



**Dr. MGR-JANAKI COLLEGE
OF ARTS & SCIENCE FOR WOMEN**

SATHYABAMA MGR MALIGAI
11 & 13, Durgabai Deshmukh Road, RA Puram, Chennai - 28

An ISO 9001:2015 CERTIFIED INSTITUTION
Affiliated to the University of Madras



**DR.MGR JANAKI COLLEGE OF ARTS
AND SCIENCE FOR WOMEN**

**DEPARTMENT OF COMMERCE
CORPORATE SECRETARYSHIP**



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**Bachelor of Commerce
(Corporate Secretaryship)
(With effect from the Academic Year 2023-24)**

I 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.

II ELIGIBILITY

A pass in the Higher secondary Examination (Academic Stream) conducted by the Government of Tamil Nadu/ Central Board of Secondary Education/ Indian Certificate of Secondary Education with Accountancy, Commerce/ Business Studies, Economics, Mathematics/ Computer Applications as part of the syllabus.

III PROGRAMME OBJECTIVES

PO1	Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of one or more Disciplines that form a part of an Undergraduate Programme of Study
PO2	Communication Skills: Ability to express thoughts and ideas effectively in writing and orally; Communicative with others using appropriate media: confidently share one's views and express herself / himself; demonstrate the ability to listen carefully, read and write analytically and present complex information in a clear and concise manner to different groups.
PO3	Critical Thinking: Capability to apply analytic thought to the body of knowledge; analyse and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.
PO4	Problem Solving: Capacity to extrapolate from what one has learnt and apply their competencies to solve different kinds of non- familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.
PO5	Analytical Reasoning: Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyse and synthesize data from the variety of sources; draw valid conclusion and support them with evidence and examples and addressing opposing viewpoints.
PO6	Research- related skill: A sense of inquiry and capability for asking relevant/appropriate questions, problem arising, synthesising and articulating, Ability to recognise cause and effect relationships, define problems, formulate hypothesis, analyse and interpret and draw conclusions from data, establish hypothesis, predict cause and effect relationships, execute and report the results of an experiment or investigation.



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PO7	Co-operation/Team work: Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of the team.
PO8	Scientific reasoning: Ability to analyse, interpret and draw conclusions from quantitative or qualitative data: and critically evaluate ideas, evidence and experiences from an open minded and reasoned perspective
PO9	Reflective thinking: Critical sensibility to lived experiences, with self-awareness and reflexivity of both self and society.
PO10	Information/Digital Literacy: Capability to use ICT in variety of learning situations, demonstrate ability to access, evaluate and use a variety

IV PROGRAMME SPECIFIC OBJECTIVES

PSO1	Placement: To prepare the students who will demonstrate respectful engagement with others' ideas, behaviours, and beliefs and apply diverse frames of reference to decisions and action. Further the students are encouraged with add-on value based and job-oriented courses which ensure them to sustain in the organisation level
PSO2	Contribution to Business World: Apply theoretical concepts to business practices to produce employable, ethical, and innovative professionals to sustain in the dynamic business world.
PSO3	Contribution to the Society: To contribute to the development of the society by collaborating with stakeholders for mutual benefit. Become acquainted with commercial knowledge and soft skill to react in the most appropriate way when faced with challenges in the society.



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V COURSE STRUCTURE

B.COM –CORPOATE SECRETARYSHIP

Part	Course Code	Title of the Course	Credits	Hours
FIRST YEAR				
FIRST SEMESTER				
Part I	----	Language I	3	6
Part II	100L1Z	English I	3	6
Part III	118C1A	Core Paper I–Financial Accounting I	5	5
Part III	118C1B	Core Paper II-Principles of Management	5	5
Part III	118E1A	Elective I- Business Communication	3	4
	118E1B	Elective I-Indian Economic Development		
	118E1C	Elective I- Business Economics		
Part IV	118S1A	Skill Enhancement Course SEC–1* Basics Personal Finance & Investment	2	2
	118S1B	Management(OR) Logistics Management		
	100L1L	Basic Tamil-I (Other Language Students)*		
	100L1M	Advanced Tamil-I (Other Language Students) *		
	118B1A	Foundation Course FC Fundamental Concepts of Accounting &Commerce		
		TOTAL	23	30
*PART-IV:SEC-1/Basic Tamil/Advanced Tamil(Anyone)				
1. Students who have studied Tamil upto XI ISTD and also have taken Tamil in Part I shall take SEC-I.				
2. Students who have not studied Tamil upto XII STD and have taken any Language other than Tamil in Part-I shall take Basic Tamil comprising of Two Courses (level will be at 6 th Std.).				
3. Students who have studied Tamil upto XII STD and have taken any Language other than Tamil in Part-I shall take Advanced Tamil comprising of Two Courses.				
SECOND SEMESTER				
Part I	----	Language II	3	6
Part II	100L2Z	English II	3	4
Part III	118C2A	Core Paper III–Financial Accounting II	4	5
Part III	118C2B	Core Paper IV-Business Law	4	5
Part III	118E2A	Elective II –Office Management & Secretarial Practice	3	4
	118E2B	Elective II –Business Environment		
	118E2C	Elective II–International Trade		
Part IV	118S2A	Skill Enhance Course SEC – 2 Everyday banking (OR)	2	2
	118S2B	Emotional Intelligence		
	100L2L	Basic Tamil-II (Other Language Students) *		
	100L2M	Advanced Tamil-II (Other Language Students) *		



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	118S2C 118S2D	Skill Enhancement Course – SEC 3TimeManagement (OR) Essential skills for Personal Development	2	2
		TOTAL	23	30



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Bachelor of Commerce (Corporate Secretaryship) (With effect from the Academic Year 2020-21)

I 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.

II COURSE OBJECTIVES

- 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.

III 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.

Proficient knowledge about laws, rules and regulations.

- Interpretation of financial statements.
- 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.

IV 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



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V 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	6	25	75	100
PART II	Paper I	BP2-ENG01-Communicative English I	3	3	50	50	100
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
PARTIV		Basic Tamil/Advanced Tamil/NME-I*	2	-	25	75	100
		BP4-ECAM01-English for Commerce and Management I	4	4	50	50	100

*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	6	25	75	100
PART II	Paper II	BP2-ENG02-Communicative English II	3	3	50	50	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	5	25	75	100
PARTIV	SS2	BP4-ECAM02-English for Commerce and Management II	4	4	50	50	100
		Basic Tamil/Advanced Tamil/NME-II*	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	6	6	25	75	100
PART II	Paper III	BP2-ENG03-Language Through Literature-I	3	6	50	50	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
PARTIV	SS3	Soft Skills	3	-	50	50	100
		Environmental Studies		2	Examination will be held in semester IV		



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SEMESTER IV

Course Components	Paper	Name of The Course	Credits	Ins.Hrs	Int. Marks	Ext. Marks	Total
PART I	Paper IV	Language IV	6	6	25	75	100
PART II	Paper IV	BP2-ENG04- Language Through Literature-II	3	6	50	50	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	-	50	50	100
		Environmental Studies	2	2	25	75	100

SEMESTER V

Course Components	Paper	Name of The Course	Credits	Ins.Hrs	Int.Ma rks	Ext. Marks	Total
PART III	Core9	BCS-DSC09–Cost Accounting	4	6	25	75	100
	Core10	BCS-DSC10-CorporateGovernanceand 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.Ma rks	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 IV		Extension Activities	1				

***NME: Choose Any one From the Other Department**



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	Elective I
BGE-NME06	Consumer Protection and Consumer Rights
BGE-NME07	Emotional Intelligence
BGE-NME02	Basics of Business Insurance
	Elective II
BGE-NME01	An Overview of ISO
BGE-NME03	Basics of Health Care Management
BGE-NME05	Concept of Self Help Groups

VI LEARNING OUTCOME

Course Name	Course Code	Course Outcome	LINK
SEMESTER 1			
FINANCIAL ACCOUNTING	BGE-CSC01	The students will be able to analyse and prepare financial statement of different types of organisation The students will be aware of the various amendments in financial reporting	https://egovernance.unom.ac.in/
BUSINESS COMMUNICATION	BGE-CSC02	Students understand the concept of communication and familiar is with modern form of communication.	https://egovernance.unom.ac.in/
INTERNATIONAL TRADE	BCS-DSA01	To acquire specialized knowledge in international trade and to learn about WTO and	https://egovernance.unom.ac.in/



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		how globalization of Economy takes place.	
SEMESTER 2			
ADVANCED FINANCIAL ACCOUNTING	BGE-CSC03	The students will be able to understand the preparation of financial statements for business units other than corporate undertaking and the in utility	https://egovernance.unom.ac.in/
CORPORATE MANAGEMENT	BCS-DSC04	To make the students to understand the basic concept of management. Prepare the students to know about the significance of management in corporate world	https://egovernance.unom.ac.in/
BUSINESS ECONOMICS	BGE-CSA01	Students understand the concept of communication and familiarize with modern form of communication.	https://egovernance.unom.ac.in/
SEMESTER 3			
CORPORATE ACCOUNTING	BGE-CSC05	The students will earn the accounting procedures of corporate undertaking and their financial statement preparations	https://egovernance.unom.ac.in/
COMPANY LAW & SECRETARIAL PRACTICE	BCS-DSC06	The students acquire knowledge at	https://egovernance.unom.ac.in/



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		practical and procedural aspects of a company formation and e-governance including digital signature and compliance requirements.	
BUSINESS STATISTICS	BGE-CSA3A	Facilitate Understanding Relevance and Need Of Statistics in Current Scenario Customize the Importance of Business Statistics for the Commerce Students	https://egovernance.unom.ac.in/
SEMESTER 4			
ADVANCED CORPORATE ACCOUNTING	BGE-CSC09	To enable the students to understand the procedures of corporate restructuring and to prepare the various accounting statements	https://egovernance.unom.ac.in/
INDIRECT TAXATION	BGE-CSC12	To promote conceptual understanding and in-depth knowledge of trading insecurities and it implication in financial markets.	https://egovernance.unom.ac.in/



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		To promote conceptual understanding and indepth knowledge in trading and securities and its implication in financial markets	https://egovernance.unom.ac.in/
SECURITIES LAWS AND MARKET OPERATIONS	BCS-DSA04		
SEMESTER 5			
		The students gain knowledge on ascertainment of the cost of goods & services accurately on cost control.	https://egovernance.unom.ac.in/
COST ACCOUNTING	BCS-DSC09		
		The students are imparted knowledge on governance which ensure ethics in corporate management. To provide an understanding on legal enforcement for management of corporate health in the interest of shareholder & public.	https://egovernance.unom.ac.in/
CORPORATE GOVERNANCE AND ETHICS	BCS-DSC10		
		On the completion of the syllabus students will understand the basic provisions of Law, contract and legal remedies in the law.	https://egovernance.unom.ac.in/
BUSINESS LAWS	BGE-CSC06		



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INCOME TAX LAW AND PRACTICE-I	BGE-CSE1A	The students will understand the concepts of Income tax, Types of filing and computation of tax from various head.	https://egovernance.unom.ac.in/
MARKETING	BGE-CSC08	The Students will understand the basic concepts of Marketing, Market Segmentation, and Marketing Mix and Recent trends in Marketing.	https://egovernance.unom.ac.in/
SEMESTER 6			
INDUSTRIALLAWS	BCS-DSC13	The students acquire knowledge on various rules and regulations prevalent in the present business scenario. To gain insight on various legal Acts passed to protect the health, safety & welfare of the employees.	https://egovernance.unom.ac.in/
MANAGEMENT ACCOUNTING	BGE-CSC18	The students understand the primary purpose of management accounting namely financial statement analysis and budgetary control The students understand to	https://egovernance.unom.ac.in/



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		develop and apply budget for planning and controlling purpose.	
ENTREPRENEURIAL DEVELOPMENT	BGE-CSC19	On completion of syllabus student will understand on the basic concepts of entrepreneurship and business opportunities to familiars with knowledge about business and project reports for starting a new ventures on team based.	https://egovernance.unom.ac.in/
INCOME TAX LAW AND PRACTICE - II	BGE-CSE2A	The students will understand the procedure for computing taxable income from different heads, clubbing of income, Set off and carry forward of losses and Deductions applicable to an individual.	https://egovernance.unom.ac.in/
INSTITUTIONAL TRAINING	BCS-DSE02	To bridge the gap between theory and practice and stimulate trainee's desire to face the challenges and problems in a corporate environment To get an overview of the	https://egovernance.unom.ac.in/



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		practical aspects of company secretaryship	
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ASSESSMENT PATTERN

CORE PAPERS, ELECTIVE PAPERS AND EXTRA DISCIPLINARY PAPERS

INTERNAL ASSESSMENT: 25 Marks

EXTERNAL ASSESSMENT: 75 Marks

TOTAL: 100 Marks

INTERNAL ASSESSMENT PATTERN

Attendance (5 Marks)			Seminar	Assignment	Test	Total
90-100	80-90	70-80	(5 Marks)	(5 Marks)	(10 Marks)	25

EXTERNAL ASSESSMENT

End Semester External University Examination: 75 MARKS

Duration 3 Hours

- Part -A-(10X1=10) Answer any 10 out of 12 Questions 1-12
- Part -B-(5X5=25) Answer any 5 out of 7 Questions 13-19
- Part -C-(3X10=30) Answer any 3 out of 5 Questions 20-24

QUESTION PAPER PATTERN

Subject Name	Marks	Total
Language, Core, Allied and NME Papers	PART- A: 10 out of 12 = 10 x 2 = 20 marks	75
	PART- B: 5 out of 7 = 5 x 5 = 25 marks	
	PART- C: 3 out of 5 = 3 x 10 = 30 marks	
English	PART- A: 2 out of 2 = 2 x 10 = 20 marks	50
	PART- B: 2 out of 2 = 2 x 5 = 10 marks	
	PART- C: 4 out of 6 = 4 x 5 = 20 marks	