

Anna College of Arts & Science

Quality Education for Today & Tomorrow

Kovilacheri, Kumbakonam. 612 503. Ph: 0435 2453007

Accredited by NAAC with 'B' Grade & Recognized by UGC under Section 2(f) & 12(B)
Affiliated to Bharathidasan University, Tiruchirappalli. E-Mail: acasdmn@gmail.com


DEPARTMENT OF COMMERCE

(BANK MANAGEMENT)

Choice Based Credit System (CBCS)-File

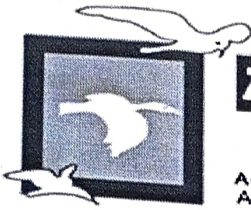
Mode of Elective Papers Chosen

BATCH: 2020- 2023


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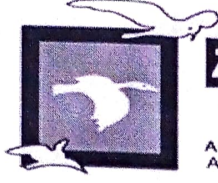
DEPARTMENT OF COMMERCE
((BANK MANAGEMENT))

Choice Based Credit System (CBCS)-File
Mode of Non-Major Elective Chosen
2020 - 2023


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DEPARTMENT OF COMMERCE (Bank Management)

ACADEMIC YEAR: 2021-2022

Non- Major Elective Papers taken from BBA (NME)

S.No	Name of the Non Major Elective	Year II / III	Semester Odd/Even	No. of Students	Credit Hours
1.	Management Principles	II	III	07	02
2.	Banking Practices	II	IV	07	02
Only for other Language Except Tamil					
3	Basic Tamil	II	III	NIL	02
4	Special Tamil	II	IV	34	02

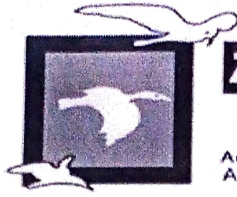

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Acronym & Abbreviation

1. **CC** – Core Course.
2. **LC** - Language Course.
3. **ELC** - English Language Course
4. **AC** - Allied Course
5. **NME** – Non Major Elective
6. **SBE** - Skill Based Elective
7. **MBE** - Major Based Elective




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DEPARTMENT OF COMMERCE (Bank Management)

Date: 19.06.2021

CIRCULAR

This is to inform you that our Department is planned to conduct meeting on 19.06.2021 regarding the selection of Non-Major Elective Papers(NME) only for second year students (Batch: 2020-2023). The students are instructed to attend the meeting at 10.00 A.M in the Hall No. 310 without fail.


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COPY TO:

1. Department file.
2. Department Notice Board.
3. To be read in classroom.



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DEPARTMENT OF COMMERCE (Bank Management)

MINUTES OF MEETING

Date: 20.06.2021

AGENDA

The selection of Non-Major Elective Papers only for second year students (Batch: 2020-2023), HOD has arranged a meeting for class representatives through a circular dated on 20.06.2021.

The following points were discussed in the meeting.

1. Discussed the list of NME papers with the students.
2. Student Cleared the doubts regarding the scope of each paper with staff members
3. Finally they selected the NME papers.
4. The students those who chose Arabic, French, and Hindi as language, they are eligible to select the NME papers.
 - a. Basic Tamil
 - b. Sirappu Tamil


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COUNCIL OF DISTANCE EDUCATION, KAMBAKONAM & 2007/2008/2009/2010/2011/2012

ANNEXURE I

NON MAJOR ELECTIVES (ARTS)

(For the candidates admitted from the academic year 2016-2017)

Sl. No.	DEPARTMENT OFFERING THE NON-MAJOR ELECTIVE COURSES	TITLE OF THE NON-MAJOR ELECTIVE COURSES
1.	Applied Tamil	I. தமிழ் நடைக்கூறுகள் II. சிந்தனையியல்
2.	B.Litt.	
3.	Pulavar Degree	
4.	Tamil	
5.	B.B.A. (Bachelor of Business Administration)	I. Management Principles (or) Stock Exchange Practices II. Banking Practices (or) International Business
6.	B.Com.	I. Personal Investment (or) Elements of Insurance II. Introduction to Accountancy (or) Salesmanship
7.	B.Com. (Applied)	
8.	B.Com. (Computer Applications)	
9.	B.Com. (Bank Management)	I. Banking Practices (or) Indian Banking System II. Rural Banking (or) Elements of Insurance
10.	B.Com (Corporate Secretaryship)	I. Elements of Company Law II. Stock Markets in India
11.	B.Com (Co-operation)	I. Fundamentals of Cooperation (or) Cooperative Finance and Banking II. Cooperatives in Foreign Countries (or) Cooperative Bookkeeping System
12.	Economics	I. Advertisement Management II. Economics of Transportation
13.	English	I. Presentation Skills II. Functional Skills
14.	History	I. Freedom Movement in India II. Working of Indian Constitution
15.	Journalism & Mass Communication	I. Basic Photography II. Freelance Journalism
16.	Public Administration	I. Public Administration for Civil Services II. Indian Government and Administration
17.	Sanskrit	I. Introduction to Early Sanskrit Literature (or) History of fables & Popular tales and Didactic Literature Pub. R.S. Vadhyer Pub. Palakad II. Scientific Literature (or) Indian Aesthetics
18.	Social Work	I. Human Rights II. Contemporary Social Issues and Problems
19.	Sociology	I. Dynamics of Society II. Women Empowerment
20.	Tourism And Travel Management	I. Basics of Tourism II. Cultural Tourism

NON MAJOR ELECTIVES (SCIENCE)

(For the candidates admitted from the academic year 2016-2017 onwards)

Sl. No.	DEPARTMENT OFFERING THE NON-MAJOR ELECTIVE COURSES	TITLE OF THE NON-MAJOR ELECTIVE COURSES
1.	Apparel and Fashion Technology	I. Hand Embroidery (P) II. Jewellery Making (P)
2.	BCA	I. Working Principles of Internet II. Fundamentals of Information Technology
3.	Biochemistry	I. Health and diseases II. Hospital Management
4.	Biotechnology	I. Biotechnology for Human Welfare II. Food Processing
5.	Botany	I. Biofertilizers & Biopesticides II. Horticulture
6.	Chemistry	I. Chemistry in Everyday Life II. Health Chemistry
7.	Computer Science	I. Working Principles of Internet II. Fundamentals of Information Technology
8.	Electronics	I. Principles of Electronics II. Everyday Electronics
9.	Fashion Technology & Costume Designing	I. Fashion Accessories Designing II. Visual Merchandising
10.	Geography	I. Geography of Tourism II. Disaster Management
11.	Geology	I. Fundamentals of Geology II. Introduction to Minerals, Rocks and Fossils
12.	Home Science	I. Bakery and Food Preservation II. Apparel Designing
13.	Hospital Administration	I. Personal Hygiene II. Role of Hospital Services
14.	Hotel Management & Catering Science	I. Basic Tamil / Special Tamil II. Basic Tamil / Special Tamil
15.	Information Technology	I. Fundamentals of Information Technology II. Information Security : Principles and Practices
16.	Mathematics	I. Quantitative Aptitude I II. Quantitative Aptitude II
17.	Microbiology	I. Mushroom Technology II. Biofertilizer Technology
18.	Nutrition & Dietetics	I. Nutrition for Women II. Nutrition for Health and Fitness

19	Physics	I. Energy Physics II. Laser Physics
20	Software Development	I. Working Principles of Internet II. Fundamentals of Information Technology
21	Textile Science	I. Management and Entrepreneurship II. Marketing and Merchandising
22	Visual Communication	I. Basics of Communication II. Communication Personality Development
23	Zoology	I. Public Health and Hygiene II. Ornamental fish farming



Department of Commerce (Bank Management)
Batch: 2020 - 2023

S.No	Name	Reg.No	Non-Major Elective - List of Departments in our College														Signature	
			Tamil	Eng	BBA	B.Com	CS	BCA	Vis.com	BT	MB	BC	BHM	Physics	Chemistry			
1	AARTHIT	CB20C 82295			✓													
2	ABIRAMI K	CB20C 82296			✓													ABIRAMIT
3	AISHWARYA N	CB20C 82297			✓													
4	ANBU GNANAMANI V	CB20C 82298			✓													
5	ANITHA S	CB20C 82299			✓													
6	ANUSUYA V	CB20C 82300			✓													
7	ARAVINTH P	CB20C 82301			✓													
8	ARSHATH K	CB20C 82302												✓				
9	BRAZILA A	CB20C 82303												✓				BRAZILA
10	ESWARI S	CB20C 82304			✓													
11	FAREEZ AHAMED M I	CB20C 82305												✓				
12	GAYATHRI K	CB20C 82306			✓													
13	JERIN AKASH R	CB20C 82307			✓													
14	KALKI B	CB20C 82308			✓													
15	MOHAMED IMRAN M	CB20C 82309												✓				
16	MOHAMED SATHIK E	CB20C 82310												✓				
17	MOHAMED YASIN S	CB20C 82311												✓				



18	MOHAMEDHAKKIM S	CB20C 82312									✓													LM	
19	MOHAMMED ILIYAS A	CB20C 82313										✓													LM
20	NARESH S	CB20C 82314												✓											LM
21	NIVETHA R	CB20C 82315													✓										NIVETHA R
22	PRASANNA L	CB20C 82316													✓										PRASA
23	PRIYADHARSHINI G	CB20C 82317													✓										Priyadharshini
24	RAHAMATH NISHA M	CB20C 82318													✓										Ramath
25	RAMGOPAL S	CB20C 82319													✓										RAMGOPAL S
26	RASUL BEEVI A	CB20C 82320													✓										BEEVI A
27	SABARISH S	CB20C 82321													✓										SABARISH S
28	SOUNDHARAYA R	CB20C 82322													✓										SOUNDHARAYA R
29	SOWMIYA R	CB20C 82323													✓										SOWMIYA R
30	SUBALAKSHMI M	CB20C 82324													✓										SUBALAKSHMI M
31	SWATHI M	CB20C 82325													✓										SWATHI M
32	UMANA NASREEN H	CB20C 82326													✓										UMANA NASREEN H
33	VARSHINI R	CB20C 82327													✓										VARSHINI R
34	VIGNESWARI R	CB20C 82328													✓										VIGNESWARI R
35	VINOTHINI R	CB20C 82329													✓										VINOTHINI R
36	VISHNUPRIYA P	CB20C 82330													✓										VISHNUPRIYA P
37	VISHVA S	CB20C 82331													✓										VISHVA S
38	VISHWA S	CB20C 82332													✓										VISHVA S
39	YOGESHWARAN K	CB20C 82333													✓										YOGESHWARAN K

B. Jeyaraj
HOD

Jothi
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S. Mani
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Justification on Non- Major Elective Selection

Management Principles

Students will understand Management principles and concepts, so that they can use it, while working in the organization

Banking Practices

Students will understand i.e, Banking Structure, Banking Polices, Banking Practices and also they will know the utilities of Banking.


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Choice Based Credit System (CBCS)-File
Mode of Skill Based Elective Papers Chosen
BATCH: 2020 - 2023


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Department of Commerce (Bank Management)

Academic Year: 2021-2022

**Skill Based Elective Papers prescribed by the university
(SBE)**

No	Name of the Non Major Elective	Year II / III	Semester Odd/Even	No. of Students	Credit Hours
1	Introduction to Marketing Management	II	IV	41	02
2	Sales Management	III	V	41	02
3	Retail Management	III	V	41	02


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DEPARTMENT OF COMMERCE (Bank Management)

Date: 06.12.2021

CIRCULAR

This is to inform you that our Department is planned to conduct meeting on 06.12.2021 regarding the selection of Skill Based Elective Papers(SBE) only for second year students (Batch: 2020-2023). The students are instructed to attend the meeting at 10.00 A.M in the Hall No. 308 without fail.


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DEPARTMENT OF COMMERCE (Bank Management)
MINUTES OF MEETING

Date: 07.12.2021

AGENDA

The selection of Skill Based Elective Papers only for second year students (Batch: 2020-2023), HOD has arranged a meeting for class representatives through a circular dated on 07.12.2021.

The following points were discussed in the meeting.

1. Discussed the list of SBE papers with the students.
2. Student Cleared the doubts regarding the scope of each paper with staff members
3. Finally they selected the SBE papers.


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ANNEXURE II

SKILL BASED ELECTIVE PAPERS
(2016 onwards)

Updated on 19.02.2018

Sl. No.	Skill Based Elective Paper	Paper	Semester	Title of the Paper
1.	Clinical Microbiology	I	IV	Clinical Bacteriology
		II	V	Clinical Mycology and Virology
		III	V	Clinical Parasitology
2.	Computer Application	I	IV	Hardware Troubleshooting
		II	V	Ruby on Rails
		III	V	Web Services
3.	Customer Relationship Management	I	IV	Overview of Customer Relationship Management (CRM)
		II	V	CRM in Services Marketing & its Tools
		III	V	E - CRM (Virtual Marketing)
4.	Desktop Publishing	I	IV	Page Maker
		II	V	Corel Draw
		III	V	Dream weaver
5.	Herbal Medicine	I	IV	Ethno Medicine
		II	V	Pharmacognosy
		III	V	Herbs and Drug Action
6.	Journalism and Public Relations	I	IV	Journalism and Mass Media
		II	V	Reporting and Editing
		III	V	Public Relations
7.	Office Management	I	IV	Introduction to Office Management
		II	V	Office Management Tools
		III	V	Communication & Interpersonal Skills
8.	Sales and Marketing Management	I	IV	Introduction to Marketing Management
		II	V	Sales Management
		III	V	Retail Management
9.	Tourism and Travel Management	I	IV	Tourism and Travel Agency
		II	V	Cultural Tourism in India
		III	V	Tourism Product - 3
10.	Yoga and Stress Management	I	IV	Fundamentals of Yogic Practices
		II	V	Stress Management Through Yoga
		III	V	Asanas and Pranayamas - Practical
11.	அச்சு ஊடகங்கள்	I	IV	தமிழ் இதழியல் வரலாறு
		II	V	நாளிதழ் உருவாக்கமும் வடிவமைப்பும்
		III	V	இலக்கிய இதழ்கள்
12.	Biotechnology	I	IV	Aqua Culture
		II	V	Biofertilizer
		III	V	Mushroom Cultivation and Value Addition
13.	Chemistry	I	IV	Food and Nutrition
		II	V	Agricultural Chemistry
		III	V	Dyeing Techniques and Water Treatment

14.	Electronics	I	IV	Home Appliance Maintenance and Servicing
		II	V	Computer Hardware and Networking
		III	V	Mobile Servicing
15.	Hotel Management and Catering Science	I	IV	Hospitality Marketing
		II	V	Information Technology in Hotel Industry
		III	V	Information Technology in Hotel Industry (P)
16.	Microbiology	I	IV	Microbial Nanotechnology
		II	V	Diagnostic Microbiology
		III	V	Antimicrobial agents
17.	Zoology	I	IV	Apiculture
				Aquaculture
		II	V	Sericulture
				Poultry Farming
		III	V	Vermiculture
				Dairy farming



BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI 620 024

B.Com (Bank Management) Syllabus under CBCS

(Applicable to the candidates admitted from the academic year 2016 -2017 onwards)

Course	Ins. Hrs	Credit	Exam Hours	Marks		Total
				Int.	Ext.	
Language Course – I (LC) – Tamil*/Other Languages + #	6	3	3	25	75	100
English Language Course - I (ELC)	6	3	3	25	75	100
Core Course – I (CC) Principles of Accountancy	6	5	3	25	75	100
Core Course – II (CC) Indian Financial System	6	5	3	25	75	100
Allied Course – I (AC) Business Management	4	3	3	25	75	100
Value Education	2	2	3	25	75	100
Total	30	21				600
Language Course – II (LC) - Tamil*/Other Languages + #	6	3	3	25	75	100
English Language Course – II (ELC)	6	3	3	25	75	100
Core Course – III(CC) Business Tools for decision making	6	5	3	25	75	100
Core Course – IV (CC) Banking Theory Law & Practice	6	5	3	25	75	100
Allied Course – II (AC) Business Economics	4	3	3	25	75	100
Environmental Studies	2	2	3	25	75	100
Total	30	21				600
Language Course – III (LC) Tamil*/Other Languages + #	6	3	3	25	75	100
English Language Course - III (ELC)	6	3	3	25	75	100
Core Course – V (CC) Financial Accounting	6	5	3	25	75	100
Core Course – VI (CC) Co-Operative Banking	6	5	3	25	75	100
Allied Course – III(AC) Business Law	4	3	3	25	75	100
IV Non Major Elective I – for those who studied Tamil under Part I a) Basic Tamil for other language students b) Special Tamil for those who studied Tamil upto 10th +2 but opt for other languages in degree programme A) Banking Practices (or) B) Indian Banking System	2	2	3	25	75	100
Total	30	21				600

I	Language Course –IV (LC) Tamil*/Other Languages +#	6	3	3	25	75	100
II	English Language Course – IV (ELC)	6	3	3	25	75	100
III	Core Course – VII (CC) – Credit Management	5	5	3	25	75	100
III	Core Course – VIII (CC)- Services Marketing	5	5	3	25	75	100
III	Allied Course – IV (AC) Business Communication	4	3	3	25	75	100
IV	Non Major Elective II – for those who studied Tamil under Part I a) Basic Tamil for other language students b) Special Tamil for those who studied Tamil upto 10 th +2 but opt for other languages in degree programme A) Rural Banking (or) B) Elements of Insurance	2	2	3	25	75	100
V	Skill Based Elective I	2	2	3	25	75	100
	Total	30	23				700

III	Core Course – IX (CC) Corporate Accounting	5	5	3	25	75	100
III	Core Course – X (CC) E – Banking	5	5	3	25	75	100
III	Core Course – XI (CC) Computer Applications and Banks	5	5	3	25	75	100
III	Core Course – XII (CC) Management Accounting	5	5	3	25	75	100
III	Major Based Elective – I A) International Marketing (or) B) Entrepreneurial Development	4	3	3	25	75	100
IV	Skill Based Elective – II	2	2	3	25	75	100
IV	Skill Based Elective – III	2	2	3	25	75	100
	Soft Skills Development	2	2	3	25	75	100
	Total	30	29				800

VI	III	Core Course – X III (CC) Financial Management	6	5	3	25	75	100
VI	III	Core Course – XIV (CC) Income Tax Theory Law & Practice	6	5	3	25	75	100
VI	III	Core Course – XV (CC) Financial Services	6	5	3	25	75	100
VI	III	Major Based Elective II A) Foreign Exchange Management (or) B) Investment Banking	5	4	3	25	75	100
VI	III	Major Based Elective III A) Development – Banking (or) B) Insurance Management	6	4	3	25	75	100
V		Extension Activities		1	-	-	-	-
		Gender Studies	1	1	3	25	75	100
		Total	30	25				600
		Grand Total	180	140	-	-	-	3900

Language Part - I	-	4
English Part -II	-	4
Core Papers	-	15
Allied Papers	-	4
Non-Major Elective	-	2
Skill Based Elective	-	3
Major Based Elective	-	3
Environmental Studies	-	1
Value Education	-	1
Soft Skill Development	-	1
Gender Studies	-	1
Extension Activities	-	1 (1 Credit only)

* for those who studied Tamil up to 10th +2 (Regular Stream)

+ Syllabus for other Languages should be on par with Tamil at Degree level

those who studied Tamil upto 10th +2 but opt for other languages in Degree level under Part I should study special Tamil in Part IV

** Extension Activities shall be outside instruction hours

Non Major Elective I & II – for those who studied Tamil under Part I

- a) Basic Tamil I & II for other language students
- b) Special Tamil I & II for those who studied Tamil upto 10th or +2 but opt for other languages in degree programme

Note:

1. **Theory** Internal 25 marks External 75 marks

2. Theory & Practical:

Internal Assessment: Theory – 15 Marks; Practicals – 10 Marks.
 University Examination : Theory - 45 Marks ; Practicals - 30 Marks

Separate passing minimum is prescribed for Internal and External

Passing Minimum

A candidate shall be declared to have passed in each course if he / she secures not less than 40 % marks out of 75 marks (i.e., 30 marks) in the University Examination (UE) and 40% out of 25 marks (i.e., 10 marks) in the Internal Assessment.(CIA)



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Justification on Skill Based Elective Selection

Introduction to Marketing Management

Marketing is a fast-paced and exciting industry. It is perfect for people who have excellent communication skills, which you can learn by taking marketing courses, and you need to be able to relate to almost everyone around you.

Sales Management

An efficient sales management process will help you provide a better experience for your customers. These customers will be more inclined towards purchasing your product or services. Effective sales management also helps businesses create better goodwill for themselves.

Retail Management

A career in retail management can also give you the chance to be in charge of operating your own store, from behind the scenes functions to interaction on the sales floor.


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