

ALAGAPPA UNIVERSITY

(Accredited with 'A' Grade by NAAC)

KARAIKUDI – 630 003 TAMILNADU

DIRECTORATE OF DISTANCE EDUCATION

(Recognized by Distance Education Council (DEC), New Delhi)

M.C.A. / P.G.D.C.A. / M.S.W /

M.B.A. (5 year Integrated)

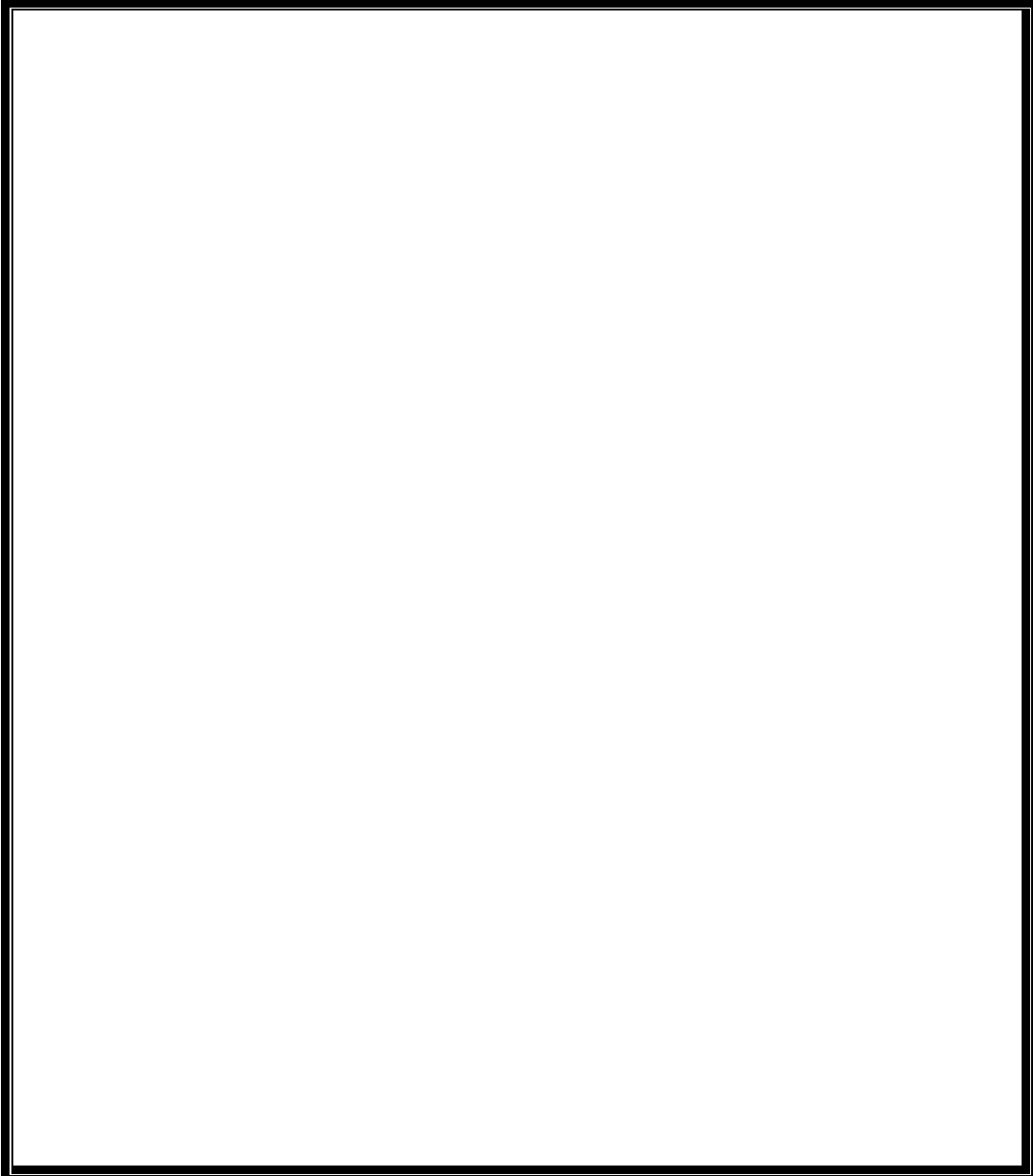
PROGRAMMES



REGULATIONS AND SYLLABI

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Name of the Programme	:	MCA (2010-11 onwards) – [Revised Pattern]
Mode	:	Distance Education
Duration	:	Three years
Pattern of Examination	:	Semester
Eligibility	:	Any degree with Mathematics at +2 level
Medium	:	English

COURSE OF STUDY AND SCHEME OF EXAMINATIONS

C.Code	Title of the Course	Marks
I Semester		
1.1	Digital Computer Organization	100
1.2	C and Data Structures	100
1.3	Relational Database Management Systems	100
1.4	Operating Systems	100
1.5	Data Structure and using C Lab	100
1.6	Relational Database Management Systems Lab	100
	Total	600
II Semester		
2.1	Object Oriented Programming and C++	100
2.2	Unix and Shell Programming	100
2.3	Communication Skills	100
2.4	Computer Graphics	100
2.5	C++ and Graphics Lab	100
2.6	Unix and Shell Programming Lab	100
	Total	600
III Semester		
3.1	Discrete Mathematics	100
3.2	Computer Networks	100
3.3	Software Engineering	100
3.4	Visual Programming	100
3.5	Network Lab	100
3.6	Visual Programming Lab	100

	Total	600
IV Semester		
4.1	Accounting and Financial Management	100
4.2	Internet and Java Programming Distributed Computing	100
4.3	Object Oriented Analysis and Design	100
4.4	Compiler Design	100
4.5	Internet Programming Lab	100
4.6	Compiler Design Lab	100
	Total	600
V Semester		
5.1	Distributed Computing	100
5.2	Web Technology	100
5.3	Net Frameworks	100
5.4	Data Mining and Ware Housing	100
5.5	Net Lab	100
5.6	Web Technology Lab	100
	Total	600
6.1	Mobile Communications	100
6.2	Middleware Technology	100
6.3	Agent Based Intelligent system	100
6.4	Open Source Architecture	100
6.5	Open Source Programming Lab	100
6.6	Multimedia Tools Lab	100
	Total	600

Paper 1.1: DIGITAL COMPUTER ORGANIZATION

UNIT I

Number Systems Machine Codes: Binary, Octal, Decimal and Hexadecimal number systems - Conversion from one base to another base - Use of complements - Binary arithmetic - Number codes and Character codes.

UNIT II

Boolean Algebra and Combinational Circuits: Fundamental concepts of Boolean Algebra - De Morgan's theorems - Simplification of expressions - Sum of products and products of sums - Karnaugh map simplification - Quine-McKluskey method - Two level implementation of Combinatorial Circuits - Encoder - Decoder - Multiplexer - Demultiplexer.

UNIT III

The Arithmetic Logic Unit: Construction of ALU - Integer representation - Half Adder - Full Adder - Parallel Binary Adder - Positive and negative numbers - Addition and subtraction in a parallel arithmetic element.

UNIT IV

Sequential Circuits (Elementary qualitative treatment only) Flip-Flops - Clocks - Gated Flip-Flops - Master Slave Flip-Flops - Shift Registers - Binary Counters - BCD Counters. The Memory Element: RAM - Linear select memory organization - decoders - Static and Dynamic RAM - ROM - Magnetic Disk Memories - Magnetic Tape.

UNIT V

The Control Unit: Instruction word - Instruction cycle - Execution cycle - control register - sequence of operation of control registers - controlling arithmetic operations - Typical sequence of operations. Input-Output Organization: Peripheral devices - I/O interface - Programmed I/O - Interrupts - Interrupt priorities - DMA - I/O Processors.

TEXT BOOKS:

1. M.Morris Mano, Digital Logic and Computer Design, Prentice-Hall of India, 3rd Edition 2007.

REFERENCE BOOKS :

1. Thomas C. Bartee, Digital Computer Fundamentals, Ed6, McGraw Hill ISE (2005).
2. Albert Paul Malvino, Digital Computer Electronics, Tata McGraw Hill (2005).

Paper 1.2: C AND DATA STRUCTURES

UNIT I

Introduction to C - Character set - Identifiers and keywords - Data types - Constants - Variables declarations - operators and Expressions - Input and Output - Entering input data - Writing output data - The gets and puts functions - Branching and Looping - Nested control structures - Switch - Break -Continue - goto.

UNIT II

Function - Accessing a Function - Passing arguments to a function - Recursion - Library function - Macros -The C preprocessor - Defining and processing an Array - Passing an array to functions - Multi dimensional array - arrays and String.

UNIT III

Pointers - Passing pointers to function - Dynamic memory allocation - Arrays of pointers - Passing functions to other functions - Defining structure - Processing structure - opening and closing a data file - creating a data file - processing a data file.

UNIT IV

Introduction to Data structures - Information and meaning - Stack structure - Definition - operations - Queue structure - representation - operations.

UNIT V

Linked list - Definition - representation - operation - Singly linked list - Doubly linked list - Trees - Binary trees - Binary tree representation - Representing list as Binary Trees - Trees and their Applications.

TEXT BOOKS:

1. Yedidyah Langsam, Moshe J.Augenstein,Aaron M.Tenenbaum, *Data Structures Using C*, Prentice-Hall, Second Edition. 2007

REFERENCE BOOKS :

1. E. Balagurusamy, *Programming in ANSI C*, Fourth Edition Tata McGraw Hill. 2007.
2. Byron Gottfried, *Programming with C*, McGraw Hill International Edition 2009.

Paper 1.3: RELATIONAL DATABASE MANAGEMENT SYSTEMS

UNIT I

DBMS: Database - Database Management System - Features - Advantages - Data Base Scheme - Schema and Subschema - Manipulative capabilities - Guidelines - Different User Interfaces.

UNIT II

Relational Model : Concepts of Relational Model - Comments on the Relational Model: Semantic issues, Navigation, Efficiency - DBMS based on the Relational Model: The mapping operation - Data Manipulation facilities - Data Definition facilities - Data Control facilities.

UNIT III

Introduction to Oracle: Types of Databases, Relational Database properties, Benefits of Oracle, Client/Server Systems - Oracle Database Architecture: Overview of Oracle Architecture, Processes, Physical files, CPU, Network System Tables, Oracle Users, Logical Structures.

UNIT IV

Oracle Fundamentals: Elements of SQL Language: Database Objects, Data Access SQL commands, DML commands - Oracle Queries - Basic Query, Using Expressions, Working with NULL values, Joining Multiple Tables in a Query, Selecting Distinct values, Using Subqueries, Unions and Multiple part Queries.

UNIT V

Table Creation: Create Table statement, Privileges required, Describing Table Definitions, Modifying Tables, Renaming a Table, Copying another table, Dropping a Table - Other Database Objects, Reason for Database Objects, Indexes - Embedded SQL: Languages supported by Oracle Precompiler, Embedded SQL statements.

TEXT BOOK:

1. Naveen Prakash, Introduction to Data Base Management Tata McGraw-Hill Publications, 2006.

REFERENCE BOOKS:

1. David Mcclanahan, Oracle Developers's Guide, Oracle Press, 2005.

Paper 1.4: OPERATING SYSTEMS

UNIT I

Introduction: What is an operating system - History of Operating systems - Operating system concepts - System calls - Operating system structure.

UNIT II

Process Management: Introduction to processes - Interprocess Communication: Race conditions - Critical sections - Mutual exclusion - Semaphores - Event counters - Monitors - Message Passing - Process Scheduling - Round robin scheduling - Priority Scheduling - Multiple queues - Shortest job first - Policy driven scheduling - Two level scheduling.

UNIT III

Input/Output Management: I/O Devices - Device Controllers - Goals of I/O Software - Interrupt handlers - Device drivers - Device-independent I/O Software - User-space I/O Software - Deadlocks: Resources - Deadlock modeling - Detection and Recovery - Deadlock Prevention - Avoidance.

UNIT IV

Memory Management: Memory management without swapping or paging: Multiprogramming without swapping or paging - Multiprogramming and Memory usage - multiprogramming with fixed partitions - swapping: Multiprogramming with variable partitions - Memory management with Bit-maps, Linked-lists and Buddy System - Analysis of Swapping systems - Virtual Memory: Paging - Segmentation - Page replacement algorithms.

UNIT V

File Management: File basics - Directories - Disk space management - File storage - Directory structure - shared files - File system reliability - File system Performance - File servers - Security - Protection mechanisms.

TEXT BOOK:

1. James L. Peterson and Abraham Silberschatz, Operating System Concepts, 6th Edition, Addison Wesley, 2006.

REFERENCE BOOKS:

1. Andrew S.Tanenbaum, Operating Systems Design and Implementation, 3rd edition, Prentice Hall, 2006.
2. Harvey M. Deitel, An Introduction to Operating Systems, 3rd Edition, Addison Wesley 2007.

Paper 2.1: OBJECT ORIENTED PROGRAMMING and C++

UNIT I

Principles of Object Oriented Programming (OOP) - OOP paradigm - Basic concepts of OOP - Benefits of OOP - Object Oriented Languages - Applications of OOP. Fundamentals of C++ programming - Tokens, Keywords, identifiers, Variables, Operators, Manipulators - Sample C++ Program.

UNIT II

Program Control : Expressions - Control Structures - Conditional statements : IF, IF...ELSE , Nested IF - Switch - Break - Continue - GOTO - Iterative statements: FOR, WHILE, DO..WHILE - Arrays : One Dimensional - Multidimensional Arrays - Structures - Pointers.

UNIT III

Functions - Argument Passing: Pass-by-Value, Pass-by-Reference - Variables - Scope - Libraries - Recursion - Default Arguments - Overloaded Functions - Pointers to Functions - Friend - Macros and Inline Functions - Virtual Functions - Modularization.

UNIT IV

Classes and Objects - Declaration and Definition - Constructors - Types of Constructors - Destructors - Type Conversion - Operator Overloading - Inheritance - Definition - Types of Inheritance - Single - Multilevel - Multiple - Hierarchical - Hybrid - Virtual functions and Polymorphism : Managing Console I/O operations.

UNIT V

Working with Files : Classes for file stream operations - opening and closing a file - end of file - file direction - File pointers - Updating a File - Error Handling during file operations - Command line arguments.

TEXT BOOK:

1. E.Balagurusamy, Object oriented programming in C++, Third Edition, Tata McGraw Hill Publications, 2007.

REFERENCE BOOK:

- 1.Robert Lafore, Object Oriented Programming in Turbo C++, Galgotia Publications, 2003.

Paper 2.2: UNIX AND SHELL PROGRAMMING

UNIT I

INTRODUCTION: File and common commands-Shell-More about files-Directories-Unix system-Basics of file-Directories and filenames-Permissions-Inodes-Directory hierarchy-Devices-the grep family-Other filters-the stream editor sed - awk pattern scanning and processing language-files and good filters.

UNIT II

CONCEPTS OF SHELL: Command line structure- Meta characters-Creating new commands-Command arguments and parameters-program output as arguments-Shell variables-More on I/O redirection -loop in shell programs-Bundle-Setting shell attributes, Shift command line parameters-Exiting a command or the shell ,evaluating arguments-Executing command without invoking a new process-Trapping exit codes-Conditional expressions.

UNIT III

SHELL PROGRAMMING: Customizing the cal command ,Functions of command, While and Until loops-Traps-Catching interrupts-Replacing a file-Overwrite-Zap-Pick command-News command-Get and Put tracking file changes.

UNIT IV

FEATURES IN UNIX: Standard input and output-Program arguments-file access-A screen at a time printer-On bugs and Debugging- Zap – pick - Interactive file comparison program-Accessing the environment-Unix system calls-Low level I/O, File system, Directories and inodes, Processes, Signal and Interrupts.

UNIT V

PROGRAM DEVELOPMENT AND DOCUMENT PREPARATION: Program development-Four function calculator-Variables and error recovery-Arbitrary variable names, Built in functions, Compilation into a machine, Control flow and relational operators, Functions and procedures-Performance evaluation-Ms macro package-Troff level-Tbl and eqn preprocessors-Manual page-Other document preparation tools.

TEXT BOOK:

1. Behrouz A. Forouzan, Richard F. Gilberg, Unix and shell Programming, Thomson

REFERENCES BOOKS

1. Sumitabha Das, Your Unix the ultimate guide, 2nd Edition, Tata McGraw Hill.
2. Graham Glass, King Ables, Unix for programmers and users, 3rd edition, Pearson Education.
3. Kernighan and Pike, Unix programming environment, Pearson Education.

Paper 2.3: COMMUNICATION SKILLS

UNIT I

Communication: Concepts and definition - Importance - Process communication - Model - Types - Mode of communication - objectives - Inter, Intra Personal communication - Barriers - Commandments of communication. Developing Communication Skills: Reading: Preparation - Reading Styles - Linear reading - Faster reading - Reading techniques. Writing: Effective writing - Report writing - Speech writing - Minutes and communication aids - Agenda writing - Letters - Articles writing - Improving English language writing - When to write and when not to write.

UNIT II

Listening and Speaking: Listening: Listening - Importance - Art of Listening - Advantages - Mode of expression - Listening tests. Speaking: Art of conversation - Using telephone - Methods of asking questions - Brain Storming -Presenting reports - Improving Speech delivery - Expressing Techniques. Interview Techniques: What and Why? - Types of Interviews - Understanding the intricacies - Planning for Interviews - Answering Skills - Effective Communication during Interviews - IPS - Mock Interview.

UNIT III

Group Discussion: Purpose - Process of Group Discussion - Presentation - Getting Started - Art of Guiding and Controlling Discussion - Personality test through Group Discussion - Lateral thinking - Participation techniques - Mock Group Discussion. Body Language: Origin and development of Body language - Tool for Personality identification - Analysis of body language - Types - Desirable body language - Attitude and body language - Body language as a powerful communication.

UNIT IV

Negotiation Techniques: Meaning - Importance - Fundamentals - Preparation - Techniques for negotiation - Managing process of negotiation - Interpersonal behaviour - Mock Negotiation. Meetings: Meaning - Importance - Objectives - Leading and participating in meetings - Communication skills for meetings - Mock Meetings - Seminars.

UNIT V

Management Communication Relationships: Communication in Management - Semantics - Employee communication - Communication within

Management - Downward and Upward communication - Communication by Specialists - The Union's role in communication. Presentation: Meaning - Types of Presentation - Understanding the audience - Planning - Designing - Written and Oral - Making use of notes and outlines - Techniques for delivering presentation - Personal style - A postscript - Model presentation.

TEXT BOOK:

1. Green Level (1984) Building English Skills USA: MC Dougal, Little.
S.R.Sharma (2006) Communication Skills in English Jaipur:Mark Publishers

REFERENCE BOOKS:

1. Green Rajeevan and P.Kiranmani Dutt. (2006) Basic Communication Skills
New Delhi: Foundation Books
2. Martin Hewings(2004) Pronunciation Practice Activities United kingdom: The
Cambridge University Press

Paper 2.4: COMPUTER GRAPHICS

UNIT I

Introduction : Overview - Brief History - Applications of Computer Graphics - Video Display Generation - Input Devices - Hard copy Output Devices - Graphics System Software. Output Primitives : Point Plotting - Line Draw Algorithms - Using Equation of a Line - DDA - Bresenham's algorithm - Circle Generation Algorithms - Drawing Ellipse - Other Geometric Shapes - Region Filling Techniques.

UNIT II

Two Dimensional Transformations : Transformation Principles - Basic Transformations - Matrix Representation - Composite Transformations. Two Dimensional Viewing and Clipping : Viewing Transformations - Windows and viewports - Aspect Ratio - Clipping and Shielding : Point Clipping - Line segment clipping - Convex Polygon clipping - Sutherland Hodgman Algorithm.

UNIT III

Three Dimensional Transformations: Concepts - Basic Transformations: Translation, Scaling, Rotation and Mirror Reflection - Matrix Representation - Composite Transformations.

UNIT IV

Three Dimensional Viewing and Clipping : Viewing Process - Three Dimensional Viewing : Specifying Projection Plane and view volume - Clipping : Clipping against a finite view volume - Cohen Sutherland Algorithm - Constructing a three dimensional view - Hidden Surface Algorithm : Depth Comparison - Z-Buffer Algorithm.

UNIT V

User Interface Design : Components of User Interface - The User's Model - The Command Language - Styles of Command Language - Information Display - Feedback

TEXT BOOKS:

1. M. Newman and F. Sproull, *Interactive Computer Graphics*, McGraw Hill 2004

REFERENCE BOOKS:

1. Plastok and Gordon Kalley, *Computer*, McGraw Hill 2000.
2. D. HEARN, M.P. Baker, *Computer Graphics*, 3rd Edition, Prentice Hall.

Paper 3.1: DISCRETE MATHEMATICS

UNIT I

Mathematical Logic: Statements and Notation - connectives -normal forms
- The theory of inference for the statement calculus - The predicate calculus -
Inference theory and predicate calculus.

UNIT II

Set theory: Sets - Basic concepts - notation - inclusion and equality of sets
- the power set - relations and ordering - properties - relation matrix and graph of a
relation - partition - equivalence and compatibility relations - composition – partial
ordering - partially ordered set.

UNIT III

Functions - definition - composition - inverse - binary and n-ary operations -
characteristic function - hashing function.

UNIT IV

Algebraic Structures: Algebraic Systems: Examples and General Properties -
Semigroups and Monoids: Definitions and Examples - Homomorphism of
Semigroups and Monoids - Subsemigroups and Submonoids - Groups: Definitions
and Examples - Cosets and Lagrange's Theorem - Normal Subgroups - Algebraic
Systems with two Binary Operations.

UNIT V

Graph theory: Basic concepts - definition - paths - reach - ability and
connectedness - matrix representation of graphs - trees.

TEXT BOOKS:

1. J.P. Tremblay and R. Manohar Discrete mathematical structures with applications
to
Computer Science TMH Publishing Company 2003.

REFERENCE BOOKS:

1. Venkatraman M K, Sridharan N and Chandrasekaran N, Discrete Mathematics, The
National Publishing Company, 2004.
2. Narsingh Deo, Graph Theory with Applications to Engineering and Computer
Science
PHI, 2003.

Paper 3.2: COMPUTER NETWORKS

UNIT I

Introduction: Uses of Computer Networks - Network Hardware and Network Software - Reference Models - Example Networks - Network Standardisation. Physical Layer: Transmission Media - Telephone System - ISDN - Broadband and Narrowband ISDN - ISDN and ATM - Communication Satellites.

UNIT II

Data Link Layer: Design Issues - Error Detection and Correcting Codes - Elementary Datalink Protocols - Sliding Window Protocols - Protocol Specification and Verification: Finite State Models - Petri Net Models - Example Dlink Protocols: HDLC - SLIP - PPP - Media Access Sublayer: Multiple Access Protocols - ALOHA - Carrier Sense Multiple Access Protocols - Collision Free Protocols.

UNIT III

Network Layer: Design Issues - Routing Algorithms - Congestion Control Algorithms - Internetworking: Tunneling - Fragmentation - Firewalls - Network Layer in the Internet - IP - Subnets - Internet Control Protocols: Address Resolution Protocol - ICMP - RARP - Internet Multicasting - Network Layer in ATM Networks: Cell Format - Connection Setup - Routing and Switching - Services Categories - ATM LANs.

UNIT IV

Transport Layer: Transport Service - Elements of Transport Protocols: Addressing - Flow Control and Buffering - Multiplexing - Crash Recovery - Performance Issues - Measuring Network Performance - Internet Transport Protocols - TCP - UDP - Protocols for Gigabit Networks.

UNIT V

Application Layer: Network Security - Cryptography - Secret and Public Key Algorithms - DNS - SNMP - Electronic Mail - Electronic Mail Privacy - World Wide Web: Client Side - Server Side - Multimedia - Audio - Video - Data Compression - JPEG, MPEG Standards.

TEXT BOOK:

1. Andrew S. Tanenbaum, Computer Networks, 4th Edition, Prentice Hall of India, 2005.

REFERENCE BOOK:

1. Ajit Kumar Singh, Computer Networks, Shree Publishers and Distributors 2006.

Paper 3.3: SOFTWARE ENGINEERING

UNIT I

Introduction - Software - Software Engineering - Size Factors - Quality and Productive Factors - Development Process Models - Linear Sequential - Prototyping - RAD - Iterative Enhancement - Spiral - Role of Management in Software Development - Software Metrics - Process and project metrics.

UNIT II

Software Project Planning - Estimating software scope, Resources, Project Estimation - Software Cost Estimation - Cost Factors - Estimation Techniques - Estimating Software maintenance Cost - Planning an Organizational structure : Project Structure - Programming Team Structure.

UNIT III

Project Scheduling and Tracking : Concept - Defining Task set - Scheduling plan - Planning for Quality Assurance - Quality Standards - Software Configuration Management - Risk Management: Software Risks - Identification - Projection - Mitigation - Monitoring and Management - Software Reviews.

UNIT IV

Software Requirement Specification - Problem Analysis - Structuring information - Information Flow - Prototyping - Structured Analysis - Requirement Specification Analysis - Characteristics - Components - Structure - Specification Techniques.

UNIT V

Software Design - Concepts - Principles - Module level concepts - Design methodology - Architectural Design - Transform mapping Design - Interface Design - Interface Design guidelines - Procedural Design - Software Testing Methods: Test Case Design - White Box - Basis Path Testing - Control Structure Testing - Block Box Testing - Testing strategies : Unit - Integration - Validation - System.

TEXT BOOK:

1. Roger S. Pressman Software Engineering - A practitioner's Approach McGraw-Hill 6th Edition (2008)

REFERENCE BOOKS:

1. Richard Fairlay Software Engineering Concepts McGraw Hill Book Company (2005)

2. Pankaj Jalote An Integrated Approach to Software Engineering Narosa Publishing House 3rd Edition (2005)

Paper 3.4: VISUAL PROGRAMMING

UNIT I

VISUAL BASIC PROGRAMMING: Creating and using controls – Menus and Dialogs – Managing projects – Programming fundamentals – Objects and instances – Programming user events.

UNIT II

Using custom controls and grid control – inbuilt and user defined functions – Debugging – Creating graphics for application – Displaying and printing information – File system controls – Accessing database with the data control – VB and the internet.

UNIT III

VISUAL C++ PROGRAMMING : Objects – Classes – VC++ Components – Resources – Event handling – Menus – Dialog Boxes – Importing VBX Controls – Files – MFC File handling – Document View Architecture –

UNIT IV

Dialog based applications – Mouse and keyboard events – reading and writing documents – Serialilization - SDI and MDI environments- Splitter Windows

UNIT V

Advanced Features in VB and VC++: Creating user defined DLL's – Dynamic data transfer functions – User interface classes – Database management with ODBC – Object Linking and Embedding – Communicating with other applications

TEXT BOOK:

1. Deitel and Deitel, T.R.Nicto, “ Visual Basic 6 – How to Program”, Prentice Hall of India, 2007
2. C.H. Pappas, W.H.Murray, III “ Visual C++:The Complete Reference”, Tata McGraw-Hill Publishing Company, 2007.

REFERENCE BOOKS:

1. Gray J.Bronson, “A first book of Visual C++”,3rd Edition, Vikas Publishing House, 2005.
2. G. Cornell, “Visual Basic 6”, Tata McGraw Hill, 2009.
3. David Kruglinski J , “ Inside Visual C++ “ Microsoft Press, 2005.
4. Lars Klander, “Core Visual C++ 6”, Pearson Education, Asia, 2006.

4.1: ACCOUNTING AND FINANCIAL MANAGEMENT

UNIT I

Meaning and Scope of Accounting – Principles – Concepts – Conventions – Accounting Standards – Final Accounts – Trail Balance – Trading Account – Profit and Loss Account – Balance Sheet

UNIT II

Ratio Analysis- solvency, Liquidity- profitability and Activity Ratios- fund flow Analysis- Schedule of changes in working capital – Cash flow Analysis – Funds from operations Vs Cash from operations

UNIT III

Meaning – Objectives – Elements of Cost – Cost Sheet – Marginal Costing and Cost Volume Profit Analysis – Break Even Analysis – Applications – Limitations – Standard Costing and Variance Analysis- Computation of simple material variances.

UNIT IV

Budgets and Budgetary Control – Meaning – Types – Sales Budget – Production Budget – Cost of Production Budget – Flexible Budgeting – Cash Budget – Master Budget – Zero Base Budgeting – Computerized Accounting.

UNIT V

Objectives and Functions of Financial Management – Risk – Return Relationship – Time Value of Money Concepts – Capital Budgeting – Methods of Appraisal - Concepts of Working Capital – Working Capital Policies – Factors affecting Working Capital – Estimation of Working Capital Requirements

TEXT BOOKS:

1. Maheswari S N, Financial and Management Accounting, Sultan Chand & Sons, 2003.
2. Pandey I M, Financial Management, 4th Edition, Vikas Publications, 2002.

REFERENCE BOOKS:

1. Ambrish Gupta, Financial Accounting for Management, Pearson Education, 2005
2. S.P. Iyengar, “Cost and Management Accounting”, Sultan Chand & Sons.
3. I. M. Pandey, “Elements of Management Accounting”, Vikas Publishing House.

Paper 4.2: INTERNET AND JAVA PROGRAMMING DISTRIBUTED COMPUTING

UNIT I

Foundations for Internet Programming: An overview of Internet Programming - WWW Design Issues - Security and Encryption - Developing Intranet Applications. Internet Programming Languages: Java - Java in Windows - CGI - Perl - Microsoft Internet Implementation.

UNIT II

Internet Scripting Languages: JavaScript - VBScript- Other Scripting Languages.

UNIT III

Internet Markup Languages: HTML - SGML - Netscape Extensions - Microsoft Internet Explorer - Only-HTML tags - Shockwave and Lingo.

UNIT IV

ActiveX controls: Creating an ActiveX control to Activate a Web Page - VDOlive Technology - Creating Netscape Navigator Plug-Ins - Pulling Web Information - Creating a Custom Integrated Application with Multiple Protocols.

UNIT V

Web Graphics: A Graphic View of Web - Easy Web Graphics - Images and Hyperlinks - Adding Graphics to Web Pages - Site and Page Design - Framing your Graphics - Dynamic Graphics - Animation.

TEXT BOOK:

1. Margaret Levine Young, Internet: The Complete Reference, Millenium Edition, Tata McGraw Hill, 2004.

REFERENCE BOOKS:

1. Powell, HTML: The Complete Reference, Tata McGraw Hill Publications.
2. R. Krishnamoorthy and S. Prabhu, Internet and Java Programming, New Age International Publishers, 2004.

Paper 4.3: OBJECT ORIENTED ANALYSIS AND DESIGN

UNIT I

The Object Model : The Evolution of the Object Model - Elements of the Object Model - Applying Object Model, Classes and Objects: The nature of an Object - Relationships among objects.

UNIT II

Classes and Objects: The nature of the class - Relationship among classes - The Interplay of classes and Objects - On building quality classes and objects. Classification: The importance of proper classification - Identifying proper classes and objects - Key abstraction mechanism.

UNIT III

UML - Meta model - Purpose of Analysis and Design - More Development Process: Overview of the View Process - Inception - Elaboration - Construction - Refactoring - Patterns - Transmission - Interactive Development - Use Cases.

UNIT IV

Class Diagram: Essentials, Class Diagram: Advanced.

UNIT V

Interaction Diagram - Package Diagram - State Diagram - Activity Diagram - Deployment Diagram - UML and Programming.

TEXT BOOKS

1. Grady Booch, Object Oriented Analysis and Design, Addison Wesley, 2005.

REFERENCE BOOKS:

1. Martin Fowler, Kendall Scott , UML, Distilled Addison Wesley, 2004.
2. James Rumbough et al Object Oriented Modelling and Design Addison Wesley, 2006.
3. Ivar Jacobson Object Oriented Software Engineering: A Use Case Driven Approach Addison Wesley, 2004.

Paper 4.4: COMPILER DESIGN

UNIT I

INTRODUCTION TO COMPILERS: Compilers and translators - The structure of a compiler - Lexical Analysis - Syntax analysis - Intermediate code generation - Optimization - Code generation - Bookkeeping - Error handling - Compiler-Writing tools. **LEXICAL ANALYSIS:** The role of the Lexical Analyzer - A simple approach to the design of lexical analyzers - Regular expressions - Implementation of a lexical analyser.

UNIT II

BASIC PARSING TECHNIQUES: Derivations and parse trees . Parsers - Shift-reduce Parsing - Operator-precedence parsing - Top-down parsing - Predictive parsers. **AUTOMATIC CONSTRUCTION OF EFFICIENT PARSERS:** LR parsers - The canonical collection of LR(0) items - Constructing SLR parsing tables - Constructing Canonical LR parsing tables - Constructing LALR parsing tables - Using ambiguous grammars - An automatic parser generator - Implementation of LR Parsing tables - Constructing LALR sets of items.

UNIT III

SYNTAX-DIRECTED TRANSLATION: Syntax-directed translation schemes - Implementation of Syntax-directed translators - Intermediate code - Postfix notation - Three-address code, quadruples, and triples - Postfix translations.

UNIT IV

SYMBOL TABLES: The contents of a symbol table - Data structures for symbol tables - Representing scope information. **ERROR DETECTION AND RECOVERY:** Errors - Lexical-phase errors - Syntactic-phase errors - Semantic errors

UNIT V

INTRODUCTION TO CODE OPTIMIZATION: The principal sources of optimization - Loop optimization - The DAG representation of basic blocks. **CODE GENERATION:** Object programs - Problems in code generation - A simple Code generator - Peephole optimization

TEXT BOOK:

1. Alfred V. Aho and Jeffrey D. Ullman, Principles of Compiler Design, Narosa Publishing House, 2005.

REFERENCE BOOKS:

1. Alfred v. Aho, Ravi Sethi, Jeffery D.Ullman, Compilers, Narosa Publishing House, 2005.
2. Jean-Paul Tremblay and Paul G.Sorenson, Compiler Writing, McGraw Hill, International Editions, 2005.

Paper 5.1: DISTRIBUTED COMPUTING

UNIT I

Characterization of Distributed Systems – Examples – Resource Sharing and the Web – Challenges – System Models – Architectural and Fundamental Models – Networking and Internetworking – Types of Networks – Network Principles – Internet Protocols – Case Studies: Ethernet, WiFi, Bluetooth.

UNIT II

Interprocess Communication – The API for the Internet Protocols – External Data Representation and Marshalling – Client– Server Communication – Group Communication – Case Study – Distributed Objects and Remote Invocation – Communication between Distributed Objects – Remote Procedure Call – Events and Notifications– Case Study: Java RMI

UNIT III

The OS Layer – Protection – Processes and Threads – Communication and Invocation – OS Architecture – Security – Security Techniques – Cryptographic Algorithms – Digital Signatures – Cryptography Pragmatics – Case Studies – Distributed File Systems – File Service Architecture – Sun Network File System.

UNIT IV

Name Services – Domain Name System – Discovery Services – Case Study: Global Name Service , X.500 Directory Service – Clocks , Events and Process States – Synchronizing Physical Clocks – Logical Time and Logical Clocks – Global States – Distributed Debugging – Distributed Mutual Exclusion – Elections – Multicast Communication.

UNIT V

Transactions – Nested Transactions – Locks – Optimistic Concurrency Control – Timestamp Ordering – Comparison – Flat and Nested Distributed Transactions – Atomic Commit Protocols – Concurrency Control in Distributed Transactions – Distributed Deadlocks – Transaction Recovery – Replication and Distributed Multimedia Systems.

Text Books

1. George Coulouris, Jean Dollimore and Tim Kindberg, Distributed Systems Concepts and Design, Pearson Education, 2009 Fourth Edition.

Reference Books

1. Albert Fleishman, Distributed Systems Software Design and Implementation, Springer Verlag, 2004.
2. M. L .Liu, Distributed Computing Principles and Applications, Pearson Education, 2004.
3. Andrew S Tanenbaum, Maartenvan Steen, Distributed Systems, Principles and Pearson Education, 2002.
4. Mugesh Singhal, Niranjana G Shivaratri, Advanced Concepts in Operating Systems, Tata McGraw Hill Edition, 2001.

Paper 5.2: WEB TECHNOLOGY

UNIT I

HTML Common tags: List, Tables, images, forms, Frames; Cascading Style sheets. Introduction to Java Scripts, Objects in Java Script, Dynamic HTML with Java Script. XML: Document type definition, XML Schemas, Document Object model, Presenting XML, Using XML Processors: DOM and SAX

UNIT II

Java Beans: Introduction to Java Beans, Advantages of Java Beans, BDK, Introspection, Using Bound properties, Bean Info Interface, Constrained properties, Persistence, Customizes, Java Beans API, Introduction to EJB's

UNIT III

Web Servers and Servlets: Tomcat web server, Introduction to Servlets: Lifecycle of a Servlet, JSDK, The Servlet API, The javax.servelet Package, Reading Servlet parameters, Reading Initialization parameters. The javax.servelet HTTP package, Handling Http Request & Responses, Using Cookies-Session Tracking, Security Issues.

UNIT IV

Introduction to JSP: The Problem with Servlet. The Anatomy of a JSP Page, JSP Processing. JSP Application Design with MVC Setting Up and JSP Environment: Installing the Java Software Development Kit, Tomcat Server & Testing Tomcat. JSP Application Development: Generating Dynamic Content, Using Scripting Elements Implicit JSP Objects, Conditional Processing – Displaying Values Using an Expression to Set an Attribute, Declaring Variables and Methods Error Handling and Debugging Sharing Data Between JSP pages, Requests, and Users Passing Control and Data between Pages – Sharing Session and Application Data – Memory Usage Considerations

UNIT V

Database Access: Database Programming using JDBC, Studying javax.sql.* package, Accessing a Database from a JSP Page, Application – Specific Database Actions, Deploying JAVA Beans in a JSP Page, Introduction to struts framework..

TEXT BOOK:

1. Chris Bates, Web Programming, Building Internet Applications, 2nd Edition, Dreamtech (Unit 1).
2. Patrick Naughton and Herbert Schildt, The complete Reference Java 2, 5th Edition, Tata McGraw Hill. (Unit 2)
3. Jason Hunter Java Servlet Programming, O'Reilly (Unit 3)
4. Hans Bergsten, Java Server Pages, O'Reilly (Unit: 4,5)

REFERENCE BOOK:

1. Ramesh Bangia, Web Technology, Firewall media, 2006

Paper 5.3 .NET FRAMEWORKS

Unit I

.NET Framework: Introduction to .NET: Goals of .NET, Building blocks of .NET: .NET Framework, .NET Enterprise Services, .NET Building Block Services, Overview of .NET Applications Overview of .NET Framework: Highlights of the .NET Framework, Design goals of the .NET Framework, The Architecture of .NET Framework, The Common Type System, Meta Data, The Common Language Specification Common Language Runtime: Design goals of CLR, Overview of CLR, The .NET Class Framework.

Unit II

Memory Management Under the CLR: Common Runtime System, data Storage, Managed Heap Organization, Managed, Unmanaged and Unsafe, Garbage Collection, Garbage Collection Algorithm, Finalize

Working with Runtime: What is MSIL?, CLR, What is an Assembly?, Different types of Assemblies, Common Type System, Meta Data, CLS, Reflection API

System Classes: Application of the System Namespaces- WinCV Tool, String Handling and Collection Classes.

UNIT III

The CLR and the .NET Framework Assemblies, Versioning, Attributes Reflection, Viewing MetaData, Type Discovery, Reflecting on a Type, Marshaling, Remoting, Understanding Server Object Types, Specifying a Server with an Interface, Building a Server, Building the Client, Using Single Call, Threads.

UNIT IV

Application Development on .NET Building Windows Applications, Accessing Data with ADO.NET.

UNIT V

Web based Application Development on .NET Programming Web Application with Web Forms, Programming Web Services.

TEXT BOOK:

1. Kevin Hoffman and Jeff Gabriel, PNF: Professional .NET Framework, 2003.

REFERENCE BOOK:

1. Theron Willis, VB.NET: Beginning VB.NET, 2003.
2. Matthew MacDonald, CRASP.NET: The Complete Reference ASP.NET, Tata McGraw Publication
3. Steven Holzner, VB.NET Programming, Black Book Dreamtech Publications.
4. Evangelos Petroustos, Mastering VB.NET, BPB Publications.
5. Andrew Troelsen, C# and the .NET Platform, A! Press, 2003.

Paper 5.4: DATA MINING AND WAREHOUSING

UNIT I

DATA MINING - INTRODUCTION :Data mining-Introduction-Information and production factor-Data mining vs query tools-Data mining in marketing-Self learning computer systems-Concept learning-Data mining and the data warehouse.

UNIT II

KNOWLEDGE DISCOVERY PROCESS: Knowledge discovery process-Data selection-Cleaning-Enrichment-Coding- Preliminary analysis of the data set using traditional query tools - Visualization techniques-OLAP tools-Decision trees-Association rules-Neural networks-Genetic algorithms-KDD(knowledge discover in databases) environment.

UNIT III

DATAWARE HOUSE - ARCHITECTURE:Data warehouse architecture-System process-Process architecture-Design- Database scheme-Partitioning strategy-Aggregations-Data marting-Meta data- Systems and data warehouse process managers.

UNIT IV

HARDWARE AND OPERATIONAL DESIGN:Hardware and operational design of data warehouses - Hardware architecture - Physical layout - Security - Backup and recovery - Service level agreement - Operating the data warehouse.

UNIT V

PLANNING,TUNING AND TESTING:Capacity planning - Tuning the data warehouse - Testing the data warehouses - Data warehouse features.

TEXT BOOKS:

1. Sam Anahory, Dennis Murray, Data Warehousing in the real world, Addison Wesley, 2005.

REFERENCE BOOKS:

1. Pieter Adriaans, DolfZantinge, Data Mining, Addison Wesley, 2007.
2. Sean Kelly, Data Warehousing in Action, John Wiley, 2003.

Paper 6.1: MOBILE COMMUNICATIONS

UNIT I

Medium Access Control – Motivation for Specialized MAC – SDMA – FDMA – TDMA – CDMA – Comparison of Access Mechanisms – Telecommunications GSM – DECT – TETRA – UMTS – IMT- 200 – Satellite Systems Basics – Routing – Localization – Handover – Broadcast Systems Overview – Cyclic Repetition of Data – Digital Audio Broadcasting – Digital Video Broadcasting.

UNIT II

Wireless LAN Infrared Vs Radio Transmission – Infrastructure Networks– Ad hoc Networks – IEEE 802.11 – HIPERLAN – Bluetooth – Wireless ATM Working Group– Services – Reference Model – Functions – Radio Access Layer – Handover – Location Management – Addressing Mobile Quality of Service – Access Point Control Protocol.

UNIT III

Mobile IP Goals – Assumptions and Requirement – Entities – IP Packet Delivery – Agent Advertisement and Discovery – Registration – Tunneling and Encapsulation – Optimization – Reverse Tunneling – IPv6 – DHCP – Ad hoc Networks.

UNIT IV

Traditional TCP – Indirect TCP – Snooping TCP – Mobile TCP – Fast Retransmit/ Fast Recovery – Transmission/ Timeout Freezing – Selective Retransmission – Transaction Oriented TCP.

UNIT V

Architecture – Datagram Protocol – Transport Layer Security – Transaction Protocol – Session Protocol – Application Environment – Wireless Telephony Application.

TEXT BOOK:

1. J.Schiller, Mobile Communication, Addison Wesley, 2003.

REFERENCE BOOKS:

1. William Stallings, Wireless Communication and Networks, Pearson Education, 2003.
2. Singhal, WAP: Wireless Application Protocol, Pearson Education, 2006.
3. Lothar Merk, Martin S. Nicklaus and Thomas Stober, Principles of Mobile Computing, 2nd Edition, Springer, 2008.
4. William C. Y. Lee, Mobile Communication Design Fundamentals, John Wiley, 2006.

Paper 6.2: MIDDLEWARE TECHNOLOGY

Unit I

Client-Server architecture: 2-tier model – 3-tier model – n-tier model – J2EE architecture – DOTNET architecture – MVC architecture

Unit II

Présentation services: Servlets – JSP – Interaction services: RMI – CORBA – XML – JAXP - JMS – Data Management services: JDBC

Unit III

Component model: EJB : Session Beans : Stateless and Stateful – Entity Beans – CMP and BMP - Message Driven Beans

Unit IV

ASP.NET : Introduction – architecture – ASP.NET Runtime – Internet Information Services – Visual Web Developer Web Server – ASP.NET Parser – Assembly – Page class. Web Server Controls – HTML Controls – AdRotator and Calendar controls – Validation Controls – Security Management.

Unit V

ASP.NET and ADO.NET: System.Data, SqlClient and Xml namespaces – Provider objects and Consumer objects – Disconnected data access – GridView FormView. Web Services: Provider – WSDL – UDDI – SOAP – HTTP – Developing simple web services – Connecting a Web Service to a data source – Developing ASP.NET Clients for Web Services.

TEXT BOOKS:

1. Justin Couch and Daniel H Steinberg, “J2EE bible”, Willey India Pvt. Ltd, New Delhi, 2002.
2. Paul Tremblett, “Instant Enterprise Java Beans”, TMH Publishing company, New Delhi, 2001

Paper 6.3: AGENT BASED INTELLIGENT SYSTEM

UNIT I

FUNDAMENTALS: Definitions – Foundations – History – Intelligent Agents – Problem Solving – Searching – Heuristics – Constraint Satisfaction Problems – Game playing.

UNIT II

KNOWLEDGE REPRESENTATION AND REASONING : Logical Agents – First Order Logic – First Order Inference – Unification – Chaining – Resolution Strategies – Knowledge Representation – Objects – Actions – Events.

UNIT III

PLANNING AGENTS : Planning Problem – State Space Search – Partial Order Planning – Graphs – Nondeterministic Domains – Conditional Planning – Continuous Planning – MultiAgent Planning.

UNIT IV

AGENTS AND UNCERTAINTY : Acting under uncertainty – Probability Notation – Bayes Rule and Use – Bayesian Networks – Other Approaches – Time and Uncertainty – Temporal Models – Utility Theory – Decision Network – Complex Decisions.

UNIT V

HIGHER LEVEL AGENTS : Knowledge in Learning – Relevance Information – Statistical Learning Methods – Reinforcement Learning – Communication – Formal Grammar – Augmented Grammars– Future of AI.

TEXT BOOK:

1. Stuart Russell and Peter Norvig, “Artificial Intelligence: A Modern Approach”, 2nd Edition, Prentice Hall, 2002.

REFERENCE BOOK:

1. Michael Wooldridge, “An Introduction to Multi Agent System”, John Wiley, 2002.
2. Patrick Henry Winston, “Artificial Intelligence”, 3rd Edition, AW, 1999.
3. Nils.J.Nilsson, “Principles of Artificial Intelligence”, Narosa Publishing House, 1992.

Paper 6.4: OPEN SOURCE ARCHITECTURE

Unit -1

Overview of Free/Open Source Software: Definition - History - Advantages - FOSS usage - trends and potential - global and Indian. GNU/Linux OS installation: detect hardware, configure disk partitions & file systems and install a GNU/Linux distribution. Basic shell commands – User and group management - file ownerships and permissions - PAM authentication - Introduction to common system configuration files & log files - Configuring networking: basics of TCP/IP networking and routing- connecting to the Internet (through dialup, DSL, Ethernet, leased line)

Unit-II

Configuring additional hardware - Understanding the OS boot up process - Performing every day tasks using gnu/Linux- X Window system configuration and utilities- configure X windows, detect display devices, Installing software- from source code as well as using binary packages. Setting up email servers- Setting up web servers – Setting up file services up file services –Setting up proxy services- Setting up printer services.

Unit –III

Setting up a firewall- Using netfilter and ip tables; Using the GNU Compiler Collection – GNU compiler tools; the C preprocessor (ccp) the C compiler (gcc) and the C++ compiler (g++) assembler (gas); Understanding build systems- constructing make files and using make, using autoconf and autogen to automatically generate make files tailored for different, development environments; Using source code versioning and management tools- using CVS to manage source code revisions, patch & diff.

Unit- IV

Understanding the GNU Libc libraries and linker- linking against object archives (.a libraries) and dynamic shared object libraries (.so libraries), generating statically linked binaries and libraries, generating dynamically linked libraries; Using the GNU debugging tools,-gdb to debug programs, graphical debuggers like ddd, memory debugging / profiling libraries mpatrol and valgrind; Review of common programming practices and guidelines for GNU/Linux and FOSS; Introduction to Bash, sed & awk scripting. Basics of the X windows server architecture.

Unit- V

Basics of the X Windows server architecture; Qt Programming; Gtk+ Programming; Python Programming; Programming GUI applications with localization support.

TEXT BOOK:

1. N.B Venkateshwarlu (Ed); Introduction to Linux; Installation and Programming; B.S Publishers ; 2005.

REFERENCE BOOKS:

1. Matt Welsh, Matthias Kalle Dalheimer, Terry Dawson, , and Lar Kaufman, Running Linux, Foruth/Edition, O'Reilly Publishers,2002.
2. Carla Schroder, Linux Cookbook, First Edition, O'Reilly Cookbooks Series, 2004 On-linematerial
3. Open Sources: Voices from the Open Source Revolution, First Edition, January 1999 SBN :1-56592-582-3.[http://www. Oreilly.com/catalog/opensources/book/toc.html](http://www.Oreilly.com/catalog/opensources/book/toc.html)
4. The Linux Cookbook: Tips and Techniques for Everyday Use, First Edition, MichaleStutz, 2001, [URL:http://dsl. Org/cookbook-toc.html](http://dsl.Org/cookbook-toc.html)
5. The Linux System Administrators' Guide, Lars Wirzenius, Joanna Oja, Stephen Stafford, and Alex Weeks, December 2003. [URL:http://www.tldp.org/guides.html](http://www.tldp.org/guides.html)
6. Using GCC, Richard Stallman et al. [URL:http://www.gnu.org/guides.html](http://www.gnu.org/guides.html)
7. An Introduction to CGG, Brain Gough. URL: [http:// www..netwroktheroy.co.uk/docs/gccintro/](http://www.netwroktheroy.co.uk/docs/gccintro/)
8. GNU Autoconf, Automake and Libtool, Gary V. Vaughan, Ben Elliston, Tom Tromey and lan Lance Taylor. [URL:http://sources. Redhat.com/autobook/](http://sources.Redhat.com/autobook/)
9. Open Soruces Development with CVS, Third Edition, Karl Fogel and Moshe Bar. URL:<http://cvsbook.red-bean.com/>
10. Advanced Bash Scripting Guide, Mendel Cooper, June 2005. URL: <http://www.tldp.org/guides.html>
11. GTK+ GNOME Application development, Havoc Pennington. URL: [http://developer. Gnome.org/doc/GGAD](http://developer.Gnome.org/doc/GGAD)
12. Python Tutorial, Guido van Rossum, Fred L. Drake, Jr., Editor, URL: [http://www. Python.org/doc/current/tut/tut.html](http://www.Python.org/doc/current/tut/tut.html).

Course : P.G. Diploma in Computer Applications
Mode : Distance Education
Pattern : Semester System
Duration : One year
Eligibility : Any degree from a recognised University
Medium : English

COURSE OF STUDY AND SCHEME OF EXAMINATION

Subject Code	Title	Total Marks
I SEMESTER		
1.1	Principles of Information Technology	100
1.2	Digital Computer Organisation	100
1.3	C and Data Structures	100
1.4	Office Automation	100
1.5	Computer Lab-I: Data Structures using C	100
1.6	Computer Lab-II: MS Office and Internet	100
II SEMESTER		
2.1	Object Oriented Programming and C++	100
2.2	Systems Analysis and Design	100
2.3	Visual Programming-I	100
2.4	Computer Graphics	100
2.5	Computer Lab-III: Graphics using C++	100
2.6	Computer Lab-IV: Visual Basic	100
	Total	1200

Paper 1.1: PRINCIPLES OF INFORMATION TECHNOLOGY

UNIT I

An Overview of the Revolution in Computers and Communications: From the analog to the digital age: The "New Story" of computers and communications - The six Elements of a Computer & Communications System - Communications: Development in Computer Technology, Developments in Communications Technology - Computer and Communications Technology Combined: Connectivity and Interactivity - The "All purpose Machine": The information Appliance That will change you Future - The Ethics of Information Technology.

UNIT II

Application Software: Tools for Thinking and working - Ethics and Intellectual property rights : The four types of applications software - The use interface and other basic features - Word processing - Spreadsheets - Database software - Presentation graphics software - Communications software - Desktop accessories and personal information managers - integrated software and suites - Groupware - Internet Web browsers - Specialised software.

UNIT III

Communications: Starting along the Information Highway: The practical uses of communications and connectivity - Telephone related communications services - Video/voice communication: Video conferencing and picture phones - online information services - The Internet - Shared resources: Workgroup computing, Electronic Data Interchange, and Intranets : Telecomputing and virtual offices - Using a microcomputer to communicate: Analog and Digital Signals - modems and Datacomm Software, ISDN lines, and Cable Modems - Communications Channels: Communications Networks - Local Networks - Factors affecting Data transmission - Cyberethics: Netiquette, Controversial material and censorship, and privacy issues.

UNIT IV

Storage and Databases: Foundations for interactivity, Multimedia and Knowledge Storage Capacity - Compression and Decompression - Criteria for Rating Secondary Storage Devices - Diskettes - Hard Disks - Optical Disks - Magnetic Tapes - Organising Data in Secondary Storage: Databases, Data Storage - Hierarchy and the concept of the key field - File Management: Basic concepts - File Management Systems - Data Management Systems - Types of Database Organization - Features of a DBMS - The Ethics of using Databases - Concerns about accuracy and privacy.

UNIT V

Information System and Software Development: Management Information Systems - The Six phases of System Analysis and Design - The Five Steps in Programming - Five Generations of Programming Languages - Programming Languages - Object Oriented and Visual Programming - Internet Programming - HTML, XML, JAVA and ActiveX - The Information Super Highway - Security Issues.

REFERENCE BOOKS:

1. Stacey C Sawyer, Brian K Williams, Sarah E Hutchinson, *Using Information Technology - Brief Version A Practical, Introduction to Computer and Communications*, Ed2, TMH, Unit I to IV, Ed3, TMH, Unit V
2. J Hames O'Brien, *Introduction to Information System*.

Paper 1.2: DIGITAL COMPUTER ORGANIZATION

UNIT I

Number Systems Machine Codes: Binary, Octal, Decimal and Hexadecimal number systems - Conversion from one base to another base - Use of complements - Binary arithmetic - Number codes and Character codes.

UNIT II

Boolean Algebra and Combinational Circuits: Fundamental concepts of Boolean Algebra - De Morgan's theorems - Simplification of expressions - Sum of products and products of sums - Karnaugh map simplification - Quine-McKluskey method - Two level implementation of Combinatorial Circuits - Encoder - Decoder - Multiplexer - Demultiplexer.

UNIT III

The Arithmetic Logic Unit: Construction of ALU - Integer representation - Half Adder - Full Adder - Parallel Binary Adder - Positive and negative numbers - Addition and subtraction in a parallel arithmetic element.

UNIT IV

Sequential Circuits (Elementary qualitative treatment only) Flip-Flops - Clocks - Gated Flip-Flops - Master Slave Flip-Flops - Shift Registers - Binary Counters - BCD Counters. The Memory Element: RAM - Linear select memory organization - decoders - Static and Dynamic RAM - ROM - Magnetic Disk Memories - Magnetic Tape.

UNIT V

The Control Unit: Instruction word - Instruction cycle - Execution cycle - control register - sequence of operation of control registers - controlling arithmetic operations - Typical sequence of operations. Input-Output Organization: Peripheral devices - I/O interface - Programmed I/O - Interrupts - Interrupt priorities - DMA - I/O Processors.

REFERENCE BOOKS :

1. M.Morris Mano, *Digital Logic and Computer Design*, Prentice-Hall of India.
2. Thomas C. Bartee, *Digital Computer Fundamentals*, Ed6, McGraw Hill ISE (1985).
3. Albert Paul Malvino, *Digital Computer Electronics*, Tata McGraw Hill (1986).
4. Gear, C.W, *Computer Organization and Programming*, McGraw-Hill, (1975).

Paper 1.3: C AND DATA STRUCTURES

UNIT I

Introduction to C - Character set - Identifiers and keywords - Data types - Constants - Variables declarations - operators and Expressions - Input and Output - Entering input data - Writing output data - The gets and puts functions - Branching and Looping - Nested control structures - Switch - Break -Continue - goto.

UNIT II

Function - Accessing a Function - Passing arguments to a function - Recursion - Library function - Macros -The C preprocessor - Defining and processing an Array - Passing an array to functions - Multi dimensional array - arrays and String.

UNIT III

Pointers - Passing pointers to function - Dynamic memory allocation - Arrays of pointers - Passing functions to other functions - Defining structure - Processing structure - opening and closing a data file - creating a data file - processing a data file.

UNIT IV

Introduction to Data structures - Information and meaning - Stack structure - Definition - operations - Queue structure - representation - operations.

UNIT V

Linked list - Definition - representation - operation - Singly linked list - Doubly linked list - Trees - Binary trees - Binary tree representation - Representing list as Binary Trees - Trees and their Applications.

REFERENCE BOOKS :

1. Byron Gottfried, *Programming with C*, McGraw Hill International Edition
2. Yedidyah Langsam, Moshe J. Augenstein, Aaron M. Tenenbaum, *Data Structures Using C*, Prentice-Hall, Second Edition.
3. E. Balagurusamy, *Programming in C*, Tata McGraw Hill.

Paper 1.4: OFFICE AUTOMATION

UNIT I

Windows: Working with windows elements –Windows Desktop – View Drives with My Computer - Managing files with Windows Explorer – Working with multiple windows – Office Shortcut Bar – Start and Exit Office application – Menu Commands – Toolbars – Dialog boxes – Getting help in MS-Office – Creating, Opening, Saving Files.

UNIT II

MS-Word – Creating a New Word Document – Typing, Edit, Delete Text – Editing Keys – Select Text – Moving around the Document – Moving and Copying Text – Find and Replace Text – Insert Date or Time – Spell Checking – Getting often-used phrases – Table handling – Printing mailing labels – Formatting – Make Text Bold, Italic Underline – Changing Font and Size – Change default font – Copy formatting – Align Text – Indent Text – Create bullet and numbered list – Set Tabs – Using Ruler – Change margins – Change Line, paragraph spacing – Page numbering – Headers and Footers – Set up Columns – Templates and Wizards – Printing a document – Print preview – Page Orientation - Zoom in and Zoom out pages – Mailmerge – Creating form letters – Merging a form letter with data.

UNIT III

MS-EXCEL – Working with worksheets – Entering Text, Numbers, Date or Time – Formula Bar – Fill in Data – Autocomplete – Entering formulas - Absolute addresses in formulas - Working with Ranges – Functions – Editing, Deleting entries – Move and Copy data – Find and Replace Data – Insert and delete Rows and Columns – Resize Columns and Rows - Formatting – Bold, Italic, Underline, Font, Size Changes – Conditional Formatting – Change alignment – Number formatting – Borders – Headers and Footers – Creating a Chart – Working with Chart object – Change chart data, chart type – Formatting

chart series – Database – Building an Excel Database – Add, Edit, Delete Records – Search database – Sort Excel database.

UNIT IV

MS-POWER POINT – Create and edit Power Point presentation – Editing Text – Add or Delete a Slide – Moving from slide to slide – Change views – Create graph chart, organization chart – Format and run a presentation – Text formatting and alignment – Drawing on slides – Color Scheme – Background – Using Design Template – Auto layout – Adding speaker notes – View Slide Show – Handouts.

UNIT V

MS-ACCESS & Sharing Office Data:- Creating a New Database - Creating and saving a table - Primary Key creation - Adding, Editing and Deleting fields - Changing the view and Moving fields - Data Entry and Editing - Adding, Inserting and Deleting Records - Adjusting Column Widths - Hiding Columns - Finding Records - Sorting Records - Creating, Saving and Editing a Query - Forms - Autoform - Using Report Wizard - Creating and Printing Reports - **Sharing Office Data** – Copy and Paste using Clipboard – Insert Copied data as a link – Embed copied data in another document – Combine Excel data and charts with Word Documents – Inserting Graphics - Group related documents with Binder.

REFERENCE BOOKS:

1. Jennifer fulton, Sherri Kinkoph, and Joe Kraynak, *The Big Basics Book of Microsoft Office 97*, PHI, 1998.
2. Laura Acklen et al, *Microsoft Office 97 Professional Essentials*, EEE Que E&T, PHI (1998)

Paper 2.1: OBJECT ORIENTED PROGRAMMING and C++

UNIT I

Principles of Object Oriented Programming (OOP) - OOP paradigm - Basic concepts of OOP - Benefits of OOP - Object Oriented Languages - Applications of OOP. Fundamentals of C++ programming - Tokens, Keywords, identifiers, Variables, Operators, Manipulators - Sample C++ Program.

UNIT II

Program Control : Expressions - Control Structures - Conditional statements : IF, IF...ELSE , Nested IF - Switch - Break - Continue - GOTO - Iterative statements: FOR, WHILE, DO..WHILE - Arrays : One Dimensional - Multidimensional Arrays - Structures - Pointers.

UNIT III

Functions - Argument Passing: Pass-by-Value, Pass-by-Reference - Variables - Scope - Libraries - Recursion - Default Arguments - Overloaded Functions - Pointers to Functions - Friend - Macros and Inline Functions - Virtual Functions - Modularization.

UNIT IV

Classes and Objects - Declaration and Definition - Constructors - Types of Constructors - Destructors - Type Conversion - Operator Overloading - Inheritance - Definition - Types of Inheritance - Single - Multilevel - Multiple - Hierarchical - Hybrid - Virtual functions and Polymorphism : Managing Console I/O operations.

UNIT V

Working with Files : Classes for file stream operations - opening and closing a file - end of file - file direction - File pointers - Updating a File - Error Handling during file operations - Command line arguments.

REFERENCE BOOKS:

1. E. Balagurusamy, *Object Oriented Programming with C++*, TMH Publishing Company
2. Paul M. Chirlian, *Programming in C++*, CBS Publishers (1994)
3. Robert Lafore, *Object Oriented Programming In Microsoft C++*, Galgotia (1994)

Paper 2.2: SYSTEMS ANALYSIS AND DESIGN

UNIT I

System Concepts and System Development Life Cycle: System Concepts - Characteristics - Elements of a system - Types of Systems: Abstract, Physical, Open, Closed and Man-made Information system - Computer Based Information Systems: MIS, DSS, TPS and OAS - System Development Life Cycle - Problem Definition - Feasibility Study - Analysis - Design - Development - Implementation - Post Implementation and Maintenance - System Analyst : Interpersonal Skills - Technical Skill - Communication Skills - Role of Systems Analyst.

UNIT II

System Analysis : Bases for planning in System Analysis - Preliminary Investigation - Determining the User's information requirements, Case Scenario, Problem Definition and Project Initiation, Background Analysis - Fact Finding Techniques : Interview - Questionnaire - Record Review - Observation. Systems Analysis: Analysing Systems data - Feasibility Study: Technical, Economical and Operational - Steps in Feasibility Analysis, Feasibility Report, Oral Presentation - Systems Costs & Benefits: Categories of Cost - Benefits - Cost Benefit Analysis: Break Even, Present Value, Pay Back and Cash Flow. Analysis Tools : Data flow concept - Data Flow Diagram - Data Dictionary - Decision Table - Decision Tree - Structured English.

UNIT III

System Design : Process and stages of System Design : Logical and Physical Design. Design Methodologies: Structured design - Form Driven Methodology - Major Development Activities - Input Output and Form Design: Input Design : Capturing Data for input - Input Validation - Input Design of on-line systems. Output Design - Printed, Display and Audio. Forms Design : Definition - Classification of Forms,

Requirements of Forms Design - Types of Forms - Forms Control.

UNIT IV

File and Database Design: File concepts - Types of Files - Methods of File Organization - Sequential - Direct - Indexed - Database Design: Database concept - Types of Databases : Hierarchical, Network and Relational. System Development: Software Design - Top Down Approach - Flow Chart: System Flow Chart - Program Flow Chart - HIPO - IPO - VTOC - Warnier Orr Diagram - Structured Walkthrough - Quality Assurance - Levels of Assurance - System Testing - Special Systems Tests.

UNIT V

System Evaluation Implementation and Maintenance: Training Personnel - Training Methods - Conversion: Conversion Methods - Parallel, Direct, Pilot and Phase-in. Conversion Plan - Site Preparation - Data and File Preparation - Post Implementation Review - System Maintenance : Corrective - Adaptive - Hardware and Software Selection : Computer Industry - Software Industry - Procedure of Hardware and Software Selection: Major phases in Hardware and Software selection - Evaluation Process - Financial considerations.

REFERENCE BOOKS

1. Elias M.Awad, *Systems Analysis and Design*, Galgotia Publication Pvt. Ltd.(1990)
2. James A. Sen, *Analysis and Design of Information System*, McGraw Hill(1985)

Paper 2.3: VISUAL PROGRAMMING-I

UNIT I

Windows – Starting Visual Basic – Overview of developing a VB application – VB environment and Help System - Toolbars – Toolbox and Custom Components – Project Explorer – Add-Ins Menu – Starting a New Project – Writing simple programs – Form – Property Window – Common properties – Event Procedures – Printing a Form

UNIT II

Toolbox – Creating Controls – Working with multiple Controls – Command Button – Properties – Text Box – Label Box – Option Button – Scroll bars - Image Controls – Timers – Running an application - Sequence of Events triggered for a form – Code Window – Editing Tools – **Programming:** Statements in VB – Variables – Setting properties with Code – Data Types – Explicit Type Declaration – Strings – Operators – Constants – Input Box – Displaying Information – Font – Format function – Picture Box – RichText Box – Printer Object – Determinate loops – For ... Next – Indeterminate loops – Do loops – Making Decisions – If Then Else – Block If – Select Case – GoTo

UNIT III

Functions – Built-in functions – String functions – Numeric functions – Date functions – Financial functions – User defined functions and procedures – Writing a function with parameters – Scope of variables – Sub Procedures – Uses of functions and procedures – Using object browser to navigate user-defined functions and procedures – **Arrays** – Static and Dynamic Arrays – Assigning one array to another – Passing an array to functions and procedures – User Defined data type – Type statement – Organizing information via controls – Control array – Load and Unload statements – List and Combo Boxes – Grid Controls – FlexGrid control – Events and Methods

UNIT IV

Handling Multiple forms – Modality – Global procedures and variables – Modules - Sub Main – DoEvents – Error Trapping – Object Oriented Programming – Object browser – Built-in objects – New and Nothing keywords – Control Collections – Writing OOP in VB – Creating Classes – Property Procedures – Creating Menus – Menu Editor – MDI forms – Building Context Sensitive Help with Windows Help Engine – Debugging Tools – **Graphics** handling in VB – Screen Scales – Drawing geometric objects – Coordinates – Draw width, Style – Animation

UNIT V

File handling – Sequential, Random Access and Binary Files – Reading and Writing Statements – File System Controls – Drive, Directory and File List Boxes – Communicating with other Windows Applications – Clipboard - Shell Function – AppActivate Statement – SendKeys - OLE – OLE automation – Drag and Drop – **Database Development** – Using Data Control – Events and Methods – SQL statements – Building ActiveX controls

REFERENCE BOOKS:

1. Gary Cornell, *Visual Basic 6 from the Ground Up*, Tata McGraw-Hill, 1999.
2. Content Development Group, *Visual Basic 6*, Chennai, TMH.
3. *Teach Yourself Visual Basic 6*, SAMS Publishing.

Paper 2.4 COMPUTER GRAPHICS

UNIT I

Introduction : Overview - Brief History - Applications of Computer Graphics - Video Display Generation - Input Devices - Hard copy Output Devices - Graphics System Software. Output Primitives : Point Plotting - Line Draw Algorithms - Using Equation of a Line - DDA - Bresenham's algorithm - Circle Generation Algorithms - Drawing Ellipse - Other Geometric Shapes - Region Filling Techniques.

UNIT II

Two Dimensional Transformations : Transformation Principles - Basic Transformations - Matrix Representation - Composite Transformations. Two Dimensional Viewing and Clipping : Viewing Transformations - Windows and viewports - Aspect Ratio - Clipping and Shielding : Point Clipping - Line segment clipping - Convex Polygon clipping - Sutherland Hodgman Algorithm.

UNIT III

Three Dimensional Transformations: Concepts - Basic Transformations: Translation, Scaling, Rotation and Mirror Reflection - Matrix Representation - Composite Transformations.

UNIT IV

Three Dimensional Viewing and Clipping : Viewing Process - Three Dimensional Viewing : Specifying Projection Plane and view volume - Clipping : Clipping against a finite view volume - Cohen Sutherland Algorithm - Constructing a three dimensional view - Hidden Surface Algorithm : Depth Comparison - Z-Buffer Algorithm.

UNIT V

User Interface Design : Components of User Interface - The User's Model - The Command Language - Styles of Command Language - Information Display - Feedback

REFERENCE BOOKS:

1. M. Newman and F. Sproull, *Interactive Computer Graphics*, McGraw Hill
2. Plastok and Gordon Kalley, *Computer*, McGraw Hill.

Practical 1.5: Computer Lab-I: DATA STRUCTURES USING C

**SYLLABUS : C - Data Structures ARRAY, STACK, QUEUE,
LINKED LIST,
RECURSION**

**TOTAL MARKS : 100 (1 OR 2 PROBLEMS TO BE SOLVED IN
UNIVERSITY**

PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

RECORD NOTE BOOK	: 5
ALGORITHM / FLOWCHART	: 15
PROGRAM	: 35
DEBUGGING & EXECUTION	: 35
RESULT	: 10

Model Problems

1. Write a C program to convert a given number into words for numbers 1 to 5. e.g. 1 to ONE, 2 to TWO and 5 to FIVE
2. Write a C program to find the roots of a quadratic equation
$$aX^2 + bX + c = 0$$
3. Write a C program to find the roots of a quadratic equation using function definition.
$$aX^2 + bX + c = 0$$
4. Write a C program for matrix manipulation (Addition, Subtraction and Multiplication) using function.
5. There are 10 students in a class. Their names and marks in three different subjects are given. If a student takes more than 40 marks in each subject, then he is declared 'PASS'. Otherwise 'FAIL'. Write a C program to do the above using structure concept.
6. A man is paid at the hourly rate of Rs.15/- per hour for the first 45 hours worked. Thereafter, overtime is paid at 1.5 times the hourly rate for the next 25 hours and 2 times the hourly rate for further hours worked. Write a C Program to input the no. of hours worked per week, calculate and Print his gross weekly wage.

7. Write a C program to implement all string operations using switch statement.
8. Write a C program to find the factorial of a given number using recursion.
9. Write a C program to find a word is PALINDROME or not.
(Ex. The word MALAYALAM is a PALINDROME and the word
TAMIL is not a PALINDROME)
10. Write a C program to read 10 values to an array variable. Use pointers to locate and display each value.
11. Write a C program to copy contents of one file to another file
Write a C program to implement push and pop operations on stack.
13. Write a C program to evaluate the given mathematical expression using stack.
14. Write a c program to implement insert and delete operations on Linked List structure.
15. Write a C program to implement insert and delete operations on Queue using array concept.
16. Write a C program for linked list implementation of Queue operations.
17. Write a C program to sort 10 Nos. in Ascending order with naming of variable and the value before and after sorting.
18. Define Selection sort write a C program to sort a set of elements using selection sort.
19. Write a C program to sort a set of elements using Insertion sort.
20. Write a menu driven program in C to find an element using Linear and binary search methods.

* * *

Practical 1.6: Computer Lab-II: MS OFFICE AND INTERNET

SYLLABUS : MS-WORD, EXCEL, ACCESS and HTML

TOTAL MARKS : 100 (1 OR 2 PROBLEMS TO BE SOLVED IN UNIVERSITY

PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

RECORD NOTE BOOK	: 5
ALGORITHM / FLOWCHART	: 15
PROGRAM	: 35
DEBUGGING & EXECUTION	: 35
RESULT	: 10

Model Problems

MS-WORD

1. Prepare your resume with your photograph inserted. Use Table, bullets and different color features.
2. Prepare the First page of M.C.A. PRACTICAL RECORD NOTE book with picture insertion and alignment.
3. Prepare a news report using two columns, insert a picture in the first column and make the text flow around it.
4. Type lecture notes and provide audio explanation with the help of sound files.
5. Prepare an invitation for a function to be conducted in your institution. Use

different text orientation and pictures to make it attractive.

6. Create a table of student data that contains REGNO, NAME, ENGLISH, TAMIL, and MATHS marks. Add a new column named TOTAL and find the row total for each student.

Add two rows named TOTAL, AVERAGE. Find the total and average values for each subject mark. Convert the table to text.

7. Create a new document and type the following mathematical expression:

$$\int_0^{\infty} xdy / dx \sum_{i=1}^{100} ax_i + b + |A| \pm \sqrt[3]{ax + b\lambda}$$

8. Create a form letter that informs the customer about the date of maturity of a deposit amount in a commercial bank and request the customer for renewal. Mailmerge it with an Access Database containing all the customer data. Prepare letters for customers whose due date falls in a specific range of dates.

MS-EXCEL

1. Create the following worksheet in EXCEL for Electricity Bill

CONSUMER NO.	TYPE	NAME	PMR	CMR	UNITS
101	D	RAM	545		645

i) Add data for 10 consumers with type 'D' for domestic user and type 'I' for Industrial user.

ii) Find UNITS column for each customer and calculate bill using the slab given below:

TYPE D CONSUMER

UNITS CONSUMED	RATE/UNIT Rs.
FIRST 100	0.80
NEXT 200	1.25
REMAINING	2.00

TYPE I CONSUMER

UNITS CONSUME D	RATE/UN IT Rs.
FIRST 100	1.10
NEXT 900	2.40
REMAININ G	3.50

iii) All the consumers should be charged a minimum bill of Rs. 20/- even if their bill amount is below Rs. 20/-

2. Create the following Inventory Worksheet in MS-EXCEL :

ITEMNO NAME PRICE QUANTITY STOCK REORDER PURCHASED ISSUED ON
HAND QUANTITY

LEVEL

101 BOLTS 2.00 1000 500 300 800 200

- i) Enter all the data items except QUANTITY ON HAND for 10 items.
- ii) Find QUANTITY ON HAND using the formula

$$\text{STOCK QUANTITY} = \text{QUANTITY ON HAND} + \text{QUANTITY PURCHASED} - \text{QUANTITY ISSUED}$$

Find total stock value in inventory as a product of total quantity hand and total price(\sum quantity on hand * \sum price). Display all the items in red color whose quantity on hand is below reorder level.

3. Create a Worksheet in Ms-Excel with following columns:

Employee number, Employee Name, designation, Basic pay, Hra, Da, Lic, Pf, Grosspay, Netpay.

i) Type data for empno,empname,designation,Basicpay and Lic,Pf

ii) Calculate Hra = 20% of Basic

Da = 30% of Basic

Grosspay = Basic +Hra + Da

Netpay = Grosspay -(Lic +pf)

iii) Draw the bar chart between emp name and Netpay

iv) Sort the designation column and employee column name at a time.

4. Create a Worksheet with the following columns.

Salesman number, Salesman Name, City, Product Name, Sale Amount.

Add three records for 5 different salesmen who have carried out sales of different products in different cities. Find the following:

i) Citywise Total Sales

ii) Salesmanwise total sales

iii) Productwise total sales iv) Grand Total sales.

5. Create Internal Marks assessment worksheet with the following columns:

REGNO, NAME, SEX, TEST1, TEST2, TEST3, TEST AVERAGE,

ATTENDED DAYS, ATTENDANCE % , BONU MARK, INTERNAL MARK

i) Add data for 20 students (Test marks are out of 30)

ii) Compute TEST AVERAGE as average mark of best two out of three tests.

- iii) Maximum number of working days is 50. Each student should secure atleast 80% attendance.
- iv) Provide 1 bonus mark for each 1% attendance above eligibility limit 80%
- v) Compute Internal mark as TEST AVERAGE+Bonus Mark
- vi) Sort the data in alphabetical order of name.
- vii) Filter data for male and female students alone, who have attendance % below 80.

6. The following were the observations made in certain experiments for the values y and given the values of x.

X : 1 2 3 4 5 6 7 8 9 10

Y : 10 30 45 25 15 28 40 32 15 35

Compute the Following:

- i) Find Mean,Median and Standard deviation
- ii) Correlation coefficient between x and y.
- iii) Draw the Bar Chart and Shading cells.
- iv) Draw a Chart in Excel and Paste it an Word.

7. Create two worksheets containing day to day house hold expenses for the months

January and February 2005, with the following columns:

ITEM	AMOUNT
Stationery	25.00

- i) Add 10 different items as shown above, for two months in two different worksheets.
- ii) Consolidate both the months data and find the total expenses on each item.
- iii) Find the Total expenses for two months.
- iv) Find the maximum and minimum expense amount.

8. Create a data table to create a ready reckoner table for a commercial bank that contains simple interest for Rs. 1,000/- with varying period and interest rates. Create the table as shown below:

**READY RECKONER TABLE FOR INTEREST CALCULATION
PER 1000**

PERIOD		INTEREST RATE							
		3%	4%	5%	6%	7%	8%	9%	10%
1	11%	30	40	50	60	70	80	90	100
2									
3									
4									
5									
6									
7									
8									
9									
10									

9. Draw Line, Bar, PIE charts for the data given below:

ABC COMPANY LIMITED

YEAR	SALES	COST	PROFIT
1991	1000	400	600

Add data for 10 years from 1991 to 2000. Provide titles, legends, grids and data labels.

MS-ACCESS

Instructions: Open a New database and add tables

1) Create employee table with the fields EMPNO, NAME, AGE, SEX, STREET,

CITY, PIN, SALARY.

- i) Add data for 20 employees
- ii) Write a query to display all the male employees whose salary is between 1000 and 5000 and living in city "CHENNAI".
- iii) Write a query to display all the female employees whose ages are in the range 50-60
- iv) Show all the records in the table for the city "TRICHY" by filtering.

2) Create STUDENT table with the following fields REGNO,NAME, MARK1, MARK2, MARK3. Create ADDRESS table with fields REGNO,STREET, CITY and PIN.

- i) Write a query to display REGNO,NAME and total of all the three subject marks.
- ii) Write a query to display REGNO,NAME, STREET, CITY, PIN and total of all the three subject marks.

3) Create Inventory table with fields ITEMNO,NAME,QUANTITY ON HAND, REORDER LEVEL.

- i) Create a form in custom format.
 - ii) Create a query REORDER to show all the items
 - iii) Create a macro that executes REORDER query automatically.

4) Create STUDENT table with fields REGNO,I1,E1,I2,E2,I3,E3,I4,E4,I5,E5(internal and external marks in five subjects) and table SUBJECT with fields SCORE1, SNAME1, SCORE2,SNAME2, SCORE3,SNAME3, SCORE4,SNAME4, SCORE5,SNAME5 (Subject Code and Subject Names for Five subjects). Create a report to print marksheets for all the student in the following format.

ALAGAPPA UNIVERSITY, KARAİKUDI
STATEMENT OF MARKS

REGNO:05315001
RAMANA S

NAME :

SUBCODE	SUBJECT NAME	INTERNAL	EXTERNAL	TOTAL	RESULT
101	SYSTEMS ANALYSIS	20	40	60	PASS
102	DBMS	22	50	72	PASS
103	VISUAL PROGRAMING	20	38	58	PASS
104	INTERNET PROGRAMMING	21	27	48	FAIL
105	COMPILER DESIGN	28	30	58	PASS
TOTAL				248	

1. Condition for passing a subject : A minimum of 35 marks in external and 50 marks in total.
2. Grand total should not include total in failed subjects.
3. Display FAIL in red color.

5) Create two tables SALES1,SALES2 and join them to produce a Third table SALES3.

HTML (INTERNET) – PROBLEMS

1. Create HTML page to display 10 courses and their highlighted features, conducted by an educational institution in a colorful format.
2. Create HTML page to display the pictures of Elephant and Monkey. Link to another page when user clicks over the picture. The linked page should display features of the animal clicked.
3. Create HTML page that receives employee name, age, street, city, pin data. Receive male/female and married/unmarried details through option buttons. Receive hobbies through check boxes.
4. Create HTML page that divides the screen space into three frames(one vertical and two horizontal of equal size). Display three different files in them with scrolling titles relevant to their contents.
5. Create HTML page that plays video and audio files.

* * *

Practical 2.5: Computer Lab-III: GRAPHICS AND C++

**SYLLABUS : LINE, CIRCLE, ELLIPSE DRAWING, 2D
TRANSFORMATIONS 3D
TRANSFORMATIONS,
SHADING, CLIPPING, ANIMATION**

**TOTAL MARKS: 100 (1 OR 2 PROBLEMS TO BE SOLVED IN
UNIVERSITY
PRACTICAL EXAMINATION)**

BREAK-UP OF MARK:

RECORD NOTE BOOK	: 5
ALGORITHM / FLOWCHART	: 15
PROGRAM	: 35
DEBUGGING & EXECUTION	: 35
RESULT	: 10

Model Problems

1. Create a base class shape, which contains the common elements of circle, triangle and rectangle, from which you derive three classes called ball, rect and tria. Include two member functions set() to set coordinates and draw() which draws them. Write a main() program to exercise this class using graphic-mode graphic functions.
2. Write a C++ program to draw a straight line using simple DDA technique.
3. Write a C++ program to draw a straight line using Simple Bresenham's line algorithm.
4. Write procedure and a C++ program to draw nonlinear object ellipse.
5. Develop a program to do the following :

- a) Draw a triangle ABC, translate it to a distance and then rotate it through an angle clockwise.
 - b) With the same triangle, reverse the operations as in case (a)
 - c) Check whether the result figures of case (a) and case(b) are one and the same or different.
6. Write procedure and a C++ program to draw non-linear object circle and three Concentric Circle.
 7. Write a C++ program to draw non-linear objects arcs and curve.
 8. Write a C++ program to show graphical transformation (Scaling, Rotation, Translation) of a two dimensional object.
 9. Write a C++ program to show graphical transformation on three dimensional object.
 10. Write a C++ program to manipulate the graphical object using SHADING technique.
 11. Implement the polygon clipping algorithm using C++ graphics mode graphics functions.
 12. Implement the Bresenham's algorithm for drawing circle and ellipse using C++ in graphics mode.
 13. Draw a circle. Divide into four quadratic and fillup different color for each quadrant.
 14. Draw a ball. Perform animation on it.
 15. Draw any 3-D object and perform animation on it.

* * *

Practical 2.6: Computer Lab-IV: VISUAL BASIC

SYLLABUS : VISUAL BASIC (EXE, ActiveX, Data Report)

TOTAL MARKS : 100 (1 OR 2 PROBLEMS TO BE SOLVED IN UNIVERSITY

PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

RECORD NOTE BOOK	: 5
ALGORITHM / FLOWCHART	: 15
PROGRAM	: 35
DEBUGGING & EXECUTION	: 35
RESULT	: 10

Model Problems

1. Write a VB project that receives a year number from a text box and month name from list box and displays number of days in the given month. Take care of leap years. Use Lost Focus event for list box.
2. Write a VB project that stores 10 employee records with fields EMPNO, NAME, AGE, SEX and SALARY, in an array. Display data fields in text boxes and provide command buttons to move to desired record.
3. Write a VB project that receives a foreign currency value selected from a list box and converts it into equivalent Indian rupees. (e.g. USD 42.45, Sterling 71.30, D.Mark 25.52, SW Franc 31.58, Saudi Riyal 11.40, French Franc 7.60, UAE Dhiram 11.55, Kuwait Dinar 140.56)
- 4.4. Write a VB project using control array that creates a scientific calculator with appropriate command buttons. Include the following capabilities for the calculator: +, -, *, /, %, power, square root, square and log(base 10).
- 5.5. Write a VB project to create a screen saver that displays a list of pictures with 1 second pause in between successive pictures.

6. Write a VB project for commercial bank operations using SB account database, with the following features:
- 1) ADD NEW ACCOUNT
 - 2) DEPOSIT AMOUNT
 - 3) WITHDRAW AMOUNT (with minimum balance condition)
 - 4) Calculate simple interest and update balance taking average of last 6 month balance in the account.
 - 5) CLOSE ACCOUNT.
7. Write a VB project using built in Ax control(Rich Text Box), develop the windows NOTEPAD like editor with File and Edit menus and also display the floating menu whenever necessary.
8. Write a VB project for a Blood Bank that maintains a list of donors with address and their blood group. Provide the following reporting features:
- i) Search and display the address of a particular donor, given the name in a text box.
 - ii) Display all the donors (using data report)
 - a) in age group 20-30.
 - b) in particular city.
 - c) with particular blood group.
 - d) male donors with particular blood group
 - e) female donors with particular blood group.
9. Write a VB project using Ax DLL or EXE add a class module that would perform the following functions:
- a) Test whether the given number is perfect or not
 - b) Whether the gn% number Armstrong or not
 - c) Find the factorial of the given number
 - d) sum of digits
10. Write a VB project using ActiveX control to create a Textbox that accepts only numeric value. Provide the following properties for the text box : Backcolor, Forecolor and Text.



1. Name of the Programme: MSW (Master of Social Work)

2. Objectives of the Course :

- a. To advance social work profession with a view to bring about social transformation, and to train the learners to be aware of various social work methods and also to attaining professional knowledge in identifying the social problems and means to solve it with effective people participation
- b. To prepare Post-Graduate learners with a view to provide professional knowledge in Social Work Fields so as to implement wide-ranged social services, social welfare activities and thus to prepare them to work in the welfare departments of the Government, Non-governmental Organizations, Commercial and Industrial Establishments.

3. Duration:

The duration of the MSW programme is two academic years under Semester pattern (Four Semesters) through Distance Education

4. ELIGIBILITY:

A pass in any Under Graduate degree from a recognized Indian Universities or Foreign Universities is eligible for admission into MSW programme.

5. MEDIUM OF INSTRUCTION: ENGLISH

6. COURSE STRUCTURE AND SCHEME OF EXAMINATIONS
MASTER OF SOCIAL WORK (MSW) PROGRAMME

Paper Code	Title of The Paper	Marks
	1st Semester	
1.1	Social Work Profession	100
1.2	Social Science for Social Workers	100
1.3	Psychology for Social Work	100
1.4	Social Case Work	100
1.5	Information Communication and Technology For Social Work	100

	2nd Semester	
2.1	Social Group Work	100
2.2	Community Organization and Social Action	100
2.3	Social Work Research and Statistics	100
2.4	Social Welfare Administration and Legislation	100
2.5	Field Work Report	100
	3rd Semester	
3.1	Human Resource Management	100
3.2	Disaster Management	100
3.3	Gender and Development	100
3.4	Counseling	100
3.5	Field Work Report	100
	4th Semester	
	Specialization (Optional Papers)	
	Group A Community Development	
4.1.1	Rural and Urban Community Development	100
4.1.2	Welfare of Weaker Sections	100
4.1.3	Management of Non-Government Organization	100
	Group B Medical and Psychiatry	
4.2.1	Medical and Psychiatric Social Work	100
4.2.2	Foundation of Psychiatry	100
4.2.3	Medical Social Work	100
	Group C Personnel Management and Industrial Relations	
4.3.1	Fundamentals of Personnel Management	100
4.3.2	Labour Welfare and Legislation	100
4.3.3	Industrial Relations	100
	Group D Rehabilitation and Resettlement	
4.4.1	Social Work for Rehabilitation and Resettlement	100
4.4.2	Emerging Trends in Rehabilitation and Resettlement	100
4.4.3	National & International Agencies for Rehabilitation and Resettlement	100
4.4	Block Placement and Project Report	200
	Total	2000

7. PERSONAL CONTACT PROGRAMMES (PCP) AND PRACTICALS:

Each year there will be one contact programme of 50 hours duration in total comprising of theory. Learners can choose 30 days (each 10 days for paper no: 2.5, 3.5 and 4.4) in the first year as well as Second year for field work (Practical). 75 % of the attendance of these programmes is compulsory

8. EXAMINATIONS:

For each year, two semester examinations will be conducted during the month of December and May.

A candidate will be permitted to go to the second year if he/she has been permitted to sit for the first year examinations irrespective of his/her performance in the first year examinations

The examinations shall consist of theory and practical. Each candidate should submit their field work experience as a Field Work Report (Paper code No: 2.5/3.5) as well as Project report (Code: 4.4) along with the attendance of his/her practical work done in prescribed format recommended by the University.

9. PASSING MINIMUM

A candidate appearing for the whole examination shall be declared to have passed the examination if he/she secures not less than 50 % of the total marks in all papers including Field Work. All other candidates shall be deemed to have failed in the examination.

10. COMPLETION OF THE COURSE

The students have to complete their course within five years from the year of completion of the course, failing which their registration will stand automatically cancelled and they have to register afresh, if they want to continue the course subject to the availability of the programme.

12. CLASSIFICATION OF CANDIDATES

1. Candidates who secured 60 % and more marks in aggregate in the whole examination shall be declared to have passed the examination in the First Class.
2. All other successful candidates shall be declared to have passed in second class

13. OTHER REGULATIONS

Besides the above, the common regulations of the DDE, Alagappa University shall also be applicable to this programme

14. PATTERN OF QUESTION PAPER:

Part I	:	Five out of Eight Questions 5 X 8 = 40 marks
Part II	:	Four out of Seven Questions 4 X 15 = 60 marks
Total	:	100 Marks

Paper 1.1 - Social Work Profession

Learner objectives:

1. Understand the concept, definition, objectives and functions and methods of social work.
2. Develop knowledge of history and development of social work in India and abroad.
3. Understand the current trends of social work practice in India.
4. Develop understanding about the fields of social work.
5. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
6. Understand domains in social work education in India.

UNIT – I

Social Service tradition in Indian culture, Religious roots of charity and Philanthropy, role of social institutions - joint family, caste groups and the panchayat in meeting human needs.

UNIT – II

Emergence of the rationalistic – humanistic tradition – Social reform movement, Indian religious leaders and social reformers of the 19th and 20th centuries and their contribution to social welfare. Social Philosophy of Gandhiji, Dr.Ambedkar, Periyar E.V.Ramasamy and others.

UNIT –III

Overview of the Historical development of Social Work Profession in U. S.A, England and India with regard to the social context and the ideal of the welfare state. Role of the State to protection, promotion and voluntary action in social welfare.

UNIT – IV

Social Welfare - Social Service- Social development - Social change. Social Work as a profession. Professional organizations. Values and Code of ethics of professional social workers. The goals of social work: Development – Promotional – Remedial – Ameliorative. Radical concepts of Social Work.

UNIT – V

Concept of Civil Rights, Human Rights and issues of Social Justice. Human rights and Social Justice Concerns in Indian Society. United Nations Declaration of Human Rights (UNDHR). Fundamental rights and Duties under the Indian Constitution. Directive Principles of State Policy. Law and Social Justice - a critical assessment. Role of Social Worker in relation to Human Rights : Public Interest Litigation, Legal Aid, Lok Adalat, advocacy and social action.

References:

1. Judith Milner and Patrick O’Byrne (2009): Assessment in Social Work, Palgrave Macmillan, New York.
2. Robert Adams, Lena, Dominelli and Malcolm Payne (2009) : Practicing Social Work in a Complex World, Palgrave Macmillan, New York.

3. David Howe (2009): A brief introduction to social work theory, Palgrave Macmillan, New York.
4. Zeno C.S. Leung (2009) Knowledge Management in Social Work: Types and Processes of knowledge sharing in Social Service Organisation, BJSW – Advances Access Published, London.
5. Bushan, Vidhya (2008) : Introduction to Sociology, Concept Publication, New Delhi.
6. Sarah Banks (2006) : Ethics and Values in Social Work, Palgrave Macmillan, New York.

Paper 1.2 - Social Science for Social Workers

Learner objectives:

1. Understand the role of individuals in the society and importance of various social institutions and their impact.
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender.
3. Understand the social-economic and political factors and their impact on society.
4. Identify various social problems and their impact on social and economic development.
5. Develop clarity about social issues and challenges in the social work field.

UNIT -I: SOCIETY

Meaning, Definition, Features - Individual and Society – Group, Community, complexity of Indian Society – need for study of Indian society to Social Workers.

UNIT -II: SOCIALIZATION

Concept – Importance – Functions – Agencies of Socialization. Culture: Concept, Influence on individuals – social control and deviance

UNIT -III: SOCIAL SYSTEM

- a. Family – Forms and functions of family, changing trends in Indian family system.
- b. Marriage – Forms, functions, features trends and problems, status and role of women in social life.
- c. Social Control and the changing nature of social control. Social Inequality and social stratification : Class and caste stratification- Characteristic features of caste in India, its impact on social and economic development, caste conflicts, recent trends- caste, religion, politics, social mobility, gender roles and gender inequality
- d. Meaning – cultural, social and economic changes, process, direction and causes of change

UNIT -IV: ECONOMIC SYSTEM

- a) Features of Indian Economy
- b) Agricultural sector – problems of agriculture, farmers and landless labour
- c) Industrial Sector – problems of Indian Industries, employer – employee relations, trade unions – its role, functions and problems of development.

UNIT -V: POLITICAL SYSTEM

- a) Features of Indian Democracy

- b) Political parties – its role and functions in recent trends
- c) Bureaucracy – features, functions and impact on development, role in democracy

References:

1. Bharwati Das and Vimal Khawar (Eds) (2009) : Gender Issues in Development: Concerns for the 21st Century, Rawat Publication, New Delhi.
2. Swati Shir Wadkas (Ed) (2009) : Family Violence in India: human rights issues, Actions and International Comparisons, Rawat Publications, New Delhi.
3. Bushan, Vidhya (2008): Introduction to Sociology, Concept Publication, New Delhi.
4. Akbar M.J (2008) : Riot after Riot : Reports on Caste & Communal Violence, Penguin Books Ltd, New Delhi.
5. Archer Morgels (2007): Culture and Agency: The Place of Culture in Social Theory.

Paper 1.3 - Psychology for Social Work

Learner objectives:

1. Understand the fundamental components of human behavior.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and their impact on human behaviour.

UNIT – I

Introduction – definition, nature, scope and need of Psychology for social workers.

UNIT – II

Understanding Human Behavior: Determinants of Human Behavior – heredity and environment, Freudian understanding of human behavior and development.

UNIT – III

Basic Human Needs: Physical, Psychological, Social and Intellectual needs, Hierarchy of Needs – Maslow’s theory of Needs.

UNIT – IV

Adjustment in Life: Concept of Adjustment and Maladjustment, factors in adjustment – Stress coping devices. Mental Health: Concept and Characteristics.

UNIT –V

Types of Abnormal Behavior in adults: Different types of mental illness (brief)
Understanding Human Behavior: Determinants of Human Behavior – heredity and environment, Freudian understanding of human behavior and development.

References:

1. Rudolph Alexander.Jr.(2009) : Human Behavior in the Social Environment : A macro, national and International perspectives, Sage Publications, London.

2. John Sudbery (2007): Human Growth and Development: An Introduction for Social Workers, Routledge, London.
3. Gilberth, L.M (2007) : The Psychology, Management, Intellectual Book, Bureau.
4. Berry, John.W, Mishra R.C., Tripathi. R.C (2003). Psychology in Human and Social Development, Sage Publication, London.
5. Mangal S.K. (2005): General Psychology, Sterling Publishers, New Delhi.
6. Purto, Jane (2004) : Understanding Creativity, Great Potential Press, Scottsdale.

Paper -1.4 - Social Case Work

Learner objectives:

1. To understand the case work method and its application in practice.
2. To equip learners with theoretical knowledge for work with individuals and families.
3. To develop competencies in learners to use the method in practice while working with individual clients and families.
4. To equip learners with values and skills necessary for working with individuals and families.

UNIT I

Individuals as a product of past – present – future configuration. Dynamic of Individuals and families

UNIT II

Acceptance, Individualization, client participation, controlled emotional involvement, problem solving capacity and self-determination, safeguarding confidentiality, developing and utilization resources.

UNIT III

Relationship - Empathy, skills in building relationship and communicating empathy, use of relationship in the helping process - Problems in professional relationship – transference and counter transference

UNIT IV

Models of case work practice: Psycho social, functional, life models, problem solving, crisis interventions, family centered approaches and eco system perspective in social case work. Comparisons of case work with counseling, psychotherapy as helping process.

UNIT V

Case Work Practices in different settings: Work with Children, Adolescents and adults, Working with women and couples with marital problems. Working with the physically challenges and delinquents. Preventive - promotional aspects of work with individuals and groups. Crisis Intervention, Disaster management, Behavioral therapy, Transactional analysis, client centered therapy, Gestalt approaches, Cultural factors and their bearing on the practice of social work.

References

1. Jeffrey A Kotter and Matt Englar – Carlson (2009): Learning Group Leadership: An Experimental Approach, Sage Publications, London.
2. Galinsky, (Ed.) (2004): Hand book of Social Work with Groups, The Gailford Press, New York.
3. D. M. S. Berg (2004): The Mutual Aid approach working with groups: Helping people help one another, Routledge Publishers, London.

4. Davies (2004): Defenses and Resistance, Open University Press, London.
5. Davies, (2004) : Models of Pschopathology, Open University Press, London.
6. Stimson, Quentin (2003): Clinical Counseling in Voluntary and Community settings, Routledge, London.
7. Srivastava, Anjuli (2002): Interpersonal relationship of small group, Subline Publications. Jaipur.
8. Pauline Boss, (2002): Family Stress Management: A Contextual Approach, Sage London.
9. Asch. M (2002): Principles of Guidance and Counseling, Sarup & Sons, New Delhi.
10. Wasik B.H, Bryant, D.M., and Lyons C.L (2001): Home visiting: Procedure for helping families, Sage, Newbury park.
11. Gerald Corey (2000): Theory and Practice of group counseling, Words worth. London.

Paper 1.5 - Information and Communication Technology for Social Work

Learner Objectives:

- 1) Develop an understanding about the Information and Communication Technology
- 2) Develop an appreciation of the Communication Technology for Social Work Profession
- 3) Develop attitudes and skills appropriate for using internet and computer technology for social work research
- 4) Develop skills for use of Computers and documentation in research work
- 5) Acquire competencies for data analysis and develop skill for research report through use of computers

Unit I

Introduction to Information and Communication Technology (ICT) - Definition - ICT Features and services - Classification of Digital Computer System – Computer Architecture – Memory Units – Auxiliary Storage Devices – Input and Output Devices - Introduction to Computer Software – Operating System – Programming Languages.

Unit II

Fundamentals of Internet – History of Internet – Internet Access- Dialup Connection- Direct Connection – Internet Addressing – IP address - Domain name systems (DNS) - Internet protocols - services of internet - E-mail, FTP, Telnet, World Wide Web (WWW) - web browsers- searching the web – web index – search engines – making your search - Finding Fund agencies (international and national level)- designing web page.

Unit III

E-Governance - Definition and Importance of Electronic Governance - Evolution of E-Governance - Information Society and Community Empowerment -Opportunities and Challenges for E-Governance in India

Unit IV

Word Processing – Introduction to MS-Word, Basic Commands - Formatting text- Paragraphs and documents- Printing a document and Mail merge - Proposal writing, Research Report preparation.

Spread sheet management – Introduction to MS-Excel - Cell formatting, Auto Fill - Formulation of cell formula - cell errors - worksheet formations - Creating a Chart - Change chart data, chart type – Formatting chart series.

Unit V

Presentation Package – Introduction to Power Point- Creating Presentation-formatting slides- show time effects and animation effects- Create graph chart - organization chart – Format and run a presentation - View Slide Show -Proposal presentation.

References:

1. Fundamentals of information Technology, Alexis Leon, Mathews Leon, VIKASH publishing House Pvt Ltd. New Delhi.
2. Stacey C Sawyer, Brain K Williams, Sarah E Hutchinson, Using Information Technology - Brief Version A Practical, Introduction to Computer and Communications, Ed2, TMH, Ed3.
3. J Hames O'Brien, Introduction to Information System.
4. Jennifer fulton, Sherri Kinkoph, and Joe Kraynak, The Big Basics Book of Microsoft Office 97, PHI, 1998.
5. Laura Acklen et al, Microsoft Office 97 Professional Essentials, EEE Que E&T, PHI (1998)

Paper 2.1 - Social Group Work

Learner objectives:

1. To understand the Group work method and its application in practice.
2. To equip learners with theoretical knowledge for work with various Group settings.
3. To develop competencies in learners to use the method in practice while working with Group settings.
4. To equip learners with values and skills necessary for working with Group settings.

Unit I

Social Group Work- Definition, characteristics, historical development, current trends its relevance and scope. Basic assumption and philosophy behind Social Group. Psychological Needs that are being met in Groups.

Unit II

Knowledge base for group work-psychoanalytic theory, learning theory, field theory, social exchange theory, system theory. Group dynamics – definition, functions and basic assumptions.

Unit III

Social Group Work process: planning stage, beginning stage, middle stage, ending stage. Principles of Social Group Work. Group process: bond, acceptance, Isolation, Rejection, types of group, subgroups, conflict and control. Leadership Development and Team Building.

Unit IV

Social Group Work recording – use of social group work records. Principles and problems of group work recording, supervision in group work. Group therapy – significance of group therapy. Programme planning in Social Group Work – Programme laboratory. Use of psychodrama and socio drama.

Unit V

Group work in various setting: correctional, hospital, educational, old age homes and communities. Use of socio – metry for group work. Skills of the Social Group Worker. Scope and limitations of group work in different fields of social work- Group work model.

References :

1. Bhatt R.M. (1960) Records of Group Work Practice in India, Baroda University : Baroda
2. Delhi School of Social Work (1958) Field Work Records in Group Work and Community organization, London : Tavistock Publication

3. Doel, Mark & Sawda, Catherine (2003) *The Essentials of Group Worker*, London : Jessica Kingsley Pub.
4. Douglas, Tom (1976): *Group Process in Social Work - a Theoretical Synthesis*, New York: John Wiley & Sons
5. Douglas Tom (1978) *Basic Group Work*, London : Tavistock Publication
6. Barhard (1975) *The Use of Groups in Social Work Practice*, USA : Routledge & Kegan Paul Ltd
7. Klein Josphine (1967) *The Study of Groups*, London :Routledge and Kegan Paul Ltd
8. Konopka Gisela (1954) *Group Work in Institution*, New York : Associate Press
9. Konopka Gisela (1983 3rd Ed.), *Social Group Work a Helping Process*, New Jersey :Prentice Hall

Paper 2.2 - Community Organization and Social Action

Learner Objectives:

1. Develop understanding regarding community organization as a method of social work
2. Understand the critical elements of community organization practice
3. Enhance the understanding of the roles of the agencies and community organizer
4. Enhance critical understanding of the models and strategies for community organization
5. Develop perspective and skills for participatory processes in the community and civil Society.

UNIT I

Community Organisation – Definition, objectives, Historical Background of Community Organisation. Community Organisation as method of social work, Community Organisation in UK and USA. Concept of community development. Similarities and differences between Community Organisation and Community development. Community Organisation – scope, Philosophy, goals and models of community organisation.

UNIT II

Methods of Community Organisation: Planning, education, communication, community participation, collective decision making, leadership development. Resource mobilization. Community Action, Promotion, Co-ordination. Phases of Community Organisation: Study, Analysis, Assessment, Discussion, organization of Action, Evaluation, Modification, and Continuation.

UNIT III

Skills in Community Organisation – Organising Conferences – committee meetings, training, communication, consultation, negotiation, conflict resolution, networking and use of relationship.

UNIT IV

Application of Community Organisation in different fields – health correctional, educational, rural, urban, industrial etc., Community Welfare councils and Community chest.

UNIT V

Social Action: Definition, Objectives, Principles, Methods and strategies. Social action and social movement, social action for social development. Scope of social action in India. Enforcement of social legislation through social action. The concept of participatory social action and social work. Paulo Ferries and Ivan Illiche's Philosophy of social work: the Concept of Concentisation,

Padeogy of oppressed and de-schooling society could be the frame works of Radical Social work

References:

1. Gangrade, K.D.(2008): Community Organisation in India, Popular Prakasam, Bombay.
2. Biddle Williams W. (2006): Encouraging Community Development. Light and Life Publishers, New Delhi
3. Rose Murray G.(2005) : Community Organisation; Theory, Principles, Proactive. Harper Row Publishers, New York.
4. Specht H.Kramir P-M (2004): Readings in Community Organisation Practice, Englewood Cliffs: Prentice Hall.

Paper – 2.3 Social Work Research and Statistics

Learner Objectives:

- 1) Develop an understanding about the scientific approach to human inquiry
- 2) Develop an appreciation of the value and approach in social work research in addressing
Problems in the field of professional practice
- 3) Develop attitudes and skills appropriate for social work research
- 4) Develop skills for use of library and documentation in research work
- 5) Acquire the skills for data analyses and research writing

UNIT I

Introduction – Concept and Purpose of research. Social Work research – concept, definitions, objective, functions, Characteristics, Scope and limitations. Social Work research and Social research. SWR in India. Scientific method in social work research. Basic elements – Concepts, variable, facts and theory.

UNIT II

Problem Identification and formulation of Hypothesis. Research design- concept, type, exploratory, formulative, descriptive, diagnostic, experimental, evaluative, case study, Multi Design, Participatory research and Single Subject research.

UNIT III

Sampling – importance – types of sampling tools of data Collection – Source of data: Primary and Secondary. Observation, Mailed questionnaire and Interview Schedule- meaning and construction, advantages and limitations. Interview – nature and importance, type of interviews. Uses of scaling techniques.

UNIT IV

Method of Analysis: Quantity Analysis and Qualitative analysis, content analysis, statistical analysis. Use of Computer for Social Work Research - SPSS. Reporting - Format and references.

UNIT V

Statistical Application: Measures of central tendency – Mean –Median - Mode. Measures of dispersion –Standard deviation. Testing of Hypothesis – Chi-Square test, T- test, Coefficient, Association and correlation.

References:

1. Rager Gomm. 2009: Key Concepts in Social Research Methods, Palgrave Key Concepts, Macmillan Publishers, New York.
2. Gopal. M.H. 2007. An Introduction to Research Procedure in Social Sciences, Asia Publishing House, Bombay.
3. Carol, M and Robert 2004: Dissertation Journey, Sage, California.

4. Goode, William, J and Paul, K.Hault. 2004: Methods in Social Research. McGraw Hill, New York.
5. Richard, G. et al 2003: Scaling Procedure – Issues and Publications, Sage, Thousands Oaks.
6. Denzin, N.K. and Lincoln, Y.S. 2000: Hand Book of Qualitative Research, Sage Thousands, Oaks.
7. Laldas, D.K 2000: Practice of Social Research, Rawat Publications, Jaipur.
8. Ramachandran, P. 2000: Issues in Social Science Research in India, TISS, Mumbai.
9. Ramachandran, P.2000: Survey Research for Social Work, Institute fro Community Organization Research. Bombay.

Paper 2.4 Social Welfare Administration and Legislation

Learner Objectives:

1. Develop understanding regarding Social welfare and Administration as a method of social work
2. Understand the various social legislations
3. Enhance the understanding of the roles of the agencies for social welfare administration.

UNIT I

Social Welfare Administration: Concepts and scope - nature of Social Welfare administration in Government and Non-government Organisation. The Social welfare boards and its functions. Concept of Social policy – needs and choice, rights and obligations, justice and merit citizenship and status.

UNIT II

Social Legislation: meaning and scope: Indian Constitution and social legislation, fundamental rights and directive principles of state policy. Social legislation - an instrument for social control and social change and social justice and social defense.

UNIT III

Personal laws: Hindu laws related to marriage, divorce, dowry, widow remarriage, child marriage and inheritance. Laws related to children, adoption, guardianship and maintenance. Laws to safeguard Scheduled Castes (Dalits) - Untouchability, Juvenile delinquency, mentally sick. Legal Aid: Meaning and organization, Lok Adalats. Application of Public Interest Litigation – Right to Information Act – Right to Education.

UNIT IV

Registration - Societies Registration Act 1860, Procedure under Tamil Nadu Societies registration Act 1975 – Foreign Contribution (Regulation), 1976, Indian Trust Act 1881 – The Duties and Responsibilities of office bearer and the executives, the role of general body and governing board.

UNIT V

Evolution of Social Policy in India – sources and instrument of social policy – policies regarding other backward classes, Scheduled Castes, Scheduled Tribes and other de-notified communities – Provisions of safeguarding the welfare of weaker sections – social welfare services for women and children and minority communities.

References:

1. Adams Robert, 2002 : Social Policy for Social Work, Palgrave
2. Badlock John.2000 : Social Policy, Oxford University Press
3. Yeetes Nicole. 2001: Globalisation of Social Policy, Sage Publication.

4. Shanmugavelayudham, K 2000: Social Legislation and Social Change, Valgha Valamudan Publishers, Chennai.
5. David Bills and Margaret Harris 2000: Voluntary Agencies: Challenges of Organisation and Management (ed) Macmillan, New York.
6. Gills Stewart 2000: Social Policy for Social Workers, Practical Social Work Series, Macmillan, New York.
7. Tiwari S, 2000 : Encyclopedia of Indian Government : Programme and Policies, Anmol, New Delhi.

Paper 2.5 Field Work Report

Learner objectives:

1. To make the course relevant to the needs of the society in order to direct the content of the course socially relevant.
2. To involve the students in field works so that the society may benefit out of their social works.
3. To understand the various field of Social Work through voluntary agencies.
4. To analyze the need and importance of NGOs and Government Agencies for the betterment of society.
5. To know the various social problems and Role of NGOs to address the Social problems.

[Learners have to visit at least three agencies and select one agency for doing 10 days field work (field work involves identify the nature and history of Agency and office bearers, , list of activities, working area, source of funding achievement of organization., Future activities etc). The candidate should submit 10 days attendance sheet along with the field work report as per the format prescribed by the University]

Paper 3.1 - Human Resource Management

Learner Objectives:

1. Develop and understanding of management theories and approaches, and gain insight into global perspectives of management of human resources.
2. Understand the role, responsibilities and functions to be handled by the HR Managers.
3. Develop the skills required to program the managerial functions.

UNIT 1

Human Resource Management – Definition – Objectives and functions – Role and structure of personnel function in organisations – Personnel principles and policies.

UNIT 2

Human Resource Planning – Characteristics – Need for planning – HRP Process – Job analysis – Job design – Job description – Job specification.

UNIT 3

The Selection Process – Placement and induction – Training and development – Promotion – Demotions – Transfers – Separation.

UNIT 4

Wage and Salary Administration – Factors – Principles – Compensation plan – Individual – Group – Incentives – Bonus – Fringe benefits – Job evaluation systems – Wage and salary administration in relation to personal taxation.

UNIT 5

Employee Maintenance and Integration – Welfare and safety – Accident prevention – Administration of discipline – Employee motivation – Need and measures.

UNIT 6

Personnel Records/ Reports – Personnel research and personnel audit – Objectives – Scope and importance.

References:

1. Venkataraman C.S & Srivastava B.K, *Personnel Management and Human Resources*, Tata McGraw Hill, 1991.
2. Arun Monappa, *Industrial Relations*, Tata McGraw Hill, 1987.
3. Dale Yodder & Paul D Standohar, *Personnel Management and Industrial Relations*, Sterling Publishers, 1990.

Paper 3.2 – Disaster Management

Learner Objectives:

1. Develop an understanding of Disaster Management in Social Work Perspectives
2. Understand the role, responsibilities and functions to social workers in the fields of Disaster Management
3. Develop the skills required to involve in Disaster Management Programme

UNIT I

Disaster: Meaning – Types – Manmade – Natural – Need for disaster management.

UNIT II

Management of Natural Disaster: Earthquake – Drought – Cyclone – Tsunami – Flood – Volcano – Hurricane – Fire – Landslides – Dam failure.

UNIT III

Management of Manmade Disaster: Household Chemical Emergency – Terrorism – Nuclear Power Plant Emergency – Hazardous Materials – Accidents: Road, Train, Fire – Food poisoning.

UNIT IV

Disaster in Events Management: Festivals, Melas, Bull Fight, Sports, Races – Organisation of medical camps – Transport management.

UNIT V

Disaster Management-I: Project Preparation for disaster related projects – Awareness – Project preparation – Implementation and monitoring – Management of epidemics – Prevention methods – Precautions.

UNIT VI

Disaster Management-II: Role of Hospital, Community, Voluntary agencies and Government in disaster management.

REFERENCE BOOKS:

1. Shahunth and Panekar V, First Aid, Vora Publication.
2. First Aid Manual: Accident and Emergency, Vora Medical Publication.

Paper 3.3 - Gender and Development

Learner Objectives

1. To develop an understanding of the perspective of women and development in Indian society.
2. To develop the ability to identify areas of work with women and understand strategies to change the situation in terms of personal liberation as well as in terms of making women a part of the developmental process.
3. To develop competencies to examine the social systems that effect women in meeting growth needs and special needs.

Unit I

Introduction : The concept of development with reference to women: Women and Development; Gender in Development, Patriarchal Structures in India, Ideological and Socio-Cultural constructs, Changing perspectives of the roles and obligations of women through history, The women's Movement with reference to approaches to Feminism – liberal, Radical, socialist and Post Modern – Feminism in India, Education and Women's Development, Sexism in Education. Education as agent of sex role stereotyping, Reorganizing and using the education system for raising the status of women, Alternatives to formal education – non formal education, Adult education, Continuing education, Distance Education.

Unit II

Women and Employment : The concept of work and worker as defined by National Sample Survey Organisation (NSSO), And the Census of India and its effect on women's employment. Women's dual role. Trends in Women's Employment, Feminization of poverty.

Unit III

Women and Health : Mortality and Morbidity patterns among women, Health as a

Gender issue. Family planning methods and their impact on women, differential access to health services, rural and urban differential in health and its implication for the health of the rural women.

Unit IV

Women and Law: Safeguards and provisions relating to women in the Indian constitution

Legal rights of women in Indian with reference to marriage, Divorce, Maintenance Inheritance, Adoption, Employment, Maternity benefits.

Legal provision regarding Dowry, Sati, Rape, Prostitution, Eveteasing, Sexual, Harassment and their effect of women – Violence against women in the family, Work place, media.

Unit V

Intervention : Government policies and programmes, Action for ensuring human rights of women, Role of women's organization and activities group for ensuring human rights, Madar sangams and self-help Groups

References:

1. Bashin, kamala and Agarwal (ed) (1984), Women and the Media – Analysis, Alternatives and Actions Kali and Women, New Delhi.
2. Blumbrg R.L. and Dwaraki, L., (1980), India's Educated Women Options and Constrains', Hindustan Publishing Corporation, Delhi.
3. Devandar, Kiran, (1985), Status and Position of Women in India, Shakthi Books, Delhi.

Paper 3.4 - Counseling

Learner Objectives:

1. To understand the Counseling method and its application in practice
2. To equip learners with theoretical knowledge for work with individuals and families
3. To develop competencies in learners to use the method in practice while working with Individual clients and families.
4. To equip learners with values and skills necessary for working with individuals and families.

Unit I

Definition, Elements, Characteristics & Goals, Evolution of Counseling, Foundations of Counseling: Philosophical Foundations – Dignity of the human person, Sociological Foundations – Influence of Social system, Psychological Foundations – Concept of Self, goal directed behaviour, learning principles, developmental needs at different stages.

Unit II

Theoretical foundations of Counseling: Psychoanalysis, Adlerian, Client-centered, Transactional, Existential counseling, Gestalt, counseling, Rational- emotive

therapy, Behavioural Counseling, Reality therapy. Counseling relationship: Regard and respect, Authenticity, Empathy.

Unit III

Theoretical Approaches to Counseling – Client – centered – TA – Rational – emotive therapy, Behavioural Counseling, Reality therapy. Counseling relationship: Regard and respect, Authenticity, Empathy.

Unit IV

Counseling process –Initiating Counseling – attending skills –nonverbal – interacting with clients – termination, counseling techniques – listening – responding – goal setting – exploration – action, counseling in special situations – family – alcoholism – drug-sex-career-crisis.

Unit V

Counseling as a profession: Counselor as a professional, Nature of the profession, ethical standards, research. Personal growth and efficiency of the counselor. Concerns of self, attitudes, values, beliefs, relationships, self-esteem, openness to others, accepting personal responsibility, realistic levels of aspirations, self actualization. The portrait of the helper, the portrait of a trainee.

References:

1. Association of Counseling in Asia, perspective and practices, Psychological and educational counselors of Asia, Practices 1982
2. Bengalee, M. Ethroo :Guidance if you please, Macmillan, Bombay., 1972
3. Bellell, R.B. Interviewing and counseling, B.T. Botsford, London.
4. Charkhuff R., Beyond counseling and therapy, London.
5. Berason, B.S. Holt: The Art of helping, Better yourself books, Carkhuff R. Pierce R Bombay, Carkhuff Institute of Human Technology & Cannon
6. Currie, Fr. J: Barefoot Counseling – A primer in building, relationship, Asiam Tarding Cor, Bangalore,

Paper 3.5 Field Work Report

Learner objectives:

1. To make the course relevant to the needs of the society in order to direct the content of the course socially relevant.
2. To involve the students in field works so that the society may benefit out of their social works.
3. To understand the various fields of Social Work through voluntary agencies
4. To analyze the theory and practice of Social Work methods such as Case Work, Group Work, Community Organization and the importance of these methods for the betterment of society.
5. To understand the various social and psychological problems and role of social workers to address the social problems by using these social work methods.

Mode of Working:

1. Case Work:

Learners shall have to handle two Case works and maintain case work records (learners are advised to refer and follow the theoretical background for Case Work - Paper 1.4)

2. Group Work / Community Organization:

One Group Work (learners are advised to refer and follow the theoretical background for Group Work - Paper 2.1) or Community Organization programme (learners are advised to refer and follow the theoretical background for Community Organization – Paper 2.2)

3. Guidance:

Learners are advised to get able guidance of Heads of NGO's and Government organizations in their respective field work agency (preferably MSW qualified).

4. Submission of Report and Duration of Field Work:

Learners should submit Case work record, group work or Community Organization records as per the format prescribed by the University along with 10 days attendance sheet from their respective Field Work Agency.

Specialization – Community Development

Paper 4.1.1 Rural – Urban Community Development

Learner Objectives:

1. Understand Urban, Rural and Tribal social systems and their problems
2. Understand the change processes in Urban, Rural and Tribal Communities
3. Understand issues and their implications on Urban, Rural and Tribal Communities
4. Understand the challenges for interventions by community workers

Unit I

History of Rural Community Development in India: Origin and background, early experiments, and Rural Community Development since independence, Constitutional provision and Community Development in the five year plans, Principles of Community Development, Community Development Processes Roles of Community Development worker.

Unit II

Community Development: Definition, Concept, Philosophy and Objective, Scope of Rural Community Development: Approaches to Rural Community Development. Casteism, ill health, housing, migration, illiteracy'. And conservatism. Integrated Rural Development: Objectives, Characteristics, Strategies and administration. Role of Social Worker during disasters, floods, drought, earthquake, and Tsunami.

Unit III

Concept of democratic decentralization: panchayat system and local self government in ancient India, Balwantrai Mehta committee report: Administrative set-up and functions, finance and problems of Panchayati Raj, Directive Principles of state policy, Tamilnadu Panchyat Act.

Unit IV

Urban Development: Urban community Development, Urbanisation, Urbanism, Differences between urban development and urban community development – principles of UCD; Approaches of UCD Government and Non-Governmental approaches – Urban community Development in India – Delhi and Hyderabad projects – Urban community Development in Tamil Nadu – MUDP and TNUDP – structure and functions of the Tamil Nadu Housing Board, HUDCO, Corporation of Chennai, MMDA – Non-Governmental agencies in Urban Community Development.

Unit V

Slum: Definition, Characteristics, types, causes and consequences of growth of slums – The Tamil Nadu Slum Areas (Slum Clearance and Improvement) Act, 1971 – structure and functions – Social Work Intervention in UCD – Conscientization – goal

settings; identifying and developing leadership, resource mobilization; resolving group conflicts, programme planning and service delivery, enlisting people's participation, monitoring and evaluation.

References :

1. Ashok Narang (2006) Indian Rural Problems, New Delhi : Murari Lal & Sons
2. Dilip Shah (2005) Rural Sociology, India : ABD Publisher
3. N. Jayapalan (2002) Urban Sociology, New Delhi : Atlantic Publishers & Distributors
4. Rajendra K.Sharma(2004) Rural Sociology, New Delhi : Atlantic Publishers and Distributors
5. S L Doshi (2002) Rural Sociology Jaipur : Rawat Publications
6. Voices of the Poor Can anyone hear us ? (2000) New Delhi : Oxford University Press

Paper 4.1.2 Welfare of the Weaker Sections

Learner Objectives:

1. To understand the concept & process of welfare of Weaker Sections
2. To understand the situation of Weaker Sections
3. To understand the history & philosophy of weaker sections
5. To know the rights of welfare of weaker sections.
6. To know the programmes & services for welfare of weaker sections

Unit I

Weaker section: definition, criteria for classification, meaning of Schedule Caste, Schedule Tribes, denotified communities, nomadic and semi nomadic communities, and most backward classes.

Unit II

Untouchability – historical, sociological and psychological perspectives of Untouchability, causes for Untouchability, contribution of social reformers and voluntary agencies in the removal of Untouchability. Contribution and legislative measures for the eradication of Untouchability.

Unit III

Schedule area, population, ecological distribution, demographic and socio economic characteristics of scheduled caste. Ideologies relating to the development of weaker section, programmes of govt. and NGO are for the welfare of scheduled castes and its effect and impact.

Tribal: Characteristics, problems faced by Tribal in India, welfare measures taken by government and NGO's. Impact of globalization on tribal people.

Unit IV

Bonded labour-meaning, causes, measures taken by the government to abolish it Differently abled, types, welfare and rehabilitative measures taken by the government and NGO's role of social workers in welfare of weaker section.

Unit V

Status of women in India, Role of NGO's in women empowerment. Constitutional provision to safe guard the interest of weaker section. Role of social workers in welfare of weaker section.

References :

1. Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007) A Hand Book of Social Work with Groups, Rawat Publication
2. Flippo, Osella and Katy, Gardner (2003) Contrivations to Indian Sociology , Migration, Modernity and Social Transformation in South Asia, New Delhi : Sage Publication

3. Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers, Pvt. Ltd.
4. Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi : Sage Publication.
5. Puniyani, Ram (2003) Communal Politics : Facts Versus Myths, New Delhi : Sage Publication.
6. Shah, Ghanshyam (2001) Dalit Identity and Politics: Cultural Subordination and Dalit Challenge, New Delhi : Sage Publication.
7. Ramaiah, A. (2007) Laws for Dalit Rights and Dignity : Experiences and Responses from Tamilnadu, New Delhi : Rawat Publication

Paper 4.1.3 Management of Non-Governmental Organization

Learner Objectives:

1. To understand policies and procedures involved in establishing and maintaining human service organization, need for change.
2. To understand the overall environment and its impact on the nature, structure and development of the organization in corporate, public and voluntary, sectors in context of social work profession.
3. To acquire skills to network and participate in the management of resources human material, environmental and network.

Unit-I

Non –Governmental Organization in India: Concept-Genesis and Growth-Types- Role of NGOs in Development and Welfare-Performance and Environment of NGOs- Relationship to State and Civil Society.

Unit- II

Professional Management of NGOs-Professional Management Techniques and Methods used by NGOs-Human Resource Development and capacity Building of NGOs-Strengthening-Organization of NGO-Board-Trustee-Committees-Roles and Functions.

Unit –III

Mobilizing and Managing Financial Resources-Aid Agencies-Government and Non-Government Sources-Corporate Support and Community Support-Methods of Fund Raising.

Financial Accountability: Methods to enforce Accountability-Auditing and Submitting Returns-Foreign Contribution Regulation Act-Procedures-Laws Related to NGOs: Society Registration Act 1860-Trust Act 1882-Cooperative Societies Act 1904.

Unit – IV

Project Management: Professional Management Techniques for Project Planning-Scheduling-Monitoring and Evaluation-Cost-Benefit Analysis-Ratio Analysis-Rate-Programme Evaluation and Review Techniques (PERT & CPM) SWOP Analysis-Environmental Impact Analysis-Management Information System (MIS) etc.

Unit – V

Project Planning and Programming: Planning-Baseling Survey- Participatory Project Planning Approach-Need Assessment-Methodologies-Expectation-Key Result Areas Tangible / Intangible Supervision- Performance Appraisal-Evaluation.

Programmes: Department of Social Welfare Board-Related Government Developments of Social Defense and Donor Agencies- Procedure and Process and Availing above Programmes / Grants.

References:

1. Clark J, "Democratising Development: The Role of Voluntary Organisations", Earths, London.
2. Pal & Arturo, "Non-Governmental Organisations and World Bank", The World Ban, Washington.
3. PRIA, "Voluntary Development Organisations in India", Pria New Delhi.
4. SARCH, "NGO Sector: Concepts, Process and Methods", Vol.XII No. 1,Jan-Mar.1977 Search, Bangalore.

Specialization – Medical & Psychiatric
Paper 4.2.1 - Medical & Psychiatric Social Work

Learner Objectives:

1. To orient learners to the field Medical & Psychiatric Social Work.
2. To develop understanding and expected competence about the task, role and function of Medical & Psychiatric Social Workers in various settings.

Unit 1.

Concept of Medical and Psychiatric social work

- i) Evolution of medical and psychiatric social work in UK, USA and in India.
- ii) Functions of medical and psychiatric social workers.

Unit 2.

Present practice and equipment of medical social work in various settings:

- a. General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, Community health centers, blood banks, eye banks, health camps.
- b. Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

Unit 3.

Present practice and equipment of psychiatric social work in various clinical settings

Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, halt way homes, day care centres, sheltered workshops, child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.

(Note: The course will be strengthened with visits to all organizations above)

Unit 4.

Practice of medical and psychiatric social work in facilitative settings:

- a) Social Work in Schools.
- b) Social Work in Industry.

Unit 5:

Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings.

1. Skills and techniques used in medical and psychiatric social work practice.

References :

1. Park, J.E & Park, K.(1997) Preventive and Social Medicine, Jabalpur: Banaridas Bhanot.
2. Varma, Ratna (1991) Psychiatric Social Work in India, New Delhi: Sage Publication.
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5. Patel Vikram(2002) where there is no Psychiatri, Delhi: Vhai(Voluntary of Health Association of India)
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Paper 4.2.2-Foundation of Psychiatry

Learner Objectives:

1. To equip students with basic knowledge of human anatomy & physiology
2. To orient them to advanced medical information
3. To equip the students for their role as Medical Social Workers

Unit I

Concept of mental health – characteristics of mentally healthy individual. Psychiatry – definition, historical development and growth of psychiatry. Symptoms disorders of perception, thought, speech, memory, emotion, and motor disorders.

Unit II

Assessment in psychiatry – psychiatric interview – mental status examination. Classification in psychiatry. Prevalence, etiology, clinical manifestation, treatment modalities of neurosis anxiety disorders, phobia, OCD, depression, post traumatic stress disorders, panic disorders.

Unit III

Prevalence, etiology, clinical manifestations, treatment modalities of psychosis organic psychosis schizophrenia and affective disorders)-functional psychosis personality disorders.

Unit IV

Prevalence, etiology, clinical manifestation and treatment modalities Psychosomatic disorders- alcoholism and substance abuse and psychosexual disorders. STD – prevalence of HIV/AIDS in India – approach to patients with suspected HIV infection, pre-test counseling.

Unit V

Prevalence, etiology, clinical manifestation and treatment modalities of childhood psychiatric disorders- mental retardation, epilepsy. Trans cultural psychiatry and cultural bound syndromes.

References

1. Rukadhikar A., Rukadhikar P. (2007) Mental disorders and You, Miraj : Psychiatric Centre
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3. Rowan Bayne, Paula Nicolson, Ian Horton (2000) Counselling & Communication Skills for Medical & Health Practitioner University Press, P. P. 157

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5. Varma, Ratna ((1991) Psychiatric Social Work in India, New Delhi : Sage Publication
6. Shariff Iqbal (2006) Personality Development and Social Work, Jaipur : Raj Publishing House
7. Gilbreth, L. M. (2007) The Psychology Management, Intellectual Book Bureau
8. Berry, John W., Mishra R. C., Tripathi R. C. (2003) Psychology in Human and Social Development, London : Sage Publications

Paper 4.2.3 - Medical Social Work

Learner Objectives:

1. To orient learners to the field Medical Social Work
2. To develop understanding and expected competence about the task, role and function of Medical Workers in various settings

Unit I

The meaning of health, hygiene, illness and handicap. Historical development in medical social work in the west and in India. Medical social work practice in different settings-hospitals, out patient department, emergency care, special clinics and community health. Problems encountered by medical social worker in the field.

Unit II

Organization and administration of medical social work department in hospitals. Medical social work in relation to different disciplines, multi-disciplinary approach and team work, patients right in health care.

Unit III

The psycho social problems and the role of medical social worker in dealing patients with TB, STD, AIDS, POLIO, Malaria, Leprosy, Typhoid, Cancer, Hypertension, cardiac disorders, and asthma.

Unit IV

Concept of public health and preventive medicine, levels of prevention; primary, secondary and tertiary prevention. Food and nutrition: importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures, problems of mal nutrition in India and measures to tackle it.

Unit V

Role of medical social worker in rehabilitating a physically challenged patient, team work – involvement of the family members, importance of family planning, sex education and school health programmes.

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2. Banerjee, G. R. (1988) Papers of Social Work, Mumbai : Tata Institute of Social Service
3. Colin Pritchard (2006), Mental Health Social Work, USA : Routledge
4. Mane, Purnima (1990) Setting in Child Guidance Clinic, Mumbai : Tata Institute of Social Service
5. Mane, Purnima Katy, Gandevia (1993) Mental Health In India, Mumbai : Tata Institute of Social Sciences
6. Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai

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- 8.** Pathak, S. H. (1961) Medical social Work in India, Delhi : School of Social Work
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- 11.** Werner David (1994 Ed.) Where there is no doctor, New Delhi : VHAI (Voluntary of Health Association of India)

Specialization – Personnel Management and Industrial Relations
Paper 4.3.1 - Fundamentals of Personnel Management

Leaner Objectives:

1. To understand the Philosophy, Principles and Policies of Personnel Management.
2. To know the role, responsibilities and functions to be handled by the personnel managers.
3. To develop the skills required to program the managerial functions.

Unit I

Personnel Management - Definition, Objectives and Functions - Characteristics and qualities of Personnel Managers – Functions of Personnel management – Functional areas of Personnel Management – Organizational Structure of Personnel Department.

Unit II

Philosophy of Personnel Management - Factors influencing Personnel Management Philosophy – Personnel – Principles and Policies - Factors responsible for the development of Personnel Management.

Unit III

Manpower Planning – Need for Planning – Objectives – Process of Manpower Planning – Short range analysis – Long range analysis – Job analysis – content and methods of job analysis – job descriptions – job enrichment – job specifications – Job evaluation .

Unit IV

Selection process: Placement and Induction – Training and Development – Promotion – Demotions – Transfers – Separation.

Unit V

Wage and Salary Administration : Factors – Principles – Compensation plan – Individual – Group – Incentives – Bonus – Fringe benefits – Job evaluation systems – Wage and Salary Administration in relation to personal taxation.

Unit VI

Employee maintenance and integration – Welfare and society – Accident prevention – Administrative of Discipline – Employees motivation – Need and measures. Grievances – Causes of Grievances – Need for a Grievance Procedure – Basic Elements of Grievance procedure – Grievance Procedure Steps in unionized organizations.

References:

1. Venkataratnam C S and Srivastava B K : Personnel Management and Human Resource.
2. Dale Yodder and paul D Standohar : Personnel management and Industrial Relations.
3. David A DecenZo and Stephen P Robbins : Personnel / Human Resource Management
4. Thornhill,Adrian P.Lewis, M.Milmore, Mark Saunders (2000) Managing Change Pearson Education Asia, Delhi.
5. Dale, H. Besterfield(2001) Total Quality Management, Delhi: Pearson Education.
6. Robbins, Stephen P. and Decenzo, David A.(2002) Fundamentals of Management, Delhi: (Essential Concepts and Applications) Pearson Education Asia.

Paper 4.3.2 Labour Welfare and Legislation

Learner Objectives:

1. Develop the knowledge of employee welfare: pre-independence, post independence and its changing nature in the era of globalization.
2. Understand the importance of Health, Hygiene and problems related to industrial hazards, occupational diseases and its safety management.
3. Knowledge of various government organization working for employee welfare.
4. Develop insight of employee welfare programme and its relevance to work culture and productivity.

Unit I

Employee Welfare: Welfare –concept, definition, philosophy, objectives, principles, scope and Machinery of Labour Welfare in India. Historical Development of labour Welfare: Industrial revolution and changing welfare concept, impact of industrialization, automation, computerization, Liberalization, Privatization on the working conditions of workmen, remedial, ameliorative and preventive measures undertaken by industrial and welfare organizations for the industrial workforce.

Unit II

Approaches to Labour Welfare: Philanthropic, utilitarian, legalistic humanitarian and democratic approach. Traditional welfare to developmental approach. Labour Welfare as a management philosophy. Employee Welfare: Intra-mural & extra mural measures / agencies of Labour Welfare, its special characteristics and facilities, Statutory and Non-Statutory labour Welfare provisions/facilities & programmes.

Unit III

Welfare Officer: Duties, responsibilities, role and functions of welfare/labour welfare officer in industry. Changing role and challenges before welfare officer in emerging new industrial set-up. Health & Hygiene and Safety Management: Industrial hygiene and Occupational health. Health at work and at home, problems of hygiene and industrial safety in the factory, mines, plantations, safety management – policy & programmes, safety climate, role of safety officer. Industrial accidents: Nature types and causes, human factor in industrial accidents. Prevention of industrial accidents, rehabilitation of the disabled and their families, statutory role and responsibilities of industry in reporting accidents.

Unit IV

Brief history of labour legislation in India. Laws relating to Working conditions in industries – The Factories Act 1948- The Apprentices Act 1961 – The Contract Labour and abolition Act – The Tamil Nadu Shops and Establishment Act 1947.

Unit V

Concept of social security – social insurance and social assistance. Legislations related to Social Security. The E.S.I Act -1948- The Employees Provident Fund and

Miscellaneous Provisions Act 1952 – The Employees Pension Scheme, 1995- The Payment of Gratuity Act 1972, the Maternity Benefit Act -1961.

References

1. Laldas, D. K. (1991) Personnel Management, Industrial relations & Labour Welfare; Agra : Y.K. Publishers
2. Rao, Maju (1995) Labour Welfare Policy In India : First publication
3. Sharma, A. M. (1997) Aspects of Labour Welfare and Social Security, Mumbai: Himalaya Publishing House.
4. Bhagolival, T.N, (1997), Personnel Management Industrial Relations.
5. Kapoor, N.D, (2000), Industrial Law, Sultan Chand & Sons, New Delhi

Paper 4.3.3 Industrial Relations

Learner Objectives:

1. Develop the knowledge of Industrial Relations.
2. Understand the importance of Industrial Relations and forms of Industrial Relations machinery.
3. Develop insight of employee communication health, safety and security.

UNIT 1 : Industrial Relations: Concept – Definition – Significance – Objectives – Scope – Approaches – Principles of good industrial relations – Role of State, Employers and the Unions in industrial relations. Labour and the Constitution: Constitutional framework – Fundamental Rights and Directive Principles of State policy in labour – Relevant legal enactments.

UNIT 2 : Trade Unionism and Industrial Relations: Labour movement – Concepts – Trade union movement – Development of trade unionism in India – Functions and problems of trade unions. International Labour Movement – International Confederation of Free Trade Unions (ICFTU) – World Federation of Trade Unions (WFTC) – International Labour Organisations (ILO) – Origin, history, objectives and functions.

UNIT 3 : Industrial Disputes: Meaning – Causes – Forms – Industrial relations machinery – Joint consultation – Works committee – Conciliations – Court of Enquiry – Voluntary arbitration – Adjudication. Employee Discipline: Definition – Causes of indiscipline – Code of discipline – Disciplinary procedure – Code of conduct. Grievance Handling: Meaning of grievances – Causes of grievances – Guidelines for grievance handling – Grievances redressal procedures.

UNIT 4 : Worker's Participation in Management: Meaning – Significance – Forms – Situation in India. Collective Bargaining: Meaning – Significance – Principles – Process. Wage Administration and Industrial Relations – Wage policy – Objectives – Wage regulation machinery – Wage Board: Growth and development – Composition and functions – Evaluation of wage boards.

UNIT 5 : Employee Communication: Meaning – Significance – Types – Barriers – Methods of overcoming barriers – Principles of effective communication – Employee Education and Training – Concept – features – Aims and objects – Contents – Teaching techniques – Training Schemes.

UNIT 6 :Employee Counseling - Meaning – Significance – Programmes — Types and Process – Conflict management: Meaning – Types of conflicts – Conflict episode – Management of conflict – Quality circle: Meaning – Objectives – Techniques.

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1. Bhagoliwal T N, *Personnel Management and Industrial Relations*, Agra Publishers.
2. Arun Monappa, *Industrial Relations*, Tata McGraw Hill.
3. Michael V.P, *HRM and Human Relations*, Himalaya.
4. Mamoria and Mamoria, *Dynamics of Industrial Relations in India*, Himalaya.

Specialization – Rehabilitation and Resettlement

Paper 4.4.1 - Social Work for Rehabilitation and Resettlement

Learner Objectives:

1. Understand the concept of Rehabilitation and Resettlement
2. Understand the change processes in Rehabilitation and Resettlement
3. Understand issues and their implications Rehabilitation and Resettlement
4. Understand the challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

Unit 1

Meaning of resettlement and rehabilitation, need for r&r, voluntary and involuntary resettlement –resettlement action plan.

Unit 2

Principles and objectives governing resettlement. National policy on R&R 2003, 2007, 2009.state policy on R&R 2009. - 1 a-and R&R policy- 1 a process- by private negotiation.

Unit 3

Frequently used R&R terms- project affected family- project affected person, (hawkers, squatters, tenants, leaseholder, laborers, vulnerable p a p, entitled person/beneficiaries, encroachers, corridor of impact (coi).

Unit 4

R&R benefit for affected family (as per E S F), issue of indendify cards, payment of compensation, economic rehabilitation measures, relocation of CPR, public disclosure.

Unit 5

Institutional mechanism- project management unit, technical review committee, project implementing unit , R&R cell, l a cell, n g o role & involvement, public information center, r& r committee, negotiation committee, grievance redressed committee, national monitoring committee, role of community development specialist/social workers,

References:

1. Resettlement action plan approved by Government of Tamil Nadu. Jan .2008.

2.Go.ms. no.145 dt.29.4.2005

3Go. ms. no.115-dt. 6.10.2006. municipal administration and water supply(ma
ii)dept.

4.Ministry of rural development, govt.of. india. dept. of. land resources-
www.dolr.nic.in

5. www.cmdachennai.org/www.cmdatnudp.org

6. www.tnudf.com

Paper 4.4.2 – Emerging Trends in Rehabilitation and Resettlement : Environmental-Social-Impact-Management

Learner Objectives:

1. Understand the concept of Rehabilitation and Resettlement
2. Understand the Emerging Trends on Rehabilitation and Resettlement
3. Understand issues on Environmental – Social Impact Management and their implications Rehabilitation and Resettlement
4. Understand the challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

Unit 1

Environment-components of environment –human impact on environment – issues-air, water, land, noise, solid waste.

Unit 2

Environmental policies-regulatory framework-, key environmental rules and regulations-environmental categorization of projects.

Unit 3

Social impact- major- minor –social regulatory framework-,social safeguard entitlement framework or benefits, social categorization of projects.

Unit 4

E.M.P - mitigation measures, environmental codes of practices, landscape plan, budget estimate, monitoring plan, institutional arrangement.

Unit 5

S . M. P-mitigation-measures –environment and social appraisal and management- social and environmental monitoring.

References:

1. Bodkin e., Charles e. 1982 'environmental studies', merrill pub.co., Ccolumbus, Ohio.
2. Chandna 1998 'environmental awareness' kalyani publishers, New delhi.
3. Nobel and wright 1985 'environmental science', w. b, saunders, Philadelphic.
4. Singh s. 1991 'environmental geography', prayag publications, Allahabad.
5. ESF approved by govt .of. Tamil Nadu. TNUIFSL – TNUDP- III

Paper 4.4.3 – National and International Agencies for Rehabilitation and Resettlement

Learner Objectives:

1. Understand the role of National and International agencies in the field of Rehabilitation and Resettlement
2. Understand various contributions on National and International agencies in the field of Rehabilitation and Resettlement
3. Understand the challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

Unit 1

Introduction of national and International agencies for Rehabilitation and Resettlement

Unit 2

National and State Disaster Management Committee: History, Role and Functions and Challenges

Unit 3

Institutional Mechanism- Project Management Unit, Technical Review Committee, Project Implementing Unit, R&R cell, I A cell, NGO role & Involvement.

Unit 4

Public Information Center, R& R Committee, Negotiation Committee, Grievance Redresses committee, National Monitoring Committee,

Unit 5

International Agencies for Rehabilitation and Resettlement and challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

References:

1. Bodkin e., Charles e. 1982 'environmental studies', merrill pub.co., Ccolumbus, Ohio.
2. Chandna 1998 'environmental awareness' kalyani publishers, New delhi.
3. Nobel and wright 1985 'environmental science', w. b, saunders, Phildelphic.
4. Singh s. 1991 'environmental geography', prayag publications, Allahabad.
5. ESF approved by govt .of. Tamil Nadu. TNUIFSL – TNUDP- III

Paper 4.4 Block Placement and Project Report

Learner objectives:

1. To make the course relevant to the needs of the society in order to direct the content of the course socially relevant.
2. To involve the students in field works so that the society may benefit out of their social works.
3. To understand the various field of Social Work through voluntary agencies
4. To analyze the various role of social worker s in NGOs and Government Agencies for the betterment of society and to know the various social problems and role of NGOs to address the Social problems.
5. To train the learner to identify any individual social problem and to submit a project report by employing research tools based on the research experience or train the learners to study about the various activities of the field work agency and to evaluate the programmes or their achievement by preparing project report of the selected agency and its achievement of the particular field in its working area.

Mode of Working:

1. Block Placement:

Learners have to select one organization depends on their specialization (NGOs for Community Development and Rehabilitation and Resettlement or Hospital (identify hospital which has Department of Medical and Psychiatry or Industrial setting) for Block placement

2. Project Report Preparation:

Based on their Block placement experience they have to prepare their Project Report as per the guidelines prescribed by the University.

3. Guidance:

Learners are advised to get able guidance of Heads of NGOs and Government organizations in their respective field work agency (preferably MSW qualified).

4. Submission of Project Report and Attendance sheet for Field Work:

Learners should submit their Project Report along with 10 days attendance sheet from their respective Block Placement Agency, as per the format prescribed by the University.

MASTER OF SOCIAL WORK (MSW)



FIELD WORK MANUAL

**DIRECTORATE OF DISTANCE
EDUCATION
ALAGAPPA UNIVERSITY**
(Accredited with “A” Grade by NAAC)
KARAIKUDI – 630003

Eligibility To Become A Field Work Instructor

- (i) Faculty Members having Master's degree in Social Work (Institutions in the Department of Social Work affiliated to any Indian University recognized by the UGC and having *minimum 3 years of teaching experience* or
- (ii) Trained Social Workers or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or
- (iii) Professionals holding Master's degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having *minimum of 3 years work experience* in the relevant area.

Field Work in Social Work Education: An Overview

Field Work is considered to be an integral part of social work education by all the Schools of Social Work in India. In order to maintain the academic quality of social work education, Directorate of Distance Education, Alagappa University also prepared structured Social work curriculum. Distance learners also acquire theoretical as well as field work knowledge in social work as per the guidelines formulated by the Review Committee on Social Work Education (1978). It has mentioned the following objectives of field work:

1. Development of professional skills through learning to use knowledge for the study and analysis of problems and selection of appropriate means to solve them;
2. Development of skills in problem-solving at the macro and micro levels
3. Integration of class room learning with field practice
4. Development of skills required for professional practice.
5. Developing skills required for professional practice at the particular level of training;
6. Development of professional attitudes, values and commitment; and
7. Development of self- awareness and professional ideal.

Further UGC Model Curriculum (2001) prepared by the University Grants Commission recommended that Field Work is a learning task. The Field Instructor is required to select tasks from these areas systematically. The sequencing of tasks is to range from simple to complex. The broad aim is to provide opportunities for applying the knowledge and the information gained in the theoretical background to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. The Six areas are:

1. Understanding both the agency and the clients as systems.
2. Developing knowledge about administrative procedures, programme management, and utilizing these skills in practice.
3. Developing Skills of problem solving process, and practice based research.
4. Acquiring skills in communication – writing client records, documentation of agency records, correspondence, and public relations skills.
5. Using instruction to learn practice.
6. Developing as a professional.

Objectives of the First Year Learner (Paper Code 2.5)

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following objectives for the first year learners:

1. Develop knowledge of the socio-economic and cultural realities, and their impact on the client system with specific focus on marginalized groups.
2. Develop beginning skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
3. Understand the agency as a system – its philosophy, thrust, objectives, structure and management of service/programmes.
4. Develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research.
5. Develop skills in documenting practice.
6. Develop skills in identifying and utilizing the community resources both government and voluntary.
7. Develop ability to work as a member of a team.
8. Reinforce belief in the inherent strength of the people to meet their needs and resolve problems.
9. Make consciousness use of professional values and ethics.

Note to the Field Work Instructor:

Work assigned should be with the Individuals, Families, Groups or Communities who are victims of circumstances /Marginalized. For example – Exploited women, migrant workers, landless laborers, school dropouts, street children, neglected elderly, and HIV or AIDS affected persons, persons with various disabilities. Etc.

Areas of Work Assignment to First year Social Work Learners:

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following areas of work assignment for the first year learners:

Area 1: Social Work in the Organization/Community

Understanding the agency /community

Task provided should aid learner to.

1. Understand the socio-economic and cultural realities and their impact on the organization/community and the client system.
2. Understand the administrative structure, the communication patterns, leadership, power structure, decision making and functions of personnel, in government and voluntary agencies.
3. Understand the programmes, programme management and participate in their delivery with the use of appropriate programme media. Show ability to write proposals for new programmes and initiate them.
4. Understand the relationship of the organization to others, and its overall physical/ human environment and appreciate need for networking.
5. Understand the financial management, including source of funds, efforts at fund raising.
6. Understand and appreciate the role of the social worker and the learners in the organization.

Area II: Developing Knowledge of Administrative Procedure and Programme Management.

1. Involve learners in day to day administration planning, implementation and evaluation.
2. Tasks like preparing project proposals for new programmes.
3. Administration of ongoing services, maintaining accounts, ledgers.
4. Correspondence and records of the organization.
5. Budgeting and Fund raising.
6. Working with various categories of personnel in the organization and also as a member of a team

7. Planning and implementing short term training programmes for personnel in the organization.

Area III: Problem Solving Process and Practice Based Research

1. Identify problems and analyse them
 - a. Analyse the causative factors and dynamics in the problem situations.
 - b. Select appropriate strategy, methods and techniques of problem solving.
2. Establish and maintain relationships.
3. Identify focus of work together with client, groups/communities.
4. Involve the client system in the problem solving process.
5. Identify and utilize resources – human material and financial
6. Select and utilize appropriate tools for problem-solving, such as interviews – individual/groups, home visits, programme media and research.
7. Integrate theory and practice and utilize the integrated approach in social work practice.
8. Conduct a small practice based research.

Area IV. Develop Skills for Communication

1. Records to indicate :
 - a. Selection of material for recording
 - b. Sequential arrangement
 - c. Clarity and consistency
 - d. Feeling and attitudes
 - e. Perception of dynamics of interaction
 - f. Beginning ability to operationalize theoretical inputs in field practice.
 - g. Growth as a professional practitioner

2. Ability to write different types of records like memos, letters, referral letters, Minutes, reports, document practice.
3. Use appropriate media when presenting reports.

Area V: Learners Practice to Manifest

1. Internalization of Social Work principles like: respect for persons, social justice, confidentiality, empathy, human dignity, right to decision making, gender sensitivity.
2. Develop understanding of strengths and weakness, ability to see preconceived notions of people and issues, recognize habitual patterns of behavior and make efforts to change.
3. Openness to learn, in relation to client system, authority, team members and others.
4. Conscious use of self as growing professional.

Area VI: Responsibility towards Self/ Profession/ Learn Practice

1. Responsibility Towards Self

- a. Regularity and Punctuality at work and appointments
- b. Recognition of the need for an on-going assessment of own capacity to assume and manage responsibility.
- c. Not giving false assurance.
- d. Preparation of self and client system for termination.
- e. Makes efforts to fulfill responsibilities assigned within the stipulated time and gives importance to tasks.
- f. Gradual identification with the agency and the profession.

2. Responsibility to the Profession

- a. Develop a commitment to the profession, its ethics, and for social change
- b. Work towards enhancing the status of the profession

- c. Disseminate information of the profession
- d. Assume conscious responsibility for actions
- e. Value efforts as more important than success and failure.
- f. Dress appropriately and consciously develop behavior as a disciplined self.

3. Using Instruction to Learn Practice

- a. The Learner and the instructor use field instruction as a tool for mutual professional growth.
- b. Understand the importance of recording and their regular submission
- c. Integration of theory and practice should be reflected in records and be discussed at conferences.
- d. Shows willingness to accept strengths and limitations, and uses guidance to for professional development.
- e. Demonstrate self-discipline in practicing social work ethics and values and norms to observe in behavior and dress.
- f. Takes responsibility for learning by planning conferences and participating in them through discussions.
- g. Receive guidance for practice based research.

Type of Work Assignment at the Final Year Level

Note to the Field Instructor

Encourage the learner to locate the problems in larger groups, and understand the relationship between micro and macro systems, and work with issues affecting large groups and work with communities/group/individuals, for the same. The practice to show more reflective ability along with that of task oriented work.

Encourage the learner to progress from Individual/families to issue based practice and reinforce previous year's learning.

Area I. Social Work Communities and Organizations

1. Develop skills to analyze complex situations, and evaluate the agencies functions in relation to needs/ problems of the client system.
2. Critically analyze the philosophy, policy, thrust and traditions of the organization within the frame work of the national policy, constitutional rights, human rights and international programmes.
3. Identify gaps in policy, develop initiative and use advocacy skills to bring about change at local, state and national level.
4. Use selective skills of social worker and different roles to enable people meet challenges.

Area II Working in Teams

1. Enhance skills of working with inter-disciplinary teams to support people's quest to meet needs and goals.
2. Take initiative, and leadership roles while working with teams.

Area III (A) Programme Management

1. Encourage learner involvement in programmes for social issues/concerns, and projects, prepare proposal for new programmes.
2. Develop skills for evaluation of programmes, prepare reviews, and document.
3. Develop plans and implement these for staff development.
4. Develop skills to guide and train front-line workers, like NSS and other volunteers.
5. Collect information of other similar programmes, and develop skills of networking effectively with other agencies.

Area III (B) Records

1. Records
 - i. Analysis of problem solving situations for new and significant areas of problem solving.
 - ii. Internalization of professional values.
2. Independently prepares and utilizes records like summary records, case studies, agency reports – annual and six monthly, minutes of meetings, press releases.
3. Masters skills for documentation of activities like projects, programmes, case studies etc.

Area III (C) Plan

1. Plan, implement and evaluate programmes independently.
2. Be analytical and evaluate agency functions in relation to needs and problems of the client systems.
3. Takes the initiative in leadership while working with various teams, consciously assume different roles to suit different situations, and takes leadership and helps other to do so.
4. Provide opportunities to use selectively, skills of social work and utilize them to effect change.

Area IV Practice Strategies and Tools

Manifest selective and rational use of approaches, skills, techniques.

Introspect, in relation to own behavior, values-relative, absolute, intrinsic and extrinsic and utilize this for growth.

Appreciate others contribution, however small, in the field.

Area V (A) Responsibility towards Self

Professional responsibility and concern for the client system is manifested below:

1. Mastery in time management, regularity and sincerity in work.

2. Demonstrates social work values.
3. Uses participatory approaches and problem solving skills.
4. Preparation for termination with a view to helping the client system for self dependence.

Area V (B) Responsibility Towards the Organization

1. Functions confidently as a representative of the organization with respect to tasks undertaken.
2. Guides Junior Colleagues/Volunteers to develop skills.
3. Provides leadership in specific tasks in the team of social workers, as well as in the inter disciplinary teams.
4. Shows responsibility towards other organizations
5. Practices professional ethics.

Area VI. Profession and Professional

1. Enhances faith in the profession which is committed to social change. Willingly takes up challenging tasks with confidence.
2. Represents the profession :
 - a. TO the public and other disciplines at meetings, seminars and enhances the image of profession.
 - b. Writing

Conducts self as the bearer of professional values.



**DIRECTORATE OF DISTANCE EDUCATION
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KARAIKUDI – 630003
MASTER OF SOCIAL WORK (MSW)**

CONFIDENTIAL RECORD

FIELD WORK - EVALUATION (1ST YEAR)

Name of the Candidate :
Enrolment Number :
Name of the Field Instructor :
Name of the Field Work Agency :

Details of Field Work	Maximum Marks	Marks Obtained
Social Work in the Community organization/Community	10	
Administrative Procedure and Programme management	10	
Problem solving process and Practice Based Research	10	
Skills for Communication	10	
Learners Practice to Manifest Responsibility Towards Self/ The Profession/To Learn Practice	10	
Total	50	

Signature of Field Work Instructor

Head of the Institution

Seal:



**DIRECTORATE OF DISTANCE EDUCATION
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KARAIKUDI – 630003**

MASTER OF SOCIAL WORK (MSW)

CONFIDENTIAL RECORD

FIELD WORK - EVALUATION SHEETS (FINAL YEAR)

Name of the Candidate :
Enrolment Number :
Name of the Field Instructor :
Name of the Field Work Agency :

Details of Field Work	Maximum Marks	Marks Obtained
Social Work in the Community organization/Community	10	
Working with Teams	10	
Programme Management (Management , Records, Developing Strategies)	10	
Responsibility towards self/ organization	10	
Profession and Professional	10	
Total	50	

Signature of Field Work Instructor

Head of the Institution

Seal:

Front Page format for MSW Project Report

TITLE OF THE PROJECT

Project Report submitted to
Alagappa University
In partial fulfilment for the award of the degree of
MASTER OF SOCIAL WORK (MSW)

By
(Name of the Student and Enrolment No.)

Under the guidance of
(Name & Designation of the Guide)



DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003.

Month and Year

MASTER OF SOCIAL WORK (MSW) : GUIDELINES FOR PROJECT

OBJECTIVE

The objective of the Project is to help the student to develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve Social Problems and/or to evolve new/innovative theoretical frame work.

NATURE OF PROJECT

The project may take any one of the following forms:

1. Comprehensive Case Study (covering only specific social problem /Application of one or more social work methods for identifying/analyzing/ implementing /Evaluating any specific social problem and to provide practical suggestions to overcome such problem)
2. Social, Economical, Psychological, Health Problems which affected individual or society.
3. Problems related to their respective specializations. For example Community Development, Medical and Psychiatry, personnel Management and Industrial Relations or Rehabilitation and Resettlement.

PROJECT PROPOSAL (SYNOPSIS)

PROPOSAL FORMULATION

Synopsis of the project should be prepared in consultation with the guide and sent to The Director, Directorate of Distance Education, Alagappa University, Karaikudi – 630 003 for approval. The synopsis should clearly state the objectives of the study, scope of the study, tools to be employed for data

collection, methodology and chapter scheme of the proposed project to be undertaken. It should cover adequate details of rationale of the study, sampling method, data collection, statistical tools and limitations of the study.

A PROJECT GUIDE: ELIGIBILITY

- (iv) Faculty Members having Master's degree in Social Work (Institutions in the department of Social Work affiliated to any Indian University recognized by the UGC and having *minimum 3 years of teaching experience* or
- (v) Professionally Qualified Social Workers Working in any Government organization or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or
- (vi) Professionals holding Master's degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having *minimum of 3 years work experience* in the relevant area.

Note:

- Learners are advised to send their project synopsis as stipulated above with duly signed bio-data of the guide along with attested copy of PG

degree Certificate to the Director, Directorate of Distance Education, Alagappa University, Karaikudi – 630 003.

- In case the proposed guide is not found eligible by the Directorate, the student shall be advised to resubmit the proposal afresh, with the prior approval of the Director.

-

In order to facilitate the learners, Directorate of Distance Education, Alagappa University, Karaikudi, has uploaded a list of approved guides who belong to various Heads of Departments / NGOs or Institutions / Eligible Guides in the State of Tamil Nadu and other States in our website www.alagappauniversity.ac.in. The Learners may also contact them and get their acceptance.

Learners are advised to select guides who are active professionals in the relevant area of selected topic, i.e., if the topic is in the areas of Social Work, the guide should be a specialist in Social Work and so on. Guides are also advised to restrict guiding projects to ten candidates only per year in their core specialization area only.

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and the selection of the guide, the student should send the Project Proposal Proforma along with a Copy of the synopsis and Bio-Data of the guide (along with attested copy of the eligible educational qualification prescribed by the university) to The Director, Directorate of Distance Education, Alagappa University, Karaikudi, for approval. *Proposals*

found incomplete will be rejected. Learners are advised to retain a copy of the synopsis. The Project Proposal/synopsis shall be submitted during their IV semester on or before 15th March for learners admitted in the Academic year and 15th October for learners admitted in the Calendar year.

COMMUNICATION OF APPROVAL

A Written communication regarding the approval/non-approval of the project proposal will be sent to the student concerned within one month of the receipt of the proposal by the Director, Directorate of Distance Education.

RESUBMISSION OF PROJECT PROPOSAL

In case of non-approval of the proposal, comments / suggestions for reformulating the project will be communicated to you by the Director. In such cases, the revised project synopsis should be submitted with (i) revised project proposal and (ii) a copy of the rejected synopsis bearing the comments of the evaluator.

PROJECT REPORT

FORMULATION

- a) The Project Report may contain a minimum of 90-100 typed pages in one-half line space
- b) The Report must adequately explain the rationale and objectives of the study, sample design, statistical tools, limitations of the study, characterisation and the directions for future research.
- c) The Project Report should also contain the following:
 - i) Copy of the approved Project Synopsis
 - ii) Certificate of originality of the work duly signed by the student and the guide.

iii) Attendance Certificate from the respective Block Placement Agency

SUBMISSION OF PROJECT REPORT

Two typed copies of the project report have to be submitted to the Director, Directorate of Distance Education, Alagappa University, Karaikudi.

ENQUIRIES

Enquiries (i) regarding the project approval should be addressed to The Director Directorate of Distance Education, Alagappa University, Karaikudi (ii) Regarding results, it should be addressed to: The Controller of Examinations, Alagappa University, Karaikudi – 630 003.

**REGULATION AND SYLLABI FOR FIVE YEAR
INTEGRATED MBA PROGRAMME**

Course	: MBA (Five year Integrated) [2009-10 onwards]
Mode	: Distance Education
Duration	: FIVE YEARS
Pattern of Examination	: BBA – 3 years (Non-semester) MBA – 2 years (Semester)
Eligibility	: Pass in Higher Secondary / Pre-University / Junior college / diploma or equivalent from a recognized institution
Medium	: Both Tamil and English

COURSE OF STUDY AND SCHEME OF EXAMINATIONS

Subject Code	Title	Total Marks
	First Year – Certificate in Business Administration (Non – Semester)	
1.1.	Business Communication	100
1.2.	Principles of Economics	100
1.3.	Principles of Management	100
1.4.	Business Environment	100
1.5.	Financial Accounting	100
	Second Year – Diploma in Business	

	Administration (Non-Semester)	
2.1.	Banking Theory, Law and Practice	100
2.2.	Company Law	100
2.3.	Business Statistics	100
2.4.	Business Law	100
2.5.	Cost Accounting	100
	Third Year – Bachelor of Business Administration (Non-Semester)	
3.1.	Production and Materials Management	100
3.2.	Elements of Marketing	100
3.3.	Management Accounting	100
3.4.	Financial Management	100
3.5.	Principles of Personnel Management	100
	Fourth Year – PG Diploma in Business Administration (I Semester)	
4.1.1.	Management Concepts	100
4.1.2.	Organizational Behaviour	100
4.1.3.	Managerial Economics	100
4.1.4.	Quantitative Methods	100
4.1.5.	Entrepreneurship	100
	(II Semester)	
4.2.1.	Corporate Accounting	100
4.2.2.	Legal Environment	100

4.2.3.	Research Methods	100
4.2.4.	International Business	100
4.2.5.	Management Information System	100
Fifth Year – Master of Business Administration (I Semester)		
5.1.1.	Management Control System	100
5.1.2.	Project Management	100
5.1.3.	Quality Management	100
5.1.4.	Technology Management	100
5.1.5.	Strategic Management	100
(II Semester) Specialization : Marketing		
5.2.	A. 1. Product Management	100
	A. 2. Promotional Management	100
	A. 3. Marketing of Services	100
	A. 4. International Marketing	100
Specialization : Finance		
5.2.	B. 1. Management of Funds and Assests	100
	B. 2. Investment Analysis and Portfolio Management	100
	B. 3. Financial Service Institutions	100
	B. 4. International Finance	100
Specialization : Personnel		

5.2.	C. 1. Labour Legislations	100
	C. 2. Human Resource Development	100
	C. 3. Industrial Relations	100
	C. 4. Global Human Resource Management	100
	Specialization : Systems	
5.2.	D. 1. Office Automation	100
	D. 2. Internet Programming and Web Design	100
	D. 3. Multimedia Applications	100
	D. 4. Visual Programming	100
5.2.	Project Work	200
	TOTAL	3600

Paper 1.1: BUSINESS COMMUNICATION

UNIT-I

Structure of Business Letters: Layout of business letter – Types of business letter – Enquiry, Offers, Quotations and Orders.

UNIT-II

Trade references and status enquires – Confirmation and execution of orders – Refusal and cancellation of orders – Acknowledging receipts of goods and making payments.

UNIT-III

Complaints and settlements – Collection letters – Circular letters.

UNIT-IV

Agency letters – Banking letters – Insurance letters.

UNIT-V

Drafting of Agenda and Minutes: Meaning – Types – Methods.

UNIT-VI

Reports: Types and preparation – Speech drafting – Occasions – Application for a situation.

REFERENCE BOOKS:

1. Bhal and Nagamiah, Modern Business Correspondence
2. Majumdar, Commercial Correspondence
3. Reddy & Appannaiah, Essentials of Business Communication
4. Rajendra Paul, Business Correspondence.

Paper 1.2: PRINCIPLES OF ECONOMICS

UNIT-I

Law of demand – Consumer's surplus – Indifference curve analysis –
Concept of elasticity – Limitations of consumer's sovereignty.

UNIT-II

Firm in the economy – External and internal economics –
Factors limiting the size of the firm – The law of returns – Marginal
revenue and Marginal cost – Optimum firm and Representative firm.

UNIT-III

Nature of costs in economics – Opportunity cost Vs Real cost –
Fixed costs Vs Variable costs – Notion of marginal cost – Equilibrium
of industry – Conditions of competitive equilibrium.

UNIT-IV

Markets – Nature of competition – Types of competition:
Monopoly, Duopoly, Bilateral monopoly, Monopolistic competition.

Price theory and practices: Price discrimination under perfect
competition – Price determination under monopoly – Price
discrimination – Pricing under monopolistic competition – Pricing
under oligopoly.

UNIT-V

Distribution: Wages – Marginal productivity – Theory of wages
– Collective bargaining – Wage differentials – Wages and productivity
– Wage regulation.

UNIT-VI

Rent – Scarcity Vs Differential rents – Quasi rent – Rent as
surplus over transfer earnings – Rent as economic surplus.

Interest – Interest as reward for waiting – Liquidity preference
theory. Profit – Risk and uncertainty – Normal profits – Marginal
productivity and profits.

REFERENCE BOOKS :

1. Stonier & Hage, Economic Theory
2. Samuelson Paul A, Economics
3. Edward Nevin, Text book of Economic analysis
4. Mehta P L, Managerial Economics.

Paper 1.3: PRINCIPLES OF MANAGEMENT

UNIT-I

Management: Concepts – Nature – Importance – Modern Management approaches

UNIT-II

Planning: Nature and importance – Forms – Strategic and tactical – Types of Plans – Steps in Planning. Decision-making – Types of decisions – Decision-making process – Rationality in decision-making.

UNIT-III

Organisation: Process of organisation – Organisation structure – Departmentalisation – Span of management – Delegation – Authority, responsibility – Accountability – Decentralisation.

UNIT-IV

Directing: Principles – Elements – Motivation – Maslow, Herzberg, Vroom models – Communication process – Forms – Barriers – Overcoming barriers.

UNIT-V

Leadership Theories: Styles – Managerial grid. Co-ordination: Meaning – Need – Types.

UNIT-VI

Control: Controlling – Need for Control – Control Process – Control Techniques.

REFERENCE BOOKS :

1. Prasad L N, Reddy & Appanniah, Essentials of Management
2. Lallan Prasad, Koontz, O'Donnel, Essentials of Management
3. Koontz & O' Donnel, Essentials of Management

Paper 1.4: BUSINESS ENVIRONMENT

UNIT I

Business Environment – Concept – Significance – Factors – Environmental influence on Business.

UNIT II

Social and Cultural Environment – Demographic Trend – Indian Social Structure – Caste and Communal Systems – Interplay of Various Systems – Impact on Business.

UNIT III

Political Environment - Directive Principles of State Policy – Centre – State Relations – Impact of Political Environment on Business.

UNIT IV

Economic Environment – Sectors of Economy and their significance – Agriculture, Industry, Service – Multinational Corporations – Meaning, Importance Advantages, Weakness.

UNIT V

Technological Environment – choice of Technology – Problems in Selecting Appropriate Technology – Importance to Business.

UNIT VI

Social responsibility – Responsibility towards various interest groups.

REFERENCE BOOKS:

- 1 Francis Cherunilam, Business Environment
- 2 Aswathappa K, Essentials of Business Environment
- 3 Garg V K, Economic Environment of Business
- 4 Sherlekar S A, Modern Business Organization and Management

Paper 1.5: FINANCIAL ACCOUNTING

UNIT I

Rules for Journalizing – Posting of Accounts – Writing of different types of Cash Books – Writing of Purchase and sales Journals – Preparation of Trial Balance and Trading and Profit & Loss account and Balance Sheet of a Sole Proprietorship – Bank Reconciliation Statement.

UNIT II

Bills of Exchange and the treatment thereof – Average due date – Account Current – Consignment and Joint Venture Accounts.

UNIT III

Accounts of Non-Trading Concerns – Receipts and Payment Accounts, Income and Expenditure Accounts and Balance Sheet.

UNIT IV

Partnership: Fixed and Fluctuating Capitals – Current and Drawing Accounts – Interest on Capital and Drawings and Salary and Commission – Revaluation of Assets – Treatment of Goodwill – Admission – Retirement – Death of a Partner – Dissolution Excluding Garner Vs Murrey Decision and Sale to a Company – final Accounts.(Simple Problems Only)

UNIT V

Company Accounts: Issue of Shares and Debentures at Par, Premium and Discount – Forfeiture of Shares and Re-Issue of forfeited Shares – Simple Cases of Final Accounts.

UNIT VI

Final Accounts of Banking Companies – Prudential Accounting Norms: Capital, Adequacy, Income Recognition, Asset Classification and Provisioning.

REFERENCE BOOKS:

- 1 Gupta R L, Advanced Accounting
- 2 Arulanandam M A, Raman K S, Advanced Accounting
- 3 Shukla M C & Grewal T S, Advanced Accounting

Paper 2.1: BANKING THEORY, LAW AND PRACTICE

UNIT I

Commercial Banking – Functions of Commercial Banks – Balance Sheet – Credit Creation by Commercial Banks.

UNIT II

Central Banks – Functions – Credits Control Measures of the Central Bank.

UNIT III

Unit Banking – Branch Banking – Indian Commercial Banks, Nationalization of Major Commercial Banks – Objects – Place of Private Sector Banks.

UNIT IV

Indian Money Market – Different components – Backwardness of the Indian Money Market – Role of Commercial Banks in the Indian Money Market.

UNIT V

Law and Practice – Banker and Customer – General and Special Relationship – Bankers as Borrowers – Precautions to be taken before opening accounts – Legal significance of Fixed Deposit Receipts.

UNIT VI

Cheque – Requisites – Paying Banker – Collecting Banker – Pass Book – Closing of Accounts – Loans and Advances – Legal formalities and precautions.

REFERENCE BOOKS:

1. Basu, Theory and Practice of Development Banking
2. Muranjan S K, Modern Banking in India
3. Reddy, Appanniah, Natarajan & Gordon, Banking Theory and Practice.

Paper 2.2: COMPANY LAW

UNIT I

Company: Meaning and Characteristics – Types of Companies – Private Company Vs Public Company, Formation of Company: Incorporation – Documents to be filed with the Registrar – Certificate of Incorporation - Promoter

UNIT II

Memorandum of Association – Contents – Alteration – Doctrine of Ultra-Vires – Articles – Alteration – Doctrine of Indoor Management, Prospectus: Definition, Contents of Prospectus; Misrepresentation in prospectus – Statement in Lieu of Prospectus.

UNIT III

Share Capital and Membership in a Company: Share – Meaning and Types, allotment of Shares, transfer and transmission of shares.

UNIT IV

Company Management: Director – Definition – Qualification – Disqualification – Power – Duties and Liabilities of Directors.

UNIT V

Company Meetings: Statutory Meeting – Annual General Meeting – Extra-Ordinary General Meeting Requisites of a valid meeting – Board Meeting – Resolution – Types – Chairman – Duties and Powers

UNIT VI

Winding Up: Meaning – Modes of Winding up – Winding up by the Court Official Liquidator – Liquidator – Provisional Liquidator – Liquidator's Duties, Powers and Liabilities – Statement of affairs – Voluntary winding up – Types of voluntary winding up, Members and Creditors voluntary winding up – winding up subject to supervision of court.

REFERENCE BOOKS:

- 1 Kapoor N D, and Sen Gupta, Company Law
- 2 Shah S M, Lectures on Company Law

Paper 2.3: BUSINESS STATISTICS

UNIT I

Meaning and Scope of Statistics with Special Reference to Commercial Problems.

UNIT II

Measures of Central Tendency: Arithmetic, Geometric and Harmony Means – Median and Mode – weighted Average – Characteristics of Different Averages.

UNIT III

Measures of Dispersion – Range – Inter Quartile Range – Mean Deviation and the Standard Deviation, Skewness: Different Measures of Skewness.

UNIT IV

Correlation(Linear Correlation Only), Interpolation.

UNIT V

Index Number: Definition of Index Numbers – Use of index numbers – Cost of Living Index – Index numbers of Wholesale Prices.

UNIT VI

Time Series: Seasonal, Cyclical and Irregular Fluctuations: Methods of Eliminating their influence – secular Trend.

REFERENCE BOOKS:

1. Elhance D N, Fundamentals of Statistics
2. Gupta S P, Statistics for Commerce Students
3. Gupta S P, Statistical methods

Paper 2.4: BUSINESS LAW

UNIT I

Indian Contract Act 1872: Meaning and Essentials of a valid Contract – formation of contract.

UNIT II

Performance of Contract – Termination and discharge of Contract – Remedies for Breach of Contract – Quasi Contract.

UNIT III

Special Contracts: Indemnity and guarantee – Bailment – Agency.

UNIT IV

Sale of Goods Act, 1930: contract of Sale – Conditions and Warranties – Transfer of Property – Performance of the contract of sale, right of an unpaid seller.

UNIT V

Indian Partnership Act, 1932: Meaning and Test of Partnership – Registration of firms – Relations of Partners – Dissolution of firms.

Arbitration Act, 1940: Arbitration – arbitration without Intervention of Court Arbitration in suits.

UNIT VI

Carriage of Goods: Classification of common carriers – Rights, Duties and Liabilities of common carrier – Carriage by Rail – Contract of Affreightment – Charter Party – Bill of Lading – Carriage by air – Documents relating thereto – Liability of the air carrier.

Contract of Insurance – Basic Elements, kinds of Insurance – Fire Insurance – Marine Insurance.

REFERENCE BOOKS:

1. Kapoor N D, Elements of Mercantile Law
2. Sen and Mitra, Commercial Law
3. Shukla M C, Mercantile Law

Paper 2.5: COST ACCOUNTING

UNIT I

Cost Accounting – Elements of Cost – Cost Concepts, Accounting and Control of Material Cost.

UNIT II

Labour – Wage Payment and Incentives – Labour Cost Control – Labour turnover.

UNIT III

Overhead – Classification – Allocation, Apportionment and Absorption of overhead.

UNIT IV

Process Costing – Process Losses – Inter-Process Profits.

UNIT V

Standard Costing – Variance Analysis.

UNIT VI

Cost Ledgers – Reconciliation of Cost and Financial Profits – Integral Accounting.

REFERENCE BOOKS:

1. Jain and Narang, Advanced Cost Accounting
2. Prasad N K, Iyengar S P and Nigam and Sharma Cost Accounting
3. Ratnam P V, Costing Adviser.

Paper 3.1. PRODUCTION AND MATERIALS MANAGEMENT

UNIT I

Introduction – Production Function – Design of Production – Systems – Types of Process – Productivity – Ergonomics.

UNIT II

Plant Location and layout – Factors influencing Plant location – Relocation – Types of layouts – Process and Product layout – Layout of service facilities.

UNIT III

Production Planning and control – Planning – Routing – Scheduling – Despatching – Inspection – Gantt Charts – Make or buy decisions.

UNIT IV

Materials Management – Concept – Purchasing – Vendor rating – Material Handling – Importance – Selection of material handling equipments.

UNIT V

Stores Management – Functions – Stores location – Stores layout – Essentials of a good layout – Stock verification.

UNIT VI

Inventory Management – Concept – Importance – Techniques.

REFERENCE BOOKS:

1. Buffa E S, Modern Production Management
2. Lundy J L, Effective Industrial Management
3. Bunga, Sharma, and Samuel Eliot, Production Management

Paper 3.2: ELEMENTS OF MARKETING

UNIT I

Modern Marketing concept – Approaches to the study of Marketing – Features of Industrial, Consumer and Services Marketing.

UNIT II

Consumer Behaviour – Meaning – Factors influencing consumer behaviour – Market Segmentation Strategies – Marketing mix.

UNIT III

Product Planning and development – Product positioning – Product Life Cycle – Branding and Packaging.

UNIT IV

Pricing – Factors affecting pricing – Pricing objectives – Methods.

UNIT V

Physical Distribution – Middlemen functions – factors deciding choice of Channel.

UNIT VI

Promotional Mix: Personal Selling – Salesmanship – Sales Force – Selection, Training and Compensation – Evaluation of performance of Sale Force – Advertisement and Publicity – Meaning – Objectives – Copy – Media – Evaluation – Sales promotion: Methods and their uses.

REFERENCE BOOKS:

1. William J Stanton, Fundamental of Marketing
2. Mamoria C B & Satish Mamoria, Marketing Management
3. Gandhi J C, Rajan Nair, Marketing
4. Sherlekar S A, Essentials of Marketing Management

Paper 3.3: MANAGEMENT ACCOUNTING

UNIT I

Management Accounting – Scope and importance – Management Accounting Vs Financial Accounting and Cost Accounting.

UNIT II

Ratio Analysis

UNIT III

Fund Flow and Cash flow Analysis.

UNIT IV

Budgeting and Budgetary Control – Sales Budget – Cash Budget – Operating Budget – Master Budget – Flexible Budget – Zero Base Budgeting – Performance Budgeting – Programme Budgeting.

UNIT V

Marginal Costing – Break Even Analysis – Differential Costing.

UNIT VI

Capital Budgeting – Nature and Significance – Methods of evaluation of Alternative Capital Expenditure Programme.

REFERENCE BOOKS:

1. Maheswari S N, Management Accounting and Financial Control
2. Man Mohan and Goyal, Management Accounting
3. Hingorani, Ramanathan, and Katyal, Management Accounting

Paper 3.4: FINANCIAL MANAGEMENT

UNIT I

Meaning and Classification of Finance Function – Scope of Corporate Finance – Financial Organization – Objectives of Financial Management – Importance of Financial Management – Functions of Financial Controller.

UNIT II

Financial Planning – Meaning of Financial Planning – Characteristics of a Sound Financial Plan – Factors Affecting Financial Plan – Need of Financial Plan.

UNIT III

Capitalization – Over Capitalization and under capitalization – Watered Capital – Capital Structure – Determinants of Optimum Capital Structure

UNIT IV

Corporate Share Capital – Type of Securities – Preference Shares – Equity Shares, Corporate Debt – Meaning, Significance and limitations of Debentures – Debt Financing – Its uses and limitations – Plough back of profits – Its merits and limitations.

UNIT V

Term Loans – Institutional Finance – Public Deposits – Intercorporate Investments.

UNIT VI

Working Capital – Meaning – Classification of Working Capital – Importance of Working Capital – Determinants of Working Capital- Sources of Working Capital.

REFERENCE BOOKS:

1. Kuchal S C, Corporation Finance
2. Kulkarni P, Financial Management
3. Pandey I M, Financial Management

Paper 3.5: PRINCIPLES OF PERSONNEL MANAGEMENT

UNIT I

Personnel Management – Definition – Objectives and functions – Role and Structure of Personnel Function in Organizations – Personnel Principles and Policies.

UNIT II

Human Resource Planning – Need for Planning – HRP Process – Job Analysis – Job Description – Job specification.

UNIT III

The selection process – Placement and induction – Training and development – Promotion – Demotions – Transfers – Separation.

UNIT IV

Performance Appraisal – Objectives – Methods.

UNIT V

Wage and salary administration – Factors – Principles – Compensation plan – Individual – Group – Incentives – Bonus – Fringe Benefits – Job evaluation Systems.

UNIT VI

Employee Maintenance and integration – Welfare and safety – Employee Discipline – Principles of discipline – Grievances – Causes – Principles of Grievances handling.

REFERENCE BOOKS:

1. Venkataratnam C S, and Srivastava, Personnel Management and Human Resources, Tata McGraw Hill, 1991.
2. Arun Monappa, Industrial Relations, Tata McGraw Hill, 1987.
3. Dale Yodder and Paul D, Standohar, Personnel Management and Industrial Relations, Sterling Publishers, 1990.
4. David A Decenzo and Stephen P Robbins, Personnel/Human Resource Management, Prentice Hall, 1955.

Paper 4.1.1: MANAGEMENT CONCEPTS

UNIT 1

Management: Definition – Nature – Scope and functions – Evolution of management thought – Relevance of management to different types of organisation.

UNIT 2

Planning: Nature, importance and planning process – Planning premises – Components of planning as objectives, policies, strategies, procedures, methods, rules, projects and budgets – Decision-making – Meaning – Types – Decision-making process.

UNIT 3

Organising: Nature, purpose and kinds of organisation – Structure – Principles and theories of organisation – Departmentation – Span of control – Line and staff functions – Authority and responsibility – Centralisation and decentralisation – Delegation of authority – Committees – Informal organisation.

UNIT 4

Staffing and Directing: General principles, importance and techniques – Motivation – Meaning – Importance – Theories – Communication – Meaning – Types – Process – Barriers – Leadership – Styles – Theories.

UNIT 5

Controlling: Objectives and process of control – Devices of control – Integrated control – Special control techniques – Coordination – Need and techniques.

UNIT 6

Recent trends and new perspectives in management - Strategic alliances – Core competence – Business process reengineering – Total quality management – Bench marking.

REFERENCES :

1. Stoner, et-al, *Management*, Prentice Hall.
2. Koontz and O'Donnel, *Management: A Systems Approach*, Tata McGraw Hill.
3. Weihrich and Koontz, *Management: A Global Perspective*, McGraw Hill.
4. John Argenti, *Management Techniques: A Practical Guide*.
5. Gene Burton and Manab Thakur, *Management Today: Principles and Practice*, Tata McGraw Hill.
6. Griffin, *Management*.

Paper 4.1.2: ORGANISATIONAL BEHAVIOUR

UNIT 1

Organisational Behaviour – Meaning – Elements – Need – Approaches – Models – Global scenario.

UNIT 2

Individual Behaviour – Personality – Learning – Attitudes – Perception – Motivation – Ability – Their relevance to organisational behaviour.

UNIT 3

Group Behaviour – Group dynamics – Group norms – Group cohesiveness – Their relevance to organisational behaviour.

UNIT 4

Leadership – Styles – Qualities – Organisational communication – Meaning, importance, process, barriers – Methods to reduce barriers – Principles of effective communication.

UNIT 5

Stress – Meaning – Types – Sources – Consequences – Management of stress.

UNIT 6

Power and Politics – Definition – Types of powers – Sources – Characteristics – Effective use of power.

UNIT 7

Organisational Dynamics – Organisational Design – Organisational effectiveness – Meaning, approaches – Organisational Culture – Meaning, significance – Organisational Climate – Implications on organisational behaviour.

UNIT 8

Organisational Change – Meaning – Nature – Causes of change – Resistance to change – Management of change – Organisational Development – Meaning – OD Interventions.

REFERENCES BOOKS:

1. Fred Luthans, Organisational Behaviours, McGraw Hill Book Co., 1995.
2. Stephen P. Robbins, Organisational Behaviour, Prentice Hall, 1997.
3. Keith Davis, Human Behaviour at Work, McGraw Hill Book Co., 1991.
4. Gregory Moorehead and R.S. Griffin, Organisational Behaviour - Managing People and Organisations, Jaico, 1994.
5. Judith R. Gordon, A Diagnostic Approach to Organisational Behaviour, Allyn & Bacon, 1993.

Paper 4.1.3: MANAGERIAL ECONOMICS

UNIT 1

Managerial Economics – Meaning, nature and scope – Economic theory and managerial economics – Managerial economics and business decision making – Role of managerial economics.

UNIT 2

Demand Analysis – Meaning, types and determinants of demand.

UNIT 3

Cost concepts – Cost function and cost output relationship – Economics and diseconomies of scale – Cost control and cost reduction.

UNIT 4

Production functions – Pricing and output decisions under competitive conditions – Government control over pricing – Price discrimination – Price discount and differentials.

UNIT 5

Profit – Meaning – Measurement of profit – Profit planning and forecasting – Profit maximization – Cost volume profit analysis – Investment analysis.

UNIT 6

National income – Business cycle – Inflation and deflation – Balance of payment – Their implications in managerial decision.

REFERENCES :

1. Gupta G S, *Managerial Economics*, Tata McGraw-Hill.
2. Varshney and Maheswari, *Managerial Economics*, Sultan Chand and Sons.
3. Mehta P L, *Managerial Economics*, Sultah Chand and Sons.
4. Joel Dean, *Managerial Economics*, Prentice-Hall.
5. Rangarajan L, *Principles of Macro Economics*, Tata McGraw-Hill.

Paper 4.1.4: QUANTITATIVE METHODS

UNIT 1

Basic Mathematical Concepts: Name of quantitative analysis in the practice of management – Problem definition – Models and their development – Concept of trade off – Notion of constants – Variables and function – Linear and Non-linear – Simple examples.

Graphical representation of functions and their application – Concepts of slope and its relevance – Plotting graphs of functions.

Use of functional relationships to understand elasticity of demands. Productive function – Costs of operating a system – Measuring the level of activity of a system in terms of volume – Value and other parameters – Relationship between costs and level of activity – Costs and profits – Relevance of marginal average and total costs. Importance of “relevant costs” for decision-making – Break-even analysis and its uses.

UNIT 2

Introduction to the linear programming – Concepts of optimisation – Formulation of different types of linear programming – Duality and sensitivity analysis for decision-making.

UNIT 3

Solving LP using graphical and simplex method (only simple problems) – Interpreting the solution for decision-making – Other types of linear programming – Transportation – Formulation and solving methods.

UNIT 4

Introduction to the notion of probability – Concept of events – Probability of events – Joint, conditional and marginal probabilities.

UNIT 5

Introduction to simulation as an aid to decision-making. Illustration through simple examples of discrete event simulation. Emphasis to be on identifying system parameter, variables, measures of performance etc.

UNIT 6

Introduction to Decision Theory: Pay-off and Loss tables – Expected value of pay-off – Expected value of Perfect Formation – Decision Tree approach to choose optimal course of action – Criteria for decision – Mini-max, Maxi-max, Minimising Maximal Regret and their applications.

REFERENCES :

1. Sharma, *Operations Research: Theory and Applications*.
2. Handly A Taha, *Operations Research: An Introduction*.
3. P.K. Gupta an D.S. Hira, *Operations Research*.
4. U.K. Srivastava, Gr. Shenoy, S.C. Sharma, *Quantitative Techniques for Managerial Decision-making*.
5. N.D. Vohra, *Quantitative Techniques in Management*.
6. V.K. Kapoor, *Operations Research*.
7. Dharani Venkatakrisnan, *Operations Research: Principles and Problems*.

Paper 4.1.5: ENTREPRENEURSHIP

UNIT 1

Entrepreneurship : Meaning, importance, Types of entrepreneurs
– Innovation : Concepts and types – Innovation as the essence of entrepreneurship – Sources of innovation.

UNIT 2

Entrepreneurial Environment : Significance – Internal and external environment forces – Psychological, social, cultural, political, legal and economic forces.

UNIT 3

Entrepreneurial Development : Importance – Phases in the development of entrepreneurship – Stimulation: Entrepreneurial awareness, exposure, motivation and attitude – Support: Entrepreneurial education, training, assistance – Sustenance – Entrepreneurial commitment.

UNIT 4

Programmes for Developing Entrepreneurship : Entrepreneurship development programmes – Seed Capital assistance – Capital subsidy – Backward area development schemes – Sales tax concessions – Energy concessions – Recent trends.

UNIT 5

Entrepreneurial Culture – Entrepreneurial Society – Intrapreneurship.

UNIT 6

Special Programmes of assistance to Entrepreneurship – IRDP – PMRY – Development needs of women, rural and small entrepreneurs.

REFERENCES :

1. Peter F. Drucker, *Innovation are Entrepreneurship*.
2. Saravanavel, *Entrepreneurship Development*.
3. Gupta and Srinivasan, *Entrepreneurship Development*.
4. N.P. Singh, *Entrepreneurship Development N.P. Singh*.
5. B.C. Tandon, *Environment and Entrepreneurship*.
6. Srivastava, *A Practical Guide to Industrial Entrepreneurs*.

Paper 4.2.1: CORPORATE ACCOUNTING

UNIT 1

Accounting Standards: Relevance and significance – National and international accounting standards – Accounting for Share Capital – Issue, forfeiture and surrender of shares.

UNIT 2

Redemption of Redeemable Preference Share Capital – Issue of Bonus Shares – Treatment of preliminary expenses – Acquisition of business – Underwriting of shares and debentures.

UNIT 3

Preparation and Presentation of Final Accounts of Companies – Divisible profits – Treatment of profits prior to incorporation – Calculation of managerial remuneration – Treatment of unclaimed dividends.

UNIT 4

Accounting treatment for Amalgamation, Absorption and External Reconstruction – Absorption based on intrinsic value of shares – Inter Company owings – Inter Company holdings – Internal reconstruction scheme of capital reduction.

UNIT 5

Accounts of Holding and Subsidiary Companies – Consolidated Balance Sheet – Elimination of investment – Minority interest – Cost of control or capital reserve – Distinction between capital profits and revenue profits – Preacquisition losses – Elimination of common transactions – Treatment of unrealized profits – Revaluation of assets and liabilities – Bonus shares – Treatment of dividend.

UNIT 6

Final accounts for banking companies – Insurance companies – Hotel companies.

RECOMMENDED BOOKS :

1. Arulanandam M.A & Raman, *Corporate Accounting*.
2. Jain and Narang, *Advanced Accountancy*.
3. Shukla M C & Grewal T S, *Advanced Accounts*.
4. Gupta R L, *Accounting*.
5. Mukherjee A & Hanif M, *Modern Accountancy*, Volume II.

Paper 4.2.2: LEGAL ENVIRONMENT

UNIT 1

Uniform Law on International Sale of goods – obligations of the seller – obligations of the buyer, common provisions – rules concerning damages – provisions of passing of risk in international sale contracts.

UNIT 2

Foreign Trade (Development and Regulation) Act – Objectives – Powers of Central Govt. Import/Export Licence – Application Procedure – Refusal, Suspension of Licence; Role of DGFT – Exemptions from FTDR Act.

UNIT 3

Patents Act 1970: Patent – Meaning – Varieties – Provisions of Patent application procedure – procedures after filling application – Patenting – Patents of plant and seeds, Drugs – Life of patents and Rights of Patentee. Working of Patent – Infringement of Patent – surrender and revocation for Patent. Provisions related to secrecy direction, application for Patent out of India – Protection for security of India – Patent Regime under WTO.

UNIT 4

Trade and Merchandise Marks Act 1958: Registration - \procedure – opposing registration – effect of registration – Prohibition of registration. Foreign Trade Mark – privileges to nationals and non-nationals – Licensing of trade mark – registered used provisions – violation of trade mark rights – remedies.

UNIT 5

Arbitration and Conciliation Act 1996 – Purpose of Arbitration – difficulties in India. Domestic Arbitration – difficulties in India. Domestic Arbitration – agreement – Tribunal – Arbitral proceedings – Arbitral award – Intervention by Court. Conciliation – enforcement of foreign awards – International Arbitration.

UNIT 6

FEMA 1999 – Objectives – Need. Functions of RBI under FEMA; Regulations over transactions in foreign exchange and securities – Restriction on capital account and current account transactions – control over realization of Foreign Exchange; Regulations of receipts and payments to resident outside India; Rules of Foreign Exchange possession and retention, realization, repatriation and surrender; provisions regulation export of goods and services – borrowing and lending in Foreign Exchange – acquisition and transfer of property in and outside India – establishment of branch/office in India; Insurance policy by an insurer outside India – Foreign Technology agreement provisions; Rules of derivative contracts in foreign exchange; Enforcement/penalties under the Act; FEMA and Income Tax.

REFERENCES:

1. Economic Laws : Datey
2. Bare Acts : Govt. of India

Paper 4.2.3: RESEARCH METHODS

UNIT 1

Meaning, Types and Process of Research: Meaning – Purpose – Types of research – Pure, applied, historical, analytical, descriptive and experimental – Significance of research in social sciences – Process of research – Meaning – Scientific method – Induction and deduction.

UNIT 2

Planning Research: Research problem – Identification, selection and formulation of research problem – Review of literature in the field of corporate management – Hypothesis – Meaning – Sources of hypothesis – Types of Hypothesis – Formulation and testing – Research design – Factors affecting research design – Evaluation of research design.

UNIT 3

Sampling Design: Census method and sampling method for investigation – Advantages and disadvantages of sampling – Principle of sampling – Essentials of a good sampling – Methods of sampling – Probability and non-probability sampling methods – Selection of a sample – Factors affecting the size of the sample – Biased sample – Sampling and non-sampling errors.

UNIT 4

Sources and Collection of Data: Sources of data – Primary and secondary data – Modes of data collection – Analytical method – Case study – Observation – Survey method – Interview – Its purpose and importance – Types of interview – Preparation for an interview – Effective interview techniques – Limitations of interview – Schedule – Its meaning and kinds – Essentials of a good schedule – Procedure for the formulation of a schedule – Questionnaire – Meaning and types – Format of a good questionnaire – Factors affecting the response to a questionnaire – Advantages and limitations of schedules and questionnaires – Pre-testing and its importance.

UNIT 5

Processing and Analysis of Data: Meaning – Importance – Process of data analysis – Editing – Coding – Tabulation – Diagrams – The process of interpretation – Guidelines for making valid interpretation – Scaling techniques – Meaning – Importance – Methods of their construction.

UNIT 6

Report Writing: Role and types of reports – Contents of research report – Steps involved in drafting reports – Principles of good report writing – Referencing – Criteria for evaluating research reports/ research findings.

REFERENCES :

1. John W Best, *Research in Education*.
2. Anderson et-al, *Thesis and Assignment Writing*.
3. Goode and Hatt, *Methods of Social Research*.
4. Wilkinson and Bhandarkar, *Methods and Techniques of Social Research*.
5. ICSSR, *Training in Research Methodology in Social Sciences in India*.

Paper 4.2.4: INTERNATIONAL BUSINESS

UNIT 1

International Business Environment: International business – An overview – Concept of international business – Classification of international business – Factors influencing international business – Economic and policy environment – Regulation of international business.

UNIT 2

Multinational Corporations (MNCs): Concept, strategy and organisation – Marketing management – Technology and MNCs – UN Code of conduct of MNCs.

UNIT 3

Economic Integration and Training Blocks: Structure of various regional economic agreements such as ASEAN, SAARC/ SAPTA, NAFTA, EC – their procedure and impact on the trading activities of the member states.

UNIT 4

Foreign Collaborations and Joint Ventures: Industrial policy and foreign direct investment – Kinds of collaboration and joint ventures – Negotiating foreign collaboration/ joint venture – Drafting of agreement – Restrictive clauses in the foreign collaboration/ joint venture – UN Code of conduct of transfer of technology – Indian joint ventures abroad.

UNIT 5

World Trade Organisations: Origin and development – UNCTAD World Trade Organisation (WTO) – Structure, functions and areas of operations – Dispute settlement under WTO – Anti-dumping duties – Countervailing duties – Environmental aspects in international trade – Trade related aspects of intellectual property rights – Competition and trade in services.

UNIT 6

Settlement of International Commercial Disputes: International commercial arbitration – International institutions – Drafting of arbitration agreements – Procedure for international commercial arbitration.

REFERENCES :

1. Alkhafaji A.F, *Competitive Global Management: Principles and Strategies*.
2. Thakur D, *International Business for Third World Countries*.
3. Devendra Thakur, *Globalisation and International Business*.
4. Rathnaswamy P, *Communication Management: Theory and Practice*.
5. Trilok N Sindhvani, *The Global Business Game: A Strategic Perspective*.

Paper 4.2.5: MANAGEMENT INFORMATION SYSTEM

UNIT 1

System Analysis and Design – An overview: System study – System design – Development and implementation testing and conversion.

UNIT 2

Management Information Systems – An overview: Management information systems concept – Evolution and element of MIS – Definition – Characteristics and basic requirements of MIS – Structure of MIS – Computerised MIS – Approaches of MIS development – Pre-requisites of an effective MIS.

UNIT 3

Computers and its effect on MIS – Limitations of MIS – MIS vs data processing – MIS and decision support system – MIS and information resource management – Executive information and decision support systems – Artificial intelligence and expert system – MIS in Indian organisations – Recent developments in information technology.

UNIT 4

Computers and Communication – An overview: The information technology – The concept of global village – On-line information services – Electronic bulletin board systems – The internet, electronic mail, interactive video – Communication Channels – Communication networks – Local area networks – Wide area networks – Video conferencing.

UNIT 5

Client/ Server Computing: Communication servers – Digital networks – Electronic data interchange and its applications – Enterprise resource planning systems (ERP Systems) – Inter-organisational information systems – Value added networks – Networking.

UNIT 6

Electronic Commerce and Internet: E-Commerce bases – E-Commerce and Internet – Applications of internet and website management.

REFERENCES :

1. O'Brien James A, *Management Information Systems*, Galgotia Publication.
2. Sadogopan S, *Management Information Systems*, PHI.
3. Murdie and Ross, *Management Information Systems*.
4. Optner, *Systems Analysis for Business*.
5. Lucas, *Management Information Systems*.
6. Sen, *Management Information Systems*.

Paper 5.1.1: MANAGEMENT CONTROL SYSTEMS

UNIT 1

Nature of Management Control – Control in organisations – Phases of management control system – Management control vs task control.

UNIT 2

Control and Organisational Behaviour – Types of organisations and their implications – Types of organisations and their implications – Types of control and variations in controls based on organisational structure and design.

UNIT 3

Goals and Strategies – Key variables in management control design and their types – Key result areas.

UNIT 4

Management Control Structure – Expense control – Profit centers – Transfer pricing – Investment centers – Management control process – Programming and budgeting – Analysing reporting – Performance evaluation.

UNIT 5

M.I.S. for Management Control – Systems theory and management control – Installation of management information and control system – Structured and unstructured decision – Implication for control.

UNIT 6

Special Management Control Situations – Multinational companies – Service organisations – Non-profit organisations – Multi-project organisation.

REFERENCES :

1. Anthony, Dearden & Bedford, *Management Control Systems*.
2. Srinivasan N.P & Gupta, *Management Control Systems*.
3. Chackrabothly, *Management by Objectives An Integrated Approach*.

Paper 5.1.2: PROJECT MANAGEMENT

UNIT 1

Concepts of Project Management: Project – Meaning – Nature – Types of project and project life cycle – Project management – Nature and scope of project management – Project management as a profession – Role of project manager.

UNIT 2

Project Identification and Formulation: Project environment – Identification of investment opportunities – Project screening – Preferability study – Project selection – Project formulation – Stages in project formulation – Project report preparation – Planning Commission's guidelines for project formulation.

UNIT 3

Project Appraisal: Objectives, essentials of a project methodology – Market appraisal – Technical appraisal – Financial appraisal – Socio-economic appraisal – Managerial appraisal.

UNIT 4

Project Planning and Scheduling: Objectives – Process or planning components or good planning – Project designing and project scheduling and time estimation – Scheduling to match availability of man power and release of funds – Cost and time trade cost.

UNIT 5

Project Execution and Administration – Project contrasting – Containing prizes – Types – Project organisation – Firms or organisation – Project direction – Project communication – Project coordination – Factors influencing effective project management – Project time monitoring and cost monitoring – Project over runs.

UNIT 6

Project Control: Control techniques – PERT, CPM – Proper review – Project audit.

REFERENCES :

1. Prasanna Chandra, *Projects Planning, Analysis, Selection, Implementation and Review*.
2. Gopalakrishnan P & Ramamoorthy V.E, *Textbook of Project Management*.
3. Kerzner Harold, *Project Management*.
4. Dennis Hock, *Project Management Handbook*.
5. Choudhry S, *Project Management*.
6. Goel B.B, *Project Management: A Development Perspective*.

Paper 5.1.3: QUALITY MANAGEMENT

UNIT 1

Concept of Quality – Quality as customer delight – Quality as meeting standards – Actual vs perceived quality – Concept of total quality – Design, inputs, process and output – Need for quality – Function of quality – Philosophy of quality – Old vs new – Quality as a problem and as a challenge – 6 sigma concept.

UNIT 2

Quality Management – Fundamentals, evolution and objectives – Planning for quality – Quality process – Statistical Process Control (SPC) and acceptance sampling – Quality assurance – Total quality management.

UNIT 3

Quality and Productivity – Quality and cost – Is quality free of cost – Benefits of quality – Competition in quality – Role of MNCs in emergence of global quality.

UNIT 4

Quality Systems – Total quality control system vs total quality management system – Total Quality Control (TQC) in Japan, US, Europe – Elements of TQC – Just in time, SPC, quality circles, quality teams.

UNIT 5

Total Quality Management (TQM) – Elements – TQM in global perspective – Global bench marking – Business process reengineering – Global standards – ISO 900 series – Quality manual – Barriers to TQM.

UNIT 6

Total Quality Management and Leadership – Implementing TQM – Market choices – Meeting customer requirements – Maintaining competitive advantage – Core competence and strategic alliances for ensuring quality – Quality review, recognition and reward – Quality awards.

REFERENCES :

1. Armond V. Feigerbaum, *Total Quality Control*, McGraw Hill.
2. Ron Collard, *Total Quality*, Jaico, Delhi.
3. John Bark, *Essence of TQM*, Prentice Hall, Delhi.
4. Willborn & Cheng, *Global Management of Quality Assurance Systems*, McGraw Hill.
5. Townsend & Gebhardt, *Commit to Quality*, John Wiley & Sons.

Paper 5.1.4: TECHNOLOGY MANAGEMENT

Premises of Technology Management: Scope, Components, and Overview- Invention, Innovation, and Competitive Advantage- Technology and Environment- Technology and Society- Technology Impact Analysis: Environmental, Social, Legal, Political Aspects- Technology Policy Strategy: Science and Technology Policy of India, Implications to Industry.

Technology Forecasting - Need and Methods - Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models, Simulation and System Dynamics- Knowledge based techniques – Role of artificial intelligence techniques – Knowledge management techniques for technology management- Planned Obsolescence- Incremental and Leap forward approach to technology creation.

Technology Choice and Evaluation - Analyzing Alternate Technologies: Techno-Economic Feasibility Studies- Need For Multi-Criteria Considerations such as, Social, Environmental, and Political aspects- Analytic Hierarchy Method- Fuzzy Multi-Criteria Decision Making method- Other Methods.

Technology Transfer and Acquisition - Intellectual Property- Strategic Management of Intellectual Property- Law and Economics of IPR- Import Regulations- Implications of WTO Provisions on Technology Transfer- Bargaining Process- Transfer Option- MOU.

Managing Technological Transitions- Technology Adoption and Productivity - Adopting Technology-Human Interactions- Organizational Redesign and Re-Engineering- Technology Productivity- Managing Creativity and Organizational Learning- Managing Industrial R&D- Sustaining venture creation from industrial R&D- Competitive advantages through new

technologies – Product development from scientific breakthrough to marketable product

Technology Absorption and Innovation - Profiting from Technological Innovation: Implications for Integration, Collaboration, Licensing and Public Policy- High-Technology Ventures - Present Status In India- Need For New Outlook- Absorption Strategies For Acquired Technology- Creating New/Improved Technologies, Innovations-Technology Audit.

REFERENCE BOOKS

1. Management of New Technologies For Global Competitiveness	Christian N Madu – Jaico Publishing House
2. Handbook of Technology Management	Gaynor – McGraw Hill
3. Technological Systems And Development	James – Allied Publishers
4. Technology Transfer	Nell Sullivan - Cambridge University Press
5. Management Of Technology Change	Rao A S – Global Business

Paper 5.1.5: STRATEGIC MANAGEMENT

UNIT 1

The Business System – Objectives of a business – Setting up and balancing of objectives – Mission – Vision – Goals.

UNIT 2

Corporate Strategy – Nature and scope – Process of strategic planning – Formulation of strategy – Project life cycle – Portfolio analysis – BCG Matrix – General Electronic Co. Matrix-Stop High strategy – Directional policy matrix.

Strategic Management – Strategic decision-making – Business level sub-strategies.

UNIT 3

Generic Strategic Alternatives – Stability strategy – Growth strategy – Retrenchment strategy – Combination strategy and Turnaround strategy.

Strategic Alternative – Horizontal, vertical diversification – Active and passive alternatives.

UNIT 4

External Growth Strategy – Merger, acquisition, amalgamation, joint ventures and others – Problems.

Organisational Structure and Corporate Development – Line and staff functions – Evolution of organisation structure – Management of change.

UNIT 5

Implementation of Strategy – Elements of strategy – Leadership and organisational climate – Planning and control of implementation.

UNIT 6

ERP – Features and applications – Packages: BON-MARSHALL SAP – Functional features and implementation difficulties.

REFERENCES :

1. Michael E Porter, *Corporate Strategy: Competitive Advantage*.
2. Peter F Drucker, *Management Tasks, Responsibilities, Practices*.
3. Bhattacharya S.K, *Achieving Managerial Excellence*, Macmillan.
4. Greek W.P and Jauch L.R, *Business Policy and Strategy Management*, McGraw Hill.

Specialization : Marketing

Paper 5.2 – A.1: PRODUCT MANAGEMENT

UNIT 1

Product: Classification, benefits – Product line decisions – Product mix decisions – Product modification – Product differentiation – Product elimination – Product management organisation structure – Role of product managers.

UNIT 2

Product Life Cycle: Use as a strategic Tool – Product Positioning – Developing product plans – Product policy – New product development – Need, risks and uncertainty – Classification of new products.

UNIT 3

New Product Development Process: Generation of ideas – Idea screening – Feasibility testing – Concept development and testing – Marketing strategy development – Business analysis – Product development – Test marketing – Commercialisation – Launching – Mistakes – Successful launches.

UNIT 4

Diffusion of Innovation: Venture teams in NPD – Organisation for new product development – Top management contribution – 7S framework and its use in NPD – Team working.

UNIT 5

New product success and failures in Indian context – Product research – Areas of product research.

UNIT 6

Branding: Selection of brand name – Brand valuation – Brand image – Brand equity – Brand positioning strategies – Packaging – Latest trends in packaging – Future trends in product management.

REFERENCES :

1. Ramanuj Majumdar, *Product Management in India*, PHI.
2. Chunawalla S.A, *Product Management*, Macmillan.
3. Om P Kaushal, *Product Management*, Lalvani.
4. Dave Littler, *Marketing and Product Development*, Philio Alen.
5. Subrato Sengupta, *Brand Positioning: Strategies for Competitive Advantage*, Tata McGraw Hill.

Paper 5.2 – A.2: PROMOTIONAL MANAGEMENT

UNIT 1

Organising for Promotion – Promotional decision – Social influence on consumer decisions – Overview of decision process – Establishing promotional objectives – Setting the promotional budget – Techniques used.

UNIT 2

Advertising: Importance, scope, benefits and criticisms – Advertising objectives – Advertising appropriation – Need, methods – Advertising agency – Functions, client – Agency relationships – Indian advertising agencies – Role of persuasion in advertising – Message strategy development and evaluation.

UNIT 3

Techniques used in producing advertisement for print, broadcast and media – Media planning and selection – Media strategy – Media status in India – Media characteristics – Media research – Measuring advertising effectiveness – Sales promotion – Consumer, trade and sales force promotion.

UNIT 4

Corporate Image Building: Public relations – Role, types of publics, process – Tools of public relations – Publicity – Institutional advertising – Direct marketing – Importance, techniques used, relevance in Indian context – Event marketing.

UNIT 5

Promotional Programme Evaluation – Evaluation process – Regulations of promotions – Legislations, relevance to society – Social responsibility – Promotion and women – Promotion and children – Ethics in promotion.

UNIT 6

Sales Management: Personal selling – Characteristics of sales force – Sales force management – Recruiting, Selecting, Training, Performance appraisal – Territory structuring – Trends in personal selling.

REFERENCES :

1. Govani et-al, *Promotional Management*, PHI.
2. Russell and Vernill, *Advertising Procedure*, Prentice Hall.
3. Chunawala et-al, *Foundation of Advertising Theory and Practice*.
4. Aakar, Batra and Myers, *Advertising Management*, PHI.

Paper 5.2 – A.3: MARKETING OF SERVICES

UNIT 1

Services: Definition, characteristics, classification – Relationship Marketing – Service Mission: Meaning – Service mission statements – Developing a service mission – Services Market Segmentation: Meaning – Process – Bases and purpose of market segmentation.

UNIT 2

Services Positioning and Differentiation: Evolution of positioning – Positioning and services – Levels of positioning – Process of positioning – Importance of positioning.

UNIT 3

Services Marketing Mix: Marketing mix elements – Service Product – Pricing the service – Service location and channels – Promotion and communication of services – Processes – Physical evidence – Developing a marketing mix strategy.

UNIT 4

Marketing Plans for Services: Marketing planning process – Marketing strategy formulation – Resource allocation and monitoring – Marketing planning and services.

Customer-focused Services: Customer service, quality and marketing – Service quality – Improving service quality – Customer retention – The relationship marketing programme.

UNIT 5

Service Encounter – Tourism and marketing – Hotel marketing – Consultancy services – Courier services.

UNIT 6

Marketing of Services: Bank marketing – Insurance marketing – Hospital marketing – Telecommunication services – Education marketing.

REFERENCES :

1. Adrian Payne, *Services Marketing*, PHI.
2. Helen Woodruffe, *Services Marketing*, Macmillan.
3. Jha S.M, *Services Marketing*, Himalaya.
4. Sinha P.K and Sahoo S.C, *Services Marketing*, Himalaya.
5. Ravishankar, *Services Marketing*, Lalvani.

Paper 5.2 – A.4: INTERNATIONAL MARKETING

UNIT 1

Marketing Concept and Functions – Marketing Environment and system – International dimensions of Marketing – International Marketing Approaches: Ethno, Poly, Regio and Geo Centric approaches.

UNIT 2

Consumer Behaviour – Theories and Models – Consumer Behaviour in the international context – Consumer Decision making process.

UNIT 3

Marketing Mix – Product Mix – Product strategies – New Product Planning and Development – Market segmentation – Product positioning – Product Life Cycle concept in global market context – Product standardisation Vs product adaptation – National vs International Product – Marketing of services – Brand decisions – Packaging.

UNIT 4

Price mix – Pricing decisions – pricing strategies – dumping – international transfer pricing – Countertrade – price quotation – financing and payment.

UNIT 5

Promotion mix – Personal selling – publicity – sales promotion – Overseas product exhibitions & trade fairs – Advertising – Advertising media – International Advertising.

UNIT 6

Distribution mix – Direct and indirect channels – Types of intermediaries in the international market – Channel Development – Channel Adaptation – Channel decisions.

International Marketing Information System and Research.

REFERENCES:

1. International Marketing, Analysis & Strategy : Sak Onkvisit & John J Shaw
2. Global Marketing Management : Keegan
3. Marketing Analysis, Planning & Control : Philip Kotler
4. Fundamentals of Marketing : Stanton
5. International Marketing : Philip R. Catero
6. International Marketing : Kirpalani .V.H.
7. Marketing, an Environmental approach : Kerr, John.R. & others.
8. Marketing in the International Environment : Edward Cundiff & M.T. Hilger.

Specilization : Finance

Paper 5.2 – B.1: MANAGEMENT OF FUNDS AND ASSETS

UNIT 1

Meaning and importance of funds – Effective allocation of funds – Danger of misallocation of funds – Organising for funds management – Relationship with other function – Role of financial systems – Barometer of business conditions.

UNIT 2

Capitalisation and assessment of funds for fixed assets – Capital structure – Pattern of capital structures – Cost of capital – Interest for capital – Yield – Debt service coverage – Acquisition for specific allocation.

UNIT 3

Financial Analysis – Planning and control – Allocation of funds to most profitable opportunity – Development of profitable opportunity and evaluation.

UNIT 4

Return on investment as a criterion for allocating funds – Advanced capital budgeting techniques – Methods of incorporating risks and uncertainty.

UNIT 5

Project appraisal, feasibility study and reporting – Treatment of inflation in capital budgeting – Capital rationing and its impact on financial planning.

UNIT 6

International financing and management of funds – Resources for investing abroad – Foreign currency management – Financing multinational organisations.

REFERENCES :

1. Ugni Brigham, *Funds Management*.
2. Robert W Johnson, *Financial Management*.
3. Kuchai S.C, *Financial Management*.
4. Prasanna Chandra, *Financial Management*.

**Paper 5.2 – B.2: INVESTMENT ANALYSIS AND PORTFOLIO
MANAGEMENT**

UNIT 1

Investment: Concepts and goals – Types of investment – Financial – Real business – Personal – Institutional – Comparison of investments, speculation, gambling – Hedging – Concepts of portfolio and portfolio management – Goals – Risk and return trade off – Financial investment avenues – Fixed income – Varying income securities.

UNIT 2

Investment Analysis: Aspects of analysis – Analysis – Return analysis – Concepts, measures and computation of return of individual security and portfolio – Risk analysis – Concepts, types, measure, computation of risk of individual security and portfolio – Valuation analysis – Share valuation – Bond value – Price earnings analysis.

UNIT 3

Approaches to Investment Analysis: Fundamental analysis – Concept and components – Tools of economy, industry and company analysis – Technical analysis – Concept and tools – Assumption – Theories – Dow theory – Contrary opinion – The confidence index, breadth of market and strength analysis – Moving average analysis – Chart patterns.

UNIT 4

Portfolio Construction and Choice: Markowitz diversification – Efficient frontier – Risk-return indifferent curves – Portfolio choice – Single and two factorial models – Lagrange multiplier method.

UNIT 5

Capital Asset Pricing Model: Assumptions and application – Capital market line and security market line – Efficient market hypotheses – The weakly efficient, semi strongly efficient and strongly efficient market forms – Random-Walk theory.

UNIT 6

Portfolio Performance: Measures – Sharpe, Treynor and Jensen – Portfolio audit and portfolio revision – Need and methods – Formula plans.

REFERENCES :

1. Francis J.C, *Investment*.
2. Francis J.C, *Management of Investments*.

Paper 5.2 – B.3: FINANCIAL SERVICES AND INSTITUTIONS

UNIT 1

Financial Services: Concept and scope of financial services – Functions concerning public and private placement of capital issues – Lead management – Issue pricing and promotion – Disclosure norms – Issue underwriting – Collecting banker – SEBI regulations and lead managers and merchant banking functionaries.

UNIT 2

Mutual Fund Services: Concept, need and scope – Mfs in India – Types of schemes – Performance – Portfolio performance evaluation measures – Regulations regarding mutual funds.

UNIT 3

Credit Rating: Objectives – Institutions – CRISIL, ICRA, CARE – Debt and deposit rating and equity rating procedures – Reading different grades of rating – International credit rating institutions.

UNIT 4

Role of UTI and LIC as investment institutions – Portfolio management services – Concept and need – Services of NBFC to investors.

UNIT 5

Development Financial Institution – Role on functions of IDBI, IFC, ICICI and IRDBI – RBI and management of gift securities market.

UNIT 6

Stock Exchanges: Role and organisation of BSE and NSE – OTCEI – SEBI and stock exchanges – Role of associations and investment consultancies.

REFERENCES :

1. Raghunathan V, *Stock Exchange and Investments*.
2. Avadhani V, *Security Market*.
3. Varma, *Merchant Banking*.

Paper 5.2 – B.4: INTERNATIONAL FINANCE

UNIT 1. Introduction: Concept of Multinational Financial Management – Functions – Risk –Return Trade off – Aspects of Multinational Financial environment and system – Global Financial Markets- Global Debt and Equity Markets- Foreign Exchange- Exchange Rate Determination: PPP theory- Flow Models- Sub Markets of forex Market.

UNIT 2. Foreign Direct Investment by MNCs – Need , Strategy and Opportunities – Economic and Political risk – Planning operating policies to deal with risk- Capital Budgeting : Basics – NPV – IRR – Incremental Cash flows – Parent Vs. Project Cash flows – Taxes – Exchange Rate changes and Inflation – Transfer Pricing – APV and CAPM.

UNIT 3. International Financing – Long term Financing: Equity Instruments –International Depository Receipts and Direct Equity Participation – Debt Instruments: Bonds, Notes and Syndicated loans –Short term financing: Sources- Euro notes and Euro commercial paper – Inter-firm Financing methods.

UNIT 4: Cost of capital: Cost of Equity- Cost of debt – Cost of Back to Back financing – Overall cost of capital – Capital structure of MNCs: Theory, Practice & Determinants – Debt Vs Equity Flow Analysis

UNIT 5: Forex Risk Management- Types of Risk: Transaction, Operating and Translation- External Hedging: Money Market and Exchange Market tools of hedging- Internal Hedging: Netting, Off-setting, Sharing and shifting.

UNIT 6. Working Capital Management of MNCs – International Cash Management: Objectives- Functions – Techniques: Netting – Leading and Lagging – Inter-company Loans- Transfer pricing – Cash Planning and Budgeting – Management of Short-term Investment Portfolio- International

Receivables Management- Off Shore production Vs Local Production.

Reference Books

1. Multinational Financial Management-	Alan Shapiro, PHI Publications.
2. International Financial Markets, Prices and Policies	Richard M. Levich, McGraw Hill
3. International Financial Management	Cheol S. Eun & Bruce Resnick, McGraw Hill
4. International Financial Management	PG Apte, Tata McGraw Hill
5. International Business	Daniels & Radebaugh, Pearson Education

Specialization : Personnel

Paper 5.2 – C.1: LABOUR LEGISLATIONS

UNIT 1

Factories Act, 1948: Objects – Provision's relating to health, safety, welfare, working hours, leave etc. of workers approval – Licensing and registration of factories – Manager and occupier – Their obligations under the Act – Powers of the authorities under the Act – Penalty provisions.

UNIT 2

Workmen's Compensation Act, 1923: Objects – Employer's liability for compensation – Amount of compensation – Method of calculating wages – Review – Distribution of compensation – Notice and claims – Statements regarding facts accidents – Medical examination – Remedies of employer against stranger – Liability in the event of the company in winding-up proceedings – Returns as to compensation – Commissioners for workmen's compensation.

Employee's State Insurance Act, 1948: Objects – Registration of factories and establishments – The Employee's State Insurance Corporation – Standing committee and medical benefit council provisions relating to contributions – Inspectors, their functions and disputes and claims – Offences and penalties – Miscellaneous provisions.

UNIT 3

Industrial Disputes Act, 1947: Objects – Industrial disputes – Authorities for settlement of industrial disputes – Reference to industrial disputes – Procedure – Powers and duties of authorities – Settlements and strikes – Lock-outs – Lay-off – Retrenchment – Transfer and closure – Unfair labour practices – Miscellaneous provision offences by companies – Conditions of service to remain unchanged under certain circumstances, etc.

Industrial Employment (Standing Orders) Act, 1946: Objects – Provisions regarding certification and operation of standing orders – Duration and modification of standing orders – Power of certifying officer – Interpretation of standing orders.

Trade Union Act, 1926: Objects – Registration of trade unions – Rights and liabilities of registered trade unions – Procedure – Penalties.

UNIT 4

Employees Provident Funds and Miscellaneous Provision Act, 1952 and Payment of Gratuity Act: Objects – Employees Provident Fund and other schemes – Determination and recovery of money due from employer – Appointment of inspectors and their duties – Provisions relating to transfer of accounts and liability in case of transfer of establishment exemption under the Act – Court's power under the Act.

Object: Payment of gratuity – Exemption – Nomination – Determination and recovery of the amount of gratuity.

UNIT 5

Payment of Bonus Act, 1965: Objects – Computation of available surplus calculation of direct tax payable by the employer, eligibility for bonus and payment of bonus – Deduction from bonus payable – Adjustment of customary or interim bonus payable – Adjustment of customary or interim bonus linked with production or productivity – Set on and set off of allocable surplus – Presumption about accuracy of balance sheet and profit and loss account.

UNIT 6

Payment of Wages Act, 1936: Objects – Provision relating to responsibility for payment of wages – Fixation of wage periods, time of payment, deduction and fines – Maintenance of records and registers – Inspectors – Appointment of authorities and adjudication of claims.

Minimum Wages Act, 1948: Objects – Fixing of minimum rate of wages – Procedure for fixing and revising minimum wages – Appointment of advisory board – Payment of minimum wages – Maintenance of registers and records contracting out – Powers of appropriate government offences and penalties.

REFERENCES :

1. Kapoor N.D, *Industrial Laws*.
2. Shukla M.C, *Industrial Laws*.
3. Relevant *Bare Acts*.

Paper 5.2 – C.2: HUMAN RESOURCE DEVELOPMENT

UNIT 1

Introduction – Evolution of Human Resource Development as a management philosophy – Scope and importance – Personnel management vs Human resources development – Human resources system designing.

UNIT 2

Role Analysis and Human Resource Development – Role analysis methods – Key performance areas – Critical attributes and role effectiveness – Performance appraisal and its objectives – Considerations in performance appraisal – Development oriented appraisal system.

UNIT 3

Performance Counselling and Interpersonal Feedback – Developing dynamic relationship through effective counseling – Potential appraisal and development – Career planning and individual development.

UNIT 4

Training – Conceptual framework – Learning principles – Identification of training needs – Training objectives – Designing training programmes – Training methods – Evaluation of training and retraining.

UNIT 5

Organisational effectiveness – Organisational culture – Human resource development – Organisational development interface – Human resource development and TQM and ISO 9000 – Human resource development in service sector.

UNIT 6

Human Resource Development – Current status and future directions – Human resource development interface – Human resource development strategies for higher organisational performance.

REFERENCES :

1. Pareek Udai and Rao T.V, *Designing and Managing Human Resource Systems*, Oxford and IBH.
2. Rao T.V, *Performance Appraisal: Theory and Practice*, AIMA, Vikas.
3. Rato T.V. et-al, *Alternative Approaches and Strategies of Human Resource Development*, Rawat Publications .
4. Silvera D.M, *Human Resource Development: The Indian Experience*, New India Publications.
5. Kohli Unit and Sinha D (Ed), *Human Resource Development: Global and Strategies in 2000 A.D*, Allied Publishers.

Paper 5.2 – C.3: INDUSTRIAL RELATIONS

UNIT 1

Industrial Relations: Concept – Definition – Significance – Objectives – Scope – Approaches – Principles of good industrial relations – Role of State, Employers and the Unions in industrial relations.

Labour and the Constitution: Constitutional framework – Fundamental Rights and Directive Principles of State policy in labour – Relevant legal enactments.

UNIT 2

Trade Unionism and Industrial Relations: Labour movement – Concepts – Trade union movement – Development of trade unionism in India – Functions and problems of trade unions.

International Labour Movement – International Confederation of Free Trade Unions (ICFTU) – World Federation of Trade Unions (WFTC) – International Labour Organisations (ILO) – Origin, history, objectives and functions.

UNIT 3

Industrial Disputes: Meaning – Causes – Forms – Industrial relations machinery – Joint consultation – Works committee – Conciliations – Court of Enquiry – Voluntary arbitration – Adjudication.

Employee Discipline: Definition – Causes of indiscipline – Code of discipline – Disciplinary procedure – Code of conduct.

Grievance Handling: Meaning of grievances – Causes of grievances – Guidelines for grievance handling – Grievances redressal procedures.

UNIT 4

Worker's Participation in Management: Meaning – Significance – Forms – Situation in India. Collective Bargaining: Meaning – Significance – Principles – Process.

Wage Administration and Industrial Relations – Wage policy – Objectives – Wage regulation machinery – Wage Board: Growth and development – Composition and functions – Evaluation of wage boards.

UNIT 5

Employee Communication: Meaning – Significance – Types – Barriers – Methods of overcoming barriers – Principles of effective communication – Employee Education and Training – Concept – features – Aims and objects – Contents – Teaching techniques – Training Schemes.

UNIT 6

Employee health, safety and security: Meaning – Significance – Programmes – Employee Counselling: Meaning – Significance – Types and Process – Conflict management: Meaning – Types of conflicts – Conflict episode – Management of conflict – Quality circle: Meaning – Objectives – Techniques.

REFERENCES :

1. Bhagoliwal T N, *Personnel Management and Industrial Relations*, Agra Publishers.
2. Arun Monappa, *Industrial Relations*, Tata McGraw Hill.
3. Michael V.P, *HRM and Human Relations*, Himalaya.
4. Mamoria and Mamoria, *Dynamics of Industrial Relations in India*, Himalaya.

Paper 5.2 – C4.: GLOBAL HUMAN RESOURCES MANAGEMENT

UNIT 1

Human Resources management: Overview of operative functions – Recruitment – Selection – Integration – Compensation – Training for development and separation – Challenges and opportunities of globalising HR.

UNIT 2

Global HR Recruitment and Selection: Home – Host – Third country nations – Selection criteria for global assignments – Selection process for global HR – Challenges of global placements.

UNIT 3

Global HR Integration Process: Process of integration – Motivation and team in HR – Cultural adoptability vis-à-vis Individuality – Managing cross-cultural diversities – Multiculturalism – Organisational culture of MNCs – Experiences of best run companies.

UNIT 4

Global HR Compensation Process: Direct and indirect compensation – International compensation – Pay for performance – Executive incentive pay – Pay differences – Causes and consequences – Compensation structure in MNCs.

UNIT 5

Global HR Training and Development Practice: Relevance of training and development – Area of training – Types: Standard Vs Tailor made training – Cultural assimilations and other approaches – Impact of different learning styles on training and development – Leadership training.

UNIT 6

HR Relations Management: Labour relations in the international arena – US, Japanese, UK, European approaches to labour relations – Role of strategic management of international labour relations.

REFERENCE BOOKS:

1. Venkataraman C.S & Srivatsava B.K 'Personnel Management and Human Resources, Tata Mcgrew Hill, New Delhi.
2. Prasad, L.M, Human Resource Management, Sulley Chend & Sons, New Delhi.
3. Edwin Flippo, Personnel Management.
4. Memoria, CB, Personnel Management, Himalaya Publishing House, Mumbai.

Specialization : Systems
Paper 5.2 – D.1: OFFICE AUTOMATION

UNIT 1

Introduction: Working with windows – Working with office program – Title bar, status bar, menu bar and tool bars – Using the office assistant – Using the help window – Creating a shortcut icon – Starting a program and opening a document – Saving and naming the document – Using favourite folders – Closing, deleting and undeleting a document – Renaming, copying and moving a document – Finding the document.

UNIT 2

WORD: Working with word document – Moving, correcting and inserting text – Printing a document – Editing a document – Selecting and copying text – Formatting – Changing margins, line spacing, text alignment, font and font size – Indenting – Inserting page numbers and breaks – Using tables and graphics – Creating tables – Auto formatting table text – Inserting, moving and resizing pictures – Spell checking.

UNIT 3

EXCEL: Building worksheet – Selecting worksheet items – Using autofill – Adding and removing rows and columns – Copying and moving information – Creating and copying formulas – Naming ranges – Using functions – Improving the appearance of worksheet – Changing column width – Formatting text and numbers – Using auto format – Spell checking – Using chart wizard – Creating, enhancing and printing a chart.

UNIT 4

ACCESS: Creating a new database – Creating and saving a table – Primary key creation – Adding, editing and deleting fields – Changing the view and moving fields – Data entry and editing – Adding, inserting and deleting records – Adjusting column widths – Hiding columns – Finding records – Sorting records – Creating, saving and editing a query – Forms – Autoform – Using report wizard – Creating and printing reports.

UNIT 5

MS POWER POINT and Integrating Office Automating:
Creating a power point presentation – Integrating office applications – Merging an access table with a word letter – Creating an access – Report from an excel list – Creating powerpoint presentation from a word outline – Creating a word handout from a powerpoint presentation.

UNIT 6

Creating and printing binders – Starting outlook – Outlook window – Using menus and dialog boxes – Exiting outlook.

TEXT AND REFERENCE BOOKS

1. Laura Acklen et-al – Microsoft Office 97, Professional Essentials.
2. Charles Petzold – Programming Windows 95, Microsoft Press.
3. Shelley O' Hara et-al – Discover Officer 97, Comdex Computer Publ.
4. Levine and Youn – The Complete Reference Widows 98, TMH.

Paper 5.2 – D.2: INTERNET PROGRAMMING AND WEB DESIGN

UNIT 1

Foundations for Internet Programming: An overview of internet programming – WWW design issues – Security and Encryption – Developing Intranet applications.

UNIT 2

Internet Programming Languages: Java – Java in Windows – CGI – Perl – Microsoft Internet implementation.

UNIT 3

Internet Scripting Languages: Java Script – VB Script – Other Scripting languages.

UNIT 4

Internet Markup Languages: HTML – SGML – Netscape extensions – Microsoft internet explorer – Only HTML tags – Shockwave and Lingo.

UNIT 5

ActiveX Controls: Creating an ActiveX control to activate a Web Page – VDO Live Technology – Creating Netscape Navigator Plug-ins – Pulling web information – Creating a custom integrated application with multiple protocols.

UNIT 6

Web Graphics: A graphic view of web – Essay web graphics – Images and Hyperlinks – Adding graphics to web pages – Site and page design – Framing your graphics – Dynamic graphics – Animation.

REFERENCE BOOKS :

1. Bob Breedlove et-al, *Web Programming Unleashed*, Sams Net Publ., 1996.
2. Ron Wodaski, *Web Graphics Bible*, Comdex Computer Publ., 1997.
3. Young, *Internet*, Millennium edition, Complete reference, TMH, 1998.
4. Powerll, *HTML: The Complete Reference*, Tata McGraw Hill, 1998.

Paper 5.2 – D3. : MULTIMEDIA AND APPLICATIONS

UNIT 1

Multimedia in Use and Technology: Introducing multimedia – Multimedia definition – Need, benefits and problems – System components – Multimedia platforms – Development tools; Types – Cross platform compatibility – Commercial tools – Standards.

UNIT 2

Media Types: Non-temporal – Text, image, graphics – Temporal – Analog, digital audio/video, music, animation, other media types – Extended images, digital ink, speech audio.

UNIT 3

Digital Video and Image Compression: Evaluating a compression system – Redundancy and visibility – Video compression techniques – Image compression standards – JPEG, MPEG, DV1.

UNIT 4

Object Oriented Multimedia: Objects, Classes and related items – Multimedia Frameworks: Overview, Media classes, Transform classes, Format classes, Component classes.

UNIT 5

Multimedia Environments: The CD family, CD-i – Overview – Media types – Media organization – Architecture and operations, Applications: Media in real world – Multimedia on networks – Training and education.

TEXT AND REFERENCE BOOKS :

1. Judith Jeffcoate, *Multimedia in Practice: Technology and Application*, Chapters 1, 2, 3, 12, 13, Prentice-Hall, 1995.
2. Simon J Gibbs and Dionysion C Tsihrizis, *Multimedia Programming*, Chapters 2, 3, 4, 5, Addison Wesley, 1994.
3. John F Koegel Buford, *Multimedia Systems*, Addison Wesley, 1994.
4. Walter Worth John A, *Multimedia Technology and Applications*, Ellis Horowood Ltd, 1991.
5. Arch C Luther, *Designing Interactive Multimedia*, Bantam Books, 1992.

Paper 5.2 – D.4: VISUAL PROGRAMMING

UNIT I

Windows Programming: Conceptual comparison of traditional programming paradigms – Overview of windows programming – Data types – Resources. Windows messages – Device contexts – Document interfaces – Dynamic linking libraries – Software Development Kit (SDK) tools – Context help.

UNIT II

Visual Basic Programming: Introduction – Forms – Variables, Types – Properties – Decision-making – Looping – Modules – Procedures – Functions.

UNIT III

Tool Box Controls – Menus – Grid controls – Dialog boxes – Database manager – Data control – Recordset objects.

UNIT IV

Visual C++ Programming: Objects – Classes – VC++ components – Resources – Event handling – Menus – Dialog boxes – Importing VBX controls – Files – MFC file handling – Document view architecture – Serialization – Multiple Document Interface (MDI) – Splitter windows.

UNIT V

Exception Handling – Debugging – Object Linking and Embedding (OLE) – Database Application – DLL – ODBC.

REFERENCE BOOKS :

1. Charles Petzold, *Windows Programming*, Microsoft Press, 1992.
2. Garry Cornell, *Visual Basic 6 From the Ground up*, Tata McGraw Hill, 1999.
3. Steven Holzner, *Visual C++ Programming*, 2nd edition, PHI Publishers, 1997.
4. David Kruglinski J, *Inside Visual C++*, Microsoft Press, 1993.
5. Mueller, *VC++ 5 From the Group up*, TMH, 1997.
6. Viktor Toth, *Visual C++ 5 Unleashed*, 2nd edition, Tech Media, 1997.
