

**DEPARTMENT OF COMMERCE**  
**U.G. PROGRAMME**

**SYLLABUS**

**2017 – 2020 BATCH**

**III SEMESTER**



**A. D. M. COLLEGE FOR WOMEN**  
**NAGAPATTINAM**

மூன்றாம் பருவம்

LTC

தாள் III – காப்பியமும் நாடகமும்

அகமதிப்பீடு: 25

புறமதிப்பீடு: 75

மொத்த மதிப்பெண் : 100

பயிற்று மணிகள் : 6

தரப்புள்ளிகள் : 3

தேர்வுமணிகள் : 3

நோக்கம்:

1. காப்பியங்கள் கூறும் வாழ்வியல் அறங்களை உணர்த்துதல்.
2. காப்பிய இலக்கியங்களின் இலக்கியச் சுவையைப் பயிற்றுவித்தல்.
3. நாடக இலக்கியத்தின் தனித்துவத்தைக் கற்பித்தல்.

மாணவர் பெறும் திறன்:

1. காப்பிய கதைகள்வழி அறச்சிந்தனை பெறுவர்.
2. நாடகப் படைப்பாக்கத்திற்கான தூண்டுதலைப் பெறுவர்.

அலகு – I

1. சிலப்பதிகாரம் - அடைக்கலக் காதை
2. மணிமேகலை – சிறைக்கோட்டம் அறக்கோட்டமாக்கிய காதை
3. சீவக சிந்தாமணி – விமலையார் இலம்பகம்

அலகு – II

4. கம்பராமாயணம் - குகப் படலம்
5. வில்லிபாரதம் - உலூகன் தூதுச் சருக்கம்

அலகு – III

6. பெரிய புராணம் - திருநாளைப்போவார் நாயனார் புராணம்
7. சீறாப்புராணம் - ஈத்தங்குலை வரவழைத்த படலம்
8. தேம்பாவணி – நீர் வரம் அடைந்த படலம்.

அலகு – IV நாடகம்

1. மூன்று நாடகங்கள்  
அ.மங்கை, அகரம் பதிப்பகம், தஞ்சாவூர்.
2. மாற்றம்  
கே.ஏ.குணசேகரன், நியூ செஞ்சுரி புக் ஹவுஸ்(பி) லிட்., அம்பத்தூர், சென்னை.

அலகு – V

இலக்கிய வரலாறு  
ஐம்பெருங்காப்பியங்கள்  
ஐஞ்சிறுங்காப்பியங்கள்  
கம்பராமாயணம்  
வில்லிபாரதம்  
பெரிய புராணம்  
சீறாப்புராணம்  
தேம்பாவணி.

**A.D.M. COLLEGE FOR WOMEN ( AUTONOMOUS) NAGAPATTINAM**

**DEPARTMENT OF ENGLISH**

**Credit Point: 3**

**SEMESTER-III CATEGORY - PART II ENGLISH  
PAPER-III DRAMA FOR EFFECTIVE COMMUNICATION  
(For candidates admitted from the academic year 2017 – 18 onwards)**

**SEMESTER III**

**ELC III – DRAMA FOR EFFECTIVE COMMUNICATION**

**Objectives:**

To introduce the genre and use of language in various life situations.

**Text prescribed:**

**English for Excellence (One act-plays)**

**–Edited by Prof.Lalitha Natarajan & Dr.Sasikala Natesan**

**Unitized Syllabus**

**Unit I**

- 1. The Sheriff’s Kitchen – Ronald Gow**

**Unit II**

- 2. Mother’s Day – J.B.Priestley**

**Unit III**

- 3. The End of the Beginning – Sean O’Casey**

**Unit IV**

- 4. Old Man River – Dorothy Deming**

**Unit V**

- 5. The Bridge – K.Xavier Amalraj**
- 6. Spoken English Component – Stress Shift to differentiate between**

( i ) Noun and Verb.

( ii ) Statement and Question

**Pattern of Evaluation**

**CIA – 25 Marks (Passing minimum of 40%)**

**Test (Written) – 10 Marks**

**Assignment & Group Discussion - 5 Marks**

**Written Quiz & Seminar - 5 Marks**

**Attendance - 5 Marks**

**SEMESTER – 75 Marks**

**Total Marks**

**– 100 Marks (Passing minimum of 40%)**

**Question Pattern:**

**Section A - 20 Marks**

**Short answer questions (10x2=20 Marks)**

**Section B – 25 Marks**

**Paragraph Questions (5x4=20 Marks)**

- (i) Answer all the Paragraph questions either or pattern (One question should be asked from each unit)
- (ii) Answer the following as directed (Spoken English Component)
  - ( a ) Convert the following nouns into verbs changing the stress pattern  
(6 x ½ = 3 Marks )
  - ( b ) Mark sentence stress for the following sentences ( 2 x 1 = 2 Marks)

**Section C – 30 Marks**

**Essay Questions (3x10=30 Marks)**

Answer any 3 Questions. (One Essay should be asked from each Unit)

**SEMESTER III  
CORE COURSE V  
FINANCIAL ACCOUNTING**

Internal Marks: 25  
External Marks: 75  
Total Marks : 100

Instruction Hrs : 6  
Credit : 5  
Exam Hrs : 3

**Objective:** To impart knowledge on the principles and practice of partnership and other Accounts.

**UNIT I: Branch and Department Accounts**

Branch Accounts – Objectives – Methods of Accounting – Dependent Branches, Debtors System, Stock and Debtors System(excluding foreign branches) - Departmental Accounts – Allocation of expenses – Inter Departmental Transfer

**20 Hrs.**

**UNIT II: Special Accounts**

Royalty Accounts (AS – 19) - Hire Purchase and Instalment System – Insurance Claims for Loss of Stock and Profits

**20 Hrs.**

**UNIT III: Partnership Accounts**

Partnership Accounts – Capital Accounts, Current Accounts, Division of Profits and Treatment of Goodwill. Admission of a Partner.

**15 Hrs.**

**UNIT IV: Retirement and Death of a Partner**

Retirement of a Partner – Death of a Partner – Joint Life Policy.

**20 Hrs.**

**UNIT V: Dissolution of a firm**

Dissolution of a Firm – Garner Vs. Murray – Piece Meal Distribution –Insolvency of a Partner or Partners - Insolvency Accounts – Statement of Affairs - Deficiency Accounts (insolvency of individual only)

**15 Hrs.**

**(Theory: 25 Marks, Problem: 50 Marks)**

**Text Book:**

Jain S.P. & Narang K.L., Advanced Accountancy, Kalyani Publishers, Chennai.

**Books for Reference:**

1. Arulanandam .A. & Raman, Advanced Accountancy, Himalaya Publishers, Chennai.
2. Gupta R.L. & Radhaswamy, Advanced Accountancy, Sultan Chand & Sons, New Delhi.
3. Shukla & Grewal Advanced Accountancy, Sultan Chand & Sons, New Delhi.

**SEMESTER III  
CORE COURSE VI  
BUSINESS LAWS**

Internal Marks : 25	Instruction Hrs : 6
External Mark s: 75	Credit : 5
Total Marks : 100	Exam Hrs : 3

**Objective:** To impart basic knowledge of the important Business Laws.

**Unit : I General Contract Part -I**

Introduction – Definition – Nature and Kinds of Contract – Essentials of Valid Contract- Offer and Acceptance – Consideration - Capacity of parties – Free consent – legality of Object and Consideration. **20 Hrs.**

**Unit : II General Contract Part -II**

Void agreements – Contingent contracts - Quasi Contracts - Performance of contracts – Discharge of contracts - Remedies for breach of contracts including specific performance. **20 Hrs.**

**Unit : III Special Contracts Part -I:**

**Contracts of Indemnity** – definition, Rights of indemnity holder when sued, Indemnifier's liability : Contracts of Guarantee – definition, Consideration for guarantee, Distinction between Contracts of Indemnity and Contracts of Guarantee, Nature and extent of Surety's liability, Continuing guarantee, Revocation of Continuing guarantee, Rights of Surety, Discharge of Surety from liability

**Bailment** – definition, Kinds of Bailment. Consideration in relation to Gratuitous Bailments, Difference between Sale and Bailment, Difference between Bailment and License, Duties of Bailee, Rights of Bailor, Rights of Bailor and Bailee against Wrongdoers, Termination of Bailment, Finder of Lost Goods, Duties of Finder, Rights of Finder

**Pledge or Pawn** – Definition, Distinction between Bailment and Pledge, Rights of Pawnee, Duties of Pawnee, Rights of Pawnor, Duties of Pawnor, Pledge by Non- owners.

**25 Hrs.**

**Unit : IV Special Contracts Part -II**

Sale of Goods Act, 1930 - Contract of Sale of Goods, Conditions and Warranties, Transfer of Property, Performance of Contract of Sale, Remedial Measures.

**10 Hrs.**

**Unit : V Consumer Protection Act**

The Consumer Protection Act 1986 - Definition, Consumer Protection Councils, Consumer Disputes Redressal Agencies – Composition of District Forum, State Commission, National Commission, Jurisdiction, Manner in which complaint shall be made, Procedure on admission of Complaint, Finding, Appeal, Finality of Order, Limitation, Enforcement of Order, Frivolous or Vexatious complaints, Penalties

**15 Hrs.**

**Text Book**

N.D. Kapoor, Business Law, Sultan Chand & Sons, New Delhi.

**Books for Reference**

1. Batra and Kalra, Mercantile Law, Tata McGraw Hill Company, New Delhi.
2. Chawla and Garg, Commercial Law, Kalyani Publishers, Chennai.

3. M.C. Kuchhal, Mercantile Law, Vikas Publishers House, New Delhi.
4. M.C.Shukla, Mercantile Law, S.Chand & Co., Ram Nagar, New Delhi.

## UCA3

### SEMESTER III ALLIED COURSE III BUSINESS COMMUNICATION

Internal Marks : 25  
External Mark s: 75  
Total Marks : 100

Instruction Hrs : 4  
Credit : 3  
Exam Hrs : 3

**Objective :** To develop the Communication skill of the students and to make them to know the art of writing business letters

**UNIT-I : Introduction**

Business communication– Meaning and Definition – Elements of communication - Objectives of Communication – Characteristics of communication – Types and Media of communication - Barriers to Communication – Measures to overcome Barriers

**10 Hrs.**

**UNIT-II : Business Letter**

Business Letter – Meaning – Importance -Essentials of an Effective Business Letter – Structure of a Letter – Styles of Layout – Kinds of Business Letter

**15 Hrs.**

**UNIT-III : Letter of Enquiry, Offers and Claims**

Letter of Enquiry – Replies, Offers and Quotations– Claims – Complaints and Adjustments

**15 Hrs.**

**UNIT-IV : Collection and Sales Letters**

Collection Letters – Sales letters – Job Application Letters-Resume

**10 Hrs.**

**UNIT-V : Electronic Communication**

Electronic Communication – Use of Computers for Communication - Fax – E-Mail – Teleconferencing - Internet – Mobile Phone

**10 Hrs.**

**Text Book**

Pillai R.S.N. & Bagavathi, Modern Commercial Correspondence, S.Chand & Co Ltd., New Delhi-2.

**Books for Reference**

1. Bhatia. R.C., Business communication, Ane Books India, New Delhi-2.
2. Ramesh M.S. & Pattanshetti C.C., Effective Business English and Correspondence, S.Chand & Co Ltd., New Delhi-2.
3. Rajendra Pal & Korlahalli J.S., Essentials of Business Communication,

**SEMESTER III  
NON MAJOR ELECTIVE I  
BASICS OF ACCOUNTING**

Internal Marks : 25	Instruction Hrs : 2
External Marks : 75	Credit : 2
Total Marks : 100	Exam Hrs : 3

**Objective :** To study the principles and practice of Accountancy

**UNIT I: Introduction to Accounting**

Introduction – Accounting- Meaning, Definition, Accounting Concepts and Conventions.  
– Book Keeping and Accounting. **5 Hours**

**UNIT II : Journal**

Types of Accounts – Personal Account, Real Account and Nominal Account -  
Accounting Rules – Journalising the Transactions.

**5 Hours**

**UNIT III : Subsidiary Books**

Purchase Book, Purchase Returns Book, Sales Book, Sales Returns Book, Cash Book  
(Single Column Cash Book only).

**5 Hours**

**UNIT IV : Ledger Accounts**

Ledger Posting– preparation of Trial Balance.

**5 Hours**

**UNIT V : Final Accounts**

Final Accounts of sole traders with simple adjustment entries – Trading,  
Profit and Loss Account and Balance Sheet (Simple Problems only)

**10 Hours**

**(Theory 30 Marks, Problems 45 Marks)**

**Text Book**

Jain & Narang - Principles of Accountancy – – S. Chand & Sons., New Delhi,

**Books for Reference**

Reddy & Murthy, Financial Accounting, Margham Publications, Chennai.



