



DEPARTMENT : BBA

GENERAL MANAGEMENT

SYLLABUS :

UNIT-I

Business Meaning- definition- Importance- sole proprietor- partnership-joint stock Company co-operative society- management leaders- human resource management- financial management marketing management.

UNIT –II

Basic accounting concepts-meaning of accounting-trial balance-bills of exchange – depreciation trading account-profit and loss account- balance sheet.

Unit-III

Meaning and scope of business economics- demand analysis-business cycle-marketing-4 P's of marketing-service-7 P's of service

Unit IV

Communication - meaning- objectives-types- business environment- internal and external unit Entrepreneurship-meaning-types- qualities of an entrepreneur- NBFC's- SBI-IFCI-IDBI-ICICI - EBI-SFC-LIC. Business law.

DEPARTMENT : COMMERCE

BASICS OF ACCOUNTING AND COMMERCE

SYLLABUS :

Unit – I

Accounting – Meaning & Definition – Objectives.

Unit – II

Steps of accounting – Significance – Types of accounts.

Unit – III

Accounting types – Single entry system – Double entry system.

Unit – IV

Basic of Commerce – Meaning – Definition – Objectives – Importance – Scope.

Unit – V

Management – Meaning – Definition – Functions – Levels of management.

Unit – VI

Business Communication – Meaning – Definition – Types of business communication – Barriers to business communication.

Unit – VI

Banking – Meaning – Definition – Types – RBI – Functions.

DEPARTMENT : CHEMISTRY

BASICS OF CHEMISTRY

SYLLABUS

UNIT-I Practical Chemistry

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

UNIT-II Physical Chemistry

Meaning of Physical chemistry –States of matter - Fundamental particles — Thermodynamic terms – Chemical equilibrium – Basic idea of surface chemistry and chemical kinetics.

UNIT-III Inorganic Chemistry

Meaning of Inorganic chemistry – Various classification of periodic table – atom, molecule and compounds - Acid – base concept (Arrhenius, Lewis, Lowry - Bronsted etc.) – pH – Quantum numbers – orbit and orbitals – Hund's rule – Aufbau principle – Pauli's exclusion principle.

UNIT-IV 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-V 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 – Procedure for first aid.

DEPARTMENT : COMPUTER SCIENCE

FUNDAMENTALS OF COMPUTERS

SYLLABUS

A. Fundamentals of Computers

1. Introduction
2. Input / Output & processing (CPU)
3. Memory device
4. Types of Computers
5. Characteristics of Computer
6. History and generation
7. Application of Computer

B. Windows XP overview

1. Some basic terminology and typing skills
2. Desktop settings and Control panel
3. MS.DOS
4. MS.Paint
5. Word Pad
6. Accessories and Multimedia

C. E-mail and Internet

1. Introduction
2. E-mail account and its function
3. Search Engine
4. Surfing web pages
5. Basics of Social networking site

D. Virus

1. General introduction and Anti virus utilities

E. Application Software

1. Microsoft word
2. Microsoft Power point
3. Microsoft Excel

F. More : (# Practically performed activities)

- ✓ Windows Seven Overview
- ✓ Burning CD/DVD
- ✓ Basics of Audio / Video editing
- ✓ Fundamentals of Hardware and Networking
- ✓ Formatting Harddisc
- ✓ Installing Windows

DEPARTMENT : 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.

DEPARTMENT : ENGLISH

SYLLABUS:

UNIT I POETRY:

- HOW SOON HATH COME
- MILTON
- THE VILLAGE SCHOOL MASTER
- OLIVER GOLDSMITH

UNIT II GRAMMAR AND USAGE:

- NOUNS
COUNTABLE, UNCOUNTABLE, COMMON, PROPER,
ABSTRACT
- GENDER
- NUMBER
- PRONOUNS
- ARTICLES

UNIT III SOCIAL HISTORY OF ENGLAND:

- RENAISSANCE
- REFORMATION

DEPARTMENT : MATHEMATICS

BASICS ON CLASSICAL ALGEBRA

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 Series

Binomial series, Exponential series and Logarithmic series

Unit -4 Differentiation and Integration

Formulas and Basic problems

DEPARTMENT : PHYSICS

SYLLABUS:

Sl. No	Topics
1	Introduction on Physics, Applications of Physics in everyday life
2	Science in daily life
3	Basic definitions and Basic symbols
4	Mathematical formulae
5	Measuring Units, Dimensions and their conversions
6	Basics of practicals

முதுகலைத் தமிழ்த்துறை
அடிப்படைத் தமிழ் இலக்கணம்

பாடத்திட்டம்
அலகு - 1

எழுத்து - முதல் எழுத்து - சார்பெழுத்து - மாத்திரை - பெயர்ச்சொல் -
வினைச்சொல்

அலகு - 2

பதம் - பகுபதம் - பகாப்பதம் - பகுபத உறுப்புகள் - ஒரெழுத்தொருமொழி -
வழக்கு - இயல்பு வழக்கு - தகுதி வழக்கு

அலகு - 3

இலக்கணக் குறிப்பறிதல் - வேர்ச்சொல் - பெயரெச்சம் - வினையெச்சம் -
வினையானையும் பெயர் - தொழிற்பெயர் - வினைமுற்று

அலகு - 4

புகழ்பெற்ற நூல்கள் மற்றும் நூலாசிரியர்கள் - சிறப்புத் தொடர்களால்
குறிக்கப்படும் சான்றோர்கள் - அடைமொழியால் குறிக்கப்படும் நூல்கள்

அலகு - 5

ஒலி வேறுபாடறிந்து சரியான பொருளைக் கண்டறிதல் - ஆங்கிலச்
சொற்களுக்கு நிகரானத் தமிழ்ச் சொல்லைக் கண்டறிதல் - சந்திப் பிழை நீக்கி
எழுதுதல் - ஒருமை, பன்மை - மரபுப் பிழை - வழுவச் சொற்களை நீக்குதல்.

PG AND RESEARCH DEPARTMENT OF ENGLISH
COMMON FOUNDATION ENGLISH FOR ALL UG
SYLLABUS

S. NO	SYLLABUS
1	Articles, prepositions, self-introduction
2	Subject verb concord, compound words
3	Tenses, voice, abbreviations
4	Framing questions, dialogue reading, speak about a picture given
5	Spelling, synonyms & antonyms
6	Sentence pattern, picking out unfamiliar words
7	Note making, jumbled sentences
8	Hints development, gap filling, developing sentence
9	Prefix, suffix, homophones
10	Proverbs, word games, parts of speech, Translation
11	Yes or no, wh type questions, listening & narrating a story
12	Reading newspaper, referring dictionary
13	Phrasal verbs, describing directions
14	Transformation sentences, e-mail, telegram
15	Word building, mind mapping, letter writing
16	Developing the conversation, speaking on a given topic, Meanings
17	One word substitute, frequently used words