

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

(2022 – 25)

SEMESTER -I

ACADEMIC YEAR- (2022-23)

I Semester BCom Computer Applications (2022 - 25)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	1A01ENG Communicative English	Aswathi Krishna	5
2.	1A02ENG Readings on Kerala	Soniya Sherin Sebastian	4
3.	1A071MAL സാഹിത്യരൂപങ്ങൾ □	Rajisha C. K.	5
4.	1A071HIN Kavitha Aur Kahani	Jiany N. George	
5.	1B01COM Management Concepts and Principles	Centil Abraham K.	5
6.	1A11 COM Business Statistics and Basic Numerical Skills	Vidya K. P. & Najuminisa	6
	Name of Class In-charge:	Centil Abraham K.	

TIME TABLE

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	1B01COM Management Concepts and Principles	1A02ENG Readings on Kerala	1A11 COM Business Statistics and Basic Numerical Skills	Second Language	1A01ENG Communicative English
2	1A01ENG Communicative English	Second Language	Business Statistics and Basic Numerical Skills	1A11 COM Business Statistics and Basic Numerical Skills	1B01COM Management Concepts and Principles
3	1A11 COM Business Statistics and Basic Numerical Skills	1A01ENG Communicative English	Second Language	1A02ENG Readings on Kerala	1B01COM Management Concepts and Principles
4	Second Language	1B01COM Management Concepts and Principles	1A02ENG Readings on Kerala	1A11 COM Business Statistics and Basic Numerical Skills	1A01ENG Communicative English
5	1A11 COM Business Statistics and Basic Numerical Skills	Second Language	1A01ENG Communicative English	1B01COM Management Concepts and Principles	1A02ENG Readings on Kerala

Subject Code:	1A01ENG
Subject Name:	Communicative English
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	Aswathi Krishna

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

Content Specifications

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

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-08-2022 To 03-09-2022	1	MODULE I
		2	Articles
		3	Articles
		4	Modals
		5	Modals
		6	Modals
2	05-09-2022 To 10-09-2022		Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
3	12-09-2022 To 17-09-2022	7	Class Test
		8	Tenses
		9	Tenses
		10	Tenses
		11	Tenses
		12	Tenses
4	19-09-2022 To 24-09-2022	13	Class Test
		14	Voices
		21 September	Sree Narayana Samadhi
		15	Voices
		16	Voices
		17	Voices
		18	Voices
5	26-09-2022 To 01-10-2022	19	Subject Verb Agreement
		20	Subject Verb Agreement
		21	Subject Verb Agreement
		22	Class Test
		23	Direct and Reported Speech
		24	Direct and Reported Speech
6	03-10-2022	25	Direct and Reported Speech
		4 October	Mahanavami

No of Weeks	Dates	Session	Topic
	To 08-10-2022	05 October	Vijayadasami
		26	Direct and Reported Speech
		27	Direct and Reported Speech
		08 October	Miladi-Sherif
7	10-10-2022 To 15-10-2022	28	Question Tags
		29	Question Tags
		30	Question Tags
		31	Question Tags
		32	Question Tags
		33	Class Test
8	17-10-2022 To 22-10-2022	34	I Internal Examination
		35	I Internal Examination
		36	I Internal Examination
		37	I Internal Examination
		38	I Internal Examination
		39	I Internal Examination
9	24-10-2022 To 29-10-2022	24 October	Diwali
		40	MODULE II Types of words
		41	Types of words
		42	Types of words
		43	Types of words
		44	Types of words
10	31-10-2022 To 05-11-2022	45	Phrasal Verbs and idiomatic expressions
		46	Phrasal Verbs and idiomatic expressions
		47	Phrasal Verbs and idiomatic expressions
		48	Phrasal verbs and idiomatic expressions
		49	Class test
		50	Reading Official Letters and Profiles
11	07-11-2022 To 12-11-2022	51	Reading Official Letters and Profiles
		52	Reading Official Letters and Profiles
		53	Reading Advertisements
		54	Reading Advertisements
		55	Writing Paragraphs
		56	Writing Paragraphs
12	14-11-2022 To	57	Writing Paragraphs
		58	Taking and Making Notes
		59	Taking and Making Notes

No of Weeks	Dates	Session	Topic
	19-11-2022	60	Taking and Making Notes
		61	Class test
		62	MODULE III Essay and Academic Writing
13	21-11-2022 To 26-11-2022	63	Essay and Academic Writing
		64	Essay and Academic Writing
		65	Essay and Academic Writing
		66	Letter Writing
		67	Letter Writing
		68	Letter Writing
14	18-11-2022 To 03-12-2022	69	Writing Resumes
		70	Writing Resumes
		71	Writing Resumes
		72	Writing Resumes
		73	Class Test
		74	Phonemes in English
15	05-12-2022 To 10-12-2022	75	Phonemes in English
		76	Phonemes in English
		77	Syllables and stress
		78	Syllables and stress
		79	Making Enquiries, requests and suggestions
		10 December	Second Saturday
16	12-12-2022 To 17-12-2022	80	Making Enquiries, requests and suggestions
		81	Greetings and introduction
		82	Greetings and introduction
		83	Revision
		84	Revision
		85	Revision
17	19-12-2022 To 24-12-2022	86	II Internal Examinations
		87	II Internal Examinations
		88	II Internal Examinations
		89	II Internal Examinations
		90	II Internal Examinations
		24 December	Christmas Holidays

Subject Code:	1A02ENG
Subject Name:	Readings on Kerala
No. of Credits:	03
No. of Contact Hours:	72
Hours per Week:	04
Name of the Teacher:	Soniya Sherin Sebastian

Module 1- (2 Hrs/Week)

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" : CherukadGovindaPisharodi

Module 2- (2 Hrs/Week)

1. "Not an Alphabet in Sight" : PoykayilAppachan
2. "KuttippuramPalam" : Idasserri
3. "Courageous Act" : AnasuyaMenon
4. "Vaikom Satyagraha" : K. N.Panikkar
5. "The Voice" : Suresh Menon

Prescribed Textbook: Multiple Modernities: Readings on Kerala published by Hornbill Publications

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-08-2022 To 03-09-2022	1	MODULE I Conversation :SreeNarayana Guru
		2	Conversation :SreeNarayana Guru
		3	Conversation :SreeNarayana Guru
		4	Conversation :SreeNarayana Guru
2	05-09-2022 To 10-09-2022	5	Onam Holidays
		6	Onam Holidays
		7	Onam Holidays
		8	Onam Holidays
		9	Onam Holidays
		10	Onam Holidays
3	12-09-2022 To 17-09-2022	11	Curing Caste" :SahodaranAyyappan
		12	Curing Caste" :SahodaranAyyappan
		13	Excerpts from "Eri" : PradeepanPambirikkunnu
		14	Excerpts from "Eri" : PradeepanPambirikkunnu

No of Weeks	Dates	Session	Topic
4	19-09-2022 To 24-09-2022	15	Excerpts from “Eri” : PradeepanPambirikkunnu
		16	Excerpts from “Eri” : PradeepanPambirikkunnu
		21September	Sree Narayana Samadhi
		17	Excerpts from Kelu : N. Sasidharan, E.P.Rajagopalan
		18	Excerpts from Kelu : N. Sasidharan, E.P.Rajagopalan
5	26-09-2022 To 01-10-2022	19	Excerpts from Kelu : N. Sasidharan, E.P.Rajagopalan
		20	Excerpts from Kelu : N. Sasidharan, E.P.Rajagopalan
		21	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
		22	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
6	03-10-2022 To 08-10-2022	23	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
		4 October	Mahanavami
		05 October	Vijayadasami
		24	Class Test
7	10-10-2022 To 15-10-2022	25	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
		26	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
		27	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
		28	Excerpts from “Parting from the Path of Life” : CherukadGovindaPisharodi
8	17-10-2022 To 22-10-2022	29	I Internal Examination
		30	I Internal Examination
		31	I Internal Examination
		32	I Internal Examination
		33	I Internal Examination
		34	I Internal Examination
9	24-10-2022 To 29-10-2022	24 October	Divali
		35	Not an Alphabet in Sight” : PoykayilAppachan
		36	Not an Alphabet in Sight” : PoykayilAppachan
		37	Not an Alphabet in Sight” : PoykayilAppachan
10	31-10-2022 To 05-11-2022	38	Not an Alphabet in Sight” : PoykayilAppachan
		39	MODULE II Class Test
		40	KuttippuramPalam” : Idasseri
		41	KuttippuramPalam” : Idasseri

No of Weeks	Dates	Session	Topic
11	07-11-2022 To 12-11-2022	42	KuttippuramPalam” : Idasseri
		43	KuttippuramPalam” : Idasseri
		44	KuttippuramPalam” : Idasseri
		45	KuttippuramPalam” : Idasseri
12	14-11-2022 To 19-11-2022	46	Revision
		47	Courageous Act” : AnasuyaMenon
		48	Courageous Act” : AnasuyaMenon
		49	Courageous Act” : AnasuyaMenon
13	21-11-2022 To 26-11-2022	50	Courageous Act” : AnasuyaMenon
		51	Courageous Act” : AnasuyaMenon
		52	Courageous Act” : AnasuyaMenon
		53	Vaikom Satyagraha” : K. N.Panikkar
		54	Vaikom Satyagraha” : K. N.Panikkar
		55	Vaikom Satyagraha” : K. N.Panikkar
		56	Vaikom Satyagraha” : K. N.Panikkar
		57	Vaikom Satyagraha” : K. N.Panikkar
		58	Vaikom Satyagraha” : K. N.Panikkar
15	05-12-2022 To 10-12-2022	60	The Voice” : Suresh Menon
		61	The Voice” : Suresh Menon
		62	The Voice” : Suresh Menon
		63	The Voice” : Suresh Menon
		10 December	Second Saturday
16	12-12-2022 To 17-12-2022	64	The Voice” : Suresh Menon
		65	The Voice” : Suresh Menon
		66	Revision
		67	Revision
17	19-12-2022 To 24-12-2022	68	II Internal Examinations
		69	II Internal Examinations
		70	II Internal Examinations
		71	II Internal Examinations
		72	II Internal Examinations
		24 December	Christmas Holidays

Subject Code:	1A071MAL
Subject Name:	സാഹിത്യരൂപങ്ങൾ
No. of Credits:	04
No. of Contact Hours:	90
Hours per Week:	05
Name of the Teacher:	Rajisha C. K.

Syllabus

യൂണിറ്റ് 1

കവിത

- കടകാകക (വലൈപ്പിള്ളി ശ്രീധരമനോ)
- മഹാഭാസ് ഗാന്ധിയും നാമുരം ഗോഡസയ്യും (എ വി കൃഷ്ണവാര്യ)
- മൊട് (ആർ. രവിവർമ്മ)
- മണകാലം (കെ ജി ശങ്കരപ്പിള്ള)
- തൊടാ വാടരുത് (ബിന്ദു കൃഷ്ണ)

യൂണിറ്റ് 2

നാടകം / സിനിമ

- ലബ്ധം (ശ്രീജ കെ വി)
- ആദാമിന്റെ വാരിയലേഖ് (കെ ജി ജോർജ്)

യൂണിറ്റ് 3

നോവൽ

- ആയുസ്സിന്റെ പുസ്തകം (സി വി ബാലകൃഷ്ണ)

യൂണിറ്റ് 4

പഠനം

- പാട്സസവുഡ് വനിയും (എസ് ശാരദകുട്ടി)
- ഭാഷയെ വെട്ടിയുതീർത്ത കവി (സജയ് കെ വി)

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-08-2022 To 03-09-2022	1	ഭാഷാ പഠനം ആമുഖം
		2	മലയാള കവിതാസാഹിത്യ ചരിത്രം
		3	കവിപരിചയം - വലൈപ്പിള്ളി ശ്രീധരമനോ
		4	കടകാകക കവിത വിശദീകരണം
		5	കടകാകക കവിത വിശദീകരണം

No of Weeks	Dates	Session	Topic
		6	ക്ലാസ് പരീക്ഷ 1
2	05-09-2022 To 10-09-2022		Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
3	12-09-2022 To 17-09-2022	7	ആക്ഷേപഹാസ്യം മലയാള സാഹിത്യത്തിന്
		8	ആക്ഷേപഹാസ്യ കവിതയും എന്തിന് വികസനവാർത്തകൾ കവിയലഭാവം
		9	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		10	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		11	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
		12	ഗാന്ധിയും ഗോഡ്സെയും കവിത വിശദീകരണം
4	19-09-2022 To 24-09-2022	13	പ്രധാന ആശയങ്ങൾ വിശകലനം ചെയ്യുക
		14	ക്ലാസ് പരീക്ഷ 2
		21 September	Sree Narayana Samadhi
		15	പാരിസ്ഥിതിക കവിതകൾ മലയാള സാഹിത്യത്തിന്
		16	കവിപരിചയം ആർക്കും രവിവർമ്മ
		17	മൊട്ട് കവിത വിശദീകരണം
		18	മൊട്ട് കവിത വിശദീകരണം
5	26-09-2022 To 01-10-2022	19	മലയാളസാഹിത്യത്തിലെ പാരിസ്ഥിതിക കവിതകൾ വിശകലനം ചെയ്യുക
		20	ക്ലാസ് പരീക്ഷ 3
		21	ആധുനിക കവിതയും കെ ജി ശങ്കരപിള്ളയും
		22	മണക്കാലം കവിത വിശദീകരണം
		23	മണക്കാലം കവിത വിശദീകരണം
		24	സ്ത്രീ പക്ഷ കവിതകൾ മലയാള സാഹിത്യത്തിന്
6	03-10-2022 To 08-10-2022	25	മൊട്ട് വാടറൂത് കവിത വിശദീകരണം
		4 October	Mahanavami
		05 October	Vijayadasami
		26	ക്ലാസ് പരീക്ഷ 4
		27	നാടക സാഹിത്യ ചരിത്രം
		08 October	Miladi-Sherif
7	10-10-2022	28	മലയാളനാടകവഴി

No of Weeks	Dates	Session	Topic
	To 15-10-2022	29	നാടക സാഹിത്യ ചരിത്രത്തിലെ പര്യടനങ്ങൾ
		30	ലഭ്യമായും നാടകം വിശകലനം
		31	ലഭ്യമായും നാടകം വിശകലനം
		32	ലഭ്യമായും നാടകം വിശകലനം
		33	റിവിഷൻ യൂണിറ്റ് 1 2
8	17-10-2022 To 22-10-2022	34	I Internal Examination
		35	I Internal Examination
		36	I Internal Examination
		37	I Internal Examination
		38	I Internal Examination
		39	I Internal Examination
9	24-10-2022 To 29-10-2022	24 October	Divali
		40	സിനിമ സാഹിത്യ ചരിത്രം
		41	മലയാള സിനിമ ചരിത്രം
		42	മലയാള സിനിമയിലെ സ്ത്രീ സാന്നിധ്യം
		43	മലയാള സിനിമയിലെ സ്ത്രീ സാന്നിധ്യം
		44	കുറേ ജോലിയിൽ സിനിമകൾ വിശകലനം
10	31-10-2022 To 05-11-2022	45	ആദാമിന്റെ വാരിയലൈറ്റ് സിനിമ പഠനം
		46	ആദാമിന്റെ വാരിയലൈറ്റ് സിനിമ വിശദീകരണം
		47	ആദാമിന്റെ വാരിയലൈറ്റ് സിനിമ വിശദീകരണം
		48	സമകാലിക സ്ത്രീപക്ഷ സിനിമകൾ വിശകലനം
		49	ക്ലാസ് പരീക്ഷ 5
		50	നോവൽ സാഹിത്യ ചരിത്രം
11	07-11-2022 To 12-11-2022	51	സി വി ബാലകൃഷ്ണൻ സാഹിത്യലോകം
		52	ആയുസ്സിനെ പുസ്തകം നോവൽ വായന വിശദീകരണം
		53	ആയുസ്സിനെ പുസ്തകം നോവൽ വായന വിശദീകരണം
		54	ആയുസ്സിനെ പുസ്തകം നോവൽ വായന വിശദീകരണം
		55	ആയുസ്സിനെ പുസ്തകം നോവൽ വായന വിശദീകരണം
		56	ആയുസ്സിനെ പുസ്തകം നോവൽ വായന വിശദീകരണം

No of Weeks	Dates	Session	Topic
12	14-11-2022 To 19-11-2022	57	ആയുസ്സിന് പുസ്തകം നോവ് വായന വിശദീകരണം.
		58	ക്ലാസ് പരിഷ്ക 6
		59	നിരൂപണ സാഹിത്യം പരിചയപ്പടുത്ത
		60	എസ് ശാരദകുടിയുടെ സാഹിത്യജീവിതം.
		61	പാട് രസവും ധ്വനിയും ലഭ്യന വിശദീകരണം
		62	പാട് രസവും ധ്വനിയും ലഭ്യന വിശദീകരണം
13	21-11-2022 To 26-11-2022	63	പാട് രസവും ധ്വനിയും ലഭ്യന വിശദീകരണം
		64	സിനിമാഗാനങ്ങൾ കവിത താരതമ്യപ്പടുത്ത
		65	പ്രധാന ആശയങ്ങൾ വിശകലനം ചെയ്യ
		66	ക്ലാസ് പരിഷ്ക 7
		67	കവിപരിചയം ബാലചന്ദ്ര ചുള്ളിക്കാട്
		68	ബാലചന്ദ്ര ചുള്ളിക്കാടിന്റെ കാവ്യലോകം
14	18-11-2022 To 03-12-2022	69	സജ്ജ കവി എഴുത്തുകാരനെ പരിചയപ്പടുത്ത
		70	ഭാഷയെ വെട്ടുതീകരിച്ച കവി ലഭ്യനം വിശദീകരണം.
		71	ഭാഷയെ വെട്ടുതീകരിച്ച കവി ലഭ്യനം വിശദീകരണം.
		72	ഭാഷയെ വെട്ടുതീകരിച്ച കവി ലഭ്യനം വിശദീകരണം.
		73	ബാലചന്ദ്ര ചുള്ളിക്കാടിന്റെ പ്രധാന കവിതകൾ വിശകലനം
		74	ബാലചന്ദ്ര ചുള്ളിക്കാടിന്റെ പ്രധാന കവിതകൾ വിശകലനം
15	05-12-2022 To 10-12-2022	75	ഭാഷയെ വെട്ടുതീകരിച്ച കവി ലഭ്യനം വിശദീകരണം.
		76	ഭാഷയെ വെട്ടുതീകരിച്ച കവി ലഭ്യനം വിശദീകരണം.
		77	ലഭ്യനത്തിലെ പ്രധാന ആശയങ്ങൾ വിശകലനം ചെയ്യ
		78	ലഭ്യനത്തിലെ പ്രധാന ആശയങ്ങൾ വിശകലനം ചെയ്യ
		79	ക്ലാസ് പരിഷ്ക 8

No of Weeks	Dates	Session	Topic
		10 December	Second Saturday
16	12-12-2022 To 17-12-2022	80	റിവിഷൻ യൂണിറ്റ് 1
		81	റിവിഷൻ യൂണിറ്റ് 2
		82	റിവിഷൻ യൂണിറ്റ് 3
		83	റിവിഷൻ യൂണിറ്റ് 3
		84	റിവിഷൻ യൂണിറ്റ് 3 4
		85	റിവിഷൻ യൂണിറ്റ് 4
17	19-12-2022 To 24-12-2022	86	II Internal Examinations
		87	II Internal Examinations
		88	II Internal Examinations
		89	II Internal Examinations
		90	II Internal Examinations
		24 December	Christmas Holidays

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]

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	29-08-2022 To 03-09-2022	1	MODULE I Principles of Management - concept
		2	Nature and characteristics of Management
		3	Evolution of Management thoughts Scientific management
		4	Administrative Management Theory Bureaucratic management
		5	Neo classical approaches, Modern approaches
		6	Class Test

No of Weeks	Dates	Session	Topic
2	05-09-2022 To 10-09-2022		Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
3	12-09-2022 To 17-09-2022	7	MODULE II Functions of management- planning
		8	Nature importance and limitations of planning
		9	Types of plan Planning process
		10	Barriers to effective planning
		11	Definition and nature of organising
		12	Importance and limitations of organising
4	19-09-2022 To 24-09-2022	13	Principles of organisation Organisation structure and types
		14	Line And staff organisations
		21 September	Sree Narayana Samadhi
		15	Formal and informal organisation
		16	Definition and nature of staffing
		17	Need and importance of staffing
		18	Manpower planning Concept and definition Features of manpower planning
5	26-09-2022 To 01-10-2022	19	Need and importance of manpower planning
		20	Objectives of manpower planning
		21	Process of manpower planning
		22	Class Test
		23	MODULE III Definition and nature of directing, Principles of direction
		24	Importance and limitation of directing Elements of direction
		25	Techniques of direction
6	03-10-2022 To 08-10-2022	4 October	Mahanavami
		05 October	Vijayadasami
		26	Definition nature and characteristics of motivation
		27	Importance and limitations of motivation
		08 October	Miladi-Sherif
7	10-10-2022	28	Theories of motivation maslows need hierarchy theory
		29	Herzberg two factor theory Mcgregors theory X and Y

No of Weeks	Dates	Session	Topic
	To 15-10-2022	30	Mcclelland achievement theory
		31	Vrooms expectancy theory
		32	ERG Theory
		33	Concept and definition of leadership
8	17-10-2022 To 22-10-2022	34	I Internal Examination
		35	I Internal Examination
		36	I Internal Examination
		37	I Internal Examination
		38	I Internal Examination
9	24-10-2022 To 29-10-2022	24 October	Divali
		40	Importance of leadership Types of leadership style
		41	Difference between management and leadership
		42	Definition and characteristics of control
		43	Importance and limitations of control, Process of control
		44	Class Test
10	31-10-2022 To 05-11-2022	45	MODULE IV- Definition and features of Business Ethics Types of ethics
		46	Objectives of ethics
		47	Characteristics and scope of business ethics
		48	Factors influencing Business Ethics
		49	Principles of Business Ethics Importance And limitations of Business Ethics
		50	Factors causing an ethical behaviour
11	07-11-2022 To 12-11-2022	51	Corporate social responsibility
		52	CSR towards different sections of the society
		53	Environmental issues in business
		54	Environmental risk to business Ethics in advertising
		55	Ethical issues related to globalization
		56	Cultural and moral issues
12	14-11-2022 To 19-11-2022	57	Legal issues
		58	Class Test
		59	MODULE V Emerging concepts in management Kaizen
		60	Tools for implementation of Kaizen
		61	Benefits and limitations of Kaizen Process
		62	Procedures of Kaizen costing
13	21-11-2022	63	Total quality management TQM

No of Weeks	Dates	Session	Topic
	To 26-11-2022	64	Principles of TQM, TQM process improvement tools
		65	Total productive maintenance TPM Overall equipment effectiveness OEE
		66	Types of maintenance
		67	Steps in implementation
		68	Pillars of TPM Comparison between TQM and TPM
14	18-11-2022 To 03-12-2022	69	Management information system MIS
		70	Installation of MIS
		71	Factors to be considered in MIS design
		72	International organization for standardization ISO
		73	ISO 9000 principles
		74	Change management Meaning and causes
15	05-12-2022 To 10-12-2022	75	Types of change Process of planned change
		76	Objectives of Change management
		77	Change management process,
		78	Resistance to change, Business ecosystem
		79	Managing resistance to change, Types of business ecosystem
		10 December	Second Saturday
16	12-12-2022 To 17-12-2022	80	Change management models Need for Change management
		81	Concept meaning and definition of stress management
		82	Types of stress, Logistics management
		83	Causes of stress, Cause and effect analysis Fishbone diagram
		84	Common forms of stress, Key activities involved in logistics management, Stress management strategies Causes of stress at work
		85	Previous year question paper discussion,
17	19-12-2022 To 24-12-2022	86	II Internal Examinations
		87	II Internal Examinations
		88	II Internal Examinations
		89	II Internal Examinations
		90	II Internal Examinations
		24 December	Christmas Holidays

Subject Code:	IAII COM
Subject Name:	Business Statistics and Basic Numerical Skills
No. of Credits:	4
No. of Contact Hours:	108
Hours per Week:	6
Name of the Teacher:	Vidya K. P. & Najuminisa

SYLLABUS

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 HOURS)

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 HOURS)

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 HOURS)

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 – Cramer's rule-Rank of a matrix. (30 HOURS)

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.

(22 HOURS)

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. Sancheti 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	29-08-2022 To 03-09-2022	1	MODULE I Introduction to statistics- Meaning, Definition
		2	Features, importance
		3	Limitations
		4	Functions
		5	Statistical investigation , Stages of statistical investigation
		6	Preliminaries to collection of data
		7	Sources of data- primary
2	05-09-2022 To 10-09-2022		Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
3	12-09-2022 To 17-09-2022	8	Difference between Questionnaires and Schedules
		9	Difference between primary and secondary data
		10	Classification and tabulation – objects of classification
		11	Construction of frequency distributions
		12	Class Test

No of Weeks	Dates	Session	Topic
		13	MODULE II Measures of Central Tendency – Meaning-requisites of good average
		14	Meaning-requisites of good average
4	19-09-2022 To 24-09-2022	15	Arithmetic Mean in individual series
		16	Arithmetic Mean in discrete series
		21 September	Sree Narayana Samadhi
		17	Arithmetic Mean in continuous series
		18	Median in individual series
		19	Median in discrete series
		20	Median in continuous series
		21	Problem on mean median and mode
5	26-09-2022 To 01-10-2022	22	Problem on mean median and mode
		23	Geometric Mean
		24	Problem on Geometric Mean
		25	Problem on Geometric Mean
		26	Harmonic Mean
		27	Problem on Harmonic Mean
		28	Problem on Harmonic Mean
6	03-10-2022 To 08-10-2022	29	Measures of dispersion- range
		4 October	Mahanavami
		05 October	Vijayadasami
		30	Quartile deviation
		31	Problem on Quartile deviation
		32	Problem on Quartile deviation
7	10-10-2022 To 15-10-2022	08 October	Miladi-Sherif
		33	Mean deviation
		34	Problem on Mean Deviation
		35	Problem on Mean Deviation
		36	Standard deviation
		37	Problem on Standard Deviation
		38	Skewness
8	17-10-2022 To 22-10-2022	39	Problem on Skewness
		40	I Internal Examination
		41	I Internal Examination
		42	I Internal Examination
		40	I Internal Examination
		41	I Internal Examination

No of Weeks	Dates	Session	Topic
		42	I Internal Examination
9	24-10-2022 To 29-10-2022	24 October	Divali
		43	Class Test
		44	MODULE III Index Numbers- Introduction – Meaning
		45	Definitions, features, Scope of Index Numbers
		46	Various uses and Application of Index numbers
		47	Problems in construction of Index numbers
		48	Types of index numbers
10	31-10-2022 To 05-11-2022	49	Price index numbers
		50	Whole sale price index numbers, simple aggregative method.
		51	Simple average of relative method
		52	Weighted aggregative method
		53	Laspeyer's Formula, Paasche's Formula, Fisher's Formula, Kelly's Methods
		54	Test of adequacy
		55	Time reversal and factor reversal
11	07-11-2022 To 12-11-2022	56	Class Test
		57	MODULE IV Introduction to Matrix
		58	Operations of matrix
		59	Problems
		60	Problems
		61	Problems
		62	Problems
12	14-11-2022 To 19-11-2022	63	Deteminant
		64	Problems
		65	Problems
		66	Co-factor of an element in a matrix
		67	Problems
		68	Problems
		69	Problems
13	21-11-2022 To	70	Inverse of a matrix
		71	Problems
		72	Problems
13	21-11-2022 To	73	Solving Equations by using matrix
		74	Problems
		75	Problems

No of Weeks	Dates	Session	Topic
	26-11-2022	76	Problems
		77	Problems
		78	Discussion
		79	Class Test
		80	MODULE V Introduction to set theory
14	18-11-2022 To 03-12-2022	81	Types of sets
		82	Problems
		83	Problems
		84	Problems
		85	Operations on sets
		86	Problems
		87	Problems
		88	Problems
15	05-12-2022 To 10-12-2022	89	Solving equations having 2 variable
		90	Problems
		91	Problems
		92	Problems
		93	Problems
		94	Problems
		95	Solving equations of 3 variable
		10 December	Second Saturday
16	12-12-2022 To 17-12-2022	96	Problems
		97	Problems
		98	Problems
		99	Problems
		100	Problems
		101	Discussion
		102	Problems
		103	Class Test
17	19-12-2022 To 24-12-2022	104	II Internal Examinations
		105	II Internal Examinations
		106	II Internal Examinations
		107	II Internal Examinations
		108	II Internal Examinations
		24 December	Christmas Holidays

Subject Code:	1A07-1HIN
Subject Name:	Kavitha aur kahani
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	6
Name of the Teacher:	JAINY N GEORGE

Semester	Course code	Hours per week	Credit	Exam hours
1	1A07-1HIN	6	4	3

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	29-08-2022 To 03-09-2022	1	हिंदी साहित्य इतिहास की भूमिका
		2	हिंदी साहित्य का भक्ति काल
		3	लेखक परिचय - कबीरदास
		4	दोहे
		5	दोहे
		6	कबीर दास की भक्ति भावना
2	05-09-2022 To 10-09-2022		Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
			Onam Holidays
3	12-09-2022 To 17-09-2022	7	कबीरदास की प्रासंगिकता
		8	कक्षा परीक्षा
		9	लेखक परिचय- सूरदास
		10	पद
		11	पद
		12	पद
4	19-09-2022 To 24-09-2022	13	सूरदास का वात्सल्य वर्णन
		14	कक्षा परीक्षा
		21 September	Sree Narayana Samadhi
		15	लेखक परिचय -जयशंकर प्रसाद
		16	ले चल वहां भुलावा देकर
		17	ले चल वहां भुलावा देकर
		18	ले चल वहां भुलावा देकर
5	26-09-2022 To 01-10-2022	19	ले चल वहां भुलावा देकर
		20	कक्षा परीक्षा
		21	छायावाद
		22	लेखक परिचय- सूर्यकांत त्रिपाठी निराला
		23	जूही की कली
		24	जूही की कली
6	03-10-2022 To	25	जूही की कली
		4 October	Mahanavami

	08-10-2022	05 October	Vijayadasami
		26	कक्षा परीक्षा
		27	प्रगतिवाद
		08 October	Miladi-Sherif
7	10-10-2022 To 15-10-2022	28	लेखक परिचय-सुदामा पांडे धूमिल
		29	रोटी और संसद
		30	रोटी और संसद
		31	कक्षा परीक्षा
		32	लेखक परिचय -मंगलेश डबराल
		33	रिविष्ण
8	17-10-2022 To 22-10-2022	34	I Internal Examination
		35	I Internal Examination
		36	I Internal Examination
		37	I Internal Examination
		38	I Internal Examination
		39	I Internal Examination
9	24-10-2022 To 29-10-2022	24 October	Divali
		40	गुमशुदा
		41	गुमशुदा
		42	गुमशुदा
		43	कक्षा परीक्षा
		44	लेखक परिचय -कात्यायनी
10	31-10-2022 To 05-11-2022	45	स्त्री से डरो
		46	स्त्री से डरो
		47	स्त्री से डरो
		48	कक्षा परीक्षा
		49	लेखक परिचय -ओमप्रकाश वाल्मीकि
		50	बस्स बहुत हो चुका
11	07-11-2022 To 12-11-2022	51	बस्स बहुत हो चुका
		52	बस्स बहुत हो चुका
		53	कक्षा परीक्षा
		54	लेखक परिचय-नीलेश रघुवंशी
		55	हंडा
		56	हंडा
12	14-11-2022 To 19-11-2022	57	हंडा
		58	कक्षा परीक्षा
		59	लेखक परिचय-प्रेमचंद
		60	बूढ़ी काकी
		61	बूढ़ी काकी

No of Weeks	Dates	Session	Topic
		62	बूढ़ी काकी
13	21-11-2022 To 26-11-2022	63	बूढ़ी काकी
		64	कक्षा परीक्षा
		65	लेखक परिचय- यशपाल
		66	फूलों का कुर्ता
		67	फूलों का कुर्ता
		68	फूलों का कुर्ता
14	18-11-2022 To 03-12-2022	69	कक्षा परीक्षा
		70	लेखक परिचय- कमलेश्वर
		71	बयान
		72	बयान
		73	बयान
		74	बयान
15	05-12-2022 To 10-12-2022	75	बयान
		76	बयान
		77	कक्षा परीक्षा
		78	लेखक परिचय-कृष्णा सोबती
		79	सिक्का बदल गया
		10 December	Second Saturday
16	12-12-2022 To 17-12-2022	80	सिक्का बदल गया
		81	सिक्का बदल गया
		82	सिक्का बदल गया
		83	कक्षा परीक्षा
		84	रिविजन
		85	गत वर्ष के प्रश्नपत्रों की चर्चा
17	19-12-2022 To 24-12-2022	86	II Internal Examinations
		87	II Internal Examinations
		88	II Internal Examinations
		89	II Internal Examinations
		90	II Internal Examinations
		24 December	Christmas Holidays

