

**B.COM.**

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
<b>III</b>	25UCOVAC1	Value Added Course - I	30	-	-	100	100
<b>Course Title</b>		<b>PERSONALITY DEVELOPMENT</b>					

<b>SYLLABUS</b>		
<b>Unit</b>	<b>Contents</b>	<b>Hours</b>
<b>I</b>	<b>PERSONALITY</b> - Definition – Determinants – Personality Traits –Theories of Personality –Importance of Personality Development. <b>SELF AWARENESS</b> – Meaning – Benefits of Self Awareness – Developing Self Awareness.	<b>6</b>
<b>II</b>	<b>ATTITUDE</b> – Meaning- Formation of attitude – Types of attitudes – Positive mental attitude - Measurement of Attitudes – Barriers to attitude change – Methods to attitude change.	<b>6</b>
<b>III</b>	<b>TEAM BUILDING</b> – Meaning – Types of teams – Importance of Team building- Creating Effective Team. <b>LEADERSHIP</b> – Definition – Leadership style- Theories of leadership – Qualities of an Effect leader.	<b>6</b>
<b>IV</b>	<b>SELF-DEVELOPMENT:</b> Self-Awareness – Self-Confidence – Goalsetting – The SMART Goals - Strategies for Setting and Achieving Goals – Benefits of effective Goal setting.	<b>6</b>
<b>V</b>	<b>STRESS MANAGEMENT</b> – Meaning – Sources of Stress, Causes, stress management techniques. <b>TIME MANAGEMENT</b> – Meaning - Time Management and Effective Planning. Human Growth and Behaviour- Principles of Good Human Relations	<b>6</b>

\* For Theory Core Course, wherever possible

<b>Text Book(s):</b>
<ol style="list-style-type: none"> <li>1. Jit S. Chandan, Oragnisational Behaviour, Third Edition, Vikas Publishing House Private Limited, 2010</li> <li>2. Dr.K.K. Ramachandran and Dr.K.K. Karthick, From Campus to Corporate, Macmillan Publishers India Limited, New Delhi,2010.</li> <li>3. Dr Y. Razeeth Khan, &amp; Dr.S.Rizvan Ahamed Organisational Behaviour,Scitech Publications (India) Pvt.Ltd 2024</li> </ol>
<b>Reference Book(s):</b>
<ol style="list-style-type: none"> <li>1. Stephan P.Robbins, Organisational Behaviour, Tenth Edition, Prentice Hall of India</li> <li>2. Private Limited, New Delhi,2010</li> <li>3. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005.</li> <li>4. You Can Win – Shiv Khera</li> <li>5. Seven Habits Of Highly Effective People – Stephen Covey</li> </ol>
<b>Web Resource(s):</b>
<ol style="list-style-type: none"> <li>1) <a href="https://www.pdfdrive.com">https://www.pdfdrive.com</a></li> <li>2) <a href="http://www.slideshare.net">www.slideshare.net</a></li> <li>3) <a href="https://onlinecourses.swayam2.ac.in/nou23_mg04/preview">https://onlinecourses.swayam2.ac.in/nou23_mg04/preview</a></li> <li>4) <a href="https://onlinecourses.nptel.ac.in/noc23_mg33/preview">https://onlinecourses.nptel.ac.in/noc23_mg33/preview</a></li> <li>5) <a href="http://www.springerlink.com">http://www.springerlink.com</a></li> <li>6) <a href="https://www.oxfordreference.com/view/10.1093/oi/authority.20110803100135203">https://www.oxfordreference.com/view/10.1093/oi/authority.20110803100135203</a></li> </ol>

<b>Course Outcomes</b>	
Upon successful completion of this course, the student will be able to:	
<b>CO No.</b>	<b>CO Statement</b>
CO1	Acquire basic knowledge of personality, self-awareness, and attitude, and understand their impact on personal and professional development.
CO2	Get equipped with the ability to analyze and apply theories of personality, self-awareness, attitude formation, and team-building strategies.
CO3	Demonstrate an understanding of leadership styles, emotional intelligence, and stress management, and how they influence behavior in organizational settings.
CO4	Develop skills in enhancing self-development, goal setting, time management, and planning in a structured and practical manner.
CO5	Construct actionable strategies for improving emotional intelligence, managing stress, and fostering effective teamwork and leadership in real-life scenarios.

**Course Coordinator: Dr. Y. MOYDHEEN SHA**

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
V	25UCOVAC2	Value Added Course - II	30	-	-	100	100
<b>Course Title</b>   <b>SPECIALISED ACCOUNTING</b>							

SYLLABUS		
UNIT	CONTENTS	HOURS
I	<b>Special Areas of Accounting:</b> Introduction - Definition and scope - Importance of specialized knowledge – General Accounts Vs Special Accounts - Role in business decision-making - Current trends and challenges.	6
II	<b>Farm Accounting:</b> Principles and procedures - Financial reporting and analysis - Crop and livestock production - Farm management and taxation.	6
III	<b>Hotel Accounting:</b> Accounting principles and procedures - Financial reporting - Hotel operations and food/beverage management - Cost control and budgeting.	6
IV	<b>Environmental Accounting:</b> Sustainability reporting and management - Environmental costs and benefits - Auditing - Environmental taxation and regulations.	6
V	<b>Forensic Accounting:</b> Investigative techniques and expert testimony - Accounting for fraud and financial crimes - Applications in civil and criminal cases - Reporting and documentation.	6

<b>Text Book</b>
1. "Advanced Accountancy Volume-I" by S.N. Maheshwari, Published by Vikas Publishing House, 8 <sup>th</sup> Edition (2019)
<b>Reference Books:</b>
1. "Accounting Principles" by Jerry J. Weygandt, Paul D. Kimmel, and Donald E. Kieso, Published by John Wiley & Sons, 13 <sup>th</sup> Edition (2020)
2. "Forensic Accounting and Fraud Examination" by William H. Parrish and William H. Parrish Jr., Published by Routledge, 2nd Edition (2019)
<b>Web Resources:</b>
<a href="https://www.accountingcoach.com/specialized-accounting">https://www.accountingcoach.com/specialized-accounting</a> <a href="https://www.investopedia.com/terms/s/specialized-accounting.asp">https://www.investopedia.com/terms/s/specialized-accounting.asp</a> <a href="https://www.usda.gov/topics/farming/farm-accounting">https://www.usda.gov/topics/farming/farm-accounting</a> <a href="https://www.hospitalitynet.org/accounting">https://www.hospitalitynet.org/accounting</a> <a href="https://www.hotelaccounting.com/">https://www.hotelaccounting.com/</a> <a href="https://www.epa.gov/sustainability/environmental-accounting">https://www.epa.gov/sustainability/environmental-accounting</a> <a href="https://www.aicpa.org/interestareas/forensicaccounting">https://www.aicpa.org/interestareas/forensicaccounting</a> <a href="https://www.journalofaccountancy.com/topics/specialized-accounting">https://www.journalofaccountancy.com/topics/specialized-accounting</a> <a href="https://www.accountingtoday.com/topics/specialized-accounting">https://www.accountingtoday.com/topics/specialized-accounting</a>

COURSE OUTCOMES	
Upon finishing this course, learners will be equipped to:	
CO No.	CO STATEMENT
CO1	Recall and explain the fundamental concepts and principles of special areas of accounting
CO2	Apply accounting principles and procedures to specific scenarios in farm, hotel, environmental, and forensic accounting
CO3	Analyze and design accounting systems for specialized industries
CO4	Develop innovative solutions to complex accounting problems in specialized industries
CO5	Evaluate and critically assess the role of accounting in business decision-making and organizational performance

**Course Coordinator: Dr. M. Habeebur Rahman**

**M.COM.**

Semester	Course Code	Course Category	Hours/ Week	Credits	Marks for Evaluation		
					CIA	ESE	Total
III	25PCOVAC1	Value Added Course - I	30	-	-	100	100
<b>Course Title</b>		<b>APTITUDE &amp; REASONING</b>					

SYLLABUS		
Unit	Contents	Hours
I	<b>Number System:</b> H.C.F and L.C.M of Numbers – Decimal Fractions – Simplification – Square Roots and Cube Roots	6
II	<b>Problems on Numbers:</b> Average – Problems on Ages- Surds and Indices.	6
III	<b>Business Computations:</b> Percentage – Profit and Loss- Ratio and Proportion.	6
IV	<b>Quantitative Problems:</b> Chain Rule - Pipes and Cisterns- Time and Work	6
V	<b>Logical Reasoning:</b> Number Series- Alphabet Series – Alpha – Numeric Series, Analogy- Completing the Analogous Pair- Direct Analogy- Blood Relations.	6

<b>Text Book(s):</b>		
1. Dr. R.S. Aggarwal, Quantitative Aptitude, S. Chand and Company Ltd, Revised edition (2017).		
2. Dr. R.S. Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, Revised Edition, S. Chand and Company Ltd, (2018).		
<b>UNIT I</b>	Chapters 1 to 5	T.B1
<b>UNIT II</b>	Chapters 6 to 9	T.B1
<b>UNIT III</b>	Chapters 11 to 13	T.B1
<b>UNIT IV</b>	Chapters 14 to 17	T.B1
<b>UNIT V</b>	Chapters 1,2,4 Section I	T.B2
<b>Reference Book(s):</b>		
Dinesh Khattar, The Pearson Guide to Quantitative Aptitude for Competitive Examinations, 2 <sup>nd</sup> Edition, Pearson, 2013.		
<b>Web Resource(s):</b>		
<a href="https://www.btechguru.com/courses/Quantitative-Aptitude~fbfd40c4eaf687e2.html">https://www.btechguru.com/courses/Quantitative-Aptitude~fbfd40c4eaf687e2.html</a>		

Course Outcomes	
Upon successful completion of this course, the student will be able to:	
CO No.	CO Statement
CO1	To remember the fundamentals of number system.
CO2	understand H.C.F and L.C.M of numbers, decimal fractions and square roots and cube roots
CO3	apply the concepts of percentage, profit and loss, ratio and proportion in numerical problems
CO4	analyse the number Series, alphabet series and analogy
CO5	Evaluate blood relations from the given data.

**Course Coordinator: Dr. M. MOHAMED ALTHAF**