



School of Arts and Science

**Minutes of Seventh Meeting of Board of Studies of
B.Com. (Corporate Secretaryship)**

The Seventh Meeting of Board of Studies for Bachelor of Commerce – Corporate Secretaryship (B.Com. - CS) Programme was held on 26th February 2024, Monday at 03.00 P.M. thru online mode with the Head of the Department in the Chair. The following members were present for the BoS meeting.

S. No.	Name of the Member	Designation
1	Dr. Bala Sendhil Kumar G. Professor and Head, Business Studies, School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Chairman
2	Dr. C. VETHIRAJAN Professor and Head, Department of Corporate Secretaryship, Alagappa University, Karaikudi.	Pondicherry University Nominee
3	Dr. P. CHELLASAMY Professor, Department of Commerce, Bharathiar University, Coimbatore.	Subject Expert (Academic Council Nominee)
4	Dr. M. LALITHA Professor and Head, Department of Commerce, Thiruvalluvar University College of Arts and Science, Thiruvannainallur, Villupuram Dt.	Subject Expert (Academic Council Nominee)
5	CS G. BALASUBRAMANIAM Vice President & Company Secretary, Ramesh Iron & Steel Company India Private Ltd., Coimbatore.	Member (Industry representative)
6	Dr. Sivasacty Assistant Professor, Department of Business Studies School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
7	Mr. G. Vengatesan Assistant Professor, Department of Business Studies School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member

8	Dr. M. Abirami @ Manoranjitham Assistant Professor, Department of Business Studies School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
9	Mrs. M. Dhivya Assistant Professor, Department of Business Studies School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
10	Mr. R. Shanmugasundari Assistant Professor, Department of Business Studies School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
11	Dr. R. Rajendiran Assistant Professor, Department of Tamil School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
12	Mr. M. Elamaran Assistant Professor, Department of English School of Arts and Science Sri Manakula Vinayagar Engineering College Puducherry	Internal Member
13	Dr. Alok Pathak Assistant Professor and Head, Department of French, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member

Agenda of the Meeting

Item No. : BoS / B.Com CS 7.1

- ❖ Welcome Address, Introduction about Institution (Preamble, Top Management, Autonomous Status), Department and Members of Board of Studies.
- ❖ Confirmation of Minutes of the Sixth Meeting of the Board of Studies.

Item No. : BoS / B.Com CS 7.2

- ❖ To discuss on UG Curriculum and proposed syllabi (II Semester), under Autonomous Regulations 2023.

Item No. : BoS / B.Com CS 7.3

- ❖ To share the Academic and Placement credentials of students of Batch 2020 -2023. An appreciation to the students pursuing higher education in reputed universities.

Item No. : BoS / B.Com CS 7.4

- ❖ Any other item with the permission of the chair.

Minutes of the Meeting

The meeting deliberated on the agenda items that had been approved by the Chairman.

Item No. : BoS / B.Com CS 7.1

Dr. G. Bala Sendhil Kumar, Chairman, BoS opened the meeting by greeting and introducing the external members to the internal members and meeting thereafter deliberated on the approved agenda items.

Confirmation of the Minutes of the Sixth Meeting of the Members of Board of Studies held on 25th May 2023, Thursday at 03.00 P.M. was done by presenting the Minutes of Sixth Meeting by the Chairman to the Board Members and the actions taken by the Department in the process of implementing it. The following were discussed and approved by the Board Members and implemented by the department.

- ❖ Curriculum Framework (1st to 6th Semesters) and Syllabi of 1st Semester for the Programme: Bachelor of Commerce - Corporate Secretaryship (B.Com. - CS) under Regulation 2023. (For the students admitted from the Academic Year 2023-2024).

Item No. : BoS / B.Com CS 7.2

The curriculum and syllabi of II semester of the UG Programme: Bachelor of Commerce - Corporate Secretaryship (B.Com. - CS) under Regulations 2023 (For the students admitted during the Academic Year 2023-2024), was presented to the Board members for discussion and approval. The board members approved the same without any revisions and modifications (kindly refer Annexure 1 for Curriculum and Annexure 2 for Syllabi of II Semester Courses).

Item No. : BoS / B.Com CS 7.3

Board Chairman shared Placement and Academic credentials of students of batch 2020-2023.

- ❖ The Board members appreciated the students, who got placed in Campus Interview and those who are all pursuing Higher Education.
- ❖ BoS members appreciated our SMVEC Placement strategies.






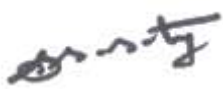
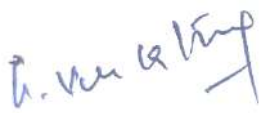


Item No. : BoS / B.Com CS 7.4





Board Chairman shared the upcoming silver Jubilee events and Celebrations of SMVEC.

- ❖ The BOS members were happy about our silver Jubilee milestone and valued all the events and the celebrations.
- ❖ The Board chairman informed about the Academic council and BOS Members constitution as per the norms of UGC norms.
- ❖ Board Chairman put forth the comparison of R-2020 and R-2023, by highlighting its differences and uniqueness.

The meeting ended with vote of thanks by the Chairman of the Board of Studies, was concluded at 03.35 P.M.

The Minutes of the Seventh Meeting of Board of Studies for Bachelor of Commerce - Corporate Secretaryship (B.Com. - CS) Programme held on 26th February 2024, Monday, was signed by the members who attended the meeting:

Sl. No	Name of the Member with Designation and official Address	MEMBERS AS PER UGC NORMS	Signature
1	Dr. Bala Sendhil Kumar G. Professor and Head, Business Studies, School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Chairman	
2	Dr. C. VETHIRAJAN Professor and Head, Department of Corporate Secretaryship, Alagappa University, Karaikudi.	Pondicherry University Nominee	
3	Dr. P. CHELLASAMY Professor, Department of Commerce, Bharathiar University, Coimbatore.	Subject Expert (Academic Council Nominee)	
4	Dr. M. LALITHA Professor and Head, Department of Commerce, Thiruvalluvar University College of Arts and Science, Thiruvannainallur, Villupuram Dt.	Subject Expert (Academic Council Nominee)	
5	CS G. BALASUBRAMANIAM Vice President & Company Secretary, Ramesh Iron & Steel Company India Private Ltd., Coimbatore.	Member (Industry representative)	
6	Dr. Sivasacty Assistant Professor, Department of Business Studies, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
7	Mr. G. Vengatesan Assistant Professor, Department of Business Studies, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
8	Dr. M. Abirami @ Manoranjitham Assistant Professor, Department of Business Studies, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
9	Mrs. M. Dhivya Assistant Professor, Department of Business Studies, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	

10	Mr. R. Shanmugasundari Assistant Professor, Department of Business Studies School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
11	Dr. R. Rajendiran Assistant Professor, Department of Tamil, School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
12	Mr. M. Elamaran Assistant Professor, Department of English, School of Arts and Science Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	
13	Dr. Alok Pathak Assistant Professor and Head, Department of French, School of Arts and Science, Sri Manakula Vinayagar Engineering College, Puducherry	Internal Member	



Dr. G. Bala Sendhil Kumar
Professor and Head - Business Studies
Chairman, Board of Studies
B.Com. – CS



Dr. S. Muthulakshmi
Dean - School of Arts & Science
Sri Manakula Vinayagar Engineering College




ANNEXURE 1



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution &
Accredited by NAAC with "A" Grade)

Madagadipet, Puducherry - 605 107



SCHOOL OF ARTS AND SCIENCE

BACHELOR OF COMMERCE IN CORPORATE SECRETARYSHIP

**ACADEMIC REGULATIONS 2023
(R-2023)**

CURRICULUM



COLLEGE VISION AND MISSION

Vision

To be globally recognized for excellence in quality education, innovation and research for the transformation of lives to serve the society.

Mission

M1: Quality Education:

To provide comprehensive academic system that amalgamates the cutting-edge technologies with best practices.

M2: Research and Innovation:

To foster value-based research and innovation in collaboration with industries and institutions globally for creating intellectuals with new avenues.

M3: Employability and Entrepreneurship:

To inculcate the employability and entrepreneurial skills through value and skill-based training.

M4: Ethical Values:

To instill deep sense of human values by blending societal righteousness with academic professionalism for the growth of society.

DEPARTMENT OF BUSINESS STUDIES

VISION AND MISSION

Vision

To explore value-based Accounting and Management Education through innovative and flexible curriculum that enables to decipher and adapt in multidisciplinary academic and research environments and the society at large.

Mission

M1: Knowledge Sharing:

To transform lives through knowledge creation and sharing

M2: Collaborative Learning:

To leverage the resources to provide experiential learning, immersion and other collaboration opportunities.

M3: Career Development:

To provide the best professional development and career growth opportunities to the students.

M4: Consistent Improvement:

To continuously improve through stakeholder engagement, industry relations, and assurance of learning across multiple domains.



Programme Outcome (PO)

PO1: Acquire the essential knowledge on the successful prospects of business.

PO2: Understand the practical issues and challenges that the trade world encounters.

PO3: Apply concepts, principles and procedures in transacting business effectively.

PO4: Gain analytical skill in undertaking commercial ventures and evaluate the pros and cons of embarking on trade and trade related activities based on their in-depth knowledge.

PO5: Be employable, exhibit entrepreneurial drive and be a model of principled and ethically sound business professionals.

Program Specific Outcomes (PSO)

PSO1: Understand the concepts, principles and practices involved in undertaking business ventures.

PSO2: Apply conceptual skills in the areas of Company Law, Secretarial practice, Economic Legislations and Goods and Service Tax that helps in understanding business problems.

PSO3: Understand the legal guidelines relating to the business activities.



**BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP)
STRUCTURE FOR UNDERGRADUATE PROGRAMME**

Sl. No	Course Category	Breakdown of Credits
Part I		
1	Modern Indian Language (MIL)	06
Part II		
2	English (ENG)	06
Part III		
3	Discipline Specific Core Courses (DSC)	73
4	Discipline Specific Elective Courses (DSE)	12
5	Inter-Disciplinary courses (IDC)	15
6	Skill Enhancement Courses (SEC)	12
7	Employability Enhancement Courses (EEC*)	0
8	Ability Enhancement Courses (AEC)	04
9	Open Electives (OE)	04
10	Online Certification Course (OCC*)	0
11	Extension Activity (EA*)	0
Total		132

SCHEME OF CREDIT DISTRIBUTION – SUMMARY

Sl. No.	Course Category	Credits per Semester						Total Credits
		I	II	III	IV	V	VI	
Part I								
1	Language (MIL)	3	3					06
Part II								
2	English (ENG)	3	3					06
Part III								
3	Discipline Specific Core Courses (DSC)	10	10	13	13	12	15	73
4	Discipline Specific Elective Courses (DSE)			3	3	3	3	12
5	Inter-Disciplinary Courses (IDC)	4	3	2	3	3		15
6	Skill Enhancement Courses (SEC)	2	2	2	2	2	2	12
7	Employability Enhancement Courses (EEC*)	0	0	0	0			0
8	Ability Enhancement Courses (AEC)	1	1	1	1			04
9	Open Electives (OE)			2	2			04
10	Online Certification Course (OCC*)					0		0
11	Extension Activity (EA*)		0					0
Total		23	22	23	24	20	20	132

* EEC, OCC, EA will not be included for the computation of "Total of Credits" as well as "CGPA".




SEMESTER – I										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Part I										
Theory										
1	A23FRT101C	French - I	MIL	3	0	0	3	25	75	100
	A23TAT101C	Tamil - I								
Part II										
Theory										
2	A23BET102C	Business English - I	ENG	3	0	0	3	25	75	100
Part III										
Theory										
3	A23CST101C	Financial Accounting for Business	DSC	3	1	0	4	25	75	100
4	A23BAD101C	Managerial Economics	DSC	3	0	0	3	25	75	100
5	A23BAT102C	Business Management and Practices	DSC	3	0	0	3	25	75	100
6	A23MADA01C	Business Mathematics and Statistics	IDC	3	1	0	4	25	75	100
Skill Enhancement Course										
7	A23ENSA01C	Communication Skill	SEC	0	0	4	2	100	0	100
Ability Enhancement Course										
8	A23AETA02C	Environmental Studies	AEC	1	0	0	1	100	0	100
Employability Enhancement Course										
8	A23CSC101D	Certification Course - I*	EEC	0	0	4	0	100	0	100
							23	450	450	900

* Employability Enhancement Course are to be selected from the list in Annexure I




SEMESTER – II										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Part I										
Theory										
1	A23FRT202C	French - II	MIL	3	0	0	3	25	75	100
	A23TAT202C	Tamil - II								
Part II										
Theory										
2	A23BET202C	Business English - II	ENG	3	0	0	3	25	75	100
Part III										
Theory										
3	A23CMT203C	Advanced Financial Accounting	DSC	3	1	0	4	25	75	100
4	A23CST201D	Company Formation and Share Capital	DSC	3	0	0	3	25	75	100
5	A23BAT205C	Entrepreneurship and Startups	DSC	3	0	0	3	25	75	100
6	A23BAD202C	Legal Aspects of Business	IDC	3	0	0	3	25	75	100
Skill Enhancement Course										
7	A23ENSA02C	Soft Skills	SEC	0	0	4	2	100	0	100
Ability Enhancement Course										
8	A23AETA01C	Public Administration	AEC	1	0	0	1	100	0	100
Employability Enhancement Course										
9	A23CSC202D	Certification Course - II*	EEC	0	0	4	0	100	0	100
Extension Activity										
10	A23EAS201C	National Service Scheme	EA	0	0	2	0	100	0	100
							22	550	450	1000

* Employability Enhancement Course are to be selected from the list in Annexure I

SEMESTER – III										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Part III										
Theory										
1	A23CMT305C	Corporate Accounting	DSC	3	1	0	4	25	75	100
2	A23CST302D	Company Administration and Management	DSC	3	0	0	3	25	75	100
3	A23BAT307C	Financial Management	DSC	3	1	0	4	25	75	100
4	A23CSE301D	Principles of Marketing	DSE	3	0	0	3	25	75	100
	A23CSE302D	Practical Auditing								
	A23CME301D	Investment Management								
5	A23XXO30XC	Open Elective - I	OE	2	0	0	2	25	75	100
Practical										
6	A23BAI301C	Working with Spreadsheets	IDC	0	0	4	2	50	50	100
Project										
7	A23BAP301C	Venture Development	DSC	0	0	4	2	40	60	100
Skill Enhancement Course										
8	A23CSS301D	Introduction to MCA21 Portal	SEC	0	0	4	2	100	0	100
Ability Enhancement Course										
9	A23AETA04C	Value Education	AEC	1	0	0	1	100	0	100
Employability Enhancement Course										
10	A23CSC303D	Certification Course - III*	EEC	0	0	4	0	100	0	100
							23	515	485	1000

* Employability Enhancement Course are to be selected from the list in Annexure I

SEMESTER – IV										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Part III										
Theory										
1	A23CMT408C	Advanced Corporate Accounting	DSC	3	1	0	4	25	75	100
2	A23CMT409C	Management Accounting	DSC	3	1	0	4	25	75	100
3	A23BAD401C	Business Policy and Strategy	IDC	3	0	0	3	25	75	100
4	A23CME404C	Basics of Stock Market	DSE	3	0	0	3	25	75	100
	A23CME405C	Insurance and Risk Management								
	A23CME406C	Financial Markets and Services								
5	A23XXO40XC	Open Elective - II	OE	2	0	0	2	25	75	100
Practical										
6	A23CML401C	Computerised Accounting	DSC	0	0	4	2	50	50	100
Internship										
7	A23CSN401D	Internship / In-Plant Training	DSC	0	0	6	3	40	60	100
Skill Enhancement Course										
8	A23MASA01C	Quantitative Aptitude and Logical Reasoning	SEC	0	0	4	2	100	0	100
Ability Enhancement Course										
9	A23AETA03C	Indian Constitution	AEC	1	0	0	1	100	0	100
Employability Enhancement Course										
10	A23CSC404D	Certification Course - IV*	EEC	0	0	4	0	100	0	100
							24	515	485	1000

* Employability Enhancement Course are to be selected from the list in Annexure I

SEMESTER – V										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Part III										
Theory										
1	A23CST503C	Income Tax Law and Practice	DSC	3	1	0	4	25	75	100
2	A23CST504D	Company Meetings and Winding up	DSC	3	0	0	3	25	75	100
3	A23CST505D	General Law	DSC	3	0	0	3	25	75	100
4	A23CSE503D	Corporate Compliance	DSE	3	0	0	3	25	75	100
	A23CSE504D	Ethics and Sustainability								
	A23CSE505D	Organisational Psychology								
Project										
5	A23BAP503C	Social Responsibility Project	IDC	0	0	6	3	40	60	100
6	A23CSP501D	Drafting Notices, Agenda, Resolutions and Minutes	DSC	0	0	4	2	40	60	100
Skill Enhancement Course										
7	A23BAS502C	Business Research Methods	SEC	0	0	4	2	100	0	100
Online Certification Course										
8	A23CSM501D	MOOC - Certificate Course	OC	0	0	4	0	Successful Completion		
							20	280	420	700

SEMESTER – VI										
Sl. No.	Course Code	Course Title	Category	Periods			Credits	Max. Marks		
				L	T	P		CAM	ESM	Total
Part III										
Theory										
1	A23CST606D	Business Modelling	DSC	3	0	0	3	25	75	100
2	A23CST607C	Goods and Services Tax	DSC	3	1	0	4	25	75	100
3	A23CST608D	Economics and other Legislations	DSC	3	0	0	3	25	75	100
4	A23CSE606D	Corporate Governance	DSE	3	0	0	3	25	75	100
	A23CSE607D	Intellectual Property Rights								
	A23CME612C	Personal Finance								
Project										
5	A23CSP602D	Project	DSC	0	0	10	5	40	60	100
Skill Enhancement Course										
6	A23BAS603C	Life Skills Development and Mentoring	SEC	0	0	4	2	100	0	100
							20	240	360	600

Annexure - I

EMPLOYABILITY ENHANCEMENT COURSES - CERTIFICATION COURSES
(Not included in CGPA and Credits computation)

Certification Course - I, II, III & IV
(To be chosen from the below list but not limited)

Sl. No.	Course Title
1	MS Office
2	Advanced Excel
3	Tally
4	Digital Marketing
5	Microsoft 365 fundamentals
6	Block Chain
7	Artificial Intelligence
8	Investment & trading Strategies
9	Foundation of Stock Market Investing
10	Google Analytics

ANNEXURE - 2

Department	TAMIL	Programme: B.Com. (Corporate Secretaryship)						
Semester	SECOND	Course Category Code: MIL			*End Semester Exam Type: TE			
Course Code	A23TAT202C	Periods/Week			Credit	MaximumMarks		
		L	T	P	C	CAM	ESE	TM
Course Name	TAMIL – II	3	0	0	3	25	75	100
(Common to B.A, B.Sc., BBA., B.COM., BCA., B.COM CS.,)								
Prerequisite	பன்னிரெண்டாம் வகுப்பில் தமிழை ஒரு பாடமாகப் பயின்றிருக்க வேண்டும்.							
Course Objectives	<ul style="list-style-type: none"> செவ்விலக்கிய தன்மை கொண்ட தமிழ்மொழியின் சிறப்பினை எடுத்துரைப்பதாக இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது. இரண்டாயிரம் ஆண்டுகாலத் தமிழின் தொன்மையையும் வரலாற்றையும் அதன் விழுமியங்களையும் பண்பாட்டையும் எடுத்துரைப்பதாக இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது. தமிழ் இலக்கியம் உள்ளடக்கத்திலும், வடிவத்திலும் பெற்றமாற்றங்கள், அதன் சிந்தனைகள், அடையாளங்கள் ஆகியவற்றைக் காலந்தோறும் எழுதப்பட்ட இக்கியங்களின் வழியாகக் கூறுவதற்கு இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது. வாழ்வியல் சிந்தனைகள், ஒழுக்கவியல் கோட்பாடுகள், சமத்துவம், சூழலியல் எனப் பல கூறுகளை மாணவர்களுக்கு எடுத்துரைக்கும் விதத்தில் இப்பாடத்திட்டம் உருவாக்கப்பட்டுள்ளது. சிந்தனை ஆற்றலைப் பெருக்குவதற்குத் தாய்மொழியின் பங்களிப்பினை உணர்த்த இப்பாடத்திட்டம் அமைக்கப்பட்டுள்ளது. 							
	On completion of the course, the students will be able to						BT Mapping (Highest Level)	
	CO1	இலக்கியங்கள் உணர்த்தும் வாழ்வியல் நெறிமுறைகளைப் பேணிநடத்தல்.						K3
	CO2	நமது எண்ணத்தை வெளிப்படுத்தும் கருவியாகத் தாய்மொழியைப் பயன்படுத்துதல்.						K3
	CO3	தகவல் தொடர்புக்குத் தாய்மொழியின் முக்கியத்துவத்தை உணர்தல்.						K2
CO4	தாய்மொழியின் சிறப்பை அறிதல்.						K3	
CO5	இலக்கிய இன்பங்களை நுகரும் திறன்களை வளர்த்தல்.						K3	
UNIT-I	காப்பியம்			Periods: 09				
சிலப்பதிகாரம்	- வழக்குரைகாதை-காவியகுநீரும்...முதல் தோற்றான் உயிர்வரை (8 வரிகள்)						CO1	
மணிமேகலை	- பளிக்கறை புக்ககாதை-மதுமலர்க் கூந்தல்...முதல் புறமறிப் பாராய் வரை (106-121வரிகள்)							
பெரியபுராணம்	- இளையான்குடிமாறநாயனார்புராணம் - உள்ளம் அன்புகொண்டு...(17ஆவது பாடல்மட்டும்)							
கம்பராமாயணம்	- கும்பகர்ணவதைப்படலம் - உறங்குகின்ற கும்பகன்... (45ஆவதுபாடல் மட்டும்)							
தேம்பாவணி	- பாலமாட்சிப்படலம் - ஊட்டினார்அருள்...(229 பாடல் மட்டும்)							
சீராப்புராணம்	- மழையழைப்பித்தப் படலம் - வேயினை முறித்து எனத் தொடங்கும் (15ஆவது பாடல் மட்டும்)							
UNIT-II	பதினெண் கீழ்க்கணக்கு நூல்கள்			Periods: 09				
திருக்குறள்	- வலியறிதல் (48), நெஞ்சொடுகிளத்தல் (125)						CO2	
நாலடியார்	- அரும்பெறல்...(பாடல் எண்:34)							
சிறுபஞ்சமூலம்	- பூவாது காய்க்கும்...(பாடல் எண்:22)							
ஐந்திணைஐம்பது	- சுனைவாய்ச் சிறுநீரை...(பாடல் எண்:38)							
கார்நாற்பது	- கருவினை கண்மலர்போல் பூத்தன...(பாடல் எண்:34)							
களவழிநாற்பது	- ஞாட்பினுள்ளெஞ்சிய (பாடல் எண்:2)							
UNIT-III	சங்க இலக்கியம் - எட்டுத்தொகை			Periods: 09				
ஐங்குறுநூறு	- பாடல் எண்:44 - தோழி கூற்று						CO3	
குறுந்தொகை	- பாடல் எண்:224 - தலைவி கூற்று							
நற்றிணை	- பாடல் எண்:284 - தலைவன் கூற்று							
அகநானூறு	- பாடல் எண்:145 - செவிலி கூற்று							
புறநானூறு	- பாடல் எண்:102 - ஔவையார்							
பரிபாடல்	- பாடல் எண்:3 - திருமால் வாழ்த்து (1-11வரிகள்)							
UNIT-IV	பத்துப்பாட்டு			Periods: 09				
பொருநராற்றுப்படை	- வாரியும் வடித்தும்...முதல் பெருந்தகு பாடினி வரை (25-47)						CO4	
சிறுபாணாற்றுப்படை	- பைந்தனை அவரை...முதல் வென்றிவேலூர் எய்தின் வரை (164-173)							
பெரும்பாணாற்றுப்படை	- பார்வையாத்த...முதல் பதம் மிகப் பருகுவீர் வரை (95-105)							
குறிஞ்சிப்பாட்டு	- அண்ணல் நெடுங்கோடு...முதல் சிவந்தகண்ணேம் வரை(54-61)							
மதுரைக்காஞ்சி	- மைபடுபெருந்தோள்...முதல் பெரும்பெயர் மதுரை வரை (687-699)							
நெடுநல்வாடை	- குளிகாலக்காட்சி- கல்லென் துவலைத்...முதல் பண்ணுமுறை நிறுப்ப வரை (64-70)							




UNIT-V	மொழிப்பயிற்சி, இலக்கியவரலாறு	Periods: 09
1.முதல், கரு, உரிப்பொருள் அறிதல் 2.அலகிட்டு வாய்ப்பாடு 3.அணிகள் அறிதல்		CO5
இலக்கிய வரலாறு31 காப்பியம், அறஇலக்கியம், சங்க இலக்கியம் குறித்தப் பாடப்பகுதியை ஒட்டிய இலக்கிய வரலாறு.		
Lecture Periods: 45	Tutorial Periods:-	Practical Periods:-
		TotalPeriods:45
Text Books		
1. சிவகுமார்,எஸ்., -கொங்குதேர்வாழ்க்கை, பாடல் தொகுப்பு நூல் - தொகுதி -1, யுனெடெட் ரைட்டர்ஸ்,சென்னை -86. முதற்பதிப்பு.2003. 2. சாமிநாதையர் டாக்டர் உ.வே. குறுந்தொகை மூலமும் உரையும், டாக்டர் உ.வே.சாமிநாதையர் நூல் நிலையம், வெளியீட்டெண்: 277,பெசன்ட் நகர், சென்னை- 600 090.எட்டாம் பதிப்பு- 2020. 3. வேங்கடராமன், வித்துவான்.ஹெச். (பதி.) - நற்றிணை மூலமும் உரையும்,டாக்டர்உ.வே.சாமிநாதையர் நூல் நிலையம், வெளியீட்டெண்: 277,பெசன்ட் நகர்,சென்னை- 600 090. எட்டாம் பதிப்பு- 2020. 4. திருவள்ளுவர்- சேயோன் டாக்டர் - திருக்குறள்,மயிலைத் திருவள்ளுவர் தமிழ்ச் சங்கம்,184,பிராட்வே,சென்னை 600 108 5. வேங்கடசாமிநாட்டார்,ந.மு., - கார்நாற்பது,களவழிநாற்பது-சாரதாபதிப்பகம்,சாந்திஅடுக்ககம், ஸ்ரீகிருஷ்ணபுரம் தெரு, இராயப்பேட்டை,சென்னை -14. முதற்பதிப்பு: 2005.		
Reference Books		
1. சிற்பிபாலசுப்பிரமணியம் மற்றும் நீலபத்மநாபன் (ப.ஆ.சி.) -புதியதமிழ் இலக்கியவரலாறு, தொகுதி-1,2,3, சாகித்திய அகாதெமி, புதுடெல்லி, 2013. 2. பாக்கியமேரி, வகைமை நோக்கில் தமிழ் இலக்கிய வரலாறு (செம்மை மற்றும் விரிவுப் பதிப்பு), பாரிநிலையம். சென்னை, 3. ஆனந்தன். சு. முனைவர்., - தமிழ் இலக்கியவரலாறு,கண்மணிபதிப்பகம், திருச்சி-2. இருபத்தி மூன்றாம் பதிப்பு- 2015. 4. பரந்தாமனார்,அ.கி.,நல்லதமிழ் எழுதவேண்டுமா,பாரிநிலையம்,சென்னை, 1998. 5. சம்பத், இரா., (பதி) -தொல்காப்பியக் கவிதையியல் வடிவம்-பாடுபொருள்-உத்தி-வகைமை,புதுச்சேரிமொழியியல் பண்பாட்டுஆராய்ச்சிநிறுவனம். முதற்பதிப்பு-அக்டோபர் 2015.		
Web References		
1. http://www.tamilvu.org 2. http://www.tamilweb.com 3. http://www.tamilkodal.com 4. www.store.tamillexican.com 5. www.kala.tamilforu.blogspot.com 6. www.noolagam.com		

* TE – Theory Exam

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO 3
1	3	3	3	3	3	3	3	3
2	3	3	3	3	3	3	3	3
3	3	2	3	3	2	3	3	3
4	2	3	2	3	2	2	3	2
5	3	2	3	2	3	3	3	3

Correlation Level: 1: Low, 2: Moderate, 3: High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment*	Attendance		
Marks	10		5	5	5	75	100

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Department	French		Programme: B.Com. (Corporate Secretaryship)						
Semester	Second		Course Category Code: MIL			*End Semester Exam Type: TE			
Course Code	A23FRT202C		Periods/Week			Credit	Maximum Marks		
			L	T	P	C	CAM	ESE	TM
Course Name	FRENCH II		3	0	0	3	25	75	100
(Common to B.A., B.SC., and BCA Branches)									
Prerequisite	Basic knowledge of French language								
Course Objective	To introduce the basics of French language to the students								
	To enable the students to read, understand and write simple sentences								
	To help them to grasp the fundamentals of French grammar								
	To make the students to formulate correct phrases								
	To introduce them French and Francophone countries and their cultures								
Course Outcomes	On completion of the course, the students will be able to								BT Mapping (Highest Level)
	CO1	have a general understanding of the language							K3
	CO2	analyze and interpret simple phrases written in French							K3
	CO3	have the basics of French grammar							K3
	CO4	communicate and ask basic questions in French language							K3
	CO5	appreciate the diversity and multiplicity of French and Francophone world							K3
UNIT-I	Parler des choses					Periods:09			
1. Qu'est-ce qu'on offre? 2. L'interro-négation. 3. On Solde 4. Le comparatif. 5. Les fêtes									CO1
UNIT-II	Découvrir le futur					Periods:09			
1. Découvrir Paris en bus avec l'open tour. 2. Les verbes pronominaux 3. Si vous gagnez, vous ferez quoi? 4. Le futur simple 5. Les superlatifs.									CO2
UNIT-III	Exprimer le climat et temps					Periods:09			
1. Parasol ou parapluie 2. Le climat en France. 3. Quand il est midi à Paris? 4. L'emploi du temps:métro, boulot, restau. 5. Parler du temps qu'il fait.									CO3
UNIT-IV	Paris et France - une vue					Periods:09			
1. Vous allez vivre à Paris? 2. Les régions de France 3. L'avenir du français. 4. La place des adjectifs. 5. Souvenirs d'enfance.									CO4
UNIT-V	Pratiquer la langue					Periods:09			
1. J'ai fait mes études à Lyon. 2. Retour des Antilles 3. Raconter ses vacances. 4. Au voleur! Au voleur! 5. Les journaux en France.									CO5
Lecture Periods:45			Tutorial Periods:			Practical Periods:-		TotalPeriods:45	
Text Books									
1. Sylvie Poisson Quinton and Michèle Maheo, <i>Festival 1 Méthode de Français</i> , CLE editions, 2009 2. Nathalie Hirschsprung and Tony Tricot, <i>Cosmopolite 1</i> , Hachette editions, 2017									

Reference Books

1. Régine Mérieux and Yves Loiseau, *Latitudes 1*, Didier editions, 2017
2. Annie Berthet and Emmanuelle Daili, *Alter Ego + A1*, Hachette editions, 2012
3. Bruno Giradeau, *Réussir le Delf A1*, Didier editions, 2019

Web References

1. <https://www.tv5monde.com>
2. <https://www.rfi.fr>
3. <https://www.lemonde.fr>
4. <https://www.frenchpodcasts.com>
5. <https://www.coursera.org>

* TE – Theory Exam

COs/POs/PSOs Mapping

COs	Program Outcomes (PO)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	3	3	3	3	3	1	3	3
2	3	3	3	3	3	1	3	3
3	3	3	3	3	3	1	3	3
4	3	3	3	3	3	1	3	2
5	3	3	3	3	3	1	3	2

Correlation Level: 1 - Low, 2 - Medium, 3 – High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	10		5	5	5	75	100



Department	ENGLISH		Programme: B.Com. (Corporate Secretaryship)						
Semester	SECOND		Course Category Code: ENG			End Semester Exam Type: TE			
Course Code	A23BET202C		Periods / Week			Credit	Maximum Marks		
			L	T	P	C	CAM	ESE	TM
Course Name	BUSINESS ENGLISH II		3	0	0	3	25	75	100
(Common to all Programmes in B.Com., and BBA)									
Prerequisite	Students with Intermediate level of Language Fluency								
Course Objectives	To handle themselves with proper ethics in a variety of Business Contexts								
	To learn all about the basic parts and components that make up a sentence and to form meaningful sentences								
	To communicate with others in practical, business-oriented situations								
	To write effective emails that communicates the message more succinctly, intelligently and accurately								
	To identify the key skills necessary for an employee to reach target performance in their specific role								
Course Outcomes	On completion of the course, the students will be able to							BT Mapping (Highest Level)	
	CO1	Foster an environment of ethical behaviors and prove the excellence						K3	
	CO2	Write a clear and concise style of sentences						K3	
	CO3	Stay connected with colleagues, customers and other professionals in the business oriented situations						K3	
	CO4	Raise learners' confidence when using emails to communicate in the business context						K3	
	CO5	Apply learnt competencies in the liberal arts to everyday life						K3	
UNIT-I	BUSINESS ETHICS AND COMMUNICATION					Periods: 09			
1. Principles of Business Ethics 2. Workplace Ethics 3. Communication Ethics 4. Communicating Corporate Culture 5. Communicating Business Environment								CO1	
UNIT-II	SENTENCE TYPES AND WORD POWER					Periods: 09			
1. Sentence Types – Active Voice and Passive Voice, Direct and Indirect Speech 2. Types of Clauses – Dependent, Independent and Relative Clauses 3. Types of Sentences – Simple, Compound, Complex and Compound & Complex Sentences								CO2	
UNIT-III	SPEAKING IN THE BUSINESS WORLD					Periods: 09			
1. Ice Breakers 2. Getting your point across 3. Establishing rapport and showing interest 4. Responding to Feedback 5. Expressing personal views 6. Introducing new Business Vocabularies								CO3	
UNIT-IV	WRITING BUSINESS EMAILS					Periods: 09			
1. Types of B2B Emails 2. Efficient use of Emails 3. Main component of Emails 4. Email Attacks 5. Email – Exercises								CO4	
UNIT-V	WORKPLACE COMPETENCIES					Periods: 09			
1. Resources 2. Interpersonal Skills 3. Information 4. Systems 5. Technology								CO5	
Lecture Periods: 45		Tutorial Periods: 0		Practical Periods: 0		Total Periods: 45			

Text Books

1. Scott McLean, *Business English for Success*, Saylor Foundation, 2011
2. Business English Advanced CEFR Level
3. Simon Sweeney, *English for Business Communication Student's Book*, Student Edition, Cambridge University Press, 14 April 2003

Reference Books

1. Ann Handley, *Everybody Writes*, Wiley Publisher, 4 November 2014
2. Team Mailmodo, *A Step-by-Step Guide to Improve Email Performance, E-Book*
3. Michael Swan, *Practical English Usage*, Oxford Publication, First published January 1, 1981

Web References

1. www.panola.edu
2. www.specialistlanguagecourses.com
3. www.businessenglishresources.com

* TE – Theory Exam

COs/POs/PSOs Mapping

COs	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3
1	3	3	3	3	3	1	3	3
2	3	3	3	3	3	1	3	3
3	3	3	3	3	3	1	3	3
4	3	3	3	3	3	1	3	2
5	3	3	3	3	3	1	3	2

Correlation Level: 1 - Low, 2 - Medium, 3 – High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	10		5	5	5	75	100



Department	Business Studies			Programme: B.Com (Computer Application)						
Semester	SECOND			Course Category Code: DSC		End Semester Exam Type: TE				
Course Code	A23CMT203C			Periods / Week			Credit		Maximum Marks	
				L	T	P	C	CAM	ESE	TM
Course Name	ADVANCED FINANCIAL ACCOUNTING			3	1	0	4	25	75	100
Common to B.Com. (General), B. Com (CA), B.Com. (CS)										
Prerequisite	-									
Course Objective	To develop the knowledge of partnership accounting and admission of a new partners									
	To handle the accounting for retirement and death of existing partners									
	To be conversant with accounting for dissolution of partnership firm									
	To be familiar with the accounting treatment for partnership firm on insolvency of all partners									
	To elaborate the role of IFRS									
Course Outcome	On completion of the course, the students will be able to								BT Mapping (Highest Level)	
	CO1	Prepare financial accounts for firms and in different situations of admission of new Partners							K1	
	CO2	Handle partnership accounts in situations of retirement and death of partners							K2	
	CO3	Understand the difference between the dissolution of the firm and dissolution of partnership							K2	
	CO4	Prepare financial statements for partnership firm on insolvency of all partners							K3	
	CO5	To know the requirements of international accounting standards							K3	
UNIT-I	PARTNERSHIP ACCOUNTING: ADMISSION OF PARTNERS					Periods: 12				
Introduction - Meaning, definition and features of partnership - Partnership deed. Admission of a new partner : Introduction - New profit-sharing ratio and sacrificing ratio - Revaluation of assets and liabilities – Adjustments of Reserves and other accumulated profit and losses - Adjustment of capital on the basis of new profit-sharing ratio.										CO1
UNIT-II	RETIREMENT AND DEATH OF PARTNERS					Periods: 12				
Retirement of a partner – Introduction - Adjustments required on retirement of a partner : profit-sharing ratio and Gaining ratio, Goodwill (Basics and journal entries only), Revaluation of assets and liabilities - Death of a partner - Mode of Payment (Lump sum and Installment payment Method) - Adjustments required on the death of a partner.										CO2
UNIT-III	DISSOLUTION OF FIRM					Periods: 10				
Dissolution of Partnership – Meaning – Mode of Dissolution – Rules of Settlement of Accounts after Dissolution- Accounting Treatment at the time of Dissolution – Goodwill - Preparation of Balance Sheet as on the date of dissolution										CO3
UNIT-IV	INSOLVENCY OF PARTNERS: PIECE-MEAL DISTRIBUTION					Periods: 14				
Insolvency of Partners: meaning of insolvency - Garner Vs Murray Rule - Accounting Procedure under fixed capitals Method – Criticisms of fluctuating Capital Method – Accounting Treatment when all Partners are Insolvent - Piecemeal Distribution: proportionate or surplus capital method and maximum possible loss method										CO4
UNIT-V	ACCOUNTING STANDARDS FOR FINANCIAL REPORTING					Periods: 12				
Objectives and Uses of Financial Statements for Users-Role of Accounting Standards - Development of Accounting Standards in India- Requirements of International Accounting Standards - Role of Developing IFRS- IFRS Adoption or Convergence in India- Implementation Plan in India- Ind AS- An Introduction - Difference between Ind AS and IFRS.										CO5
Lecture Periods: 60		Tutorial Periods: -			Practical Periods: -			Total Periods: 60		
Text Books										
1. T.S. Reddy & Dr. A. Muruthy, “Financial Accounting”, Margham Publications, 7 th Revised Edition, 2022										
2. S.P. Jain & K.L. Narang, “Financial Accounting”, Kalyani Publishers, 12 th Edition, 2014.										

Reference Books

1. M.C. Shukla, T.S. Grewal & S.C. Gupta, "Advanced Accounts – Vol.1", S.Chand & Sons, 19th Edition, 2017
2. R.L. Gupta & Radhasamy, "Advanced Accountancy – Vol.1", Sultan Chand & Sons, 1st Edition, 2013.
3. Arulanandam & Raman, "Advanced Accountancy Vol.1", Himalaya Publishing House, 7th Edition, 2018
4. Maheswari & Maheswari, "Financial Accounting", Vikas Publishing House, 6th Edition, 2018.

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1. <https://www.geektonight.com/financial-accounting-notes/>
2. http://students.icwai.org/studies/studies/fin_Acc.aspx
3. <https://lecturenotes.in/download/material/18026-financial-accounting>
4. https://ocw.mit.edu/courses/sloan-school-of-management/15-515-financial-accounting-fall-2003/https://www.icaai.org/post.html?post_id=12430

* TE - Theory Exam

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	2	1	2	3	1	2	3	2
2	3	3	2	3	2	1	2	2
3	2	3	3	2	1	3	1	3
4	3	2	2	2	2	2	2	3
5	3	3	3	2	2	3	2	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	10	5	5	5	5	75	100



Department	Business Studies			Programme: B.Com.(Corporate Secretaryship)							
Semester	SECOND			Course Category Code: DSC		End Semester Exam Type: TE					
Course Code	A23CST201D			Periods / Week			Credit	Maximum Marks			
				L	T	P	C	CAM	ESE	TM	
Course Name	COMPANY FORMATION AND SHARE CAPITAL			3	0	0	3	25	75	100	
Prerequisite	To understand the provisions of the Companies Act, 2013, pertaining to										
Course Objective	Kinds of Companies, and Company Secretary										
	Formation of a Company										
	Formalities in respect of public issue of shares										
	Share Capital, its types, and transfer of shares										
Course Outcome	On completion of the course, the students will be able to								BT Mapping (Highest Level)		
	CO1	Demonstrates the concept and characteristics of Company, and Company Secretary.								K1	
	CO2	Describe an understanding of various steps involved in the formation of a company								K2	
	CO3	Develop the legal formalities pertaining to public issue of shares								K2	
	CO4	Understands the various kinds of share capital, and transfer of shares								K3	
	CO5	Explain how the membership in a company is determined and terminated								K3	
UNIT-I	Company and the Secretary						Periods: 09				
Introduction – Definition of Company – Characteristics – Is Company a Citizen? – Lifting of the Corporate Veil – Illegal Association - Kinds of Company. Secretary – Definition – Types of Secretaries – Company Secretary – Legal position – Qualifications – Appointment – Rights, Duties and liabilities – Dismissal of Company Secretary.										CO1	
UNIT-II	Formation of a Company						Periods: 09				
Formation of Company – Incorporation – Documents to be filed with Registrar – Certificate of Incorporation – effects of registration – Promoter – Preliminary Contracts – Duties of secretary at the promotion stage – Memorandum of Association – Articles of Association – contents – alterations – secretary’s duties – Doctrine of Constructive Notice – Indoor Management – Ultra-vires. (Case Study)										CO2	
UNIT-III	Public Issue Formalities						Periods: 09				
Prospectus – Contents – red-herring prospectus – shelf prospectus - Mis-statement in prospectus and their consequences – Statement in lieu of Prospectus – Deemed Prospectus - Commencement of Business – Secretary’s duties at Commencement stage.										CO3	
UNIT-IV	Share Capital						Periods: 09				
Share Capital – Meaning – Kinds – Alteration of Capital – Reduction of Capital – Secretarial procedure for reduction of capital – Rights shares – Guidelines for the issue of fresh capital – Secretary’s duties in connection with issue of shares – Bonus shares – Guidelines – Secretarial duties for issues – dematerialization and re-materialization of securities - Transfer and Transmission of shares (including depository mode).										CO4	
UNIT-V	Shares Certificates and Warrants						Periods: 09				
Share Certificates – Meaning and Legal effects – Rules relating to the issue of share certificates – Secretarial Duties pertaining to the issue of share certificates – Issue of Duplicate Share Certificates – steps involved – Duties of Company Secretary in issue of duplicate certificates. Share Warrants – Procedure for issue of share warrant – Effects of issue of share warrants – Duplicate Share Warrants – Procedure for issue. Dividend on Share Warrants – Surrender of Share Warrants – Secretarial Duties regarding issue of share warrants – Distinction between share certificate and share warrant.										CO5	
Lecture Periods: 45			Tutorial Periods:			Practical Periods: -			Total Periods: 45		
Text Books											
3. A. Santhi, Company Law and secretarial Practice, Margham Publication, Reprint 2022.											
4. Dr. Abdul Gaffoor & Dr. S. Thothadri, Company Law and secretarial Practice, Vijay Nicol Publication, Edition 2020.											
5. A. Santhi, Company Law, Margham Publication, Reprint 2022.											
6. Dr. M.R. Srinivasan, Company Law, Margham Publication, Edition 2020.											



Reference Books

1. Dr. K. R. Chandratre, Law, Practice and Procedure of Formation, Incorporation & Conversion of Company, Second Edition, 2021, Bloomsbury Publishing India Pvt. Ltd.
2. N.D. Kapoor, "Company Law and Secretarial Practice", Sultan Chand and Sons, 31st Edition, 2020.
3. M.C. Kuchhal, "Modern Indian Company Law", Mahavir Publication, 28th Edition, 2019.

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1. <https://www.studocu.com/in/document/guru-gobind-singh-indraprastha-university/bachelors-of-business-administration/lecture-notes/company-law-secretarial-practice-notes/3321256/view>
2. <https://www.icsi.edu/media/webmodules/CompanyLaw.pdf>
3. <https://www.icsi.edu/media/webmodules/FinalCompanyLawBook22092020.pdf>
4. https://gurukpo.com/Content/B.Com/Company_law_&_Sec._Practice.pdf
5. https://onlinecourses.swayam2.ac.in/nou24_mg05/preview

*TE – Theory Exam

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	2	1	2	3	1	2	3	2
2	3	3	2	3	2	1	2	2
3	2	3	3	2	1	3	1	3
4	3	2	2	2	2	2	2	3
5	3	3	3	2	2	3	2	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	10		5	5	5	75	100



Department	Business Studies			Programme: B.Com. (Corporate Secretaryship)						
Semester	Second			Course Category Code: DSC		End Semester Exam Type: TE				
Course Code	A23BAT205C			Periods / Week			Credit	Maximum Marks		
				L	T	P	C	CAM	ESE	TM
Course Name	ENTREPRENEURSHIP AND STARTUPS			3	0	0	3	25	75	100
Common to All Programmes in B.B.A and B.COM										
Prerequisite	Basic knowledge on business									
Course Objective	To understand the Concept of Entrepreneurship and its role in economic development.									
	To understand the objectives of establishing and operating MSMEs.									
	To Develop the ability to identify and select potential business ideas.									
	To understand various sources of funding and the requirements for accessing them.									
	To equip students with the skills to navigate organization.									
Course Outcome	On completion of the course, the students will be able to								BT Mapping (Highest Level)	
	CO1	Demonstrates conceptual understanding of Entrepreneurship.							K1	
	CO2	Understand the concept of MSMEs in national economic development.							K2	
	CO3	Understand the process of project development.							K2	
	CO4	Understanding different sources of funding for their business, comparing and contrasting their suitability.							K3	
	CO5	Gain knowledge on organisational dynamics.							K3	
UNIT-I	Introduction to Entrepreneurship						Periods: 10			
Entrepreneurship: Definition - Nature – Needs - Pros and Cons of Entrepreneurship –Challenges - Entrepreneurs - Roles - Types - Characteristics of A Successful Entrepreneur - Factors Affecting Entrepreneurial Growth - Women Entrepreneurs- Problems.									CO1	
UNIT-II	Micro, Small and Medium Enterprises (MSMEs)						Periods: 8			
Meaning – Significance - Characteristics - Benefits – Objectives – Legal forms of business organization for MSMEs - Role of MSME in Economic Development – Tax Benefits to MSMEs -Problems.									CO2	
UNIT-III	Business Plan and Feasibility Study						Periods: 10			
Sources of Project Idea - Selection of the Project - project formulation - Feasibility Study: Economic, Marketing, Financial and Technical - Feasibility Report Preparation - factors affecting Project Development- Protecting ideas.									CO3	
UNIT-IV	Financing for Business						Periods: 8			
Funds - Needs for Funds - Sources of Finance -Trade finance - Traditional Financing: Types of loan – Financial institutions: SFC, IDBI, NSIC and SIDCO. - Venture capital – Crowdfunding - Business angles - Government Grants and Schemes.									CO4	
UNIT-V	Organizational Dynamics						Periods: 9			
Managing finance - Understanding capital structure, organisation structure, marketing mix and management of human resources- Enterprise life cycle - growth strategies: needs, Types, Stages – Expansion.									CO5	
Lecture Periods: 45			Tutorial Periods:			Practical Periods: -		Total Periods: 45		
Text Books										
7. Dr. S.S. Khanka, Dr. C.B. Gupta, Entrepreneurship and Small business, 8th edition, publisher: Sultan Chand & Sons,2022.										
8. Dr. RC. Bhatia, Entrepreneurship Business and Management,1 st edition, publisher: Sultan Chand & Sons, 2020.										
9. Poornima M. Charantimath, Entrepreneurship and Small Business Management, Publisher: Dorling Kindersley, 2006										
Reference Books										
1. S.S.Khanka, Entrepreneurial Development, S. Chand Publishing,2 nd edition, 2006										
2. Peter Thiel, Zero to One: Notes on Startups, Publisher, Crown Business,1 st edition, 2022										
3. Steve Blank and Bob Dorf, The Startup Owner's Manual, K&S Ranch Publishing Inc.,6 th edition, 2020										

4. Dr. V.K. Saraswathi, Entrepreneurship Development and Small Business Management, 2nd edition, S. Chand Publishing, 2016
5. Oswaldo Lorenzo, Peter Kawalek and Leigh Wharton, Entrepreneurship innovation and technology, 1st edition, Publisher: Routledge, 2018

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- 1 https://onlinecourses.nptel.ac.in/noc21_mg70/preview
- 2 https://onlinecourses.nptel.ac.in/noc20_ge08/preview
- 3 https://onlinecourses.nptel.ac.in/noc22_de08/preview
- 4 <https://msme.gov.in/>
- 5 <https://www.startupindia.gov.in/>

* TE – Theory Exam

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	2	1	2	3	1	2	3	2
2	3	3	2	3	2	1	2	2
3	2	3	3	2	1	3	1	3
4	3	2	2	2	2	2	2	3
5	3	3	3	2	2	3	2	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	10		5	5	5	75	100



Department	Business Studies	Programme: B.Com. (Corporate Secretaryship)						
Semester	Second	Course Category Code: IDC		End Semester Exam Type: TE				
Course Code	A23BAD202C	Periods / Week			Credit	Maximum Marks		
		L	T	P	C	CAM	ESE	TM
Course Name	LEGAL ASPECTS OF BUSINESS	3	0	0	3	25	75	100
Common to B.Com. (General), B. Com (A&F), B. Com (CA), B.Com. (CS), BBA (G), BBA (FDB)								
Prerequisite	General interest to acquire knowledge in business aspects.							
Course Objective	To find out the various dimensions of the business transactions entered on behalf of the employer by the employee.							
	To Understand The Legal Aspects While Buying And Selling Of Goods.							
	To Provide expert knowledge Partnership and limited Liability partnership.							
	To Provide knowledge in Companies Act							
Course Outcome	On completion of the course, the students will be able to							BT Mapping (Highest Level)
	CO1	Gained knowledge on laws affecting the operations of business enterprises.						K1
	CO2	Understand the legal framework within the business function.						K2
	CO3	Gained exposure on important commercial laws & Legal implications						K2
	CO4	Be convenient in respect of rules and regulations affecting various managerial functions						K3
	CO5	Acquired knowledge in Insolvency technique with legal procedure.						K3
UNIT-I	CONTRACT LAW				Periods: 08			
Introduction- Definition of Contract- Essentials of Valid Contract- Capacity of Contract – classifications of contract - contract of indemnity – Quasi Contract – contract of bailment– Discharge – Remedies to breach of Contract.								CO1
UNIT-II	THE SALE OF GOODS ACT, 1930 AND NEGOTIABLE INSTRUMENTS				Periods: 09			
Definition of a Contract of Sale - Conditions and Warranties -Passing of Property - Right of Unpaid Seller against the Goods-Remedies for Breach. The Negotiable Instrument Act, 1881- Definition and characteristics -Kinds of negotiable instruments - Promissory Note, Bill of Exchange and Cheques - Holder and Holder in due course - Crossing of Cheques - Bouncing of Cheques.								CO2
UNIT-III	PARTNERSHIP ACT AND LLP				Periods: 10			
The Indian Partnership Act, 1932 Definition of Partnership and its essentials, Rights and Duties of Partners: Types of Partners - Minor as a partner - Doctrine of Implied Authority -Registration of Firms - Dissolution of firms. Limited Liability Partnership Act, 2000 - Incorporation by registration - Relationship of members- members as agents, ex- members, designated members - Cessation of trade by Limited liability partnership, Insolvency and winding up.								CO3
UNIT-IV	COMPANIES ACT 2013				Periods: 08			
Nature and Definition of a Company - Registration and Incorporation - Memorandum of Association - Articles of Association – Prospectus - Kinds of Companies - Directors: Their powers and duties – Meetings - Winding up.								CO4
UNIT-V	INSOLVENCY				Periods: 10			
Introduction-Definition – Object - Procedure –Act of Insolvency – Notice - Insolvency court-Present Petition – Conditions for a creditors Petition & Debtors’ Petition- Procedure on Admission of Petition – Dismissal of Petition- Order of Adjudication – Discharge of Insolvent – Application of Discharge – Effect of order of Discharge – Refusal Order – Effect of Refusal – Remedies.								CO5
Lecture Periods: 45		Tutorial Periods:		Practical Periods: -		Total Periods: 45		

Text Books

1. Business Law by R.S.N. Pillai & Bagavathi. S. Chand & Co. Ltd., New Delhi.
2. Mercantile law by N.D.Kapoor
3. K.R.Bulchandani, Business Laws for Management, Latest Edition, Himalya Publishing House, Bombay.
4. Business and Corporate Law by Dr. P. C Tulsian, S. Chand Publication.

Reference Books

1. S.S.Gulshan; Mercantile Law. 3rd Edition, Excel Books, New Delhi.
2. Gogna P.P.S "Mercantile Law", S. Chand & Co. Ltd., New Delhi, 1999.
3. Shukla, M.C "A Manual of Mercantile Laws Sultan Chand & Sons, New Delhi
4. Maheshwari, S.N & Maheshwari, S.K "A Manual of Business Laws", Himalaya Publishing House, Bombay
5. Avtar Singh, Introduction to law of Partnership, Eastern Book Company, Lucknow

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1. https://onlinecourses.swayam2.ac.in/cec21_mg02/previewwww.legalindia.in.
2. www.legalserviceindia.com.
3. www.supremecourtindia.nic.in.
4. www.mca.gov.in.

* TE – Theory Exam

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	2	1	2	3	1	2	3	2
2	3	3	2	3	2	1	2	2
3	2	3	3	2	1	3	1	3
4	3	2	2	2	2	2	2	3
5	3	3	3	2	2	3	2	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	10		5	5	5	75	100



Department	ENGLISH			Programme: B.Com. (Corporate Secretaryship)							
Semester	Second			Course Category Code:		End Semester Exam Type					
				SEC		-					
Course Code	A23ENSA02C			Periods / Week			Credit	Maximum Marks			
				L	T	P	C	CAM	ESE	TM	
Course Name	SOFT SKILLS			0	0	4	2	100	0	100	
Common to B.Com. (General), B. Com (A&F), B. Com (CA), B.Com. (CS), BBA (G), BBA (FDB)											
Prerequisite	Knowledge gained from Journal reading and Newspaper reading										
Course Objectives	To train students in Soft skills in order to enable them to be professionally competent										
	To facilitate the students for Goal setting and Goal Achieving skills										
	To enrich the sense of social responsibility and accountability of the students										
	To help the students to train them for Stress Management and Time Management										
	To train the students to work with team environment and Creative thinking										
Course Outcomes	On completion of the course, the students will be able to								BT Mapping (Highest Level)		
	CO1	enhance the Soft skills and compete professionally								K3	
	CO2	achieve Goal setting and Goal Achieving skills								K3	
	CO3	improve their social responsibility and accountability skills								K3	
	CO4	enrich Stress Management and Time Management								K3	
	CO5	demonstrate the quality of a Team ship and Creative thinking								K3	
UNIT-I	POSITIVE ATTITUDE						Periods: 12				
Skills-Personal Skills: Knowing Oneself/Self-Discovery - Confidence Building - Defining Strengths of Attitude - formation of attitudes - psychological factors - the power of positive attitude - the benefits of positive attitude – developing positive attitude - negative attitude – the causes of negative attitude - the consequences of negative attitude - how to change negative attitude									CO1		
UNIT-II	GOAL SETTING						Periods: 12				
Introduction - importance of goal setting - goal definition - types of goals - what exactly goal setting - why people don't set goals - how to choose the right goals - SMART GOALS - Career goals - benefits of career goal setting - goal setting tips									CO2		
UNIT-III	STRESS AND TIME MANAGEMENT						Periods: 12				
Definition of Stress management - types of stress - causes of stress - stress management and reduction techniques - Definition of Time management - Setting goals, planning – prioritizing - setting deadlines - multi-tasking - practicing self-discipline - overcoming procrastination									CO3		
UNIT-IV	TEAMWORK SKILLS						Periods: 12				
Communication as Social Construction - Dynamics of professional Group communication - Group and Team - Team Building Process - Managing conflict and appreciating/respecting differences - Decision making & effective negotiation - Types of teams - Understanding, Identity and nurturing sensitivity (in terms of gender, orientation, language)									CO4		
UNIT-V	PROBLEM SOLVING THROUGH CREATIVE THINKING						Periods: 12				
Thinking Creatively - Improving Perceptions - Creative thinking as an essential skill - Techniques of creative thinking (such as brainstorming, lateral thinking, mind mapping, rich pictures, role play) - Practical problem solving through creative thinking - Case Study									CO5		
Lecture Periods: -			Tutorial Periods: -			Practical Periods: 60		Total Periods: 60			
Text Books											
1. Sabina Pillai, Agna Fernandez, Soft Skills and Employability Skills, Cambridge University Press, 2017.											
2. Jeff Butterfield, Soft Skills for Everyone, Cengage India Private Limited, 2 nd Edition, 2020.											
3. Alex K, Soft Skills, S Chand & Company, 1 st Edition, 2014.											
Reference Books											
1. Barun Mitra, Personality Development and Soft Skills 2, Oxford University Press, 2016.											

2. Prashant Sharma, *Soft Skills 3rd Edition: Personality Development for Life Success*, BPB Publications, 2021.
3. Ghosh, B.N, *Managing Soft Skills for Personality Development*, Tata McGraw Education Publication, 1st Edition, 2012.
4. R.S.Aggarwal. *A Modern Approach to Non-Verbal*. S Chand Publication. 2017.
5. K. K. Sinha, *Business Communication*, Galgotia Publishing, 4th Edition, 2011.

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1. <https://www.mindtools.com/a5ykiuq/personal-goal-setting>
2. <https://www.healthlinkbc.ca/health-topics/stress-management-managing-your-time>
3. <https://www.herzing.edu/blog/7-important-teamwork-skills-you-need-school-and-your-career>
4. <https://online.hbs.edu/blog/post/what-is-creative-problem-solving>
5. <https://www.lucidchart.com/blog/7-steps-to-creating-better-goals>

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3
1	1	3	3	1	1	1	3	3
2	3	3	3	1	1	1	3	2
3	3	3	3	1	2	1	3	3
4	3	3	3	1	2	1	3	1
5	3	3	3	1	3	1	3	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)				End Semester Examination (ESE) Marks	Total Marks	
	CAT 1	CAT 2	Model Exam	Assignment			Attendance
Marks	80		-	10	10	-	100



Department	Business Studies		Programme: B.Com. (Corporate Secretaryship)						
Semester	SECOND		Course Category Code: AEC			End Semester Exam Type: TE			
Course Code	A23AETA01C		Periods / Week			Credit	Maximum Marks		
			L	T	P	C	CAM	ESE	TM
Course Name	PUBLIC ADMINISTRATION		1	0	0	1	100	-	100
Common to B.Com. (General), B. Com (A&F), B. Com (CA), B.Com. (CS), BBA (G), BBA (FDB)									
Prerequisite									
Course Objective	To introduce the elements of public administration.								
	To help the students obtain a suitable conceptual perspective of public administration.								
	To introduce them the growth of institution devices to meet the need of changing times.								
	To instill and emphasize the need of ethical seriousness in contemporary Indian Public Administration.								
Course Outcome	On completion of the course, the students will be able to							BT Mapping (Highest Level)	
	CO1	Understand the concepts and evolution of Public Administration.						K1	
	CO2	Be aware of what is happening in the Public Administration in the country.						K2	
	CO3	Explain the Territory Administration in the State and the Centre.						K2	
	CO4	Appreciate emerging issues in Indian Public Administration.						K3	
UNIT-I	INTRODUCTION TO PUBLIC ADMINISTRATION					Periods: 07			
Meaning, nature and Scope of Public Administration and its relationship with other disciplines- Evolution of Public Administration as a discipline Woodrow Wilson, Henry Fayol, Max Weber and others - Evolution of Public Administration in India - Arthashastra - Colonial Administration upto 1947.								CO1	
UNIT-II	PUBLIC ADMINISTRATION IN INDIA					Periods: 08			
Enactment of Indian Constitution - Union Government - The Cabinet - Central Secretariat - All India Services - Training of Civil Servants UPSC Niti Ayog Statutory Bodies: The Central Vigilance Commission - CBI - National Human Rights Commission - National Women's Commission-CAG.								CO2	
UNIT-III	STATE AND UNION TERRITORY ADMINISTRATION					Periods: 08			
Differential Administrative systems in Union Territories compared to States Organization of Secretariat: -Position of Chief Secretary, Functions and Structure of Departments, Directorates - Ministry of Home Affairs supervision of Union Territory Administration - Position of Lt. Governor in UT - Government of Union Territories Act 1963 - Changing trend in UT Administration in Puducherry and Andaman and Nicobar Island.								CO3	
UNIT-IV	EMERGING ISSUES IN INDIAN PUBLIC ADMINISTRATION					Periods: 07			
Changing Role of District Collector Civil Servants Politicians relationship Citizens Charter - Public Grievance Redressal mechanisms The RTI Act 2005-Social Auditing and Decentralization - Public Private partnership.								CO4	
Lecture Periods: 30		Tutorial Periods:		Practical Periods: -		Total Periods: 30			
Text Books									
<ol style="list-style-type: none"> 1. Avasthi and Maheswari, "Public Administration", Lakshmi Narain Agarwal, 1st Edition, 2016. 2. Ramesh K.Arora, "Indian Public Administration: Institutions and Issues", New Age International Publishers, 3rd Edition, 2012. 3. Rumki Basu, "Public Administration: Concept and Theories", Sterling, 1st Edition, 2013. 									

* TE – Theory Exam



COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	2	1	2	3	1	2	3	2
2	3	3	2	3	2	1	2	2
3	2	3	3	2	1	3	1	3
4	3	2	2	2	2	2	2	3
5	3	3	3	2	2	3	2	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Assignment	Attendance		
Marks	35	35	0	20	10	-	100



Department	Business Studies		Programme: B.Com. (Corporate Secretaryship)						
Semester	Second		Course Category Code: EA			End Semester Exam Type: LE			
Course Code	A23EAS201C		Periods / Week			Credit	Maximum Marks		
			L	T	P	C	CAM	ESE	TM
Course Name	NATIONAL SERVICE SCHEME [NSS]		0	0	2	0	100	0	100
Common to B.Com. (General), B. Com (A&F), B. Com (CA), B.Com. (CS), BBA (G), BBA (FDB)									
Course Objectives	To introduce about various activities carried out by national service scheme.								
	To gain life skills through community service.								
	To gain awareness about various service activities performed in higher educational institutions.								
	To give exposure about the use of technology to uplift the living standards of rural community.								
	To induce the feeling of oneness through harmony of self and society.								
Course Outcomes	On completion of the course, the students will be able to							BT Mapping (Highest Level)	
	CO1	Recognize the importance of national service in community development.						K2	
	CO2	Convert existing skills into socially relevant life skills.						K3	
	CO3	Differentiate various schemes provided by the government for the social development						K3	
	CO4	Identify the relevant technology to solve the problems of rural community.						K3	
	CO5	Associate the importance harmony of nation with long term development						K3	
UNIT-I	INTRODUCTION TO NATIONAL SERVICE SCHEME					Periods: 06			
History and objectives, NSS symbol, Regular activities, Special camping activities, Village adaptation programme, Days of National and International Importance, Hierarchy of NSS unit in college. Social survey method and Data Analysis. NSS awards and recognition. Importance of Awareness about Environment, Health, Safety, Gender issues, Government schemes for social development and inclusion policy etc.								CO1	
UNIT-II	LIFE SKILLS AND SERVICE LEARNING OF VOLUNTEER					Periods: 06			
Communication and rapport building, problem solving, critical thinking, effective communication skills, decision making, creative thinking, interpersonal relationship skills, self- awareness building skills, empathy, coping with stress and coping with emotions. Understanding the concept and application of core skills in social work practice, Team work, Leadership, Event organizing, resource planning and management, time management, gender equality, understanding rural community and channelizing the power of youth.								CO2	
UNIT-III	EXTENSION ACTIVITIES FOR HIGHER EDUCATIONAL INSTITUTIONS					Periods: 06			
Objective and functions of Red Ribbon Club, Swatchh Bharath Abhiyan, Unnat Bharat Abhiyan, Jal Shakthi Abhiyan, Road Safety Club, Environmental club and Electoral literacy club.								CO3	
UNIT-IV	USE OF TECHNOLOGY IN SOLVING ISSUES OF RURAL INDIA					Periods: 06			
Understanding community issues, economic development through technological development. Selection of appropriate technology, Understanding issues in agriculture, fishing, artisans, domestic animals, health and environment.								CO4	
UNIT-V	NATIONAL INTEGRATION AND COMMUNAL HARMONY					Periods: 06			
The role of Youth organizations in national integration, NGOs, Diversity of Indian Nation, Importance of National integration communal harmony for the development of nation, Indian Constitution, Building Ethical human Relationships, Universal Human Values, Harmony of self and Harmony of nation.								CO5	
Lecture Periods: -		Tutorial Periods: -		Practical Periods: 30		Total Periods: 30			
Text Books									
1. Joseph, Siby K and Mahodaya Bharat (Ed.), (2007), Essays on Conflict Resolution, Institute of Gandhian Studies, Wardha									
2. Barman Prateeti and Goswami Triveni (Ed.), (2009), Document on Peace Education, Akansha Publishing House, New Delhi									
3. Sharma Anand, (2007), Gandhian Way, Academic Foundation, New Delhi Myers G.Davi (2007). Social Psychology. New									

Delhi: Tata Mc.Graw Hill.

4. Taylor E.Shelly et.al (2006), Social Psychology (12th Edn.), New Delhi, Pearson Prentice Hall Singh.

Reference Books

1. Madhu (2003), Understanding Life Skills, background paper prepared for education for all: The leap to equality, Government of India report, New Delhi.
2. Sandhan (2005), Life Skills Education, Training Module, Society for education and development, Jaipur. Radakrishnan Nair and SunithaRajan (2012), Life Skill Education: Evidences form the field, RGNIYD publication, Sriperumbudur
3. National Service Scheme Manual (Revised) , Government of India, Ministry of Youth Affairs and Sports, New Delhi.
4. National Service Scheme in India: A Case study of Karnataka, M. B. Dishad, Trust Publications, 2001

Web References

1. <http://www.thebetterindia.com/140/national-service-scheme-nss/>
2. <http://en.wikipedia.org/wiki/national-service-scheme> 19=<http://nss.nic.in/adminstruct>
3. <http://nss.nic.in/propexpan>
4. <http://nss.nic.in>
5. <http://socialworknss.org/about.html>

COs/POs/PSOs Mapping

Cos	Program Outcomes (POs)					Program Specific Outcomes (PSOs)		
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3
1	2	1	2	3	1	2	3	2
2	3	3	2	3	2	1	2	2
3	2	3	3	2	1	3	1	3
4	3	2	2	2	2	2	2	3
5	3	3	3	2	2	3	2	3

Correlation Level: 1 - Low, 2 - Medium, 3 - High

Evaluation Method

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination (ESE) Marks	Total Marks
	Activity	Self-Initiation	Record	Assignment	Attendance		
Marks	30	10	20	20	20	-	100

