social media marketing – Relationship marketing — Social marketing - Direct marketing – Net work marketing / MLM– service marketing-scope – service marketing mix.

(15 hrs)

Unit IV : Human Resource Management

Meaning definition, evolution, personnel management, functions and importance of HRM, duties and qualities of HR Manager .HR Planning, job analysis, description and job specification job evaluation, recruitment, sources of recruitment, selection process, interview, tests, placement and induction.

(20 hrs)

Unit V

Performance appraisal system: Meaning, objectives, methods and problems of performance appraisal. Training, need and importance, methods. Benefits of training. HRM in the post globalization era. HRM and competitive advantage

(15 hrs)

References:

1. Tripathy Reddy, Principles of Management, Tata Mc Graw Hill Publishers, NewDelhi.
2. L.M. Prasad, Principles of Management, sultan Chand & sons, New Delhi.
3. M.Y. Khan and P.K. Jain, Financial management, Tata Mc Grawhill Publishers, NewDelhi.
4. R.S. Goel, Operations management, Kalyani Publications, Ludhiana.
5. R. C. Agarwal, Marketing Management, Educational publishers, Agra.
6. Philip Kotler and Gary Armstrong, Principles of Marketing, PHI, New Delhi.
7. William. J .Stanton, Fundamentals of Marketing, McGraw-Hill, New York
8. Rajan Nair, Marketing Management, Sultan Chand & Sons, New Delhi.
9. C. B. Mamoria, Personnel Management, Sultan Chand&Sons, New Delhi.
10. I M. Pandey, Financial Management, Vikas Publishing House, New Delhi

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	07-02-2022 To 12-02-2022	1	Module I : Concept of finance- Functions of finance
		2	Meaning and definition of financial management
		3	Scope of financial management
		4	Objectives of financial management
		5	Financial planning- Meaning
		12-02-2022	Second Saturday
2	14-02-2022 To 19-02-2022	6	Sound financial plan
		7	Sound financial plan
		8	Capitalisation – Meaning
			College Arts Fest
			College Arts Fest
		9	Overcapitalisation
3	21-02-2022 To 26-02-2022	10	Under capitalisation
		11	Capital structure: Meaning
		12	Factors determining capital structure- fixed capital
		13	Factors determining capital structure- fixed capital
		14	Working capital: Meaning
		15	Factors determining fixed and working capital
4	28-02-2022 To 05-03-2022	16	Factors determining fixed and working capital
		01-03-2022	Shivarathri
		17	Source of finance- Meaning
		18	Short term and long term source of finance
		19	Short term and long term source of finance
		20	Class Test
5	07-03-2022 To 12-03-2022	21	Module II : Marketing-Meaning
		22	Nature and importance of marketing
		23	Functions of marketing

		24	Concept of modern marketing
		25	Marketing mix :elements
		12-03-2022	Second Saturday
6	14-03-2022 To 19-03-2022	26	Marketing mix :elements
		27	Importance of marketing mix
		28	Product life cycle
		29	Stages of PLC & marketing strategies
		30	Stages of PLC & marketing strategies
		31	Concept of branding and brand equity
7	21-03-2022 To 26-03-2022	32	Concept of branding and brand equity
		33	Market segmentation – concept – bases
		34	Market segmentation – concept – bases
		35	Market segmentation : patterns and significance
		36	Market segmentation :patterns and significance
		37	Target marketing
8	28-03-2022 To 02-04-2022	38	Product positioning
		39	Product positioning
		40	Class Test
		41	Module III Marketing in the globalised scenario
		42	Digital marketing/ on line marketing
		43	Digital marketing/ on line marketing
9	04-04-2022 To 09-04-2022	44	E Commerce – features
		45	E Commerce : scope and challenges
		46	E Commerce : scope and challenges
		47	Social media marketing
		48	Relationship marketing
		49	Social marketing
10	11-04-2022 To 16-04-2022	50	Direct marketing
		51	Net work marketing
		13-04-2022	Easter Holidays
		14-04-2022	Easter Holidays
		15-04-2022	Easter Holidays
		16-04-2022	Easter Holidays
11	18-04-2022 To 23-04-2022	18-04-2022	Easter Holidays
		52	I Internal Examination
		53	I Internal Examination
		54	I Internal Examination
		55	I Internal Examination
12	25-04-2022 To 30-04-2022	56	I Internal Examination
		57	MLM– servicemarketing-scope – service marketing mix
		58	Module IV Meaning definition, evolution, personnel management
		59	Functions and importance of HRM
		60	Duties and qualities of HR Manager

		61	
		62	HR Planning, job analysis
		63	Job description and job specification , job evaluation
13	02-05-2022 To 07-05-2022	02-05-2022	RAMZAN
		64	Recruitment
		65	Sources of recruitment
		66	Selection process
		67	Interview
		68	Tests
14	09-05-2022 To 14-05-2022	69	Placement and induction
		70	Class Test
		71	Performance appraisal system: Meaning, objectives,
		72	Performance appraisal system: Meaning, objectives,
		73	Methods and problems of performance appraisal
		14-05-2022	Second Saturday
15	16-05-2022 To 21-05-2022	74	Methods and problems of performance appraisal
		75	Training : need and importance
		76	Training: need and importance
		77	Methods of training
		78	Methods of training
		79	Benefits of training
16	23-05-2022 To 28-05-2022	80	II Internal Examination
		81	II Internal Examination
		82	II Internal Examination
		83	II Internal Examination
		84	II Internal Examination
		85	II Internal Examination
17	30-05-2022 To 04-06-2022	86	HRM in the post globalization era
		87	HRM in the post globalization era
		88	HRM and competitive advantage
		89	Question paper discussion
		90	Class test

Subject Code:	2A08-1HIN
Subject Name:	Common Course - Vyavaharik Hindi
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	6
Name of the Teacher:	E.T.Ashwni

Semester	Course code	Hours per week	Credit	Exam hours
2	2A08-1HIN	6	4	3

Unit I :

संज्ञा – संज्ञा के भेद – सर्वनाम – सर्वनाम के भेद – विशेषण – विशेषण के भेद – क्रिया – क्रिया के भेद – प्रेरणार्थक क्रिया – संयुक्त क्रिया – सहायक क्रियाएं (सक, चुक, लग, चाहिए, पड़) – लिंग-लिंग की पहचान और लिंग के नियम – वचन- भेद – नियम – कारक – भेद – सर्वनाम की कारकीय रूपरचना – क्रिया विशेषण – भेद – संबंध बोधक – समुच्चयबोधक – विस्मयबोधक।

Unit II :

निबंध लेखन- निबंध लेखन की रीति – भूमिका, विषय- विकास – उपसंहार।

1. यात्रा जिसे मैं भूल नहीं पाता
2. समय का महत्व
3. इंटरनेट की दुनिया
4. प्रदूषण की समस्या
5. भ्रष्टाचार: एक समस्या
6. सांप्रदायिकता: एक अभिशाप।
7. आरक्षण : कितना उचित या कितना अनुचित
8. भारत में आतंकवाद
9. विद्यार्थी और अनुशासन
10. खेल और व्यायाम

Unit III:

सांकेतिक बिंदुओं पर आधारित कहानी लेखन – वार्तालाप – भेंटवार्ता-संक्षेपण - पत्र लेखन- निजी पत्र – आधिकारिक पत्र – व्यावसायिक – विज्ञापन – रपट।

Unit IV:

पारिभाषिक शब्दावली-अंग्रेजी से हिंदी और हिंदी से अंग्रेजी ।

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	07-02-2022 To 12-02-2022	1	हिंदी भाषा की भूमिका
		2	हिंदी भाषा और व्याकरण
		3	संज्ञा और उसके भेद
		4	संज्ञा और उसके भेद
		5	सर्वनाम और उसके भेद
		12-02-2022	Second Saturday
2	14-02-2022 To 19-02-2022	6	सर्वनाम और उसके भेद
		7	विशेषण और उसके भेद
		8	विशेषण और उसके भेद
			College Arts Fest
			College Arts Fest
		9	क्रिया और उसके भेद
3	21-02-2022 To 26-02-2022	10	क्रिया और उसके भेद
		11	प्रेरणार्थक क्रिया
		12	संयुक्त क्रिया
		13	सहायक क्रियाएं
		14	लिंग की पहचान
		15	लिंग की पहचान के नियम
4	28-02-2022 To 05-03-2022	16	वचन और उसके प्रकार
		01-03-2022	Shivarathri
		17	स्त्रीलिंग शब्दों की पहचान के नियम
		18	पुलिंग शब्दों की पहचान के नियम
		19	कारक
		20	कारक के भेद
5	07-03-2022 To 12-03-2022	21	कारक के भेद
		22	सर्वनाम की कारकीय रूपरचना
		23	सर्वनाम की कारकीय रूपरचना
		24	क्रिया विशेषण और उसके भेद
		25	संबंधबोधक
		12-03-2022	Second Saturday
6	14-03-2022 To 19-03-2022	26	समुच्चयबोधक
		27	विस्मयादिबोधक
		28	कक्षा परीक्षा
		29	निबंध लेखन
		30	निबंध लेखन की रीती
		31	निबंध लेखन की भूमिका
7	21-03-2022 To	32	निबंध लेखन में विषय प्रस्तुति
		33	निबंध लेखन में उपसंहार
		34	समकालीन विषयों पर आधारित निबंध

	26-03-2022	35	यात्रा जिसे मैं भुला नहीं पाता
		36	समय का महत्व
		37	समय का महत्व
8	28-03-2022 To 02-04-2022	38	इंटरनेट की दुनिया
		39	इंटरनेट के गुण एवं दोष
		40	प्रदूषण की समस्या
		41	विभिन्न तरह के प्रदूषण
		42	भ्रष्टाचार एक समस्या
		43	सांप्रदायिकता एक अभिशाप
9	04-04-2022 To 09-04-2022	44	आज के समाज में सांप्रदायिकता के परिणाम
		45	आरक्षण कितना उचित या कितना अनुचित
		46	भारत में आतंकवाद
		47	आतंकवाद से बचने के उपाय
		48	विद्यार्थी और अनुशासन
		49	जीवन में अनुशासन का महत्व
10	11-04-2022 To 16-04-2022	50	खेल और व्यायाम
		51	कक्षा परीक्षा
		13-04-2022	Easter Holidays
		14-04-2022	Easter Holidays
		15-04-2022	Easter Holidays
		16-04-2022	Easter Holidays
11	18-04-2022 To 23-04-2022	18-04-2022	Easter Holidays
		52	I Internal Examination
		53	I Internal Examination
		54	I Internal Examination
		55	I Internal Examination
		56	I Internal Examination
12	25-04-2022 To 30-04-2022	57	संकेत बिंदुओं पर आधारित कहानी लेखन
		58	संकेत बिंदुओं पर आधारित कहानी लेखन
		59	संकेत बिंदुओं पर आधारित कहानी लेखन
		60	वार्तालाप
		61	वार्तालाप
		62	वार्तालाप
		63	वार्तालाप
13	02-05-2022 To 07-05-2022	02-05-2022	RAMZAN
		64	भेंटवार्ता
		65	भेंटवार्ता
		66	भेंटवार्ता
		67	संक्षेपण
		68	संक्षेपण
14	09-05-2022 To	69	पत्र लेखन - निजी पत्र
		70	आधिकारिक पत्र
		71	व्यावसायिक पत्र

	14-05-2022	72	आवेदन पत्र
		73	शिकायती पत्र
		14-05-2022	Second Saturday
15	16-05-2022 To 21-05-2022	74	आदेश पत्र
		75	बीमा भुगतान पत्र
		76	पूछताछ संबंधी पत्र
		77	विज्ञापन लेखन
		78	विज्ञापन
		79	विज्ञापन
16	23-05-2022 To 28-05-2022	80	II Internal Examination
		81	II Internal Examination
		82	II Internal Examination
		83	II Internal Examination
		84	II Internal Examination
		85	II Internal Examination
17	30-05-2022 To 04-06-2022	86	रपट
		87	पारिभाषिक शब्दावली
		88	पारिभाषिक शब्दावली
		89	कक्षा परीक्षा
		90	रिविजन

Subject Code:	2A08-1MAL
Subject Name:	ഗദ്യ രൂപങ്ങൾ
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Rajisha CK

SYLLABUS

യൂണിറ്റ് 1

കഥകൾ

1. ദേവാലയത്തിൽ- രാജലക്ഷ്മി, രാജലക്ഷ്മിയുടെ കഥകൾ (കറന്റ് ബുക്സ്)
2. ഷെർലക്ക് - എം ടി വാസുദേവൻ നായർ (കറന്റ് ബുക്സ്)
3. കറുത്ത കപ്പായക്കാരി- സിതാര എസ്, (ഡിസി ബുക്സ്)
4. നീലച്ചിത്രം - ഉണ്ണി ആർ(ഡിസി ബുക്സ്)

യൂണിറ്റ് 2

ആത്മകഥ

1. ഓർമ്മയുടെ അറകൾ - വൈക്കം മുഹമ്മദ് ബഷീർ(ഓർമ്മയുടെ അറകൾ മുതൽ ഞാൻ സംഘടിപ്പിച്ചു ഒരു ഹിന്ദു മുസ്ലിം ബഹുളം വരെയുള്ള ആദ്യത്തെ ഏഴ് അദ്ധ്യായങ്ങൾ)

യൂണിറ്റ് 3

ജീവചരിത്രം

1. ജീവദായിനി- ലീലാകുമാരിയമ്മ- കെ ടി അജീഷ് (ആദ്യത്തെ 8 അദ്ധ്യായങ്ങൾ)

യൂണിറ്റ് 4

യാത്രാവിവരണം

1. ഹിമവന്റെ മുകൾത്തട്ടിൽ - രാജൻ കാക്കനാടൻ(പൂർണ്ണ ബുക്സ്)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	07-02-2022 To 12-02-2022	1	ചെറുകഥാസാഹിത്യം - സാമാന്യ പരിചയം
		2	മലയാള സാഹിത്യത്തിൽ ചെറുകഥയുടെ സ്ഥാനം
		3	മലയാളത്തിലെ ശ്രദ്ധേയമായ ചെറുകഥകൾ വിശകലനം
		4	പ്രമേയത്തിലും അവതരണത്തിലും ചെറുകഥകളിൽ വന്ന മാറ്റം
		5	ചെറുകഥയും സമൂഹവും
		12-02-2022	Second Saturday
2	14-02-2022 To 19-02-2022	6	രാജലക്ഷ്മി എന്ന എഴുത്തുകാരിയെ പരിചയപ്പെടുത്തൽ
		7	പ്രമേയ സ്വീകരണത്തിൽ രാജലക്ഷ്മി കഥകളുടെ പ്രത്യേകതകൾ - വിശകലനം
		8	ദേവാലയത്തിൽ- കഥാ വായന
		17/02/2022	College Arts Fest
		18/02/2022	College Arts Fest
		9	ദേവാലയത്തിൽ- കഥാ വായന
3	21-02-2022 To 26-02-2022	10	ദേവാലയത്തിൽ- കഥാ വിശകലനം
		11	ദേവാലയത്തിൽ- കഥാ വിശകലനം
		12	ദേവാലയത്തിൽ- പ്രധാന കഥാപാത്രങ്ങൾ, ആശയം, പ്രമേയ വ്യത്യസ്തത, സമകാലിക പ്രസക്തി - വിശകലനം
		13	ക്ലാസ് പരീക്ഷ
		14	എം ടി വാസുദേവൻ നായർ - കഥാകൃത്തിനെ പരിചയപ്പെടുത്തൽ
		15	ഷെർലക്ക് - കഥാ വായന
4	28-02-2022 To 05-03-2022	16	കഥാപാത്ര വിശകലനം
		01-03-2022	Shivarathri
		17	പ്രധാന ആശയങ്ങൾ, സമകാലിക പ്രസക്തി - വിശദീകരണം
		18	എം മുക്തൻ - കഥാകൃത്തിനെ പരിചയപ്പെടുത്തൽ
		19	ആണിനെയും പെണ്ണിനെയും കുറിച്ച് - കഥാ വായന
		20	പ്രധാന ആശയങ്ങൾ, കഥാപാത്രങ്ങൾ, സമകാലിക പ്രസക്തി - വിശകലനം
5	07-03-2022 To 12-03-2022	21	ക്ലാസ് പരീക്ഷ
		22	സിതാര എസ് - കഥയിലെ പുതുപ്രവണതകൾ വിശകലനം
		23	പെണ്ണെഴുത്ത് സാഹിത്യം, ദളിത് സാഹിത്യം
		24	കറുത്ത കുപ്പായക്കാരി - കഥാ വായന
		25	പ്രധാന ആശയങ്ങൾ- വിശദീകരണം
		12-03-2022	Second Saturday

6	14-03-2022 To 19-03-2022	26	ഉണ്ണി ആർ- എഴുത്തുകാരനെ പരിചയപ്പെടുത്തൽ
		27	ഉണ്ണി ആറിന്റെ കഥകളുടെ സമകാലിക പ്രസക്തി -വിശകലനം
		28	നീല ചിത്രം - കഥാ വായന
		29	കഥാപാത്രങ്ങൾ - പ്രധാന ആശയം - വിശദീകരണം
		30	ക്ലാസ് പരീക്ഷ - യൂണിറ്റ് 1
		31	ആത്മകഥാസാഹിത്യം - വിശകലനം
7	21-03-2022 To 26-03-2022	32	ആത്മകഥാ സാഹിത്യത്തിന്റെ വളർച്ച
		33	മലയാളത്തിലെ ശ്രദ്ധേയമായ ആത്മകഥകൾ വിശകലനം
		34	ആത്മകഥയും സാഹിത്യവും
		35	വൈക്കം മുഹമ്മദ് ബഷീർ- രചയിതാവിനെ പരിചയപ്പെടുത്തൽ
		36	ബഷീർ കൃതികളുടെ പ്രത്യേകതകൾ- വിശകലനം
		37	ഓർമ്മയുടെ അറകൾ - വായന
8	28-03-2022 To 02-04-2022	38	ഓർമ്മയുടെ അറകൾ - വായന
		39	ഓർമ്മയുടെ അറകൾ - വായന
		40	ഓർമ്മയുടെ അറകൾ - വായന
		41	ഓർമ്മയുടെ അറകൾ - ആത്മകഥ വിശകലനം
		42	ഓർമ്മയുടെ അറകൾ - പാഠഭാഗ വിശകലനം
		43	ആത്മകഥയിൽ പരാമർശിക്കപ്പെടുന്ന പ്രധാനകഥാപാത്രങ്ങൾ -വിശകലനം
9	04-04-2022 To 09-04-2022	44	ആത്മകഥയിൽ പരാമർശിക്കുന്ന ചരിത്രസംഭവങ്ങൾ വിശകലനം
		45	മതവും മനുഷ്യരും ബഷീറിന്റെ കാഴ്ചപ്പാട് വിശകലനം
		46	ക്ലാസ് പരീക്ഷ
		47	ജീവചരിത്രസാഹിത്യം വിശകലനം
		48	ജീവചരിത്ര സാഹിത്യത്തിന്റെ വളർച്ച
		49	മലയാളത്തിലെ ശ്രദ്ധേയമായ ജീവചരിത്രങ്ങൾ വിശകലനം
10	11-04-2022 To 16-04-2022	50	ലീലാകുമാരിയമ്മ- എഴുത്തുകാരിയെ പരിചയപ്പെടുത്തൽ
		51	എൻഡോസൾഫാൻ ദുരന്തം കേരളത്തിലെ സാമൂഹിക അന്തരീക്ഷത്തിൽ വരുത്തിയ വിപത്തുകൾ - വിശകലനം
		13-04-2022	Easter Holidays
		14-04-2022	Easter Holidays
		15-04-2022	Easter Holidays
		16-04-2022	Easter Holidays
11	18-04-2022 To 23-04-2022	18-04-2022	Easter Holidays
		52	I Internal Examination
		53	I Internal Examination
		54	I Internal Examination
		55	I Internal Examination
		56	I Internal Examination

12	25-04-2022 To 30-04-2022	57	ജീവദായിനി- ജീവ ചരിത്രഭാഗം - വായന
		58	ജീവദായിനി- വായന
		59	ജീവദായിനി- വായന
		60	ജീവദായിനി - വായന
		61	ജീവദായിനി- വായന
		62	ജീവദായിനി- പാഠഭാഗ വിശകലനം
		63	ജീവദായിനി- പാഠഭാഗ വിശകലനം
13	02-05-2022 To 07-05-2022	02-05-2022	RAMZAN
		64	ജീവദായിനി- പ്രധാന ആശയങ്ങൾ വിശകലനം
		65	ജീവദായിനി- ഈ കൃതിയുടെ സമകാലിക പ്രസക്തി
		66	കാർഷിക മേഖലയിൽ വന്നിട്ടുള്ള നൂതനത്വം - വിശകലനം
		67	കാർഷിക മേഖല ഇന്ന് നേരിടുന്ന വെല്ലുവിളികൾ വിശകലനം
		68	ക്ലാസ് പരീക്ഷ
14	09-05-2022 To 14-05-2022	69	സഞ്ചാര സാഹിത്യം - വിശദീകരണം
		70	മലയാളത്തിലെ ശ്രദ്ധേയമായ സഞ്ചാര സാഹിത്യ കൃതികൾ -വിശകലനം
		71	സഞ്ചാര സാഹിത്യ രചനയിൽ നേരിടുന്ന പ്രധാന വെല്ലുവിളികൾ
		72	രാജൻ കാക്കനാടൻ എന്ന എഴുത്തുകാരനെ പരിചയപ്പെടുത്തൽ
		73	രാജൻ കാക്കനാടന്റെ പ്രധാനകൃതികൾ വിശകലനം
		14-05-2022	Second Saturday
15	16-05-2022 To 21-05-2022	74	ഹിമവാന്റെ മുകൾത്തട്ടിൽ - പാഠഭാഗം വായന
			ഹിമവാന്റെ മുകൾത്തട്ടിൽ-പാഠഭാഗം വായന
		76	ഹിമവാന്റെ മുകൾത്തട്ടിൽ-പാഠഭാഗം വായന
		77	ഹിമവാന്റെ മുകൾത്തട്ടിൽ-പാഠഭാഗം വായന
		78	ഹിമവാന്റെ മുകൾത്തട്ടിൽ-പാഠഭാഗം വായന
		79	ഹിമവാന്റെ മുകൾത്തട്ടിൽ-പാഠഭാഗം വായന
16	23-05-2022 To 28-05-2022	80	II Internal Examination
		81	II Internal Examination
		82	II Internal Examination
		83	II Internal Examination
		84	II Internal Examination
		85	II Internal Examination
17	30-05-2022 To 04-06-2022	86	ഹിമവാന്റെ മുകൾത്തട്ടിൽ- ഭാഷാപരമായ പ്രത്യേകതകൾ
		87	ഹിമവാന്റെ മുകൾത്തട്ടിൽ- അവതരണത്തിന്റെ പ്രത്യേകതകൾ

		88	ഹിമവാന്റെ മുക്തത്തിൽ- പ്രധാന ആശയങ്ങൾ -വിശദീകരണം
		89	റിവിഷൻ യൂണിറ്റ് 1,2
		90	റിവിഷൻ യൂണിറ്റ് 3,4