



DEPARTMENT OF BUSINESS ADMINISTRATION GENERAL MANAGEMENT

OBJECTIVES :

- Basic Business Administration / Management terms and business communications, economics along with accountancy concept will be explained.
- The course will provide you with knowledge and communication skill that can be use in managing the organisation within and outside of the organisation.
- The Bridge course will relate Management and Accounting concepts to the students.

SYLLABUS:

Unit – I

Management – Definition – importance – Scope – Level of Management – Principles of Management – Functions – Planning – Decision making – MBO – Organisation – Organisation structure – Staffing – Human resource of Management – Directing – Leadership – Motivation – Co-ordination – Controlling

Unit – II

Basic accounting concepts – Meaning of accounting – Trial balance – Entries in the book of purchase and seller – Bills of exchange – Drawer & Drawee – Depreciation accounting – Advantage and Disadvantage – Financial management – Structure of financial management

Unit - III

Meaning and Scope of Business Economics – Demand analysis – Business cycles – Revenue curves – Marketing – Market structure – Pricing – Profit – Profit concepts – Production function – Demand – Supply Micro – Macro economics – Objectives of Business firm.

Unit – IV

Communication – Meaning – Objectives – Types – Principles of communication – Business environment – Meaning – Various environment – Social Economic Political and Legal, Culture, Competitive – Demographic, Technological and International environment.

Unit – V

Financing Entrepreneurs – Institutional finance – Entrepreneurs SBI, IFC, IDBI, ICICI, IRCI, SEBI, LIC, SFC, TIIC and Commercial banks in financing Entrepreneurs – Business law – Bailment – Pledge – Indemnity – Guarantee – Mortgage.

PG AND RESEARCH DEPARTMENT OF COMMERCE

BASICS OF ACCOUNTING

OBJECTIVES:

- Demonstrate knowledge of major theories and models in key areas of organisational behaviour. Analyze organisational problems and generate realistic solution based on current academic research in organisational behaviour.
- Apply basic mathematical and statistical skills necessary for analyse of a range of problems in economics, actuarial studies, accounting, marketing, management and finance.

SYLLABUS :

Unit – 1

Accounting – Meaning and Definition – Objectives

Unit – 2

Steps of Accounting – Significance – Types of Accounts

Unit – 3

Accounting concepts and conventions – Terminology

Unit – 4

Accounting Types – Single entry system – Double entry system

Unit – 5

Accounting – Merits and Demerits

Basic of Commerce

Objectives

- Apply broad discipline knowledge to a range of theoretical and practical business situations through practical application.
- Think creatively and critically to generate innovative solutions to complex business and commercial problems.

Unit – 1

Basic of Commerce – Meaning – Definition – Objectives – Importance

Unit – 2

Scope of Commerce

Unit – 3

Management – Meaning – Definition – Functions – Levels of Management

Unit -4

Marketing – Meaning – Definition – Functions

Unit -5

Banking – Meaning – Definition – Banking system in India

PG DEPARTMENT OF CHEMISTRY

GENERAL CHEMISTRY

OBJECTIVES:

- Identify the various types of students such as active or inactive & interested or not interested students.
- To develop our students subject knowledge.
- A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes.
- The main objective of the course is to bridge the gap between subjects studied at pre- university level and subjects.
- Analysis the students participation, interest and involvement.
- The purpose of the course is know the subject knowledge of the students.
- To know the basic knowledge about general chemistry.

SYLLABUS:

UNIT-I ORGANIC CHEMISTRY

Meaning of Organic chemistry – Nomenclature of organic compounds (IUPAC) system - functional groups – Huckel’s Rule – aromatic and aliphatic compounds – Heterocyclic compounds – organic basic reactions.

UNIT-II INORGANIC CHEMISTRY

Meaning of Inorganic chemistry – Various classification of periodic table – atom, molecule and compounds - Acid – base concept (Arrenenius, Lewis, Lowry - Bronsted etc.) – pH – Quantum numbers – orbit and orbitals.

UNIT-III PHYSICAL CHEMISTRY

Meaning of Physical chemistry –States of matter - Fundamental particles – Atomic structure – Hund’s rule – Aufbau principle – Pauli’s exclusion principle – Thermodynamic properties – Kinetic reactions.

UNIT-IV HANDLING OF CHEMICALS AND APPARATUS - FIRST AID

Handling of Chemicals - Apparatus and Instruments – Nature of chemicals – Procedures to follow in lab hours – First Aid Kit

UNIT-V PRACTICAL CHEMISTRY

Classification of analysis - Qualitative and Quantitative analysis - Volumetric analysis – Inorganic mixture analysis – Organic compound analysis.

PG AND RESEARCH DEPARTMENT OF COMPUTER SCIENCE

FUNDAMENTALS OF COMPUTER AND MS OFFICE

OBJECTIVE :

- Bridge course is a program designed for students lacking a background in computer science.
- This training reduces the gap between the schooling and college.
- Useful for the students to get knowledge in their subjects.

SYLLABUS :

Unit- I

Basics of Computer – what is computer – History of Computers – Generation of Computers – classification of computers – Computer languages – applications of computers – parts of computers.

Unit – II

Input devices – Output devices – Storage devices – Memory Units – Concepts of Hardware – plug ins – software – concept of computing – data and information, field, record, file, database. Operating System – Definition - popular Operating System – processors.

Unit – III

Networks, components of networks – LAN, WAN, MAN – Node, Hub, Switch, Routers – WWW – Internet – E-mail – basics – browsers – search engines – ISP – URL – IP – DNS – ATTACKS – Viruses.

Unit – IV

MS Office – MS Word – MS Excel.

Unit – V

MS PowerPoint – creating a presentation – sample presentations.

DEPARTMENT OF DIGITAL PRINT MEDIA

BASIC KNOWLEDGE OF PRINTING

OBJECTIVE:

The objective of the course is to enrich the basic knowledge of Printing to the freshers

SYLLABUS:

- ✓ Origin & Historical Background of Printing process
- ✓ Emergence of Relief, Planography, Intaglio & Stencil.
- ✓ Principles of Printing Processes : Letterpress, Offset, Flexography, Gravure, and Screen Printing Processes
- ✓ Structure of Printing Industry
- ✓ Introduction: DTP-Choosing the Printing House
- ✓ Choosing Colors And Fonts.
- ✓ Hardware Requirements for DTP
- ✓ General Design Considerations, Text Organization
- ✓ Designing Common Media Publications-Redesigning.
- ✓ Fundamentals of design elements - Line, shape, texture, balance, and contrast.
- ✓ Principles of symmetrical and asymmetrical arrangements.

PG AND RESEARCH DEPARTMENT OF ENGLISH
. COMMUNICATIVE ENGLISH, POETRY, PROSE

OBJECTIVES:

- ✓ To acquire educate students in both the artistry utility of the English Language through the study of literature and other contemporary forms.
- ✓ To make the students aware of the different communicative skills.
- ✓ To develop an ability to effectively communicate in English, both written and spoken.
- ✓ To provide students with critical faculties necessary in an academic environment, on the job.

SYLLABUS:

POETRY

- DEFINITION OF POETRY
- ORIGIN OF POETRY
- SONG – JOHN DONNNE
- SONNET NO. 60 – WILLIAM SHAKESPEARE
- DEFINITION OF PROSE

GRAMMER AND USAGE

- THE STUDY OF LEARNING GENERAL ENGLISH
- HAVING PASSED HIS EXAMS HE BEGAN TO LOOK FOR JOB
- THEY LEARN TO MOVE ALL OVER THE WORLD

SOCIAL HISTORY OF ENGLAND

- GENERAL STUDIES ABOUT SOCIAL HISTORY OF ENGLAND
- THE RENAISSANCE
- GENERAL STUDIES ABOUT LANGUAGE SKILL
- INTRODUCING SELF AND INFORMATION

PG AND RESEARCH DEPARTMENT OF MATHEMATICS

**BASICS CONCEPTS OF MATRICES, THEORY OF EQUATION,
CALCULUS**

OBJECTIVES:

- To understand “Mathematics as a discipline and not as a subject”.
- To bridge the school education and college education.
- To make learning Mathematics as a pleasant experience.

SYLLABUS:

Unit -1 Matrices

Types of Matrices – Operations on Matrices – Addition, Multiplication, Subtraction, Inverse – Determinant of a Matrix.

Unit -2 Theory of Equation

Formation of equations – identifying roots of an equation – real roots and imaginary roots – irrational roots

Unit -3 Differentiation and Integration

Formulas and Basic problems

PG DEPARTMENT OF PHYSICS

APPLICATION OF PHYSICS

OBJECTIVES:

To know the different topics which are basically essential.

SYLLABUS:

Sl. No	Topics
---------------	---------------

- | | |
|---|---|
| 1 | Introduction on Physics |
| 2 | Applications of Physics in everyday life |
| 3 | Basic definitions and Basic symbols |
| 4 | Mathematical formulae |
| 5 | Measuring Units, Dimensions and their conversions |
| 6 | Basics of practicals |

முதுகலைத் தமிழ்த்துறை

தாள் : அடிப்படை இலக்கணம் இலக்கியம்

(இளங்கலை முதலாமாண்டு அனைவருக்கும்)

நோக்கம் :

மாணவர்கள் தாய்மொழியைப் பிழையில்லாமல் பேசவும் எழுதவும் கற்றுக்கொள்ளுதல். அடிப்படையானத் தமிழ் இலக்கணம் இலக்கியம் அறித்துக்கொள்ளுதல்.

அலகு - 1

பொருந்துதல் - பொருத்தமான பொருளைத் தேர்வு செய்தல் - புகழ் பெற்ற நூலாசிரியர்கள் - தொடரும் தொடர்பும் அறிதல் - இத்தொடரால் குறிக்கப்படும் சான்றோர் - அடைமொழியால் குறிக்கப்பெறும் நூல்.

அலகு - 2

விடைக்கேற்ற வினாவைத் தேர்ந்தெடுத்தல் - எவ்வகை வாக்கியம் எனக்கண்டெழுதுதல் - தன்வினை, பிறவினை, செய்வினை, செய்ப்பாட்டுவினை.

அலகு - 3

புறநானூறு, அகநானூறு, நற்றிணை, குறுந்தொகை, ஐங்குறுநூறு, கலித்தொகை செய்திகள், மேற்கோள்கள், அடிவரையறை, எட்டுத்தொகை, பத்துப்பாட்டு நூல்களில் உள்ள பிற செய்திகள் - அகர வரிசைப்படி சொற்களை சீர் செய்தல் - சொற்களை ஒழுங்குபடுத்தி செற்தொடராக்குதல்.

அலகு - 4

பிரித்தெழுதுக - எதிர்ச்சொல்லை எடுத்தெழுதுக - பொருந்தாச்சொல்லைக் கண்டறிதல் - ஒலி வேறுபாடறிந்து சரியான பொருளையறிதல்.

அலகு - 5

பிழை திருத்தம்- சந்திப்பிழையை நீக்குதல், ஒருமை/பன்மை பிழைகளை நீக்குதல், மரபுப்பிழைகள், வழுவச் சொற்களை நீக்குதல், பிறமொழிச் சொற்களை நீக்குதல் - ஆங்கிலச் சொல்லுக்கு நேரான தமிழ்ச் சொல்லை அறிதல்.

PG & RESEARCH DEPARTMENT OF ENGLISH

COMMON BRIDGE COURSE FOR ALL UG

OBJECTIVES:

- ✓ To make an attempt to enhance the students learning abilities in English language.
- ✓ To make the Students' prepare themselves to adapt to the standard of the college as the college has medium of instruction and the medium of writing the examinations is also in English.
- ✓ To enable the students to undergo the syllabus prepared by the department for the new academic year.

SYLLABUS:

- Articles, prepositions, self-introduction
- Subject verb concord, compound words
- Tenses, voice, abbreviations
- Framing questions, dialogue reading, speak about a picture given
- Spelling, synonyms & antonyms
- Sentence pattern, picking out unfamiliar words
- Note making, jumbled sentences
- Hints development, gap filling, developing sentence
- Prefix, suffix, homophones
- Proverbs, word games, parts of speech, Translation
- Reading newspaper, referring dictionary
- Phrasal verbs, describing directions
- Transformation sentences, e-mail, telegram
- Word building, mind mapping, letter writing