

<b>School of Commerce and Management Studies</b>	<b>Programme: BBA.</b>			
<b>Course Code: XBB101</b>	<b>First Year-Semester - I</b>			
<b>Course: : Management concept and practices</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
	<b>4</b>	<b>--</b>	<b>--</b>	<b>4</b>
<b>Theory: 4 Hrs/Week</b>	<b>Max. University Theory Examination:60 Marks</b>			
<b>Max. Time for Theory Exam : : 2½Hrs</b>	<b>Continuous Internal Assessment:40 Marks</b>			

<b>Objectives :</b>	
<b>1</b>	Toenablethestudentstounderstandtheprinciplesofmanagementthoughtandapplying the same inpractice.

<b>Course Outcomes</b>		<b>Domain</b>	<b>Level</b>
<b>CO1</b>	Discuss and communicate the difference between management and administration	Cognitive	Understand, Remembering &Apply
<b>CO2</b>	Discuss the evolution of management and various behavioral science contributions	Cognitive, Psychomotor	Understand, Apply
<b>CO3</b>	Understands how the planning process is done and steps followed for planning process.	Cognitive, Psychomotor & Affective	Understand, Remembering &Apply
<b>CO4</b>	Discuss and communicate various types of centralized and decentralized departmentation.	Cognitive, Psychomotor	Understand, Apply
<b>CO5</b>	Understands various principles and techniques for directing and coordinating .	Cognitive, Psychomotor	Understand, Apply, Guided Response

<b>Unit Number</b>	<b>Details</b>	<b>Hours</b>
<b>1</b>	<b>Unit 1 : Introduction to Management</b> Concept, Meaning, Importance and Nature of Management. Distinction between Administration and Management. Function of Management.	<b>10</b>
<b>2</b>	<b>Unit 2: Evolution of Management</b> Evolution of Management-Thought Pre Scientific Managementera Scientific Management & Contribution of F. W.Taylor Process Management & contribution of HenriFayol	<b>10</b>

3	<b>: Planning and Decision Making</b> Concept, Meaning, Importance and Nature of Management. Distinction between Administration and Management. Function of Management	10
4	Staffing: .Meaning, Steps involved in Staffing Process Controlling: Nature and purpose of control, Types of control steps involved in control process.	10
5	<b>Organizing &amp; Departmentation</b> Meaning & Definition- Koontz O'Donnell &McFarland Organizing - Nature, Purpose &Principles Types of Organization (Formal &Informal) Types of Authority relationships- Line, Functional, Line& staff, Committees, Meaning and types of Departmentation Centralization and De-centralization (Meaning Only)	10
6	<b>Elements of Directing, Co-ordination and Control</b> Meaning & Importance of Directing ,Leadership: Meaning &Styles ,Motivation: importance & Theories (Maslow, Herzberg. Mcgregor) ,Communication- Meaning, Objectives & Types of communication	10
	<ul style="list-style-type: none"> <li>• <b>Meaning, Principles and techniques of Co-ordination</b></li> <li>• <b>Meaning, Need &amp; steps inControlling</b></li> </ul>	
<b>Total</b>		<b>60</b>

#### Resources

<b>Recommended Books</b>	<b>Suggested Readings:</b> <ol style="list-style-type: none"> <li>1. Dr P. N. Reddy, Prof H R Appannaiah, P C Tripathi, <i>Essentials of Management</i>, Eleventh Edition, Himalaya,2004.</li> <li>2. P. C. Tripathi and P. N. Reddy, <i>Principles of Management</i>, Fourth Edition, Tata McGraw Hill,2008</li> </ol>
<b>Reference Books</b>	1 L. M. Prasad, <i>Principles and Practice of Management</i> . 7thEdition, Sultan Chand & Sons, 2007.
<b>Web References</b>	<a href="http://www.principlesofaccounting.com">www.principlesofaccounting.com</a> , <a href="http://mbaisherebyravali.blogspot.com">mbaisherebyravali.blogspot.com</a>

<b>School of Commerce and Management Studies</b>		<b>Programme: B.B.A</b>			
<b>Course Code: XBS102</b>		<b>First Year-Semester - I</b>			
<b>Course: : MANAGERIAL ECONOMICS</b>		<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>4</b>	<b>--</b>	<b>--</b>	<b>4</b>
<b>Theory: 4 Hrs/Week</b>		<b>Max. University Theory Examination:60 Marks</b>			
<b>Max. Time for Theory Exam : : 2½Hrs</b>		<b>Continuous Internal Assessment:40 Marks</b>			
<b>Objectives :</b>					
<b>1</b>	The objective of this course is to acquaint the student with the basic Principles, tools and techniques of Economics and application of the same in the competitive business world.				
<b>Course Outcomes</b>		<b>Domain</b>	<b>Level</b>		
<b>CO1</b>	Understand the uses of managerial economics and its role and responsibilities in the business management.	Cognitive	Understand, Remembering & Apply		
<b>CO2</b>	Understand demand and price relation and various types of elasticity relate with demand forecasting.	Cognitive, Psychomotor	Understand, Apply		
<b>CO3</b>	Understand the concept of consumption with various theories and properties	Cognitive, Psychomotor & Affective	Understand, Remembering & Apply		
<b>CO4</b>	Understand the relationship between various cost and its relationship with production with the use of economies of scale.	Cognitive, Psychomotor	Understand, Apply		
<b>CO5</b>	Understand various types of market operating in the economy.	Cognitive, Psychomotor	Understand, Apply, Guided Response		
<b>Unit Number</b>	<b>Details</b>				<b>Hours</b>
<b>1</b>	<b>Introduction to Managerial Economics</b> <ul style="list-style-type: none"> <li>• Meaning &amp; Definition</li> <li>• Features of Managerial Economics</li> <li>• Scope of Managerial Economics</li> <li>• Objectives and practical uses of Managerial Economics</li> <li>• Role and Responsibilities of Business Economist to modern Business Management.</li> </ul>				<b>12</b>
<b>2</b>	<b>Theory of Demand and Demand Forecasting</b> <ul style="list-style-type: none"> <li>• Meaning-determinants-demand schedule-demand curve.</li> <li>• Elasticity of demand- meaning-types.</li> <li>• Demand curve</li> <li>• Demand Forecasting- Meaning- levels-objective</li> </ul>				<b>12</b>

	<ul style="list-style-type: none"> <li>• Method of estimation-Survey Method and Statistical method</li> <li>• Forecasting for a new product</li> </ul>	
3	<p><b>: Theory of Consumption</b></p> <ul style="list-style-type: none"> <li>• Consumption - meaning, features–types.</li> <li>• Theory of consumer Behaviour &amp; consumer supply</li> <li>• Concept of MRS– substitution effect- Income effect -price effects.</li> </ul>	12
4	<p><b>Theory of Production and Cost</b></p> <ul style="list-style-type: none"> <li>• Meaning of production function- classification- fixed factors- variable factors.</li> <li>• Managerial equilibrium-MRTS-optimal combination.</li> <li>• Economies of scale- meaning- Internal and External economies of scale.</li> <li>• Supply- meaning-determinants</li> <li>• Law of supply</li> <li>• Cost: Meaning-concepts-Computation of costs.</li> </ul>	12
5	<p><b>Market Structure Concept and classification of Market</b></p> <p>Perfect competition- meaning- features- equilibrium price determination simultaneous changes in demand and supply – importance of time element- short run and long run equilibrium.</p> <p>Imperfect competition–</p> <ul style="list-style-type: none"> <li>○ Monopoly- meaning- features- short and long run equilibrium – price and output determination under Discriminating Monopoly.</li> <li>○ Oligopoly-meaning–features-kinked demand curve.</li> </ul>	12
<b>Total</b>		<b>60</b>

### Resources

<b>Recommended Books</b>	<ol style="list-style-type: none"> <li>1. Varshney and Maheshwari: <i>Managerial Economics</i>, Fourth Edition, Sultan Chand, 2007.</li> <li>2. D. M. Mithani, <i>Business Economics</i>, First Edition, Himalaya Publishing House, 2006.</li> <li>3. K. K. Dewett, <i>Modern Economic Theory</i>, Fourth Edition, S Chand &amp; Co Ltd, 2006.</li> </ol>
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	<b>4. V. Mote, Samuel Paul and G. Gupta, Managerial Economics, Second Edition, Tata McGraw Hill, 2004.</b>
Web References	<b>managementstudyguide.com, economicsconcepts.com</b>
	<b>4. V. Mote, Samuel Paul and G. Gupta, Managerial Economics, Second Edition, Tata McGraw Hill, 2004.</b>
<b>Web References</b>	managementstudyguide.com, economicsconcepts.com

<b>School of Commerce and Management Studies</b>		<b>Programme: B.B.A</b>			
<b>Course Code: XBS103</b>		<b>First Year-Semester - I</b>			
		<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>Course: : Accounting</b>		<b>4</b>	<b>--</b>	<b>--</b>	<b>4</b>
<b>Theory: 4 Hrs/Week</b>		<b>Max. University Theory Examination:60 Marks</b>			
<b>Max. Time for Theory Exam : 2½Hrs</b>		<b>Continuous Internal Assessment:40 Marks</b>			
<b>Objectives :</b>					
<b>1</b>	To acquaint students with the basic knowledge of the accounting principles and the accounting process				
<b>Course Outcomes</b>			<b>Domain</b>	<b>Level</b>	
<b>CO1</b>	Discuss and communicate the uses of accounting and application, along with IAS and IFRS.		Cognitive	Understand, Remembering &Apply	
<b>CO2</b>	Application of transactions in the form of entries in journal, ledgers, trial balance, and Balance sheet.		Cognitive Practical	Understand, Apply, Record	
<b>CO3</b>	Practice of subsidiary books , get familiar with various books of accounts maintained by the company.		Cognitive, practical,	Understand, Remembering &Apply	
<b>CO4</b>	Understand the errors that are occurred in preparation of trial balance and how to rectify these errors.		Cognitive, Practical	Understand, Apply	
<b>CO5</b>	Understand how the financial statements of the proprietary concern prepare and presentfinancial statements.		Cognitive, Practical	Understand, Apply, Guided	
<b>Unit Number</b>	<b>Details</b>				<b>Hours</b>
<b>1</b>	<b>Introduction to Accounting</b> Introduction; Meaning and Definition; Objectives of Accounting; Need for Accounting; Functions of Accounting; Users of Accounting Information; Limitations of Accounting; Accounting Principles: Accounting Concepts and Accounting Conventions. Indian Accounting Standards and International Financial Reporting Standards – Brief Overview only				<b>12</b>
<b>2</b>	<b>Unit 2: Journal, Ledger and Trial Balance</b> Journal, Golden Rules of Accounting , Compound Journal Entry; Opening Entry; Ledger, Posting, Rules Regarding Posting, Balancing Ledger Accounts; Advantages of Ledger, Meaning and Importance of Trial balance, Preparation of the Trial Balance				<b>12</b>
<b>3</b>	<b>Subsidiary Books</b> Meaning and Significance of Subsidiary Books; Types of Subsidiary Books: Purchases Book Sales Book, Purchase Returns Book, Sales Return Book, Bills ReceivableBook,BillsPayableBook,CashBook(SimpleCashBook,Double ColumnCashBook,ThreeColumnCashBookandPettyCashBook)andJournal				<b>12</b>

	proper.	
<b>4</b>	<p><b>Rectification of Errors and Bank Reconciliation Statement</b></p> <p>Meaning of Accounting Errors, Types of Accounting Errors, Rectification of Errors –Before Preparation of Trial Balance and After Preparation of Trial Balance</p> <p>Meaning and objective of bank reconciliation statement; Importance of bank reconciliation statement; Causes of difference between cash book balance and passbook balance; Techniques of preparing bank reconciliation statement</p>	<b>12</b>
<b>5</b>	<p><b>Final Accounts of Proprietary Concerns</b></p> <p>Final Accounts: Trading Account, Profit &amp; Loss Account and Balance Sheet; Preparation of Trading Account, Profit &amp; Loss Account and Balance Sheet with the adjustments relating to: closing stock, outstanding expenses, prepaid expenses, accrued incomes, unearned incomes, depreciation, bad debts, provision for bad debts, provision for discount on debtors, interest on capital, and interest on drawings</p>	<b>12</b>
<b>Total</b>		<b>60</b>

### Resources

<b>Recommended Books</b>	<ol style="list-style-type: none"> <li>1. S. N. Maheshwari and S. K. Maheshwari, <i>An Introduction to Accountancy</i>, 8<sup>th</sup> Edition, Vikas Publishing House, 2008.</li> <li>2. R.L. Gupta and V.K. Gupta, <i>Financial Accounting: Fundamentals</i>, 5<sup>th</sup> edition, Sultan, Chand Publishers, 2006.</li> <li>3. Rajesh Agarwal and R. Srinivasan, <i>Accounting Made Easy</i>, 3<sup>rd</sup> edition, McGraw Hill, 2008.</li> </ol>
<b>Web References</b>	<p>1] <a href="http://www.completeaccounting.com/refer-a-friend/agency-referrals/">www.completeaccounting.com/refer-a-friend/agency-referrals/</a></p> <p>2] <a href="http://www.sxccal.edu/TwinningProgramme/.../MBA-Accounting-Managers-1stYear.pdf">www.sxccal.edu/TwinningProgramme/.../MBA-Accounting-Managers-1stYear.pdf</a></p>

<b>School of Commerce and Management Studies</b>		<b>Programme: BBA</b>	
<b>Course Code: XBS104</b>		<b>First Year-Semester - I</b>	
<b>Course: :Business Mathematics</b>		<b>L</b>	<b>T</b>
		<b>P</b>	<b>C</b>
		<b>4</b>	<b>--</b>
		<b>-</b>	<b>4</b>
<b>Theory: 4 Hrs/Week</b>		<b>Max. University Theory Examination:60 Marks</b>	
<b>Max. Time for Theory Exam 2½Hrs</b>		<b>Continuous Internal Assessment:40 Marks</b>	
<b>Objectives :</b>			
On completion of this course, student should be able to:			
<b>1</b>	Identify the number system and apply the theory of equations		
<b>2</b>	Apply matrices and determinants algebra to business scenarios		
<b>3</b>	Understand the application of commercial arithmetic and progressions in business		
<b>Course Outcomes</b>		<b>Domain</b>	<b>Level</b>
<b>CO1</b>	Understand the uses of number system and use of LCM & HCF.	Cognitive	Understand, Remembering &Apply
<b>CO2</b>	Understand theory of equation.	Cognitive, Psychomotor	Understand, Apply
<b>CO3</b>	Understand concept of permutation and combination which is useful in solving business related problems.	Cognitive, Psychomotor & Affective	Understand, Remembering &Apply
<b>CO4</b>	Understand concept of determinenet and matrices which provides easy solution of application oriented problems.	Cognitive, Psychomotor	Understand, Apply
<b>CO5</b>	Understand and study Commercial Arithmetic and Progressions in Business Application Oriented Problems	Cognitive, Psychomotor	Understand, Apply, Guided Response
<b>Unit Number</b>	<b>Details</b>	<b>Hours</b>	
<b>1</b>	<b>Number System</b> Introduction – Natural Numbers - Even Numbers – Odd Numbers – Integers – Prime Numbers – Rational & Irrational numbers, Real Numbers, HCF & LCM ( Simple problems).	<b>10</b>	
<b>2</b>	<b>Theory of Equations</b> Introduction – Meaning - Types of Equations – Simple/ Linear Equations and Simultaneous Equations (only two variables), Elimination and Substitution Methods only. Quadratic Equation - Factorization and Formula Method ( $ax^2 + bx + c = 0$ form only). Problems on Commercial Applications.	<b>12</b>	
	<b>Permutation, Combination, and Binomial Theorem</b> Permutation of n different things taken r at a time,		

3	Permutation of n things not all different; Combinations of n different things taken r at a time, Combination of n things not all different; Business application oriented problems involving permutation and combination; Binomial Theorem: Statement of the theorem, General term, Middle term, Equidistant terms, Business application oriented problems involving Binomial Theorem	14
4	<p><b>Matrices and Determinants</b></p> <p>Meaning – types – operation on matrices – additions – subtractions and multiplication of two matrices – transpose – determinants – minor of an element – co-factor of an element –inverse – crammers rule in two variables – application oriented problems.</p>	12
5	<p><b>Commercial Arithmetic and Progressions Commercial Arithmetic:</b> Simple Interest, Compound Interest including half yearly and quarterly calculations, Annuities, Percentages, Bills Discounting, Ratios and proportions, duplicate-triplicate and sub-duplicate of a ratio. Proportions: third, fourth and inverse proportion - problems.</p> <p><b>Progressions:</b> Introduction, Arithmetic Progression - Finding the nth term of AP and Sum to nth term of AP. Insertion of Arithmetic Mean; Geometric Progression – Finding the nth term of GP and sum of n terms of GP and insertion of Geometric Mean- Business Application Oriented Problems</p>	12
<b>Total</b>		<b>60</b>
<p><b>Resources</b></p> <p><b>Recommended Books</b></p>	<ol style="list-style-type: none"> <li>1. Saha.MathematicsforCostAccountants,CentralPublishers</li> <li>2. R.G.Saha&amp;Others.Methods&amp;TechniquesforBusinessDecisions,VBH</li> <li>3. Dr.Sancheti&amp;Kapoor.BusinessMathematicsandStatistics,SultanChand</li> <li>4. Zamarudeen.BusinessMathematics,Vikas</li> <li>5. R.SBhardwaj.MathematicsforEconomics&amp;Business</li> <li>6. Madappa,mahadiHassan,M.IqbalTaiyab–BusinessMathematics,Subhash</li> <li>• G.R.VeenaandSeema.BusinessMathematicsandStatisticsI.K.IntIPublishers</li> </ol>	
<p><b>Web References</b></p>	<p><a href="https://www.wlu.ca/programs/business-and.../business-bba...financial-math.../index.ht">https://www.wlu.ca/programs/business-and.../business-bba...financial-math.../index.ht</a></p> <p><a href="http://www.buruniv.ac.in/Downloads/Syllabus/Syllabus_BBA.pdf">www.buruniv.ac.in/Downloads/Syllabus/Syllabus_BBA.pdf</a></p>	



<b>School of Commerce and Management Studies</b>		<b>Programme: B.B.A</b>			
<b>Course Code:XBS105</b>		<b>First Year-Semester - I</b>			
<b>Course: : Practical in Excel Applications for Business</b>		<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
		<b>--</b>	<b>--</b>	<b>2</b>	<b>2</b>
<b>Practical: 4 Hrs/Week</b>		<b>Max. University Practical and TeamWork Examination:50Marks</b>			
<b>Max. Time for Theory Exam : 1.5 Hrs</b>					
<b>Objectives :</b>					
<b>1</b>	At the end of this course, students will be able to apply basic and advanced functions in Excel for business activities.				
<b>2</b>	Students will gain an insight into data tables and using excel advanced lookup features to automate worksheets and analysis tools to forecast figures based on a range of scenarios and use consolidation to bring together information				
<b>Course Outcomes</b>				<b>Domain</b>	<b>Level</b>
<b>CO1</b>	Understand basics of spread sheet			Cognitive	Understand, Remembering & Apply
<b>CO2</b>	Students understand use advanced excel options			Cognitive, Psychomotor	Understand, Apply
<b>CO3</b>	Understands how use and write different excel functions and lookups			Cognitive, Psychomotor & Affective	Understand, Remembering & Apply
<b>CO4</b>	Detailed understanding of lookups and automatic tables			Cognitive, Psychomotor	Understand, Apply
<b>CO5</b>	Able to understand advanced charting options			Cognitive, Psychomotor	Understand, Apply, Guided Response
<b>Unit Number</b>		<b>Details</b>			<b>Hours</b>
<b>1</b>		<b>Starting up with MS Excel</b>  Excel Introduction Basic formulae: Entering and editing data, Creating and copying formulae, Creating functions easily Formatting: Inserting/deleting rows/columns, Changing fonts, Colors and borders, Merging and aligning cells Printing: Page break preview, Using page layout view, Headers and footers, Freezing print titles Charts: Selecting data, Quick ways to create charts, Formatting your chart Basic tables: Table styles, Using calculated columns, Header rows and total rows			<b>6</b>
		Sorting and filtering lists/tables of data, custom sort			

<b>2</b>	Number formatting: Creating custom formats, The four parts of a format, Scaling numbers Dates and times: How dates and times are stored, Useful date/time functions, Formatting dates and times.	<b>6</b>
<b>3</b>	Conditional formatting: Creating/using cell rules, Data bars and colour sets, Styles and themes, How themes work, Using the default styles, Creating custom styles Validation and protection: Setting cell validation, Protecting cells/worksheets, Grouping and outlining, Cell comments Range names and absolute references: Absolute references (\$ symbol), Fixing only the row/column, Creating range names, Labelling ranges automatically	<b>6</b>
<b>4</b>	Excel Functions: Introduction to Mathematical Functions, Introduction to Text Functions, Introduction to Logical & Reference Functions, Introduction to Date & Time Functions, Introduction to Financial Functions, Introduction to Information Functions IF and LOOKUP functions: The conditional (IF) function, Nested Ifs, Lookup functions	<b>6</b>
<b>5</b>	Advanced Tables, Using calculated columns, Removing duplicates, Advanced filter Pivot tables: Creating pivot tables, Swapping rows, columns and pages, Grouping fields Slicers, Pivot table slicers, Changing slicer properties Advanced charts, Creating chart templates, Combination charts, Picture charts, Custom chart types	<b>6</b>
<b>Total</b>		<b>30</b>

## Resources

<b>Recommended Books</b>	<ol style="list-style-type: none"> <li>Walkenbach, John. (2016). <i>Excel 2016 Bible</i>. New Delhi: Wiley John Walkenbach. (2016). Excel 2016 Bible. Wiley, PAP/CD Rediton.</li> <li>John Walkenbach. (2013). <i>Excel 2013 Power Programming with VBA</i>. Wiley, PAP/CD R edition.</li> </ol>
<b>Referred Books</b>	<ul style="list-style-type: none"> <li>MacDonald, Mathew. (2010). <i>Excel 2010: The Missing Manual</i>. Sebastopol: O'reilly.</li> </ul>
<b>Websites</b>	<ul style="list-style-type: none"> <li><a href="http://www.chandoo.org">www.chandoo.org</a></li> </ul>

School of Commerce & Management Studies	Programme: B.B.A.			
Course Code: XBB 106	First Year - Semester - I			
Course: Advanced English	L	T	P	C
	4	--	--	4
Max. Time for Theory Exam: 2½ Hrs.	Max. University Theory Examination: 60 Marks			
	Continuous Internal Assessment: 30 Marks			

### Objectives

1	Use acceptable English in academic writing.
2	Use English language in a more meaningful way with an enriched word power.
3	Communicate in a professional way using various communication strategies.
4	Read and comprehend the major points discussed in various types of written texts.
5	Make notes; write precise, letter and résumé.

Course Outcomes		Domain	Level
CO1	Use acceptable English in academic writing	Cognitive	Understand, Remembering & Apply
CO2	Makes use of comprehensive and suitable vocabulary	Cognitive, Psychomotor	Understand, Apply
CO3	Communicates professionally by using the strategies learnt	Cognitive, Psychomotor & Affective	Understand, Remembering & Apply
CO4	Applies cognizance while comprehending various types of written texts	Cognitive, Psychomotor	Understand, Apply
CO5	Writes and speaks in English, precisely with clarity and accuracy	Cognitive, Psychomotor	Understand, Apply, Guided Response

Unit Number	Details	Hours
1	<b>Grammatical Focus:</b> Grammatical & structure aspects covering Parts of Speech, Tense, Voice, Clause, Preposition, Degrees of Comparison, Synonyms & Antonyms, etc. Identifying & Analyzing Grammatical Errors including errors in Spelling & Punctuation.	12
2	<b>Reading:</b> Vocabulary Building, Comprehension, Interpretation, Summarizing.	12
3	<b>Writing:</b> Letter Writing – Formal, Informal : Accepting & Declining, Invitations, Paragraph Writing, Precise Writing, Essay Writing	10
4	<b>Speaking:</b> Interactive Communication like Introducing Self, Greetings Conversations, etc. Pronunciation: appropriate stress, intonation, clarity	14

5	<b>Listening:</b> Understanding- Spoken English, Formal English; Exercises	12
<b>Total</b>		<b>60</b>
<b>Recommended Books</b>	<ol style="list-style-type: none"> <li>1. <b>Wren and Martin:</b> High School English Grammar and Composition</li> <li>2. <b>G. Radhakrishna, Pillai, K. Rajeevan.</b> Spoken English for You. CIEFL. Emerald Publication.</li> <li>3. <b>K. S. Smita, Annie Pothan.</b> English Conversational Practice. Sterling Publication Pvt. Ltd.</li> <li>4. <b>Dr. Saraswati.</b> Success with Spoken English for Undergraduate</li> <li>5. <b>Tickoo and Subramaniam:</b> A Functional Grammar with Usage and Composition</li> <li>6. <b>O'Henry-</b> The Gift of Magi</li> <li>7. <b>Stephen Leacock-</b> My Financial Career</li> <li>8. <b>Andrew Marvell-</b> The Definition of Love</li> <li>9. <b>W. H. Auden-</b> Musée des Beaux Arts</li> </ol>	
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. <b>Murphy, Raymond:</b> Essential English Grammar, Cambridge University Press</li> <li>2. <b>Bygate, M.</b> Speaking. Oxford: Oxford University Press.</li> <li>3. <b>Maison, Margaret M.:</b> Examine Your English</li> <li>4. <b>Fitikides, T. J.:</b> Common Mistakes in English</li> <li>5. <b>McCarthy, Michael:</b> English Vocabulary in Use and Felicity O. Dell</li> </ol>	