

B.Com Corporate Secretaryship

ABOUT THE DEPARTMENT

The department of corporate secretaryship is started in the year 2015. At present the department has qualified faculty members with a student strength of 231. The department has a library, computing facilities and smart class rooms

SCOPE OF THE COURSE

B.Com. in Corporate Secretaryship is a 3-year full-time undergraduate course that involves advanced study of the concepts and processes of corporate governance, with particular focus on the areas of secretarial practices and company laws. The course's curriculum consists of components of study such as corporate management practices, investment management, and economic legislations.

ELIGIBILITY

Candidates for admission to the first year of the Degree of Bachelor of Commerce Course B.Com Corporate Secretaryship shall be required to have passed the Higher Secondary Examination (Academic or Vocational Stream) with Commerce and Accountancy conducted by the Government of Tamil Nadu or an Examination accepted as equivalent thereof by the Syndicate of the University of Madras.

A Candidate shall be eligible for the award of the B.Com.(CS) degree only if he/she has undergone the prescribed course of study in a college affiliated to the University for a period of not less than three academic years, passed the examination of all the eight semester prescribed and also fulfilled such conditions as may have been prescribed thereof.

PLACEMENT AND OPPORTUNITIES:

There are lots of career opportunities in this field. Graduate from this field are mainly employed in corporates. Many international corporate companies hire skilled professionals for various profiles on competitive salaries.

HIGHER STUDIES:

- M.COM(CS)
- M.B.A(ALL BRANCH)
- CA,ICWA,ACS
- ALL COMPETITIVE EXAMS.

SEMESTER SUBJECT WISE

Semester-I

Course/ Component Title	Subject Code	Ins.Hrs/week	Credit	CIA	Unit Exam	Total
Language-I	CLA1L	6	3	25	75	100
English-I	CLZ1L	6	3	25	75	100
Financial Accounting	CYA1A	5	4	25	75	100
Company Law and Secreterial Practice-I	CYA1B	5	4	25	75	100
Marketing	CYB1B	4	5	25	75	100
Soft Skill-I	TSSEA	2	3	50	50	100
Non Major/Basic Tamil	BYN1D	2	2	25	75	100

Semester-II

Course/ Component Title	Subject Code	Ins.Hrs/week	Credit	CIA	Unit Exam	Total
Language-II	CLA2H	6	3	25	75	100
English-II	CLZ2L	6	3	25	75	100
Advanced Financial Accounting	CYA2A	5	4	25	75	100
Human Resource Management	CYA2B	5	4	25	75	100
Business Communication	CYB2A	4	5	25	75	100
Soft Skill-II	TSSEB	2	3	50	50	100
Non Major/Basic Tamil	BYN2B	2	2			100

Semester-III

Course/ Component Title	Subject Code	Ins.Hrs/week	Credit	CIA	Unit Exam	Total
Language -III	CLA3J	6	3	25	75	100
English-III	CLZ3P	6	3	25	75	100
Corporate Accounting-I	CYA3A	5	4	25	75	100
Company Law and Secreterial Practice -II	CYA3B	5	4	25	75	100
Statistics-I	CYB2A	5	5	25	75	100
Soft Skill-III	TSSEG	2	3	50	50	100
Environmental Studies	ENV4A					

Semester-IV

Course/ Component Title	Subject Code	Ins.Hrs/week	Credit	CIA	Unit Exam	Total
Language-IV	CLA4K	6	3	25	75	100
English-IV	CLZ4N	6	3	25	75	100
Corporate Accounting-II	CYA4A	5	4	25	75	100
Business Management	CYA4B	5	4	25	75	100
Statistics-II	CYB4A	5	5	25	75	100
Soft Skill-IV	TSSE1	2	3	50	50	100
Environmental Studies	ENV4A	1	2	25	75	100

Semester-V

Course/ Component Title	Subject Code	Ins.Hrs/week	Credit	CIA	Unit Exam	Total
Management Accounting	CYA5A	6	4	25	75	100
Securities Law & marketing Operations	CYA5B	6	5	25	75	100
Income Tax Law & Practice-I	CYA5C	6	4	25	75	100
Commercial Law	CYA5D	5	4	25	75	100
Entrepreneurial Development	CYE5A	5	5	25	75	100
Value Education	VAE5Q	2	2	25	75	

Semester-VI

Course/ Component Title	Subject Code	Ins.Hrs/week	Credit	CIA	Unit Exam	Total
Cost Accounting	CYA6A	6	4	25	75	100
Industrial law	CYA6B	6	4	25	75	100
Income Tax Law & Practice-II	CYA6C	6	4	25	75	100
Indirect Tax	CYA6D	6	4	25	75	100
Project-Institutional Training	CYE6Q	6	5	25	75	100
Extension Activities	CES6Q		1			




COURSE DETAILS

The duration of the course shall be three years.

(a) Each academic year shall be divided in to two semesters. The first academic year shall compromise the first and second semesters, the second academic year the third and fourth semesters, and the third academic year as the fifth and sixth semesters

(b) The odd semesters shall consist of the period from June to November of each year and the even semesters from December to April of each year. There shall be not less than 90 working days for each semester.

FACULTY DETAILS:

Staff Name	Qualification	Photo
Ms.K.S Khatheeja Parvin	M.C.S,M.Phil,M.B.A,M.Phil,(Ph.D)	
Ms.G.Kalpana	M.B.A,M.Phil,(Ph.D)	
Dr.E Damodharan	M.Com,M.Phil,B.Ed,M.B.A,Ph.D	
Ms.S.Jayalakshmi	M.Com,M.B.A	