Amrita University's Amrita Values Programme (AVP) is a new initiative to give exposure to students about richness and beauty of Indian way of life. India is a country where history, culture, art, aesthetics, cuisine and nature exhibit more diversity than nearly anywhere else in the world.

Amrita Values Programmes emphasize on making students familiar with the rich tapestry of Indian life, culture, arts, science and heritage which has historically drawn people from all over the world.

Post-graduate students shall have to register for any one of the following courses, in the second semester, which may be offered by the respective school.

Courses offered under the framework of Amrita Values Programme:

Art of Living through Amma
Amma's messages can be put to action in our life through pragmatism and attuning of our thought process in a positive and creative manner. Every single word Amma speaks and the guidance received in on matters which we consider as trivial are rich in content and touches the very inner being of our personality. Life gets enriched by Amma's guidance and She teaches us the art of exemplary life skills where we become witness to all the happenings around us still keeping the balance of the mind.

Insights from the Ramayana
Historical significance of Ramayana, the first Epic in the world – Influence of Ramayana on Indian values and culture – Storyline of Ramayana – Study of leading characters in Ramayana – Influence of Ramayana outside India – Misinterpretation of Ramayana by Colonial powers and its impact on Indian life - Relevance of Ramayana for modern times.

Insights from the Mahabharata
Historical significance of Mahabharata, the largest Epic in the world – Influence of Mahabharata on Indian values and culture – Storyline of Mahabharata – Study of leading characters in Mahabharata – Kurukshetra War and its significance – Importance of Dharma in society – Message of the Bhagavad Gita - Relevance of Mahabharata for modern times.

Insights from the Upanishads
Introduction: Sruti versus Smrti - Overview of the four Vedas and the ten Principal Upanishads - The central problems of the Upanishads – Ultimate reality – the nature of Atman - the different modes of consciousness - Sanatana Dharma and its uniqueness - The Upanishads and Indian Culture – Relevance of Upanishads for modern times – A few Upanishad Personalities: Nachiketas, Satyakama Jabala, Aruni, Shvetaketu.

Insights from Bhagavad Gita

Swami Vivekananda and his Message
Brief Sketch of Swami Vivekananda's Life – Meeting with Guru – Disciplining of Narendra - Travel across India - Inspiring Life incidents – Address at the Parliament of Religions – Travel in United States and Europe – Return and reception India – Message to Indians about our duties to the nation.

Great Spiritual Teachers of India
Sri Rama, Sri Krishna, Sri Buddha, Adi Shankaracharya, Sri Ramanujacharya, Sri Madhvacharya, Sri Ramakrishna Paramahamsa, Swami Vivekananda, Sri Ramana Maharshi, Mata Amritanandamayi Devi

Indian Arts and Literature:
The aim of this course is to present the rich literature and culture of Ancient India and help students appreciate their deep influence on Indian Life - Vedic culture, primary source of Indian Culture – Brief introduction and appreciation of a few of the art forms of India - Arts, Music, Dance, Theatre, Paintings, Sculpture and architecture – the wonder language, Sanskrit and ancient Indian Literature

Importance of Yoga and Meditation in Life:
The objective of the course is to provide practical training in YOGA ASANAS with a sound theoretical base and theory classes on selected verses of Patanjali’s Yoga Sutra and Ashtanga Yoga. The coverage also includes the effect of yoga on integrated personality development.

Appreciation of Kerala’s Mural Art Forms:
A mural is any piece of artwork painted or applied directly on a wall, ceiling or other large permanent surface. In the contemporary scenario Mural painting is not restricted to the permanent structures and are being done even on canvas. A distinguishing characteristic of mural painting is that the architectural elements of
the given space are harmoniously incorporated into the picture. Kerala mural paintings are the frescos depicting mythology and legends, which are drawn on the walls of temples and churches in South India, principally in Kerala. Ancient temples, churches and places in Kerala, South India, display an abounding tradition of mural paintings mostly dating back between the 9th to 12th centuries CE when this form of art enjoyed Royal patronage. Learning Mural painting through the theory and practice workshop is the objective of this course.

**Practicing Organic Farming**

Life and nature are closely linked through the healthy practices of society for maintaining sustainability. When modern technological knowhow on microorganisms is applied in farming using the traditional practices we can avoid damage to the environment. The course will train the youth on modern practices of organic farming. Amma says “we have to return this land to the coming generations without allowing even the slightest damage to happen to it”. Putting this philosophy to practice will bring about an awakening and enthusiasm in all to strive for good health and to restore the harmony in nature”

**Ancient Indian Science and Technology**

Science and technology in ancient and medieval India covered all the major branches of human knowledge and activities, including mathematics, astronomy, physics, chemistry, medical science and surgery, fine arts, mechanical, civil engineering, architecture, shipbuilding and navigation. Ancient India was a land of sages, saints and seers as well as a land of scholars and scientists. The course gives an awareness on India's contribution to science and technology.

**15BUS511 STRATEGIC MANAGEMENT**

**Objective:** To impart an understanding of the general and competitive business environment and to enable the students understand strategic management concepts and techniques.

**Unit 1**

Business Environment: Introduction, objectives of a business, environment’s influences on business, characteristics of business environment, components of business environment, relationship between organisation and environment, the macro and micro environment, the various elements of micro and macro environment, the competitive environment, Porters Five forces Mode.

**Unit 2**

Business Policy and Strategic Management: Business Policy as a discipline, definition of strategy, general strategic alternatives, the dynamics of competitive strategy, strategic management, strategic decision making, the task of strategic management, vision, mission and objectives, strategic levels in organisations.

**SYLLABI**

**Unit 3**

Strategic Analysis and Strategic Planning: Strategic analysis, situational analysis, the methods of industry and competitive analysis, SWOT analysis, TOWS Matrix, portfolio analysis, corporate strategy, the stages of corporate strategy formulation, its implementation process, strategic alternatives.

**Unit 4**

Formulation, Implementation and Control of Functional Strategies: Formulation of marketing, financial, production, logistics, research and development and human resource strategies, inter relationship between formulation and implementation, issues in strategy implementation, organisation and strategy implementation, strategic business units and core competence, leadership and strategic implementation, building a strategy-supportive corporate culture.

**Unit 5**

Reaching Strategic Edge: Business process re-engineering, bench marking, total quality management (TQM), six sigma and management and other contemporary strategic issues.

**TEXTBOOKS:**

1. Francis Cherunilam – Strategic Management, Himalaya Publishing

**REFERENCE BOOKS:**

2. Sengupta - Strategic Management, Orient Paperbacks
3. R. Srinivasan – Strategic Management: The Indian context, PHI

**15BUS631 BUSINESS SKILL DEVELOPMENT**

**Objective:** To create an understanding of basic business development skills.

**Unit 1**


**Unit 2**


**Unit 3**

Strategic Planning – Models – Approaches – Strategic Intent and Stretch – Core Competence.
**Unit 4**
Marketing Research and Insights – Tools – Applications – Social Media Marketing – Marketing and Business Analytics.


Marketing Communications – Advertising Strategy – Media Planning.

**Unit 5**
Supply Chain Management and Logistics – Quality Control.


**TEXTBOOKS:**
2. Vasanth Desai – Management of a small scale industry, Himalaya Publishing
3. Francis Cherunilam – Strategic Management
4. Kotler - Marketing Management

**REFERENCE BOOKS:**
1. Vasanth Desai – Project Management, Himalaya Publishing
2. Bhatia, Batra - Entrepreneurship & Small Business Management, Deep and Deep
3. Rajeev Roy - Entrepreneurship, Oxford University Press

**SYLLABI**
2015 admissions onwards

**Unit 1**
Basics and Foundation

**SYLLABI**
2015 admissions onwards

**Unit 2**
Modern Advertising and IMC

**Unit 3**
Strategies and Elements of Branding

**Unit 4**
Brand Management

**Unit 5**
Creative and Production Process

**TEXTBOOK:**

**REFERENCES:**
SYLLABI  
Master of Commerce - Fin. & Syst.  
2015 admissions onwards


15BUS633 MARKETING USING WEB  2 1 0  3

Objectives: This course aims to impart an in-depth perspective into Internet Marketing, and prepare students for its fast-paced world. The approach of the course is to place it in the context of fundamental marketing concepts, and to delve in detail into the specifics of what constitutes marketing on the Internet. The course will be of value to all marketing professionals, and especially to those who may wish to work in or start a primarily Internet based business.

Unit 1

Unit 2

Unit 3

Unit 4

Unit 5
Localization and Customization, Trust in Internet Marketing, Ethical and Legal Issues.

SYLLABI  Master of Commerce - Fin. & Syst.  2015 admissions onwards


TEXTBOOK:
Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation Mar 2012 by Calvin Jones, Damian Ryan

REFERENCES:
2. The Best Digital Marketing Campaigns in the World Mastering the Art of Customer Engagement Paperback – 3 Jun 2011 by Calvin Jones, Damian Ryan

15BUS634 MERGERS AND ACQUISITIONS  2 1 0  3

Objective: To provide an understanding about the concept and theories of mergers and acquisitions and the regulatory framework for takeovers.

Unit 1
An over view of mergers and acquisitions - Various forms of corporate restructuring - growing need for corporate restructuring - the concept of strategic planning in corporate restructuring - Mergers and acquisitions as strategic choice - alternatives to mergers and acquisitions - strategic alliances - joint ventures.

Unit 2
Various types of mergers - the process of mergers and acquisitions – negotiation - defining the purchase price - calculating the exchange ratio - structuring the deal - due diligence to be done - participants in the process of mergers and acquisition.

Various theories of mergers and acquisition - efficiency theories - information and signalling - market power - tax considerations - free cash flow hypothesis - agency problems and managerialism - value increase by redistribution.

Problems on calculating purchase price, exchange ratio and related matters.

Unit 3
Methods of valuation of firms - equity valuation model - discounted cash flow model - firm valuation model - comparable company approach - option pricing method - chasing the right valuation method - accounting for mergers and...
acquisitions – accounting as per Accounting standards 14 reasons for failures of mergers and acquisitions - rules for successful mergers.

Problems on valuation of firm and accounting for mergers and acquisitions.

Unit 4
Sell off and divestitures - factors involved in divestiture decisions - explanations and rationale for sell offs - different types of sell offs - reasons for divestitures - going private and leveraged buyouts - going private transactions - leveraged buyouts - sources of LBO financing - characteristic of a leveraged buyout candidate - management buyout - management buy in - leveraged cash outs - reverse mergers - tax considerations in demerger.

Unit 5

The studies will have to be conducted with the help of live case studies.

TEXTBOOKS:
1. Publications on Mergers and Acquisitions by ICFAI
2. Rajesh Kumar – Mergers and Acquisitions, TMH

REFERENCE BOOKS:
1. Gurminder Kaur – Corporate Mergers and Acquisitions, Deep and Deep Publication
2. Ravindhar Vadapalli – Mergers, Acquisitions and Business Valuation, Excel Books
3. Case studies On Mergers and Acquisitions by ICFAI

15BUS635 RETAIL MANAGEMENT 2 1 0 3

Objective: To provide a basic understanding about the different aspects of retail management.

Unit 1

TEXTBOOKS:
2. Gibson G Vedamani – Retail Management, Jaico Publishing House

REFERENCE BOOKS:
1. Pradhan – Principles of Retail Management, Tata McGraw Hill
2. V Gopal - Retail Management: An Introduction, ICFAI University Press
3. David Gilbert – Retail Marketing Management, Pearson

15BUS636 SUPPLY CHAIN MANAGEMENT AND LOGISTICS 2 1 0 3

Objective: To provide an understanding on the different aspects of supply chain management and logistics

Unit 1
Unit 2

Unit 3

Unit 4

Unit 5
Protective packing – forms of protective packing – packaging policy Order processing – concept and objective – materials handling – basic materials handling considerations.

TEXTBOOKS:
2. Sunil Chopra, Peter Meindl – Supply Chain Management – Strategy Planning and Operation, Pearson Education

REFERENCE BOOKS:
2. Janat Shah – Supply Chain Management: Text and Cases, Pearson Education
3. Bhattacharya – Logistics Management, S. Chand

Objective: The objective of this course is to give thorough knowledge about corporate and other specialized accounting systems in conformity with the provisions of Companies Act, 1956.

Unit 1
Accounts of Banking Companies – Guidelines of RBI for Profit and Loss Account and Balance Sheet – Preparation of Profit and Loss Account and Balance Sheet.

Unit 2
Amalgamation, Absorption and External Reconstruction – Vendor Company and Purchasing Company – Purchase consideration – Accounting entries in the books of Vendor and Purchasing Companies – Inter-company owing and holdings – Internal reconstruction – Alteration and reduction of share capital – Accounting entries – Reconstruction Schemes.

Unit 3
Accounts of Insurance Companies – Important terms – Life and general Insurance – Revenue Account applicable to life insurance business – Valuation Balance Sheet – Final Accounts relating to general insurance business.

Unit 4
Double Account System – Comparison with double entry system – Accounts of electricity companies – Liquidation of companies – Statement of Affairs and Deficiency or Surplus Accounts – Liquidator’s Final Statement of Account.

Unit 5
Accounts of Holding Companies – Holding and subsidiary companies – Minority interest – Cost of control – Pre-acquisition and post-acquisition profits – Consolidated Balance Sheet – Elimination of common transactions – Bonus shares – Dividend.

TEXTBOOKS:
2. M. C. Shukla and T. S. Grewal, Advanced Accounts, S. Chand

REFERENCE BOOKS:
2. R. L. Gupta and M. Radhaswamy: Advanced Accountancy, Sultan Chand
3. D. Chandra Bose – Advanced Accounting Volume II, PHI

Objective: To ensure that students get a good exposure to Communication in an Organisation and also to impart good oral and written communication skills to them.

Unit 1
Communicating to Self: The concept of proper communication to Self to ensure success in life - traits of successful people – right attitudes - passion to do things – self belief - adoption of proper strategy - clarity of values - physical energy - bonding power - the power of knowledge - the importance of mastering communication skills.

Meaning, Importance and Functions of Business Communication - Definition of communication, importance, functions, factors responsible for the growth of communication, importance of internal and external communication.
SYLLABI Master of Commerce - Fin. & Syst. 2015 admissions onwards

Unit 2
Process, Dimensions and Channels of Communication: Process of communication, dimensions of communication - Downward, Upward, Horizontal and Diagonal or Crosswise, formal channels, informal channels, advantages and disadvantages of formal and informal channels, grapevine, factors leading to grapevine, types of grapevine, merits and demerits of grapevine, effective use of grapevine.

Types of communication: Verbal, oral communication, advantages, limitations, written communication, advantages and disadvantages, characteristics of written communication, importance of written communication.


Barriers to Communication and Tips for Effective Communication - Noise, lack of planning, semantic problems, cultural barriers, wrong assumptions, socio-psychological barriers, emotions, selective perception, filtering, information overload, poor retention, poor listening, goal conflicts, offensive style of communication.

Unit 3
Business Communication: External - Writing letters - forms and layout of letters, parts of a business letter, importance and functions of a business letter, writing of various types of letters - inviting quotations - tenders and bids - placing orders - fulfilling orders - handling complaints, sales letters, circulars, corresponding with customers for payment, import and export correspondence, correspondence with banks and insurance companies.

Unit 4
Business Communication - Internal - Purpose of internal communication - types of internal communication - memos, office orders, office circulars, office notes, correspondence with branch offices, meetings, notifications, agenda, procedure, minutes, resolutions.

Unit 5
General Topics: Précis writing, communication in small groups, definition of a group, characteristics of a group, importance, group dynamics, types of groups, team roles, group discussion, technique of group decision making, command meetings, brain storming sessions, nominal group technique, Delphi technique, advantages and disadvantages of group decisions, systematic problem solving.

TEXTBOOKS:

SYLLABI Master of Commerce - Fin. & Syst. 2015 admissions onwards

2. Krishna Mohan and Meera Banerji – Developing communication skills, Macmillan

REFERENCE BOOKS:
1. C. B. Gupta – Business Communication and Organisation and management, Sultan Chand & Sons
2. Rohini Agarwal – Business Communication and Organisation and Management, Taxmann
3. Herta Murphy, Herbert Hildebrandt, Jane Thomas – Effective Business Communication, TMH

15COM503 RESEARCH METHODOLOGY 2 1 0 3

Objective: The subject deals with the scientific method of solving a research problem systematically so that they know how to go about doing their project and research work.

Unit 1
Introduction: Meaning and definition of research – types of research – scientific and social research – objectives of social research – inductive and deductive methodology – significance of social research – research and business decisions.

Unit 2
Methods and techniques of research: Distinction between basic research and applied research – case study approach – use of survey in research – census survey vs. sample survey – sources of information – classification of data into primary and secondary – methods of primary data collection.

Unit 3

Unit 4
Collection and analysis of data: Sampling and sample design – methods of sampling – probability and non-probability techniques – defecting of sampling techniques – testing of hypothesis – correlation and regression – Z Test, T Test and K2 square Test.

Unit 5

TEXTBOOKS:
1. C. R. Kothari – Research Methodology, New Age Publication
2. Vineeth and Dileep kumar – Research Methodology, Kalyani Publishers

Arts and Sciences AMRITA VISHWA VIDYAPEETHAM S 13
Arts and Sciences AMRITA VISHWA VIDYAPEETHAM S 14
Objective: Accounting is one of the important tools of modern managers providing quantitative information, primarily of financial nature, necessary for making vital economic decisions. In the developing economy like ours, the importance of Cost and Management accounting has been acknowledged by all especially when optimum utilization of resources is the crying need of the day. As a result, the knowledge of Cost and Management Accounting to the commerce students has become absolute necessity. In view of this, this subject is included in the syllabus.

Unit 1

Nature and scope of Management Accounting: Meaning, Objectives, Difference between Cost and Management Accounting, Techniques of Management Accounting, Scope, Limitations.


Unit 2
Analysis of Financial statements: Meaning of analysis and interpretation, Objectives, Types and techniques of analysis, Interpretation.

Ratio analysis: Liquidity, Profitability, turnover and solvency ratios, Market test ratios, Intra and Inter firm comparison ratios, leverage ratios, Practical problems.

Fund flow statement: Meaning, Objectives, Preparation, Practical problems.

Cash flow statement: Meaning, Objectives, scope, usefulness, limitations, Classification of cash flows, Preparation and presentation of cash flow statement, difference between cash flow and fund flow statement.

Unit 3
Marginal Costing and Cost Volume Profit analysis: Marginal Costing, Fixed and Variable cost, BEP analysis, CVP analysis, Contribution margin.

Decision making applying Marginal costing techniques: Fixation of selling price, Key factor, Make or buy decisions, Selection of suitable product mix, Effect of change in price, Maintaining a desired level of profit, Alternative production methods, Diversification of products, Purchase/Lease?

Unit 4

Unit 5
Budget and Budgetary control: Meaning, Types of budget, Functional budget and flexible budget, Practical problems.

Reporting to management: Management reporting methods, Reports to share holders and management, Management Information System, Recent trends in management reporting.

TEXTBOOKS:

REFERENCE BOOKS:
3. Jawahar Lal – Advanced Management Accounting, S. Chand Publishers

Objective: To equip the students with the thorough knowledge on corporate taxation procedures.

Unit 1
Taxation system in India – Direct and Indirect taxes – important terms: income, person, assessee, assessment year and previous year, residential status, total income, gross total income - income excluded from total income, tax free income, FTZ and EOU.

Unit 2
Overview of various heads of income - The concept of clubbing of income, set-off of losses, carry forward of losses, set-off of brought forward losses, deductions from total income.
SYLLABI  
Master of Commerce - Fin. & Syst.  
2015 admissions onwards

Unit 3
Taxation in joint stock companies – heads of income, computation of tax liability.

Unit 4
Overview of tax management – financial decision making – basis of location, type of activity, ownership pattern, dividends and inter corporate dividend transfer – Transfer Pricing.

Unit 5
Overview of double tax agreement – meaning, implication, FBT, STT, Service Tax, MAT, Tax planning – Tax avoidance, evasion planning and management.

TEXTBOOKS:
1. H. C. Mehrothra: Income Tax Law and Accounts, Sahitya Bhavan Publication
2. T. N. Manoharan – Income Tax Law, Snow White Publications

REFERENCE BOOKS:
1. V. P. Gaur and D. R. Narang: Income Tax Law and Practice, Kalyani Publishers
2. B. S. Raman: Income Tax Law and Practice
3. Vinod Singhania – Income Tax, Taxmann Publication

15COM513  
FINANCIAL MARKETS AND SERVICES  
1 1 0  2

Objective: Financial markets have been increasingly influenced in recent times by financial innovations in terms of products and instruments, adoption of modern technologies, opening up of the market to the global economy, streamlining of regulatory frameworks and so on. Keeping this in view, the aim of this course is to make the students aware of the ever-changing scenario of financial markets and services.

Unit 1

Unit 2

Unit 3
An overview of Financial Services: Concept, nature and scope of financial services

SYLLABI  
Master of Commerce - Fin. & Syst.  
2015 admissions onwards

– growth of financial services in India – Merchant Banking – meaning, types and responsibilities of merchant banks – regulations of merchant banking in India – leasing and hire purchasing – types of leases – discounting, factoring forfeiting – factoring in India.

Unit 4
Venture Capital: Concept of venture capital – growth of venture capital in India – financing pattern – securitization of debt – option vs. borrowing.

Unit 5
Credit Rating: Meaning of credit rating – functions of credit rating agencies – credit rating in India – CRISIL, ICRA and CARE – limitations of credit rating – mutual funds – rating of a mutual fund – functions and management of portfolio of a mutual fund.

TEXTBOOKS:

REFERENCE BOOKS:
1. Francis Cherunilam – Global Economy and Business Environment, Himalaya Publishing House
2. V. A. Avadhani – Marketing of financial services, Himalaya publishers, Mumbai.
3. Vasant Desai – Indian financial system, Himalaya publishers.

15COM514  
INSURANCE MANAGEMENT  
2 1 0  3

Objective: The objective of this course is to understand the subject matter of insurance management and its importance in the present economic environment.

Unit 1
Insurance: Meaning, definition, nature, functions, types, classification on the basis of nature, business and risk Insurance principles: principles, general or essential principles of insurance contract, specific and miscellaneous principles.

Unit 2
Insurance products: Introduction, term life insurance, whole life insurance, endowment type plans, combination of whole life insurance and endowment type plans, children’s assurance plans, annuities and pension plans.

Unit 3
Insurance and economic development: Introduction, role of insurance in economic development.

Arts and Sciences  
AMRITA VISHWA VIDYAPEETHAM  
S 17

Arts and Sciences  
AMRITA VISHWA VIDYAPEETHAM  
S 18
Unit 4
Growth of life insurance appraisal of insurance sector growth, product diversification by LIC, growth of general insurance after nationalization, issues and problems, future potential in future.

Unit 5

TEXTBOOKS:
2. Dorfman Mark – Introduction to Risk Management and Insurance, PHI

REFERENCE BOOKS:
3. Dr. E. Dharmaraj, Elements of Insurance, SIMRES Publications.

15COM601 ADVANCED FINANCIAL MANAGEMENT 2 1 0 3

Objective: In our present day economy, finance is defined as the life blood of any business. Finance has been rightly termed as the universal lubricant that keeps every enterprise dynamic. As a commerce student, one must be able to manage this important resource of any business. Thus the relevance of the course in the curriculum.

Unit 1


Unit 2
Working capital management: Determination of level of current assets - Sources for financing working capital - Bank finance for working capital (No problems on estimation of working capital).

Working capital financing: Short term financing of working capital, long term financing of working capital, Working capital leverages.


Unit 3

Unit 4
Capitalization: Meaning, concepts, need of capitalization - Capital and capitalization - basic theories of capitalization, fair, over and under capitalization - comparison of under and over capitalization - comparison of book value and fair value of shares - Watered capital – Over & under trading.

Capital structure: Patterns, importance - Optimal capital structure – Theories (all approaches), Capital structure management - Sound capital mix - Point of indifference - Changes in capital structure, Capital gearing.

Unit 5
Cost of capital: meaning, concept and definition – significance - Cost classification - Determination of cost of capital - Problems in determination of cost of capital – computation - Cost of debt - Cost of zero coupon bonds - Cost of preference capital - cost of equity share capital - cost of retained earnings - Weighted average cost - marginal cost of capital - lease or buy decisions, lessor's and lessee's point of view, forfaiting, factoring, asset securitization, Introduction to retail banking - Consumer finance, home loans, credit cards, debit cards, interest calculation on credit cards.

Problems on lease or buy decisions, factoring, home loans.
15COM602 SMALL BUSINESS AND ENTREPRENEURSHIP 2 1 0 3

Objective: To create an understanding of the importance as well as the modus operandi of small business management and entrepreneurship.

Unit 1
Entrepreneurship: Definition - Characteristics - Entrepreneurship and entrepreneur - Functions of entrepreneur - types of entrepreneurs - Factors affecting entrepreneurial growth - Entrepreneurial motivation - Role of entrepreneurs in economic development - Successful entrepreneurs in India (case study) - Entrepreneurship in India.

Unit 2

Unit 3

Unit 4

Unit 5

TEXTBOOKS:
1. Prasanna Chandra – Financial Management, TMH
2. I. M. Pandey – Financial Management, Vikas

REFERENCE BOOKS:

15COM603 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT 2 1 0 3

Objective: To provide an insight into the process and concept of security analysis and managing the portfolio of investments.

Unit 1
Meaning of Risk and Investments: Meaning of Risk - Total Risk - Systematic risk - Unsystematic risk – elements of systematic risk (interest rate risk etc..) and Unsystematic risk (business risk… etc), the concept of uncertainty, Investments – meaning - avenues of investments - financial assets - non-financial assets.

Measuring return and risk: Measuring return and risk...under both certain and uncertain conditions, i.e. measuring average return, expected return, standard deviation, beta (regression method and covariance method), alpha, measuring covariance, correlation, meaning of a portfolio, return from a portfolio, risk of a portfolio with two or more securities.

Problems on the topics under measuring risk and return.

Unit 2

(The students are expected to have a basic level of knowledge on matters specified in this paragraph)

Equity Valuation: Valuation Process - Estimation of free Cash flows - Present value valuation models - Dividend discount model - The discounted cash flow model.
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analysis - Relative valuation models - Asset valuation methods - Liquidation approach - Economic value added.

Problems on the topics specified in the paragraph on equity valuation.

Unit 3
Bonds and Bond market: Types of bonds - difference between a bond and a debenture - zero coupon bonds - deep discount bonds - Simple valuation of a bond - relationship between the coupon rate, yield and the price of the bond - premium and discount in bond pricing - perpetuity bond - convertible bonds - re-issue of bonds - Nominal yield - current yield - and yield to maturity (YTM) - Makkie's theorems - Floating rate bonds - Caps floors collars - interest rate cap - interest rate floor - interest rate collar - risk associated in investing in bonds - duration of a bond - factors that affect duration - application of duration - modified duration - convexity of bonds - bond management strategies - passive strategies - active strategies - the concept of swaps and immunization.

Problems on the above topics.

Unit 4
CAPM and Portfolio construction Theories: Capital Assets pricing theory - Arbitrage pricing theory, approaches to portfolio construction - Markowitz model - Markowitz efficient frontier theory - The Sharpe Index model - Single index model - Sharpe's optimal portfolio.

Problems on the above topics.

Unit 5
Portfolio Evaluation: Sharpe's Performance Index - Treynors performance Index - Jensons performance Index - Portfolio management - active-passive - The formula plans-revising the portfolio - the cost of revision.

Problems on the above topics.

TEXTBOOKS:
1. Kevin - Security Analysis and Portfolio Management, PHI Publishers

REFERENCE BOOKS:
2. Bhalla – Investment Management, Security Analysis and Portfolio Management, S. Chand
3. Ranganatham, Madhumathi - Security Analysis and Portfolio Management, Pearson
15COM631 FINANCIAL DERIVATIVES 2103

Objective: To equip the students with an in-depth knowledge of the engineering of financial derivatives.

Unit 1


Unit 2

Unit 3


Forwards market as forerunner of Futures markets – Distinctions between Futures and Forward Markets.

Unit 4

Option pricing models: Determinants of Option prices – The Black-Scholes Option Pricing Model – Binomial Option Pricing Model.


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15COM632 INTERNATIONAL FINANCIAL MANAGEMENT 2103

Objective: To provide a detailed outlook on the concepts of international financial management.

Unit 1

International flow of funds – Structure of Balance of Payments – Equilibrium, Disequilibrium and Adjustment – Approaches to Adjustment – Capital Account Convertibility.

Unit 2


Unit 3

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2015 admissions onwards


Unit 4

Unit 5


TEXTBOOKS:
2. Francis Cherunilam – International Business, PHI Publishers

REFERENCE BOOKS:

15COM633 MERCHANT BANKING AND COMMERCIAL BANKING 2 1 0 3

Objective: To give an overview of the regulatory functions and practical applications of commercial as well as merchant banking services.

Unit 1

Unit 2
Public Issue Management – Functions – Mechanism – Categories of Securities

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2015 admissions onwards


Unit 3

Unit 4
Mergers & Acquisitions Advisory Services – Concept of Merger – Forms of Merger – Hostile Takeover – types of Merger – Merger vs. Takeovers – Arguments in favour of M&A – Major issues of M&A in India – Merger Expenses – Regulation of M&A.

Unit 5

TEXTBOOKS:

REFERENCE BOOKS:
1. Lakshmanna, Krishna Nair – Merchant Banking in India, Deep and Deep Publication
2. Ravichandran, Nakkiran – Merchant Banking and Financial Services, Himalaya
3. G. P. Kapoor – Commercial Banking, APH Publishing Corporation

15COM634 PERSONAL FINANCIAL PLANNING 2 1 0 3

Objective: To give an understanding on the concept of personal finance, selection of best investment options and tax implications on personal finance.

Unit 1
Personal Financial Planning: Meaning and importance, objectives, Time Value of Money, compounding and present value techniques, Budgeting, meaning, importance, objectives.

Unit 2
Savings Schemes: Bank Deposits, types of bank deposits, National Savings Certificates, Kisan Vikas Patra, Post Office Term and Recurring Deposits, Public Provident Fund, small savings schemes by State Financial Corporation and Cooperative Societies.
SYLLABUS  
Master of Commerce - Fin. & Syst.  
2015 admissions onwards

Unit 3
Insurance: Meaning, objective, types, Life Insurance, life insurance companies, various life insurance policies, selection of right insurance policy, property and motor vehicle insurance, health insurance plans, mediclaim, retirement planning, various retirement plans.

Unit 4
Investment Basics, Meaning of Shares, Debentures, Bonds and Mutual Funds, how to invest in shares, debentures and bonds, investment in mutual funds, investment in real estate and gold, portfolio selection and management.

Unit 5
Consumer Credit: housing and automobile buying decisions, Consumer Loans, Agricultural credit, Chit Funds, Introduction to Income Tax, various heads of income, deductions allowed to individuals, planning the tax strategies.

TEXTBOOKS:
3. Lawrence Gitman – Personal Financial Planning, Cengage Learning
4. Jeff Madura – Personal Finance, Pearson Education

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and make conclusions and recommendations with the concern supervision of the project guide. Care should be given while selecting the project topic to understand problems and providing unique solutions from managerial/ business/ social points of view.

15CSA581  
OFFICE AUTOMATION LAB.  
0 0 3 1

Unit 1
Word Processing Application – MS Word
1. Create a word document and set the following: page size to A4, margins to left (2.5 cm), right (2.5 cm), top (2 cm), bottom (2 cm)
a. Type the following text:
Through Her extraordinary acts of love and self sacrifice, Amma has endeared Herself to millions. Tenderly caressing everyone who comes to Her, holding them close to Her heart in a loving embrace, Amma shares Her boundless love with all. Be they young or old, sick or poor everyone who comes to Her receives the same unconditional love.
Amma's compassion has given rise to a vast network of charitable and spiritual activities, which is drawing attention throughout the world. At the root of these services lies Amma's teaching that the divine exists in everything-in every person, plant and animal. Perceiving this unity is the essence of spirituality and the means by which to end all suffering. It is through this simple, yet powerful message that Amma is transforming our world, one embrace at a time.
Practice all options in Spelling and Grammar
b. Use Thesaurus utility and replace the word “compassion” with “Love”
c. Use the Save As option and save the document as “Kripamayi” and close the file.
d. Save the document as a Web page
e. Preview the document as a Web page
f. Practice Cut, Copy and Paste. Practice Go to options
g. Change the page measurement units from inches to centimeters.
h. Zoom the document to 200%
i. Open Document Map and edit various pages in the document
j. Familiarize page Numbering options like continue from previous section and start at option
k. Open a new document and insert the file “Kripamayi” and save it.
l. Insert various symbols in a document
m. Apply Page Borders, Paragraph Borders and shade the paragraphs.
n. Give appropriate heading in the Header and Page number, date in the Footer.
o. Apply paragraph settings to the document.
p. Create news paper layout
q. Format the text and apply bullets and numbering using menu.

15COM690  
LIVE-IN-LAB.  
2 cr

This initiative is to provide opportunities for students to get involved in coming up with solutions for societal problems. The students shall visit villages or rural sites during the vacations (after second semester) and if they identify a worthwhile project, they shall register for a 2-credit Live-in-Lab project, in the third semester. The objectives and projected outcome of the project should be reviewed and approved by the Dept. Chairperson and a faculty assigned as the project guide. On completion of the project, the student shall submit a detailed project report. The report shall be evaluated and the students shall appear for a viva-voce test on the project.

15COM699  
PROJECT  
10 cr

The objective of the project is to understand real life situations in organizations and their related environments and accelerating the learning process of how his/her knowledge could be used in a realistic way. The students have to undergo research project in various organizations and submit individually a report on the same. They may analyze the problems rigorously and prospects of the organization
r. Insert a picture in the document (use OLE feature)
s. Change one paragraph of the document into newspaper layout.
t. Practice tab settings.
u. Insert Hyperlinks and Bookmarks in the document
v. Create various styles and apply it to paragraphs
w. Create Macro and assign it through Toolbar and keyboard.

2. Insert a table containing 6 rows and 7 columns: Headings – Student No, name, Mark1, Mark2, Mark3, Total, and Average.
   a. Enter the details of 5 students.
   b. Calculate Total & Average using ‘Formula’ option.
   c. Sort the details of students in the order of Average.
   d. Apply Table Auto format.

3. Generate 10 copies of interview letters to candidates from different states informing the place and time of interview. (Mail Merge)

Unit 2
Spread Sheet Application – MS Excel
1. Open a new work book and enter the details:
   Employee No Name Basic Pay DA HRA PF Net Pay
   E001 Anu 6000
   E002 Anju 8000
   E003 Pavan 4500
   E004 Jyothy 7600
   E005 Manu 6500
   Calculate DA as 7.5% of Basic Pay, HRA as 5% of Basic Pay PF as 6% of Basic Pay
   And Net Pay = Basic Pay + DA + HRA - PF.
   2. Create a series using AutoFill handle.
   3. Save the workbook & give suitable title in the Header and date in the Footer, Preview the file.
   4. Create a name for a range of cells in the work sheet.
   5. Practice Rows, columns, Cells and work sheet format options.
   6. Clear the formats of 5 the row.
   7. Delete the last sheet of the workbook
   8. Make a copy of the first sheet and rename it.
   9. Practice paste special options.
   10. Find the Sum of Net Pay using function.
   11. Write a function to find the count of employees in G20 cell.
   12. Insert comments in different cells
   13. Practice hyperlinks.
   14. Create your own style for worksheets.

Unit 3
Create a database having the headings Roll No, Name, Mark1, Mark2, Mark3 and Total. Before entering data give validation rules:
   a. For roll no – Enter numbers between 1 and 50
   b. For name – Enter names that have text length between 3 and 15.
   c. For marks – Enter marks between 0 and 99
   15. Insert records and Sort the records.
   16. Create a chart for the above details.
   17. Create a pie chart for the student with highest mark.
   18. Create a Employee database as follows and Practice Auto Filter and advanced Filter.

Use Auto filter and Advanced Filter for the following queries:-
   a. Find all employees working in Sales department
   b. Find all employees working as Teacher
   c. Find all employees working in sales above the age of 30
   d. Find all Female employees
   e. Find all Female employees above the age of 30
   f. Find all Male employees working in dept no 25 and 12
   g. Find all employees whose name starts with the letter “P”
   h. Find all employees whose name end with the letter “N”
   i. Find all employees whose age between 30 and 40
   j. Find all employees working as Teachers and Managers

Unit 4
Presentations using PowerPoint-2000
1. Open a new Presentation and insert a new slide.
2. Apply appropriate slide transition to it.
3. Insert a number 4 more slides and set up the show for all.
4. Text and Word art into slides and apply custom animations.
5. Format the text and word art in the slides and apply design templates to slides.
6. Hyper link the slides (use text for link).
7. Use action buttons for hyperlinks.
8. Create a PowerPoint presentation that contains News Headlines for a TV channel.
9. Create a presentation with minimum 5 slides regarding the programmes on Annual Day celebrations.
10. Create a presentation with minimum 5 slides regarding various products offered by a particular company.

**Unit 5**

Database Concept – MS Access
1. Create a database of employees.
2. Create a table emp in design view and enter records.
3. Create a query that displays records having salary >5000.
4. Create a form for inputting details to emp table.
5. Create necessary reports.

**TEXTBOOKS:**
2. Dinesh Maitri – Learning Computer Fundamentals, MS Office and Internet & Web Technology, Laxmi Publications

**REFERENCE BOOKS:**
2. John Walkenbach Herb Tyson Michael R. Groth Faiithe Wempen Lisa A. Bucki – Microsoft Office 2010 Bible, Wiley India

15CSA582  ADVANCED TALLY LAB.  0021

Getting started with Tally – Company information – Features and configuration.


**TEXTBOOKS:**
1. Tally complete reference material

15CSA586  ANALYSIS USING STATISTICAL TOOLS LAB.  0021

Objective: To familiarize students in application of SPSS software to enable them to easily perform complicated quantitative analysis.

**Unit 1**

**Unit 2**
Structure of data file – creating – editing data file – entering data – editing.

**Unit 3**

**Unit 4**

**Unit 5**

**TEXTBOOKS:**
1. S.L. Gupta and Hitesh Gupta – SPSS 17.0 for Researchers, International Book House

**REFERENCE BOOKS:**
2. SPSS Inc. – SPSS 17.0 Integrated Student Version, Pearson

15CSA587  INFORMATION SYSTEMS LAB.  0021

1. Create a simple web page, which reveals the personal information of yours.
2. Design a web page with an interface for creating an e-mail ID
3. Create a image map.
4. Create an interface for an online shop
5. Develop a web site for a university, which offers different UG and PG courses. (Hint: using frames, framesets, images, menus and hyperlinks)
6. Create a web page with advanced layouts and positioning with CSS and HTML
7. Design a web site with different methods of embedding CSS in a web page.
8. Create a static web page which display your personal details
9. Create a web page thorough which the user can register
10. Create a web site for a hospital
11. Create a web site for a computer hardware shop
12. Create a web site for Amrita School of Arts and sciences.

TEXTBOOK:
Ivan Bayross – Web Enabled Commercial Application Development using HTML, JAVASCRIPT, DHTML AND PHP, BPB Publication

REFERENCE BOOKS:
1. Mike Mcgrath – HTML in Easy Steps, TMH
2. Mike Mcgrath – CSS in Easy Steps, TMH

15CSA601 ENTERPRISE RESOURCE PLANNING AND MIS 2 1 0 3

Objective: To facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders.

Unit 1
System Concepts – Introduction to information System, Management Information System.

Information Systems development – Planning information systems, Content of the information System Master Plan, Prototyping and life cycle approach to Application System development. Stages in Life cycle, Evaluation of MIS.

Unit 2
Classification of Information System - Transaction processing system, office automation, DSS, ERO, Expert systems, Intranet, BPR, CRM, SCM, Information system in functional areas.


Unit 3
Introduction - History, Advantages, Basic concepts, Risk and Benefits of ERP.
Unit 4

Unit 5

TEXTBOOKS:

REFERENCE BOOKS:
1. C.J. Date – Introduction to Database Systems, Narosa Publishing

15CUL501 CULTURAL EDUCATION 200 P/F

Objective: Love is the substratum of life and spirituality. If love is absent life becomes meaningless. In the present world if love is used as the string to connect the beads of values, life becomes precious, rare and beautiful like a fragrant blossom. Values are not to be learned alone. They have to be imbied into the inner spirit and put into practice. This should happen at the right time when you have vitality and strength, when your hearts are open.

The present course in value education is a humble experience based effort to lead and metamorphosis the students through the process of transformation of their inner self towards achieving the best. Amma’s nectarous words of wisdom and acts of love are our guiding principles. Amma’s philosophy provides an insight into the vision of our optimistic future.

1. Invocation, Satsang and Question - Answers
2. Values - What are they? Definition, Guiding Principles with examples Sharing own experiences
3. Values - Key to meaningful life. Values in different contexts
4. Personality - Mind, Soul and Consciousness - Q and A; Body-Mind-Intellect and the Inner psyche Experience sharing
5. Psychological Significance of samskara (with eg. From Epics)
6. Indian Heritage and Contribution and Q and A; Indian Ethos and Culture
7. Self Discipline (Evolution and Practice) – Q and A
8. Human Development and Spiritual Growth - Q and A
9. Purpose of Life plus Q and A
10. Cultivating self Development

REFERENCES:
1. Swami Amritaswaroopananda Puri - Awaken Children (Volume VII and VIII)
2. Swami Amritaswaroopananda Puri - Amma’s Heart
3. Swami Ramakrishnanda Puri - Rising Along the Razor’s Edge
4. Deepak Chopra - Book 1: Quantum Healing; Book 2: Alpha and Omega of God; Book 3: Seven Spiritual Rules for Success
5. Dr. A. P. J. Abdul Kalam - 1. Ignited Minds 2. Talks (CD)
6. Swami Ramakrishnanda Puri - Ultimate Success
7. Swami Jnananandanananda Puri - Upadesamritham (Trans: Malayalam)
8. Vedanta Kesari Publication - Values - Key to a meaningful life
9. Swami Ranganathananda - Eternal values for a changing society
10. David Megginson and Vivien Whitaker - Cultivating Self Development
11. Elizabeth B. Hurlock - Personality Development, Tata McGraw Hill
12. Swami Jagatatmananda - Learn to Live (Vol.1 and 2), RK Ashram, Mylapore

15ECO501 ECONOMIC ANALYSIS FOR MANAGERS 2103

Objective: The objective of this course is to provide a detailed understanding about the concepts of economic theories for use by the management in decision making process.

Unit 1

Unit 2
Demand and Supply Analysis: Meaning of demand – law of demand – rationale – elasticity of demand – measurement of elasticity – point and arc methods – supply schedule and supply curve – changes in demand and supply - minimum floor price and fixing ceiling on prices.

Unit 3
Theory of Markets: Cost and revenue concepts – total, average and marginal
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Unit 4

Unit 5
Important Macro Variables: Propensity to consume – MPL and APL – Concept of multiplier – Accelerator – leverage effect – business cycles – unemployment and types – voluntary and involuntary types – inflation and deflation – measures to overcome the problems of inflation and deflation.

TEXTBOOKS:
1. H. L. Ahuja – Modern Economics, S. Chand Publishers
2. D.N. Dwivedi – Managerial Economics, Vikas Publication

REFERENCE BOOKS:
1. T. N. Hajela – Macroeconomic Theory, Ane Books India Pvt. Ltd.
2. S. Shankaran – Economic Analysis, Margham Publications
3. Samuelson – Economics, TMH

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Investments (Sec. 372A), compromise and arrangements, reconstruction, why and how it is effected, majority rule as applicable to management of companies, protection at common law, protection under The Companies Act, 1956, oppression and mismanagement, who may apply to the company law board when oppression or mismanagement is complained of (Sec. 399), difference between Section 397 and Section 398, powers of the company law board on application under Section 397 or Section 398, powers of the central government, general observations on remedy for oppression under Section 397 or 398, distinction between various remedies for oppression, powers of central government to remove managerial personnel on the recommendation of CLB, concept of public interest and its impingement on company law, winding up of companies...general provisions.

Unit 3
The Companies (Amendment Act), 2002 – Law relating to producer companies: Introduction, definitions, objects and formation of a producer company, memorandum of a producer company, articles of association, inter-state cooperative societies, management, general meetings, share capital and member rights, finance, accounts and audit, penalties, amalgamation merger or division, resolution of disputes.

Unit 4
Foreign Exchange Management Act, 1999: Introduction, Broad structure of FEMA, preamble, extent, application and commencement of FEMA, definition, analysis of important definitions, regulation and management of foreign exchange, authorised person, contravention and penalties in brief, adjudication and appeal, directorate of enforcement, miscellaneous matters.

The Securities and Exchange Board of India (SEBI) Act, 1992 – Introduction, purpose of the Act, history of the legislation, short title, extent and commencement, definitions, establishment of SEBI (Board), powers and functions of SEBI, penalties, establishment of securities appellate tribunals, power of the central government (Section 16, 17, 29 and 30) appeal from orders of SEBI (Section 20), guidelines regulations and rules under the SEBI Act, exposure on SEBI (Disclosure and Investor Protection) Guidelines, 2000.

Unit 5
The Competition Act 2002: Introduction, why MRTP Act needed a fresh look, what is competition?, competition policy and law, Competition Act 2002, main ingredients of Competition law, definitions, prohibition of certain agreements, abuse of dominant position and regulation of combinations, competition commission of India, duties powers and functions of commission, duties of Director General, penalties, competition advocacy, finance Accounts and Audit, miscellaneous matters.
Securities Contract Regulation Act, 1956: Introduction, about corporatisation & demutualization of stock exchanges, highlights of new legislation on securities laws, definitions (Sec. 2), recognition of stock exchanges, granting of recognition (Sec. 4), power of central government to make rules (Sec. 8) and clearing corporation (Sec. 8A), power of stock exchanges to make bye-laws (Sec. 9), power of SEBI (Sec. 10), penalties (Sec. 23), offences by companies (Sec. 24), title to dividends (Sec. 27), right to receive dividend from collective investment schemes (Section 27A), Act not to apply in certain cases (Section 28), power to make rules (Section 30), power of SEBI to make regulations (Section 31).

TEXTBOOKS:
2. N. D. Kapoor – Corporate Laws and Secretarial Practice, Sultan Chand

REFERENCE BOOKS:
2. S. K. Aggarwal – Concept of Corporate Law, Galgotia Publications.
3. TAXMANN – Companies Act

Unit 1

Unit 2
Significance and scope of cyber law, Cyber jurisprudence in India and at International level, EDI, UNCITRAL Model Law, EU Convention on Cyber Crimes, Salient features of Information Technology Act 2000, Authorities under the Act, Enforcement powers, Over view of offences and penalties.

REFERENCES BOOKS:

Objective:
To develop an understanding of problem solving methods and to understand the basic concepts of Quantitative techniques and Operations Research and to apply the results directly to real life business problems.

Unit 1
Matrices, types of matrices, addition, subtraction and multiplication of matrices, transpose, determinant of a matrix, Adjoint of a matrix and inverse of a matrix.

Unit 2
Probability, Addition and multiplication theorem, Axioms of probability, conditional
probability, independent events, Bayes’ theorem, $\chi^2$ test and goodness of fit, F-test, Analysis of variance (one way classification).

Unit 3
Operations research - Meaning, origin, features and limitations, L.P.P. uses and application, formulation, graphical solution, Simplex method, Big-M method.

Unit 4
Transportation problem, initial solution, move towards optimality, Modi method, Assignment problem, solution, Replacement decisions - replacement of items that deteriorate with time, replacement policy without change in money value, replacement of items that fail completely, Group replacement policy.

Unit 5
Network analysis - construction of network diagram, network calculations, critical path method, PERT, calculation of Float/ Slack under PERT, limitations of PERT and CPM.

Decision Theory - Decisions under uncertainty, Maximin and Minimax, Hurwicz, Laplace, Minimax regret criterion, Decision making under risk, EMV, EOL, EVPI, EPPI criterion.

TEXTBOOKS:
1. L. R Potti – Operations Research, Yamuna Publications, Trivandrum

REFERENCE BOOKS:
1. P. R Vittal – Business Statistics, Margham publications, Madras
2. Kantiswaroop, P. K Gupta and Mannohan – Operations Research, Sultan Chand and Sons
3. S. P Gupta – Statistical Methods, Sultan Chand & Sons

15OEL631 – 6xx OPEN ELECTIVES 2 0 0 2

Open electives syllabi – see at the end of the booklet.

15SSK511 LIFE SKILLS 1 0 2 2

Soft skills and its importance: Pleasure and pains of transition from an academic environment to work environment. Need for change. Fears, stress and competition in the professional world. Importance of positive attitude, self motivation and continuous knowledge upgradation.

Attitude, Values, Motivation, Emotion Management, Steps to like yourself, Positive Mental Attitude, Assertiveness.

TEXTBOOKS:
4. The Hard Truth about Soft Skills, by Amazon Publication.

REFERENCES:
1. Quantitative Aptitude, by R S Aggarwal, S Chand Publ.
3. Data Interpretation, R S Aggarwal, S Chand Publ.
5. Quantitative Aptitude, The Institute of Chartered Accountants of India.
7. The BBC and British Council online resources
8. Owl Purdue University online teaching resources.
9. www.grammarbook.com online teaching resources
10. www.englishpage.com online teaching resources and other useful websites.