



# University of Madras

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## Curriculum and Syllabus for Undergraduate Programme in Corporate Secretaryship

*(With effect from the Academic Year 2020-21)*

February 2020

**Note:** The Board of Studies Commerce and Allied Degree Courses is designed learning Outcome Based Curriculum Framework prescribed by UGC for **B.Com. Corporate Secretaryship** Programme.

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## **1. PREAMBLE**

The curriculum of B.Com (Corporate Secretaryship) is structured in a way that the students acquire in-depth knowledge in corporate affairs. The course provides a platform for the students to pursue Company Secretaryship as a profession. The comprehensive curriculum design bestows excellent career opportunities to explore new vistas in the present competitive corporate arena.

## **2. PROGRAM LEARNING OUTCOMES**

The prime objective of the course is to create a world class academic environment in the field of commerce and business. The course will prepare the students to respond to the needs of the industry and administration.

### **a. NATURE AND EXTENT OF THE PROGRAMME**

The Bachelor of Commerce with specialisation in Corporate Secretaryship is a three year degree course which introduces different facets of the Corporate World. The course inculcates factual and practical knowledge and with the ability to conceptualize and apply it in the present global corporate arena.

The course content is customised to provide an understanding of specific regulatory framework which has a direct bearing on the functioning of companies.

### **b. AIM OF THE PROGRAMME**

To provide professional expertise in the field of Commerce/Corporate Studies. The course moulds the student through each phase of, the functioning of companies stressing key concepts and procedures.

To lay down a strong foundation on the basic concepts of Finance, Securities, Accounting and Legislations which enable the students to become conversant with various corporate constituents.

The Students will have better prospects to excel in professional and competitive examinations on completion of the course.

### **c. GRADUATE ATTRIBUTES**

On completing the B.Com (CS) course, students will be equipped to inculcate the following attributes indicating a professional outlook in their discipline of study.

1. Proficient knowledge about laws, rules and regulations.
2. Interpretation of financial statements.
3. Interpersonal communication.

The Course helps the student to acquaint themselves with the theoretical and practical knowledge of the various managerial and secretarial aspects of business in general. It serves as a catalyst and a facilitating platform to enhance them to be independent and easily employable.

The main feature of the course is the Institutional Training which imparts job oriented skills to bridge the gap between academics & industrial requirements. Further, it creates a natural interest among the students on the dynamics of the Company and equips them to face the challenges in their future endeavours.

### 3. COURSE STRUCTURE

#### SEMESTER 1

Course Components	Paper	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper I	Language I	3	4	25	75	100
PART II	Paper I	<b>BP2-ENG01-Communicative English</b>	<b>3</b>	<b>3</b>	<b>50</b>	<b>50</b>	<b>100</b>
PART III	Core1	BGE-CSC01 – Financial Accounting@	4	6	25	75	100
	Core2	BGE-CSC02 – Business Communication@	4	5	25	75	100
	Allied1	BCS-DSA01 - International Trade	5	6	25	75	100
PART IV		Basic Tamil/Advanced Tamil/NME-I*	2	2	25	75	100
		<b>BP4-ECAM- English for Commerce and Management</b>	<b>4</b>	<b>4</b>	<b>50</b>	<b>50</b>	<b>100</b>

\*NME: Choose Any One the paper from the other Department

#### SEMESTER II

Course Components	Paper	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper II	Language II	3	4	25	75	100
PART II	Paper II	English II	3	4	25	75	100
PART III	Core3	BGE-CSC03 – Advanced Financial Accounting@	4	6	25	75	100
	Core4	BCS-DSC04 – Corporate Management	4	6	25	75	100
	Allied2	BGE-CSA01 - Business Economics@	5	6	25	75	100
PART IV	SS2	Soft Skills	3	2	50	50	100
		Basic Tamil/Advanced Tamil/NME-II*	2	2	25	75	100

\*NME: Choose Any One the paper from the other Department

#### SEMESTER III

Course Components	Paper	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper III	Language III	3	4	25	75	100
PART II	Paper III	English III	3	4	25	75	100
PART III	Core5	BGE-CSC05 – Corporate Accounting@	4	6	25	75	100
	Core6	BCS-DSC06 – Company Law and Secretarial Practice	4	6	25	75	100
	Allied3	BGE-CSA3A - Business Statistics@	5	6	25	75	100
PART IV	SS3	Soft Skills	3	2	50	50	100
		Environmental Studies		2	Examination will be held in semester IV		

### SEMESTER IV

Course Components	Paper	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper IV	Language IV	3	4	25	75	100
PART II	Paper IV	English IV	3	4	25	75	100
PART III	Core7	BGE-CSC09 – Advanced Corporate Accounting@	4	6	25	75	100
	Core8	BGE-CSC12 – Indirect Taxation@	4	5	25	75	100
	Allied4	BCS-DSA04 – Securities Laws & Market Operations	5	6	25	75	100
PART IV	SS4	Soft Skills	3	2	50	50	100
		Environmental Studies	2	2	25	75	100

### SEMESTER V

Course Components	Paper	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART III	Core9	BCS-DSC09 – Cost Accounting	4	6	25	75	100
	Core10	BCS-DSC10 - Corporate Governance and Ethics	4	6	25	75	100
	Core11	BGE-CSC06 – Business Laws@	4	5	25	75	100
	Core12	BGE-CSE1A – Income Tax Law & Practice – I@	4	6	25	75	100
	Elective1	BGE-CSC08 – Marketing@	5	5	25	75	100
PART IV		Value Education	2	2	25	75	100

### SEMESTER VI

Course Components	Paper	Name Of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART III	Core13	BCS-DSC13 – Industrial Laws	4	6	25	75	100
	Core14	BGE-CSC18 – Management Accounting@	4	6	25	75	100
	Core15	BGE-CSC19 – Entrepreneurial Development@	4	6	25	75	100
	Core16	BGE-CSE2A – Income Tax Law & Practice – II@	4	6	25	75	100
	Elective2	BCS-DSE02 – Institutional Training	5	6	20	80	100
PART V		Extension Activities	1				

@ - Common Subject of other B.Com Courses.

## **PATTERN OF QUESTION PAPER**

Part	Total questions	Questions to be answered	Marks per Question	Total Marks
A (50 words)	12	10	2	20
B (200 words)	7	5	5	25
C (500 words)	3	5	10	30
Maximum Marks for End Semester External Examination				75

**Note:**

**\* The question shall cover 20% theory and 80% problems in the Practical Papers. Norm adopted by B.Com General is applicable for common practical papers.**

**\* The question shall cover 80% provisions of Company Law and 20% relating to Secretarial duties for Company Law and Secretarial Practice.**

### **LIST OF PAPERS WITH COMMON SYLLABUS FOR BOTH B.COM (CORPORATE SECRETARYSHIP) AND B.COM (GENERAL) (As per the consensus of both the Board of Studies)**

#### **SEMESTER I**

1. Financial Accounting
2. Business Communication

#### **SEMESTER II**

3. Advanced Financial Accounting
4. Business Economics

#### **SEMESTER III**

5. Corporate Accounting - I
6. Business Statistics

#### **SEMESTER IV**

7. Advanced Corporate Accounting
8. Indirect Taxation

#### **SEMESTER V**

9. Business Laws
10. Income Tax Law & Practice I
11. Marketing

#### **SEMESTER VI**

12. Management Accounting
13. Entrepreneurial Development
14. Income Tax Law & Practice II

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