B.Com.CorporateSecretaryship

Syllabus

AFFILIATEDCOLLEGES

ProgramCode:2AF

2023–2024onwards

BHARATHIARUNIVERSITY

(A State University, Accredited with "A" Grade byNAAC,Ranked13thamongIndianUniversitiesbyMHRD-NIRF,
WorldRanking:Times-801-1000,Shanghai-901-1000,URAP–1047)

Coimbatore-641046,TamilNadu,India

ProgramEducationalObjectives(PEOs)	
The**B.COMCS**programdescribeaccomplishmentsthatgraduatesareexpectedtoattainwithinfivetosevenyearsaftergraduation	
PEO1	Demonstrate abilityto adapt to arapidlychangingenvironmentbylearningnewskillsandnewcompetenciesforapplicationthereof.
PEO2	Acquirethespiritof compassion,kinshipandcommitmentforNationalHarmony
PEO3	ProgressivelyadoptandlearncontinuouslythroughICTmodules
PEO4	Enablethestudentstoacquireprofessionalqualificationattheearliest.
PEO5	PrepareyoungandCapableCompanySecretariesandProfessionalformanagingCorporateOrganisationefficiently.

ProgramSpecificOutcomes(PSO)	
Afterthesuccessfulcompletionof**B.COMCS**program,thestudentsareexpectedto	
PSO1	Inculcatinganalyticalheartandmindtomanageday-to-daybusinessactivities
PSO2	SolvethepracticalproblemsintheareaofCompanyAdministrationandGSTinconformity withtheSocietal,LegalandCulturalenvironment
PSO3	UnderstandtheproblemsofCorporatesectorandinculcateintherequiredskillsforbett erCorporateManagement.
PSO4	BeanactivememberofacorporateteamwithLeadershipAttitude.

ProgramOutcomes(POs)	
Afterthesuccessfulcompletionof**B.COMCS**program,thestudentsareexpectedto	
PO1	BecomeknowledgeableinthesubjectofCorporateLawsandapplytheprinciplesofthesametotherequirementsoftheEmployer/Institution /OwnBusinessorEnterprise.
PO2	GainAnalyticalskillsinthefield/areaofAccountingandTaxation
PO3	UnderstandandAppreciateProfessionalEthics,CommunityLivingandNationBuildingInitiatives.
PO4	Capableofhandlingseveraldepartmentsincompanies.
PO5	UnderstandingandgivingsolutionstovariousFinancialProblems.
PO6	AbletoidentifyandadoptcomplianceformalitiesinCompanyAdministration

BHARATHIAR UNIVERSITY::COIMBATORE641046
B.COMCS(Corporate Secretaryship)(CBSCPATTERN)
(Forthestudentsadmittedduringtheacademicyear2023–24onwards)

Course Code	TitleoftheCourse	Credits	Hours		MaximumMarks		
			Theory	Practical	CIA	ESE	Total
	FIRSTSEMESTER						
11T/M/H	Language-I	3	4	-	25	75	100
12E	English-I	3	4	-	25	75	100
13A	CoreI–FinancialAccounting	4	7	-	25	75	100
13B	CoreII–BusinessManagement	4	7	-	25	75	100
1AA	Supportive-ManagerialEconomics	4	6	-	25	75	100
1FA	EnvironmentalStudies*	2	2	-	-	50	50
	Total	**20**	**30**		**125**	**425**	**550**
	SECONDSEMESTER						
21T/M/H	Language-II	2	4	-	25	75	100
22E	English-II	2	4	-	25	25	50*
2NM	Skilled Based Subject-I–**Naan Mudhalvan Scheme –Effective English– Cambridge– Language Proficiency for Employability** http://kb.naanmudhalvan.in/Bharathiar_University_(BU)	2	2		25	25	50**
23A	CoreIII–AdvancedFinancialAccounting	4	7	-	25	75	100
23B	CoreIV–Law of Insurance	4	7	-	25	75	100
2AA	Supportive II – Fundamental of Information Technology	**3**	**4**	**-**	**20**	**55**	**75**
2FB	Value Education – HumanRights*	2	2	-	-	50	50
	Total	**19**	**30**		**145**	**380**	**525**
	THIRDSEMESTER						
31T	Language-III	2	4		25	75	100
32 E	English - III	2	4		25	75	100
33A	CoreV–HigherFinancialAccounting	4	5	-	25	75	100
33B	Core VI – Commercial Law	4	4		25	75	100
33C	CoreVII–Company Law and Secretarial Practice	4	4	-	25	75	100
3AC	Supportive :III–Business Mathematics	4	4	-	25	75	100

3ZA	SkillbasedSubject- II Corporate Communication	3	3	-	20	55	75
3FB/ 3FC/ 3FD/ 3FG	Tamil**/Advanced Tamil* (or) Non-Major Elective–I: Yoga for Human Excellence* /Women's Rights* Constitution of India*	2	2	-		50	50
3NM	**Skill based Subject -I : Naan Mudhalvan-Digital Skills for Employability(Microsoft Office Essentials)** **https://docs.google.com/spreadsheets/d/1bBRAYYJa35th9m3wzzzdool34bx6f5Vp/edit?usp=drivesdk&ouid=100738103855604184250&rtpof=true&sd=true**	**2**	-		25	75	100
Total		**27**	**30**	**-**	**195**	**630**	**825**
FOURTHSEMESTER							
41T	Language-IV	2	4		25	75	100
42E	English - IV	2	4		25	75	100
43A	CoreVIII–CorporateAccounting	4	5	-	25	75	100
43B	CoreIX-Advanced Company Law and Secretarial Practice	4	4	-	25	75	100
43C	CoreX–General Laws	4	4	-	25	75	100
4AD	Supportive:IV- BusinessStatistics	4	4	-	25	75	100
4NM	SkillbasedSubject-3-**Nan Mudhalvan–officeFundamentals-Digital Skills for Emplyability** http://kb.naanmudhalvan.in/Bharathiar_University_(BU)	2		3	25	25	50
4FB/ 4FE	Tamil**/AdvancedTamil* (or) Non-majorelective–II :GeneralAwareness*	2	2			50	50
	Total	**24**	**27**	3	**175**	**525**	**700**
FIFTHSEMESTER							
53A	CoreXI–Cost Accounting	4	5	-	25	75	100
53B	CoreXII–Industrial Law	4	5	-	25	75	100
53C	CoreXIII Advanced Corporate Accounting	4	6	-	25	75	100
53D	CoreXIV–Taxation	4	6	-	25	75	100

5EA/5EB/ 5EC	Elective–I:	4	5	-	25	75	100
57A	InstitutionalTraining(OneMonth)	2	-	-		50	50
5ZP	Skill based Subject- 3 :MSOfficeand Tally2013Version(Practical)	3		3	20	55	75
5NM	Skill Based Subject-III: Naan Mudhalvan-Accounting and Trading Essentials for Employability (Banking, Lending and NBFC Products and Services- I) http://kb.naanmudhalvan.in/images/3/37/BFSI-2_2023-2024.pdf	2			25	75	100
	Total	**27**	**27**	**3**	**170**	**555**	**725**
SIXTHSEMESTER							
63A	CoreXV–Security Laws and Financial Markets	4	5	-	25	75	100
63B	CoreXVI- Corporate Laws	4	5	-	25	75	100
63C	CoreXVII– Management Accountng	4	5	-	25	75	100
63D	**CoreXVIII-**Secretarial Audit and Standards	4	4	-	25	75	100
6EA/6EB/ 6EC	Elective–II	4	4	-	25	75	100
6ED/6EE/ 6EF	Elective –III:	3	4	-	20	55	75
6NM	SkillBased Subject-4– **Naan Mudhalvan – Fin Tech Course – 2(Capital Markets/DigitalMarketing/Operational Logistics)** http://kb.naanmudhalvan.in/Bharathiar_University_(BU)	2	3		25	25	50
67A	ExtensionActivities**	2	-	-	50	-	50
	Total	**27**	**30**		**220**	**455**	**675**
	Grand Total	**144**	**174**	**6**	**1030**	**2970**	**4000**
Onlinecourseswillbeimplementedfromnextacademicyear2023-2024							

ONLINECOURSES							

*ENGLISH II – University semester examination will be conducted for 50 marks (as per exiting pattern of examination) and it will be conducted for 25 marks.

**NAN MUDHALVAN SKILL COURSE – External 75 marks will be assessed by Industry and Internal 25 marks will be offered by respective course teachers.

(The Viva should be conducted by calling External Experts in V Semester. The External Experts will be arranged by the University)

Value added courses: Minimum2 and Maximum5 for each Department for entire program-It is optional for affiliated colleges.

Job oriented certificate courses: Two courses (Each Department for entire program)-It is optional for affiliated colleges.

$Includes50%/30%continuousinternalassessmentmarksfortheoryandpracticalpapersrespectively.

*No University Examinations. Only Continuous Internal
** no university examinations. Only continuous internal assessment (CIA)
@university examinations will be conducted for 50 marks (As per the existing pattern of examination) and the marks will be converted for 25 marks

ListofElectivePapers(Collegescanchooseanyoneofthepapersaselectives)		
Elective–I	A	**MS Office and Tally**
	B	Financial Management
	C	Business Environment
Elective–II	A	Goods and Services Tax(GST)
	B	Marketing Management
	C	Securities Management
Elective-III	A	Corporate Governance
	B	Big Data Applications
	C	Organizational Behavior

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FirstSemester

SCHEMEOFEXAMINATIONS:CBCSPattern

SEMESTER-I

Coursecode	**13A**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreI		**FINANCIALACCOUNTING**	**7**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:
Themainobjectivesofthiscourseareto:
Toacquireknowledgeofbasicprinciplesofaccountingtheory,conceptsandconventions,preparationoffinancialstatements,BankReconciliationStatementandBillsofExchangeforeffectiveaccountingmanagement.
ExpectedCourseOutcomes:
Onthesuccessfulcompletionofthecourse,studentswillbeableto:

1	Recallthefundamentalconceptsofaccountingandbookkeeping	K1&K2
2	SolvetheerrorsinbookkeepingandidentifytheeffectofBRSinanenterprise	K3
3	AwareofBillsofexchangeanditstransaction,includingAccommodationbills	K3
4	TogainknowledgeaboutthepreparationoffinalAccounts	K2
5	UnderstandtheAccountcurrentstatementandprocedureforcalculationofAverageduedatemethods	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**BasicConceptsOfAccounting**	**20—hours**
Introduction–Accountingprinciples,ConceptsandConventions–Journal–LedgerSubsidiarybooks.		
Unit:2	**AccountingBooksandRecords**	**23 —hours**
Preparationoftrialbalance–Rectificationoferrors–Bankreconciliationstatement.		
Unit:3	**FinalAccounts**	**20—hours**
FinalAccountsofSoleTraders		
Unit:4	**NegotiableInstruments**	**20-hours**
BillsofExchange,AccountingofNon-tradingConcerns		
Unit:5	**AccountCurrentandAverageDueDate**	**20—hours**
AccountCurrent–AverageDueDate.		

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**105—hours**
DistributionofMarks:20%Theory,80%Problems		
TextBook(s)		
1	S.P.Jain&K.L.Narang–AdvancedAccountancy.	
2	T.S.Reddy&Murthy–FinancialAccounting	
3	N.Vinayakam, P.L.Mani, K.L.Nagarajan – Principles of Accountancy – S.Chand&CompanyLtd.,	
4	T.S.Grewal–IntroductiontoAccountancy-S.Chand&CompanyLtd.,	
ReferenceBooks		
1	ShuklaM.C.&GrewalT.S.–AdvancedAccounting.	
2	GuptaR.L&RadhaswamyM.–AdvancedAccounting.	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]		
1	Frontaccounting.Financialaccounting	
3	Basicaccountingconcept	
CourseDesignedBy:Sathiyavanisathiyavanis@skacas.ac.in		

MappingwithProgrammeOutcomes

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	M	M	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	S	S

S-Strong;M-Medium;L-Low

SEMESTER-I

Coursecode	13B	TITLEOFTHECOURSE	L	T	P	C
CoreII		BUSINESSMANAGEMENT	7	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1. Thesubjectaimstoeducateonthefunctionsandtheoriesofmanagement.
2. Toorganizationstructure,communicationskills,andleadershipqualitiesandbuildcompetenciesamongthestudentsasentrepreneursandmanagers

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	DiscussNatureandscopeofManagementprocess	K1&K2
2	DescribePlanninganddecisionmakingprocess.	K2
3	ExplainOrganizationandorganizationstructure.	K1&K2
4	EnumerateTheoriesofmotivationandincentives.	K2
5	DescribeCo-ordinationandcontrolprocess.	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**–Create

Unit:1	**IntroductiontoManagement**	**20-hours**
Management–meaning–DifferencebetweenManagementandAdministration–Managementisanart/SciencelevelsandfunctionsofManagement–Co-ordination		
Unit:2	**Planning**	**20—hours**
Planning–Policiesandprocedures–Methods–DecisionMaking		
Unit:3	**Organising**	**20—hours**
Organising–Structure,Principles –TheoriesofOrganisation–spanofManagement–Centralisation and Decentralisation – Line and staff functions – delegation –FunctionalOrganisation–FormalandInformalOrganisation.		
Unit:4	**Direction,Motivation&Leadership**	**20—hours**
Direction – Communication – Motivation – Morale – Leadership – Internal and External Co-ordination-Committeesinmanagement		
Unit:5	**ControlProcess**	**23—hours**
Controlprocess–SourceTools–CPM–PERT–socialresponsibilitiesofBusiness		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**105—hours**

TextBook(s)	
1	Ramasamy.T-PrinciplesofManagement
2	DinkarPagare-BusinessManagement
3	TripathiP.C.,Reddy.P.-PrinciplesofManagement
ReferenceBooks	
1	Koontz&O'Donnell–PrinciplesofManagement.
2	Dr.Saxen–BusinessAdministrationandManagement.
3	Chatterjee–AnintroductiontoManagementofPrinciplesandtechniques
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Businessstudy
2	Businessmanagement
CourseDesignedBy:Mrs.S.Sathiyavani	sathiyavanis@skacas.ac.in

MappingwithProgrammeOutcomes

Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	M	M	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	S	S

S-Strong;M-Medium;L-Low

SEMESTER I

Coursecode	1AA	TITLEOFTHECOURSE	L	T	P	C
Supportive I		**MANAGERIALECONOMICS**	**6**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1. Toaimtoknowtheeconomicgoalsofthefirmsandcapitaldecisionmaking.
2. Tounderstandardthedifferentmarketcondition

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	Tounderstandthebasicconceptsofmanagerialeconomics.	K1
2	Toknowtheeconomicgoalsofthefirmsandcapitaldecisionmaking.	K2
3	Toacquaintknowledgeaboutthecostconceptsandpricingpoliciesmethods	K3
4	Tofindtheeffectofnon–pricefactorsonproductsandservicesofmonopolyandoligopolyfirms.	K3
5	Tounderstandtheconceptsprofitmanagementandthebusinesscycle.	K2

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**The FundamentalsOf ManagerialEconomics**	**15—hours**

Introduction–DefinitionandNatureofManagerialEconomics–ScopeofManagerialEconomics–RoleandResponsibilitiesofManagerialEconomist–LawofDemand–DemandDistinctions-ElasticityofDemand(Price,IncomeandAdvertisementElasticities).

Unit:2	**DemandForecasting**	**15—hours**

DemandForecasting–ImportanceofDemandForecasting–FactorsinvolvedinDemandForecasting–MethodsofDemandForecasting–CriteriaofaGood ForecastingMethod.

Unit:3	**CostAnalysis**	**20—hours**

CostAnalysis–Costconcepts–Cost–Outputrelationshipintheshortrunandlongrun–EconomicsandDiseconomiesofScale–Pricingpoliciesandmethods–Factors–Objectives–Methods–Guidelinesforpricefixation

Unit:4	**Pricing**	**20—hours**

Pricingunderdifferentmarket conditions –Perfect competition–Monopoly–Monopolisticcompetition–Oligopoly.

Unit:5	**ProfitManagement**	**18—hours**

ProfitManagement–Natureof profit –profittheories –Methodsofappraisingprojectprofitability – Business cycle and business policies, Meaning, Phases of business cycle –Effectsofbusinesscycle–Measures tocontrolthebusinesscycle.

Unit:6	ContemporaryIssues	2hours
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	90—hours

TextBook(s)

1	ManagerialEconomics–R.L.Varshney&K.L.Maheswari,P.L.Metha.
2	GoplalakrishanD AstudyofManagerial EconomicsHimalayaPublishingHouse,Mumbai 2011,LatestEdition

ReferenceBooks

1	VarshneyR.L&MaheswariK.L.,MethaP.LManagerialEconomics SultanChand&Sons,NewDelhi 2010,19th Edition
2	

RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]

1	Economics
2	Managerialeconomics
4	

CourseDesignedBy:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in

MappingwithProgrammeOutcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	S	M	S
CO5	S	M	M	S	S

S-Strong;M-Medium;L-Low

Second Semester

SEMESTER-II

Coursecode	**23A**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreIII		**ADVANCEDFINANCIALACCOUNTING**	**7**		**-**	**4**
Pre-requisite			**Syllabus Version**			
CourseObjectives:						
Toacquireknowledgeaboutself-balancingledgers,DepreciationandMethods						
ToacquiretheknowledgeaboutBranchaccounts,Departmentalaccounts,non-tradingconcernandsingleentrysystems						
ExpectedCourseOutcomes:						
Onthesuccessfulcompletionofthecourse,studentwillbeableto:						
1	Acquireknowledgeaboutself-balancingledgers		K1&K2			
2	Tolearnaboutdepreciationandmethodsofdepreciation		K3			
3	PrepareBranchaccountsanddepartmentalaccounts		K3			
4	TogainknowledgeaboutNontradingconcern		K3			
5	Toknowtheconceptofstatement ofaffairsandsingleentrysystem		K3&K4			
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**–Create						
Unit:1	**Self-BalancingLedgers**		**20—hours**			
SelfbalancingLedgers–Fireclaimsandclaimsforlossorprofits..						
Unit:2	**Consignment**		**20—hours**			
ConsignmentsAccounts(SeparateBookMaintenanceonly)						
Unit:3	**Branch&DepartmentAccounting**		**20—hours**			
BranchAccountsandDepartmentalAccounts						
Unit:4	**Depreciation**		**20—hours**			
Depreciation						
Unit:5	**StatementofAffairs**		**23—hours**			
SingleEntry–PreparationofStatementofAffairs–ConversionofSingleentryintoDoubleentry –Calculationofmissingfigures.						
Unit:6	**ContemporaryIssues**		**2hours**			
Expertlectures,onlineseminars–webinars						
	Total Lecture hours		**105—hours**			
TextBook(s)						
1	T.S.Reddy&Murthy–FinancialAccounting					
2	T.S.Grewal–DoubleEntryBookKeeping					
DistributionofMarks:20%Theory,80%Problems						

ReferenceBooks	
1	S.P.Jain&K.L.Narang–AdvancedAccountancy
2	Dr.Shukla–PrinciplesofAccountancy
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Financialaccounting
2	Frontaccounting
3	Accountancy
CourseDesignedBy:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in	

MappingwithProgrammeOutcomes

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

S-Strong;M-Medium;L-Low

SEMESTER-II

Coursecode	23B	TITLEOFTHECOURSE	L	T	P	C
CoreIV		LAWOFINSURANCE	7	-	-	4
Pre-requisite			Syllabus Version			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1. TounderstandtheBasicPrinciplesofInsuranceLaw,insuranceandClaims, Understandaboutlifeinsuranceandsurrendervalue.
2. Toacquireknowledgeaboutmarineandfire insurance,Graspknowledgeabout riskanalysis,claimsandrecovery.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	UnderstandTheBasicPrinciplesOfInsuranceLaw	K1&K2
2	TolearnaboutinsuranceandClaimsUnderstandaboutlifeinsuranceandsurre ndervalue.	K2
3	Acquireknowledgeaboutmarineandfireinsurance.	K2
4	Graspknowledgeaboutriskanalysis,claimsandrecovery.	K3
5	TolearnaboutEthicsandCorporateGovernanceFrameworkforInsuranceCo mpanies	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	IntroductiontoInsurance	20—hours

Insurance-meaning,nature,significance-principles-reinsurance-doubleinsurance-NationalisationvsPrivitisationofinsurancebusiness-InsuranceRegulatoryandDevelopmentAuthorityAct-recentdevelopmentsintheinsurancesector.

Unit:2	Lifeinsurance	20—hours

Lifeinsurance–nature-classificationofpolicies-products,proposals,PolicyandDocumentationAnnuities-selectionofrisk-calculationofpremiumandsurrendervalue.

Unit:3	MarineandFireinsurance	20—hours

Marineandfireinsurance-nature-kindsofpolicies-policiesconditions-premiumcalculations

Unit:4	ClaimProcedures	20—hours

Nature, disclosure, contribution-Claims Procedures – Underinsurance - Condition of Average - Recovery–Salvage.Nature-riskanalysis-planningcontrolandtransferofrisk-administrationofcompanies’propertiesandprovisionsofadequatesecurityarrangements-Depositandcreditinsurance

Unit:5	Ethicsand CorporateGovernance FrameworkforInsuranceCoCompanies	23—hours

FinancialStatements,ProtectionofPolicyholders,ConceptofTreatingCustomersFairly(TCF), ActuarialandOtherCertifications

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		

	Total Lecture hours	**105—hours**
TextBook(s)		
1	M.N.Mishra–InsurancePrinciplesandPractice.	
2		
ReferenceBooks		
1	InsuranceRegulatoryDevelopmentAct1999	
2	LifeInsuranceCorporationAct1956.	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]		
1	FundamentalsofInsurance	
2		
4		
CourseDesignedBy:Mrs.S.Sathiyavani	sathiyavanis@skacas.ac.in	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-II

Coursecode	2AA	TITLEOFTHECOURSE	L	T	P	C
SupportiveII		FUNDAMENTALOFINFORMATION TECHNOLOGY	4	-	-	3
Pre-requisite			Syllabus version			

CourseObjectives:		
Themainobjectivesofthiscourseareto: Educatethestudentsaboutdocumentcreations,animation,databasecreationandE-commerce		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse,studentwillbeableto:		
1	Toacquireknowledgeaboutworddocumentcreation,menuitsusages.	K1
2	To Gain knowledge about arithmetic and logical operations topreparedifferenttypeofchart,Finalaccountsmarksheetandbankcustomers statement.	K2
3	ToUnderstandtopreparedifferenttypesofslideswithanimationsandpresentationofslides	K2
4	Tocreatedatabaseforemployees,students,productsandalsocreateobjectsofquery ,forms andreports.	K3&K6
5	Tocreatewebpageandemailidandto understandE-commerce	K2&K6

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**BasicsofComputer**	**12--hours**
Computers–Characteristics–Classification–Micro,mini,mainframeand supercomputersALUHistoryofComputers–GenerationofComputershardware,Software,Humanware..		

Unit:2	**ComputerStorages**	**12--hours**
RAM,ROM,PROM,EPROM,EEPROM,FLASHMemory.**AuxiliaryMemory:**Magnetictape,Harddisk,FloppyDisk,CD–ROM.		

Unit:3	**DevicesofComputer**	**12--hours**
InputDevices: Keyboard,Mouse,Trackball,Joystick,scanner,MICR,OCR,OMR,Barcodereader,Lightpen. **OutputDevices:**VCU, classification&CharacteristicsofMonitors, printer,Plotter,Soundcard&speaker.		

Unit:4	IntroductiontoSoftware	**12-hours**
Introduction to computer software – OS – classification & function of OS – ProgrammingLanguagesmachinelanguages–AssemblyLanguage–HighlevelLanguages–Typesof highlevelLanguages–Computers&Interpreters.		

Unit:5	WorkingWithInternet	10--hours
Internetbasics–WWW–webpages –webbrowsers –searchingthe webInternetAssess.**ElectronicMail:**Introduction–E-mail–basics–Advantagescreatinge-mailid.**E-commerce:**Introduction–Applications.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars-webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	FundamentalofInformationTechnologyAlexisleon,Mathews.
2	AlexisLeonMathewsLeon FundamentalsofInformation TechnologyVikasPublicationsLatestedition2016
3	KhandareS.SComputerScience&Information TechnologySultanChand&CompanyLtd Latestedition2015
ReferenceBooks	
1	C.S.V.Murthi,InformationTechnology
2	R.Parameswaran–ComputerApplicationinBusiness.
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Frontaccounting
2	
CourseDesignedBy:	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1.	
Frontaccounting	
2.	
CourseDesignedBy:Mrs.S.Sathiyavani sathiyavanis@skacas.ac.in	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

Third Semester

SEMESTER-III

Coursecode	**33A**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
CoreV		**HIGHERFINANCIALACCOUNTING**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

Toacquire,knowledgeJointventure&partnershipaccounts.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	AcquireconceptualknowledgeofJointventure	K1
2	Understandbasicconceptsofpartnershipaccounts.	K2
3	Tolearnaboutretirementanddeathofapartner	K3
4	Gainknowledgeaboutamalgamationanddissolution	K3
5	Equipknowledgeaboutinsolvencyofpartners.	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**JointVenture**	**13—hours**
Jointventureaccounts(SeparateBookMaintenanceonly).		
Unit:2	**AdmissionofPartner**	**15—hours**
PartnershipAccounts–AdmissionofPartner.		
Unit:3	**RetirementandDeathofPartnership**	**15—hours**
RetirementandDeathofpartnership		
Unit:4	**AmalagamationofFirm**	**15—hours**
AmalgamationandDissolutionofpartnershipfirms(onlySimpledissolution)		
Unit:5	**InsolvencyofPartner**	**15—hours**
Insolvencyofun-dividingpartners-Insolvencyofallpartners		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**75—hours**

TextBook(s)

1	AdvancedAccountancy-SPJainandKLNarang
2	FinancialAccounting-T.S.Reddy&Murthy

ReferenceBooks		
1	ShuklaM.C.,Y.S.Grewel.,S.C.GUPTA d,NewDelhi	AdvancedAccounts SChand&CompanyPrivateLimite 26threvisedEdition,2013
2		
DistributionofMarks:20%Theory,80%Problems		
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]		
1		
2		
4		
CourseDesignedBy:Mrs.G.JacqulineAdaikalam	hodcorporate@bishopambrose.in	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	S	M
CO2	M	S	M	S	M
CO3	S	S	M	M	S
CO4	S	M	M	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	33B	TITLEOFTHECOURSE	L	T	P	C
CoreVI		COMMERCIALLAW	4	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:
Themainobjectivesofthiscourseareto: Thiscourseaimstothrowlightonthevariousenactmentspertainingtocommercialactivitiesandtheirsignificance and understand the fundamentals of law relatingtocommercialactivities
ExpectedCourseOutcomes:
Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	Tolearnaboutnatureandsourcesoflaw	K1
2	Understandaboutfreeconsentandcapacityofcontract	K2
3	Identifycontractremedies	K2
4	Acquireknowledgeaboutspecialcontracts.	K3
5	ToknowaboutLawrelatingtosaleofgoodsAct.	K4

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	IngredientsOfContract	12—hours
Sourcesoflaw-Lawofcontract– Nature–kinds-Essentialsofvalid contract-offer-Acceptance-intentiontocreatelegalrelations–considerations-capacitytoacontract.		
Unit:2	**CapacityofContract**	**12—hours**
Free consent – Mistake – Misrepresentations – fraud – coercion and undue influence – lawfulobject–Agreementnotdeclaredvoid–legalformalities.		
Unit:3	**PerformanceofContract**	**12—hours**
Contingentcontract –performanceofcontract–RemediesforBreachofcontract–Quasicontracts.		
Unit:4	**Specialcontracts**	**12—hours**
Specialcontracts–Indemnityandguarantee–Agency–Bailmentandpledge.		
Unit:5	**SalesofGoods**	**10—hours**
LawrelatingtosaleofgoodsAct– 1930		

Unit:6		**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars			
		TotalLecturehours	**60—hours**
TextBook(s)			
1	N.D.Kapoor–ElementsofMercantileLaw		
2	M.C.Sukla–AmanualofmercantileLaw		
ReferenceBooks			
1	S.R.Davar -Mercantilelaw		
2	BalachandranV.&Thothadri.S -BusinessLaw		
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]			
1	Financialaccounting		
2	Frontaccounting		
3	Accountancy		
CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in			

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	M	M	M
CO2	M	M	S	M	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	33C	TITLEOFTHECOURSE	L	T	P	C
CoreVII		COMPANYLAWANDSECRETARIALPRACTICE	4	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:

Themainobjectivesofthiscourseareto:

This course aims to enlighten the studentson the provisionsoftheCompanies Act, 2013 along with the secretarialwork relating toCorporateEntities

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentswillbeableto:

1	UnderstandingthevarioustypesofCompaniesandtheissuesassociatedwiththeCompanies	K1&K2
2	SummarizeProcedureforincorporationofthecompany.	K2
3	DiscussMatterstobestatedintheprospectus.	K3
4	AnalyzeSourcesofraisingcapital.	K3
5	Defineborrowingpowersandlegalcharges.	K4

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductiontoCompanies**	**12—hours**

Company – definition – characteristics – kinds of companies – Doctrine of Lifting the veil-Promotionofacompany-Companysecretary– appointment,legalposition– qualification–dutiesandliabilitiesofasecretary.

Unit:2	**DocumentsOfCompanies**	**12---hours**

Memorandumofassociation-forms–contents–proceduresforalteration-secretarialduties–articles of association – forms and contents- procedures for alteration- the Doctrine ofIndoormanagement-distinguishbetweenmemorandumandarticles.

Unit:3	**Prospectus**	**12--hours**

Prospectus – Meaning and contents – Deposits – Deemed Deposits - Secretarial duties withregardtoProspectusandDeposits.

Unit:4	**ShareCapital**	**12--hours**

ShareCapital– kindsofcapital–alteration– production–issueand allotmentofshares-bookbuildingscheme-sharecertificate– transferandtransmissionofshares–secretarialduties.

Unit:5	**BorrowingsandMortgages**	**10-hours**
Borrowing powers – methods of borrowing – mortgages and charges – registration of charges – legalprovisions-secretarialdutieswithregardtoborrowing.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60--hours**

TextBook(s)

1	N.D.Kapoor–CompanyLawandSecretarialPractice–2013Act
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act –VijayNicolPublication

ReferenceBooks

1	ICSIStudyMaterial-CompanyLawandSecretarialPracticeICSI2013,LatestEdition
2	

RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]

1	Corporateprocedure
2	Corporatefinance
3	

CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in

MappingwithProgrammeOutcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	M	M	M
CO2	M	M	S	M	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	3AC	TITLEOFTHECOURSE	L	T	P	C
Supportive-III		**BUSINESSMATHEMATICS**	**4**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:
Themainobjectivesofthiscourseareto:
Aimtocreatemathematicalknowledgeandalsoapplythefunctionsofmathematicsin Bankingandotherinstitutions.
ExpectedCourseOutcomes:
Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	Applythefunctionsofmathematicsinbusiness	K1,2&3
2	Rememberthematrixandsetfunctions	K1,2,&3
3	Understandthevariablesandconstants	K3,4&5
4	Acquireknowledgeonderivations	K3
5	Applythe basicfunctionsofintegrals	K3,4&5

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**TitleoftheUnit(CapitalizeeachWord)**	**10--hours**
Settheory-ArithmeticandGeometricSeries-Simpleandcompoundinterest-Effectiverateofinterest-Sinkingfund-DiscountingofBill-trueDiscount-Banker'sGain..		

Unit:2	**TitleoftheUnit(CapitalizeeachWord)**	**12--hours**
Matrix: Basic concepts - Addition and Multiplication of Matrix - Inverse of a Matrix SolutionofSimultaneouslinearequations-Input-OutputAnalysis.		

Unit:3	**TitleoftheUnit(CapitalizeeachWord)**	**12--hours**
Variables,ConstantsandFunctions -LimitsofAlgebraicfunctions-Simpledifferentiationofalgebraicfunctions- Meaningofderivatives-Evaluationoffirstandsecondorderderivatives-maximaandminima.		

Unit:4	**TitleoftheUnit(CapitalizeeachWord)**	**12--hours**
Elementaryintegralcalculus-Determiningindefiniteanddefiniteintegralsofsimplefunctions-Integrationbyparts.		

Unit:5	**TitleoftheUnit(CapitalizeeachWord)**	**12--hours**
Linearprogrammingproblem -Formation -Solution byGraphical method-Solutionbysimplexmethod.		

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars-webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	BusinessMathematics&Statistics-Dr.P.R.Vittal
2	Navaneetham.P BusinessMathematics&Statistics
ReferenceBooks	
1	BusinessMathematics-Dharmapadam
2	PillaiR.S.N.,&Bagavathi.VBusinessMathematics,
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Mathematics
2	
4	
CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-III

Coursecode	3ZA	TITLEOFTHECOURSE	L	T	P	C
SkillbasedSubject-II		**CORPORATECOMMUNICATION**	**3**	**-**	**-**	**3**
Pre-requisite			Syllabus version			

CourseObjectives:		
Themainobjectivesofthiscourseareto: 1. Toinculcatethebasicknowledgeofcommunicationandthewayinwhichitcanbedeliveredtooutsideworldbythestudents. 2. TodevelopthewrittenandoralBusinessCommunicationSkills.		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse,studentswillbeableto:		
1	Toremember theCommunicativecompetencies	K1
2	Tounderstand various formsofcommunication	K2
3	Togiveknowledgeofgroup communication	K2
4	ToidentifyCreativityandimaginationofreportand proposalwriting	K3
5	Toapplytheworkplacejournalsandpresscoference	K3
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create		

Unit:1	**COMMUNICATION**	**8--hours**
Meaningandobjectivesofcommunication-Functionsofcommunication-ProcessofCommunication-importance-principles–theories-Barrierstocommunication. Essentialsofgoodoralandwritten communication		
Unit:2	**FORMSOFCOMMUNICATION**	**8--hours**
Classificationofcommunication–verbal–nonverbal-dimensions/directions-formalandinformal-moderncommunication-Listeningskills-approaches–barriers–tipsforeffective Listening		
Unit:3	**GROUPCOMMUNICATION**	**12--hours**
Meaning and definition of group – advantages of group decision making – discussion – techniques ofgroupdecisionmaking–Committeemeeting–types–commandmeeting–brainstorming–normal grouptechnique–delphitechnique-meeting–purpose–importance–advantages–disadvantages-tipsforeffectivemeeting–.conference-advantages– disadvantages-seminars-symposia		
Unit:4	**REPORTANDPROPOSALWRITING**	**7--hours**
Report-purpose-types-uses-structure-howtowrite–transmittalletters-proposals-whatareproposal-types-basisofwriting–distinctionbetweenreportandproposal.		
Unit:5	**JOURNALSANDPRESSCONFERENCE**	**8--hours**
Housejournals-brochures-informationbooklets-natureandfunctionsofhousejournals-natureand functions of corporate brochures- press release– nature-functions-composing and developing -pressconference-planning-presentation-elements-tipsforeffective presentation.		

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**45--hours**

	TextBook(s)
1	Businesscommunication–Dr.V.K.JainandDr. OmprakashBiyani– S.Chand
2	Rajendrapal andJ.S.Korlahalli.EssentialsofBusinessCommunication,SultanChand&Sonspublication, NewDelhi
3	Katheresan,Radha BusinessCommunication PrasannaPublishers,Chennai,2003. 2015,LatestEdition
	ReferenceBooks
1	R.S.N.PillaiandBagavathi.Moderncommercialcorrespondence,SultanChand&Sonspublication, NewDelhi
2	RaghunathanN.S.,Santhanam.B BusinessCommunication MarghamPublications, Chennai 2013,LatestEdition
	RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]
1	
2	
4	

Fourth Semester

SEMESTER-IV

Coursecode	43A	TITLEOFTHECOURSE	L	T	P	C
CoreVIII		CORPORATEACCOUNTING	5	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:		
Themainobjectivesofthiscourseareto: 1. This course aims to enlighten the students on theaccountingproceduresfollowedbytheCompanies. 2. ToenablethestudentstobeawareontheCorporate Accountingin conformitywiththeprovisionoftheCompaniesAct.		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse,studentwillbeableto:		
1	EnablingthestudentstounderstandthefeaturesofShares.	K1&K2
2	DevelopanunderstandingaboutredemptionofSharesandDebentureanditstypes.	K2&K3
3	Togiveanexposuretothecompanyfinalaccounts	K3
4	Toprovideknowledgeonamalgamationofcompanies.	K3
5	Togetanideaaboutinternalreconstruction	K3&K4
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create		

Unit:1	**IssueofShares**	**15--hours**
Accountingforissueofshares(Includingforfeitureandreissue)-Redemptionofpreferenceshares.		
Unit:2	**RedemptionofDebentures**	**15--hours**
Issueandredemptionofdebentures		
Unit:3	**FinalAccountsofCompanies**	**15-- hours**
Profitpriortoincorporation–Finalaccountsofcompanies		
Unit:4	**AmalgamationandAbsorption**	**15-- hours**
Amalgamationandabsorption		
Unit:5	**InternalandExternalreconstruction**	**13-- hours**
InternalandExternalreconstruction		

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars-webinars		
	TotalLecturehours	**75--hours**

TextBook(s)	
1	ReddyT.S&Murthy.ACorporateAccountingMarghamPublications,Chennai2012,6thEdition
2	R.L.GuptaAdvanceAccountancy
ReferenceBooks	
1	JainS.P.&.NarangK.LCorporateAccountingKalyaniPublication,NewDelhi2016,LatestEdition,
2	ShuklaM.CAdvancedAccountingSultanChand&Sons,NewDelhi2016,LatestEdition,
(Problems–80%andTheory20%)	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Seniorsecond-financialaccounting
2	Introductionofaccounting
4	
CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-IV

Coursecode	43B	TITLEOFTHECOURSE	L	T	P	C
Core-IX		**ADVANCEDCOMPANYLAWAND SECRETARIALPRACTICE**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus Version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

ToanenlightenthestudentsʼknowledgeonCompaniesAct2013,knowledgeonFormationofCompany,DocumentsrequiredandActs pertainingtoit.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	Rememberthebasiclevelsofcompany	K1
2	IdentifytheroleofDirectors,KindsofDirectorsApplicationforDINunderCompaniesrules2014	K2
3	EvaluatetheCorporateGovernance,objectives,Need,RoleofAuditorsinCorporateGovernance.	K2
4	Understandthedividend,paymentofdividend,dividendwarrant.	K2
5	KnowthewindinguppdroceduresandSecretarialdutiesregardingwindingup.	K2

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductiontoMeetings**	**12--hours**

Company Meeting – kinds of meetings – requisites of a valid meeting – Agenda – minutes – quorum–proxy–voting – poll–motionandresolution–SecretarialStandards(SS-1&SS-2) –Secretarialdutiesinconnectionwithmeetings..

Unit:2	**Directors**	**12-hours**

Directors–appointment–qualification–Kinds–removal–casualvacancy–powers,duties,liabilities–managingdirector–appointment–rightsandduties–KMP(KeyManagerialPerson)–Secretarialduties.

Unit:3	**BooksofAccountsandAuditors**	**12-hours**

Books of Accounts and Registers– inspections – annual returns – circulation and filing – directorsreport–chairmanʼsspeech –appointmentofauditors–qualificationofauditors – auditorsreport–removableofauditors–secretarialduties.

Unit:4	**Dividend**	**12--hours**

Dividend– definition – statutoryprovision– power ofboardofdirectorsregardingdividend– interimdividend–unclaimeddividend–dividendwarrant–paymentofinterestoutofcapital– secretarialdutiesinconnectionwithdividend.

Unit:5	WindingUp	10--hours
Windingup – meaning–modesofwindingup– petitions forwindingup–consequences ofwindingup– NationalCompanyLaw Tribunal(NCLT)–dutiesofsecretaryin respectofeachwindingup.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	N.D.Kapoor–CompanyLawandSecretarialPractice–2013Act
2	Dr. V. Balachandran – Hand Book of Company Law and Secretarial Practice – 2013 Act - VijayNicolPublication
ReferenceBooks	
1	ICSISTUDYMATERIAL
2	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Corporateplanningandprocedures
2	
4	
CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-IV

Coursecode	43C	TITLEOFTHECOURSE	L	T	P	C
CoreX		GENERALLAWS	4	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:
Themainobjectivesofthiscourseareto:
Toacquiretheknowledgeonbasicunderstandingoflegislativepracticesingenerallawintheconduc tofthecorporateaffairs
ExpectedCourseOutcomes:
Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	ExplainBasicprovisionsofCompaniesmeetings	K1
2	AcquireknowledgeabouttheKeymanagerialperson	K2
3	Understandthemethodsofappointmentandremovalofauditors	K2
4	EnumerateLegalprocedurefordeclarationandpaymentofdividend	K2
5	Tolearnaboutwindingofcompanies.	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	BasicConceptsoflawandFundamentalRights	12—hours

ConstitutionofIndia-NatureofIndianConstitution-fundamentalrights-directiveprinciplesofstatepolicy-freedomoftrade,commerceandintercourse-constitutionalprovisionsrelatingto Statemonopoly

Unit:2	NegotiableInstrumentsAct,1881	12—hours

NegotiableInstruments Act,1881 –characteristics –Types-PromissoryNote-BillofExchange–Cheque–crossingofcheque–payment ofcheque-collectionofcheque–OnlinePayment

Unit:3	TransferofpropertyAct,1882	12—hours

Transferofproperty Act,1882: Importantdefinitions–movable andimmovableproperty-propertieswhichcannotbetransferred–ruleagainstproperties–lispendence–provisionsrelatingtosale–mortgage-charge–lease-giftandactionableclaim.

Unit:4	RegistrationAct,1908	12—hours

RegistrationAct,1908: Registerabledocuments–compulsoryandoptional–Timeandplaceofregistration–consequencesofnon-registration –descriptionofproperty–miscellaneousProvisions

Unit:5	**ArbitrationAct,1940**	**10—hours**
Arbitration Act, 1940: Arbitration Agreement – Definitions – Appointment of Arbitrator – PowersofArbitrator–Awards–SettingasideofAwards.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60—hours**

TextBook(s)	
1	GeneralLaws–N.D.KAPOOR
2	Dr.J.N.PandeyConstitutionalLawofIndiaCentrallawAgency24thEdition2019
3	Dr.A.Sabeena,GeneralLaw -ForschungPublications.
ReferenceBooks	
1	ICSIStudyMaterial,BareActs.
2	DurgadasandBasu TheConstitutionofIndia LexisNexis 24thEdition2018
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Advancecorporatestrategy
2	
CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in	

MappingwithProgrammeOutcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	M	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-IV

Coursecode	4AD	TITLEOFTHECOURSE	L	T	P	C
Supportive-IV		BUSINESSSTATISTICS	4		-	4
Pre-requisite			Syllabus version			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1. Thiscourseintroducestheconcepts,methodsandtheapplicationof,StatisticalToolsthatareessentialforcommerce,economics andindustry
2. ToenablethestudentstolearntheStatisticalmethodsandtheirapplicationsinCommerce

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	Understandthebasicconceptsstatisticsandcollectionofdata	K1&K2
2	Impartingknowledgeontabulationandpresentation	K2&K3
3	HaveacomprehensiveknowledgeonCentraltendency	K3
4	Acquireknowledgeoncorrelationandregressionanalysis	K3&K4
5	AcquireknowledgeonindexnumbersMapping	K4

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	TitleoftheUnit(CapitalizeeachWord)	10—hours

Meaning and scope of statistics of data collection of data primary and secondary methodsofprimarydatacollection,editing secondarydatacollectionand tabulationpresentation ifdatabydiagramsbardiagramand piediagram.Graphicrepresentationfrequencydistribution..

Unit:2	TitleoftheUnit(CapitalizeeachWord)	12-hours

Mean- Median-Mode: Average simple and weighted mean, median, mode- geometric meanandharmonic mean. Their computation properties and uses Measures of dispersion Range.Quartiledeviationandco-efficientofvariation.

Unit:3	TitleoftheUnit(CapitalizeeachWord)	12—hours

Skewners–meaningBowleysandPearson'sco-efficientofskewers'correlationmeaninganddefinition–scatterdiagramPearson'scorrelationco-efficientandlinerprediction –regressionintwovariables–uses ofregression.

Unit:4	TitleoftheUnit(CapitalizeeachWord)	12--hours

Interpolation,NewtonLanguageandmethods– Indexnumbers–meaninguses,methodsofconstruction–Aggregativeandrelativetypestestsofanindexnumberwholesaleandcostoflivingindexpricedataof India.

Unit:5	**TitleoftheUnit(CapitalizeeachWord)**	**12--hours**
Timeseries–meaning,components,models,businessforecastingmethodsofestimatingTrendgraphic,Semiaverage, movingaverageandleastsquaremethodseasonalvariationmethodof simpleaverageinterpretationofstatistics–Precaution–errors–methodsofsamplingandnon–samplingerrors.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60-hours**

TextBook(s)	
1	S.P.Gupta:StatisticalMethods,SultanChand&Sons
2	Sanchetti&Kapoor:AdvancedStatisticalMethods
ReferenceBooks	
1	Oxten.Cowden&Kreins:AppliedGeneralStatistics
2	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Businessstatistic
2	
4	
CourseDesignedBy:Mrs.G.JacqulineAdaikalam hodcorporate@bishopambrose.in	
MappingwithProgrammeOutcomes	

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

S-Strong;M-Medium;L-Low

Fifth Semester

SEMESTER-V

Coursecode	53A	TITLEOFTHECOURSE	L	T	P	C
Core-XI		**COSTACCOUNTING**	**5**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:		
Themainobjectivesofthiscourseareto: 1. Toenlightenthestudentsontheimportanceofcostascertainment,reductionandcontrol 2. Tounderstandthemethodsofcostingadoptedbydifferenttypesofindustries		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse, studentswillbeableto:		
1	ExplainElementsofcostandpreparationofcostsheetandtenders.	K1,K2&K3
2	DescribeProcedureforpreparationofStoresledgerCalculationofwages	K3
3	Acquireknowledgeaboutcostandfinancialaccounting.	K2
4	DemonstrateClassificationandapportionmentofoverheads	K3
5	ExplainUnitcosting,Jobcosting,Standardcosting.	K3&K4
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create		

Unit:1	**BasicsofCost**	**13—hours**
CostAccounting-MeaningandObjectives-Elementsofcost-Preparationofcostsheet.		
Unit:2	**Material&Labour**	**15—hours**
Materialcontrol-treatmentofissueofmaterial-Labour-methodsofwagepayment-Overheads -Classification,ApportionmentandAbsorption.		
Unit:3	**Reconciliationofaccounting**	**15—hours**
ReconciliationofCostAccountingandFinancialAccounting.		
Unit:4	**Contract&ProcessCosting**	**15—hours**
MethodsofCosting-Contractcostingandprocesscosting		
Unit:5	**Material&StandardCosting**	**15—hours**
MaterialCosting-Breakevenanalysis-Standardcosting(Materialandlaboursimplevariancesonly).		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**75—hours**

TextBook(s)	
1	JainS.P.,&NarangK.LCostAccounting:KalyanipublishersLatestedition2015
2	Maheswari.SNPrinciplesofCostAccounting:SultanChand&sons,Latestedition2016
ReferenceBooks	
1	PillaiR.S.N,&BagavathiVCostaccounting:S.Chand&CompanyLtd.,NewDelhi Latestedition2015
2	V.K.Saxena&C.D.Vashist,"CostAccounting",SultanChand,NewDelhi2005.
DistributionofMarks:20%Theory,80%Problems	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Costaccounting
2	
4	
CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-**Low**

SEMESTER-V

Coursecode	53B	TITLEOFTHECOURSE	L	T	P	C
CoreXII		INDUSTRIALLAW	5	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:
Themain objectives ofthiscourseareto:ToimpartvariousprovisionsoftheimportantActsrelatedtoFactoriesandEmployees.
ExpectedCourseOutcomes:
Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	ExplainFactoriesAct,1948(health,safetyandwelfaremeasures)	K1
2	DescribeIndustrialDisputesAct,1947(strikes,lockouts,layoffandretrenchment	K2
3	IllustrateTradeUnionAct, 1926andTheContractLabour(Regulation&Abolition) Act1970(growth,function,amalgamationanddissolution oftradeunion,welfareand healthofcontractlabour)	K2
4	DemonstratePaymentofWagesAct,1936&MinimumWagesAct1948mini mumrateofwages,timeofpaymentandresponsibilityofpayment)CO3	K2
5	DemonstratetheWorkmenCompensationAct,1923(distributionofcompensation,medic alexamination,noticeandclaim)	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	FactoriesAct	15--hours
FactoriesAct1948–provisionsrelatingtoHealth,SafetyandWelfare–Employmentofchildandyoungmen–adultworkers–womenworkers.		

Unit:2	IndustrialDisputesAct	15--hours
IndustrialDisputesAct 1947–Provisionrelatingto strike,lockoutandretrenchment-Layoff–closure–Machinerytosolvedispute.		

Unit:3	EmployeeStateInsuranceAct	15--hours
EmployeeStateInsuranceAct1948–definition–its-medicalboard–purposeforwhichfundscan bespent – benefits : Employees Provident and MiscellaneousProvisionAct1952		

Unit:4	PaymentofBonusAct	15--hours
PaymentofBonusAct1965-meaningofgrossprofit-computationofavailableandallowablesurplus–eligibilityforbonus–minimum&maximumbonus–exemption–applicabilityoftheact–.TheminimumwageAct1948		

Unit:5	**Workmen’scompensationAct**	**13--hours**
workmen’s compensation Act 1923 – employers liability &non-liability.Partial-permanent-totaldisablement–accusationdiseases.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**75--hours**

TextBook(s)

1	N.D.Kapoor-IndustrialLaws.	
2	SundaramS.M.,	IndustriallawSreeMeenakshipublications,Karaikudi 5thEdition2006

ReferenceBooks

1	Arunkumarsen&JitendraKumarmitra-	IndustriallawThe worldPressPvt.Ltd,Kolkata,23rdE diton,2004.
2	MalikP.L.,Industriallaw-EasternBookcompany,Lucknow	7thEditon,2000

RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]

1	Corporateplanningandprocedure
2	
4	

CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

Coursecode	**53C**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XIII		**ADVANCEDCORPORATEACCOUNTING**	**6**		**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1. Aimstoenlightenthestudentsontheaccountingproceduresfollowedbythe Companies.
2. TоenablethestudentstobeawareontheAdvancedCorporateAccountinginconfor mitywiththeprovisionoftheCompaniesAct.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	Tolearnaboutholdingcompanyaccounts.	K1&K2
2	Acquireknowledgeaboutgoodwill.	K2&K3
3	PrepareLiquidator'sfinalstatementofreceiptsandpayments	K3
4	PrepareFinalaccountsofBankingcompanies.	K3
5	PrepareFinalaccountsofInsurancecompanies	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**HoldingCompanies**	**15--hours**
Holdingcompanies(Newformat).		
Unit:2	**ValuationofSharesandGoodwill**	**20-hours**
Valuationofsharesandgoodwill		
Unit:3	**LiquidationofCompanies**	**15--hours**
Liquidationofcompanies		
Unit:4	**BankingCompany**	**20--hours**
Bankingcompanyaccounts(Newformat)		
Unit:5	**InsuranceCompany**	**18--hours**
Insurancecompanyaccounts(Newformat)		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**90--hours**

TextBook(s)	
1	T.S.Reddy&Murthy–CorporateAccounting
2	Jain&Narang-AdvancedAccountancy–KalyaniPublishers
ReferenceBooks	
1	RLGupta -AdvancedAccountancy–SulthanChandPublishers
2	Pillai.RSN,BhagavathyandUma.SAdvancedAccountancyVol-IIS.ChandCo2016
Problems–80%andTheory20%	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Advanceaccounting
2	
4	
CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

Coursecode	**53D**	**TITLE OF THE COURSE**	**L**	**T**	**P**	**C**
Core-XIV		**TAXATION**	**6**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:		
Themainobjectivesofthiscourseareto: 1. Toprovideanin-depthknowledgeontheprovisionsofIncomeTax. 2. Tofamiliarizethestudentswithrecentamendmentsin Income-tax.		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse, studentswillbeableto:		
1	DescribebasicconceptsofIncometaxandIncomeTaxAct,1961andDetermineResidentialstatus	K1
2	DescribeIncometaxprovisionsrelatingtocomputationofIncomeunderthehead salary,Houseproperty	K2&K3
3	TounderstandtheIncometaxprovisionsrelatingtocomputationofIncomeundertheheadBusinessandProfession.	K2&K3
4	TounderstandIncometaxprovisionsrelatingtocomputationofIncomeundertheheadsetoffandcarryforward	K3
5	DiscussProcedureforassessment	K3
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create		

Unit:1	**IntroductiontoIncomeTax**	**15--hours**
Income Tax Act 1961 – Important Definitions – classes of Assessee – Residential status – IncidenceofTaxations– Exemptedincome[Incomenotincludedintotalincome]..		
Unit:2	**ComputationofIncomefromSalaries&HoUseProperty**	**20--hours**
ComputationofIncomeundervariousheads.Incomefromsalaries– IncomefromHouseProperty.		
Unit:3	**ComputationofIncomefromBusinessorProfessionandCapitalGain**	**20--hours**
ComputationofIncomeundervariousheads.BusinessorProfession–CapitalGain.		
Unit:4	**ComputationOfIncomeFromOtherSources**	**15--hours**
Incomefrom–setoffandcarryforwardandsetofflosses–Deductionintotalincome.		

Unit:5	**ProcedureforAssessment**	**18--hours**
IncomeTaxAuthoritiesandtheirPowers–filingofReturns–ProcedureforAssessment.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**90--hours**

TextBook(s)	
1	Gaur&Narang-IncomeTaxLaw&Practice.
2	
ReferenceBooks	
1	ReddyandMurthyT.S IncomeTaxLawandPracticeKalyani Publications, NewDelhi2019
2	Balachandran.VandThothadri.S TaxationlawandPractice-I Prentice Hall, NewDelhi2019
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Corporatetaxplanning
2	DirectTax-lawsandpractice
4	
DistributionofMarks:20%Theory,80%Problems	
CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-V

SubCode:57A InstitutionalTraining(OneMonth)**-50marks

Course objectives-The purpose of this skill enhancing (Training) core paper istobridgethetheoreticalfundamentalswiththatofactualpracticeandtoinculcateaspiritofinquiry&researchrigortoinvestigatethenuancesthatgointotheworkingoftheindustryatlarge.Apart fromadapting as team-worker, students are expected to gather,filter the requiredinformationandreportthe dynamicsofthe chosenindustryinastandardizedformat**.**

SEMESTER-V

Coursecode	5ZP	TITLEOFTHECOURSE	L	T	P	C
SkillbasedSubject-3:		MSOfficeandTally2013Version(Practical)		-	3	3
Pre-requisite			Syllabus version			

CourseObjectives:

Themainobjectivesofthiscourseareto:

AimtocreateknowledgeonMSwords, MS–Excel, MSAccessandPowerPointtomeetthenewcorporate world.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	Createmailmerge,documents,templatesandtextformatting	K1,K2& K6
2	Prepareworksheetsanddrawinggraphs	K1,K2& K6
3	Organizedataandmanipulatefiles	K1,K2& K6
4	Createnewslidesandinsertclipartsandpictures.	K1,K2& K6
5	Learntocreatecompany,voucherledgerandbalancesheetandprofitandlossac Count	K1,K2& K6

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	TitleoftheUnit(CapitalizeeachWord)	10--hours

1. ToPrepareaBio-Datausingtables.
2. Typethetextcheckspellingandnumberingthelistitemsandalign,left,rightjustify.
3. Toperformamailmerge.
4. PrepareadocumentinaNewspaperColumnlayoutusingDropcap.
5. Pagelayout,Headerandfooterformatting.

Unit:2	TitleoftheUnit(CapitalizeeachWord)	8-hours

1. Topreparea Marklistfor Students.
2. Tocalculatesimpleinterestandcompoundinterest.
3. Headerandfooter,pagelayout.

Unit:3	TitleoftheUnit(CapitalizeeachWord)	10--hours

1. Topreparea Marklistforstudent
2. TocreateaMailingtables

Unit:4	TitleoftheUnit(CapitalizeeachWord)	7-hours

1. Topreparean OrganizationChart
2. ToimplementalltheAnimationsintoaslide

Unit:5	**TitleoftheUnit(CapitalizeeachWord)**		**8--hours**
1. TocreateaCompanyvoucher & ledger &recordminimumtransactionsanddisplaytheresult. 2. Topreparea BalanceSheet 3. TopreparеaProfit&LossAccount.			
Unit:6	**ContemporaryIssues**		**2hours**
Expertlectures,onlineseminars–webinars			
		TotalLecturehours	**45--hours**
TextBook(s)			
1	OfficialGuidetoFinancialAccountingUsingTally.ERP9withGSTPaperback,TallyEducationPvt. Ltd,2018		
2			
ReferenceBooks			
1	**RajeshChheda**,LearnTally.ERP9withGSTandE-WayBillPaperback,2018		
2			
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]			
1	Frontaccounting		
2			
4			
CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com			

Sixth Semester

SEMESTER-VI

Coursecode	63A	TITLEOFTHECOURSE	L	T	P	C
CoreXV		SECURITYLAWSANDFINANCIAL MARKET	5	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:

Themainobjectivesofthiscoursea

ToEnabletheStudentstoAcquireKnowledgeRegardingtheVariousprovisions inCapitalMarketLegislations.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	Tolearnaboutfinancialmarket.	K1&K2
2	ExplainPrimary&SecondaryMarkets	K2
3	Discussaboutthenewissuemarket.	K2
4	Understandtheconceptofmutualfund.	K3
5	EnumeratetheknowledgeaboutDepositoriesAct,1996.	K2

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductiontoFinancialMarket**	**15--hours**

FinancialMarket-CapitalMarket–Moneymarket–ParticipantsandInstruments inCapitalmarket&moneymarket

Unit:2	**SecuritiesContractAct&SEBI**	**15--hours**

SecuritiesContract(Regulation)Act,1956-ObjectoftheAct-RegulatoryframeworkgoverningIndian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Byelaws-MembershipinStockexchange-Eligibility-PowersofCentralGovernment

Unit:3	**NewIssueMarket**	**15-hours**

Newissuemarket–Partiesinvolvedinthenewissuemarket–GovtandStatutoryagencies-Collection centers- Placement of issue –Allotment of shares –Investors Protection inthePrimarymarket–secondarymarket–roleofintermediaries.

Unit:4	**MutualFund**	**15--hours**

MutualFund–Meaning–Definitions–Types–Performance,Evaluation – SEBIRegulationsonmutualfund-MutualFundpresentstatus

Unit:5	**DepositoriesAct**	**13--hours**

Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization – OpeningofDemate-SEBIRegulation-CreditRating–Concepts–Importance-BenefitsinIndia –Ratingprocess–Ratingsymbols

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars-webinars		
	TotalLecturehours	**75--hours**
TextBook(s)		
1	SecurityAnalysis&Portfoliomanagement-PunithavathiPandian	
2	SecuritiesMarketinIndia-Balakrishnan&Natras	
3	Dr.A.C.DeepaandN.Kiruthika,FinancialMarketandServices -ShanlaxPublications	
ReferenceBooks		
1	FinancialServices-Gardon&Natarajan	
2	InvestmentManagement-Avadhani	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]		
1	Financialmarket	
2		
4		
CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com		

SEMESTER-VI

Coursecode	**63B**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Core-XVI		**CORPORATELAWS**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1.Toenablethestudentstoacquireknowledgeregardthevariousprovisionsin EconomicLegislationsand toknowthefactsandconceptsregardingtheForeignExchangeManagementandIPLaws.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentswillbeableto:

1	AcquainttheknowledgeonCompetitionAct-2002.	K1
2	ToknowaboutEnvironmentalLaws.	K2
3	TolearnabouttheForeignExchangeManagementAct,1999	K2
4	UnderstandthePatentLawsTrademarks,Copyright	K3
5	TolearnabouttheConsumerProtectionAct,1986.	K3

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate;**K6**–Create

Unit:1	**CompetitionAct**	**15--hours**

CompetitionAct-2002-Objectives–Definitions-CompetitionCommissionofIndia–Anti–CompetitiveAgreements–abuseofDeminalposition–Regulationofcombinations–Penalties.

Unit:2	**EnvironmentLaws**	**15--hours**

EnvironmentLaws

a) Water(preventionandcontrolofPollution)Act–VariousBoardsfunctionsandPowers

b) Air(provisionandcontrolofpollution)Act1981–VariousBoardsfunctionsandPowers.

c) Environmental protection Act – 1986. Legal and regulatory frame work proceduresforobtaining various environmental clearances – Role and function of Environmentaltribunal/Authority–AppearancebeforeEnvironmentTribunal/ Authority, EnvironmentAudit.

Unit:3	**FEMA**	**15--hours**

ForeignExchangeManagementAct1999–objectivesanddefinitionsunderFEMA–DealingsinForeignExchange–HoldingforForeignExchangeetc-Currentaccounttransactions,Capital;accounttransactions–Exportofgoodsandreviewedrealizationandrepatriationofforeign exchange–Exemptionsauthorized–person–Penaltiesandenforcement–AppellateTribunaletc.

Unit:4	**Patent,TrademarksandCopyright**	**15--hours**

PatentLaws–Trademarks–Copyright-meaning,objectives,registration,infringement.

Unit:5	**ConsumerProtectionAct**	**13--hours**
ConsumerProtectionAct,1986–Definitions–Consumerprotectioncouncils–Consumerdisputeredressal Agencies–ConsumerRights.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**75--hours**

TextBook(s)	
1	Economicsandotherlegislation-GlslanKapoor
2	CorporateLaws-TaxmanPublications
ReferenceBooks	
1	EconomicLaws-YCSIStudyMaterial
2	IntellectualPropertyRightsLaw-B.S.Xlasyanan
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Corporatelaws
2	
4	
CourseDesignedBy:	

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTERVI

Coursecode	63C	TITLEOFTHECOURSE	L	T	P	C
CORE: XVII		MANAGEMENTACCOUNTING	5	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1.Tohelpthestudentstoacquireknowledgeregardingtheconceptsofmanagementa ccountingthroughvarioustechniques

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse, studentswillbeableto:

1	ExplainManagementaccountingconceptsandtechniquesforbusinessdecisions	K1
2	DiscussAnalysisandinterpretationoffinancialstatements	K2& K3
3	Preparefundflowandcashflowstatement.	K3
4	PrepareBudgetandbudgetarycontrol	K3& K4
5	Tolearnaboutconceptofcapitalbudgeting..	K4& K5

K1–Remember;**K2**–Understand;**K3**–Apply;**K4**–Analyze;**K5**–Evaluate;**K6**–Create

Unit:1	IntroductiontoManagement Accounting	15--hours

Management Accounting – Meaning – Definitions – Scope and Objectives – Advantages – DistinctionsbetweenManagementandFinancialAccounting,ManagementaccountingVsCostAccounting.

Unit:2	AnalysisandInterpretationof FinancialStatements	15--hours

AnalysisandinterpretationofFinancialstatements–

AnalysisforLiquidity.Profitabilityandsolvency–Accountingratios-

theirsignificance,utilityandLimitations.

Unit:3	FundFlowandFundFlowAnalysis	15--hours

FundFlowanalysis–CashFlowanalysis.

Unit:4	BudgetsandBudgetarycontrol	15--hours

BudgetsandBudgetarycontrol–Objectives,Advantages–Limitations–
PreparationofDifferenttypeofBudgets-MarginalCosting.

Unit:5	CapitalBudgeting	13--hours

Conceptofcapital Budgeting–ImportanceofCapitalBudgeting–Kindsof
CapitalInvestmentProposals–
CapitalinvestmentdecisionsCapitalbudgetingmethods

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**75--hours**

TextBook(s)	
1	MAGESWARI-ManagementAccounting–SulthanChandPublishers
2	SharmaR.K.,&ShahiK.GuptaKalyaniPublishers,NewDelhi 2016
ReferenceBooks	
1	ReddyT.S., andHariPrasadReddyY ManagementAccounting MarghamPublications,Chennai 3rdEdition,2005
2	NisarAhamad ManagementAccounting AnmolPublicationsPvt.,Ltd.,,NewDelhi2014
DistributionofMarks:20%Theory,80%Problems	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	ManagementAccounting
2	Contentofmanagementsystem
4	
DistributionofMarks:20%Theory,80%Problems	
CourseDesignedBy:Dr.J.ThiraviaMaryGloria thiraviagloria@gmail.com	

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTERVI

Coursecode	63D	TITLEOFTHECOURSE	L	T	P	C
CORE:XVIII		SECRETARIALAUDITANDSTANDARDS	4	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:		
Themainobjectivesofthiscourseareto: EducatethestudentsaboutSecretarialAuditorsRightsand Duties,reportandalsoauditstandard		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse, studentswillbeableto:		
1	UnderstandSecretarialAuditingadvantagesanddisadvantages	K1
2	TogainknowledgeabouttheappointmentandQualificationofSecretaryin Practice	K1
3	TolearntheSecretarialstandard	K2
4	AcquainttheknowledgeonComplianceofficer	K2
5	TolearnICSIstructureandroleingovernance	K3
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create		

Unit:1	**SecretarialAudit**	**15—hours**
Secretarial Audit – Introduction – Applicability – purpose – benefits – beneficiaries - appointment – powers -scope – process – duty to fraud report – Steps for preparingforSecretarial Audit:Company'sPerspective-penaltyforincorrectaudit- specimenofqualifiedsecretarialauditreport		
Unit:2	**CompanySecretaryinPractice**	**15—hours**
CompanySecretaryinPractice-appointment-functions-corporateLawadvisoryservices–tax planning–role-removal-designationtobeusedbymembers inpractice.		
Unit:3	**Secretarialstandard**	**13—hours**
Secretarialstandard -Introduction–Meaning-FunctionsSSB–Need–scope–procedure–Secretarialstandardonboardmeeting–AGM-processofmakingsecretarialstandard.		
Unit:4	**Complianceofficer**	**8—hours**
Complianceofficer–appointment-obligations-compliancecertificate-roleofcompanyand practicingsecretaryine-filing-boardresolutionforappointmentofcomplianceofficer.		
Unit:5	**ICSI**	**7—hours**
Introduction- ICSI-Structure–functions-AssociateandFellowcompanysecretaries-registerof members- disciplinarymechanism-provisions formisconduct.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60—hours**

TextBook(s)	
1	AdvancedCompanyLawPractice –ICSI
2	ATextofCompanySecretarialPractice–P.K.Ghosh

ReferenceBooks	
1	CompanyLawand SecretarialPractice– N.D.Kapoor-SultanChand &Sons
2	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Nil
2	
CourseDesignedBy:Dr.M.Devarajan devamcs@gmail.com	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

Elective Paper

SEMESTER-V

Course code		TITLE OF THE COURSE	L	T	P	C
Elective –I-A		MS OFFICE AND TALLY	5	-	-	4
Pre-requisite			Syllabus Version			

Course Objectives:		
The main objectives of this course are to: Recall the fundamental concepts of MS. Word, PowerPoint, MS.Excell and MS. Access		
Expected Course Outcomes:		
On the successful completion of the course, students will be able to:		
1	To carry students to work with MS office	K1,K2&K3
2	Perform efficiently using MS excel	K1,K2&K3
3	Enable the student to prepare a PowerPoint presentation	K1,K2&K3
4	Enable to learn the MS Access and how to prepare queries	K1,K2&K3
5	Apply practical knowledge of the student should be able to work efficiently in Tally.	K1,K2&K3
K1 - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create		

Unit:1	**Title of the Unit (Capitalize each Word)**	**15-- hours**
MS WORD Basics – creating document – entering text – selecting text – saving files – word editing techniques – finding and replacing text – spell check – formatting with styles – creating tables – mail merge operations		
Unit:2	**Title of the Unit (Capitalize each Word)**	**15-- hours**
EXCEL Basics – Entering Data – Selecting Ranges – Formatting entries – Simple calculation – Printing Worksheet – Copying entries between workbook – Moving sheet between workbooks – deleting sheets – creating graphs		
Unit:3	**Title of the Unit (Capitalize each Word)**	**15-- hours**
POWERPOINT Basics – Adding subordinate points – Deleting slides – working in outline view – using a design templates – merging presentation slide – slide sorted view – adding graphs – organization charts – running an electronic slide show – adding special effects		
Unit:4	**Title of the Unit (Capitalize each Word)**	**15- hours**
MS – ACCESS Basics – creating table – Entering and adding records – changing a table structure – creating forms – creating reports – creating mailing labels- establish relationship using queries to extract information		
Unit:5	**Title of the Unit (Capitalize each Word)**	**13-- hours**
TALLY – opening a New Company – characteristics of tally – creating a ledger – working voucher – voucher entry – preparation of trial balance – books of accounts – cash book– ledger accounts – Journal register – statement of account and balance sheet.		

Unit:6	**Contemporary Issues**	**2 hours**
Expert lectures, online seminars – webinars		
	Total Lecture hours	**75-- hours**

Text Book(s)	
1	PC-Software for Office Automation – By R.K.Taxali
2	Tally 9 Version by Nandhini&Nandhini – BPB Publications, NewDelhi
Reference Books	
1	MS – Office 2013 – Complete Reference – By Stephen L. Nelson
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1	
2	
Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]	
1. Management information system	
Course Designed By:Mrs.K.PoongodiPoongodi.Sk5@gmail.com	

SEMESTER-V

Coursecode	5EB	TITLEOFTHECOURSE	L	T	P	C
Elective-I-B		**FINANCIAL MANAGEMENT**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			
CourseObjectives:						
Themain objectives ofthis courseareto: Toenablethestudentstoacquireknowledgeof FinancialManagement						
ExpectedCourseOutcomes:						
Onthesuccessful completionofthecourse,student willbe ableto:						
1	ToUnderstandthe financialfunctionsandsourcesfinance					K1
2	Tounderstandthecostofcapital					K2
3	Toanalysethefinancial decision					K2
4	Todiscussthecapital structureanddeterminantsofdividendpolicy					K3
5	Toevaluateworkingcapitalstructureandcashmanagement					K3
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create						
Unit:1	**FinancialFunction**					**12-hours**
(Theory Only)Financial Function : meaning – Definition and scope of finance functions – Objectivesoffinancialmanagement– profitmaximizationandwealthmaximization.Sourcesoffinance–Shortterm –Banksources – longterm–shares –debentures,preferredstock–debt.						
Unit:2	**FinancingDecisionandLeverage**					**12-hours**
Problem&TheoryQuestions)FinancingDecision:Cost ofCapital–CostofspecificSourceof capital – Equity – Preferred stock debt – reserves – weighted average cost of capital, Operatingleverageand financial leverage						
Unit:3	**CapitalStructure&DividendPolicy**					**12--hours**
(Theory Only) Capital structure – Factors influencing capital structure – optimal capital structure – Dividendand dividend policy:Meaning,classification– sourcesavailablefordividends – Dividend policy-general determinantsof dividend policy.						
Unit:4	**WorkingCapitalManagement**					**12--hours**
TheoryOnly)WorkingCapitalManagement:Workingcapitalmanagement-concepts–importance – Determinants of working capital.Cash Management : Motive for holding cash –Objectives and Strategies of cash management .Receivable Management : Objectives – Cost ofcreditExtension, benefits – credit policies–credit terms–collection polices.						
Unit:5	**CapitalBudgeting**					**10--hours**
CapitalBudgeting–Meaning–Objectives-varioustypescapitalbudgeting.						

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars –webinars		
	TotalLecturehours	**60--hours**

TextBook(s)	
1	T.m.Pandey-Financial Management.
2	S.N.Maheswari-ManagementAccounting
ReferenceBooks	
1	P.V.Kulkarni-Financial Management.
2	KhanandJain-Financial Management –AConceptualApproach
Theorycarries80Marks,Problemscarry20 Mark)	
RelatedOnlineContents[MOOC,SWAYAM, NPTEL,Websitesetc.]	
1	FinancialManagement
2	WorkingCapital management
CourseDesignedBy:Mrs.K.PoongodiPoongodi.Sk5@gmail.com	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

***S-Strong;M-Medium;L-Low**

SEMESTER-V

Coursecode	5EC	TITLEOFTHECOURSE	L	T	P	C
Elective–I–C		**BUSINESS ENVIRONMENT**	**5**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

Toenabletostudentlearntheconceptandsignificanceof Businessenvironmentandacquireknowledge aboutethicalvalues.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	Togainknowledgeabouttheconceptandsignificanceof Businessenvironment	K1
2	Toacquireknowledgeaboutethicalvalues.	K2
3	Tolearnaboutglobalmanagementissuesinbusiness	K2
4	Tostudyaboutfiscalpolicyanddirectandindirecttaxes	K3
5	ToknowabouttheroleofFEMAandSEBIinthebusiness	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductionToBusinessEnvironment**	**10--hours**

Businessenvironment-Theconceptandsignificance-constituentsofbusinessenvironment - Business and society, Business & ethics - Social responsibility - EnvironmentalPollutionandcontrol.Businessandculture-

Unit:2	**EthicsandTheories**	**15--hours**

Managing Ethics - Frame work of organizational ethic theories and sources,ethicsacrosscultures,factorsinfluencingbusinessethics,ethicaldecisionmaking,ethi calvalue s andstakeholders,ethicsandprofit.

Unit:3	**MultiNationalcorporations**	**15--hours**

GlobalmanagementIssues-MNCsPoliticsandEnvironmentMultinationalcorporationsandGovernmentrelationship,Busine ssinPolitics,Managingenvironmentalquality,Ethics&Prof itinBusiness.

Unit:4	**FiscalPolicy**	**15-hours**

Fiscal Policy - Central finances and New fiscal policy - Direct and indirect Taxstructure,ServiceTaxproblemsandreforms-ExpenditureTax-Publicdebts&deficitfinancing.

Unit:5	**LegalenvironmentofBusiness**	**13--hours**

Legalenvironmentofbusiness-.ForeignExchangeManagementAct-1SecuritiesandExchangeBoardofIndiaAct-Customs&CentralExciseAct--PattentsAct

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	Total Lecture hours	**75--hours**

TextBook(s)	
1	AdhikariM-EconomicEnvironmentofmanagement
2	FrancisCherunilam-BusinessEnvironment
3	PrutiS.-Economic&ManagerialEnvironmentinIndia
ReferenceBooks	
1	ShaikhSaleem–BusinessEnvironment,PearsonEducation,2006
2	Davis&KeithWilliamC.Frederik-Businessandsociety
3	AmarchandD-GovernmentandBusiness
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	IntroductionofNGOmanagement
2	
CourseDesignedBy:Mrs.K.PoongodiPoongodi.Sk5@gmail.com	

MappingwithProgrammeOutcomes

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Coursecode	6EA	TITLEOFTHECOURSE	L	T	P	C
Elective–II-A		GOODSANDSERVICES TAX(GST)	4	-	-	4
Pre-requisite			Syllabus version			

CourseObjectives:		
Themainobjectivesofthiscourseareto: UnderstandthetraderswhoareresponsibletopayGSTtoStateGovernmentandexemptions,provisionsrelatestoexemption fromregistrationand e-filing.		
ExpectedCourseOutcomes:		
Onthesuccessfulcompletionofthecourse,studentwillbeableto:		
1	ExplainingfeaturesofGST,various indirecttaxessubsuminginGST,ConstitutionalamendmentandbenefitsofGST	K1
2	ProvidesinformationtounderstandthetraderswhoareresponsibletopayGSTtoStateGovernmentandexemptions	K1&K2
3	Regulatestheprocedureandtimeforregistrationoftradersandprovideawarenessrelatestoexemptionfromregistration	K1&K2
4	Demonstratethedocumentswhichisnecessitytofilingregardsoutwardgoods,inwardgoods,annual returnsandclaims.	K2&K3
5	DefinesaboutGSTnetworkandstructureofe-filling.	K2&K3
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create		

Unit:1	**IntroductiontoGoodsandServicesTax(GST)**	**12—hours**
IntroductiontoGoodsandServicesTax(GST) ObjectivesandbasicschemeofGST,Meaning –SalientfeaturesofGST –Subsumingoftaxes – Benefits of implementing GST – Constitutional amendments – Structure of GST – CentralGST		
Unit:2	**CGSTAct,SGSTAct(TamilnaduState)**	**12—hours**
CGSTAct,SGSTAct(TamilnaduState) SalientfeaturesofCGST Act,SGSTAct(TamilnaduState)–MeaningandDefinitions–TamilnaduGSTCouncil–Rates ofGST		
Unit:3	**ProcedureandLevyUnderGST**	**12—hours**
ProcedureandLevyUnderGST Registration under GST: Procedure for registration- Persons liable for registration – PersonsnotliableforRegistration–Compulsoryregistration– Exemptedgoodsandservices		

Unit:4	**AssessmentandReturns**		**12—hours**
AssessmentandReturns Furnishingdetailsofoutwardsuppliesandinwardsupplies, Firstreturn–Claimofinputtaxcredit–Annualreturnandfinalreturn–Assessmentoftaxand taxliability.			
Unit:5	**GSTandTechnology-**		**10—hours**
GSTandTechnology-GSTNetwork–Structure–PowersandFunctions			
Unit:6	**ContemporaryIssues**		**2hours**
Expertlectures,onlineseminars–webinars			
		TotalLecturehours	**60—hours**
TextBook(s)			
1	Deloitte–GSTEraBeckons,WoltersKluwer.		
2	Dr.M.Vaanmalar,Indirect Tax–ForschungPublications		
3	Goods&ServiceTax–IndiaJourney–N.K.Gupta&SunnaniaBatia–Barat'sPublication		
ReferenceBooks			
1	AllAboutGST–V.S.Datey–Taxman's		
2	Guideto GST–CA.RajatMohan		
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]			
1	IntroductionofGST		
2			
4			
CourseDesignedBy:Mrs.K.PoongodiPoongodi.Sk5@gmail.com			

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Coursecode	6EB	TITLEOFTHECOURSE	L	T	P	C
Elective-II-B		MARKETINGMANAGEMENT	4	-	-	4
Pre-requisite			syllabus version			
CourseObjectives:						
Themainobjectivesofthiscourseareto: To enable the students to acquire knowledge of marketing management-functions, productlifecycle,characteristicsandbranddecision						
ExpectedCourseOutcomes:						
Onthesuccessfulcompletionofthecourse,studentwillbeableto:						
1	TounderstandPrinciplesofmarketingmanagement					K1
2	ToearnknowledgeaboutFunctionsofmarketingmanagement					K2
3	ToacquireknowledgeaboutProductlifecycle					K3
4	Tostudyaboutmarketingcharacteristics					K3
5	TocreateknowledgeaboutBranddecision					K3
K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create						
Unit:1		**IntroductiontoMarketing**	**12—hours**			
DefinitionofMarketing-MarketingManagement-Marketingconcept–meaningImportanceofmarketing in developing countries - Functions of Marketing – Marketingenvironment:variousenvironmentalfactorsaffectingthemarketingfunction**.**						
Unit:2		**MarketingStratergy&MarketingStructure**	**12—hours**			
BuyerBehaviour-Buyingmotives-explanationofmotivation–MarketSegmentationofdifferent bases - Marketing strategy - Market Structure - Definition andtypesofchannel -Channelselection&problems.						
Unit:3		**ProductLifeCycle**	**12—hours**			
The Product-Marketing characteristics -consumer goods-industrial goods- Productionpolicy -ProductLifeCycle(PLC)-Productmix-modification&elimination-packing-DevelopingnewProducts-strategies.						
Unit:4		**Pricing**	**12—hours**			
Pricing: Meaningto Buyer&Seller-pricingpolicies –Objectivefactorsinfluencingpricingdecisions-Competitorsactiontopricechanges-multiproductpricing.PhysicalDistribution-Managementofphysicaldistribution-marketingrisks.						
Unit:5		**Branding**	**10—hours**			
BrandingDecisions:Brand-BrandImage,BrandIdentity-BrandPersonality-Positioningandleveragingthebrands-BrandsEquity.						

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60hours**

TextBook(s)	
1	PhilipKotler-MarketingManagement
2	RajanNair-MarketingManagement
3	CundiffandStill-Fundamentalsofmodernmarketing
ReferenceBooks	
1	PrinciplesofMarketing-PhilipKotler&GaryArmstrong
2	MarketingManagement-V.S.RamasamyandNamakumari
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Marketingmanagement
2	
3	
CourseDesignedBy:Dr.D.Yuvaraaj Yuvakirthik73@gmail.com	

MappingwithProgrammeOutcomes

COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;
M-Medium;L-Low

SEMESTER-VI

Coursecode	**6EC**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Elective-II-C		**SECURITYMANAGEMENT**	**4**	**-**	**-**	**4**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscoursea

ToEnabletheStudentstoAcquireKnowledgeRegardingtheVariousprovisionsi nCapitalMarketLegislations.

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	Tolearnaboutfinancialmarket.	K1&K2
2	ExplainPrimary&SecondaryMarkets	K2
3	Discussaboutnewissuemarket.	K2
4	Understandtheconceptofmutualfund.	K3
5	EnumeratetheknowledgeaboutDepositoriesAct,1996.	K2

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**FinancialMarket**	**12--hours**

FinancialMarket-CapitalMarket–Moneymarket–ParticipantsandInstruments inCapitalmarket&moneymarket

Unit:2	**SecuritiesContract(Regulation)Act**	**12--hours**

SecuritiesContract(Regulation)Act,1956-ObjectoftheAct-RegulatoryframeworkgoverningIndian Capital market- Role and Powers of SEBI- Recognition of stock exchange- Byelaws-MembershipinStockexchange-Eligibility-PowersofCentralGovernment

Unit:3	**NewIssueMarket and SecondaryMarket**	**12--hours**

Newissuemarket–Partiesinvolvedinthenewissuemarket–GovtandStatutoryagencies-Collection centers- Placement of issue –Allotment of shares –Investors Protection inthePrimarymarket–secondarymarket–roleofintermediaries.

Unit:4	**MutualFund**	**12--hours**

MutualFund–Meaning–Definitions–Types–Performance,Evaluation – SEBIRegulationsonmutualfund-MutualFundpresentstatus

Unit:5	**DepositoriesAct**	**10--hours**

Depositories Act, 1996- Importance-definition –Depository Participants-Dematerialization –OpeningofDemate-SEBIRegulation-CreditRating–Concepts–Importance-BenefitsinIndia –Ratingprocess–Ratingsymbols

Unit:6	ContemporaryIssues	2hours
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	60-hours

TextBook(s)	
1	SecurityAnalysis&Portfoliomanagement-PunithavathiPandian
2	SecuritiesMarketinIndia-Balakrishnan&Natras
ReferenceBooks	
1	FinancialServices-Gardon&Natarajan
2	InvestmentManagement-Avadhani
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	Financialmarkets
2	
4	
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium

SEMESTER-VI

Coursecode	**6ED**	**TITLEOFTHEPAPER**	**L**	**T**	**P**	**C**
ELECTIVE-III-A		**CORPORATEGOVERNANCE**	**4**	**-**	**-**	**3**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

ToenablethestudentstolearnCorporateGovernance,CorporateSocialResponsibility,EthicsandSustainabilityofCorporateWorld

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	Torecallcorporateemergenceofcorporategovernance	K1
2	Tounderstandlegalpositionandliabilitiesofgovernancecommittees	K2
3	Toanalysesbusinessethics	K2
4	TodiscussCorporateSocialResponsibilityinIndia	K2
5	ToenumeraterecenttrendsofCorporateSustainability	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**IntroductiontoCorporateGovernance**	**12--hours**

Introduction of Corporate Governance – Definitions – Need – Features – Objective Elements of Good Governance – Principles For Periodic Disclosure-Corporate Governance Theories -Governance Developments In India - Confederation of Indian Industry (CII)-KumarMangalamBirlaCommittee(2000)-N.R.NarayanaMurthyCommittee(2003)-Governance Under Companies Act, 2013.

Unit:2	**BoardCommittees**	**12--hours**

Board Committees-Need and Advantages-Various Committees- Audit Committee-Nomination and Remuneration -Stakeholders Relationship- Corporate Governance Committee- Regulatory, Compliance and Government Affairs Committee–Science Technology And Sustainability Committee-Risk Management Committee.

Unit:3	**BusinessEthics**	**12--hours**

Ethics-The Concept of Business Ethics-Theories -Scope of-Organization Structure and Ethics-Role of Board of Directors - Code of Ethics - Code of Conduct - Model Code & Ethics – Credo -Training And Communication - Ethics Committee - Functions - Integrity Pact - Whistle BlowerPolicy-Mechanism-SocialAndEthicalAccounting-Principles-Ethics Audit and Dilemma..

Unit:4	**CorporateSocialResponsibility**	**12-hours**

Corporate Social Responsibility-Definitions-Importance -Essentials-Factors Influencing CSR-Principles-Triple Bottom Line Approach National Voluntary Guidelines on Social ,Environmental And Economic Responsibilities of Business-CSRUMDER-Applicability of CSR Policy-of CSR Committee-Contents of CSR Policy-Expenditure-Board's Responsibility-Reporting And Auditing

Unit:5	CorporateSustainability	10-hours
Corporate Sustainability -and CSR - Government Role in Improving Sustainability Reporting – KYOSEI - Triple Bottom Line (TBL) -Benefits- Sustainability Indices - Sustainability Reporting Framework in India - Challenges in Reporting - Contemporary Developments- Integrated Reporting -Relation Between Integrated Reporting And Sustainability Reporting.		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars-webinars		
	TotalLecturehours	**60-hours**
TextBook(s)		
1	Dr.M.Devarajan - CorporateGovernance-NarainPublications,Chennai	
2	Dr.S.S.Khanka-S.Chand - BusinessEthicsandCorporateGovernance	
3	CorporateGovernance–Thenewparadigm–N.GopalsamyWheelerPublishing.	
ReferenceBooks		
1	CorporateGovernance-Dr.S.Singh-ExcelBooks.	
2	ICSIMaterial	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]		
1	CorporateGovernance	
2		
CourseDesignedBy:Dr.M.Devarajan devamcs@gmail.com		

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTERVI

Coursecode	**6EE**	**INDUSTRY4.0:BIGDATAAPPLICATIONS** (ReferenceBookChapters)	**L**	**T**	**P**	**C**
Elective–III-B			**4**			**3**
Pre-requisite			**Syllabus revision**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

1. TounderstandtheneedofBigDataforIndustry4.0transformation
2. Tounderstandtheimportanceofdataintegrationserviceproviders
3. ToanalyseBigDatainfrastructureforeffectiveonlineteachingandlearning
4. TodiscusstheroleofBigDatainvariousfields
5. ToprovideBigDatascopeintodifferentapplicationareas

Unit:1	**IntroductiontoBigDataAnalyticsandDataScience**	**12--hours**

Data:Terminologies(5-5.1.1)–DataEvolution(5-5.1.2)-DataFormatsandsources(5-5.1.2.2)-BigDataAnalytics(5-5.1)-BigDataconcepts(4-4.2)-BigDataComponents(5-5.2)–BigDataCharacteristics(5-5.2.1)–BigDatavs.Statisticsvs.DataMining(5-5.1.3.3)–BigDataApproaches(13-13.1.3)-DataLifecycle(13-13.2)-DataScience:ADefinition(1-1.1.1)–DataAnalysis(5-5.1.3.2) -DataAnalyticstypes(1-1.1.3)-Datainthebusiness(1-1.1.2)-DataAnalyticsProcess, ImplementationandMeasurement(1-1.1.5)

Unit:2	**DataIntegrationandBigDataSystems**	**12-hours**

Data Integration (2-2.2) – Data Integration Solutions (2-2.3) –ETL(2-2.3.2.1)–DataIntegrationMethodologies(2-2.4)–BigDataProcessing:Architecture(5-5.2.2)–TraditionalvsBigDataFramework(5-5.2.2.1)–BigDatarelatedtechnologies(5-5.2.3)–BigDataIndustry4.0Applications (5-5.2.4)

Unit:3	**BusinessStatisticalMethodsforBigDataAnalytics**	**12-hours**

Statisticalmethodsandanalyticstechniquesusedacrossbusiness(1-1.5)–Statisticalmethodsandanalyticstechniquesusedinsalesandmarketing(1-1.6)–Datatypesgeneratedinsalesandmarketingfunction(1-1.6.1)–StatisticalMethodsandAnalyticalTechniques(1-1.6.2)–StatisticalMethodsand AnalyticsTechniquesusedinSupplyChainManagement(1-1.7)–AnalyticsusecaseinSCM(1-1.7.2)

Unit:4	**BigDataforEducation4.0**	**12--hours**

Education 4.0 in India (10-10.6) - Digital Revolution of Education 4.0 (8-8.2) – Education4.0 (8-8.2.1) - Requirements of Education 4.0 in Industry(8-8.2.2)–Benefits of Education 4.0 for Business Sector(8-8.2.3)–Influence of Industrial Revolution 4.0 on Higher Education (8-8.2.4)–Conceptual Framework of Big Data for Industry 4.0 (8-8.3) – Need for Big Data Analytics in Education(10-10.2)

Unit:5	**ApplicationsusingBigDataandBusinessAnalytics**	**10--hours**
Big Data Analytics and Business Analytics: An introduction (8-8.1) – Business Analytics (8-8.4) – BusinessAnalyticsvs.BusinessIntelligence(8-8.4.1)–BusinessIntelligence(8-8.4.1.2)–Challengesof Big Data and Business Analytics (8-8.6) – Applications of Big Data (8-8.5) – Big Data Analytics inFinanceIndustry(9-9.4)–ApplicationsofBigDataAnalyticsinEducation(10-10.3)–BigDatainBiomedicalResearch(13-13.4)–ApplicationsinBiomedicine(17-17-4)–ApplicationsinHealthcare		
Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	Total Lecture Hours	**60hours**

ReferenceBook	
1	Kaliraj,P.Devi,T.(2022).BigDataApplicationsinIndustry4.0(P.Kaliraj,Ed.)(1sted.).AuerbachPublications. https://doi.org/10.1201/9781003175889
CourseDesignedby:Ms.M.LissaandProf.T.Devi	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]	
1	
2	

MappingwithProgrammeOutcomes					
COs	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

*S-Strong;M-Medium;L-Low

SEMESTER-VI

Coursecode	**6EF**	**TITLEOFTHECOURSE**	**L**	**T**	**P**	**C**
Elective–III-C		**ORGANIZATIONALBEHAVIOUR**	**4**	**-**	**-**	**3**
Pre-requisite			**Syllabus version**			

CourseObjectives:

Themainobjectivesofthiscourseareto:

Toenablethestudentstolearnprinciples,conceptsofBusiness,natureandtypesofbusinessorganizations

ExpectedCourseOutcomes:

Onthesuccessfulcompletionofthecourse,studentwillbeableto:

1	TounderstandthenatureandtypesofBusinessOrganisation	K1&K2
2	Developanideaaboutthevarioussourcesoffinanceofabusiness.	K1&K2
3	GainknowledgeaboutthepersonalityattributesOB	K2
4	Toanalysethedecisionmakingprocess.	K2
5	Toknowaboutthepower,policiesandconflictsinabusinessorganization.	K3

K1-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create

Unit:1	**OrganizationalBehaviour.**	**12--hours**

Definition–nature scope–contributing disciplines to the field of organizational behavior - Historical evolution of organizational behavior.

Unit:2	**AttributesInfluencingOrganizationBehaviour**	**12--hours**

Major personality attributes influencing OB – Organizational application of learning application of perception in the organization–decision making–values– attitudes.

Unit:3	**TheGroup**	**12-hours**

Definition – classification – group development – group structure – group decision – making – teams, power–policies–conflicts

Unit:4	**MotivationandLeadership**	**12-hours**

Motivation – meaning – process – early theories – contemporary theories-application of motivation techniques – leadership – definition – characteristics – functions – styles –theories:Traittheories–behaviouraltheories–contingencytheories–recentapproaches

Unit:5	**OrganizationalSystemandDynamics**	**10--hours**

System approach to organization – organizational culture – management of change. Need resistance – organizational development: Meaning – characteristics – Techniques –organizational effectiveness

Unit:6	**ContemporaryIssues**	**2hours**
Expertlectures,onlineseminars–webinars		
	TotalLecturehours	**60--hours**
TextBook(s)		
1	Y.K.Bhushan–BusinessOrganisationandManagement–Sultanchand&sons	
2	Shukla-BusinessOrganisationandManagement–S.Chand&CompanyLtd.,	
ReferenceBooks		
1	Robbins1998OrganizationalBehaviour,NewDelhi,PrenticeHallofIndiaPvtLtd	
2	FreedLuthans1998OrganizationalBehaviour,NewDelhi,MCGrawHillInternationalEdition	
RelatedOnlineContents[MOOC,SWAYAM,NPTEL,Websitesetc.]		
1	Organizationalbehavior	
2		
3		
CourseDesignedBy:Dr.D.Yuvaraaj	Yuvakirthik73@gmail.com	

MappingwithProgrammeOutcomes					
Cos	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**
CO1	S	S	S	S	S
CO2	M	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	S

S-Strong;M-Medium;L-Low

Annexure

BHARATHIARUNIVERSITY ::COIMBATORE641406

GUIDELINES FORCONDUCTINGVALUEADDEDCOURSES

CourseStructure

1. Therequestforapprovalofsyllabusbytheconcernedauthoritiesismandatoryatleast15daysbefore thedateofcommencementofthecourse.TheSyllabus(15/30hours),ScheduleandtheDetails ofFacultyhandlingthecourseapprovedbytheDepartmentalCommitteeandforwardedbyHead oftheDepartmentshouldbeenclosed.

   a. Thecourseofferedshouldnotbethesameasanycourselistedinthecurriculumoftherespective programme/oranyotherprogrammeofferedin University /Colleges.
   b. Thevalueaddedcoursesmaybealsoconductedduringweekends/vacationperiod.
   c. ThecoursecanbeofferedanysemesterinthePGProgrammes.
   d. Industryexperts/eminentacademiciansfromotherInstitutesare also eligible to offerthevalueaddedcourse.
   e. Thecoursecanbeofferedonlyifthereareatleast10studentsoptingforit.
   f. Thestudentsmaybeallowedtotakevalueaddedcoursesofferedbyotherdepartmentsafterobtainingpermissionfromthe HeadoftheDepartmentofferingthecourse.

Duration

2. Thedurationofvalueaddedcoursesis15(30)periodsoftheoryoramaximumoftheoryandLaboratorycoursesandthecoursecanhaveamaximumofthreehoursperday.

   Fortheone(two)creditcourseseither15(30)periodsoftheoryoracombinationoftheoryandLaboratory maybeoffered.

   Where,**2periods**oflaboratory=**1period**oftheory

Evaluation

3. Thevalueaddedcoursesshallcarry100marksandshallbeevaluatedthroughinternal assessmentsonly.

   a. TwoAssessmentsshallbeconductedpreferablyoneinthemiddleandtheotherattheendofthecoursebytheDepartmentconcerned.
   b. Thedurationofassessmentisonehoureach.
   c. Thetotalmarksobtainedinthetestsshallbereducedto100marksandroundedtothenearestinteger.
   d. The Head ofthe Department may identify a faculty memberas co-ordinatorforthecourse.AcommitteeconsistingoftheHeadoftheDepartment,staffhandlingthecourse(ifavailable),coordinatorandaseniorFacultymembernominatedbytheHeadofthe

      Departmentshallmonitortheevaluationprocess.Thegradesshallbeassignedtothestudentsbythe above committeebasedontheirrelativeperformance.

e. Theco-ordinatorforthecourseisresponsibleformaintainingand processing therecordswithregardtoassessmentmarksandresults.

PassingRequirementandGrading

4. Thepassingrequirementforvalueaddedcoursesshallbe50%ofthemarksprescribedforthecourse**(Internalassessmentonly)**

a. ThegradesO,A+,A,B+,Bobtainedfortheone/twocreditshallfigureintheMarksheetunderthetitle**'ValueAddedCourses'**.TheothergradesRA, SA**will not figure inthemarksheet.**
b. Thecreditsearnedthroughvalueaddedcoursesshallnotbeconsideredforcalculating GPAandCGPA.
c. Thecreditsearnedthroughvalueaddedcoursesshallnotbeconsideredforclassification ofdegree.
d. Ifthecourseisofferedduringanysemester,itwillappearinthatsemester'smarksheet.Howeverifthecourseisofferedinsummer/wintervacations,thecoursewillbeincludedinthe gradesheetofthe subsequentsemester.

MaximumNumberofCourses

5. Astudentcan earna maximumof 3credits during theentireprogrammeofstudybyattendingvalueaddedcourseswhichwouldbeoverandabovetherequiredmaximumnumberofcreditsfortheawardofthedegrees.

FinancialCommitment

6. Theexpenditure tobeincurred fortheconduct ofvalue addedcoursesshouldbemetfromnominalfeescollectedfromthestudents ataratefixedbytheUniversity.Howeveranyadditionalexpendituremaybesupportedbythefunds of theDepartment.

APPLICATIONFORCONDUCTINGVALUE ADDEDCOURSES

1. NameoftheDepartment:
2. PGprogramme:
3. **DetailsoftheValueAddedCourses:**
   a. NameoftheValueAddedCourses
   b. TypeofValueAddedCourses (Theory/Lab/Labinte gratedTheory/others)
   c. ShortDescription Enclosure1enclosed-YES/NO
   d. SyllabusincludingReference Enclosure2enclosed-YES/NO
4. **Targetaudience:**
   Semester(indicateifmorethanon e)Others
5. **DetailsofFacultyhandlingthecourse:**
   a. Nameofthe FacultyhandlingtheValueAddedc ourse
   b. Detailsincludingdesignationandexpertise Enclosure3enclosed-YES/NO
   c. Contactdetails
      EmailID :
      PhoneNo :
6. **TentativeTimeTable**includingdates ofinternalassessments : Enclosure4enclosed-YES/NO
7. Numberofstudentsoptingforthecourse:
8. DepartmentConsultativeCommittee-Minutes : Enclosure5enclosed-YES/NO
9. NameandDesignationoftheCoordinator:

Head of theDepartment(withd ate&seal)

Note:

* **Feesifany**

B.Com. Corporate Secretaryship 2020-21 onwards - Affiliated Colleges - Annexure No.
SCAA DATED: 23.09.2020

DETAILSOFCOMPLETIONOFVALUE ADDEDCOURSE

NameoftheDepartment :

NameoftheValueAddedcourse offered :

NameoftheFacultyofferedthecourse :Academic/Industry

Nameofthecoordinator :

E-mail :

Contact :

Detailsofstudentsattendedthecourse:

S.No	Name ofthestudent	Reg.No.	Programme	Semester	Marks	Grade

(Facultyhandlingthe(SenioFacultynominatedbyHOD)course(ifavailable))

(Coordinator) **(Head of the Department**(withdate&seal)