



Annai 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)
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DEPARTMENT OF COMMERCE

Choice Based Credit System (CBCS)-File

Mode of Elective Papers Chosen

BATCH: 2020- 2023

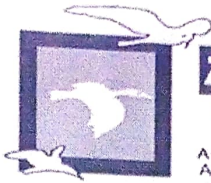
HOD

IQAC

IQAC Co-ordinator,
Annai College of Arts & Science
Kovilacheri, Kumbakonam-612 503

PRINCIPAL

Principal
Annai College of Arts & Science
Kovilachery, Kumbakonam-612 503



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DEPARTMENT OF COMMERCE

Choice Based Credit System (CBCS)-File

Mode of Non-Major Elective Chosen

2020 - 2023

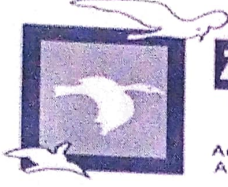
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DEPARTMENT OF COMMERCE

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	51	02
2.	Banking Practices	II	IV	51	02
Only for other Language Except Tamil					
3	Basic Tamil	II	III	NIL	02
4	Special Tamil	II	IV	50	02

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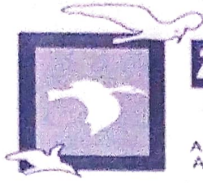
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Acronym & Abbreviation

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

Date: 19.06.2021

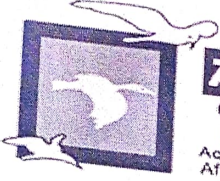
CIRCULAR

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. 308 without fail.

HOD

COPY TO:

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



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DEPARTMENT OF COMMERCE

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

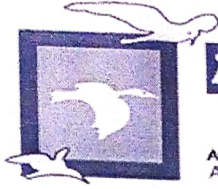

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ANNEXURE I

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)

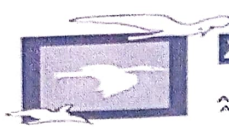
(For the candidates admitted from the academic year 2016-2017 onwards)

SI. 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



41	PRADHOSHINI M	CB20C 71727			✓													Pradhoshini
42	RAMIS FATHIMA M	CB20C 71728											✓					Ramis fathima
43	RASULDEEN S	CB20C 71729											✓					Rasuldeen
44	RISWANA PARVEEN U	CB20C 71730											✓					Riswana parveen
45	SANTHOSH R	CB20C 71731																Santhosh
46	SAVITHA P	CB20C 71732																Savitha
47	SHAGUL HAMEED B	CB20C 71733															✓	Shagul hameed
48	SHALIHA SAFRIN R	CB20C 71734															✓	Shalisha
49	SIVA M	CB20C 71735															✓	Siva
50	SRIMAN M	CB20C 71736															✓	Sriman
51	SULAIMANRAWUTHAR H	CB20C 71737															✓	Sulaiman
52	UPPILIYAPPAN M	CB20C 71738															✓	Uppiliyappan
53	VARSHA G	CB20C 71739															✓	Varsha
54	VASUKI B	CB20C 71740															✓	Vasuki
55	VIGNESHWARAN M	CB20C 71741															✓	Vigneshwaran
56	VINOTH KUMAR N R	CB20C 71742															✓	Vinodh kumar
57	AAKASH R	CB20C 71743															✓	Aakash
58	ABDUL HAMEED A	CB20C 71744															✓	Abdul hameed
59	ABDUL WAHAB S	CB20C 71745															✓	Abdul wahab
60	ABIMANYU S	CB20C 71746															✓	Abimanyu
61	ABINASH B	CB20C 71747															✓	Abinash
62	ABINASH S	CB20C 71748															✓	Abinash
63	AFSAR ALI M	CB20C 71749															✓	Afsar
64	ARSATH AHAMED B	CB20C 71750															✓	Arsath ahamed



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88	PREMKUMAR S	CB20C 71774			✓															Premkumar
89	PRİYADHARSHINI S	CB20C 71775			✓															Priyadarshini
90	RAJA S	CB20C 71776			✓															Rajan
91	RAMYA M	CB20C 71777			✓															Ramyam
92	ROJA S	CB20C 71778			✓														✓	Rojas
93	SAFFRAN L	CB20C 71779																		Saffran
94	SAKTHI S	CB20C 71780			✓															Sakthi
95	SAKTHIVEL S	CB20C 71781			✓															Sakthivel
96	SANDHOSH E	CB20C 71782			✓															Sandhosh
97	SANJAY R	CB20C 71783			✓															Sanjay
98	SARATH T	CB20C 71784			✓															Sarath
99	SHABIR ALI S	CB20C 71785			✓															Shabir
100	SNEHA G	CB20C 71786			✓															Sneha
101	SUBALAKSHMI R	CB20C 71787			✓															Subalakshmi
102	SUGANTHIRAVALLI S	CB20C 71788			✓															Suganthiravalli
103	SURESH S	CB20C 71789			5															Suresh
104	SURYA S	CB20C 71790			✓															Surya
105	TAMILSELVAN N	CB20C 71791			✓															Tamilselvan
106	UJER MOHAMED M	CB20C 71792			✓															Ujer Mohamed
107	VIJAYALAKSHMI N	CB20C 71793			✓															Vijayalakshmi

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90	RAJA S	CB20C 71776			✓															Rajan
91	RAMYA M	CB20C 71777			✓															Ramyam
92	ROJA S	CB20C 71778			✓															Rojas
93	SAFFRAN L	CB20C 71779																		Saffran
94	SAKTHI S	CB20C 71780			✓															Sakthi
95	SAKTHIVEL S	CB20C 71781			✓															Sakthivel
96	SANDHOSH E	CB20C 71782			✓															Sandhosh
97	SANJAY R	CB20C 71783			✓															Sanjay
98	SARATH T	CB20C 71784			✓															Sarath
99	SHABIR ALI S	CB20C 71785			✓															Shabir Ali
100	SNEHA G	CB20C 71786			✓															Sneha
101	SUBALAKSHMI R	CB20C 71787			✓															Subalakshmi
102	SUGANTHIRAVALLI S	CB20C 71788			✓															Suganthiravalli
103	SURESH S	CB20C 71789			✓															Suresh
104	SURYA S	CB20C 71790			✓															Surya
105	TAMILSELVAN N	CB20C 71791			✓															Tamilselvan
106	UJER MOHAMED M	CB20C 71792			✓															Ujer Mohamed
107	VIJAYALAKSHMI N	CB20C 71793			✓															Vijayalakshmi

S. Susini
HOD

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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.

J. Susini

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Mode of Skill Based Elective Papers Chosen
BATCH: 2020 - 2023

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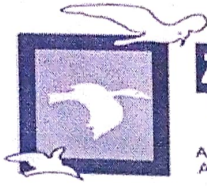
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Department of Commerce

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	101	02
2	Sales Management	III	V	101	02
3	Retail Management	III	V	101	02

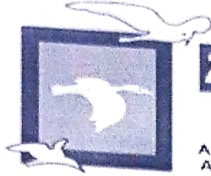

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DEPARTMENT OF COMMERCE

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

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.	அச்ச 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 Programme – Course Structure under CBCS

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

updated on 7-12-2017

Sem.	Part	Course	Ins. Hrs	Credit	Exam Hours	Marks		Total
						Int.	Ext.	
I	I	Language Course – I (LC) – Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course - I (ELC)	6	3	3	25	75	100
	III	Core Course – I (CC) Principles of Accountancy	6	5	3	25	75	100
			6	5	3	25	75	100
	IV	Allied Course –I (AC) Business Management	4	3	3	25	75	100
			Value Education	2	2	3	25	75
Total			30	21				600
II	I	Language Course – II (LC) - Tamil*/Other Languages +#	6	3	3	25	75	100
	II	English Language Course – II (ELC)	6	3	3	25	75	100
	III	Core Course – III(CC) Business Accounting	6	5	3	25	75	100
			6	5	3	25	75	100
	IV	Allied Course – II Business Economics	4	3	3	25	75	100
			Environmental Studies	2	2	3	25	75
Total			30	21				600

I	Language Course – III (LC)	6	3	3	25	75	100
	Tamil*/Other Languages +#	6	3	3	25	75	100
II	English Language Course - III (ELC)	6	5	3	25	75	100
III	Core Course – V (CC)	6	5	3	25	75	100
	Partnership Accounts	6	5	3	25	75	100
III	Core Course – VI (CC)	4	3	3	25	75	100
	Business Law	4	3	3	25	75	100
III	Allied Course – III(AC)	2	2	3	25		100
	Business Communication	2	2	3	25		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						
III	A) Personal Investment (or) B) Elements of Insurance						600
	Total	30	21				600
IV	I	6	3	3	25	75	100
	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) – Cost Accounting	5	5	3	25	75	100
	Core Course - VIII (CC)- Business Tools for Decision making	5	5	3	25	75	100
III	Allied Course – IV (AC)	4	3	3	25	75	100
	Company Law	4	3	3	25	75	100
IV	Non Major Elective II – for those who studied Tamil under Part I	2	2	3	25	75	100
	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						
IV	A) Introduction to Accountancy (or) B) Salesmanship						
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
		Core Course – X (CC) Auditing	5	5	3	25	75	100
		Core Course – XI (CC) Computer Applications in Business Theory - 60 marks; (UE: 45 ; IA: 15) Practical 40 marks ; (UE: 30 ; IA: 10) * Theory 2 hours & Practical 2 hours	5	5	*4	25	75	100
		Core Course – XII (CC) Management Accounting	5	5	3	25	75	100
		Major Based Elective – I A) Entrepreneurial Development (or) B) International Marketing	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
Core Course – XIV (CC) Income Tax Theory Law & Practice			6	5	3	25	75	100
Core Course – XV (CC) Financial Services			6	5	3	25	75	100
Major Based Elective II A) Human Resource Management (or) B) Service Marketing			5	4	3	25	75	100
Major Based Elective III A) Insurance Management (or) B) Investment 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)



Annai College of Arts & Science
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Affiliated to Bharathidasan University, Tiruchirappalli. E-Mail: acasdmn@gmail.com

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.

HOD

IQAC

IQAC Co-ordinator,
Annai College of Arts & Science
Kovilacheri, Kumbakonam-612 503

PRINCIPAL

Principal
Annai College of Arts & Science
Kovilachery, Kumbakonam-612 503