

**B.A. NANO ENTREPRENEURSHIP**

**SYLLABUS**  
**2024**



**SREENARAYANAGURU**  
**OPEN UNIVERSITY**

**SREENARAYANAGURU OPEN UNIVERSITY**

(The State University for Education, Training and Research in Blended Format, Kerala)

## Syllabus index

### B.A. Nano Entrepreneurship

Sl.No	Course Title	Type of the Course	Credit
1.	Fundamentals of Entrepreneurship	DC-1	6
2.	Project Planning and Reporting	DC-2	6
3.	Entrepreneurial Ecosystem for Nano and Small Business	DC-3	6
4.	Formation of Nano Business	DC-4	6
5.	Managerial Economics	DC-5	6
6.	Accounting for Nano Business	DC-6	6
7.	Expansion Strategy for Nano Business	DC-7	6
8.	Management of Nano Enterprise	AN-1	6
9.	Marketing Management	AN-2	6
10.	Legal Environment of Business	AN-3	6
11.	Support System for Nano Business in Kerala	AN-4	6
12.	Economics for Everyday Life	GE-1	2
13.	Banking	GE-2	2
14.	Environmental Studies	AC-1	4
15.	Software for Office Management	AC-2	4
16.	E-Business	SE-1	2
17.	Digital Marketing	SE-2	2
18.	Humanism and Logic	SC	2
19.	Vocational Training-1	VT-1	6
20.	Vocational Training-2	VT-2	6
21.	Vocational Training-3	VT-3	6
22.	Project	PRJ	6
23.	Reading and Writing English	LC	6
24.	English for Business and Professional Communication	LC	6
25.	Modern Indian Languages-1	MIL-1	6
26.	Modern Indian Languages-2	MIL-2	6
Total Credit			132

## SREENARAYANAGURU OPEN UNIVERSITY

### Programme Structure Template -Bachelor of Arts in Nano Entrepreneurship

Sem	Discipline Core Course (6 Credit each)	Vocational Courses (6 Credit each)	Ancillary Courses (6 Credit each)	Language Core (6 Credit each)	MIL (6 Credit each)	Generic Elective (2 Credit)	Ability Enhancement Compulsory Course (4 Credit each)	Skill Enhancement Course (2 Credit)	Skill Enhancement Compulsory Course (2 Credit)	Project (6 Credit)	Total Credit per Semester
I	DC-1		AN -1	ENG-1			AC - 1				22
II	DC-2	VT-1			MIL-1		AC - 2				22
III	DC-3		AN -2	ENG-2				SE-1	SC		22
IV	DC-4	VT-2	AN -3		MIL-2						24
V	DC-5	VT-3	AN -4			GE-1		SE-2			22
VI	DC-6										20
	DC-7					GE-2				PRJ	
Total	42 Cr	18 Cr	24Cr	12Cr	12Cr	4 Cr	8 Cr	4 Cr	2 Cr	6 Cr	132 Cr

DC	: Discipline Core Courses	PRJ	: Dissertation / Project
VT	: Vocational Training	AC	: Ability Enhancement Compulsory Course
AN	: Ancillary Course	LC	: Language Core
SC	: Skill Enhancement Compulsory Course	MIL	: Modern Indian Languages
GE	: Generic Electives Course from other disciplines	ENG	: English Language Core
SE	: Skill Enhancement Courses (Core)		

## SEMESTER WISE DETAILS

### SEMESTER I

Semester	Course type	Course Code	Name of the course	Credit
<b>S1</b>	Discipline Core	B23NE01DC	Fundamentals of entrepreneurship	<b>6</b>
	Language Core Course	B21EG01LC	Reading and Writing English	<b>6</b>
	Ancillary Course	B23NE01AN	Management of Nano Enterprise	<b>6</b>
	Ability Enhancement Compulsory Course	B21ES01AC	Environmental Studies	<b>4</b>

### SEMESTER II

Semester	Course type	Course Code	Name of the course	Credit
<b>S2</b>	Discipline Core	B23NE02DC	Project planning and reporting	<b>6</b>
	Vocational Training	B23NE01VT	Vocational Training -1	<b>6</b>
	Modern Indian Languages (Students can choose any one)	B21AR01LC	Functional Arabic	<b>6</b>
		B21HD01LC	हिंदी गद्य साहित्य और संरचना (Hindi Prose and Structure of Hindi Language)	
		B21ML01LC	മലയാള സാഹിത്യം : കവിത -കഥ - ഉപന്യാസം - നോവൽ	
		B21SN01LC	गद्य नाटकं च (Gadhya Natakam cha)	
	Ability Enhancement Compulsory Course	B23CA02AC	Software for office management	<b>4</b>

### SEMESTER III

Semester	Course type	Course Code	Name of the course	Credit
S3	Discipline Core	B23NE03DC	Entrepreneurial Ecosystem for Nano and Small Business	6
	Ancillary Course	B23NE02AN	Marketing Management	6
	Language Core Course	B21EG02LC	English for Business and professional communication	6
	Skill Enhancement Compulsory Course	B21UC01SC	Humanism and Logic	2
	Skill Enhancement Course	B23NE01SE	Digital Marketing	2

### SEMESTER IV

Semester	Course type	Course Code	Name of the course	Credit
S4	Discipline Core	B23NE04DC	Formation of Nano Business	6
	Vocational training	B24NE02VT	Vocational training -2	6
	Ancillary Course	B23NE03AN	Legal environment of business	6
	Modern Indian Languages (Students can choose any one)	B21AR02LC	Literature in Arabic	6
		B21HD02LC	हिंदी पद्य साहित्य और अनुवाद (Hindi Padhya Sahithya Aur Anuvad)	
		B21ML02LC	മലയാള സാഹിത്യ മാതൃകകൾ : ആത്മകഥ, ജീവചരിത്രം, യാത്രാവിവരണം, അനുഭവ സാഹിത്യം (Malayala Sahithya Mathrukakal: Aathmakadha, Jeevacharithram, Yathravivaranam, Anubhavasahithyam)	
		B21SN02LC	महाकाव्यं गद्यकाव्यं च (Mahakavyam Gadyakavyam cha)	

### SEMESTER V

Semester	Course type	Course Code	Name of the course	Credit
<b>S5</b>	Discipline Core	B23NE05DC	Managerial Economics	<b>6</b>
	Ancillary course	B23NE04AN	Support system for nano business in Kerala	<b>6</b>
	Vocational training	B23NE03VT	Vocational Training-3	<b>6</b>
	Generic Elective	B21EC01GE	Economics for Everyday Life	<b>2</b>
	Skill Enhancement Course	B23NE02SE	E-business	<b>2</b>

### SEMESTER VI

Semester	Course type	Course Code	Name of the course	Credit
<b>S6</b>	Discipline Core	B23NE06DC	Accounting for Nano business	<b>6</b>
	Discipline Core	B23NE07DC	Expansion strategy for Nano business	<b>6</b>
	Generic Elective	B21CM02GE	Banking	<b>2</b>
	Project	B23NE01PR	Project	<b>6</b>

## DISCIPLINE CORE COURSE - 1

**B23NE01DC**

### FUNDAMENTALS OF ENTREPRENEURSHIP

**(CREDIT:6)**

#### Course objective:

This course provides a foundation for understanding the concepts, skills, and processes involved in launching and running a successful business venture.

#### Course outcome:

- Describe the concept of entrepreneurship
- Identify various types of entrepreneurships
- Develop an entrepreneurial mindset.

Block	Unit
Block-1: Entrepreneur	<b>Unit-1: Entrepreneurial traits</b>  Meaning- characteristics of a successful entrepreneur- qualities and skills of successful entrepreneur-Distinction between entrepreneur and manager
	<b>Unit-2: Types of Entrepreneurs</b>  Classification of entrepreneurs-Functions of an Entrepreneur-Women entrepreneurs- challenges
Block-2: Entrepreneurship	<b>Unit-1: Basics of Entrepreneurship</b>  Meaning- Role and importance of Entrepreneurship in economic development- Factors affecting growth of entrepreneurship
	<b>Unit-2: Types of Entrepreneurships</b>  Dimensions of Entrepreneurship-Intrapreneurship- Technopreneurship - Cultural Entrepreneurship- International Entrepreneurship-Ecopreneurship- Social Entrepreneurship and Women Entrepreneurship-Entrepreneurship in Agriculture sector and service sectors- Dealership -Networking and Franchising
Block-3: Enterprise	<b>Unit-1: Basics of Enterprise</b>  Meaning-Importance-Steps in establishing an enterprise



	<b>Unit-2: Types of enterprise</b>  Classifications -based on size (nano, micro, small, medium, large) based on ownership (private, public, joint venture, cooperative) based on industry (primary, secondary, tertiary)
Block-4: Entrepreneurship Development	<b>Unit 1: Entrepreneurial Readiness</b>  Attitude - Timing and conditions - Myths and realities - Transitioning from college/job to business - How an unemployed can become entrepreneur?
	<b>Unit 2: Environmental Scanning</b>  Meaning of Environmental scanning–Strategies of Environmental Scanning-Market Research, Expert opinion, PESTEL and SWOC Analysis.
Block -5: Practical Knowledge on entrepreneurships	<b>Unit-1: Identification of Types of Enterprise</b>  Visit the nearby enterprises (minimum 20 heterogeneous units) and classify it based on the following factors: size (nano, micro, small, medium, large), ownership (private, public, joint venture, cooperative), industry (primary, secondary, tertiary), and legal structure (sole proprietorship, partnership, cooperative, company).
	<b>Unit-2: Identification of entrepreneurial skills</b>  Based on the interaction with entrepreneurs. Prepare a detailed note on ‘Key skills of an entrepreneur’

## References

1. Vasanth Desai, *Small Business Entrepreneurship*, Himalaya Publications
2. Sangram Keshrai Mohanty, *Fundamentals of entrepreneurship*, PHI, New Delhi.
3. Sontakki C N, *Project Management*, Kalyani Publishers, Ludhiana.
4. MSME Act 2006
5. Peter F. Drucker-*Innovation and Entrepreneurship*
6. Nandan H. *Fundamentals of Entrepreneurship*, PHI, New Delhi
7. Shukla M.B *Entrepreneurship and small Business Management*, Kitab Mahal Allahabad
8. Sangam Keshrai Mohanty. *Fundamentals of Entrepreneurship*, PHI, New Delhi.

**DISCIPLINE CORE COURSE - 2**  
**B23NE02DC**  
**PROJECT PLANNING AND REPORTING**  
**(CREDIT:6)**

**Course objectives**

This course aims to equip students with the skills to identify business opportunities, prepare business plan, conduct feasibility studies and to establish nano-business.

**Course outcome**

- Gain knowledge about discovering business opportunities
- Acquire skills to conduct feasibility analysis and project planning
- Develop insights on the nuances of detailed project report and present the same

<b>Block</b>	<b>Unit</b>
Block-1: Project Planning	<b>Unit 1: Fundamentals of Project Planning</b>  Meaning – Definition-Objectives-Types of projects - Importance of project planning- Key components of a project plan- Project scope- Characteristics of good plan
	<b>Unit 2: Phases of plan</b>  Phases of plan- concept phase- definition phase- implementation phase- handover phase- close out phase- Project Schedule-Benefits of project scheduling
Block 2: Project Management	<b>Unit-1: Project Appraisal</b>  Meaning, scope, and importance - Role of project manager - Project life cycle- Preparation of feasibility report - Technical, environmental, market, and managerial appraisal
	<b>Unit 2: Project Assessment</b>  Methods and techniques for project assessment -Concept of Break Even - Practical aspects of project management
	<b>Unit 1: Cost Estimation</b>

Block 3: Project Financing	Fixed and working capital - Estimating requirements - Funding sources: seed capital, government support, subsidies, angel and venture capital.
	<b>Unit 2: Preparation of Books of Accounts</b> Projected Financial Statements: Balance Sheet, Income Statement, Fund Flow, and Cash Flow
Block 4: Project Reporting	<b>Unit 1: Detailed Project Report (DPR)</b> Meaning-Types- parameters for evaluating DPR: debt service coverage ratio, current ratio, statement of depreciation, statement of interest calculation-Templates of DPR
	<b>Unit 2: Contents of DPR</b> Plant capacity- Manufacturing procedure adopted- Technical know-how- details of fixed assets and infrastructural facility- Raw material requirement/ availability- treatment procedure adopted- labour requirement and variability – marketing arrangements – profitability and cash flow estimates – mode of repayment of loans – government approvals – details of collateral security for loans
Block 5: Practical Applications	<b>Unit 1: Analysis of DPR</b> Collect the specimen copy of a DPR submitted by an entrepreneur and examine its contents and format
	<b>Unit 2: Evaluation of DPR</b> Evaluate the financial health of the collected DPR.

## References

1. M Gruruswamy (2003 ). Business Planning and Regulations. Thakur Publications.
2. Griffin, M, (2015). How to write a Business Plan: A step by step guide to create a plan that gets results. American Management Association.
3. Farooq, M. (2019). Business Plan template: Answer the questions, complete your Business Plan. Linkowing University Press.
4. Thompson, A. (2003). Overview of a Business Plan. Murdoch Business School

5. [CA Virendra K.Pamecha](#) (2018). Guide to PROJECT REPORTS, Project Appraisals & Project Finance (a Handbook on Project management) Xcess Informatics & Services
6. [R.K.Garg](#) (2017) Handbook on Project Reports, Bharath Law House.

## DISCIPLINE CORE COURSE - 3

**B23NE03DC**

### ENTREPRENEURIAL ECOSYSTEM FOR NANO & SMALL BUSINESS

**(CREDIT:6)**

#### Course objectives

This course aims to provide students with a comprehensive understanding of the nano business ecosystem in Kerala, equipping them with the necessary knowledge and skills to succeed as entrepreneurs in the state.

#### Course outcome

- Understand government policies and support structures for nano and small businesses in Kerala.
- Gain knowledge about startup Ecosystem
- Describe the development programs and women support schemes for entrepreneurial empowerment.
- Apply knowledge through case studies, and internships.

#### Course outline

Block	Unit
Block-1: Introduction to the Nano Business Ecosystem	<b>Unit 1: Overview of Nano &amp; Small Businesses</b> Definition and scope of nano& small businesses-Importance of nano & small businesses in the economy-Key characteristics and examples of successful nano & small businesses
	<b>Unit 2: Business Environment in Kerala</b> Socio-economic landscape of Kerala-Key industries and sectors-Challenges and opportunities for nano & small businesses in Kerala
Block 2: Special Schemes	<b>Unit-1: Micro Credit Schemes</b> Guidelines for micro finance- Selection of Non-Governmental organization- Selection of Self-help groups for extending Micro credit Financing-Credit limit- Micro finance schemes for backward classes
	<b>Unit 2: Government Schemes and Incentives for MSMEs</b> Overview of central and state government schemes-Prime Minister's Employment Generation Programme (PMEGP)Micro and Small Enterprises - Cluster Development Programme (MSE-

	CDP)-Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE)- MSME Innovative Scheme (Lean Manufacturing, Design, ZED, Incubation, IPR)
Block-3: Institutional Support Mechanism	<b>Unit 1: State level Entrepreneurial Support Organizations (ESOs)</b> Kerala Financial Corporation (KFC)- Kerala State Industrial Development Corporation (KSIDC)-Kerala Industrial Infrastructure Development Corporation (KINFRA)- Kerala State Small Industries Association (KSSIA)- Technopark- Infopark- Kerala Development and Innovation Strategic Council (K-DISC)- TiE Kerala- Maker Village, Kochi
	<b>Unit-2: National Level Entrepreneurial Support Organizations (ESOs)</b> National Small Industries Corporation (NSIC)- Atal Innovation Mission (AIM)- Small Industries Development Bank of India (SIDBI)- Federation of Indian Chambers of Commerce & Industry (FICCI)- Confederation of Indian Industry (CII)- Indian Angel Network (IAN)- TiE India- National Entrepreneurship Network (NEN)- Venture Center- National Institute of Entrepreneurship and Small Business Development (NIESBUD)
Block 4: Entrepreneurial Development Programme	<b>Unit 1: Development Programs</b> Through field investigation List and state various Entrepreneurship Development Programmes by Central Government, State Government - DIC Sponsored Schemes - <u>Types of assistance provided - Eligibility, duration, and providers</u>
	<b>Unit 2: Training and Development</b> Training and skill development programs for nano & small businesses-Role of training institutes and industry associations- Government initiatives for skill development schemes and initiatives for women entrepreneurs-- Support agencies and networks for women in business-Success stories and case studies of women entrepreneurs
Block 5: Startup Ecosystem	<b>Unit 1: Understanding the Startup Ecosystem</b> Definition and components of a startup ecosystem-Key stakeholders: entrepreneurs, investors, incubators, accelerators, government agencies-Evolution and current state of the startup ecosystem in Kerala
	<b>Unit 2: Support Structures for Startups</b>

	Role of Kerala Startup Mission (KSUM)-Incubators and accelerators in Kerala: Programs, services, and success stories- Mentorship and networking opportunities for startups
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## References

1. Pareek, Udai and Venkateswara Rao T., Developing Entrepreneurship – A Hand book on Learning Systems, Learning Systems, Delhi, 1978
2. Kaplan, J.M and Warren A.C., Patterns of Entrepreneurship Management, John Wiley& Sons Inc, 2013
3. Reddy, Entrepreneurship: Text & Cases - Cengage, New Delhi.
4. Kuratko/rao, Entrepreneurship: A South Asian Perspective.- Cengage, New Delhi.
5. Khanka S.S., Entrepreneurial Development, S.Chand& Co. Ltd., New Delhi

**DISCIPLINE CORE COURSE - 4**  
**B23NE04DC**  
**FORMATION OF NANO BUSINESS**  
**(CREDIT:6)**

**Course objectives**

This course introduces the steps to be initiated to set up a nano venture

**Course outcome**

1. Identify business opportunities in the nanotechnology sector.
2. Understand the regulatory landscape and ethical considerations relevant to nano entrepreneurship.

<b>Block</b>	<b>Unit</b>
Block-1: Identifying Business Opportunities	<b>Unit 1 - Entrepreneurial Idea Generation</b>  Small scale Business ideas- Tourism- Food processing units (coconut, Jack fruit, Pineapple)- Home made food business- Organic farming- Agarbathi making- Boutique- Interior designing- Event Management- Handy craft- Photography-other emerging sectors.
	<b>Unit 2 –Organising Resources</b>  Finance and Human Resource Mobilization- Operations Planning- Market and Channel Selection- Product Launching
Block 2: Business Planning and Structure	<b>Unit-1: Developing a Business Plan</b> Setting business goals and objectives - Business Model Canvas - Business planning processes
	<b>Unit 2: Choosing the Right Business Structure</b> Types of business ownership -sole proprietorship, partnership, LLC, One Person Company - Advantages and disadvantages of each structure - Decision-making factors in choosing a structure
Block 3: Legal and Regulatory Framework	<b>Unit 1: Registration of the Venture</b> Steps to register a nano entrepreneurship - Necessary documentation - Costs and timelines involved - Legal implications of registration



	<b>Unit 2: Environmental Regulations</b> Compliance requirements - Impact of environmental laws on nano enterprises
Block 4: Licenses, Permits, and Compliance	<b>Unit 1: Licenses and Permits</b> Identifying required licenses and permits - Application process –K-SWIFT-Renewal and compliance - Industry-specific requirements
	<b>Unit 2: Compliance with Taxation Norms</b> Understanding tax obligations - Types of taxes applicable - Benefits of tax compliance and incentives
Block 5: Case study of nano entrepreneurship	<b>Unit 1: Case study of nano entrepreneurship</b> Visit 5 nano enterprises in your nearby location and investigate the legal requirements of such ventures, including registration, licensing, and permits. Additionally, examine if these procedures change according to the form of the organization. Prepare a detailed report.
	<b>Unit 2: Role of SHGs in Nano entrepreneurship</b> Explain the role of Kudumbashree in promoting nano entrepreneurship in Kerala. How can Self Help Groups stimulate women entrepreneurship in the region? Prepare a case study on a nano enterprise established by Kudumbashree. Evaluate their strategy, funding, operations, and profit-sharing mechanisms. Based on this evaluation, identify the feasibility of this business idea in your locality or identify any marketing gaps. Then, formulate a business plan and strategy for implementation.

## References

1. Anjan, R. *Managing New Ventures, Concepts and Cases in Entrepreneurship*, New Delhi, PHI
2. Learning Private limited.
3. Bhide A, *The Origin and Evolution of New Businesses*, New York, Oxford University Press.
4. Brandt, S. C. (1997). *Entrepreneurship: The 10 Commandments for Building a Growth Company*. New Delhi: Mc Millan Business Books.
5. Manjunath, N. (2008). *Entrepreneurship & Management*. Bangalore: Sanguine Technical Publishers.

6. Khanka S S- *Entrepreneurial Development*- S Chand and Sons
7. Desai,Vasant- *Small Scale Business and Entrepreneurship*- Himalaya Publications
8. AP Padnekar, *Entrepreneurship*, Himalaya Publishing House, Mumbai.
9. Rao, V S P- Business, *Entrepreneurship and Management*- Vikas Publishing House

**DISCIPLINE CORE COURSE - 5**

**B23NE05DC**

**MANAGERIAL ECONOMICS**

**(CREDIT:6)**

**Course Objectives:**

This course aims to provide the learners with a comprehensive understanding of the fundamental concepts of managerial economics, to equip learners with various methods of demand forecasting skills and to develop learners' abilities to make informed decisions under uncertainty

**Course Outcomes:**

1. Explain the basic concepts related to the application of Economic theories, tools and methodologies in business decision making.
2. Describe the types, elasticity and methods of forecasting the demand
3. Discuss the theoretical concepts of production, Cost and Revenue.
4. Differentiate the various forms of market and price determination under various market conditions

<b>Block</b>	<b>Unit</b>
Block 1: Significance and Scope of Managerial Economics	<b>Unit 1</b> Meaning - Scope - Role and significance of managerial economics - Role and responsibilities of Manager in business
	<b>Unit 2</b> Fundamental economic concepts - Factors of Production - Demand - Supply - revenue - cost -profit - opportunity cost - Elasticity of Demand and Supply- Managerial application and importance of elasticity of demand
Block 2: Demand Forecasting and Pricing	<b>Unit 1</b> Meaning - Methods of demand forecasting - Expert opinion, surveys and market experiments, Time series analysis, Trend Projection, Barometric forecasting - Case study on Demand forecasting for a new product
	<b>Unit 2</b> Factors affecting pricing decision - Components in Pricing of the product - Types of product pricing -Marginal Cost Pricing, mark-up pricing, transfer pricing, product line pricing, price skimming and penetration -Profit Management

Block 3: Production, Cost and Revenue Analysis	<b>Unit 1</b> Meaning and concept of production - short run - long run production - TP, AP and MP -Isoquant - Isocost line - Least cost combination
	<b>Unit 2</b> Cost - Types of Cost- Fixed cost and variable cost, - Average cost and marginal cost, Economic cost and accounting cost - Private cost and social cost - Explicit cost and implicit cost -Incremental cost and Sunk cost - Concept of revenue - average, marginal, and total revenue-Break even Analysis
Block 4: Capital Budgeting and Investment Analysis	<b>Unit 1</b> Meaning of Capital Budgeting - Demand for Capital and Supply of Capital (sources of capital) -Capital Rationing
	<b>Unit 2</b> Methods of Capital Budgeting- Net Present Value (NPV) - Internal Rate of Return (IRR) -Payback period method - Average Rate of Return
Block 5: Decision Making and Practical Activities	<b>Unit 1</b> Decision Making under Uncertainty-Uncertainty, Probability, and Expected value- Decision Tree -Good and Bad Decisions and Outcomes
	<b>Unit 2</b> Select a Business having turn over between 10 lakhs and one crore - Investigate the demand forecasting methods employed - Evaluate the pricing strategies adopted - Assess the production processes and cost structures - Examine the capital budgeting and investment decisions made -Analyse how the business manages the risks and makes decisions under uncertainty. Prepare a report based on the above.

## Reference

1. Salvatore, Dominick. Managerial Economics. Oxford University Press, 2nd Edition.
2. Varsney, R.L., and Maheswari, K.L. Managerial Economics. Sultan Chand & Sons, NewDelhi, 1997
3. William F. Samuelson, Stephen G. Marks-Managerial Economics-Wiley (2012)
4. Mithani, D.M. Managerial Economics. Himalaya Publishing House, Mumbai.
5. Shankaran, S. Managerial Economics. Margham Publications, Madras.
6. Dwivedi, D.N. Managerial Economics. Vikas Publishing House, Delhi.

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8. Paul G. Kear, Philip K.Y. Young and Stephen E. Erfle (2011): Managerial Economics: Economic Tools for Today's Decision Makers, Pearson. William F. Samuelson and
9. Stephen G. Marks (2012): Managerial Economics, 7th Ed, John Wiley & Sons, Inc.
10. Michael R. Baye (2012): Managerial Economics and Business Strategy, 7th Ed, McGraw-Hill.
11. Luke M. Froeb and Brian McCann (2008): Managerial Economics: A Problem Solving Approach, Thomson.
12. Christopher R Thomas and Charles Maurice (2013): Managerial Economics: Foundations of Business Analysis and Strategy, Mc Graw Hill.
13. Thomas J. Webster (2010): Managerial Economics: Theory and Practice, Academic Press.
14. Majes R. McGuigan, Charles Moyer and Frederick M de B. Harris (2012): Managerial Economics: Application, Strategy and Tactics, South-Western.

**DISCIPLINE CORE COURSE - 6**  
**B23NE06DC**  
**ACCOUNTING FOR NANO BUSINESS**  
**(CREDIT:6)**

**Course Objective**

The course aims to equip learners with practical skills in accounting systems, focusing on both manual and computerized methods and enhancing their capability in various accounting roles

**Course Outcome**

After the completion of the course, the learners will:

1. Understand the rules of debit and credit for journalising transactions.
2. Develop proficiency in ascertaining profit/loss of the business
3. Gain practical experience in using Tally software, including company creation, establishment of account groups and ledger accounts, and inventory management.
4. Prepare Trading and Profit and Loss Account and Balance Sheet under manual and computerised accounting system

Block	Unit
Block 1: Introduction to Accounting	<b>Unit 1- Introduction</b> Accounting- Meaning-Objectives- Significance- Important terminologies in accounting
	<b>Unit 2- Basic concepts</b> Single entry system- Double entry book keeping–Rules of debit and credit
Block 2: Books of Accounts	<b>Unit 1-Recording of Transactions</b> Journal- Ledger- Subsidiary Books- Trial Balance (Simple practical problems)
	<b>Unit 2- Cashbook</b> Cashbook- Types of cash book- Single column- Double column (Simple practical problems)- Bank Reconciliation Statement
Block 3: Preparation of Final Accounts	<b>Unit-1: Final Accounts</b> Introduction - Meaning- Components
	<b>Unit -2: Preparation of Final Accounts</b> Preparation of Trading and Profit and Loss Account and Balance Sheet (Simple practical problems)
Block 4: Introduction to Computerized Accounting	<b>Unit 1- Fundamentals of Tally</b> Tally - Start up Tally - Quitting Tally - Creation of a Company - Alteration, deleting, and shut a company
	<b>Unit 2 – Grouping of Accounts</b>

	Concepts of Grouping of Accounts - Predefined account groups - Display or alter groups.
	<b>Unit 3 – Creation of Ledger Accounts</b> Creating Ledger Accounts- Predefined ledger accounts - Creation, display, alter and deleting ledger accounts.
	<b>Unit 4- Inventory</b> Inventory items - Groups, Units - Creating a single stock group - Creating a multiple stock group - stock items
	<b>Unit 1- Practical Application of Single entry and Double entry systems</b> Visit five nano enterprises and assess how they maintain their books of accounts. Identify and document the reasons each enterprise follows for choosing their respective accounting system, and explain the benefits and drawbacks of each by making a comparison between the two enterprises. Submit a comprehensive report that includes a summary of the visits, an analysis of the reasons for choosing each accounting system, a comparison of the benefits and drawbacks. Evaluation will be based on the depth of understanding and analysis, accuracy and completeness of the financial statements, application of accounting knowledge, and the clarity of the report.
Block 5: Practical Knowledge on Preparation of Books of Accounts	<b>Unit 2- Practical Application of Tally</b> From the given transactions in your self-learning material, Prepare the financial statements of a business using Tally. Submit the report of financial statements by incorporating the printouts from Tally showing the created company profile, account groups and categorized accounts, ledger accounts, and stock groups and inventory items.

## References

1. Patel Chintal, Bhupendra Mantri, *India Accounting Standards*, Taxman Publications.
2. Shukla M.C., T.S. Grewal and S.C. Gupta, *Advanced Accounts*, S. Chand & Co., New Delhi
3. Maheshwari S.N. and S.K. Maheshwari, *Financial Accounting*.
4. Tulasian P.C., *Introduction to Accounting*, Pearson Education.
5. Institute of Computer Accountants, Tally, Vikas Publishing House. New Delhi.
6. Tally Academy, *Tally Manual*.
7. Nadhani K. and K.K. Nadhani, *Implementing Tally 6.3*, 1/e BPB Publications, NewDelhi.
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**DISCIPLINE CORE COURSE - 7**  
**B23NE07DC**  
**EXPANSION STRATEGY FOR NANO BUSINESS**  
**(CREDIT:6)**

**Course objectives**

This course provides insights for the growth of the existing business and for planning entry into known and unknown markets.

**Course outcome**

1. Identify and evaluate opportunities to scale an organization
2. Explain the strategies to enter new markets,
3. Assess the impact of a potential merger and acquisition and avoid common pitfalls of this type of growth
4. Apply knowledge through case studies, and internships.

**Course outline**

<b>Block</b>	<b>Unit</b>
Block 1: Expansion Strategies	<b>Unit 1: Areas of Expansion</b> Geographic-demographic- life style- innovative business channels
	<b>Unit 2: Scaling</b> Need- importance- growth through scaling- economies of scale for nano business- growth opportunities- Scenario planning
Block 2: Product and Service Development	<b>Unit 1: Product Innovation</b> Idea Generation - Product Design - Prototyping
	<b>Unit 2: Service Enhancement</b> Service Quality Improvement - Customer Feedback Integration - New Service Development
Block 3: Strategic Partnerships and Alliances	<b>Unit 1: Building Partnerships</b> Identifying Potential Partners - Negotiation Skills - Partnership Models
	<b>Unit-2: Collaboration and mergers</b> Mergers - Structures - Risk Sharing - Collaborative Innovation
Block 4: Implementation and Monitoring	<b>Unit 1: Action Plan Development</b> Setting SMART Goals - Action Plan Creation - Resource Allocation
	<b>Unit 2: Monitoring and Evaluation</b>



	Key Performance Indicators (KPIs) - Regular Review Processes - Adjusting Strategies
Block 5: Practical Applications	<b>Unit 1:</b> Identify a specific market or customer segment you want to target for expansion. Set three SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals related to this expansion.
	<b>Unit 2:</b> Identify the expansion opportunities of an existing nano business (of your choice) based on the geographic, demographic and lifestyle transition happening in Kerala.

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## ANCILLARY COURSE-1

**B23NE01AN**

### MANAGEMENT OF NANO ENTERPRISES

**(CREDIT:6)**

#### Course Objective

Equip students with the knowledge and practical skills to effectively manage human and financial resources in nano enterprises, ensuring sustainable growth, employee satisfaction, and optimal financial performance.

#### Course Outcomes

1. Understand workforce planning and implement effective hiring and on boarding strategies.
2. Develop and evaluate low-cost employee training and development programs.
3. Implement retention strategies to enhance employee engagement and reduce turnover.
4. Managing the financial resources of a nano enterprises

Block	Unit
Block 1: Functions of Management	<b>Unit 1: Introduction to Management</b> Need-Importance- Functions-Planning-organising-Staffing-Directing-Controlling (Brief study only)
	<b>Unit 2: Principles of Management and Best Management Practices</b> Scientific Vs Henry Fayol's Principles- TQM-Change Management
Block 2: Managing People	<b>Unit 1: Workforce Planning:</b> Workforce planning – Meaning, Need for Workforce planning, how to plan your Workforce, Skills – Gap analysis and its management.
	<b>Unit 2: Finding and Hiring:</b> Ways to find and hire employees, Hiring plan for Nano business; Identifying hiring needs, Creating job description, Screen and Select candidates, Onboarding and Training – Performance appraisal - Tools to identify performance and skills – performance review, observation and discussion, feedback from supervisor, team or client, personality testing - Employee relations

Block 3: Employee Development and Retention in Nano Enterprises	<b>Unit 1: Training and Development Programs</b> Importance of employee development in small businesses- Training needs and creating development plans-Low-cost training methods: on-the-job training, mentoring, online courses- Evaluating the effectiveness of training programs- continuous learning and skill enhancement-Role of leadership in fostering a learning culture
	<b>Unit 2: Retention Strategies and Employee Engagement</b> Importance of employee retention for nano enterprise- understanding factors that influence employee retention-Creating a positive work environment and culture-Implementing employee recognition and reward programs-Offering career growth and development opportunities-Conducting stay interviews to understand employee needs and concerns-Addressing work-life balance and flexibility
Block 4: Managing Finance	<b>Unit 1: Introduction to Financial management:</b> Financial management – Meaning, Objectives of Financial management – Capital – Meaning – Types of Capital – Working Capital and Fixed Capital
	<b>Unit 2: Working capital decision</b> Meaning and significance of working capital - Inventory, cash and receivables management - Optimum credit policy - Credit collection
Block 5: Case study	<b>Unit 1:</b> Visit a Nano business enterprise and identify the various sources of finance they have used for starting the business. Find out their working capital requirement and how they manage it. Prepare a report of your study.
	<b>Unit 2:</b> Identify a Nano business enterprise with a minimum workforce of 3 employees. Study their workforce planning and performance appraisal strategy. Prepare a report of your study.

## References

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## ANCILLARY COURSE -2

B23NE02AN

### MARKETING MANAGEMENT

(CREDIT:6)

#### Course objectives

This course aims to ensure students have clarity in terms of how a product is marketed and to identify the methodology to be followed and strategies to be implemented.

#### Course outcome

1. Develop an understanding of various concepts of marketing.
2. Acquaint with the knowledge of marketing mix and the skill to develop effective marketing strategy.
3. Acquaint with recent trends in marketing and to enable them to understand challenges in marketing.
4. Apply knowledge through case studies, and internships.

Block	Unit
Block-1: Introduction to Marketing	<b>Unit 1: Introduction to Marketing</b>  Marketing: Meaning, Nature, Scope of marketing, Need and Importance of Marketing. Selling v/s Marketing. Marketing Mix (7P's of marketing). Marketing Environment: Concept and importance of marketing environment- STP: Segmentation, Targeting and Positioning-Niche Marketing- One to one marketing
	<b>Unit 2: Consumer behaviour:</b>  Need for studying consumer behaviour; Stages in Consumer buying decision process; Factors influencing consumer buying decisions.
Block 2: Marketing Mix Decisions	<b>Unit-1: Product</b>  Meaning and classification of product. Product life cycle and product mix. Branding: concept, functions and qualities of good brand name. Packaging and Labelling- concept and functions;

	<b>Unit 2: Pricing</b> Concept, Factors affecting price of a product, Pricing strategies;
Block 3: Marketing mix decisions	<b>Unit 1: Place</b> Distribution channel: Meaning, types and strategies – Retail marketing- Logistics management- Supply chain management
	<b>Unit 2: Promotion</b> Promotion: Advertising, Personal selling, sales promotion, public relation, direct marketing- digital marketing.
Block 4: Trends in Marketing	<b>Unit 1: Understanding new trends</b> Marketing for services: Meaning, scope and importance. Green marketing, social marketing, Rural marketing, Relationship marketing, Influencer marketing
	<b>Unit 2: New developments</b> Marketing analytics- Competitive marketing- Entrepreneurial marketing
Block 5: Practical Applications and Case Studies	<b>Unit 1: Marketing insights</b> Analysis of successful nano & small businesses in Kerala-Lessons learned and best practices-Interviews with entrepreneurs and business leaders on marketing strategies
	<b>Unit 2: Case studies</b> Read case studies in STP, Marketing mix and submit a report

## References

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## ANCILLARY COURSE-3

B23NE03AN

### LEGAL ENVIRONMENT OF BUSINESS

(CREDIT:6)

#### Course objectives

The course aims to provide learners with a comprehensive understanding of various labour laws, wage regulations, social security legislation, industrial dispute resolution, and compliance requirements for nano-business enterprises.

#### Course outcome

1. Gain detailed knowledge of various labour legislations
2. Comprehend the provisions of the Acts.
3. Understand the salient features, objectives, and scope of the various Acts
4. Develop the ability to evaluate the applicability of relevant laws to nano-business enterprises, assess compliance, identify violations, and recommend improvements.

Block	Unit
Block-1: Labour Laws	<b>Unit I: Welfare legislation</b> Contract Labour (Regulation and Abolition) Act, 1970; The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, sexual harassment of women at workplace (prevention, prohibition and redressal) Act 2013
	<b>Unit II: Laws on wages</b> Minimum Wages Act, 1948- Payment of Bonus Act, 1965- Equal Remuneration Act, 1976.
Block 2: Social Security legislation	<b>Unit 1: Employees Acts</b> Employees' Compensation Act, 1923- Employees' State Insurance Act, 1948- Employees' Provident Funds and Miscellaneous Provisions Act, 1952- Payment of Gratuity Act, 1972- Maternity benefit (amendment) Act 2017
	<b>Unit 2: Trade unions and domestic inquiry</b> Domestic inquiry- Indian Trade Union Act, 1926
Block 3: Labour Codes (Recent Development)	<b>Unit-1: Code 1 and Code 2</b> Code on Wages (2019) (Code 1)- Code on Industrial Relations (2020) (Code 2)
	<b>Unit 2: Code 3 and Code 4</b> Code on Social Security (2020) (Code3)- Code on Safety and Working Conditions (2020) (Code 4)

Block 4: Other Relevant Acts	<b>Unit 1: COPRA, 1986</b> Objectives and Basic Concepts- Consumer, Goods, Service, Defect in goods, Deficiency in service, Spurious goods and services, Unfair trade practice, Restrictive trade practice- Grievance Redress Mechanism
	<b>Unit 2: Environmental Protection Act 1986</b> Law relating to environmental protection- Environment (Protection) Act 1986- Prevention and Control of Air Pollution and Water Pollution- National Green Tribunal
Block 5: Practical Applications	<b>Unit 1: Case Study</b> Find the verdicts in the case of Labour laws for the past five years and submit a report
	<b>Unit 2: Case Study</b> Focusing on case studies of real-life wage disputes and resolutions, analyse the impact of the Minimum Wages Act, Payment of Bonus Act, and Equal Remuneration Act on workers' livelihoods

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3. The Constitution of India. (1950).
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5. Taxmann's Learners Guide to Economics Laws, Taxmann Allied Services Pvt. Ltd, New Delhi.
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## ANCILLARY COURSE-4

B23NE04AN

### SUPPORT SYSTEM FOR NANO BUSINESS IN KERALA

(CREDIT- 6)

#### Course objectives

The course aims to provide an insight to the learners about various Acts and regulations of the Government of Kerala and the support extended by the Directorate of industries and commerce under the Government of Kerala.

#### Course outcome

1. Understand the current ecosystem in terms of legal regulations and state support.
2. Identify the key features of State and Central Industrial Policies
3. Ascertain the institutional support for the Entrepreneurship Development

Block	Unit
Block-1 The Kerala industrial single window clearance boards and industrial Township	<b>Unit 1 Introduction</b> Definitions- state board –district boards-industrial area boards-power and functions of industrial boards-Appellate jurisdiction of state board and the government
	<b>Unit 2- Establishment of Industrial Township</b> Constitution of industrial township-extension of provisions of the municipal –supplementary and miscellaneous provisions
Block-2: The Kerala investment promotion and facilitation act 2018	<b>Unit 1- The Kerala Investment Promotion and Facilitation Act 2018</b> Introduction-features –objectives
	<b>Unit 2- Grievance Redressal Mechanism</b> District grievance redressal committee and State grievance redressal committee- power and functions- manner of filing applications / appeals to grievance redressal committee
Block 3: Kerala micro small medium enterprise facilitation Act 2019	<b>Unit 1- Introduction to Act</b> Definitions- acknowledgement certificate- appellate authority-approval- competent authority-
	<b>Unit 2- Kerala micro small medium enterprise facilitation rule 2020</b> Definitions-authorised officer- procedure for grant acknowledgement certificate- functions of nodal agency-procedure for filing appeal before the appellate authority
	<b>Unit 1: Functions and Duties</b>

Block 4: Directorate of industries and commerce	- Functions- District Industries Centre-Functions and programmes– Industries Extensive Officer-duty-Industrial Estate- Panchayat Raj Act.
	<b>Unit 2: Facilitation and Support mechanism</b>  Schemes- Services-Facilitation and Support –Post Production Support-MSME Scale Up Mission
Block 5: Kerala Industrial Policy 2023	<b>Unit 1:</b> Kerala Industrial Policy- Overview- Policy Objectives - Focus Pillars-Priority Sectors- Incentives- Marketing support for products-industrial land allotment rule.
	<b>Unit 2:</b> Prepare a note on “Incentives identified under the Industrial policy 2023” with special focus to Micro /Nano Business

## References

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2. The Kerala micro small medium enterprise facilitation Act 2019
3. Kerala Industrial Policy 2023, Department of Industries and Commerce, Government of Kerala

**GENERIC ELECTIVES – I**  
**B21EC01GE**

**ECONOMICS FOR EVERYDAY LIFE**

**(CREDIT: 2)**

**Objectives:**

This course is offered to familiarize Learners with basic concepts of economics. The course would equip them with an understanding of economics that can be used in daily life. It would also help Learners to apply economics to real life situations.

**Course Outcomes:**

1. Understand the basic economic concepts
2. Describe the micro and macro approaches to economics
3. Explain the contemporary economic ideas

<b>Block 1: Basic Concepts and Methods of Economics</b>	
<b>Unit-1</b>	<b>Economic Problem and Scarcity</b> Economic problem - Scarcity and choice - Definitions of Economics – Wealth definition - Welfare definition - Scarcity definition - Growth definition - Microeconomics Versus Macroeconomics
<b>Unit-2</b>	<b>Opportunity Cost</b> Opportunity cost- Production Possibility Curve (PPC) - Shift in Production Possibility Curve - Solution of basic economic problems in different economic systems.
<b>Unit- 3</b>	<b>Approaches to Economic analysis</b> Positive and normative analysis -Static, comparative, and dynamic analysis - Short run and long run analysis - Partial and General equilibrium analysis
<b>Block 2 : Micro Economic and Macro Economic Concepts</b>	
<b>Unit-1</b>	<b>Micro Economic Concepts</b> Demand and supply- demand function - law of demand - Expansion and contraction of demand curve – Shift in demand curve - determinants of demand - -Supply function-law of supply- Expansion and contraction of supply curve – Shift in supply curve - determinants of supply – Elasticity of demand and supply
<b>Unit-2</b>	<b>Macro-Economic Concepts</b> Macroeconomic variables– Stock and Flow Variables - Exogenous and

	Endogenous Variables- General Equilibrium and Edgeworth Box- Macro Models-Macroeconomic Goals and Instruments- Inflation- Unemployment- Poverty
<b>Unit- 3</b>	<b>Contemporary Economics</b> Monopoly- Oligopoly- Cartels-Mergers and Acquisitions- Multi National Corporations-Financial Inclusion-Markets-Budget-RBI- NITI Ayog- Exchange Rate- Bilateral and Multilateral Trade

## REFERENCES

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8. Paul.A. Samuelson and William Nordhaus, *Economics*, McGraw Hill, 19<sup>th</sup> Ed.

## GENERIC ELECTIVE -II

**B21CM02GE**

**BANKING**

**(CREDIT:2)**

### Objectives

This course will help the learners to acquire knowledge about the Indian banking system and familiarise the learners with e-banking services.

### Course Outcomes:

1. Understand the banking system of India
2. Identify the Retail Banking Products and its features
3. Describe the Recent Trends in Retail Banking Sector
4. Use e-banking services in a secure manner

Block	Unit
Block 1: Banking Theory	<b>Unit-1: Introduction to Banking</b> Evolution of banks- Meaning- Definition of Banks and Banking- Features of banks-Importance of banks- Relationship between Banker and Customer
	<b>Unit-2: Types of Banks and Banking</b> Introduction-Commercial Banks-Industrial Banks-Agricultural Banks-Exchange Banks-Saving Banks- Central/National Banks- Types of Banking-Branch-Unit-Group-Chain-Deposit Banking
	<b>Unit-3: Indian Banking System</b> Introduction to Indian Banking System-Organised and Unorganised Banks-Commercial Banks-Types of Commercial Banks-Cooperative Banks-Functions of Commercial Banks-Mergers in banks
	<b>Unit-4: Development Banks</b> Introduction to Development Banks-IDBI-IFCI-ICICI-EXIM-SIDBI-NABARD-IRBI-DFIs-SIDCO

	<b>Unit-5: Central Banks</b> Central bank system-Central banks in different countries – Central bank of India- Introduction to RBI- Role of RBI- General policies of RBI- Management-Objectives of RBI-Functions of RBI
Block 2:E-banking	<b>Unit-1: Introduction to E-Banking</b> Concept of E-Banking- Features- Challenges of E-Banking- Traditional banking v/s E-banking- Impact of IT on Banking-RBI Guidelines for E-Banking
	<b>Unit-2: E-Banking Services</b> Introduction-Meaning-ATM-Credit Card-Debit Card-Smart Card- CDM-POS-Telebanking-E-Cheque- E- cheque and truncated cheque-ECS- CIBIL Score- CORE Banking
	<b>Unit-3: CORE Banking</b> EFT-RTGS-NEFT-IFSC-E-Purse-Virtual Banking- SWIFT-UPI- Mobile Banking- Internet banking
	<b>Unit-4: E-Banking Security</b> Introduction-Need of Security-Security Concepts-Security Attacks-Cyber Crimes
	<b>Unit-5: Electronic signature</b> Meaning of e-signature - Definition of e-signature - Advantages- Disadvantages- Uses of e-signature- Working of e-signature- Application of e-signature in banks- Digital signature v/s e-signature

## References

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2. Maheswari S.N . Banking Theory Law and Practice, Kalyani Publishers New Delhi.
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**ABILITY ENHANCEMENT COMPULSORY COURSE (AC-1)**

**B21ES01AC**

**ENVIRONMENTAL STUDIES**

**(CREDIT: 4)**

**Course Objectives:**

This course aims to provide the learners a thorough knowledge about the ecosystems and emphasise the importance of biodiversity and renewable energy and for sustainable development

**Course Outcomes:**

At the end of the course, the learner will be able to:

1. Explain different kinds of ecosystems
2. Articulate the importance of ecosystems, biodiversity and the need for environmental restoration
3. Explain the concept and types of biodiversity and conservation strategies
4. Describe methods for the protection and health of the environment and the well-being of people and economic development

Block 1: Environment and Natural Resources	<b>Unit 1</b> Definition, scope and multidisciplinary nature of environmental studies
	<b>Unit 2</b> Natural resources
	<b>Unit 3</b> Forest resources
	<b>Unit 4</b> Water resources
	<b>Unit 5</b> Land and Mineral resources
	<b>Unit 6</b> Energy resources
Block 2: Ecosystems, Biodiversity and Conservation	<b>Unit 1:</b> Concept, Structure and function of an ecosystem
	<b>Unit 2:</b> Basic awareness on various ecosystems

	<b>Unit 3:</b> Definition and levels of Biodiversity
	<b>Unit 4:</b> Brief note on India as a mega-diversity nation
	<b>Unit 5:</b> Threats to biodiversity
	<b>Unit 6:</b> Biodiversity conservation at global, national and local levels
Block 3: Social Issues and Sustainable Development	<b>Unit 1:</b> Environment and human health
	<b>Unit 2:</b> Epidemiological issues in health
	<b>Unit 3:</b> Need for public awareness on aspects related to the environment
	<b>Unit 4:</b> Current environment conservation activities
	<b>Unit 5:</b> Population growth, population explosion and associated issues
	<b>Unit 6:</b> Sustainable development: definition and concept
Block 4: Environmental Ethics and Contemporary Environmental Issues	<b>Unit 1:</b> Concept of Environmental ethics
	<b>Unit 2:</b> Overview of solid waste segregation and management
	<b>Unit 3:</b> Concept of global warming and climate change
	<b>Unit 4:</b> Concept and definition
	<b>Unit 5:</b> A brief overview of prominent natural disasters in India
	<b>Unit 6:</b> List of important Acts and Rules for the conservation of the environment

### References:

1. Agarwal, S.K. 2005. *Green Management*, APH Publishing Corporation, New Delhi.
2. Chatterji, M., Munasinghe, M. and Ganguly, R. , 1998. *Environment and Health in Developing Countries*. A.P.H. Publishing House, New Delhi.
3. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, *Environmental Encyclopedia*, Jaico Publ. House, Mumbai, 1196p
4. Daly, H.E. 1997. *Beyond Growth: The Economics of Sustainable Development*. Beacon Press.
5. Daniel, D. Chiras and Reganold, John, P. 2009. *Natural Resource Conservation: Management for a Sustainable Future*, Addison Wesley, Boston.
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Vidyapeeth Institute of Environmental Education and Research, Pune p. 288.

8. Jadhav, H & Bhosale, V.M. 1995. *Environmental Protection and Laws*. Himalaya Pub. House, Delhi 284 p.
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**ABILITY ENHANCEMENT COMPULSORY COURSE (AC-2)**  
**B23CA02AC**  
**SOFTWARE FOR OFFICE MANAGEMENT**  
**(CREDIT: 4)**

**Course objectives:**

This course helps to develop skills to make use of application software in business.

**Course Outcomes:**

1. Understand various free software used in office management.
2. Understand the various online and offline applications to support the office management functions.
3. Acquire all necessary skills to be able to prepare a document using Open Office Writer.
4. Demonstrate competence with word processing technologies to produce basic documents.

<b>Block</b>	<b>Unit</b>
Block-1: Office Management	<b>Unit-1: Office Management</b> Meaning - Definition – Elements – Functions-Filing Meaning - Types of filing system – Indexing
	<b>Unit- 2: Google Forms</b> Uses and creation of Google form
Block-2: Open Office Writer	<b>Unit-1: Free software</b> Meaning - Uses and Advantages -Types
	<b>Unit -2: Introduction to Writer</b> Setting up Writer - Working with Text - Selecting text – cutting – copying - and pasting text - Moving paragraphs quickly - Finding and replacing text - Inserting special characters - Formatting paragraphs - Hyphenating words - Linking to another part of a document - Working with hyperlinks
Block-3: Introduction to Word	<b>Unit-1: Introduction</b> Navigate in Microsoft Word - Create and Save Word Documents - Manage Your Workspace - Edit Documents - Formatting Text and Paragraphs - Apply Character Formatting - Control Paragraph Layout - Align Text Using Tabs - Display Text in Bulleted or Numbered Lists - Apply Borders and Shading - Managing Lists - Sort a List - Format a List
	<b>Unit-2: Publishing Document</b> Preparing To Publish a Document - Check Spelling - Grammar and Readability - Use Research Tools - Check Accessibility - Save a Document to Other Formats

Block-4: MS EXCEL	<b>Unit 1: Worksheets and work Books</b> Creating new workbooks -Selecting cells -Import data Add a worksheet to an existing workbook -Copy and move a worksheet- Insert and delete columns or rows -Change workbook themes -Adjust row height and column width -Insert headers and footers-Create and Manage Tables-Create and format charts
	<b>Unit 2: Apply Functions in Formulas</b> Perform logical operations by using AND, OR, and NOT functions - nested functions-SUMIFS, AVERAGEIFS, and COUNTIFS functions

### **PRACTICAL ACTIVITIES: -**

#### **Writer**

1. Formatting Text and Paragraphs- Changing the Font Style (including Bold, Italicize, and Underline), changing the Font Colour, Changing and Rotating Text Position, Wrapping Text Around Objects, Paragraph Alignment, Creating, Paragraph Indents, Sorting Paragraphs, Inserting Tables, Inserting Frames, Inserting Bullet and Numbering Lists.
2. Formatting Pages- Selecting Page Size, Inserting Headers, Adjusting Page Margins, Adding Page Columns, Using the Organizer to Format Pages.
3. Inserting Clip Art and Graphics- Supported Graphic File Types, inserting a Graphic or Clip Art, adjusting a Graphic Image Location, resizing a Graphic Image, exporting a File as a Portable Document Format (PDF) Document, Creating Footnotes, Creating Endnotes, Insert Bibliography Entries, Indexes and Entries, Creating Bookmarks and Hyperlinks, Creating a Mail Merge.
4. Creating a table- Inserting a new table, inserting rows and columns, Merging and splitting cells, Formatting the table text, Data entry and manipulation in tables,

#### **M S Word**

1. Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter Covering formatting commands - font size and styles - bold, underline, upper case, lowercase, superscript, subscript, indenting paragraphs, is spacing between lines and characters, tab settings etc.
2. Preparing a newsletter: -To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.
3. Creating and using styles and templates- To create a style and apply that style in a document, to create a template for the styles created and assemble the styles for the template.
4. Creating and editing the table- To create a table using table menu, to create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells. To create a simple statement for math calculations viz. totaling the column.
5. Prepare a resume.
6. Create Business Cards using Shapes, text, and collars.
7. Use smart art and create organization charts.
8. Try to create similar Header & Footer that you're seeing in the Book.
9. Insert Image into the shape.

## References

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## **SKILL ENHANCEMENT COMPULSORY COURSE**

### **B21UC01SC - HUMANISM AND LOGIC**

**(CREDIT: 2)**

#### **Course Objectives:**

1. To introduce the science and art of reasoning
2. To develop analytical skill in reasoning and capacity to argue effectively
3. To impart understanding of the role of logic in other disciplines
4. To develop a blend of logical reason, compassion and love in approach to the world

#### **Course Outcomes:**

By the end of the course the learners will be able to,

1. Know the role of logical reasoning in daily life
2. Save oneself from linguistic traps
3. Have an understanding of the basic humanistic concepts
4. Get values that embrace multicultural diversity

#### **Course Outline:**

Block 1: Foundational Terms and Concepts

Block 2: Logic, Language and Other Disciplines

## **COURSE DETAILS**

### **BLOCK 1: Foundational Terms and Concepts**

**Unit 1** Sradha/ Care — Katha Upanisad, Arul — Thirukkural, Jagratha — Dharmapada \_ Agape/ Empathetic Love, Kenosis/ Self emptying

**Unit 2** Insaniyya / Humanity, Rahma / Mercy. Anukampa / Compassion - nukambadasakam, Karuna - Budha

**Unit 3** Emancipation. Ubuntu/ Fraternal Love

**Unit 4** Ahimsa/ Nonviolence in Different Traditions. Equality

**Unit 5** Basheer's short story, "Oru Manushyan".

**Unit 6** Human as species - Jathilakshanam, Jatinirnayam - Environmental concerns: Gandhi,

## **BLOCK 2: Logic, Language and Other Disciplines**

**Unit 1** A very brief history of logic: traditional logic and symbolic logic -What is logic? Definitions - process of reasoning - inductive, deductive and abductive reasoning- Propositions and arguments - recognising arguments.Truth and validity - Fallacies: Formal and informal fallacies - Classification of fallacies: Fallacies of relevance, defective induction, presumption and ambiguity.

**Unit 2** Fundamentals of Traditional Logic and Symbolic Logic - Categorical Propositions: The four kinds of categorical propositions - Quality, quantity and distribution - Standard form - The traditional square of opposition - Categorical Syllogisms: Standard form - Rules and fallacies - Venn diagram to test the Validity - Logical connectives: symbols for conjunction, negation, disjunction, material implication and equivalence- Logical paradoxes: Liar's paradox

**Unit 3** Language and Logic - The basic functions of language: Informative - Expressive - Directive – Ceremonial Performative - Emotively neutral language -What are definitions - Kinds of definitions: Stipulative - Lexical – Precising - Theoretical - Persuasive - Intension and extension

**Unit 4** Logic and Other Disciplines - Logic and Science: Hypothetico - models of explanations - Covering Law model - mathematics and logic

**Unit 5** Logic and Literature

**Unit 6** Logic and Social sciences

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## SKILL ENHANCEMENT COURSE (SE-1)

**B23NE01SE**

### **DIGITAL MARKETING**

**(CREDIT:2)**

#### **Course Objective:**

This course introduces learners to gain insights on essential principles and practices of digital media marketing. It emphasizes strategies, tools, and analytics used in digital marketing for effective business promotion and customer engagement.

#### **Course Outcomes:**

- Understand the basics of digital marketing
- Enrich knowledge about the process of web planning and analysis
- Attain the knowledge about the concepts of Social Media Marketing
- Gain knowledge about the process of Search engine optimization

<b>Block</b>	<b>Unit</b>
Block 1: Website Planning and Analysis	<b>Unit 1: Website planning</b>  Introduction to Website– Types of websites, Basics of web design, Website tools for speed improvement, various design platforms
	<b>Unit 2: Website analysis</b>  Website analysis tools, Competitor analysis, Competitor research tools, Keyword research and analysis, Types of keywords, Localized keyword research, Tools used for Keyword research
Block 2: Search Engine Optimization	<b>Unit 1: Introduction to SEO</b>  Introduction to SEO – Fundamentals and concepts of SEO, Google Algorithm, Google search Console, Search Engine Results Page, Traffic and its meaning-Strategies for keyword optimization, On page SEO, Off page SEO, SEO techniques, Link Building, Indexing and Crawling – Meaning - SEM Metrics
	<b>Unit 2: Social Media Marketing</b>  Meaning of Social Media Marketing, SMM Channels, Facebook optimization, Creating Facebook page for business, Fan Page vs. Profile vs. group, Facebook Advertising, Facebook Analytics. -Modes of Social Media Marketing-Introduction to Twitter – Followers, Re Tweets, Clicks,



	Linked In – Branding on Linked In, You Tube channel, Pintrest, Profile optimization on Instagram, Google plus for businesses, CPC bidding
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- Bhatia (2017). Fundamentals of Digital Marketing, 2e. Pearson Education India
- Dave Evans., Susan Bratton, (2010). Social Media Marketing: The Next Generation of Business Engagement. Wiley
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**SKILL ENHANCEMENT COURSE (SE-2)****B23NE02SE****E-BUSINESS****(CREDIT: 2)****Objectives**

This course will enable the students to become familiar with the mechanism for conducting business transactions through digital means and digitalization of governance in business

**Course Outcomes:**

After the completion of the course, the learner will be able to,

1. Identify the basic concepts and technologies used in e-business
2. Compare the different types and models of e-business
3. Analyse the potential for applications of e-business Models
4. Appraise the application of e- Governance

<b>Block</b>	<b>Unit</b>
<b>Block-1: Introduction to E-business</b>	<b>Unit-1: Introduction</b>  Meaning and Nature of E-Business- Digitalisation of Business/E-Business- Imperatives -Traditional Business-and E-Business- Types - Models – Principles-Benefits and Limitations
	<b>Unit-2: Application of E-business in industries</b> Areas of Digitalisation in Business-Digitalisation of Job Market-Digitalisation of real estate – e- publishing- e- banking and personal finance -e-marketing- e-grocers- e-shopping- online delivery of digital products, - entertainment and media. -e-outsourcing
<b>Block-2: E-Business Strategy and E-Governance</b>	<b>Unit 1: E-Governance</b> Meaning, - Models – G2G, G2B, G2C. ICT & E- Governance, Benefits and risks of E-Governance. Successful e-governance initiatives in Kerala and other Indian states. e-citizen, e-service, e-filing, e-society e-tender e-auction
	<b>Unit 2: E-Business Strategy and Implementation</b> E-business strategies-implementation and assessment-Infrastructural Requirements and Process of initiating digitalisation of Business-Inclusive measures in e-business. Legal, Ethical and Social Dimensions of e-Business

**PRACTICAL ACTIVITIES: -**

1. Identify the logistics practises of e-business companies in Kerala.

- |  |
|--|
| <ol style="list-style-type: none"><li>2. Evaluate the complaint redressal mechanisms of e-business companies.</li><li>3. Identify employment opportunities through e-business.</li></ol> |
|--|

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## VOCATIONAL TRAINING COURSE

### GUIDELINES OF VOCATIONAL TRAINING

Type of the Course	Course Code	
VT-1	B23NE01VT	Learner should complete a training programme with a duration of at least 10 days organized by the designated agencies (List of Agencies enclosed in Annexure 1) and should submit a detailed report on the concerned training course during the first year of the program.
VT-2	B24NE02VT	Learner should undergo an internship with a duration of atleast 2 weeks in a nano business unit -preferably in a unit located in an Industrial Estate and submit a certificate issued by the Nano Entrepreneur attesting to the participation of the learner along with a detailed report covering the entire activities of the unit. This training should be completed during the second year of the program.
VT-3	B23NE03VT	<p>Contact at least 2 different types of enterprises engaged in the respective field of your interest.</p> <ol style="list-style-type: none"> <li>A. Prepare a detailed report based on the interaction with the entrepreneurs. The report should cover- License and clearance, Registration procedure, Compliance with the laws applicable, financial assistance received, Management of human resources, marketing of the product and accounting system adopted.</li> <li>B. Based on your experience, identify a business idea considering the geographical advantage and growth potential of the business</li> <li>C. The learner should successfully complete a hands-on training programme (related to the identified area of business) organized by the University. The training must be completed during the final year of the programme.</li> </ol>

# LANGUAGE CORE COURSE - 1

B21EG01LC

## READING AND WRITING ENGLISH

(CREDIT: 6)

### Course Objectives

1. Introduction to fundamental concepts and principles of communication, enabling learners to identify and appreciate the skills and techniques involved.
2. Reinforcement of critical thinking through various technicalities of reading.
3. Familiarisation with the nuances of language in literature.
4. Recognition and understanding of the grammatical structures of language to communicate effectively and learning to self-edit documents.
5. Development of the skill to use appropriate and contextual vocabulary and use of the skill to integrate the resources effectively.
6. Cultivation of the skills to merge thoughts into verbal expressions, utilising the techniques involved in writing academic documents to achieve specific purposes.

### Course Outcomes

Upon completing the course, learners will,

1. have knowledge of various communication contexts that will enable the use of context-specific appropriate language.
2. be equipped with the skills to appreciate and evaluate a text, gaining the acquired skills in comprehending, even complex passages.
3. will have the competency to handle language in various literary and life contexts.
4. display acquired knowledge in structuring grammatical sentences while writing and speaking.
5. be able to process information from various sources and present it in a coherent manner.
6. understand the relevance of writing academic documents and display proficiency in using language in different styles and formats.

BLOCK	UNIT
<b>Glimpses of Communication</b>	UNIT 1
	Introduction to Communication
	UNIT 2
	Different Forms and Techniques of

		Communication
		UNIT 3 Barriers and Guidelines for Effective Communication
<b>Reading- Effective Skill</b>	<b>The</b>	UNIT 1 Introduction to Reading
		UNIT 2 Types of Reading - Methods and Techniques involved in Reading
		UNIT 3 Reading Comprehension
		UNIT 4 Analysing Literature Essay - “The Dream and the Message” (Chapter 1 of <i>Ignited Minds</i> ) - A. P. J. Abdul Kalam Short Story - “The Open Window” - H.H. Munro Poetry – “The Blessed Damsel”- Dante Gabriel Rossetti
<b>Language Development</b>		UNIT 1 Parts of Speech
		UNIT 2 Sentences
		UNIT 3 Concord
		UNIT 4 Tenses
<b>Basics of Writing in Communication</b>		UNIT 1 Fundamental Approach to Writing
		UNIT 2 Process Involved in Answering Questions
		UNIT 3 Use Vocabulary to Express Thoughts
<b>Summary, Essays, and Reports</b>		UNIT 1 Summary Vs Precis
		UNIT 2 Writing Abstract
		UNIT 3 Essays
		UNIT 4 Reports
		UNIT 5 Editing and Proofreading
<b>Practice, Practice, Practice</b>		UNIT 1 Reading Comprehension Passages
		UNIT 2 Grammar and Vocabulary
		UNIT 3 Precis

	UNIT 4 Essay Writing
	UNIT 5 Report Writing

## References

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## LANGUAGE CORE COURSE - 2

**B21EG02LC**

### ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION

**(CREDIT: 6)**

#### Course Objectives

1. To equip the learners to communicate successfully in challenging professional situations
2. To provide learners with the knowledge and skills they need to move on from their position as interview candidates, to team members, and to leaders
3. Help learners develop specialised writing skills for professional enhancement
4. Prepare learners to develop expertise in the judicious use of the most recent communication technology
5. To empower learners to successfully handle important work-related activities, including job interviewing, working in a team, strategically utilising visual aids, and providing feedback to supervisors

#### Course Outcomes

At the end of the course the learners will be able to,

1. understand the importance of communication for professional as well as personal success
2. communicate effectively in real world settings
3. develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships
4. use appropriate communication strategies for different social contexts
5. access new communication technology and social media effectively
6. write effective and concise letters and memos
7. plan successfully for and participate in meetings and employ proper techniques in telephone usage
8. have skills for effective professional presentations
9. improve their employability quotient

BLOCK	UNIT
<b>Basics of Communication and Technology-Based Communication</b>	Unit 1 Introduction to Communication (Communication Process – Verbal and Non-Verbal) – Communication Channels – Audience Analysis –



	Intercultural Communication – Inclusive language – Barriers to Communication across Cultures (Stereotyping, Prejudice, Cultural differences, Behavioural Barriers)
	Unit 2 Effective Emails – Formal and Informal Email Structures – Professional Tone and Etiquette – Common Email Mistakes and How to Avoid Them
	Unit 3 Presentation Skills – Preparation of Slides, Visuals, Audio-Video Materials – Body Language and Delivery Techniques – Engaging with the Audience
	Unit 4 Participating in Webinars and Live Discussions – Effective Participation Strategies –Platform-Specific Tips (e.g., Zoom, Teams) – Managing Online Communication Tools
<b>Transactional / Technical Writing and Jobs and Careers</b>	Unit 1 Internal Business Correspondences – Memos – Circulars – Notices – Agendas
	Unit 2 External Business Correspondences – Sales Letters – Problem Letters – Goodwill Messages – Advertisements – Press Releases
	Unit 3 Preparing a Resume and Cover Letter Types of Resumes – Crafting a Professional Cover Letter – Tailoring Applications for Specific Jobs
	Unit 4 Facing an Interview – Types of Interviews (Phone, Video, In-Person) – Common Interview Questions and Techniques – Post-Interview Etiquette
	Unit 5 Participating in Group Discussions – Etiquette and Language – Group Dynamics and Roles –Techniques for Effective Communication and Persuasion
<b>Digital and Social Media Communication</b>	Unit 1 Social Media Platforms and Their Uses – Professional Networking (LinkedIn, Twitter) – Content Creation and Sharing
	Unit 2 Digital Marketing Communication – Email Marketing Campaigns – Online Advertising
	Unit 3 Managing Professional Online Presence – Personal Branding – Online Reputation Management – Professional Ethics and Legal Considerations
<b>Advanced Writing for Business</b>	Unit 1 Report Writing Types of Reports – Structure and Format – Visual Aids in Reports

	Unit 2 Business Proposal – Proposal Writing Elements – Persuasive Writing Techniques
	Unit 3 Writing for Public Relations – Press Releases – Corporate Announcements – Crisis Communication
<b>Cross-Cultural and International Communication</b>	Unit 1 Effective Multilingual Communication – Translation and Interpretation Challenges – Common pitfalls in translation – Strategies for Clear Communication
	Unit 2 Negotiation and Conflict Resolution – Understanding negotiation styles – Techniques for Effective Negotiation – Conflict Resolution in International Contexts – Case Studies and Role-Playing Exercises
	Unit 3 Global Business Etiquette – Business customs and practices in different countries
	Unit 4 Cross-Cultural Team Dynamics – Managing Multicultural Teams – Overcoming language and cultural barriers – Intercultural Communication Skills
<b>Professional Development and Networking</b>	Unit 1 Building Professional Relationships – Effective Networking Techniques – Personal branding and self-presentation – Leveraging social media for professional growth
	Unit 2 Leadership and Management Communication – Communication Styles of Effective Leaders – Team Communication and Collaboration – Feedback and Performance Reviews
	Unit 3 Professional Writing and Presentation Skills – Advanced Business Writing – Public Speaking and Presentation
	Unit 4 Digital Literacy and Online Communication – Cyber Etiquette – Practicing digital professionalism – Addressing cyberbullying, privacy concerns, and ethical dilemmas in the digital sphere

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## MODERN INDIAN LANGUAGES (MIL -I)

(Learners can choose any one)

**B21AR01LC**

**FUNCTIONAL ARABIC**

**(CREDIT: 6)**

### Course Objectives

1. The student can communicate in Arabic in various situations
2. The student can express thoughts in oral and written form through simple sentences in Arabic.
3. The student can read and understand literary texts in Arabic
4. The student can analyze the literary texts in the light of theories of Arabic Grammar
5. The student can assimilate humanistic and moral values in his life

### Course Outcome

At the end of the course students will be able to,

1. Communicate in Arabic in various situations
2. Express thoughts in oral and written form through simple sentences in Arabic.
3. Read and understand literary texts in Arabic
4. Analyze the literary texts in the light of theories of Arabic Grammar
5. Assimilate humanistic and moral values in his life

BLOCK	UNIT
رمضان مبارك	UNIT 1 رمضان مبارك
	UNIT 2 هل قضيت إجازة سعيدة
	UNIT 3 قضاء وقت الفراغ

	UNIT 4	مسابقة في المعلومات
ما رأيك في الواجب المنزلي	UNIT 1	ما رأيك في الواجب المنزلي؟
	UNIT 2	الحفل التمثيلي
	UNIT 3	جولة في المملكة العربية السعودية
سعاد توفر	UNIT 1	سعاد توفر
	UNIT 2	اليوم الرياضي
	UNIT 3	هل تفكر في مستقبلك؟
	UNIT 4	رحلة إلى المنطقة الشرقية
ما رأيك في مصروف الجيب	UNIT 1	ما رأيك في مصروف الجيب؟
	UNIT 2	اسأل وابحث
	UNIT 3	الكلمات المتقاطعة
القاهرة من فوق البرج	UNIT 1	القاهرة من فوق البرج
	UNIT 2	ما رأيك في الزي المدرسي
	UNIT 3	وداعاً أيتها المدرسة
Tutorial	Practice sheets based on Blocks 1-5	

**\* All contents in the blocks are taken from the Book 'Al Arabiyya Li Naashieen', Book of Students, Part 3, Published by Education Ministry, Kingdom of Saudi Arabia.**

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हिंदी गद्य साहित्य और संरचना

(Hindi Gadya Sahitya Aur Samrachana)

(CREDIT: 6)

**पाठ्यक्रम उद्देश्य (Objectives):**

छात्रों को हिन्दी साहित्य के विभिन्न गद्य रूपों से परिचित कराना, गद्य और निबंध लेखन के विभिन्न रूपों के बारे में छात्रों को परिचय देना। छात्रों को महत्वपूर्ण विचारों और मूल्यों की पहचान देना और ऐसी रचनाओं के विश्लेषण, व्याख्या और वर्णन करने में सक्षम बनाना।

**पाठ्यक्रम परिणाम ( Course Outcomes)**

Co-1: हिन्दी कथा साहित्य की विशेषताओं का गहन ज्ञान प्राप्त करना और इसकी पारदर्शी चित्र प्राप्त करने में सक्षम होना। हिन्दी कथा साहित्य की उत्पत्ति और विकास और इसके विभिन्न रूपों से परिचय पाना।

Co -2: प्रतिनिधि लेखकों की मुख्य रचनाओं का परिचय करना, एवं उनके शिल्प को समझना, प्रमुख कहानियों का विश्लेषण करना और प्रमुख लेखकों के योगदान का मूल्यांकन करना।

Co -3: छात्रों को उचित शब्दावली के प्रयोग में सक्षम बनाना, बेहतर अभ्यास विकसित करना, हिन्दी भाषा में बेहतर संचार और लेखन कौशल विकसित करना।

Co -4: छात्रों को कथा लेखन के बारे में समझाना और रचनात्मक कौशल विकसित करने में सक्षम बनाना।

Co -5: गद्य के विभिन्न तत्वों का विश्लेषण करें और छात्रों को महत्वपूर्ण सोच और रचनात्मक कौशल से समृद्ध करें।

Co-6: नाटकों के आस्वादन और उसकी आलोचना करने की क्षमता हासिल करना और एकांकी के बुनियादी तत्व हासिल करना, प्रख्यात नाटककारों के रचनाओं से परिचय पाना।

BLOCK	UNIT
हिन्दी कहानी का सामान्य परिचय।	इकाई 1: हिन्दी कहानी का विकास। इकाई 2: हिन्दी के प्रमुख कहानीकार। इकाई 3: प्रेमचंद, प्रसाद, जैनेंद्र, अज्ञेय और उषा प्रियंवदा का योगदान।

हिन्दी की प्रमुख कथाएँ ।	इकाई 1: ईदगाह – प्रेमचंद इकाई 2: वापसी – उषा प्रियंवदा
गद्य का उदभव और विकास ।	इकाई 1: गद्य के प्रकार । इकाई 2: निबंध , जीवनी, आत्मकथा, यात्रावृत्त, सामान्य निबंध । इकाई 3: संस्मरण-रेखाचित्र, एकांकी, व्यंग्य आदि ।
विविध गद्य रूपों का परिचय ।	इकाई 1: सदाचार का तावीज़ – हरिशंकर परसाई (व्यंग्य) इकाई 2: रज़िया – रामवृक्ष बेनीपुरी (रेखाचित्र)
संरचनात्मक व्याकरण ।	इकाई 1: शब्द-विचार । इकाई 2: संज्ञा, लिंग, वचन, कारक, सर्वनाम, विशेषण । इकाई 3: क्रिया ,क्रिया विशेषण , संबंधबोधक, समुच्चय बोधक ,विस्मयादी बोधक और काल ।
व्याकरण के व्यावहारिक प्रयोग ।	इकाई 1: शुद्ध कीजिए इकाई 2: अभ्यासार्थ अनुच्छेद इकाई 3: अभ्यास के लिए रचना ।

### सन्दर्भ ग्रंथ सूची : References

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- 3.हिंदी का गद्य साहित्य : डॉ. रामचन्द्र तिवारी ।
- 4.परिष्कृत हिंदी व्याकरण : बद्रिनाथ कपूर ।



## മലയാളസാഹിത്യംകവിത-കഥ-ഉപന്യാസം-നോവൽ

(Malayalasadhiyam: Kavita- Kadha- Upanyasam-Novel)

(CREDITS – 6)

### Course Objectives

1. കവിത, കഥ, ഉപന്യാസം, നോവൽ എന്നീ സാഹിത്യ രൂപങ്ങളെ പരിചയപ്പെടുക
2. പ്രമേയത്തിലും കലാതന്ത്രത്തിലും ജീവിതദർശനത്തിലും സംഭവിക്കുന്ന കാലാനുക്രമമായ പരിവർത്തനങ്ങൾ മനസ്സിലാക്കുക
3. ആധുനിക കാലം മുതൽ വർത്തമാനകാലം വരെയുള്ള സാഹിത്യത്തെ പരിചയപ്പെടുക
4. സാഹിത്യ രൂപം എന്ന നിലയിൽ കഥ, കവിത, ഉപന്യാസം, നോവൽ എന്നിവയുടെ ചരിത്രത്തെ വിമർശനാത്മകമായി സമീപിക്കുക

### Course Outcomes

1. നവോത്ഥാനകാല കാമികരുടെ കാലം മുതൽ വർത്തമാനകാലം വരെയുള്ള കഥകളുടെ ചരിത്രത്തെ പരിചയപ്പെടുന്നു
2. പ്രമേയത്തിലും കലാതന്ത്രത്തിലും ജീവിതദർശനത്തിലും സംഭവിക്കുന്ന കാലാനുക്രമമായ പരിവർത്തനങ്ങൾ മനസ്സിലാക്കുന്നു
3. ഉപന്യാസ സാഹിത്യത്തിന്റെ വൈവിധ്യം തിരിച്ചറിയുകയും പ്രതിപാദനരീതി പരിചയപ്പെടുകയും ചെയ്യുന്നു
4. മലയാള നോവലിന്റെ ചരിത്രവും പരിണാമവും മനസ്സിലാക്കുന്നു

BLOCK	UNIT
കവിത	ആധുനികതയുടെ കാലം മുതൽ വർത്തമാനകാലം വരെയുള്ള മലയാള കവിതാസാഹിത്യത്തെ പരിചയപ്പെടുക. മലയാളകവിതയുടെ പ്രമേയത്തിലും

	<p>കലാതന്ത്രത്തിലും ജീവിതദർശനത്തിലും സംഭവിക്കുന്ന കാലാനുക്രമമായ പരിവർത്തനങ്ങൾ മനസ്സിലാക്കുക.</p> <p><b>വിശദപഠനം</b></p> <ol style="list-style-type: none"> <li>1. വിഷുക്കണി- വൈലോപ്പിള്ളി ശ്രീധരമേനോൻ</li> <li>2. എനിക്കു മരണമില്ല- വയലാർ രാമവർമ്മ</li> <li>3. അമ്പലമണി- സുഗതകുമാരി</li> <li>4. നാടെവിടെ മക്കളേ - അയ്യപ്പപ്പണിക്കർ</li> <li>5. ആൾമറ - റഫീക്ക് അഹമ്മദ്</li> </ol> <p>ഇൻസ്റ്റലേഷൻ - വീരാൻകുട്ടി</p>
<b>കഥകൾ</b>	<p>നവോത്ഥാനകാല കാഥികരുടെ കാലം മുതൽ വർത്തമാനകാലം വരെയുള്ള കഥകളുമായുള്ള പരിചയം നേടുക, പ്രമേയത്തിലും കലാതന്ത്രത്തിലും ജീവിതദർശനത്തിലും സംഭവിക്കുന്ന കാലാനുക്രമമായ പരിവർത്തനങ്ങൾ മനസ്സിലാക്കുക. കഥകൾ എല്ലാം വിശദപഠനത്തിനായി നിർദ്ദേശിക്കപ്പെട്ടവയാണ്.</p> <p><b>വിശദപഠനം</b></p> <ol style="list-style-type: none"> <li>1. ജന്മദിനം - വൈക്കം മുഹമ്മദ് ബഷീർ</li> <li>2. വെള്ളപ്പൊക്കത്തിൽ - തകഴി ശിവശങ്കരപ്പിള്ള</li> <li>3. കോലാട് - മാധവിക്കുട്ടി</li> <li>4. പാപത്തറ - സാറാ ജോസഫ്</li> <li>5. ദൽഹി 1981 - എം. മുകുന്ദൻ</li> <li>6. റെയിൽപ്പാളത്തിലിരുന്ന് ഒരു കുടുംബം ധ്യാനിക്കുന്നു - യു. കെ. കുമാരൻ</li> </ol>

<p><b>ഉപന്യാസം</b></p>	<p>ഉപന്യാസ സാഹിത്യത്തിന്റെ വൈവിധ്യം തിരിച്ചറിയുകയും പ്രതിപാദനരീതി പരിചയിക്കുകയും ചെയ്യുക.ആശയാവതരണം ഗ്രഹിക്കുക.</p> <p><b>വിശദപഠനം</b></p> <ol style="list-style-type: none"> <li>1. സത്യവും സൗന്ദര്യം - കുട്ടികൃഷ്ണമാരാർ (സാഹിത്യവിദ്യ)</li> <li>2. കാളിദാസനും കാലത്തിന്റെ ദാസൻ - ജോസഫ് മുണ്ടശ്ശേരി</li> <li>3. ആദർശമാനവികതയുടെ സംഗീതം - കെ. പി. അപ്പൻ (ചരിത്രത്തെ അഗാധമാക്കിയ ഗുരു)</li> <li>4. സാമന്തസാഹിത്യം - വി. സി. ശ്രീജൻ</li> </ol>
<p><b>നോവൽ</b></p>	<p><b>വിശദപഠനം</b></p> <ol style="list-style-type: none"> <li>1. എ മൈനസ് ബി- കോവിലൻ കൊച്ചുരേത്തി- നാരായൻ</li> </ol>

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2. എം. അച്യുതൻ, ചെറുകഥ ഇന്നലെ ഇന്ന്, ഡി സി.ബുക്സ്, കോട്ടയം
3. സുകുമാർ അഴീക്കോട്, മലയാള സാഹിത്യ വിമർശനം, ഡി സി.ബുക്സ്, കോട്ടയം
4. കെ. എം. തരകൻ, മലയാള നോവൽ സാഹിത്യം, കേരള സാഹിത്യ അക്കാദമി, തൃശ്ശൂർ
5. ഡോ.എം.ലീലാവതി, വർണ്ണരാജി, എൻ.ബി.എസ്. കോട്ടയം
6. ഡോ.കെ.എം. ജോർജ്ജ്, ആധുനിക സാഹിത്യ ചരിത്രം പ്രസ്ഥാനങ്ങളിലൂടെ, ഡി സി ബുക്സ്, കോട്ടയം
7. കെ.പി. അപ്പൻ, മാറുന്ന മലയാള നോവൽ, ഡി സി.ബുക്സ്, കോട്ടയം
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9. ഡോ.എം.എം.ബഷീർ, മലയാളചെറുകഥാസാഹിത്യചരിത്രം, കേരള സാഹിത്യ അക്കാദമി, തൃശ്ശൂർ
10. ഡോ.പി.കെ.രാജശേഖരൻ, അന്ധനായ ദൈവം, ഡി സി.ബുക്സ് ,കോട്ടയം
11. പത്മന രാമചന്ദ്രൻ നായർ എഡി., മലയാള സാഹിത്യനിരൂപണം, ഡിസി.ബുക്സ്, കോട്ടയം.
12. വി. രാജകൃഷ്ണൻ, ചെറുകഥയുടെ ചരന്തസ്സ്, ഡി സി ബുക്സ് ,കോട്ടയം
13. പി. കെ. രാജശേഖരൻ, കഥാന്തരങ്ങൾ, മാതൃഭൂമി ബുക്സ് , കോഴിക്കോട്
14. എം. എൻ. വിജയൻ , കവിതയും മനശാസ്ത്രവും, ഡി സി.ബുക്സ്, കോട്ടയം

## गद्यं नाटकं च

(Gadyam Natakam cha )

(CREDIT: 6)

### लक्ष्यम् (Course Objectives)

संस्कृतमण्डले गद्यकाव्यानां सामान्यपरिचयः ।

### उद्देश्यानि (Course Outcomes)

1. पञ्चतन्त्राध्ययनेन पशुपक्षिकथापरिचयः, मूल्यबोधनञ्च ।
2. नाट्यशास्त्रस्य नाट्यप्रयोगस्य च सामान्यपरिचयः ।
3. नाटकादिदशरूपकाणां सामान्यज्ञानम् ।
4. प्राचीनसंस्कृतकथासमग्रज्ञानम् ।
5. भासकवेः नाट्यप्रयोगपरिज्ञानम् ।

BLOCK	UNIT
प्रथमखण्डः कथासाहित्यमधिकृत्य सामान्यज्ञानम्।	- 1. 1. कथासाहित्यम् । 1. 2. पञ्चतन्त्रकथाः । 1.3. चन्द्रभूपतिकथा।
द्वितीयखण्डः अपरीक्षितकारकाद् उद्धृताः कथाः।	- 2.1. मूर्खब्राह्मणकथा। 2. 2. भारुण्डपक्षिकथा । 2. 3. मत्स्यमण्डूककथा ।

तृतीयखण्डः - नाटकसाहित्याविर्भावः, विकासः, सांकेतिकपदानि, रूपकविभागाः इत्येतेषां सामान्यावगमनम्।	3. 1. रूपकविभागाः । 3. 2. नाटकसाहित्यं विकासश्च। 3. 3. भासनाटकचक्रम्। 3. 4. नाटकान्तं कवित्वम्।
चतुर्थखण्डः - भासस्य मध्यमव्यायोगस्य सविशेषाध्ययनम् ।	4. 1. व्यायोगस्य सविशेषता। 4. 2. घटोत्कचप्रवेशः। 4. 3. मध्यमस्य रंगप्रवेशः । 4. 4. भीम - हिटिम्बीसमागमः।

### आधारग्रन्थाः References

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2. मध्यमव्यायोगः – भासः।

### सहायकग्रन्थाः

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2. Pancatantra of Vishusarma, Chowkhambha Sanskrit series, Varanasi.
3. Sanskrit Drama- A.B. Keith
4. A History of Sanskrit Literature-A.A. Macdonel, Motilal banarsidas, Delhi
5. Indian Kavya Literature, Vol II, Motilal Banarsidas, Delhi.
6. Madhyamavyayoga of Bhasa with English translation -T.K Ramacandra Iyer, Vadyar & Sons Kalpthy.

### अन्तर्जालसहायकसामग्र्यः

1. भासनाटकरङ्गावतरणम्- यूटूब्

## MODERN INDIAN LANGUAGES (MIL -II)

(Learners can choose any one. The language chosen as MIL-2 should be same as MIL- 1)

**B21AR02LC**

**LITERATURE IN ARABIC**

**(CREDIT: 6)**

### Course Objectives

1. The student can communicate in Arabic in various situations
2. The student can express his thoughts in oral and written form through simple sentences in Arabic.
3. The student can read and understand literary texts in Arabic
4. The student can appreciate and analyze the literary texts in Arabic
5. The student can assimilate humanistic and moral values in his life

### Course Outcome

At the end of the course students will be able to,

1. Communicate in Arabic in various situations
2. Express his thoughts in oral and written form through simple sentences in Arabic.
3. Read and understand literary texts in Arabic
4. Appreciate and analyze the literary texts in Arabic
5. Assimilate humanistic and moral values in his life

BLOCK	UNIT
Conversations in Arabic	UNIT 1 Introduction
	UNIT 2 In the House
	UNIT 3 In the Hotel
	UNIT 4 In the Railway Station

	UNIT 5 In the Market
<b>Reading on classical texts in Arabic</b>	UNIT 1 سورة الحجرات: الآيات من 9 إلى 13
	UNIT 2 الأحاديث المختارة من كتاب "الأربعون النووية" 2، 7، 12، 13، 15، 27
<b>Reading on Modern Essays in Arabic</b>	UNIT 1 الأرملة وابنها "من" كتاب دمة وابتسامة لجبران خليل جبران
	UNIT 2 ما أضعف الإنسان "من كتاب مقالات في كلمات،" المجموعة الثانية، لعل الطنطاوي
<b>Appreciating Short Story</b>	UNIT 1 قصة "نصف العالم" من مجموعة القصص "العالم ليس لنا" لغسان كنفاني
<b>Appreciating Poetry</b>	UNIT 1 قصيدة "دعوة إلى التنقل" والترحال "للإمام الشافعي
	UNIT 2 قصيدة "وداعا أيها الدفتر" لنزار قباني
<b>TUTORIAL</b>	Practice sheets based on Block 1-5

#### References:

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## हिंदी पद्य साहित्य और अनुवाद

(Hindi Padya Sahitya Aur Anuvad)

(CREDIT: 6)

### पाठ्यक्रम उद्देश्य (Objectives):

छात्रों को प्राचीन, मध्यकालीन और आधुनिक हिन्दी कविता की अवधारणाओं और इसकी बोलियों से परिचित कराना। दैनिक जीवन में अनुवाद एवं उसके उपयोग से परिचित कराना। इस पाठ्यक्रम का उद्देश्य कविता के प्राचीन रूप और कविता में इस्तेमाल की जाने वाली भाषा शैली के बारे में छात्रों में जागरूकता पैदा करना है। इस प्रकार वे हिन्दी भाषा की मूल संरचना और समय के साथ इसके विकास को समझ सकते हैं।

### पाठ्यक्रम परिणाम (Course outcomes)

Co. 1 : प्राचीन और मध्यकाल की कविता के विभिन्न रूपों का विश्लेषण करता है।

Co. 2 : समाज और साहित्य के बीच संबंध तथा हिन्दी सहित्य और समाज में प्राचीन और मध्यकालीन कवियों द्वारा निभाई गई भूमिका को समझता है। उस काल के प्रख्यात हिन्दी लेखकों के माध्यम से संत कविताओं की विभिन्न शाखाओं का ज्ञान प्राप्त करता है।

Co 3 : सामाजिक सांस्कृतिक चेतना, को आत्मसात करता है और तुलसीदास, कबीरदास, बिहारी जैसे कवियों से परिचय प्राप्त करता है।

Co 4 : आधुनिक काल की विशेषताओं को समझता है और आधुनिक काल के कवियों के बारे में परिचय प्राप्त करता है।

Co 5 : आधुनिक काल की विभिन्न काव्य शैलियों से परिचित होता है। हाइकु कविताओं के बारे में ज्ञान प्राप्त करता है।

Co 6 : अनुवाद के बारे में ज्ञान प्राप्त करता है और उसका प्रयोग करने में दक्षता प्राप्त करता है।

BLOCK	UNIT
प्राचीन और मध्यकालीन रचनाएँ।	इकाई – 1 : कबीर – 2 दोहे इकाई – 2 : तुलसी – 2 दोहे इकाई – 3 : सूरदास – एक पद
छायावाद की – कविताएँ।	इकाई – 1 : निराला – ‘भिक्षुक’ इकाई – 2 : प्रसाद - ‘किरण’
प्रगतिवादी कविता।	इकाई – 1 : नागार्जुन – ‘प्रेत का बयान’ ।
समकालीन कविता।	इकाई – 1 : अरुण कमल – ‘वक्त’ ।
हाइकू कविताएँ।	सुरंगामा यादव – ‘काटे जंगल’ ।
अनुवाद।	इकाई 1-अनुवाद :- अर्थ , परिभाषा एवं स्वरूप इकाई 2- अनुवाद का महत्व और उद्देश्य इकाई 3- अंग्रेज़ी से हिन्दी में और हिन्दी से अंग्रेज़ी में अनुवाद अभ्यास ।

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- 2.मध्यकालीन हिंदी काव्यभाषा – राम स्वरूप चतुर्वेदी ।
- 3.प्राचीन एवं मध्यकालीन काव्य – डॉ. सुषमा दुबे , डॉ. के.दुबे , डॉ. राजकुमार ।
- 4.अनुवाद की समस्याएं – जी.गोपीनाथ , एस कंद स्वामी ।
- 5.अनुवाद की प्रक्रिया तकनीक और समस्याएं - -डा.श्रीनारायण समीर

**മലയാള സാഹിത്യമാതൃകകൾ: ആത്മകഥ, ജീവചരിത്രം,  
യാത്രാവിവരണം, അനുഭവസാഹിത്യം.**

(Malayala Sahithya Mathrukakal: Aathmakadha, Jeevacharithram, Yathravivaranam,  
Anubhavasahithyam)

(CREDIT-6)

**Objectives**

1. ആത്മകഥാസാഹിത്യത്തിന്റെ ചരിത്രത്തെക്കുറിച്ച് സാമാന്യമായ അറിവ്
2. ജീവചരിത്ര മാതൃകകളുടെ പരിചയം
3. യാത്രാവിവരണ സാഹിത്യം എന്ന വിവരണാത്മക സാഹിത്യശാഖയുമായുള്ള പരിചയം
4. അനുഭവ സാഹിത്യ മാതൃകകളുമായി ബന്ധപ്പെട്ട അറിവ്

**Course Outcome**

1. ജീവചരിത്രരചനയുടെ ചരിത്രരചനാസങ്കേതങ്ങൾ, ജീവചരിത്രത്തിന്റെ തിരഞ്ഞെടുപ്പുകൾ, വ്യക്തിജീവിതവും സമൂഹവും തമ്മിലുള്ള ബന്ധം എന്നിവയെ കുറിച്ച് ധാരണ നേടുന്നു
2. സ്ഥലപരവും സാംസ്കാരികവും പാരിസ്ഥിതികവും ആത്മീയവുമായ വൈവിധ്യമാർന്ന യാത്രാവിവരണങ്ങളുടെ സാഹിത്യമൂല്യം തിരിച്ചറിയുന്നു
3. സ്വത്വത്തോടു ബന്ധപ്പെട്ട ആഖ്യാനങ്ങൾ, ജീവിതരേഖകൾ തുടങ്ങിയവ പരിചയപ്പെടുന്നു

BLOCK	UNIT
ആത്മകഥ	രചയിതാവ് സ്വന്തം ജീവിതത്തെക്കുറിച്ച് സ്വയം നിർവ്വഹിക്കുന്ന ആഖ്യാനം എന്ന നിലയിൽ ആത്മകഥ എന്ന സാഹിത്യവിഭാഗത്തെ പരിചയപ്പെടുത്തുക, മലയാളത്തിൽ പ്രസിദ്ധീകരിക്കപ്പെട്ട ആത്മകഥകളിൽ നിന്നും കാലികപ്രസക്തിയുള്ളതും പ്രതിനിധാന സ്വഭാവമുള്ളതുമായ ചില കൃതികളെ അടിസ്ഥാനമാക്കി വിശദപഠനം നടത്തുക

	<p>എന്നതാണ് ഈ മൊഡ്യൂളിൽ ഉദ്ദേശിക്കുന്നത്. ആത്മകഥാസാഹിത്യത്തിന്റെ ചരിത്രത്തെക്കുറിച്ച് സാമാന്യമായ അറിവ് ഉണ്ടാകണം. ആത്മകഥയിലെ ആത്മം എന്ന സങ്കല്പത്തിലെ വ്യക്തി, ആത്മകഥയിലെ കർത്തൃത്വം, പ്രതിനിധാനങ്ങൾ, ലിംഗഭേദം, രാഷ്ട്രീയം എന്നിവ മനസ്സിലാക്കുക.</p> <p>വിശദപഠനത്തിന്</p> <ol style="list-style-type: none"> <li>1. ആശുപത്രിയിൽ (ജീവിതപ്പാത)- ചെറുകാട്.</li> <li>2. ഇരുന്നൂണ്ട ഓണം (ചിദംബരസ്മരണ)- ബാലചന്ദ്രൻ ചുള്ളിക്കാട്.</li> <li>3. ദലിതൻ (ആദ്യത്തെ രണ്ട് അദ്ധ്യായങ്ങൾ.) - കെ. കെ. കൊച്ച്</li> </ol>
ജീവചരിത്രം	<p>ചരിത്രത്തിലെ പ്രധാന വ്യക്തികളെക്കുറിച്ച് എഴുതപ്പെട്ട കൃതികളെന്ന നിലയിൽ ജീവചരിത്രത്തിന്റെ മാതൃകകൾ പരിചയപ്പെടുത്തുക. ജീവചരിത്രരചനയുടെ ചരിത്രരചനാസങ്കേതങ്ങൾ, ജീവചരിത്രത്തിന്റെ തിരഞ്ഞെടുപ്പുകൾ, വ്യക്തിജീവിതവും സമൂഹവും തമ്മിലുള്ള ബന്ധം തുടങ്ങിയ വിഷയങ്ങളെ ആസ്പദമാക്കി ജീവചരിത്രങ്ങളെ സമീപിക്കുക.</p> <p>വിശദപഠനത്തിന്</p> <ol style="list-style-type: none"> <li>1. ഒരു വലിയ മുഹൂർത്തത്തിന്റെ പശ്ചാത്തലം (നാരായണഗുരു)- എം. കെ. സാനു.</li> <li>2. ആ മനുഷ്യൻ നീ തന്നെ (ഇവൻ എന്റെ പ്രിയ സിജ)- റോസി തോമസ്.</li> <li>3. മയിലമ്മ ഒരു ജീവിതം (അദ്ധ്യായം അഞ്ച്)- ജ്യോതിഭായി പരിയാടത്ത്.</li> </ol>
യാത്രാവിവരണം	<p>യാത്രാവിവരണ സാഹിത്യം എന്ന വിവരണാത്മക സാഹിത്യശാഖ പരിചയപ്പെടുക.</p>

	<p>വർത്തമാനപ്പുസ്തകം മുതലുള്ള ആദ്യകാല യാത്രാവിവരണങ്ങളുടെ സാഹിത്യചരിത്രം സാമാന്യമായി മനസ്സിലാക്കുക. സ്ഥലപരവും സാംസ്കാരികവും പാരിസ്ഥിതികവും ആത്മീയവുമായ വൈവിധ്യമാർന്ന വിവരണങ്ങളുടെ സാഹിത്യമൂല്യം പഠനവിധേയമാക്കുക.</p> <p>വിശദപഠനത്തിന്</p> <ol style="list-style-type: none"> <li>1. നിലാവ് കോരിക്കുടിച്ച കള്ളിമുൾച്ചെടികൾ (മരുഭൂമിയുടെ ആത്മകഥ)- വി. മുസഫിർ മുഹമ്മദ്.</li> <li>2. വഴിയമ്പലത്തിലും പുൽക്കുടിലിലും (ഹിമവാന്റെ മുകൾത്തട്ടിൽ)- രാജൻ കാക്കനാടൻ.</li> <li>3. ചീവീടുകൾ ചിലയ്ക്കാൻ മറക്കുമ്പോൾ (നദി തിന്നുന്ന ദ്വീപ്) - കെ. എ. ബീന.</li> </ol>
അനുഭവ സാഹിത്യം	<p>ഓർമ്മ, സംഭാഷണങ്ങൾ, വ്യക്തികളുമായുള്ള സംഭാഷണത്തെ ആസ്പദമാക്കി എഴുതപ്പെട്ട അനുഭവസാഹിത്യങ്ങൾ, സ്വത്വത്തോടു ബന്ധപ്പെട്ട ആഖ്യാനങ്ങൾ, ജീവിതരേഖകൾ എന്നിവ.</p> <p>വിശദപഠനത്തിന്</p> <ol style="list-style-type: none"> <li>1. എന്നെ പാണനെന്ന് വിളിക്കരുത് (എതിർ)- എം. കുഞ്ഞാമൻ.</li> <li>2. ദരിദ്രന്റെ ക്രിസ്തസ് (പച്ചവിരൽ)- ദയാഭായി.</li> <li>3. വരുമോ വസന്തം ( ഒരു മലയാളി ഹിജഡയുടെ ആത്മകഥ)- ജെറീന.</li> </ol>

റഫറൻസ്

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4. ഡോ. കെ. എം. ജോർജ്ജ്, ജീവചരിത്രസാഹിത്യം - ഡോ. കെ. എം. ജോർജ്ജ്, കേരള ഭാഷാ ഇൻസ്റ്റിറ്റ്യൂട്ട്, തിരുവനന്തപുരം
5. നടുവട്ടം ഗോപാലകൃഷ്ണൻ, ആത്മകഥാസാഹിത്യം മലയാളത്തിൽ - ഭാഷാ ഇൻസ്റ്റിറ്റ്യൂട്ട്, തിരുവനന്തപുരം.
6. ഇ. പി. രാജഗോപാലൻ, കഥയും ആത്മകഥയും - ചിന്ത പബ്ലിഷേഴ്സ്, തിരുവനന്തപുരം.
7. അശ്വനി എ. പി, ട്രാൻസ്ജെൻഡർ ജീവനം അതിജീവനം, ധ്വനി ബുക്സ്, കോഴിക്കോട്
8. സക്കറിയ, രണ്ടു യാത്രകൾ, ഡി. സി ബുക്സ്, കോട്ടയം.
9. ചെറുകാട്, ജീവിതപ്പാത - കറന്റ് ബുക്സ്, തൃശ്ശൂർ.
10. എം. ജി. എസ്. നാരായണൻ, ജാലകങ്ങൾ: ഒരു ചരിത്രാന്വേഷിയുടെ വഴികൾ കാഴ്ചകൾ, കറന്റ് ബുക്സ്, തൃശ്ശൂർ.
11. ജി. ഉഷാകുമാരി (എഡിറ്റർ), ഉൾക്കണ്ണാടികൾ, കൈരളി ബുക്സ്, കണ്ണൂർ.
12. പ്രൊഫ. വി. രമേഷ് ചന്ദ്രൻ, സഞ്ചാരസാഹിത്യം മലയാളത്തിൽ
13. കെ.കെ. കൊച്ചു, ദലിതൻ, ഡി.സി ബുക്സ്, കോട്ടയം.
14. ബാലചന്ദ്രൻ ചുള്ളിക്കാട്, ചിദംബരസ്മരണ, ഡി. സി ബുക്സ്, കോട്ടയം.
15. എം. കെ. സാനു, നാരായണഗുരു, എൻ. ബി.എസ്. കോട്ടയം.
16. റോസി തോമസ്, ഇവൻ എന്റെ പ്രിയ സി. ജെ, ഡി.സി ബുക്സ്, കോട്ടയം.
17. വി. ബാബുസേനനൻ, ബെർട്രാൻറ് റസ്സൽ -
18. ഡോ. ജോർജ്ജ് വർഗ്ഗീസ്, സ്റ്റീഫൻ ഹോക്കിങ്, ഡി.സി ബുക്സ്, കോട്ടയം.

- 19.ജ്യോതിഭായി പരിയാടത്ത്, മയിലമ്മ ഒരു ജീവിതം, മാതൃഭൂമി ബുക്സ്, കോഴിക്കോട്.
- 20.മാധവിക്കുട്ടി, കേരള സഞ്ചാരം, ഡി. സി ബുക്സ് , കോട്ടയം.
- 21.വി. മുസഫിർ അഹമ്മദ്, മരുഭൂമിയുടെ ആത്മകഥ , കറന്റ് ബുക്സ് , തൃശൂർ.
- 22.രാജൻ കാക്കനാടൻ, ഹിമവാന്റെ മുകൾത്തട്ടിൽ, ഡി. സി ബുക്സ് , കോട്ടയം.
- 23.എം. കുഞ്ഞാമൻ, എതിർ, ഡി.സി ബുക്സ് , കോട്ടയം.
24. കെ. എ. ബീന , നദി തിന്നുന്നഭീഷ്, കറന്റ് ബുക്സ്, തൃശൂർ.
- 25.ഭാസ്കരൻ, ജാനു, ഡി. സി ബുക്സ് , കോട്ടയം
- 26.ദയാഭായി, പച്ചവിരൽ, ഡി. സി ബുക്സ് , കോട്ടയം.
- 27.വിജയരാജമല്ലിക, മറ്റൊരു പെണ്ണല്ല ഞാൻ, പാപ്പാത്തി
28. ജെനീന, ഒരു മലയാളി ഹിജഡയുടെ ആത്മകഥ, ഡി. സി ബുക്സ്, കോട്ടയം.

**महाकाव्यं गद्यकाव्यं च**  
(Mahakavyam Gadyakavyam cha)  
(CREDIT: 6)

**लक्ष्यम् (Course Objectives)**

भारतीयकाव्यशास्त्रे परिचयप्रदानम्।

इतिहासपुराणानां विषये उद्बोधनम्।

**उद्देश्यानि ( Course Outcomes)**

महाकाव्यमधिकृत्य उद्बोधनम्।

महाकाव्यस्वरूपस्य, काव्यसौन्दर्यतत्त्वस्य चाऽवबोधनम्।

इतरभाषासाहित्ये महाभारतस्य स्वाधीनताऽवगमनम्।

संस्कृतसाहित्ये लक्ष्मणसूरिणः योगदानावगमनम्।

संस्कृतगद्यसाहित्यपरिचयः।

BLOCK	UNIT
खण्डः 1 महाकाव्यपरिचयः।	1. 1. लौकिकसाहित्यमधिकृत्य सामान्यपरिचयः। 1. 2. महाकाव्यानि, पञ्चमहाकाव्यानि च। 1. 3. महाकाव्यलक्षणम्। 1. 4. कुमारसंभवस्य महाकाव्यलक्षणानुसारं अवलोकनम्।
खण्डः 2 कुमारसम्भवम् – पञ्चमसर्गः।	2. 1. पार्वत्याः तपश्चर्योद्यमः – श्लोकाः 1 – 17. 2. 2. महत्तरस्तपश्चर्याविशेषः – श्लोकाः 18 -29. 2. 3. ब्रह्मचारिप्रवेशः, सखीद्वारा पार्वत्याः इङ्गितनिवेदनं च – श्लोकाः – 30 –61. 2. 4. ब्रह्मचारिकृता शिवनिन्दा, पार्वत्या तन्निरासः, फलोदयश्च – श्लोकाः – 62 – 86.
खण्डः 3 गद्यपरिचयः।	3.1. गद्यकाव्यानां सामान्यपरिचयः। 3.2. इतरसाहित्यरूपेषु इतिहासपुराणानां स्वाधीनम्।



	3.3. महाभारतम्, महाभारतस्य रचनाकालः, सामान्यपरिचयश्च। 3. 4. संस्कृतसाहित्ये लक्ष्मणसूरिणो योगदानम्।
खण्डः 4 भारतसङ्ग्रहः – आदिपर्वणः समग्रमध्ययनम् ।	4.1. खण्डिका: 1 – 11. 4.2. खण्डिका: 12 – 15. 4.3. खण्डिका: 16 – 27 4. 4. खण्डिका: 28 – 31.

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