



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

