

B.A., ENGLISH

Certificate Course

FUNCTIONAL ENGLISH

2021-2022 onwards



MANNAR THIRUMALAI NAICKER COLLEGE(AUTONOMOUS)

Re-accredited with "A" Grade by NAAC

PASUMALAI, MADURAI – 625 004



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF ENGLISH
(For those who joined in 2021-2022 and after)

Course Name	Functional English				
Course Code	21CFNE41	L	P	C	
Category	Certificate Course	45	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENURSHIP		
Course Objectives:					
CO1: To enhance the learners' ability to communicate fluently CO2: To inculcate writing skills CO3: To enrich listening skills CO4: To improve translation skills					
Unit: I	Listening				09hrs
Simple Narratives, Speeches, Questions and Responses Face-to-face and Telephonic Interaction					
Unit: II	Speaking				09hrs
Practical Conversation, Narrating Stories, Public Speaking, Interview Skills, and Group Discussion					
Unit: III	Reading				09hrs
Loud and Silent Reading Practice, Identifying the Topic Sentence, Reading Comprehension and Interpreting the Text					
Unit: IV	Writing				09hrs
Writing Sentences, Short Poems, Paragraphs and Essays Translations					
Unit: V	Practice				09hrs
Rhymes for Pronunciation, and Diary Writing					
					Total Lecture Hours 45 Hrs
Books for Study:					
Materials - compiled by the Department of English					
Books for References:					

Sub code : 21CFNE42

Viva – Voce

Language skills will be tested based on the prescribed topics. The total marks for Viva Voce is 100

FUNCTIONAL HINDI

Syllabus

Certificate Course

2021-2022 onwards



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MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF ENGLISH
(For those who joined in 2021-2022 and after)

Course Name	Functional Hindi - I			
Course Code	21CHIN21	L	P	C
Category	Certificate Course	45		2
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENURSHIP	
Course Objectives:				
Unit: I				
<ol style="list-style-type: none">1. உயிர் எழுத்துக்கள் - vowels - स्वर2. மெய்யெழுத்துக்கள் - consonants - व्यंजन3. உயிர்மெய் எழுத்துக்கள் - consonant – vowel- व्यंजन स्वर4. கூட்டெழுத்துக்கள் - conjunct letter -संयुक्ताक्षर पत्र5. எழுத்துக்கூட்டிப்படிக்கும் முறை- 5 methods - पढ़ने के तरीकों				
Unit: II				
<ol style="list-style-type: none">1. Lesson about Noun, Pronoun – பெயர்ச்சொல்,பிரதிபெயர்ச்சொல் தொடர்பானபாடம் - संज्ञा के बारे में सबक , सर्वनाम2. Name of Months(Tamil & English)-தமிழ் மற்றும் ஆங்கிலமாதத்தின் பெயர்கள் `pe;jpapy; - महीनों के नाम3. Name of Days-நாட்களின் பெயர் ஹிந்தியில் - कुछ दिनों के नाम4. Parts of the body-உடலுறுப்புகளின் பெயர் - शरीर के अंग5. Name of vegetables, fruits-காய்கறி,பழங்களின் பெயர் ஹிந்தியில் - सब्जियों, फलों के नाम				
Unit: III				
<ol style="list-style-type: none">1. Numerals-vz;fs; 1 to 50 - अंकों के 1 को 502. Relations-உறவுகள் பெயர் ஹிந்தியில் - संबंध3. Direction, Season-திசைகள்,பருவங்கள் - दिशाओं , मौसम4. Singular / Plurals-ஒருமை-பன்மை - एकवचन / बहुवचन5. How to speak with Elders & Youngers-பெரியவர்கள் மற்றும் சிறியவர்களுடன் ஹிந்தியில் பேசும் முறை				
Unit: IV				
<ol style="list-style-type: none">1. Rules of Present Tense ,Past tense & Future tense with more suitable examples-எதிர் காலம் பற்றியவிதிமுறைகள்- பொருத்தமானஅதிகப்படியானஉதாரணங்களுடன்2. Important Grammar points-முக்கியமான இலக்கணகுறிப்புகள்;				
Unit: V				
<ol style="list-style-type: none">1. Name of Posts-பதவிப் பெயர்கள் - पदों के नाम				

2. Name of ministries—அமைச்சரவைபெயர்கள் - मंत्रालयों के नाम
3. Banking & Official words—வங்கிமற்றும் அலுவலகவார்த்தைகள்
4. Administrative Phrases—மேலாண்மைஅடுக்குத் தொடர்கள் - - प्रशासनिक वाक्यांशों
5. Numerals 51 – 100 –எண்கள் 51 – 100 - अंकों के 1 को 50

	Total Lecture Hours
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Books for Study:

Books for References:

1. Vyavasayik Hindi by Dr.SyedRahamathullahPublished by PoornimaPrakashan, 4/7 Begumand street Royalpettah, Chennai-14 .
2. Hindi Vatayan by Dr.K.M.Chandramohan, Published by ViswavidyalayaPrakshan, Chowk,Varanasi – 221001.
3. Nayie Hindi Rachana Part I and Part II (English Medium) Published by DakshinaBhara Hindi PracharSabha, Madras – 17.
4. AdhikaarikTippanAvamMasauda(Praroop) Lekhan by Dr.MotilalChaturvedi. Published byVinodPustakMandir, Agra.
5. AnuvaadAbhyas Part II and Part II (English Medium) Published by Pakshina Bharat HindiPracharSabha, Madras – 17.
6. VyavasayikAurPrasasimikPatraVyavahar Part I by Dr.N.E.ViswanathanIyerPublished bySwathiPrakashan 26/2035, College lane, Trivandrum.
7. AbhinavaVyavaharik Hindi by Dr.Paramanand Gupta Published by VidyaMandir, 588 Avenue Road, Bangalore -2.
8. PramaanikAlekhanaurTippan by Prof VirijPublished by Rajpal and sons, Kashmiri Gate, Delhi – 110006.



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF ENGLISH
(For those who joined in 2021-2022 and after)

Course Name	Functional Hindi - II			
Course Code	21CHIN22	L	P	C
Category	Add on Course	45		2
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENURSHIP	
Course Objectives:				
Unit: I				
<ol style="list-style-type: none">1. Letter Writing – கடிதம் வரைதல் - पत्र लिखना2. Leave Letter – விடுப்பு கடிதம் - पत्र छोड़3. To post- master about change of Address – முகவரிமாற்றம் குறித்துகடிதம்4. Congratulating your friend about his success in Examination – தேர்வில் வெற்றி பெற்றமைக்கு பாராட்டு தெரிவித்து கடிதம்5. Inviting your friend for Family function – குடும்ப விழாவிற்கு அழைத்துக் கடிதம்				
Unit: II				
<ol style="list-style-type: none">1. Conversation – உரையாடல் - बातचीत2. Teacher & Student – ஆசிரியருக்கும் மாணவருக்குமான உரையாடல்3. In Hospital – மருத்துவருடனான உரையாடல்4. At Railway Station – ரயில்வேநிலையத்தில் உரையாடல்5. At Bank – வங்கியில்				
Unit: III				
<ol style="list-style-type: none">1. Short notes – சிறுகுறிப்பு2. College life – கல்லூரிவாழ்க்கை3. Sports – விளையாட்டு4. Library – புத்தகாலயம்5. Our Nation – நமதுதேசம்				
Unit: IV				
<ol style="list-style-type: none">1. Translation – மொழி பெயர்ப்பு - अनुवाद2. Hindi to tamil - ஹிந்தியிலிருந்து தமிழாக்கம்3. Tamil to Hindi - தமிழிலிருந்து ஹிந்தியில்4. Hindi to English -ஹிந்தியிலிருந்துஆங்கிலத்தில்5. English to Hindi – ஆங்கிலத்திலிருந்து ஹிந்தியில்6. Sentence Type – வாக்கியங்களின் அமைப்பில்				
Unit: V				
<ol style="list-style-type: none">1. Translation – மொழிபெயர்ப்பு2. Hindi to Tamil - ஹிந்தியிலிருந்துதமிழாக்கம்3. Tamil to Hindi - தமிழிலிருந்து ஹிந்தியில்				

4. (Paragraph type) (பத்திகள் கொண்டவிதமாக)	
	Total Lecture Hours
Books for Study:	
<ol style="list-style-type: none"> 1. Prathmic book – Published by DakshinaBharath Hindi PracharSabha. (Book Cost ; Rs.140/-) 2. Hindi vatayan – by Dr.K.M.chandraMohan,UniversityPublication,Varanasi (Book Cost Rs.25/-) 	
Books for References:	
<ol style="list-style-type: none"> 1. Vyavasayik Hindi by Dr.SyedRahamathullahPublished by PoornimaPrakashan, 4/7 Begumand street Royalpettah, Chennai-14 . 2. Hindi Vatayan by Dr.K.M.Chandramohan, Published by ViswavidyalayaPrakshan, Chowk,Varanasi – 221001. 3. Nayie Hindi Rachana Part I and Part II (English Medium) Published by DakshinaBhara Hindi PracharSabha, Madras – 17. 4. AdhikaarikTippanAvamMasauda(Praroop) Lekhan by Dr.MotilalChaturvedi. Published byVinodPustakMandir, Agra. 5. AnuvaadAbhyas Part II and Part II (English Medium) Published by Pakshina Bharat HindiPracharSabha, Madras – 17. 6. VyavasayikAurPrasasimikPatraVyavahar Part I by Dr.N.E.ViswanathanIyerPublished bySwathiPrakashan 26/2035, College lane, Trivandrum. 7. AbhinavaVyavaharik Hindi by Dr.Paramanand Gupta Published by VidyaMandir, 588 Avenue Road, Bangalore -2. 8. PramaanikAlekhanaurTippan by Prof VirijPublished by Rajpal and sons, Kashmiri Gate, Delhi – 110006. 	

B.COM

Certificate Course

OFFICE AUTOMATION AND MANAGEMENT

2021-2022 onwards



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PASUMALAI, MADURAI – 625 004



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF COMMERCE
(For those who joined in 2021-2022 and after)

Course Name	OFFICE MANAGEMENT			
Course Code	21COAM41	L	P	C
Category	Certificate Course	45		2
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED	ENTREPRENEURSHIP	
COURSE OBJECTIVES:				
<ol style="list-style-type: none">1. To know the concepts of Office Automation program2. To help the students to understand how to format, edit, and print text documents and prepare for desktop publishing3. To deals with automating and simplifying these tasks through relevant software4. To simplify and automate workflow in an office5. To explore the concepts of relational databases like design, implementation, and utilization of database management systems				
UNIT I	INTRODUCTION TO OFFICE MANAGEMENT			15
Office Management – elements and functions of office management – Office manager – qualities and functions, duties and responsibilities – Office manuals – their advantages and disadvantages.				
UNIT II	OFFICE ACCOMMODATION AND ENVIRONMENT			15
Office Accommodation – Location of Office Building – Office Lay-out – Procedure of the Designing the Lay-out - Office Environment - Ventilation, lighting, sanitation, heating and air conditioning.				
UNIT III	OFFICE FURNITURE AND STATIONERY			15
Office Furniture – factors to be considered while purchasing furniture – Office Stationery – its importance – methods of purchasing stationery				
UNIT IV	FILING SYSTEMS AND INDEXING			15
Filing systems – meaning – essentials of a good filing systems – Objectives of filing – Classification of filing – alphabetical, geographical, subject-wise and numerical filing systems – merits and demerits - Indexing - meaning and objects of indexing – types of indexing.				
UNIT V	REPORTS			15
Office Reports – routine reports and special reports – report-writing – Drafting of reports – essentials of good reports.				
(80% of marks must be allotted to problem solving questions. 20% of marks must be allotted to Theory questions).				
				Total Lecture Hours

Books for Study:

1. Kathiresan & Radha, "OFFICE MANAGEMENT", Prasanna Publications.

Books for References:

1. Manual Office Management and Correspondence – B.N. Tandon (S. Chand & Co. Ltd.)
2. Office management – R.K. Chopra (Himalaya Publishing House)

Web Resources:

1. <https://en.m.wikipedia.org.wki>
2. <https://resources.owllabs.com.biog>
3. <https://www.microsoft.com.business>

LESSON PLAN

UNIT	OFFICE MANAGEMENT	Hrs	Mode
I	Introduction to Office Management		Lecture PPT
II	Office Accommodation and Environment		
III	Office Furniture and Stationery		
IV	Filing Systems and Indexing		
V	Reports		

Course Designed by:

Dr. V. Devika, Assistant Professor & **Dr. B. Kothai Nachiar**, Assistant Professor



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF COMMERCE
 (For those who joined in 2021-2022 and after)

Course Name	OFFICE EQUIPMENT AND MACHINES			
Course Code	21COAM42	L	P	C
Category	Certificate Course	45		2
Nature of course:	EMPLOYABILITY	✓	SKILL ORIENTED	ENTREPRENEURSHIP
COURSE OBJECTIVES:				
1. To know about the office automation 2. To understand about the machineries and equipments which are all using in the modern business office 3. To enable them to develop skills in the preparation of accounting statement with the help of accounting machines 4. To gain knowledge about recording and processing equipments 5. To understand the theoretical framework of electronic computer system and data processing				
UNIT I	INTRODUCTION TO OFFICE AUTOMATION			
Meaning -Objectives of office mechanization – Merits and Demerits of mechanization – Factors to be considered in selecting office machines - Types of Office Machines and Equipments				
UNIT II	EQUIPMENT FOR PROCESSING DATA			
Data Processing –Types- Adding Machine-Calculating Machine –Punched card –Computer				
UNIT III	EQUIPMENT FOR RECORDING DATA			
Type Writers –Types-Duplication machine – Types – gelatin, spirit, stencil, electronic stencil, offset litho and typeset duplicators – their merits and demerits – Photocopying machines – merits and demerits- Micro filming				
UNIT IV	EQUIPMENT FOR ACCOUNTING AND COMMUNICATION			
Accounting and tabulation machines – Mail room equipment- Addressing and mailing machine-Labeling –Dictating and transcribing equipments-inter Communication and external transmission equipments-Pneumatic tubes				
UNIT V	ELECTRONIC COMPUTER AND DATA PROCESSING			
Electronic computers – functions – Computer language and equipment – steps in programming – components of a computer – advantages of computers				
				Total Lecture Hours

Books for Study:

Kathiresan & Radha, "OFFICE MANAGEMENT", Prasanna Publications.

Books for References:

1. B.N. Tandon Manual of Office Management and Correspondence Sulta.Chand & Co.(P)Ltd. New Delhi 2021
2. R.K. Chopra Office management Himalaya Publishing House Mumbai.2016

Web Resources:

1. https://www.imsuc.ac.in/admin/question_paper/BCA/bca103.pdf
2. https://www.ebookbou.edu.bd/Books/Text/SST/DCSA/dcsa_1302/Unit-02.pdf
3. <https://aceproject.org/main/english/et/etg.htm>
4. <https://quickbooks.intuit.com/r/growing-complex-businesses/what-is-automated-accounting/>
5. <https://quickbooks.intuit.com/r/growing-complex-businesses/what-is-automated-accounting/>

LESSON PLAN

UNIT	Office Equipment and Machines	Hrs	Mode
I	Introduction to Office Automation		Lecture PPT
II	Equipment for processing data		
III	Equipment for Recording Data		
IV	Equipment for accounting and communication		
V	Electronic Computer and Data Processing		

Course Designed by:

Dr. V. Devika, Assistant Professor & **Dr. B. Kothai Nachiar**, Assistant Professor

HISTORY

Certificate Course

GANDHIAN THOUGHT

2021-2022 onwards



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PASUMALAI, MADURAI – 625 004

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF HISTORY****(For those who joined in 2021-2022 and after)**

Course Name	MAHATMA GANDHI'S LIFE AND HIS AGE				
Course Code	21CGT21	L	P	C	
Category	Certificate Course	45	-	2	
Nature of course:	EMPLOYABILITY	SKILL ORIENTED	ENTREPRENURSHIP		
Unit: I					9
<p>The Beginnings of a Mahatma:</p> <p>The early life of Gandhi: Setting and tradition, home, school and other influences- Early marriage – His London life: The light begins to shine.</p> <p>The South African Laboratory and the Making of the Mahatma:</p> <p>A fateful journey and transformation – From a barrister to a peace maker – working for the oppressed and the victims – Religious quest – Discovery of Sarvodaya – From Family life to community life – Aashram experiments – Self-control – Living with nature: Bread labour, Nature cure and simple life – Beginning of constructive work – Discovery of Satyagraha – experiments in education.</p>					
Unit: II					8
<p>The Indian Phase I:</p> <p>Understanding India – Shantiniketan to sabarmathi – Micro level Satyagrahas for the welfare of the peasants and workers: Champaran, Ahamedabad and Kheda Satyagrahas – Birth of Khadi – Rowlatt Bills – Khilafat Movement – Non co operation Movement.</p> <p>The Indian Phase II:</p> <p>Growth of Constructive work- Civil disobedience, Salt Sathyagraha, Round Table Conferences, Constructive work further evolves – Individual satyagraha & Quit India Movement – Quenching the communal fire and Shanti Sena Experiments – The Supreme Sacrifice and beyond.</p>					
Unit: III					8
<p>The British Expansions in India and the Early Indian Resistance:</p> <p>1857 revolt – Birth of Indian National Congress – Moderates (Gopalakrishna Gokale) Extremists (Bala Gangadhar Tilak) and Violent fighters (Bhagat Singh, V.V.S. Iyer).</p> <p>Ruin of Indian Economy</p> <p>Growth of Poverty and famines in Indian – Alternative to British exploitation (khadi & Village</p>					

Industries) – Colonial education policy and the crisis in Indian Education – National Education Movement.

Unit: IV

10

Forerunners of Gandhi:

Raja Ram Mohan Roy, Dayananda Sarasvathi, Ramakrishna and Vivekananda Ramalinga Vallalar, Ruskin, Thoreau and Leo Tolstoy.

Contemporaries of Gandhi:

Tagore, Jawaharlal Nehru, Subbas Chandra Bose, B.R. Ambedkar, E.V. Ramasamy, C. Raja Gopalachari, K. Kamaraj, Khan Abdul Kaffar Khan, Jinnah, C.F. Andrews. Roman Rolland, Kasturibai Gandhi.

Unit: V

10

The Global Scene:

Growth of ideas of equality, liberty, fraternity and democracy – Growth of war, violence, colonialism, imperialism, totalitarianism and fundamentalism and seeking alternatives - Gandhi evolves a new way.

Total Lecture Hours 45

Books for Study:

M.K. Gandhi : An autobiography or The story of My Experiments with Truth.

_____ : Satyagraha in South Africa

B.R. Nanda : Mahatma Gandhi - A Biography

Louis Fischer : Life of Mahatma Gandhi.

Dr.M.P.Gurusamy : காந்தியுகம்

Dr.K.Arunachalam: காந்திக்கு முந்திய புரட்சிகள்

Dr.பாதமுத்து : காந்தியின் சோதனையும் சாதனையும்

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF HISTORY****(For those who joined in 2021-2022 and after)**

Course Name	SARVODAYA AND NONVIOLENCE				
Course Code	21CGT22	L	P	C	
Category	Certificate Course	45	-	2	
Nature of course:	EMPLOYABILITY	SKILL ORIENTED	ENTREPRENURSHIP		
Unit: I					9
Sarvodaya: Its meaning and development – significance of Antyodaya. Economic Dimension: Removal of mass poverty and providing full and meaningful employment: Khadi and village industries – Appropriate Science and Technology – Self – reliance and self – sufficiency - bread labour – Simple living – Swadeshi - need based and not greed base – people oriented, Eco – friendly sustainable development – Decentralization – Nonviolent and peace Economy.					
Unit: II					8
Political Dimension: Nonviolent and good governance at all levels – Gram Swaraj: Autonomous community life and local self government – participatory and partyless democracy and accountability – Rights, duties and responsibilities – means and Ends – Towards a Global ethic and Community. Social and Educational Dimension: Individual, family, community – Liberation of the weaker sections: Uplift of women, removal of untouchability and discriminations – Communal unity and pluralism – Prohibition, Sanitation and hygiene – Nai Talim – Education for Life, through life, throughout life – Relevance of his educational philosophy					
Unit: III					8
Sarvodaya in Practice: Concept of Dhana (Vinoba Bhave), Jeevan Dhani and Total Revolution (Jeyaprakash Narayan), Sarvodaya Sangh and other Gandhian Institutions (K. Arunachalam and V. Ramachandran), ASSEFA (S. Loganathan), Shanthi Sena Movement (M. Aram and N. Radhakrishnan), Gandhi Ashrams and Museums (G. Ramachandran, Soundram, K. Muniyandi & S. Pandian), Environmental Movement (Sundarlal Bahukuna and Metha Patkar), struggle for justice (S. Jaganathan & P.V. Rajagopal).					
Unit: IV					10

Meaning of Nonviolence:

Non-killing – Removing all forms of direct and indirect (Structural) violence, preventing accidents and calamities, Disarmament and nonkilling in the non human context – Love: Enlightened self- interest, mercy, compassion, altruism, sacrifice, forgiving, sharing, Reverence for all life – life – Love of God: Bhakti – Nonviolent Action: Nonviolent life style – Construction work to build up Nonviolent order, peaceful resolution of conflicts, Nonviolent direct action (Satyagraha) for peace and Justice, Nonviolent politics and economics, etc – Nonviolent Ethics and values: Truth: Quest for holistic knowledge and awareness and implementing it.

Contributions to Nonviolence by:

Mahavira, Buddha, Upanishads and Gita, Socrates, Jesus Christ, Thiruvalluvar, Prophet Mohammed, Leo Tolstoy, Ramalinga Vallalar, Martin Luther King, Dalai Lama, Aung Sang Suki.

Unit: V

10

Peaceful resolution of Conflicts:

Skills for Counselling, Negotiations, Meditation & Arbitration – Reforming the Judicial system – Place of therapies healing techniques and transformative practices.

Nonviolent Direct Action:

Methods and Dynamics of Satyagraha – Alternative defence Policy: Civilian Defence and Shanthi Sena.

Total Lecture Hours 45

Books for Study:

M.K. Gandhi:	Sarvodaya (Edited by Bharatan Kumaraappa)
Gobinath Dhavan:	Political Philosophy of Mahatma Gandhi
Viswananth Prasad Verma:	Political Philosophy of Mahatma Gandhi & Sarvodaya
John Ruskin:	Unto this Last
Richard B. Gregg:	Power of Nonviolence
R.R. Diwakar:	Saga of Satyagraha
M.K. Gandhi:	Nonviolence in war and Peace
	Educational Philosophy of Gandhi
M.P.Gurusamy :	சர்வோதயா
M.P.Gurusamy :	காந்தியப் பொருளாதாரம்
Dr.Abdul Razak:	அகிம்சை

HISTORY

Diploma Course

GANDHIAN THOUGHT

2021-2022 onwards



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)

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MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF HISTORY
(For those who joined in 2021-2022 and after)

Course Name	POLITICS & ECONOMICS			
Course Code	21DGT41	L	P	C
Category	Diploma Course	45	-	2
Nature of course:	EMPLOYABILITY	SKILL ORIENTED	ENTREPRENURSHIP	
Unit: I				9
Philosophical foundations: Religions and politics – ethics and politics – Means and Ends – Concept of State – Nonviolence governance – Nonviolence and State. Gandhian Democracy Decentralization - People's power – Panchayat Raj and city councils – People's Movements and Voluntary Agencies.				
Unit: II				8
Theory and Practice of Satyagraha Satyagraha as a political weapon – Place of Satyagraha in Democracy – Rights and Duties – Civil Society – Concept of Power – Concept of Swaraj – Political theory of Mahatma Gandhi. Unity of Humankind Unity in diversity – Disarmament and development – Crime and Punishment – Nonviolent Defiance Polity.				
Unit: III				8
Gandhian Economics: Spiritual and Moral approach to Economics – Economics of peace. Gandhian Critique of Capitalism, Socialism, Communism and Market Economy – Gandhian Economics as an alternative model.				
Unit: IV				10
Khadi and Village Industries Appropriate technology: Small is Beautiful – Self reliance and Self sufficiency – Swadeshi – Bread labour – Production by Masses – Meaningful full employment – place of Science and Technology – Production for consumption.				
Unit: V				10
Eco- friendly Simple living and voluntary poverty – Need instead of greed – Equality – Non possession and Trusteeship – Economic Justice – Sustainable Development. Holistic Development – Welfare of All and welfare of the Last – Human Centred and not money				

centered Economy of Nonviolence and Peace.

Total Lecture Hours | 45

Books for Study:

- Viswanathan Prasad Verma : The political Philosophy of Mahatma Gandhi & Sarvodaya.
- Gopinath dhawan : The Political Philosophy of Mahatma Gandhi.
- M.K. Gandhi : Political and National Life and affairs (3 Vols.)
- Vasudean : Gandhian Economic Thought.
- J.S. Mathur & A.S. Mathur : Economic Thought of Mahatma Gandhi
- J.C. Kumarapa : Gandhian Economic Thought.
- M.K. Gandhi : Economics and Industrial Life and Relations (3 Vols)
- Richard B. Gregg : Which way lies Hope
- M.K. Gandhi : Democracy : Real and Deceptive
- Shivanand Jha Critical : Study of Gandhian Economic Thought.
- J.C. Kumarappa : Planning for the people by the people.
- Richard B. Gregg : A Philosophy of Indian Economics development.
- J.S. Mathu : Eye on Gandhian Economics.
- Indu Tikekar : An Integral Revolution.
- E.F. Schumacher : Small is Beautiful.

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF HISTORY****(For those who joined in 2021-2022 and after)**

Course Name	RELIGION AND PHILOSOPHY			
Course Code	21DGT42	L	P	C
Category	Diploma Course	45	-	2
Nature of course:	EMPLOYABILITY	SKILL ORIENTED	ENTREPRENURSHIP	
Unit: I				9
Gandhian concept of Truth - Quest for truth – God is truth and Truth is God – Absolute truth and Relative truth – Truth and life style – Truth and social change – Source of Truth – Holistic knowledge.				
Gandhian Concept of Civilization and Culture – Ends and Means - Knowledge and wisdom – Social construction of Reality : Deconstruction, Deschooling and Reconstruction.				
Unit: II				8
Gandhian word view Humanism, Secularism and life affirmative – knowledge and wisdom – Social construction of Reality: Deconstruction, Deschooling and Reconstruction.				
Goals of human life – Gandhian ethics: ethical religion – towards a global Ethic.				
Unit: III				8
Gandhi's own religious faith – influence of different and traditions – place of scriptures.				
Religion and Politics: Religion and Economics; Religion as a way of life – Science and spirituality.				
Unit: IV				10
Gandhi and Inter – religious prayer – ways to Communal Harmony – Equality and Unity of Religious pluralism – Inter – religious dialogue.				
Gandhian vision of Bhakti, Karma and Gnana Yoga – Tolerance, Forgiving, Sacrifice.				
Unit: V				10
Eleven Ashram Vows of Gandhi and their relevance for our times.				
				Total Lecture Hours
				45
Books for Study:				
M.K. Gandhi : Hind Swaraj or Indian Home Rule				
M.K. Gandhi : My Religion				
D.M. Datta : Philosophy of Mahatma Gandhi				
M.K. Gandhi : Aashram Observances in Action				
Aldous Huxley : Ends and Means				

M.K. Gandhi : In Search of the Supreme Vols I,II & III

Swami Vivekananda: Religion

M.K. Gandhi : Dehi Diary

Chendra Sekar Shukla: Gandhiji's View of life

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF HISTORY****(For those who joined in 2021-2022 and after)**

Course Name	SOCIOLOGY AND EDUCATION			
Course Code	21DGT43	L	P	C
Category	Diploma Course	45	-	2
Nature of course:	EMPLOYABILITY	SKILL ORIENTED	ENTREPRENURSHIP	
Unit: I				9
Social Philosophy – Gandhiji’s conception of relation between individual and society. Gandian Decoration techniques – Gandhian social movements for social revolution- removal of untouch -ability and caste system, communal Unity, Uplift of women, Prohibition, Sanition and Hygiene, Removal of poverty-Equality.				
Unit: II				8
Gandhiji’s views on Inter-caste and Inter- religious marriages, dowry, simple living, ashram (community) life, family life, voluntary poverty, ascetic life, selfless service, etc. Techniques of Social change – Social justice – Problems of the disabled, aged and terminally ill people.				
Unit: III				8
Philosophy of Education – Aim of Education according to Gandhi. Evolution of Gandhi’s educational theory.				
Unit: IV				10
The Wardha Scheme – Zakir Hussain Committee Report – Foundations – Psychological, Sociological and Economic aspects. Religion in education – Language Problem – Education for Peace and Nonviolence.				
Unit: V				10
Women and their education – Community Development – Adult and Basic Education – Reeducation or Deschooling.				
				Total Lecture Hours
				45
Books for Study: Mahadeva Prasad : Social Philosophy of Mahatma Gandhi. M.S. Patel : The Educational Philosophy of Mahatma Gandhi. M.S. Mani : Educational ideas and Ideals of Gandhi & Tagore K. Arunachalam (Ed: Gandhian Techniques for the liberation of the weaker sections. M.K Gandhi : Social Service, Work & Reform. (3 Vols.)				

M.K. Gandhi :Character and Nation Building.

-do- : Women and Social Injustice

-do- : Communal Unity

-do- : Drink, Drugs and Gambling;

-do- : The Hindu – Muslim Unity

Books for Reference:

1

Web Resources

HISTORY

Certificate Course

PANCHAYAT RAJ

2021-2022 onwards



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**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF HISTORY****(For those who joined in 2021-2022 and after)**

Course Name	PANCHAYAR RAJ SYSTEM IN INDIA					
Course Code	21CPMA41	L	P	C		
Category	Certificate Course	45	-	2		
Nature of course:	EMPLOYABILITY	✓	SKILL ORIENTED	✓	ENTREPRENEURSHIP	✓
Unit: I						
Historical background; Development of Rural Local Self-government in India – Community development and national Extension Services.						
Unit: II						
Evolution of Panchayati Raj System: Democratic decentralization – Balwantrai Mehta Committee report – Three Tire Panchayat Raj System – Ashok Mehta Committee Report.						
Unit: III						
Evolution of Panchayati Raj System: Administrative Arrangement for Rural Development and Poverty Alleviation Programme – G V K Rao Committee – Revitalisation of Panchayati Raj Institutions for Democracy and Development – L M Singhvi Committee.						
Unit: IV						
Constitutionalisation: Rajiv Gandhi Government – V.P.Singh Government – Narasimha Rao Government - 73 rd Amendment Act of 1992: Significance of the Act.						
Unit: V						
73 rd Amendment Act of 1992– Salient Features – Tamil Nadu Panchayat raj Act 1994.						
					Total Lecture Hours	Hrs
Books for Study:						
1. S. Adisehiah Malcom and et.al., Decentralized Planning and Panchayat Raj, Concept Publishing Company, New Delhi, 1994.						
2. Government of India, 73 rd Amendment to the Constitution of India, Ministry of Information and Publication, New Delhi, 1992.						
3. Government of Madras, The Madras Panchayat Raj Act 1958, Madras, 1958.						
4. Dr.C.Gnanaprakasam, Local Government in Tamil Nadu, University Publications, Chennai.						
5. S.R.Maheswari, Local Government in India, Lakshmi Narain Agarwal, Agra, 2007.						
6. Government of Tamil Nadu, Tamil Nadu Panchayat Act 1994, Madras Law Department, Chennai, 1995.						
7. R.V.Singh, Financing of Panchayat Raj Institutions, deep and deep Publications, New Delhi, 1993.						
Web Resources:						
E-Books						
https://www.india.gov.in/get-e-book-ministry-panchayati-raj						
http://kamarajcollege.ac.in/Department/History/III%20Year/006%20Major%20Elective%20%20-%20Panchayat%20Raj%20in%20India%20-%20V%20Sem.pdf						
PPTs						
https://www.slideshare.net/bibekthapa607/panchayat-system-in-india						
https://www.slideshare.net/akmrs/panchayat-raj						
https://www.slideshare.net/revappa/pdo-panchayat-raj-rules-1993-e-notes?qid=6acb3cd5-bfc3-4177-859f-d12c241df058&v=&b=&from_search=2						

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF HISTORY****(For those who joined in 2021-2022 and after)**

Course Name	MUNICIPAL ADMINISTRATION				
Course Code	21CPMA42	L	P	C	
Category	Certificate Course	45	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENEURSHIP		✓
Unit: I					00
Historical development of Urban Local Governments in India – Emerging trends of Urbanization in India.					
Unit: II					00
Types of Urban Local Bodies – Municipal Corporation, Municipality, Township, Cantonment Board.					
Unit: III					00
74 th constitutional Amendments – Salient features – 12 th Schedule and its importance – Power and Functions of Municipal Councils – Mayors, Deputy-mayors, committee System.					
Unit: IV					00
Tamil Nadu Urban Local Bodies Act 1994 – Urban Governments in Tamil Nadu – Role of District Collector.					
Unit: V					00
Urban Planning and related Legislation – Agencies involved Urban development – Official - Non-officials relationship – Urban Finance – Ward Committee.					
Total Lecture Hours					00 Hrs
Books for Study:					
<ol style="list-style-type: none">1. Government of India, 74th Amendment to the Constitution of India, Ministry of Information and Publication, New Delhi, 1992.2. Sachdeva, Urban Local Government in India, Himalaya Publishers, Agra, 2007.3. G.Palanithurai, New Panchayat Raj System: Status and Prospects, Kanishka Publications, New Delhi, 1996.4. Government of Tamil Nadu, Tamil Nadu Panchayat Act 1994, Madras Law Department, Chennai, 1995.5. R.V.Singh, Financing of Panchayat Raj Institutions, deep and deep Publications, New Delhi, 1993.6. Maheswari Sriram, Public Administration in India: The higher Civil Service, Oxford University Press, New Delhi), 2005.7. Mohit Bhattacharya and BidutChakraborti, Public Administration Reader, New Delhi, Oxford University Press, 2015.8. Saroj Kumar and Jaena, Fundamental of Public Administration, New Delhi, Anamol Publication, 2014.					
Web Resources:					
E-Books					

https://www.soumu.go.jp/main_content/000336345.pdf

<https://nios.ac.in/media/documents/srsec317newE/317EL16.pdf>

https://darp.gov.in/sites/default/files/local_governance6.pdf

<https://ncert.nic.in/textbook/pdf/keps208.pdf>

PPTs

<https://www.slideshare.net/MoloyDutta/the-municipalities>

<https://www.slideshare.net/antonyanj/urban-local-self-government>

<https://www.slideshare.net/faizy86221/local-government-presentation-43736964>

ECONOMICS

Certificate Course

COMMUNITY HEALTH SERVICES

2021-2022 onwards



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MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF ECONOMICS
(For those who joined in 2021-2022 and after)

Course Name	INTRODUCTION TO COMMUNITY HEALTH AND HUMAN BEHAVIOUR				
Course Code	23CCHL41	L	P	C	
Category	Certificate Course	45	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENEURSHIP		✓
Course Objectives:					
Unit: I	Introduction				00
Concept of Health – Dimension of Health – Determinant of Health – Indicators of Health – Principles of Health – Levels of Diseases – Prevention					
Unit: II	COMMUNITY HEALTH DEVELOPMENT				00
Concept and Historical Development of Community Health – Understanding Community – Community Organization – Socio Cultural factors related to Community Health in India – Health Situation in India – Current health issues and challenges.					
Unit: III	COMMON HEALTH PROBLEM				00
Health Problems – Health Care Delivery Systems – Health Man Power – Private – Voluntary Sector – Indigenous System of Medicine – National Health Programs – Health for All.					
Unit: IV	HUMAN BEHAVIOUR				00
Relevance of Social and Behavioral Sciences in Understanding Community Health – Man as a Social being – Socialization Process – Social Pathology – Social Stress – Understanding Human Behavior – Emotions Habits attitudes – Perception – Group Behavior Personality Normal and Abnormal.					
Unit: V	INDIAN FAMILY SYSTEM				00
Family in Health and Disease – Indian Family system – Function of Family – Child rearing – family susceptibility to disease - Family food habits.					
Total Lecture Hours					00 Hrs
Books for Study:					
1. K.Park – Textbook of Preventive and social medicine, Jabalpur, M,S BanarsidasBhanot publishers					
Books for References:					
1. Bancroft.H. Introduction to Bio-statistics. Hoepfer and Harper, New york.					
2. Subramanian. R. Health Education: A practical guide for health educators, Government of Kerala					
3. WHO, Health for all, Sr. No. 1-10					

4. WHO, Promoting Health and Human Well Being.
5. Government of India, Health information of India.
6. WHO, World Health Report.
7. WHO Health aspects of Human Rights.

Web Resources:

Course Outcomes		K Level
CO1:	Students will be able to understand the importance of health and family system.	
CO2:	Students will be able to comprehend the medical, psychological and social problems associated with community health.	



MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
DEPARTMENT OF ECONOMICS
 (For those who joined in 2021-2022 and after)

Course Name	NUTRITION AND DIETETICS					
Course Code	21CCHL42	L	P	C		
Category	Certificate Course	45	-	2		
Nature of course:	EMPLOYABILITY	✓	SKILL ORIENTED	✓	ENTREPRENEURSHIP	✓
Course Objectives:						
Unit: I	Concept of Community Health & Nutrition				00	
Concept of Community- types of community, factors affecting health of the community. Health Care- Levels of health care- Primary Health Care- Nutrition – Definition- Importance of Nutrition - Role of public nutritionist in health care delivery.						
Unit: II	Nutritional Problem of Community				00	
Nutritional and Non- nutritional- Incidence of nutritional problems, signs, symptoms and treatment- Protein Energy Malnutrition-Micro Nutrient deficiencies (Vit.-A, Iron, Iodine and Zinc),Fluorosis. Communicable Diseases -cholera, polio, measles.						
Unit: III	Demography, Nutrition and Quality of Life				00	
Demographic cycle- Population trends in India- Population structure- sex composition- Age composition- Fertility behavior- Vital statistics in vulnerable groups, population growth (Maternal Mortality rate, Infant Mortality Rate, Net Reproduction Rate) Ancient and Modern Nutrition Comparison.						
Unit: IV	Malnutrition				00	
Concept of Food and Nutrition – Classification of Food – Protein, Fats, Carbohydrates, Vitamins, Minerals etc -Causes of malnutrition, consequences of malnutrition, Intervention in malnutrition- Food security- PDS, Food production- Food Pricing.						
Unit: V	Method and Assessment of Nutritional Status				00	
Identification of risk groups(random and purposive) direct assessment – Diet surveys, Anthropometry, Clinical and Biochemical Estimation- Indirect assessments- Food balance sheets and Agricultural Data. Use of growthcharts.						
Total Lecture Hours					00 Hrs	
Books for Study:						

1. Begum R M by A Textbook of Foods, Nutrition & Dietetics Sterling Publishers Pvt. Ltd, 2008

Books for References:

1. Ranjana Mahna & Seema Puri Kumud Khanna, Sharda Gupta, Santosh Jain Passi, Rama Seth, Textbook Of Nutrition And Dietetics Second Edition, Publisher: Elite Publishing House, 2020.
2. Shubhangini A Joshi, Nutrition and Dietetics 5th Edition Paperback Publisher: McGrawhill, 2021
3. B Srilakshmi by Dietetics (Multi Colour Edition) Paperback –Publisher: New Age International, 2014.
4. Ranjana Mahna & Seema Puri Kumud Khanna, Sharda Gupta, Santosh Jain Passi, Rama Seth, Textbook Of Nutrition And Dietetics Second Edition, Elite Publishing House, 2020.

Web Resources:

Course Outcomes

K Level

CO1:	Students will gain competence in connecting the role of various nutrients in maintaining health and dietetics.	
CO2:	Students could explore innovative strategies for promoting healthful eating.	

ECONOMICS

Add on Course

TRAVEL AND TOURISM

2021-2022 onwards



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DEPARTMENT OF ECONOMICS

(For those who joined in 2021-2022 and after)

Course Name	TRAVEL AND TOURISM				
Course Code	21CTTM21	L	P	C	
Category	Add on Course	45	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENEURSHIP	✓	
Course Objectives:					
Unit: I	Introduction:				09
Meaning – Definition- Characteristics of Tourism - Types of Tourism- International, Domestic, Social- Cultural, Pleasure, Business, Eco-tourism.					
Unit: II	Economic Importance of Tourism:				09
Growth and Development of Tourism in India - Economic importance of tourism- National income - Tourism Employment and Foreign Gains					
Unit: III	Components of Tourism:				09
Basic Component of Tourism – Transport- Accommodation, Tourist attraction - Classification of Hotels – Heritage Hotels, Resort Hotels, Commercial, Hotels, Floating, Hotel, Youth Hotels					
Unit: IV	Tourism Organizations				09
Factors influencing Tourism, Environment, Culture - Role of Tourism organizations - International and Domestic-WTO-PATA-IATA-FHRAI					
Unit: V	Employability in Tourism Sector				09
Job opportunities in Tourism - Tour guides - Escorts - Tourism information centres- Tamilnadu Tourism offices - TTDC.					
Total Lecture Hours					45 Hrs
Books for Study:					
Books for References:					
Anand M.M	- Tourism & Hotel Industry in India				
Bhatia A.K	- International Tourism				
Bhatia A.K	- Tourism Development				
Burkart&Madik	- Tourism – Past, Present and Future				
Christopher J. Holloway	- The Business of Tourism.				
IITTM	- Growth of Modern Tourism – Monograph				
IITTM	- Tourism as an Industry- Monograph				
Kaul R.H	- Dynamics of Tourism: A Trilogy				
Pranseth	- Successful Tourism Management.				

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****DEPARTMENT OF ECONOMICS****(For those who joined in 2021-2022 and after)**

Course Name	TOURISM PRODUCT				
Course Code	21CTTM22	L	P	C	
Category	Add on Course	45	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENEURSHIP		✓
Course Objectives:					
Unit: I	Introduction:				09
Meaning, Definition, Types of Product – Raw Materials - India- the sub-continental – Physiographic river, Physical divisions –Seasons for Travel.					
Unit: II	Historical Monuments:				10
Historical Monuments: Sanchi, Ajanta, Ellora, Mamallapuram, Tanjore, Madurai, Agra. South Indian Temple Architecture - Pallava Architectural forms- Rock cut temples-Monolithic. Museums in India - National Museum(Delhi), Indian Museum(Kolkatta), Prince of Wales Museum(Maharashtra).					
Unit: III	Religion and Tourism				08
Religions in India – Hinduism – Buddhism-Jainism-Christianity-Islam - Dances and Music of India- Classical, Folk.					
Unit: IV	Indian Handicrafts:				09
Indian Handicrafts and Shopping - Places of Workshop: Kancheepuram, Chidambaram, Rameswaram, Goa, Ajmir, Konark, Velankanni and Tirupati.					
Unit: V	Fairs and Festivals				09
Fairs and Festivals of India – Brahmotsavam (Thirupati) – Onam - Boat festival (Kerala) – Dussera (Karnataka) – Pongal (Tamilnadu) – Kumbamela (Allahabad) –Deepavali (Tamilnadu) - Flower festival – Ooty - Kodaikanal and Bangalore.					
Total Lecture Hours					45 Hrs
Books for References:					
Acharya Ram - Tourism & Cultural Heritage of India					
Basham A.L - The Wonder that was India					
Duney&Negi - Economic Geography					
Gopal Singh - The Geography of India					
Haris J.C - The Art and Architecture of Indian Sub Continent					
HussianAA - The National Culture of India					
India - A travel Kid (Lonely Planet Pub)					
Major Das - India: A Tourist Paradise					
Mujumdar R.C - Races and Culture of India					
Percy Brown - Indian Architecture – Hindu and Buddhist Period					
Arunachalam.M - Festivals of India					
Ranbinder Singh - Infrastructure of Tourism					

B.Sc., PHYSICS

Certificate Course

C AND GRAPHICS

2021-2022 onwards



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MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)

DEPARTMENT OF PHYSICS

(For those who joined in 2021-2022 and after)

Course Name	C AND GRAPHICS					
Course Code	21CCGR41	L	P	C		
Category	Certificate Course	45	-	2		
Nature of course:	EMPLOYABILITY	✓	SKILL ORIENTED	✓	ENTREPRENEURSHIP	✓
Course Objectives:						
Unit: I					00	
C fundamentals – C tokens – Identifiers – Keywords, constants – Data type – variables, operations - expression examples – IO Statements – Control statements if, for, while, breaks, continue, switch, and GOTO statements.						
Unit: II					00	
Arrays – Initialization – Single and multi dimensional arrays – Functions – Nesting of functions, recursion – library functions.						
Unit: III					00	
Pointers – operators – Pointer and arrays – memory allocation function functions – Structure – Initialization, arrays of structures – structure and functions – structure and pointer – unions – string functions – files – file statement.						
Unit: IV					00	
Video display device - Raster Scan systems - Random scan systems - Input devices - Hard copy devices - Graphics software.						
Unit: V					00	
Attributes of output – Primitives: - Line attributes – Curve attributes – Area fill attributes – Character attributes. Two dimensional geometric transformation: Basic transformation – Matrices representations and homogenous coordinates – Composite transformation – other transformations.						
Total Lecture Hours					00 Hrs	
Books for Study:						
<ol style="list-style-type: none"> E. Bala Gurusamy, Programming in C, 6th Edition, Tata Mc Graw Hill, 2013. Unit I : Chapter 2,3,4,5,6 Unit II : Chapter 7,8 Unit III: chapter 9,11,12 Donald Hearn, M. Pauline Baker, Compute – Graphics, Prentice Hall of India, New Delhi, 2005. Unit IV : Chapter 2 Section 2.1 – 2.3, 2.5 -2.7 Unit V : Chapter 4 Section 4.1,4.2,4.4,4.5 Chapter 5 Section 5.1.-5.4 						



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DEPARTMENT OF PHYSICS

(For those who joined in 2021-2022 and after)

Course Name	C AND GRAPHICS -LAB					
Course Code	21CCGRP1	L	P	C		
Category	Certificate Course	45	-	2		
Nature of course:	EMPLOYABILITY	✓	SKILL ORIENTED	✓	ENTREPRENEURSHIP	✓
Course Objectives:						
List of Experiments:						
1. Write a C Programme for simple interest calculation						
2. Write a C Programme to find odd or even number						
3. Write a C Programme to display the student mark list						
4. Write a C Programme to calculate the factorial value for a given number						
5. Write a C Programme to display whether the given number is Armstrong or not						
6. Write a C Programme to find the biggest number among the given numbers						
7. Write a C Programme to display the Fibonacci series						
8. Write a C Programme to include graphics picture						
9. Write a graphics C Programme to drawline						
10. Write a graphics C Programme to draw rectangle						
11. Write a graphics C Programme to draw circle						

AUDIO & VIDEO PRODUCTION

Syllabus

Add on Course

2021-2022 onwards



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MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)
CERTIFICATE COURSE
(For those who joined in 2021-2022 and after)

Course Name	Introduction to Mass Communication				
Course Code	21UCAV11	L	P	C	
Category	Add on Course	30	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENURSHIP		
Course Objectives:					
Unit: I					09hrs
Communication – Definition, Scope , forms and purpose					
Unit: II					09hrs
Types- Interpersonal, Group and Mass Communication					
Unit: III					09hrs
Forms- Verbal and Non-verbal Communication					
Unit: IV					09hrs
Communication as a process – Message, Channel, Receiver, Source, Feedback, Encoder Vs Decoder Communication theories.					
Unit: V					09hrs
Mass Communication and Culture, Types of Mass Communication					
Total Lecture Hours					45 Hrs
Books for Study:					
Books for References:					
1. Mass Communication in India – Kevel.J.K.Kumar					
2. Communication B.N.Abuja, S.S.Chhabra					

**MANNAR THIRUMALAI NAICKER COLLEGE (AUTONOMOUS)****ADD ON COURSE****(For those who joined in 2021-2022 and after)**

Course Name	INTRODUCTION TO PHOTOGRAPHY AND VIDEOGRAPHY				
Course Code	21UCAV21	L	P	C	
Category	Add on Course	30	-	2	
Nature of course:	EMPLOYABILITY ✓	SKILL ORIENTED ✓	ENTREPRENURSHIP		
Course Objectives:					
Unit: I					09hrs
Introduction to Photography, SLR , TLR					
Unit: II					09hrs
Camera body, Shutter, Lens , Film Structure					
Unit: III					09hrs
What is video production? Video Presentation					
Unit: IV					09hrs
Video Recording , Sound Recording					
Unit: V					09hrs
Defining the new media					
Total Lecture Hours					45 Hrs
Books for Study:					
Books for References:					
1. How to become an expert in Photography? - Nirmal Pasricha					
2. Video Production HandBook – Gerald Milerson, Jim Owens					

Project: Submit a recording of Video or Audio.