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APPENDIX
UNIVERSITY OF MADRAS
M.Sc. DEGREE COURSE IN COMPUTER SCIENCE
REVISED REGULATIONS
Choice Based Credit System
(Effective from the academic year 2015-2016)

1. Eligibility for Admission

Candidates with B.Sc. degree in Computer Science or Computer Science & Technology or B.C.A. degree of this University or any other degree accepted as equivalent thereto by the Syndicate.

5. Course of Study and scheme of examinations:
List of courses are given below:

First Semester

Course components	Name of Course	Credits	Exam Durati	Max. Marks	
				IA	UE
Core -1	Design and Analysis of Algorithms	4	3	25	75
Core -2	Advanced Java Programming	4	3	25	75
Core -3	Systems Software	4	3	25	75
Core – 4	Practical – I: Algorithms Lab	2	3	40	60
Core – 5	Practical – II: Advanced Java Lab.	2	3	40	60
Extra Disciplinary Elective -1	Theoretical Foundations of Computer Science	4	3	25	75
SoftSkill-1		2	3		

Second Semester

Course components	Name of Course	Credits	Exam Durati	Max. Marks	
				CIA	UE
Core-6	Computer Networks	4	3	25	75
Core-7	Digital Image Processing	4	3	25	75
Core–8	Practical – III: RDBMS Lab.	2	3	40	60
Elective I	Elective – I	3	3	25	75
Core-9	Practical – IV: Image Processing using Java Lab	2	3	40	60
Extra Disciplinary Elective -2	Object Oriented Analysis and Design	3	3	25	75
SoftSkill-2		2	3	40	60
SoftSkill-3		2	3	40	60
Internship	4 to 6 weeks of Internship during summer vacation of I Year				

Third Semester

Course components	Name of Course	Credits	Exam. Duration	Max. Marks CIA	Max. Marks UE
Core-10	Principles of Compiler Design	4	3	25	75
Core-11	Information Security	4	3	25	75
Core - 12	Artificial Intelligence	4	3	25	75
Elective	Elective –II	4	3	25	75
Elective	Elective – III	4	3	25	75
Core-13	Practical – V: Mini Project	2	3	40	60
Soft Skill-4		2	3	40	60
Internship	During summer vacation 4 to 6 weeks of I Year	2			100

Fourth Semester

Course components	Name of Course	Credits	Exam. Duration	Max. Marks CIA	Max. Marks UE
Core-14	Project & Viva-Voce	20	-	20	60+ 20

Elective - I
>   Mobile Computing OR Computer Simulation and Modeling OR Computer Graphics

Elective - II
>   Big data Analytics OR Cryptography OR Distributed Database Systems

Elective - III
>   Multimedia Systems OR E-Commerce OR Cloud Computing

Title of the Course/ Paper	Practical – V:Mini Project		
Core – 13	II Year & Third Semester	Credit: 2	

Each student will develop and implement individually application software based on any emerging latest technologies.

Title of the Course/ Paper	Project & Viva-Voce		
Core-14	II Year & Fourth Semester	Credit: 20	

The project work is to be carried out either in a software industry or in an academic institution for the entire semester and the report of work done is to be submitted to the University.

LIST OF ELECTIVES

Title of the Course/ Paper	Mobile Computing		
Elective - 1	I Year & Second Semester	Credit: 3	

Unit 1: Introduction - Mobile and Wireless Devices – Simplified Reference Model – Need for Mobile Computing –Wireless Transmissions –Multiplexing – Spread Spectrum and Cellular Systems- Medium Access Control – Comparisons.

Unit 2: Telecommunication Systems – GSM – Architecture – Sessions – Protocols – Hand Over and Security – UMTS and IMT – 2000 – Satellite Systems.

Unit 3: Wireless Lan - IEEE S02.11 – Hiper LAN – Bluetooth – Security and Link Management.

Unit 4: Mobile network layer - Mobile IP – Goals – Packet Delivery – Strategies – Registration – Tunneling and Reverse Tunneling – Adhoc Networks – Routing Strategies

Unit 5: Mobile transport layer - Congestion Control – Implication of TCP Improvement – Mobility – Indirect – Snooping – Mobile – Transaction oriented TCP - TCP over wireless – Performance.

Recommended Text

1) J. Schiller, 2003, Mobile Communications,2nd edition, Pearson Education, Delhi.

Reference Books

1) Hansmann, Merk, Nicklous, Stober, 2004, Principles of Mobile Computing, 2nd Edition, Springer (India).

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APPENDIX – 27(R)
UNIVERSITY OF MADRAS
MASTER OF COMMERCE (M.Com.)
(Choice Based Credit System)

REVISED REGULATIONS
(w.e.f.2013 – 2014 onwards)

CONDITIONS FOR ADMISSIONS

1. MASTER OF COMMERCE (M.Com.)

A candidate who has passed the B.Com. B.Com/B.A (Corporate Secretaryship), B.Com (Accounting & Fiance) B.C.S., B.B.A., B.Com (Bank Management), B.Com. (Computer Applications), B.Com./B.A.(Co-operation), B.A. (Industrial Organization) and B.Sc.(Mathematics)/ B.Sc (Statistics) or B.Sc. (Computer Science) or B.C.A. or any other UG degree with at least any two core/main papers offered at the B.Com shall be eligible for admission to M.Com Degree Program.

5.Revised Scheme of Examinations

First Semester

Course Components	Code	Subjects	Instructional Hours	Credits	Exam. Hours	Max. Marks		
						CIA	External	Total
Core Paper - I	Com 201	Advanced Corporate Accounting and Accounting Standards [#]		4	3	25	75	100
Core Paper - II	Com 203	Financial Management [#]		4	3	25	75	100
Core Paper - III	Com 205 .	Organizational Behaviour		4	3	25	75	100
Core Paper – IV	Com 207	Managerial Economics [#]		4	3	25	75	100
Elective [$]		Paper - I CRM and Relationship Marketing		3	3	25	75	100
Soft Skill - I				2	-	40	60	100

Composition of marks: 80 % problems and 20 % theory

$ Electives are to be chosen from the Groups of Electives listed at the end

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Second Semester

Course Components	Code	Subjects	Instructional Hours	Credits	Exam. Hours	Max. CIA	Max. External
Core Paper – V	Com 202	Advanced Cost and Management Accounting #		4	3	25	7
Core Paper – VI	Com 204	Quantitative Techniques for Business Decisions #		4	3	25	7
Core Paper - VII	Com 206	Marketing of Services		4	3	25	7!
Elective		Paper – II		3	3	25	7!
Extra Disciplinary Elective $		Paper – I Total Quality Management		3	3	25	7!
Internship				2	-	-	-
Soft Skill - II				2	-	40	60

Composition of marks: 80 % problems and 20 % theory

$ To be offered to other Departments

Internship will have to be carried out at the end of the Second Semester and the report same shall be submitted by the students within a period of one month after the completion Internship. The Internship report shall be evaluated by the two examiners within the Depart of the College. The marks shall be sent to the University by the College and the same w included in the Third Semester Statement of Marks

Third Semester

Course Components	Code	Subjects	Instructional Hours	Credits	Exam Hours	Max. Marks		
						CIA	External	Total
Core Paper – VIII	Com 209	Research Methodology		4	3	25	75	100
Core Paper – IX	Com 211	Knowledge Management		4	3	25	75	100
Core Paper – X	Com 213	Fundamentals of Information Technology		4	3	40 (Practical)	60 (Theory)	100
Elective		Paper – III		3	3	25	75	100
Elective		Paper – IV		3	3	25	75	100
Extra Disciplinary Elective		Paper – II Business Ethics, Corporate Governance & Social Responsibility		3	3	25	75	100
Soft Skill – III				2	-	40	60	100

Fourth Semester

Course Components	Code	Subjects	Instructional Hours	Credits	Exam. Hours	Max. Marks		
						CIA	External	Total
Core Paper – XI	Com 208	Management Information Systems		4	3	25	75	100
Core Paper – XII	Com 210	Investment Analysis and Portfolio Theory		4	3	25	75	100
Core Paper – XIII	Com 212	Merchant Banking and Financial Services		4	3	25	75	100
Core Paper – IV and XV	Com 214	Project Plus Viva-voce		8		40	160 @	200
Elective		Paper V		3	3	40 (Practical)	60 (Theory)	100
Soft Skill – IV				2	-	40	60	100

@ Viva-voce examination carries 40 Marks and Project Report carries 120 Marks.

* Project Viva-voce is considered equivalent to two core papers. Hence, a College may choose to offer the following two core papers in lieu of the Project Viva-voce.

Core Paper – XVI	Com 216	Financial Derivatives		4	3	25	75	100
Core Paper – XVII	Com 218	Financial Markets and Institutions		4	3	25	75	100

Fourth Semester

Course Components	Code	Subjects	Instructional Hours	Credits	Exam. Hours	Max. Marks CIA	Max. Marks External	Max. Marks Total
Core Paper – XI	Com 208	Management Information Systems		4	3	25	75	100
Core Paper – XII	Com 210	Investment Analysis and Portfolio Theory		4	3	25	75	100
Core Paper – XIII	Com 212	Merchant Banking and Financial Services		4	3	25	75	100
Core Paper – IV and XV	Com 214	Project Plus Viva-voce		8		40	160 [@]	200
Elective		Paper V		3	3	40 (Practical)	60 (Theory)	100
Soft Skill - IV				2	-	40	60	100

@ Viva-voce examination carries 40 Marks and Project Report carries 120 Marks

* Project Viva-voce is considered equivalent to two core papers. Hence, a College may choose to offer the following two core papers in lieu of the Project Viva-voce

Core Paper – XVI	Com 216	Financial Derivatives		4	3	25	75	100
Core Paper – XVII	Com 218	Financial Markets and Institutions		4	3	25	75	100

APPENDIX - (R & S)
UNIVERSITY OF MADRAS
MASTER OF SOCIAL WORK (MSW)
REVISED SCHEME OF EXAMINATIONS
FIRST SEMESTER

COURSE COMPONENTS	NAME OF THE COURSE	INST.HOURS	CREDITS	Max Marks		Total
				CIA	EXTERNAL	
CORE	Core Paper I – Social Work Profession- History and Philosophy	4	4	25	75	100
	Core Paper II – Work with Individuals (Case Work)	4	4	25	75	100
	Core Paper III – Work with Groups (Group Work)	4	4	25	75	100
	Core Paper IV- Field Work Practicum - I	12	6	40	60	100
	Extra Disciplinary Paper I- Social and Psychological Foundations for Social Work	3	3	25	75	100
	Soft Skills- 1	2	2	40	60	100

SECOND SEMESTER

COURSE COMPONENTS	NAME OF THE COURSE	INST.HOURS	CREDITS	Max Marks		Total
				CIA	EXTERNAL	
CORE	Core Paper V-Community Organization & Social Action	4	4	25	75	100
	Core Paper VI-Social Work Research and Statistics	4	4	25	75	100
	Core Paper VII-Field Work Practicum - II	10	6	40	60	100
ELECTIVE	Elective Paper I- 1.Disaster Management 2. Working with People living withHIV/AIDS	3	3	25	75	100
	Extra Disciplinary Paper II-Gender and Development	3	3	25	75	100
	Soft Skills-II	2	2	40	60	100

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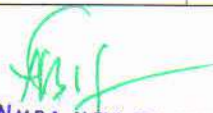MOGAPPAIR WEST, CHENNAI - 600 037.

THIRD SEMESTER

COURSE COMPONENTS	NAMEOF THECOURSE	INST.HOUR	CREDITS	CIA	EXT	Total
CORE	*Core Paper VIII - Specialization Paper – I	4	4	25	75	100
	*Core Paper IX - Specialization Paper – II	4	4	25	75	100
	Core Paper X - Management of Organizations	4	4	25	75	100
	Core Paper XI - Field Work Practicum - III	10	6	40	60	100
Elective	Elective Paper II 1.Counselling Theory and Practice 2. Marriage and Family Life Education	3	3	25	75	100
	Elective Paper III 1.Social Policy and Social Legislation 2.Human Rights and Social Work	3	3	25	75	100
	Soft Skills-3	2	2	40	60	100
	Summer Internship*		1			

* Internship will be carried out during the summer vacation of the first year and marks should be sent to the University by the College and the same will be included in the Third Semester Marks Statement.

FOURTH SEMESTER

COURSE COMPONENTS	NAME OF THECOURSE	INST.HOUR	CREDITS	CIA	EXT	TOTAL
CORE	*Core Paper XII - Specialization Paper - III	4	4	25	75	100
	*Core Paper XIII - Specialization Paper - IV	4	4	25	75	100
	Core Paper XIV - Field Work Practicum - IV	10	6	40	60	100
ELECTIVE	Elective Paper IV - Migration Issues and human security/ Social work in the unorganized sector	3	3	25	75	100
	Elective Paper – V - Social work and Persons with Disability/ UN Systems for Development and Social Change	3	3	25	75	100
CORE	Core Paper XV - Project Report	4	4	80 Report 20 Viva		100
	Soft Skills-4	2	2	40	60	100
	Block Placement /Internship	--	1			

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UNIVERSITY OF MADRAS

MASTER OF SOCIAL WORK (MSW)
(w. e. f. 2010 – 2011 onwards)

Field Work Practicum Manual

Semester	Core Paper No.	Field Work Practicum
Semester - I	IV	I
Semester – II	VIII	II
Semester – III	XIII	III
Semester-IV	XVIII	IV
Block Placement / Internship	-	-

Introduction:

The nucleus of Social Work Education is the Field Work Programme which is a fundamental component of the curriculum. The field work practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. Practice learning in social work training plays a pivotal role in providing the students with an opportunity to explore, learn and develop professional skills necessary for working with people, the essence of the profession. It has several components that help the students to develop a holistic understanding of the problems, situations, their causative factors and the possible strategies of intervention.

Objectives of Field Work:

The fieldwork programme has been designed to achieve the following objectives:

1. To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences

2. To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities

3. To help students identify, plan and implement social work interventions through the application of the methods of social work and to assess their impact on different client systems in various specialisations

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4. To help students appreciate the role of social work profession empowering individuals, groups and communities and in facilitating social change, ensuring human rights and social justice

5. To help students develop skills and appropriate personality qualities required for professional social work practice

6. To provide opportunities to accept challenges and respond to them

7. To understand the nature of social work practice in different specializations

Field Work Grid

Semester	Type of Field Work	Duration (Days)	No. of Hours	Credits	Marks Int.	Marks Ext.
I	Orientation (2)					
	Practice Skill Laboratory (6)					
	Observation Visits (8)	24	180	6	40	60
	Rural Camp(8)					
II	Concurrent Field Work (24)	24	180	6	40	60
III	Concurrent Field Work (16)					
	Study Tour (8)	24	180	6	40	60
IV	Concurrent Field Work (24)	24	180	6	40	60
	Block Placement (Course Completion Requirement)	30	-	2	-	-
Total		126	-	26	160	240

- For MSW Social Work course
  2 days of Field Work = 2 x 7 1/2 = 14hours

- For Work Load of the Teachers
  14 hrs of Field Work = 1/3 of teaching hours

Semester I

Core Paper No. IV - Field Work Practicum I

General Objectives:

1. To get exposed to wider area of social realities at the micro level
2. To develop analytical and assessment skills of social problems at the level of individual, group and community and local, regional, national and international dimensions
3. To acquire documentation skills to ensure professional competence
4. To develop the right values and attitudes required for a professional social worker

Components:

1. Orientation
2. Practice Skill Laboratory
3. Observation Visits
4. Rural Camp

Orientation:

The Orientation Programme is aimed at providing appropriate direction to professional learning. It involves familiarizing students with the problems of society, especially marginalized and weaker sections. They are made aware of the existing resource base available for their development and ways of mobilizing them and motivating them to initiate work in the field. The knowledge and skill base of the students is supplemented by supportive field instructions given by academicians and field practitioners throughout the year. The contents of the Orientation Programme are:

1. Introduction to Social Work Profession
2. Fieldwork in Social Work Education
   a. Rules and Regulation
   b. Supervision
   c. Recording
   d. Evaluation
3. Methods of working with people
   a. Social Case Work
   b. Social Group Work
   c. Community Organisation
   d. Social Action
   e. Research in Social Work
   f. Social Work Administration
4. Areas/Settings of Social Work Practice
5. Understanding of the Department's Projects
6. Interactive Sessions for the purpose of
   a. Introduction to the faculty
   b. Getting to know each other
   c. Interaction with seniors and alumni (Sharing of field experiences)
   d. Adapting to the new environment

Duration: 2 Days

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Semester II

Core Paper No. VIII – *Field Work Practicum II*

General Objectives:

1. To understand the agency as a system –governance, philosophy, objectives, structures and management of services/ programmes

2. To develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research

3. To enable to acquire knowledge and practice skills related to social work methods at the individual, group and community level in different fields

4. To develop documentation skills

5. To develop skills in identifying and utilizing community resources, both at Government and private levels

6. To develop the ability to work as a team

7. To reinforce the belief in the inherent strength of the people to meet their needs and resolve their problems

8. To enable to make conscious application of professional values, ethics and principles

9. To develop an understanding and skills in working with the professionals (Medicine, Law, accountancy etc.)

Components:

Concurrent Field Work:

The broad aim of concurrent field work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to fulfill certain requirements namely,

Skills in Organizational Involvement:

While working with the agency of placement, the students should

1. Develop beginning perceptions about agency functioning and identify congruence or gaps between organizational stances or programs and client's service needs (e.g. restrictive intake policies, inadequate office hours, poor referral system for resources).

2. Initiate learning about how outside regulations, organizations and funding effect delivery of services.

3. Show beginning ability to identify problems/issues in organizational terms.

4. Demonstrate beginning initiative and involvement in efforts to influence agency processes on behalf of client's needs (e.g. at least, bringing situation to attention of someone who may be receptive and able to be influential).

5. Develop beginning confidence to participate and contribute to team effort, e.g. represent own discipline, develop some credibility, present own thinking, receptive to others' ideas.

Working with Individuals:

Each student should get exposed to the practice of Social Case Work with the guidance of the supervisors and submit the record of each session.

Working with Groups:

Each student should get exposed to the practice of Social Group Work with guidance of the supervisors and submit the case records.

Community Organisation:

Each student should organise a community organisation in his/her field work agency.

Duration: 24 Days

Semester III

Core Paper No. XIII – Field Work Practicum III

Components:

1. Concurrent Field Work based on Specialisations

2. Study Tour

Objectives of Field Work based on Specializations:

Community Development

Rural Community Development

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Objectives:

1. To study the rural and semi rural life in all its ramifications including group dynamics and power structure in rural community
2. To develop an understanding of the process of programme formulation and programme management of the rural local bodies, government and non government agencies
3. To develop positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker
4. To enable to work with disadvantaged groups in rural areas
5. To enable to plan and implement methods, tools and techniques for intervention based on the needs of the community

Tasks

1. Administrative set up of Panchayati Raj Institutions (PRIs)
2. Panchayat Raj members, their socio-economic and caste status
3. Coordination of block level administrative personnel with elected person at different levels
4. Decision making process: type of problems that come before Panchayat Union and Village Panchayat, who initiates various development projects and process of assessing them. How decisions are made- manipulations, lobbying, pressure tactics used
5. Current Major Programmes, budget allocations for the programmes, methods of implementation, participation of people, impact of development and social justice
6. Application of the principles of Rural Community Development
7. Application of methods of professional social work in rural setting
8. Identify/ study/ explore the rural problems covering the following aspects:
   a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, occupation, housing, available social services.
   b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem concerned with health, education and welfare (Social Audit)
   c) The problem as perceived by the i) rural community/ village / client system ii) rural local body iii) field work agency and iv) professional social work trainee

Duration: 8 Days

<p style="text-align:center">**Semester IV**</p>

<p style="text-align:center">*Core Paper No. XVIII – Field Work Practicum IV*</p>

Components:

Field Work Based on Specialisations

Block Placement

Community Development

Urban Community Development

Objectives:

1. To focus on urban community life pattern – its social, economic, political and cultural aspects with specific focus to informal settlements, their needs and problems
2. To develop skills in identifying and utilizing urban community resources both governmental and non governmental agencies
3. To sharpen the urban community development skills such as influencing grass root urban leaders, rapport building, organising, resource mobilization, recording, advocacy and lobbying
4. To develop skills in communicating, fact finding, fund raising, budgeting, report writing, urban community project formulation, management, appraisal and evaluation
5. To help the trainee gain insight into the components of Urban Community Development
6. To enhance competencies to assess and analyse urban problems, needs and service delivery.
7. To enhance the capacity to recognise the linkage between urban community development and the practices in the field in terms of policy and programmes.

Tasks:

1. Observation visit to urban community / slums (informal settlements)
2. Analysis of their socio-economic conditions
3. Application of the principles of Urban community development
4. Application of professional social work methods in urban setting
5. Organizing and mobilizing urban community/ slums in participatory mechanisms/ structures
6. Identify/ study/ explore the urban problems covering the following aspects:

a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, grass root urban leadership, occupation, housing, available social services etc.

b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem

c) The problem as perceived by the i) urban community/ slum / client system ii) urban local body iii) field work agency and iv) professional social work trainee

4. Pant, S. K. (2006): Human Development- Concept and Issues in the Context of Globalisation. Jaipur: Rawat. .

5. Pawar, S. N. Ambekar, J., B., and Shrikant, D. (2004): NGOs and Development - The Indian Scenario. Jaipur: Rawat.

6. Verma, K. Manish. (2004): Development, Displacement and Resettlement. Jaipur: Rawat.

7. Willets, Peter. (1996): The Conscience of the World: The Influence of Non-Governmental Organisations in the UN Systems. Washington DC: Brookings Institutions.

CORE PAPER – XV – RESEARCH PROJECT

Every student is required to complete a research project report under the supervision and guidance of a Faculty of the Department who will guide the students on topics related to Social Work education, practice, or some aspects of the field of specialization chosen by him / her. A student is required a submit two copies of the project report to the college on or before March 31st, of which the college should forward one copy to the University at least 15 days before to commencement of examinations.

The total credits for Research Project is Four .
Total Marks 100.
Project Report - Report presentation: 80
Evaluation by External only.
Viva voce carries: 20 (Both Internal and External)

Block Placement / Internship: (After IV Semester Examination)

After satisfactory completion of concurrent field work during the two academic years and after the Final University Examination, every student of the MSW (Second year) is placed for Block Field Work for a period of   30 days for a full- time work in an approved agency or project in or outside Tamil Nadu.   The Department approves agencies / projects from amongst a large number of them, keeping in mind the availability of learning opportunities for the students. The purpose of Block Field work is to broaden the student's perspectives of development and welfare concerns, offer pre-employment work experiences and enable him/her to assume professional responsibilities after graduation. A student is not eligible for the degree unless he/she has completed Block Field Work to the satisfaction of the Department. At the conclusion of Block Field Practicum, Agency Supervisor sends a Report about the performance of the student to the Department. The student on his /her part also submits a comprehensive report of the Block Field practicum. It carries two credits.

Objectives:

1. Develop enhanced practice skill and integrate learning
2. Develop greater understanding of reality situations through involvement in day to day work
3. Develop appreciation of other's efforts and develop sensitivity to gaps in the programme
4. Enhance awareness of self in the role of a Professional Social Worker

Duration: 1 month

Semester IV

Core Paper No. XVIII – *Field Work Practicum IV*

Components:

Field Work Based on Specialisations

Block Placement

Block Placement / Internship: (After IV Semester Examination)

After satisfactory completion of concurrent field work during the two academic years and after the Final University Examination, every student of the MSW (Second year) is placed for Block Field Work for a period of 30 days for a full- time work in an approved agency or project in or outside Tamil Nadu. The Department approves agencies / projects from amongst a large number of them, keeping in mind the availability of learning opportunities for the students. The purpose of Block Field work is to broaden the student's perspectives of development and welfare concerns, offer pre-employment work experiences and enable him/her to assume professional responsibilities after graduation. A student is not eligible for the degree unless he/she has completed Block Field Work to the satisfaction of the Department. At the conclusion of Block Field Practicum, Agency Supervisor sends a Report about the performance of the student to the Department. The student on his /her part also submits a comprehensive report of the Block Field practicum. It carries two credits.

Objectives:

1. Develop enhanced practice skill and integrate learning
2. Develop greater understanding of reality situations through involvement in day to day work
3. Develop appreciation of other's efforts and develop sensitivity to gaps in the programme
4. Enhance awareness of self in the role of a Professional Social Worker

Duration: 1 month

Field work Supervision:

Supervision is the basis of practice learning. The objective of supervision is to guide a student to acquire social work skills and attitudes required for the profession and to relate field practice to knowledge acquired in the classroom. This objective is achieved by placing the students under the supervision of a teacher in the Department as well as a trained social worker in the agency. The guided supervision through individual and group conferences on specified days and timings helps a student grow as a better professional.

The supervisor's primary task in the beginning is to make the student feel comfortable and apprise him/her briefly of the social work values and skills. At the onset of the supervisor-supervisee relations, the supervisor must make some assessment of the student's ability for social work intervention and his/her individual assets, which create suitable learning opportunities and environment. The Supervisor must strive to:

- Help create a non-intimidating and non-authoritarian ambience of learning which help the student raise his/her queries and participate in the discussion

- Help the student develop the capability to critically examine issues and instances from the field

- Assist the student develops maturity in dealing with difficult situations and circumstances and learn to appreciate and respect multiplicity and diversity of communities and culture

- Help him/her grow as professional social worker, conscious of the requirements of the profession and develop capability to manage situations independently

- Help the student to present and discuss his/her views, feelings and proposed action in a democratic manner and setting

- Provide feedback to the students about their performance

- Encourage debates on the alternative courses of action and help the student to take appropriate decisions

- Enable the student to develop an agenda of self – directed life long learning for personal and professional development for a career in the profession of social work including continuing social Work Education

- Arrange periodic meetings with agency supervisor wherein the proposed course of action by the student is discussed and an affirmative response is obtained from the agency.

- Provide guidelines to the student on his/her records. It should be seen that the records should not reflect merely the diary or chronological recording of the time spent in the field. While commenting upon the gaps in recording, insight on the nature of improvement to be made by the student may be discussed.

Relationship between Department and Field Work Agency:

The Relationship between department and field work agency is one of equal partnership where both department and agency supervisor take the responsibility for students learning and acquisition of Social Work Skills.

Distribution of Responsibility between Department and Agency Supervisors:

A. Department Supervisor:

Department Supervisor concentrates on helping the students to understand the basics including rules and regulations of field work programme. In addition, the supervisor helps the students to:

a. Grasp the field
b.   Prepare him/her for a accepting the agency's policies and programmes.
c. Develop insight into the processes of Social work intervention using social work philosophy, principles, methods and skills.
d.   Provide instructions for report writing including maintaining case records, group session records, preparing papers and minutes for group conferences

In order to be effective in performing the above mentioned responsibilities the Department Supervisor provides regular, timely and systematic inputs. This will entail regular submission of students weekly reports, discussing the same with students during scheduled individual conferences, and regular evaluation of students work though monthly evaluation of student's performance.

B. Agency Supervisor:

1. Agency Supervisor should preferably be trained social worker. He/She should;
   a. Provide an overview of the agency, its aims, objectives, policies and programmes and limitations to the students placed under his/her supervision.
   b. Plan out students work programme along with Department Supervisor so as to maximize students learning.
   c. Provide on the spot guidance to facilitate learning of the student.
   d. Provide appropriate intervention in the event of the students facing problem/s viz agency's procedural routines, relationship with other staff members etc.
3. Agency Supervisor provides student/s with adequate and scheduled time (on a weekly basis) to discuss students problem and progress.
4. Agency Supervisor provides the students with a place to sit and keep his/her field work files/records.
5. Agency Supervisor insists on submission of weekly fieldwork reports by students. They should be advised to go through them and give their comments.
6. The agency Supervisor should ensure that log sheets reflect the actual work and fieldwork hours being put in by the student. Only log sheets which have been duly filled in by the students should be signed by the agency supervisor on regular basis.

7. Agency Supervisor should keep a check on the students' regularity and punctuality. Some system of ensuring this (attendance register) could be worked out by the agency supervisor and should feel free to contact the Department Supervisor.

Nature of Relationships between the Field Work Department and the Agency:

a. Department should maintain regular contact with all the agencies. Mechanisms to do so could include

    i.   Regular visits by Department Supervisors to agencies.

    ii.   Agency Supervisor will be invited as resource person for the Supportive Field Instruction Programme of the Department.

    iii.   At least one 'Agency Supervisor Meet' is organised at the Department annually. This can comprise of a general meeting followed by working groups based on different areas of field work practice. It is mandatory for all Department Supervisors to attend the meet. It is a formal meeting with well defined agenda proposed by the Head of the Department.

    iv.   Agency should be provided with contact numbers of Department Supervisors and the Field Work Office to facilitate interaction.

2. There should be a clear policy for selection of appropriate agencies. In case an agency is discontinued (either temporarily or permanently) for the concurrent field work the agency will be intimated about the same by the Social Work Department.

Frequency and minimum contact with the Agency:

    i. Department Supervisors should make a minimum of one visit per month to the agencies where their students are placed.

    ii.   The first visit by the Supervisor should be devoted to helping the agency supervisor get an understanding of the Field Work programme and policies. Department supervisor, in turn, should learn about agency's objectives, programmes and procedural routines. Department and Agency Supervisor should also discuss the broad scope for students learning within the agency's structure and policy frame work.

    iii.   The subsequent visit should focus on the development of a term plan for the student, keeping in mind the agency's requirements and students learning needs.

    iv.   The last visit of the first and third terms should aim at assessing students' progress and discussion on the thrust of learning for the next term.

    v.   The first visit in the second and the fourth term should focus on discussing the plan of the work for the team. Care should be taken to ensure that the student derives a comprehensive exposure to all aspects by the agency.

vi.   The last visit of the each Semester should be focussed on the evaluation of the students work during the course of the semester. Additionally, the Department Supervisors can also take note of any special requirements of the agency regarding future placement.

A Proforma will be sent to the agency Supervisor at the end of each semester to help them to evaluate the student's work. The broad categories in the Proforma are:

1.   Nature of work assigned to the students in both the terms (separately)
2.   Expectations of the agency from the student in both the terms
3.   Activities / programmes taken up by the student during the course of the year
4.   Social Work techniques / methods / skills applied by the student while working

   in the field e.g. interactional skills, reporting skills, service delivery skills and evaluatory skills and emotional skills in working with client systems

5.   Brief comments on student self-discipline (regularity, punctuality)
6.   General comments on students' strengths and areas to be strengthened
7.   Note on Agency's expectation from the Department whether they were met/not met and any suggestions for future placements.

Agencies are also suggested to organise a sharing session between agency staff, student and Department Supervisor at the end of each Semester. In this session students could make a presentation of work done and nature of learning he/she has had. This could be followed by comments of agency staff (including agency supervisor) about students work performance and scope for improvement in future. Department Supervisor could be a non participant observer or may intervene if requested to. This would give a chance to the students to know the general reaction of agency's staff towards his/her work, his/her general behaviour and scope for improvement.

Evaluation:

The process of evaluation is an important aspect of training. It helps the students in developing awareness necessary for the development of a professional social worker. It is continuous in nature and is an on going teaching-learning process. It is a shared process throughout the placement involving the analysis of the students' performance and progress with a view to help students enhance their learning and competence as social worker.

Evaluation is not only limited to the written and formal monthly, mid-term and final evaluation, but also is implicit in every weekly individual conference. Therefore, the Department supervisor must explain the evaluation process to the student in the beginning of the academic session. *Evaluation mark allocation: Field Work: External 60: Internal 40. Field Work: External 60 marks (20 – viva; 40 marks for Agency Supervisor)*

Process of Evaluation:

The process of evaluation is continuous in nature. At the end of every week the department supervisor writes the comments indicating the work done by the student vis-a-vis the learning requirements. It is shared with the students in the individual conference and is signed by both i.e. the supervisor as well as the supervisee.

Before appearing before the viva voce evaluation the student is asked to prepare a summary of the work done by him/her throughout the Semester.

Field work carries 100 marks in each Semester. The work of student is subjected to evaluation by both internal as well as external examiners. This is treated as final marks secured by the student. It must be noted that revaluation of field work programme is not permitted in University of Madras under any condition. Those students who fail in field work have to repeat the entire semester Field Work. However, if a student has passed theory papers, but has failed to get minimum marks in field work, he/ she is required to repeat only field work. But he/she has to enrol as a regular student. Minimum pass marks in field work is 50%

Field Work Evaluation

(For Agency Supervisors and Department Supervisors - Total Marks - 40)

S.No.	NORMS	MARKS
1.	Attendance (Including Regularity and Punctuality)	5
2.	Regularity in submission of Report / individual conference	5
3.	Relationship with agency	5
4.	Application of theory and social work methods in field work	15
5.	Content of the record	10
	TOTAL	40

Weightage for Field Work Norms:

1. Attendance:

Less	than	75 %	-	0.0
75%	-	79%	-	2.0
80%	-	84%	-	3.5
85%	-	89%	-	4.0
90%	-	94%	-	4.5
95%	-	100%	-	5.0

However, students are encouraged to put in 100% attendance

2. Regularity in submission of report/ Conference:

Beyond 10 days	-	0
7 days to 10 days	-	1
5 days to 7 days	-	2
3 days to 5 days	-	3
1 day to 3 days	-	4
Exact date	-	5

No late submission of reports shall be entertained.

3. Relationship with Agency:

Very good	-	4-5
Good	-	2-3
Satisfactory	-	0-1

4. Application of theory and methods of social work:

Very good	-	11-15
Good	-	6-10
Satisfactory	-	0-5

5. Content of the Record:

Very good	-	8-10
Good	-	6-8
Satisfactory	-	0-5

Viva Voce Examination:

The Viva Voce Examination in Field work will be conducted by an Examiner would be a Field based Senior Professional Social Worker at the end of each semester. Norms for Viva Voce examination will be prepared by the external examiner.

For Instance

Proper maintenance of Field Work Records	- 5
Communication Skills	- 5
Knowledge and Skills regarding Application of theory into Practice	- 10
TOTAL	**- 20**

Administrative Policies and Procedures:

Field Work Schedule - Time Schedule:

The student should follow the agency timings and they should be involved in 14 hrs of field work per week. During the concurrent fieldwork, a student is required to spend atleast 14 hours per week in an agency/community setting throughout the period of study at the department. These 14 hours are spent by working for two full days in a week. It is to be noted that the time spent by the students in writing of field work report and carrying out the specified field tasks are also included. However, the time spent in travelling between student's home/department and the field work agencies is not counted towards field work hours.

Attendance:

1. The Department expects students to be regular and punctual in field work and takes a serious note of unauthorised absence from the field work. It is to be noted that dishonest practices will adversely affect student's field work evaluation. Unauthorised absence from field work cannot be compensated. Only in special cases, there is a provision of authorised leave of absence from field work on grounds of sickness or important personal reasons. Leave from fieldwork should generally be applied in advance. All leave applications should be addressed to the department supervisors. In case a student is unable to attend field work due to illness she/he must arrange to send a message as soon as possible to the agency as well as the department. The authorised day of absence shall be compensated to ensure 100% attendance.

2. Record of student's attendance in field work in maintained.

3. A student is not required to attend fieldwork on Agency holidays. However on days when agency observes holiday, it will be utilized as per the instructions of the Department Supervisor.

4. Attendance in supportive fieldwork programme, rural camp, individual and group conferences is compulsory.

5. Compensation of fieldwork hours is permissible only on the ground of prolonged / disabling illness. The fieldwork hours lost in each Semester may be compensated with the permission of the department.

Field Work Reports:

- A Student is expected to keep a daily record of his / her field work. Students may maintain Field Work Records in electronic form and may send the reports through e- mail also. This record/report along with a log-sheet on the prescribed form should be handed over to the department supervisor. The date and time for the submission Records is decided by the Department.

- The copies of the fieldwork reports (e- file) must be submitted to the agency. This will give an opportunity to the agency supervisor to know the nature of work done by the student in the agency.

- The log-sheets are to be filled in by the student every week indicating (i) the dates and days on which field work was done: (ii) the time spent in the field work agency on each field work day: (iii) the work done (in brief) on each day: (iv) the date and time of the individual conferences attended at the department: and (v) the total time spent on field work in each week. The log-sheets are to be signed by the student and the Agency Supervisor / In-charge before submitting them to the Department Supervisor, who will in turn countersign them.

- Record of irregularities in attendance at the agency, late or non-submission of reports and log-sheets and absence from individual conferences are maintained by the Department Supervisor.

- The fieldwork reports (E-files) should be submitted once in a week on the day and time specified by the Department. In case of inability of the student to submit the reports on time for valid reasons, it is necessary to obtain permission of the supervisor to submit the reports late by stating the reasons. The supervisor is authorized to accept the reports, if submitted late, for a week. If the student attends field work, but does not submit reports on time and / or does not attend individual conferences as required, the field work for this period will be treated as unsupervised field work.

- As part of a student's field work assignment, he/she may have to correspond with client or members of their families and other social welfare agencies. All such correspondences should be sent with the knowledge and approval of the Department and/or agency supervisor. A student is advised not to enter into any private correspondence with individuals who she/he is trying to help in a professional capacity and to meet at his/her residence or at the Department during the training period or afterwards.

- Any special Correspondence with organizations other than the field work agency in any aspect of field work will be done by the Department on the basis of an application addressed to the Head of the Department, which should be signed by the supervisor, along with his/her recommendations.

Note: For the specializations of Medical and Psychiatric Social Work and Family and Child Welfare, the placement in the field work agencies (i.e. the type of setting) is interchangeable between the III and the IV semesters.

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UNIVERSITY OF MADRAS

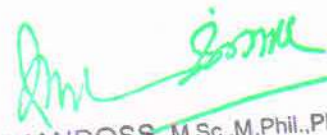### B.Sc. DEGREE COURSE IN VISUAL COMMUNICATION
CHOICE BASED CREDIT SYSTEM
(w.e.f. 2008-2009)
B. SC. VISUAL COMMUNICATION

FIRST SEMESTER

SUBJECTS	CREDITS	EXAM HRS	MAX. MARKS		
			External	Internal	TOTAL
PART I LANG.PAPER I	3	3	75	25	100
PART II ENGLISH PAPER I	3	3	75	25	100
PART III Introduction to Visual Communication	4	3			100
PART III Drawing – I	4	3			100
Allied – Paper – I Graphic Design –I	5	3			100
PART IV 1.(a) Not studied Tamil upto xii std., - shall take tamil compromising of two courses (level VI std.,) (b) Studied Tamil upto xii std. – taken Non-Tamil under Part – I shall take advance Tamil comprising of two courses. 9c) Others who do not comes under a & b can choose non-major elective comprising of two courses. 2. Skill based subject (Elective) (Soft Skills)			75	25	100

II SEMESTER

SUBJECTS	CREDITS	EXAM HRS	MAX. MARKS		
			External	Internal	TOTAL
PART I LANG.PAPER-I I	3	3	75	25	100
PART II ENGLISH PAPER -I I	3	3	75	25	100
PART III *Core:* Communication Skills	4	3			100
PART III Drawing – II	4	3			100
Allied – Paper – II Graphic Design – II	5	3			100
PART IV 1.(a) Not studied Tamil upto xii std., - shall take tamil compromising of two courses (level VI std.,) (b) Studied Tamil upto xii std. – taken Non-Tamil under Part – I shall take advance Tamil comprising of two courses. 9c) Others who do not comes under a & b can choose non-major elective comprising of two courses. 2. Skill based subject (Elective) (Soft Skills)			75	25	100

THIRD SEMESTER

Course Components	Subjects	Int. Hrs	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
Part - I	Language- Paper - III	6	3	3	75	25	100
Part - II	English - Paper - III	6	3	3	75	25	100
Part - III Core Courses	Paper – V – Advertising	4	4	3	75	25	100
	Paper – VI – Printing and Publication	4	4	3	75	25	100
Allied Subject-II	Paper – I - Computer Graphics [Practical]	6	4	Viva	*R.80	V.20	100
Part - IV -2. Soft Skill -III			3	3	60	40	100
3. Environmental Studies				Examination will be held in IV Semester			

R = Record; V = viva

FOURTH SEMESTER

Course Components	Subjects	Inst. Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
Part - I	Language- Paper - IV	6	3	3	75	25	100
Part - II	English - Paper - IV	6	3	3	75	25	100
Part - III Core Courses	Paper – VII – Elements of Film	4	4	3	75	25	100
	Paper – VIII – Basic Photography	4	4	3	75	25	100
Allied Subject-II	Paper – I - Practical Photography [Practical]	6	4	Viva	R.80	V.20	100
Part - IV 2. Soft Skill -IV			3	3	60	40	100
3.Environmental Studies				3	75	25	100

FIFTH SEMESTER

Course Components	Subjects	Inst. Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
Part - III	Paper – IX - Media, Culture and Society	6	5	3	75	25	100
	Paper – X – Television Production	5	5	3	75	25	100
	Paper – XI – Web Publishing [Practical]	6	5	Viva	R.80	V.20	100
	Paper – XII - Advertising Photography [Practical]	6	5	Viva	R.80	V.20	100
Project (at VI Semester)	Project [Phase 1]	5	5				
Part - IV 4. Value Education		2	2				

SIXTH SEMESTER

Course Components	Subjects	Inst. Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
Paper - III Core Courses	Paper – XIII – Media Organization	5	4	3	75	25	100
	Paper – XIV – TV Production Practice [Practical]	6	4	Viva	R.80	V.20	100
	Paper – XV – 3 D Animation [Practical]	6	4	Viva	R.80	V.20	100
Project	Project [Phase 2]	5	5				100
	Project [Phase 3]	5	5	Viva			100
Part - V Extension Actives							

Given the special nature of the Visual Communication course, Project is compulsory. Project will be done in three phases as detailed in the syllabus.

NB: 20&21 - (*) PENDING APPROVAL OF THE ACADEMIC COUNCIL/SENATE

A.C.F.2009

UNIVERSITY OF MADRAS
B.Sc. DEGREE COURSE IN Visual Communication
SEMESTER SYSTEM WITH CREDITS
(Effective from the Academic Year 2003-2004)

SYLLABUS

Practical XIII - Project II

Duration of Examination: 3 hrs
Maximum Marks: 100
Credits: 4

Criteria for selecting the topic will be based on area of specialization already chosen by the student. Emphasis will be given to producing work that can be made use in the industry. Projects can be taken up in any one of the following areas.

4. Advertising Photography
5. 3D Animation
6. Web Page Design

Project Work (I and II) - Details (Practical 75 Record 25) Max. Mark 100

Advertising Photography

1. Visual of the product alone.(photograph against plain backdrop)
2. Visual of the product in a setting where it is used.
3. Visual in use.
4. Visual of a benefit from using the product.
5. Visual showing the loss or disadvantage resulting from not using the advertised product.
6. Dramatization of the headline.
7. Dramatization of the evidence.
8. Dramatizing a detail (in the product)
9. Comparison between two brands.
10. Contrast between before and after using the product.
11. Visuals using Trade Characters.
12. Symbolism.
13. Abstract illustration.(logo)
14. Continuity strip
15. Mood setting visual.

UNIVERSITY OF MADRAS
B.Sc. DEGREE COURSE IN Visual Communication
SEMESTER SYSTEM WITH CREDITS
(Effective from the Academic Year 2003-2004)

SYLLABUS

Practical X - Project I

Duration of Examination: 3 hrs
Maximum Marks: 100
Credits: 4

Criteria for selecting the topic will be based on area of specialization already chosen by the student. Emphasis will be given to producing work that can, be made use in the industry. Projects can be taken up in any one of the following areas.

1 Advertising Photography
2. 3D Animation
3. Web Page Design

Students will start working on their projects-details of the record and project will be provided later.

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16. Visual of the product in the package.
17. Visual of the product ingredients or raw materials.
18. Special effects.(freezing movements)
19. Montage
20. Visual with models.

II-3 D Animation-walk through, animated logo etc.

Project work should contain record containing advanced animation works done by the student. At least FIVE concepts for animations should be included as a part of the record. Each student to provide individual CD-ROMs with all the exercises did during the year with proper dates. Students should be given adequate orientation on basic design and usability concepts. The web pages should contain objects created by the students only. No objects/elements downloaded front the Internet should be used. If static images are to be included, then the student is expected to create her/his own images using appropriate software like PhotoShop. All exercises should be accompanied by 'paperdesign' in record form along with the original file containing the exercises.

III - Web Page Design Using Advanced Graphics and Multimedia Feature

Project work should contain record containing advanced animation works done by the student. At least FIVE web site concepts should be included as a part of the record. Each student to provide individual CD-ROMs with all the exercises did during the year with proper dates. Students should be given adequate orientation on Web design and usability concepts. The web pages should contain objects created by the students only. No objects/elements downloaded front the Internet should be used. If static images are to be included, then the student is expected to create her/his own images using appropriate software like PhotoShop. All exercises should be accompanied by 'paper-page' in record form along with the original fine containing the exercises.

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APPENDIX – 25(R)
UNIVERSITY OF MADRAS
CHOICE BASED CREDIT SYSTEM

**B.Sc. DEGREE COURSE IN ELECTRONICS AND
COMMUNICATION SCIENCE**

**Revised Scheme of Examinations
(w.e.f.2013-14)**

FIRST SEMESTER

S.No.	Subjects	Instructional Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
1	Part I Tamil / Other languages – I	4	3	3	75	25	100
2	Part II English – I	4	3	3	75	25	100
3	Part III Core – 1 Basic Circuit Theory	6	4	3	75	25	100
4	Core – 2 Main Practical 1	6	4	3	60	40	100
5	Part III Allied – I Mathematics – 1	6	5	3	75	25	100
6	Part IV 1.(a) Not studied Tamil upto xii std., - shall take Tamil compromising of two courses (level VI std.,) (b) Studied Tamil upto xii std. – taken Non-Tamil under Part – I shall take advance Tamil comprising of two courses. (c) Others who do not come under a & b can choose non-major elective comprising of two courses.	2	2	3	75	25	100
7	Non Major Elective						
8	SOFT SKILLS	2	3	3	50	50	100

Total Instructional Hours = 30
Total Credits = 24

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SECOND SEMESTER

S.No.	Subjects	Instructional Hrs.	Credits	Exam Hrs.	Ext. Marks	Int. Marks	Total
					Max. Marks		
1	Part I Tamil / Other languages – II	4	3	3	75	25	100
2	Part II English – II	4	3	3	75	25	100
3	Part III Core – 3 Basic Electronics	6	4	3	75	25	100
4	Core – 4 Main Practical 2	6	4	3	60	40	100
5	Part III Allied - II Mathematics – II	6	5	3	75	25	100
6	Part IV 1.(a) Not studied Tamil upto xii std., - shall take Tamil compromising of two courses (level VI std.,) (b) Studied Tamil upto xii std. – taken Non-Tamil under Part – I shall take advance Tamil comprising of two courses. (c) Others who do not come under a & b can choose non-major elective comprising of two courses.	2	2	3	75	25	100
7	Non Major Elective						
8	SOFT SKILLS	2	3	3	50	50	100

Total Instructional Hours = 30
Total Credits = 24

THIRD SEMESTER

S.No.	Subjects	Instructional Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
1	Part III Foundation Course – 1 Electricity, Magnetism And Electromagnetism	4	3	3	75	25	100
2	Part III Foundation Course – 2 Numerical Methods Practical – Internal	4	3	3	50 30	10 10	60 40
3	Part III Core – 5 Amplifiers and Oscillators	5	4	3	75	25	100
4	Part III Core – 6 Main Practical – 3	6	4	3	60	40	100
	Part III Allied – III Paper - I - Basic Physics 1	5	3	3	75	25	100
5	Part III Allied – III Paper – II Basic Physics Practicals	3	Examinations will be held in IV Semester				
6	Part IV 2. Soft Skill – III	2	3	3	50	50	100
7	3. Environmental Studies	1	Examinations will be held in IV Semester				

Total Instructional Hours = 30
Total Credits = 20

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FOURTH SEMESTER

S.No.	Subjects	Instructional Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
1	Part III Foundation Course – 3 Principles of Communication	4	3	3	75	25	100
2	Part III Foundation Course – 4 Programming In 'C' & Oops Concept	4	3	3	75	25	100
3	Part III Core – 7 Digital Electronics	5	4	3	75	25	100
4	Part III Core – 8 Main Practical – 4	6	4	3	60	40	100
5	Part III Allied – IV Paper – I Basic Physics – II	5	3	3	75	25	100
6	Part III Allied – IV Paper – II Basic Physics Practical	3	4	3	60	40	100
7	Part IV 2. Soft Skill – III	2	3	3	50	50	100
8	Environmental Studies	1	2	3	75	25	100

Total Instructional Hours = 30
Total Credits = 26

FIFTH SEMESTER

S.No	Subjects	Instructional Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
1	Part III Core – 9 Microprocessor (Intel 8085)	6	4	3	75	25	100
2	Part III Core - 10 Antennas And Television Engineering	6	4	3	75	25	100
3	Part III Core – 11 Electrical And Electronics Instrumentation	6	4	3	75	25	100
4	Part III Elective – I	5	4	3	75	25	100
5	Part III Core - 12 Main Practical – 5	6	4	3	60	40	100
	Part IV Value Education	1	2	3	75	25	100

Total Instructional Hours = 30
Total Credits = 22

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SIXTH SEMESTER

S.No	Subjects	Instructional Hrs.	Credits	Exam Hrs.	Max. Marks		
					Ext. Marks	Int. Marks	Total
1	Part III Core – 13 Microcontroller	6	4	3	75	25	100
2	Part III Core - 14 Advanced Electronics	6	4	3	75	25	100
3	Part III Core – 15 Computer Networks	6	4	3	75	25	100
4	Part III Elective – II	5	4	3	75	25	100
5	Part III Core - 16 Project	7	7	3	60	40	100
6	Part IV Extension Activities		1				

Total Instructional Hours = 30
Total Credits = 24

1. Theory of Robotics and Automation
2. Industrial Electronics
3. Microwave And Fiber Optic Communication Systems
4. Mobile Communication
5. Medical Electronics
6. Consumer Electronics

Overall Credits = 140

APPENDIX-11(R)
UNIVERSITY OF MADRAS
B.SC. ELECTRONICS AND COMMUNICATION SCIENCE
(With effect from the academic year 2015-2016)

MODIFIED REGULATION

Scheme of Examination – VI Semester

COURSE COMPONENTS/TITLE	Ins.Hours/Week	Credits	Exam Hrs	Max. Marks		
				CIA	Uni. Exam	Total
Part III Core Paper -16-Main Practical -6	5	4	3	40	60	100
Core Paper -17-Project	2	3	3	40	60	100

The above Regulations to take effect from the academic year 2015-2016 i.e for the batch of candidates admitted to the course from the academic year 2013-2014 and thereafter.

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AC.F'15

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APPENDIX-8(R)
UNIVERSITY OF MADRAS

5. BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

I. That in the regulations relating to the BBA Degree course under **Sl. No.6-Scheme of Examinations** be modified to reads as follows:

REVISED SCHEME OF EXAMINATION

THIRD SEMESTER

COURSE COMPONENTS /NAME OF THE COURSE	Credit	Ins. Hrs/ Week	CIA	Ext.	Total
PART-III Core Paper –V - Financial Management	4	5	25	75	100
Core Paper –VI - Organisational Behaviour	4	5	25	75	100
Core Paper –VII - Computer Application in Business	4	6	25	75	100
Core Paper –VIII - Marketing Management	4	5	25	75	100
*Allied Paper –III - Business Mathematics and Statistics	4	6	25	75	100

*the nomenclature of the paper-Business Statistics be changed as Business Mathematics and Statistics.

FOURTH SEMESTER

COURSE COMPONENTS /NAME OF THE COURSE	Credit	Ins. Hrs/ Week	CIA	Ext.	Total
*Core Paper –IX - Human Resource Management	4	5	25	75	100

*Core paper – Human Resource Management be incorporated in the place of Business Taxation

FIFTH SEMESTER

STUDY COMPONENTS/NAME OF THE COURSE	Credit	Ins. Hrs/ Week	CIA	Ext.	Total
*Core Paper –XIII - Advertising and Salesmanship	4	5	25	75	100
• Core Paper –XIV - Research Methodology	4	6	25	75	100
❖ Core Paper –XV - Operation Management	4	6	25	75	100
Elective Paper – I : (1) Entrepreneurial Development OR	5	6	25	75	100
➢ (2) Logistics Management			25	75	100

1

* New core paper –Advertising and Salesmanship be incorporated in the place of Business Ethics and Values and Business Ethics and Values only Corporate Social Responsibility (CSR) to become part of the Principles of Management
- New core paper – Research Methodology be incorporated in the place of Marketing Research
- New core paper – Operations Management be incorporated in the place of Production Management
- New Elective paper – Logistics Management be incorporated in the place of Visual Basic Programming

SIXTH SEMESTER

COURSE COMPONENTS /NAME OF THE COURSE	Credit	Ins. Hrs/ Week	Marks		
			CIA	Ext.	Total
Core Paper –XIX - Business Taxation	4	5	25	75	100
Elective Paper – II : 3. Customer Relationship Management (or)	5	6	25	75	100
4.. E- Business			40	60	100

- Core paper – Business Taxation be incorporated in the place of Human Resource Management
- New Elective paper – E-Business be incorporated in the place of Visual Basic Practical.

II. The above modified regulations to take effect from the academic year 2015-2016, i.e. for the batch of candidates admitted to the course from the academic year 2015 2016 and thereafter.

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AC.F'15

Elective I: (1) ENTREPRENEURIAL DEVELOPMENT

UNIT I:

Concept of Entrepreneurship

Entrepreneurship – Meaning – Types – Qualities of an Entrepreneur—Classification of Entrepreneurs – Factors influencing Entrepreneurship – Functions of Entrepreneurs.

UNIT II:

Entrepreneurial Development – Agencies

Commercial Banks -- District Industries Center -- National Small Industries corporation – Small Industries Development Organization – Small industries service institute. All India Financial Institutions – IDBI – IFCI – ICICI – IRDBI

UNIT III:

Project Management

Business idea generation techniques – Identification of Business opportunities – Feasibility study – Marketing, Finance, Technology & Legal Formalities – Preparation of Project report – Tools of Appraisal

UNIT IV:

Entrepreneurial development programme (EDP) – Role, relevance and Achievements- Role of Government in organising EDPs- critical evaluation

UNIT V:

Economic development and entrepreneurial growth

Role of entrepreneur in economic growth – Strategic approaches in the changing Economic scenario for small scale entrepreneurs – Networking, Niche play, Geographic Concentration, Franchising/Dealership – Development of Women Entrepreneurship.

REFERENCE BOOKS:

1. Srinivasan N.P – Entrepreneurial Development
2. Saravanavel – Entrepreneurial Development
3. Vasant Desai – Project management
4. Jayashree Suresh – Entrepreneurial development
5. Holt – Entrepreneurhip – New Venture Creation
6. J.S. Saini & S.I Dhameja – Entrepreneurship and small business
7. P.C. Jain – Handbook for New Entrepreneurs
8. Dr.C.B. Gupta & Dr.S.S. Khanka – Entrepreneurship and Small Business

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Elective III: (2) PROJECT WORK (GROUP)

A group of 3 students will be assigned a project in the beginning of the final year. The project work shall be submitted to the college 20 days before the end of the final year and the college has to certify the same and submit to the university 15 days prior to the commencement of the university examination.

The project shall be evaluated externally. The external examiner shall be form the panel of examiners suggested by the board of studies from to time.

Those who fail in the project work will have to redo the project work and submit to the college for external examination by the university

UNIVERSITY OF MADRAS

B.Com.(Corporate Secretaryship) Degree Course
(With effect from the academic year 2015-2016)
REVISED SCHEME OF EXAMINATION(Rearranging the Papers Number)
SEMESTER I

COURSE COMPONENTS/TITLE	Credit	Ins. Hrs / week	CIA	Uni. Exam	Total
PART-I Paper – I Language -I	3	6	25	75	100
PART-II Paper – I English-I	3	6	25	75	100
PART-III Core Paper – I - Financial Accounting	4	5	25	75	100
Core Paper – II - Company Law and Secretarial Practice – I	4	5	25	75	100
Allied Paper – I Any one of the following: 1. Corporate E – Management 2. Marketing 3. Managerial Economics	5	4	25	75	100
PART-IV Soft Skill-I	2	2	50	50	100
Environmental Studies	2	2	25	75	100

SEMESTER II

COURSE COMPONENTS/TITLE	Credit	Ins. Hrs / week	CIA	Uni. Exam	Total
PART-I Paper –II Language -II	3	6	25	75	100
PART-II Paper – II English-II	3	6	25	75	100
PART-III Core Paper –III - Advanced Financial Accounting	4	5	25	75	100
Core Paper – IV - Human Resource Management	5	5	25	75	100
Allied Paper -II Any one of the following: 4. Corporate Finance 5. Business Communication 6. International Trade	5	4	25	75	100
PART-IV Soft Skill-II	2	2	50	50	100
Value Education	2	2			100

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THIRD SEMESTER

COURSE COMPONENTS/TITLE	Credit	Ins. Hrs / week	Marks		
			CIA	Ext. Exam	Total
PART-I Paper –III - Language -III	3	6	25	75	100
PART-II Paper – III - English-III	3	6	25	75	100
PRT-III Core Paper V - Corporate Accounting - I	5	5	25	75	100
Core Paper VI - Company Law and Secretarial Practice - II	5	5	25	75	100
Allied Paper - III **Any one of the following:** 7. Statistics - I 8. Auditing 9. Fair Trade Principles and Practices	5	5	25	75	100
PART – IV Soft Skill - III	3	2	50	50	100
Environmental Studies (Examination will be held in Semester IV)					

FOURTH SEMESTER

COURSE COMPONENTS/TITLE	Credit	Ins. Hrs / week	Marks		
			CIA	Ext. Exam	Total
PART-I Paper –IV - Language -IV	3	6	25	75	100
PART-II Paper – IV - English-IV	3	6	25	75	100
PART-III Core Paper- VII – Corporate Accounting – II	5	5	25	75	100
Core Paper – VIII - Business Management	5	5	25	75	100
Allied Paper - IV **Any one of the following:** 10. Statistics – II 11. Banking Theory Law and Practice 12. Elements of Insurance	5	5	25	75	100
PART – IV Soft Skill - IV	3	2	50	50	100
Environmental Studies	2	1	25	75	100

SIXTH SEMESTER

COURSE COMPONENTS/TITLE	Credit	Ins. Hrs / week	Marks		
			CIA	Ext. Exam	Total
PART-IV Core Paper - XIII - Cost Accounting	4	6	25	75	100
Core Paper – XIV - Industrial Laws	4	6	25	75	100
Core Paper – XV - Income Tax Law and Practice–II	4	6	25	75	100
Core Paper – XVI - Indirect Taxes	4	6	25	75	100
Elective Paper – II - Project- Institutional Training	5	6	25	75	100
PART – V Extension Activities	1				

FIFTH SEMESTER

COURSE COMPONENTS/TITLE	Credit	Ins. Hrs / week	Marks		
			CIA	Ext. Exam	Total
PART-III Core Paper – IX – Management Accounting	4	6	25	75	100
Core Paper – X - Securities Laws & Market Operations	5	6	25	75	100
Core Paper – XI - Income Tax Law and Practice - I	4	6	25	75	100
Core Paper – XII - Commercial Law	4	5	25	75	100
Elective Paper – I - Entrepreneurial Development	4	5	25	75	100
PART – IV Value Education	2	2	25	75	100

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ELECTIVE PAPER II – INSTITUTIONAL TRAINING

B. COM C.S

Supervised Institutional Training shall be an integral part of B.Com (Corporate Secretaryship) Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

The duration of the training shall be for a period of 30 days during the third year. The training shall broadly relate to

(a) Office Management
(b) Secretarial Practice.

The training relating to Office Management may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipments, postal and mailing services and equipments.
4. Acquaintance with office machines and equipments and accounting, machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the, functions of a corporate secretary.

The following types of organizations may be selected for the training:

1. Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and banks.
3. Office Equipment Marketing Organizations.
4. Office of a Practicing Chartered Accountant, Cost Accountant or Company Secretary.

In view of the objective of the course to prepare the students to become professionals like Chartered Accountants, Cost Accountants and Company Secretaries, it is proposed to give on the job training with Practicing Chartered Accountants, Cost Accountants or Company Secretaries. For Institutional training the students may either select to go to a company or to a practicing professional.

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The paper on Institutional Training shall carry hundred marks and Internal and external Viva - Voce based on a report submitted by the candidate under the guidance of the faculty member of the respective colleges assisted by the training officers of the Institutions providing training.

The students undergoing training in Chartered Accountant/Cost Accountant /Company Secretary's office shall prepare a report on any Public Ltd Company Listed in BSE or NSE. The Report shall include information about the profile products, projects, milestones, performance specifically analysis of financial performance for the past 5 years of the selected company.

The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices. The department of the respective college shall value the report. The marks shall be sent to the University before 31st March of the Third year. A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University before the commencement of the examination.

The external examiner in consultation with internal, examiner should conduct Viva-Voce and evaluate the report.

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