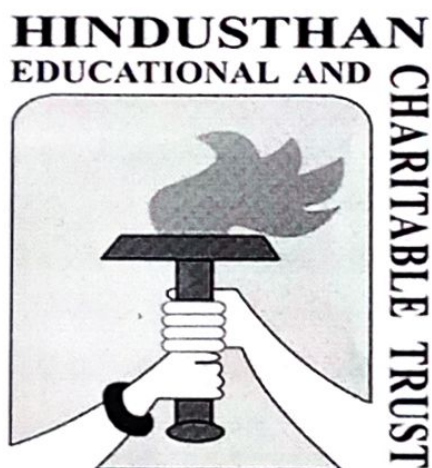


**LEARNING OUTCOMES – BASED CURRICULUM  
FRAMEWORK (LOCF)**

In the

**B.Com DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP**

**FOR THE STUDENTS ADMITTED FROM THE  
ACADEMIC YEAR 2020-2021**



**HICAS**

**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**  
(Affiliated to Bharathiar University and Accredited by NAAC)  
**COIMBATORE-641028**  
**TAMILNADU, INDIA.**  
Phone: 0422-4440555  
Website: [www.hicas.ac.in](http://www.hicas.ac.in)

**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)**

**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP)**

**PREAMBLE**

**Learning outcome based curriculum frame work for Under Graduate Education in  
B.Com Corporate Secretaryship**

**VISION**

To provide world class education to the students to face global challenges and to inculcate the latest trends in technological advancement. To cater the needs of the environmental and ethical values in the mind of students to become good citizens and entrepreneurs.

**MISSION**

The Mission of the college is to pursue a philosophy of perpetual acquisition of knowledge. The important policy is to provide value based education and to bring out the hidden potentials in students that equip them to approach life with optimism.

**Programme Educational Objectives (PEO)**

Under Graduates of **Corporate Secretaryship** program will be

**PEO1:** Exercising Professional Skills, Values, Team Spirit and High Leadership and to accept the challenges in the Industry and Academics

**PEO2:** Cope up with the latest developments in contemporary, National and global level through effective transaction of the curricular and co-curricular aspects

**PROGRAM OUTCOME (PO) :**

**PO1:** Gain knowledge in various corporate laws and its practical applications.

**PO2:** Understand and Apply ethical principles and commit to corporate ethics, responsibilities and norms of the corporate practices

**PO3:** Analytical proficiency in accounting and taxation field.

**PO4:** Ability to identify and comply the corporate administration formalities

**PROGRAM SPECIFIC OUTCOME (PSO):**

**PSO1:** Prepare learners to face modern day challenges in the corporate world by providing practical exposure

**PSO2:** Acquire an in-depth grounding in the fundamentals of Accounts, Commerce, Finance, Management, Law, Entrepreneurial Development and Income Tax.

**PSO3:** Analyze the administrative and secretarial practices which constitute effectiveness to the business.

**HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)**

**COIMBATORE -641028**

**SCHEME OF EXAMINATIONS - CBCS & LOCF PATTERN**

*(For the Students admitted from the Academic year 2020-2021 and onwards)*

**UG PROGRAMME**

**Programme: B.COM (Corporate Secretaryship)**

Part	Course Code	Course Type	Course Title	Lecture Hours/Week	Exam Duration (hours)	MAX. MARKS			CREDIT POINTS
						I.E	E.E	TOTAL	
<b>Semester - I</b>									
I	20LAT01/ 20LAH01/ 20LAM01/ 20LAF01	MIL	Tamil-I/ Hindi-I/ Malayalam – I/ French-I	6	3	30	70	100	3
II	20ENG01	AECC	English – I	6	3	30	70	100	3
III	20CSU01	DSC	Principles of Accountancy	6	3	30	70	100	5
III	20CSU02	DSC	Business Management	6	3	30	70	100	5
III	20CSU03	GE	Allied – Business Economics	6	3	30	70	100	4
IV	20CSUV01	ACC	VAC-I	2	1	50	-	50	Grade*
IV	20CSUJ01	AEE	Communicative Skills	2	1	50	-	50	Grade*
IV	20CSUJ02	AEE	Soft skill	2	1	50	-	50	Grade*
<b>Semester - II</b>									
I	20LAT02/ 20LAH02/ 20LAM02/ 20LAF02	MIL	Tamil-II/ Hindi-II/ Malayalam-II/ French-II	6	3	30	70	100	3
II	20ENG02	AECC	English – II	6	3	30	70	100	3
III	20CSU04	DSC	Financial Accounting	6	3	30	70	100	5
III	20CSU05	DSC	Business Law	5	3	30	70	100	4
III	20CSU06	DSC	Corporate Communication	5	3	30	70	100	4
IV	20GSU01	AECC	Value Education – Human Rights	2	2	100	-	100	2
IV	20CSUV02	ACC	VAC-II	2	1	50	-	50	Grade*
IV	20CSUJ03	AEE	Communicative Skills	2	1	50	-	50	Grade*
IV	20CSUJ04	AEE	Soft Skill	2	1	50	-	50	Grade*

**Semester - III**

III	20CSU07	DSC	Higher Financial Accounting	6	3	30	70	100	5
III	20CSU08	DSC	Company Law & Secretarial Practice - I	6	3	30	70	100	5
III	20CSU09	DSC	Corporate Law	6	3	30	70	100	5
III	20CSU10	DSC	Corporate Finance	5	3	30	70	100	4
III	20CSU11	GE	Allied- Business Mathematics	5	3	30	70	100	4
IV	20GSU02	AECC	Environmental Studies	2	2	100	-	100	2
IV	20CSUV03	ACC	VAC-III	2	1	50	-	50	1
IV	20CSUJ05	SEC	Aptitude / Placement Training	2	1	50	-	50	Grade*
IV	20CSUJ06	SEC	Online Classes	2	1	-	-	-	C/NC**

**Semester - IV**

III	20CSU12	DSC	Corporate Accounting	6	3	30	70	100	5
III	20CSU13	DSC	General Laws	6	3	30	70	100	4
III	20CSU14	DSC	Company Law & Secretarial Practice - II	6	3	30	70	100	5
III	20CSU15	SEC	Practical –I MS Office	5	3	40	60	100	3
III	20CSU16	GE	Allied – Business Statistics	5	3	30	70	100	4
III	20CSU17	SEC	Institutional Training			100		100	2
IV	20GSU03	AECC	Skill Based Subject Internet Security	2	2	100	-	100	2
V	20GSU04	AECC	Extension Activity	-	-	100	-	100	G
IV	20CSUV04	ACC	VAC-IV	2	1	50	-	50	1
IV	20CSUJ07	SEC	Aptitude / Placement Training	2	1	50	-	50	Grade*
IV	20CSUJ08	SEC	Online Classes	2	1	-	-	-	C/NC**

**Semester - V**

III	20CSU18	DSC	Cost Accounting	6	3	30	70	100	5
III	20CSU19	DSC	Higher Corporate Accounting	6	3	30	70	100	5
III	20CSU20	DSC	Income Tax Law and practice	6	3	30	70	100	5
III	20CSU21	DSC	Industrial Law	6	3	30	70	100	5
III	20CSU22A	DSE	ELECTIVE-I Business Research Methods (OR)	6	3	30	70	100	4
III	20CSU22B		Human Resource Management						
IV	20GSU05	AECC	Non-Major Elective General Awareness	-	2	100	-	100	2
V	20GSU06	AECC	Law of Ethics	-	2	100	-	100	2
IV	20CSUV05	ACC	VAC-V	2	1	50	-	50	1
IV	20CSUJ09	SEC	Aptitude / Placement Training	2	1	50	-	-	Grade*
IV	20CSUJ10	SEC	Online Classes	2	1	-	-	-	C/NC**

**Semester - VI**

III	20CSU23	DSC	Management Accounting	6	3	30	70	100	5
III	20CSU24	DSC	Indirect Taxation	6	3	30	70	100	5
III	20CSU25	DSC	Securities Law & Financial Markets	6	3	30	70	100	4
III	20CSU26	SEC	Practical –II Tally ERP 9	4	3	40	60	100	2
III	20CSU27A	DSE	ELECTIVE-II Banking Law & practice (OR)	6	3	30	70	100	4
III	20CSU27B		Financial Management						
III	20CSU28	SEC	Project Work	2		40	60	100	2
IV	20CSUV06	ACC	VAC-VI	2	1	50	-	50	1
IV	20CSUJ11	SEC	Aptitude / Placement Training	2	1	50	-	-	Grade*
IV	20CSUJ12	SEC	Online Classes	2	1	-	-	-	C/NC**
<b>Credits Grand Total</b>									<b>145</b>

- VAC-Value Added Course (Extra Credit Courses)
- \* Grades depends on the marks obtained

Range of marks	Equivalent remarks
80 and above	Exemplary
70 – 79	Very good
60 – 69	Good
50 – 59	Fair
40 – 49	Satisfactory
39 & Below	Not Satisfactory = Not completed

- Part IV & V not included in total marks and CGPA calculation.
- I.E-Internal Exam
- E.E-External Exam
- JOC-Job Oriented Course
- C/NC\*\* -Completed/ Not Completed

### **PASSING MINIMUM**

- Passing Minimum for UG 40% and for PG 50 %
- For UG : 35 % (25 marks) in EE and 40 % in Total Marks
- For PG 50 % (35 marks) in EE and 50 in Total Marks

### **ABSTRACT FOR SCHEME OF EXAMINATIONS**

(For the Candidates admitted during the academic year 2020 - 2021 and onwards)

S.No.	Part	Course (MIL/AECC/AEE/DSC/DSE/SEC/GE/ACC)	Papers	Credit	Total Credits	Marks	Total Marks
1	Part I	Modern Indian Language(MIL)	2	3	6	100	200
2	Part II	Ability Enhancement Compulsory course(AECC)	2	3	6	100	200
3	Part III	Discipline Specific course(DSC)	19	5,4	90	100	1900
		Discipline Specific Elective(DSE)	2	4	8	100	200
		Skill Enhancement Course(SEC)	4	3,2	9	100	400
		Generic Elective(GE)	3	4	12	100	300
4	Part IV	Skill Enhancement Course(SEC)	8	-	-	50	100
		Additional Credit Course (ACC)	6	1	4	50	300
		Ability Enhancement Compulsory course(AECC)	4	2	8	100	400
		Ability Enhancement Elective (AEE)	4	-	-	50	200
5	Part V	Ability Enhancement Compulsory course(AECC)	2	2	2	100	200
Total			56		145-4 141		4400

<b>List of Open Elective Papers</b>	
<b>OpenElectives</b>	Courses offered by the Departments (Additional Credit Courses)
	a) Marketing Management
	b) Principles of Auditing
	c) Office Management
	d) Business Environment
	e) Practical Banking
	f) Retail Business Management
	g) Corporate Social Responsibility
	h) Basics of Non-verbal Communication
	i) Basics of Corporate E- Management
	j) Organisational Behaviour

<b>List of Elective Papers/ DSE</b>		
<b>(Can choose any one of the paper as electives)</b>		
	<b>Course Code</b>	<b>Title</b>
<b>Electives/ DSE-I</b>	20CSU22A	<b>Business Research Methods (OR)</b>
	20CSU22B	<b>Human Resource Management</b>
<b>Electives/ DSE-II</b>	20CSU27A	<b>Banking Law &amp; practice (OR)</b>
	20CSU27B	<b>Financial Management</b>

## UG Courses- Scheme of Evaluation (Internal & External Components)

(For the students admitted during the academic year 2020-2021 and onwards)

### 1. Internal Marks for all UG

Components	Marks
Test I	5
Test II	5
Model Exam	10
Assignment	5
Attendance*	5
<b>TOTAL</b>	<b>30</b>

#### \*Split-up of Attendance Marks

- ♣ 75-79 - 1 marks
- ♣ 80-84 - 2 marks
- ♣ 85-89 - 3 marks
- ♣ 90-94 - 4 marks
- ♣ 95-100 - 5 marks

### 2. a) Components for Practical I.E.

Components	Marks
Test -I	20
Test - II	20
<b>Total</b>	<b>40</b>

### b) Components for Practical E.E.

Components	Marks
Experiments	50
Record	5
Viva	5
<b>Total</b>	<b>60</b>

### 3. Institutional/ Industrial Training, Mini Project and Major Project Work

Institutional /Industrial Training (I.E)		Mini Project (I.E)	Major Project Work		
Component	Marks	Marks	Component	Marks	Total Marks
Work diary	25	-	I.E		
Report	50	50	a)Attendance	10	
Viva-voce	25	50	b)Review/Work diary*	30	40
<b>Total</b>	<b>100</b>	<b>100</b>	E.E** a) Final report	40	
			b)Viva-voce	20	60
			<b>Total</b>		<b>100</b>

\*Review is for Individual Project and Work Diary is for Group Projects  
(group consisting of minimum 3 and maximum 5)

\*\*Evaluation of report and conduct of viva voce will be done jointly by Internal and External Examiners

### 4. Components for Value Education (Part IV):

S.No.	Components	Marks
a)	Attendance 96% and above - 30 marks 91% to 95% - 25 marks 86% to 90% - 20 marks 76% to 85% - 10 marks	30 marks
b)	Participation in group activity	30 marks
c)	Assignment (2 x 10)	20 marks
d)	Test (1 hr for 20 marks) 2 out of 3 questions, 10 marks each	20 marks
	<b>Total</b>	<b>100 marks</b>



**5. Guidelines for Environmental Studies (Part IV)**

Components	Marks
Two Tests (each 2 hours) of 30 marks each [3 out of 5 descriptive questions 3 x 10 = 30 Marks]	60
Field visit and report (10 + 10) (At least one field trip should be arranged)	20
Two assignments (2 x 10)	20
<b>Total</b>	<b>100</b>

**6. Guidelines for Skill based subject - Internet Security (Part IV)**

Components	Marks
Two Tests (each 2 hours) of 40 marks each [4 out of 7 descriptive type questions 4 x 10 = 40 Marks]	80
Two assignments (2 x 10)	20
<b>Total</b>	<b>100</b>

**7. Guidelines for General Awareness (Part IV)**

Components	Marks
Two Tests (each 2 hours) of 50 marks each [50 objective type questions 50 x 1 = 50 Marks]	100

**8. Guidelines for Law of Ethics (Part V)**

Components	Marks
Two Tests (each 2 hours) of 50 marks each [5 out of 8 descriptive type questions 5 x 10 = 50 Marks]	100

**9. Guidelines for Extension Activity (Part V)**

No of Activities	Marks
2 x 50 ( Each Activity for two days) (Activities may be Educating Rural Children, Unemployed Graduates, Self Help Group etc)	100

**10. Value Added Courses and Aptitude/Placement courses:**

Components	Marks
Two Test (each 1 hour) of 25 marks each QP is objective pattern (25x1=25)	50
<b>Total</b>	<b>50</b>

**Guidelines:**

1. The passing minimum for these items should be 40%
2. If the candidate fails to secure 40% passing minimum, he / she may have to reappear for the same in the subsequent Semesters
3. Item No's:4,5,6,7,8,9, 10 are to be treated as 100% Internal papers.
4. For item No.10, Tests conducted through online modules (Google Form/any other)

**UG PATTERN**  
**QUESTION PAPER PATTERN FOR CIA I and CIA II EXAM**

Reg.No:----- Q.P.CODE:

**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**

----- DEGREE CIA-I/CIA-II EXAMINATIONS -----20--

(----- SEMESTER)

BRANCH: -----

SUBJECT NAME: -----

**Time: Two Hours**

**Maximum:50 Marks**

**SECTION - A (6 x 1 = 6 Marks)**

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(Q.No: 1 to 6: Multiple choice/Fill up the blanks /True or False questions)

**SECTION - B (4x 5 = 20 marks)**

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(Q.No: 7 to 10 Either Or type)

**SECTION - C (3x 8 = 24 marks)**

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(Q.No: 11 to 13 : Either Or type)

**QUESTION PAPER PATTERN FOR MODEL/END SEMESTER EXAMINATION**

Reg.No:-----

Q.P.CODE:

**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**

----- DEGREE MODEL EXAMINATIONS -----20-----

(-----SEMESTER)

BRANCH : -----

SUBJECT NAME:-----

**Duration: Three Hours**

**Maximum: 70 Marks**

**SECTION - A (10x1=10 Marks)**

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(Q.No 1 to 10 Multiple choice/Fill up the blanks /True or False questions)

(Two questions from each unit)

**SECTION - B (5x4=20 Marks)**

Answer ALL Question

ALL Questions Carry EQUAL Marks

(Q.No 11 to 15 Either or type)

(One question from each Unit)

**SECTION- C (5x8=40 Marks)**

Answer ALL Questions

ALL Questions carry EQUAL Marks

(Q.No 16 to 20 Either Or type) (One question from each Unit)

Course Code:	20CSU01	Course Title					Batch:	2020-2021 onwards
		Principles of Accountancy					Semester:	I
Hrs/Week:	6	L	6	T		P	Credits:	5

**COURSE OBJECTIVE:** To make the students practically knowledgeable regarding book keeping and basic accounting.

**COURSE OUTCOMES (CO)**

S.No	COURSE OUTCOME	BLOOMS LEVEL
CO1	To illustrate basic accounting concepts and conventions	K1,K2,K3,K4
CO2	To interpret the need for making adjustments while preparing final accounts of a sole trader.	K1,K2,K3
CO3	To understand and apply the various methods of depreciation and Bank reconciliation statement	K1,K2,K3
CO4	To analyze and apply the accounting concepts in computerized environment	K1,K2,K3,K4

**SYLLABUS**

20CSU01	Principles of Accountancy	I
Unit No.	Topics	Hours
I	Conceptual Framework: Accounting principle, Concepts and Conventions, Introduction to Accounting Standards and Indian Accounting Standards (AS & Ind AS) Accounting Process: Journal, ledger, Trial Balance, Financial Statements (overview)Capital Expenditure (and Receipts), Revenue Expenditure (and Receipts) and Deferred Revenue Expenditure (overview)	14
II	Subsidiary books - Preparation of Financial Statements of a profit making sole proprietorship trading firm with additional information. Preparation of Financial Statements of a not for profit organizations. Receipts and Payments, Income and Expenditure account and Balance sheet.	18
III	Depreciation – Methods –(Problems)-Straight line Method-Written Down Value Method -Machine hour Rate Method - Reserves and provisions. Bank Reconciliation statement	14
IV	Average due date – Where amount is lent in different instalments- Determination of due date- calculation of interest- Account current- Calculating days of interest –Preparation of account current – Product method -Bill of exchange- Parties to bill of exchange- Recording transactions relating to bills – 4 options	14

V	Computerized Accounting System: Computerized accounts by using any popular accounting software: Creating a company; Configure and Features settings; Creating Accounting Ledgers and Groups, Creating Stock Items and Groups; Vouchers Entry; Generating Reports – Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement, Selecting and Shutting a Company; Backup and Restore of Data of a Company.	12
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Note: Distribution of marks: 20% Theory, 80% problems

Teaching methods: Lecturing, PowerPoint Projection through LCD, Assignment, Discussion and Activity.

**TEXT BOOKS**

Text Book:  
1. T.S.Reddy & A.Murthy : Financial Accounting, Margham Publications

**REFERENCE BOOKS**

- Reference Books:
1. N.Vinayakam, P.L.Mani, K.L.Nagarajan, "Principles of Accountancy" S.Chand & Company Ltd.
  2. T.S.Grewal – "Introduction to Accountancy" S.Chand & Company Ltd.
  3. R.L.Gupta, V.K.Gupta, M.C.Shukla "Financial Accounting" Sultan chand & sons.
  4. T.S.Grewal, S.C.Gupta, S.P.Jain "Advanced Accountancy" Sultanchand & sons
  5. K.L.Narang, S.N.Maheswari "Advanced Accountancy" Kalyani publishers

**WEB RESOURCES**

Web Link: <https://www.pdfdrive.com/financial-accounting-and-accounting-standards-e4783359.html>




**MAPPING WITH PROGRAM OUTCOMES**

CO \ PO	PO	PO1	PO2	PO3	PO4
CO1		M	S	S	L
CO2		S	M	S	L
CO3		S	M	S	L
CO4		M	S	S	L

S-Strong, M- Medium, L – Low

**ASSESSMENT PATTERN (if deviation from common pattern)**

Follows common pattern of Internal and External assessment. suggested in the Regulations.

Course Designed by	Verified by HOD	Approved by CDC Co-coordinator
 Dr.D.SASIKALA Name & Signature of the Staff	 Dr.D.SASIKALA Name & Signature	 Name & Signature

**Dr. D. SASIKALA, MCS.,M.Phil.,Ph.D.,**  
Associate Professor & Head  
Department of Corporate Secretaryship  
Hindusthan College of Arts & Science  
Coimbatore - 641 028.

Co-ordinator  
Curriculum Development Cell  
Hindusthan College of Arts & Science  
Coimbatore - 641 028

<b>Course Code:</b>	<b>20CSU02</b>	<b>Course Title</b>					<b>Batch:</b>	<b>2020-2021 onwards</b>
		<b>Business Management</b>					<b>Semester:</b>	<b>I</b>
<b>Hrs/Week:</b>	<b>6</b>	<b>L</b>	<b>6</b>	<b>T</b>		<b>P</b>	<b>Credits:</b>	<b>5</b>

**COURSE OBJECTIVE:** To understand the basic principles of managing a business organization.

**COURSE OUTCOMES (CO)**

S.No	COURSE OUTCOME	BLOOMS LEVEL
CO1	To discover the students to appreciate the contribution made by the management thinkers towards the basic principles and functions of management	K1,K2,K3
CO2	To classify the importance of management functions	K1,K2,K3,K4
CO3	To familiarize students with the principles, functions and techniques used to effectively manage business enterprises.	K1,K2,K3
CO4	To provide opportunities to apply the general functions of management in day-to-day managerial practice	K1,K2,K3,K4

**SYLLABUS**

<b>20CSU02</b>	<b>Business Management</b>	<b>I</b>
<b>Unit No.</b>	<b>Topics</b>	<b>Hours</b>
<b>I</b>	<b>Introduction to Management</b> Evolution and essentials of Management – Functions of Management – Henry Fayol's Principles of Management – F.W.Taylor's Scientific Management.	<b>15</b>
<b>II</b>	<b>Planning and Organising</b> Meaning and features of Planning – Types of Plans – Steps in the Process of Planning and decision making – Principles and theories of Organizing – Delegation of Authority – Meaning and Problems.	<b>15</b>
<b>III</b>	<b>Directing and HRM</b> Meaning and Principles of Directing – Communication- Leadership – Types and Styles – Qualities of a Good Leader. Human Resource Management: Concept, Features, Importance, Limitations	<b>14</b>
<b>IV</b>	<b>Motivation and Co-ordination</b> Motivation -Meaning and Scope– Maslow's Theory and X/Y theories of Motivation. - Co-ordination -Meaning and Scope – Principles of Co-ordination- Types- Internal and External	<b>14</b>

V	<b>Controlling</b> Concept, Features, Importance, Limitations; Control process; Essentials of a Good Control System; Techniques of Control Traditional and Non-Traditional Control devices; Relationship between Planning and Controlling	14
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**Teaching methods:** Lecturing, PowerPoint Projection through LCD, Assignment, Discussion and Activity.

### TEXT BOOKS

**Text Book:**  
*Dinkar Pagare "Principles of Management", Sultan Chand & Sons Publishers, New Delhi.*

### REFERENCE BOOKS

**Reference Books:**

1. *C.B.Gupta, "Business Management", Sultan Chand & Sons Publisher.*
2. *Sharma.R.K, Shashi K. gupta "Business Management" Kalyani Academic books*
3. *G. Murugesan, "Principles of Management", Laxmi Publications (P) Ltd, New Delhi.*
4. *Chandra Bose, "Principles of Management", PHI Learning, Delhi*
5. *Nerkar, "Principles & Practice of Management", Wiley E Textbooks*

### WEB RESOURCES

**Web Link:** <<https://openstax.org/details/books/principles-management?Book%20details>>


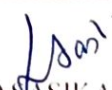

### MAPPING WITH PROGRAM OUTCOMES

CO \ PO	PO	PO1	PO2	PO3	PO4
CO1		M	S	S	L
CO2		S	M	S	L
CO3		S	M	S	L
CO4		M	S	S	L

S-Strong, M- Medium, L – Low

### ASSESSMENT PATTERN (if deviation from common pattern)

Follows common pattern of Internal and External assessment, suggested in the Regulations.

Course Designed by	Verified by HOD	Approved by CDC Co-coordinator
 Mrs. S. DEEPIKA Name & Signature of the Staff	 Dr. D. SASIKALA Name & Signature	 Name & Signature

**Dr. D. SASIKALA, MCS., M.Phil., Ph.D.,**  
 Associate Professor & Head  
 Department of Corporate Secretaryship  
 Hindusthan College of Arts & Science  
 Colmbatore - 641 028.

Co-ordinator  
 Curriculum Development Cell  
 Hindusthan College of Arts & Science  
 Colmbatore-641 028.

<b>Course Code:</b>	20CSU03	<b>Course Title</b>					<b>Batch:</b>	2020-2021 onwards
		Allied: Business Economics					<b>Semester:</b>	I
<b>Hrs/Week:</b>	6	L	6	T		P	<b>Credits:</b>	4

**COURSE OBJECTIVE:** To acquire basic knowledge of Business economics & to understand the tools and techniques of Business economics

### COURSE OUTCOMES (CO)

S.No	COURSE OUTCOME	BLOOMS LEVEL
CO1	To illustrate the basic concepts and terms in Business Economics	K1,K2,K3
CO2	To experiment various kinds of elasticity and understand about Demand Analysis concepts	K1,K2,K3,K4
CO3	To gain In-Depth Knowledge on Production and Cost Analysis	K1,K2,K3
CO4	To Comprehend the Knowledge about Market structure & Indian economy	K1,K2,K3,K4

### SYLLABUS

20CSU03	Business Economics	I
Unit No.	Topics	Hours
I	<b>Business Economics</b> Meaning and Definition – Nature and Scope of Business Economics- Characteristics of Business Economics Basic Economic concepts applied in Business Economics – Objectives of Business firms	14
II	<b>Demand Analysis</b> Meaning -Law of Demand – Characteristics - Elasticity of Demand: Price, Income and Cross Elasticity of Demand -Demand Forecasting: Importance - Purpose of forecasting – short term and long term forecasting.	14
III	<b>Production Functions</b> Meaning and Definition –Factors of Production – Production functions with one and two variable input – Returns to Scale – Managerial uses of Production functions. Cost Analysis: Types of Costs - Cost output relationship in the Short run and Long run.	15
IV	<b>Markets</b> Classification of Markets – Features and Price determination under Perfect and Imperfect Competition Markets of Monopoly, Monopolistic, Oligopoly and Duopoly. Pricing Methods : Cost oriented and Competition oriented pricing.	15
V	<b>Indian Economy</b> National Income – Economic growth – Indicators of Economic growth-- Business Cycle – Inflation –Unemployment : Causes of unemployment – employment generations. Balance of Payments – Monetary and Fiscal Policies.	14

**Teaching methods:** Lecturing, PowerPoint Projection through LCD, Assignment, Discussion and Activity.

### TEXT BOOKS

**Text Book:** R..Cauvery, U.K.Sudhanayak, M.Girija, R.Meenakshi, "Managerial Economics, S.Chand, New Delhi.

### REFERENCE BOOKS

**Reference Books:**

1. Dr. S. Shankaran , "Business Economics," Margham Publications, Madras
2. K.P.M Sundaram & E.N Sundaram , "Business Economics", Sultan Chand & Sons, New Delhi.
3. H.L. Ahuja , "Business Economics" Sultan Chand & Sons, New Delhi.
4. T. Aryamala, "Business Economics" Vijay Nicole Imprints Private Limited , Chennai.
- 5.V.G. Mankar, "Business Economics" Mac Millan India Ltd.,

### WEB RESOURCES

**Web Link:** <<https://www.pdfdrive.com/business-economics-e165939705.html>>




### MAPPING WITH PROGRAM OUTCOMES

CO \ PO	PO	PO1	PO2	PO3	PO4
CO1		M	S	S	L
CO2		S	M	S	L
CO3		S	M	S	L
CO4		M	S	S	L

S-Strong, M- Medium, L – Low

### ASSESSMENT PATTERN (if deviation from common pattern)

Follows common pattern of Internal and External assessment, suggested in the Regulations.

Course Designed by	Verified by HOD	Approved by CDC Co-coordinator
 Dr.K.RAJARAJESWARI Name & Signature of the Staff	 Dr.D.SASIKALA Name & Signature	 Name & Signature

**Dr. D. SASIKALA, MCS., M.Phil., Ph.D.,** Co-ordinator  
Associate Professor & Head Curriculum Development Cell  
Department of Corporate Secretaryship, Hindusthan College of Arts & Science,  
Hindusthan College of Arts & Science, **Coimbatore-641 028.**  
Coimbatore - 641 028.



Course Code:	20CSU04	Course Title					Batch:	2020-2021 onwards
		Financial Accounting					Semester:	II
Hrs/Week:	6	L	6	T		P	Credits:	5

**COURSE OBJECTIVE:** To understand the accounting procedures of Trading Companies. To gain knowledge on application of Financial Accounting

### COURSE OUTCOMES (CO)

S.No	COURSE OUTCOME	BLOOMS LEVEL
CO1	To examine the concept of consignment and Joint ventures maintenance of book keeping	K1.K2.K3
CO2	To analyse the Branch Accounts and Departmental accounts of the companies	K1.K2.K3,K4
CO3	To enable application of the sole trading concern and single entry system.	K1.K2.K3
CO4	To analyse and maintain books of record for hire purchase and Royalties	K1.K2.K3,K4

### SYLLABUS

20CSU04	Financial Accounting	II
Unit No.	Topics	Hours
I	Accounting for Consignments-Goods sent on Consignment at cost-normal loss-abnormal loss - Goods sent on Consignment at invoice price - Joint ventures-when separation set of books is kept - when separation set of books is not kept	19
II	Branch accounts – Accounting in respective of dependent branches- Stock and debtors system – Independent branches (excluding foreign branches)- Departmental Accounts – Guidelines for apportionment of expenses – Stock reserve	14
III	Single Entry System - Meaning and Features - Statement of Affairs Method and Conversion Method.	14
IV	Hire Purchase and Installment System- Distinction between Hire Purchase System and Installment System – Calculation of Interest- Default and Repossession – Hire Purchase trading account- Accounting Treatment for Installment Purchase. Lease Financing (Theory only)	15
V	Royalties- meaning – accounting treatment ( including Sub lease) – IFRS- Introduction – Objectives – Importance	10

*Note: Distribution of marks: 20% Theory, 80% problems*

**Teaching methods:** Lecturing, PowerPoint Projection through LCD, Assignment, Discussion and Activity.

### TEXT BOOKS

**Text Book:**

*Text Book : S.P.Jain and K.L. Narang , "Advanced Accounting" Kalyani publishers, New Delhi.*

### REFERENCE BOOKS

**Reference Books:**

*S.N. Maheshwari and S.K. Maheshwari , "Advanced Accounting" Vikas Publishing House Pvt Ltd.*

*2. M.C Shukla and T.S. Grewal , "Advanced Accounting" S. Chand & Company Ltd.*

*3. T.S.Reddy & A.Murthy. " Financial Accounting" Margham Publications.*

*4. Gupta.R.L& Radhasamy "Advanced Accounting" M. Sulthan Chand & Sons.*

*5. N.Vinayakam, B. Charumathi. "Financial Accounting", S.Chand & Company Ltd.,*

### WEB RESOURCES

**Web Link:** <<https://www.pdfdrive.com/financial-accounting-and-accounting-standards-e4783359.html>>




### MAPPING WITH PROGRAM OUTCOMES

CO \ PO	PO1	PO2	PO3	PO4
CO1	S	M	S	L
CO2	S	M	S	L
CO3	S	M	S	L
CO4	M	S	S	L

S-Strong, M- Medium, L – Low

### ASSESSMENT PATTERN (if deviation from common pattern)

Follows common pattern of Internal and External assessment, suggested in the Regulations.

Course Designed by	Verified by HOD	Approved by CDC Co-coordinator
 Dr.D.SASIKALA Name & Signature of the Staff	 Dr.D.SASIKALA Name & Signature	 Name & Signature

**Dr. D. SASIKALA, MCS., M.Phil., Ph.D.,**  
 Associate Professor & Head  
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Co-ordinator  
 Curriculum Development Cell  
 Hindusthan College of Arts & Science,  
 Coimbatore-641 028.

Course Code:	20CSU05	Course Title					Batch:	2020-2021 onwards
		Business Law					Semester:	II
Hrs/Week:	5	L	5	T		P	Credits:	4

**COURSE OBJECTIVE:** 1.To provide a clear view to Basic business Laws  
2. To understand the impact of selective Acts in the business contracts.

### COURSE OUTCOMES (CO)

S.No	COURSE OUTCOME	BLOOMS LEVEL
CO1	To discover the need of Law and apply the Basics of law	K1,K2,K3
CO2	To infer the concept of contract & essential of contract	K1,K2,K3,K4
CO3	To facilitate the students to interpret about different Kinds of Performance of Contract	K1,K2,K3
CO4	To develop the skill to analyze and connect various laws in his or her day to day life.	K1,K2,K3,K4

### SYLLABUS

20CSU05	BUSINESS LAW	II
Unit No.	Topics	Hours
I	<b>Introduction to Law</b> Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases Indian Contract Act 1872, Law of contract – Nature of Contract – kinds of Contract	12
II	<b>Essentials of valid contract</b> Offer- Acceptance- intention to create legal relations – considerations- capacity to contract. Free consent – Mistake – Misrepresentations – fraud – coercion and undue Influence – Lawful object – void agreement – Agreement not declared void – legal formalities. GD on Case Laws	12
III	<b>Contingent contract &amp; Special contracts</b> Performance of contract – Breach of Contract – Remedies for Breach of contract – GD on Case Laws - Quasi contracts - Indemnity and guarantee – Agency – Bailment and pledge	12
IV	<b>Indian Partnership act 1932</b> Nature of partnership- Essentials of partnership-classification of partnership- true test of partnership-formation of partnership- kinds of partners-rights and duties of partners- authority of partners- partners liabilities-relationships with third parties-partnership deed-change in firm-dissolution of partnership-effect on dissolution-settlements of accounts in dissolution	12

V	<b>Sale of Goods Act – 1930</b> Goods – Definition- Classification of Goods. Essentials of a Contract of Sale; Sale Distinguished from Agreement to sell, Conditions and Warranties Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Transfer of Property- Importance-Performance of the Contract of Sale; Rights of Unpaid Seller.	12
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**Teaching methods:** Lecturing, PowerPoint Projection through LCD, Assignment, Discussion and Activity.

### TEXT BOOKS

**Text Book:**

*Text Book : N.D.Kapoor – "BusinessLaw", Sultan Chand Latest edition.*

### REFERENCE BOOKS

**Reference Books:**

- 1 V. Balachandran, S. Thothadri, "Business Law", Mc GrawHill Education (India) Pvt Ltd,
- 2 M.C. Sukla, "A Manual of Mercantile Law" Kalyani publications
- 3 S.R. Davar "Mercantile law" Sultan Chand & sons
- 4 R.S.N.Pillai & Bagavathi, "Business Law", S Chand
- 5 M.C.Kuchhal & Vivek kuchhal, "Mercantile law", Vikas publications

### WEB RESOURCES

**Web Link:** <<https://www.pdfdrive.com/commercial-law-principles-of-law-e186098942.html>>




### MAPPING WITH PROGRAM OUTCOMES

CO \ PO	PO1	PO2	PO3	PO4
CO1	S	M	S	L
CO2	S	M	S	L
CO3	S	M	S	L
CO4	M	S	S	L

S-Strong, M-Medium, L – Low

### ASSESSMENT PATTERN (if deviation from common pattern)

Follows common pattern of Internal and External assessment, suggested in the Regulations.

Course Designed by	Verified by HOD	Approved by CDC Co-coordinator
 Dr D.SASIKALA Name & Signature of the Staff	Dr.D.SASIKALA  Name & Signature	 Name & Signature

**Dr. D. SASIKALA, MCS., M.Phil., Ph.D.,**  
 Associate Professor & Head  
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 Hindusthan College of Arts & Science  
 Coimbatore - 641 028.

Co-ordinator  
 Curriculum Development Cell  
 Hindusthan College of Arts & Science,  
 Coimbatore-641 028.

Course Code:	20CSU06	Course Title					Batch:	2020-2021 onwards
Hrs/Week:	5	L	5	T		P	Semester:	II
						Credits:	4	

**COURSE OBJECTIVE:** To deliver the company's strategic message to all its audiences: customers and potential companies, shareholders, employees and regulators

### COURSE OUTCOMES (CO)

S.No	COURSE OUTCOME	BLOOMS LEVEL
CO1	To classify the importance of communication to an organization.	K1,K2,K3,K4
CO2	Illustrate the methodology in drafting of business letters and reports.	K1,K2,K3,K4
CO3	To develop an explorative structure for analyzing corporate presentation	K1,K2,K3
CO4	To highlight and analyze the procedure for conducting corporate Meetings and procedures.	K1,K2,K3,K4

### SYLLABUS

20CSU06	Corporate Communication	II
Unit No.	Topics	Hours
I	<b>Business Communication</b> Meaning and objectives of communication-Importance of communication-Process of communication-Barriers to communication. Essentials of good oral and written communication.	12
II	<b>Business Correspondence</b> Introduction-Meaning of Business Correspondence; Importance of Business Correspondence; Essential Qualities of a Good Business Letter; Parts of a Business Letter; Types of Business Letters; Human Resource; Purchase-Sales-Accounts-Business etiquettes	12
III	<b>Interdepartmental Communication</b> Internal memos; messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations. Chambers of Commerce and Public Authorities	12
IV	<b>Group Discussion &amp; Speech</b> Essentials of good speech-Qualities of a good speaker-importance of non-verbal communication-participation in group discussion. debates, seminars and interviews.	12
V	<b>Secretarial Correspondence</b> Drafting of Notice of meeting - Agenda and minutes. specimen of Meetings. <b>E Correspondence</b> Concept of E-Correspondence; Web. Internet. Concept of e-mail History of E-mail. Features; Electronic Mail System- optimizing personal e-mail use, proper E-mail Correspondence, E-Mail Etiquette. Advantages and Disadvantages of E-mail	12

Teaching methods: Lecturing, PowerPoint Projection through LCD, Assignment, Discussion and Activity.

### TEXT BOOKS

#### Text Book:

1. *Text Book : RajendraPal & J.S.Korlahalli, Essentials of Business Communication, Sultan Chand & Sons Publication, New Delhi*

#### Reference Books:

1. *R.S.N.Pillai and Bagavathi, Modern commercial correspondence, Sultan Chand & Sons publication, New Delhi.*
2. *NirmalSingh, Business communication Principles, Methods and Techniques, Deep & Deep Publications Pvt Ltd., New delhi.*
3. *RajendraPal, Business communication, Sultan Chand & Sons publication, New Delhi*
4. *Varinder kumar, Business Communication, Kalyani Academic Books, NewDelhi.*
5. *Bisen, Vikaram, Business Communication, NewAge International Publishers.*

### WEB RESOURCES

Web Link: <<https://www.pdfdrive.com/essentials-of-corporate-communication-e20543514.html>>

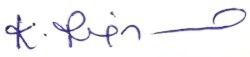


### MAPPING WITH PROGRAM OUTCOMES

CO \ PO	PO	PO1	PO2	PO3	PO4
CO1		S	M	S	L
CO2		S	M	S	L
CO3		S	M	S	L
CO4		M	S	S	L

S-Strong, M-Medium, L - Low

### ASSESSMENT PATTERN (if deviation from common pattern)

Follows common pattern of Internal and External assessment, suggested in the Regulations.

Course Designed by	Verified by HOD	Approved by CDC Co-coordinator
 Dr. K. RAJARAJESWARI Name & Signature of the Staff	 Dr. D. SASIKALA Name & Signature	 Name & Signature

Co-ordinator

Curriculum Development Cell  
Hindusthan College of Arts & Science,  
Coimbatore - 641 028.

**Dr. D. SASIKALA, MCS, M.Phil., Ph.D.,**  
Associate Professor & Head  
Department of Corporate Secretaryship  
Hindusthan College of Arts & Science  
Coimbatore - 641 028.

## BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP)

<b>Programme Code:</b>	BCS	<b>Programme Title:</b> Bachelor of Commerce(Corporate Secretaryship)	
<b>Course Code:</b>	20CSU07	<b>Course Title</b>	<b>Batch:</b> 2020-21
<b>Hrs/Week:</b>	6	<b>Higher Financial Accounting</b>	<b>Semester:</b> III
			<b>Credits:</b> 5

### Course Objective

1. To enable students to describe and apply the accounting for the various partnership-related transactions
2. To enable students to learn the procedures for preparation of Final Accounts of Partnership firm in case of Admission of a Partner
3. To enable students to learn the procedures for preparation of Final Accounts of Partnership firm in case of retirement and death of a Partner and develop professional skill to prepare Final Accounts
4. To Describe the various modes of dissolution of the partnership firm and the rules relating to the settlement of claims among all partners and enable students to learn accounting procedure and standards for Insolvency of Partners

### Course Outcomes (CO)

K1,K2,K3	CO1	Understand and apply the concepts & conventions of Partnership Accounting
K1,K2,K3	CO2	Enable the students to understand and apply the procedure in admission of a partner in the partnership firm
K1,K2,K3,K4	CO3	Analyze the accounting practices followed in a partnership firm from formation till dissolution
K1,K2,K3,K4	CO4	Understand the rules and modes of dissolution of the partnership, Create awareness on accounting Standards and procedures

### Mapping of Outcomes

CO	PO	PO1	PO2	PO3	PO4
CO1		M	S	S	M
CO2		S	M	S	S
CO3		S	S	S	S
CO4		S	S	S	S

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

Code No	Subject	Semester No
20CSU07	HIGHER FINANCIAL ACCOUNTING	III
Unit No.	Topics	Hours
I	Partnership – Nature of Partnership - Capital accounts of partners - Fixed Capital Method and Fluctuating capital method – Profit & Loss Appropriation Account.	14
II	Admission of Partners- Meaning—Revaluation of Assets and Liabilities – Adjustment of Good will – Adjustment of Undistributed profit or loss – Adjustment and Readjustment of capital.	15
III	Retirements and Death of partners – Various adjustments on retirement- Death of a Partner –Adjustment on retirement and Death-Executor's Account	14
IV	Dissolution of Partnership – Dissolution of Limited Liability Partnership- Resignation of partners- Removal of partners- Settlement of accounts–Firms debt and personal debt – Dissolution account – Realization account – Capital account and Bank account – Sale of firm to a Company.	15
V	Insolvency of Partners – When all Partners are insolvent - Piece meal Distribution – Proportionate Capital Method- Maximum Loss Method.Accounting standards	14

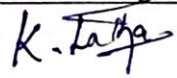

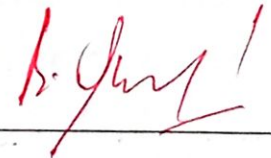
**Note: Distribution of marks: 20% Theory, 80% problems**

**Text Book:**

**I. T.S.Reddy&A.Murthy, " Financial Accounting", MarghamPublications**

**Reference Books**

1. Sultan Jain S.P & Narang K.L. "Advanced Accountancy", Kalyani Publishers, New Delhi.
2. R.L.Gupta & M.Radhaswamy. "Advanced Accountancy" SultanChand & Sons Publishers, New L
3. N.Vinayakam, B. Charumathi, "Financial Accounting", S.Chand & Company Ltd.,
4. K.L.Narang, S.N.Maheswari "Advanced Accountancy" Kalyani publishers.
5. S.K.Maheswari, T.S. Reddy, " Advanced Accountancy" Vikas Publications.

Course Designed by	Verified by HOD	Approved by
 Dr K. LATHA	 DR. D. SASIKALA	

**Dr. D. SASIKALA, MCS., M.Phil., Ph.D.,**  
Associate Professor & Head  
Department of Corporate Secretaryship  
Hindusthan College of Arts & Science  
Coimbatore - 641 028.

Co-ordinator  
Curriculum Development Cell  
Hindusthan College of Arts & Science,  
Coimbatore-641 028.



## BACHELOR OF CORPORATE SECRETARYSHIP

<b>Programme Code:</b>	<b>BCS</b>	<b>Programme Title: Bachelor of Commerce(Corporate Secretaryship)</b>		
<b>Course Code:</b>	<b>20CSU08</b>	<b>Course Title</b>		<b>Batch:</b>
		<b>Company Law &amp; Secretarial Practice-I</b>		<b>Semester:</b>
<b>Hrs/Week:</b>	<b>6</b>			<b>Credits:</b>
				<b>5</b>

### Course Objectives:

1. To acquire the knowledge and explain about basics of Indian Companies Act, 2013.
2. To explain the provisions of Indian companies Act relating to Incorporation of a company
3. To familiarize with issue company shares as per the companies Act and to gain knowledge about the prospectus and its process.
4. To explain about the Company Secretaries -rights duties and responsibilities

### Course Outcomes (CO)

K1,K2,K3	CO1	Understand and articulate about the formation and registration of a Company under Companies Act, 2013
K1,K2,K3	CO2	Ability to explain the procedures for incorporation of a company
K1,K2,K3,K4	CO3	Understand the issues of company shares and its procedure and infer the procedure for issue of prospectus of the company
K1,K2,K3,K4	CO4	Discover about the statutory position of company secretary

### Mapping of Outcomes

PO CO	PO1	PO2	PO3	PO4
CO1	S	S	M	S
CO2	S	S	M	S
CO3	S	M	S	S
CO4	S	S	M	S

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

Code No	Subject	Semester No
20CSU08	COMPANY LAW & SECRETARIAL PRACTICE-I	III
UNIT NO	Topics	Hours
Unit I	Concept of Companies- kinds of companies - corporate personality – doctrine of lifting the corporate veil – promotion of company – the promoters – legal positions of promoters – promoters liability – promoters remuneration – pre- incorporation contracts incorporation or registration – commencement of business –Formation of companies with charitable objects.	14
Unit II	Memorandum of Association – meaning – importance – contents – procedures for alteration – secretarial duties – the Doctrine of Ultravires –Doctrine of Constructive Notice- Articles of Association – form – content procedures for alteration- Limitations– the Doctrine of Indoor management – distinction between Memorandum and Articles.	15
Unit III	Share capital – kinds of share capital – alteration reduction – increase of subscribed capital –types of shares – issue -Types– allotment of shares – procedures – irregular allotment and its effects – duties of the secretary in connection with allotment of shares –Transfer and Transmission of shares– underwriting – issue of shares at a premium – Buyback of shares. Public deposits- Definition- Eligible company- Kinds of deposits-Prohibition- Repayment- Penalty- Return of deposits	15
Unit IV	Prospectus – definition – issue of Prospectus – contents – registration – Shelf Prospectus-Red herring Prospectus–Book building- consequences of misstatements in prospectus – remedies for misstatements and omissions– Statement in lieu of prospectus.	14
Unit V	Company secretary – appointment qualification – functions – statutory position – dismissal – rights duties and responsibilities – duties of the secretary in connection with promotion and incorporation – duties of secretary at the stage of commencement –MCA 21 – E filing of forms	14


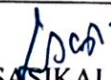
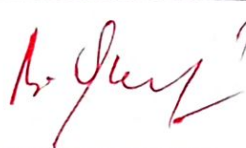
Note: The syllabus for this subject is with reference to Indian Companies Act, 2013.

**Text Book :**

1. *Majumdar & Kapoor, "Company Law and Practice", Taxmann Publications.*

**Reference books:**

1. *Gogna . P.S, "Text book of Company Law", S.Chand.*
2. *Ghosh. P.K, Balachandran. V, "Company Secretarial Practice", Sultan Chand & Sons.*
3. *Kuchhal. M.C, "Company law", Shree Mahavir Publications.*
4. *Kapoor. N.D, "Company Law and Secretarial Practice", Sultan Chand & Sons.*
5. *ICSI Study material, "Company Law & Secretarial Practice".*

Course Designed by	Verified by HOD	Approved by
 (Mrs. S. DEEPIKA)	 DR. D. SASIKALA	

Dr. D. SASIKALA, MCS., M.Phil., Ph.D.,  
Associate Professor & Head  
Department of Corporate Secretaryship  
Hindusthan College of Arts & Science  
Coimbatore - 641 028.

Co-ordinator  
Curriculum Development Cell  
Hindusthan College of Arts & Science,  
Coimbatore - 641 028.

## BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP)

<b>Programme Code:</b>	BCS	<b>Programme Title:</b> Bachelor of Commerce(Corporate Secretaryship)	
<b>Course Code:</b>	20CSU09	<b>Course Title</b>	<b>Batch:2020-2021</b>
<b>Hrs/Week:</b>	6	<b>Corporate Law</b>	<b>Semester:III</b>
			<b>Credits:5</b>

### Course Objective

1. To enable students to learn and explain about Competition Commission of India under the Competition Act
2. To equip the students with the skills needed for interpreting laws, policies and judicial decision under Environment Act
3. To explain about the Cash flow function under the FEMA act and describe the transaction of Good and Service
4. To Describe the various procedure and Function under Patent Laws
5. To enable students to learn about Digitalization and Electronic transaction under the Information Technology act with regulatory authorities

### Course Outcomes (CO)

K1,K2,K3	CO1	Understand the process and Comprehend the procedure of Combination Regulations as per Competition Act
K1,K2,K3,K4	CO2	Learning the laws and policies of national level relating to environment and to compare the Various Boards functions and Powers as per Environment Act
K1,K2,K3,K4	CO3	Learning the Functions and policies of FEMA Act and to illustrate knowledge about procedure under the patent laws
K1,K2,K3,K4	CO4	Analyzing various methods as per Information Act and to make awareness of the Cyber laws and it functions.

### Mapping of Outcomes

CO	PO	PO1	PO2	PO3	PO4
CO1		S	S	M	S
CO2		S	S	M	S
CO3		S	S	M	S
CO4		S	S	M	S

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


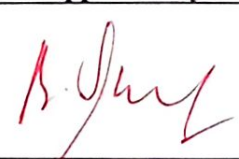
Code No	Subject	Semester No
20CSU09	CORPORATE LAW	III
Unit No.	Topics	Hours
I	The Competition Act-2002- Objectives – Definitions- Competition Commission of India – Anti – Competitive Agreements – abuse of Dominant position- Amendment to Combination Regulation– Penalties	14
II	LLP -Definition – Nature - Advantages & Disadvantages – Procedure for incorporation – LLP Agreement –Alteration – Procedure –Registered office - Compliances	15
III	Foreign Exchange Management Act, 1999 – objectives and definitions under FEMA – Dealings in Foreign Exchange – Holding for Foreign Exchange etc- Current account transactions, Capital account transactions – Export of goods and reviewed realization and repatriation of foreign exchange – Exemptions- Authorized person – Penalties and enforcement – Appellate Tribunal etc	15
IV	TRIPS – IPR-Patent Laws – Trademarks – Copyright - meaning, objectives, registration, and infringement	14
V	Information Technology Act 2000- Digital signature-Recognition of electronic documents-Formation of contract- Data protection- Liability of intermediaries-Offences & Penalty – Cyber law-Need for Cyber law- Types of cyber-crimes & frauds- Regulatory authorities	14

**Text Book:**

1. *Gulshan Kapoor*, "Corporate Laws", Taxman Publication.

**Reference Books:**

1. *Gulshan Kapoor*, "Economic & Other Legislations", Taxman Publication.
2. *Gulshan. SS*, "Mercantile law", Excel Books.
3. *ICSI Study Material*, "Economic Laws".
4. *Garg. K.C, Sareen. V.K, Mukesh Sharma*, "Industrial Law (Including Economic & Other Legislation)", Kalyani Publishers.
5. *Akhileshwar Pathak*, "Legal Aspects of Business", Mc Graw Hill Education (India) Pvt Ltd.

Course Designed by	Verified by HOD	Approved by
 (MYS. S. DEEPIKA)	DR. D. SASIKALA	

Co-ordinator  
**Dr. D. SASIKALA**, MCS., M.Phil., Ph.D., Curriculum Development Cell  
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## BACHELOR OF CORPORATE SECRETARYSHIP

<b>Programme Code:</b>	<b>BCS</b>	<b>Programme Title: Bachelor of Commerce(Corporate Secretaryship)</b>		
<b>Course Code:</b>	<b>20CSU10</b>	<b>Course Title</b>	<b>Batch:</b>	<b>2020-2021</b>
		<b>Corporate Finance</b>	<b>Semester:</b>	<b>III</b>
<b>Hrs/Week:</b>	<b>5</b>		<b>Credits:</b>	<b>4</b>

### Course Objective

1. To make the students to learn and correlate the concept of business finance and importance of financial management
2. To Acquire knowledge about the financial planning
3. To explain about the capital structure and various Sources of finance and To describe the various aspects relating to cost of capital and components of working capital management
4. To enable to learn the concept of dividend and its theories, dividend policy and capital budgeting

### Course Outcomes (CO)

K1,K2,K3,K4	CO1	Understanding and analyzing the role finance manager in business to maximize profit and wealth of the business
K1,K2,K3	CO2	Understanding and applying the techniques of Financial planning to estimate the financial requirements in business
K1,K2,K3,K4	CO3	Understand about Capital structure and analyze the sources of finance and its application
K1,K2,K3,K4	CO4	Gain knowledge about the determinants dividend policy and analyze the capital budgeting evaluation techniques

### Mapping of Outcomes

PO CO	PO1	PO2	PO3	PO4
CO1	S	S	M	S
CO2	S	S	M	S
CO3	S	S	M	S
CO4	S	S	M	S

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

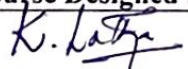


Code No	Subject	Semester No
20CSU10	CORPORATE FINANCE	III
Unit No	Topics	Hours
Unit I	Corporate Finance – meaning – nature and scope of Corporate finance – functions – objectives – profit maximization – wealth maximization- importance of financial management – finance manager – role.	12
Unit II	Financial planning – characteristics of a sound financial plan – Need -Steps in Financial Planning-factors affecting financial plan – need for financial plan – Estimation of financial requirements-capitalization – over capitalization – Under capitalization –Symptoms-Causes-Remedies-Watered Capital-Difference between Over stock & Watered Capital-Capital Gearing	12
Unit III	. Capital Structure- Types of Capital- Business and Financial risk- Leverage- Meaning- Types of leverage-Sources of finance-Equity shares, Preference Shares, Bonds, Debentures and Fixed Deposits- Features- Advantages and disadvantages	12
Unit IV	Cost of Capital – importance of the concept -Determination of cost of capital– cost of specific source of finance- cost of different types of capital – average cost of capital - working capital management -Meaning of working capital-determinants of working capital –working capital cycle -sources of working capital- computation of gross and net capital-problems solved.	12
Unit V	Dividend-Meaning and Definition- Theory of Irrelevance- MM approach to the dividend- Walter’s approach to determine dividend- Assumptions- Gordon’s Approach to dividend- Problems relating to the theory- Different Types of dividend- Dividend policy- Determinants of dividend policy- Capital budgeting.	12

**Text Book:**

1. *Shashi K.Gupta , Anju Gupta ,Business Finance, Kalyani Publishers, New Delhi.*

**Reference Books:**

1. *AswathDamodaran, Corporate Finance Theory and Practice, Wiley*
2. *Indian Institute of Banking & Finance , International Corporate Finance, Macmillan Publishers India,*
3. *S. R. Vishwanath ,Corporate Finance Theory and Practice Sage Response.*
4. *A.Murthy, Financial Management, Margham Publications*
5. *Prasanna Chandra, Fundamentals of Financial Management, TMH.*

Course Designed by	Verified by HOD	Approved by
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## BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP)

Programme Code:	BCS	Programme Title: Bachelor of Commerce(Corporate Secretaryship)	
Course Code:	20CSU12	Course Title	Batch:2020-21
Hrs/Week:	6	Corporate Accounting	Semester:IV
			Credits:5

### Course Objective

1. To make the students to learn the Legal provisions regarding issues of shares
2. To explain the procedure for issue and redemption of Preference Shares
3. To describe the procedure for Issue of Debentures and Methods of Redemption of Debentures and To learn the need and Methods of valuation of Goodwill and Shares
4. To acquire knowledge to prepare the Company Final Accounts and the procedure for Accounting of CSR

### Course Outcomes (CO)

K1,K2,K3,K4	CO1	Understand and apply the concept of issue of shares and its procedure in corporate accounting
K1,K2,K3,K4	CO2	Understand the concept and illustrate the accounting treatment of redemption of preference shares
K1,K2,K3,K4	CO3	Analyze and record transactions, construct financial statements relating to debentures under Companies Act and to infer the specific procedure for valuation of Goodwill and Shares in companies
K1,K2,K3	CO4	Preparing the final accounts and accounting of CSR

### Mapping of Outcomes

CO	PO1	PO2	PO3	PO4
CO1	M	S	S	M
CO2	S	M	M	S
CO3	S	M	S	M
CO4	M	S	S	S

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

Code No	Subject	Semester No
20CSU12	CORPORATE ACCOUNTING	IV
Unit No.	Topics	Hours
Unit I	<b>Equity Shares</b> Definition – Issue of Shares- - Legal provisions regarding issues of shares - Shares issued at par, and at premium - Share Applications, Allotment, Calls, Underwriting of Shares - Forfeiture of shares, Re-issue of forfeited shares – Accounting entries.-	14
Unit II	<b>Preference Shares</b> Issue and Redemption of Preference Shares - Conditions for Redemption - Replacement of capital by fresh issue of shares - Procedure for redemption.	14
Unit III	<b>Debentures</b> Issue of Debentures - Issue of Debenture at Discount - Interest on Debentures - Provision for Redemption of Debentures – Methods of Redemption of Debentures - Redemption out of profit, out of capital - Redemption out of conversion - own debentures Ex-interest and Cum - interest.	15
Unit IV	<b>Valuation of Goodwill and Shares</b> Valuation of Goodwill and Shares – Need – Methods of valuation of Goodwill and Shares – Registered valuer- Rights- Powers and Duties-Acquisition of Business - Profit prior to Incorporation.	14
Unit V	<b>Company Final Accounts</b> Final accounts in accordance with Schedule III -Tax adjustments-Dividends- Transfer of reserves-Managerial Remuneration-Perquisites to be included in managerial remuneration - Remuneration payable to different managerial personnel-Administrative ceilings- Computation of Net profits- Balance sheet-Accounting of CSR	15




**Note: Distribution of marks: 20% Theory, 80% problems**

**Text Book:**

*T.S.Reddy&A.Murthy : Corporate Accounting, Volume II, Margham Publications,*

**Reference Books**

1. S.P. Jain & K.L. Narang, "Advanced Accounting", Volume II, Kalyani Publications, New Delhi.
2. Gupta R.L. & Radhaswamy M., "Corporate Accounts", Theory Method and Application, Sultan Chand & Co., New Delhi.
3. Dr. M.A. Arulanandam, Dr. K.S. Raman, "Advanced Accountancy, Part-I", Himalaya Publications, New Delhi.
4. Maheshwari & Maheshwari, Advanced Accountancy Vol. I & II - Vikash Publishing House Pvt. Ltd, New Delhi.
5. Sukla M.C. & Grewal T.S., Corporate Accounting, Chand & Co., Publications, New Delhi,

Course Designed by	Verified by HOD	Approved by
 MRS S. DEEPIKA	 DR. D. SASIKALA	

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## BACHELOR OF CORPORATE SECRETARYSHIP

<b>Programme Code:</b>	BCS	<b>Programme Title:</b> Bachelor of Commerce(Corporate Secretaryship)		
<b>Course Code:</b>	20CSU13	<b>Course Title</b>	<b>Batch:</b>	2020-2021
		<b>General Laws</b>	<b>Semester:</b>	IV
<b>Hrs/Week:</b>	6		<b>Credits:</b>	4

### Course Objective

1. To enable students to learn and explain about Constitution of India and its fundamental rights
2. To acquire knowledge of fundamental rights and explain the powers and functions of Elections commission as per the Constitutions of India.
3. To enable student to learn about she sources and policy objectives of tort law, identifying and analyzing the elements of various substantive torts and related privileges/defenses
4. To study the awareness about RTI Act .To create awareness about the Consumer protection Act and to know its various remedies available to Consumer.

### Course Outcomes (CO)

K1,K2,K3	CO1	Understand and articulate the State Policy and legislative powers of Union and State as per the constitution of India.
K1,K2,K3,K4	CO2	Analyzing the procedure for compliance of fundamental rights and Writ jurisdiction of supreme court and high court
K1,K2,K3,K4	CO3	Gaining knowledge of new and unique perspective of the world around spotting tort issues and illustrate the essential principle and remedies in Torts.
K1,K2,K3,K4	CO4	Understand the powers and various Functions of RTI Act for to implement transparency and accountability and explain the advantages and rights of Consumer Act and different types of suits under the limitation Act

### Mapping of Outcomes

CO	PO	PO1	PO2	PO3	PO4
CO1		S	S	M	S
CO2		S	S	M	S
CO3		S	S	M	S
CO4		S	S	M	S

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

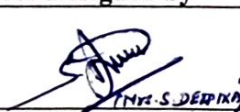
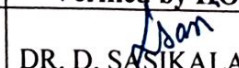
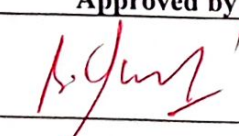
Code No	Subject	Semester No
20CSU13	<b>GENERAL LAWS</b>	IV
Unit No	<b>Topics</b>	<b>Hours</b>
Unit I	Interpretation of statutes- General principles of Interpretation- Internal and external aids to interpretation - Legal Terminology –Reading a Bare Act & Citation of cases – Constitution of India – Salient features – Fundamental rights– Directive principles of State Policy–Legislative Powers of Union and State	14
Unit II	Writ Jurisdiction of High Courts and Supreme courts different types of writs – habeas corpus, Mandamus, Prohibition. Quo - Warranto - Certiorari– Election Commission – Powers and Functions –Amendments of Constitution	14
Unit III	<b>Law Relating to Tort:</b> Essentials of a Tort, Tortious liability – General Principle – Kinds – General defence – Specific torts, Remedies in Torts.	14
Unit IV	<b>The Right To Information Act 2005</b> – Object – Definitions, Applicability – Information Officers -Information Commissioners – Their Duties and Rights – Chief Information Commissioner – Functions and Powers. Indian stamp Act	15
Unit V	<b>The Consumer Protection Act 2019</b> – Definitions – Unfair Trade Practice – Consumer Protection Council – Procedure – Powers - Rights of Consumer- Redressal Machinery underConsumer Protection Act- Commissions – Offences and Penalties. <b>The Limitation Act 1963</b> computation of period of Limitation for different types of suits.	15

**Text Book :**

*N.D. Kapoor & Rajini Abbi, General & Commercial Laws ., Sultan Chand & Sons publishers ,NewDelhi.*

**Reference Books:**

1. *ICSI Study Material*
2. *Bare Acts*
3. *S.S. Gulshan " Mercantile laws" Excell books*
4. *Shriniwas Gupta " The limitation Act" Universal law publishing company, New Delhi*
5. *Rajaram M "Constitution of India & Professional ethics" New Age publication*

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<b>Programme Code:</b>	BCS	<b>Programme Title:</b> Bachelor of Commerce(Corporate Secretaryship)		
<b>Course Code:</b>	20CSU14	<b>Course Title</b>		<b>Batch:</b> 2020-2021
		<b>Company Law &amp; Secretarial Practice-II</b>		<b>Semester:</b> IV
<b>Hrs/Week:</b>	6		<b>Credits:</b>	5

**Course Objectives:**

1. Students enable to know about directors, Key Managerial Personnel, Managing director and Manager
2. To know about Company Auditor, Accounts statutory and books.
3. To know about various types of company meetings agenda, minutes. To learn about the concept & dividend and secretarial duty
4. To illustrate the procedure for Winding up of a company

**Course Outcomes (CO)**

K1,K2,K3,K4	CO1	Gain knowledge about Directors, Managerial Personnel and their position, rights, duties & liabilities and conclude about their respective roles in a company
K1,K2,K3,K4	CO2	Understanding about the auditors appointment, Qualification, powers, duties and correlate the procedure for auditing of accounts and books
K1,K2,K3,K4	CO3	Analyzing and applying the procedure for conducting companies meetings and understand the statutory provision of dividend and secretarial duties in connection with dividend
K1,K2,K3	CO4	Understand the duties of secretary in respect of winding up and Interpret the application of Companies Act in the overall administration of the company.

Note: The syllabus for this subject is with reference to Indian Companies Act, 2013



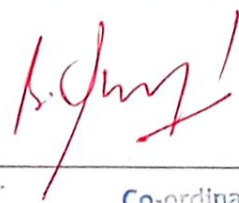
Code No	Subject	Semester No
20CSU14	COMPANY LAW & SECRETARIAL PRACTICE-II	IV
Unit No	Topics	Hours
Unit I	Directors- DIN - appointment, Qualification, Vacancy, Removal, Resignation, Retirement, Alternate Directors, filling up of casual vacancy, rights, duties and liabilities of directors-Borrowing Powers- Position – Key Managerial Personnel (KMP) - Managing director – appointment – disqualification – Manager – Whole time director – Managerial remuneration	15
Unit II	Company Auditor – Appointment of Auditor – Qualification and disqualification – Removal and remuneration – Rights, Powers and Duties of Auditors –Auditor not to render certain services- Punishment –Cost auditor - Accounts statutory and statistical books. Auditors rotation-internal auditors	15
Unit III	Company meetings different kinds: meetings of board of directors – shareholders meeting: Annual General meeting – Extraordinary General Meeting – Notice, Agenda and Quorum – Business transacted in each meeting – Minute book – Resolution – Ordinary and Special Resolution requiring special notice - postal ballots – Duties of Secretary before, during and after each kind of meeting- Video conferencing- SFIO-whistle blower	14
Unit IV	Dividend- Definition –statutory provision-powers of board of directors regarding dividend-interim dividend-unclaimed dividend- IEPF (Investment Education protection Fund) - dividend warrant- payment of interest out of capital-secretarial duties in connection with dividend-Penalty.	14
Unit V	Winding up of a company – winding up by court – Members Voluntary winding up – Creditors voluntary winding up – Voluntary winding up under IBC-Winding under the supervisor of a court – consequences of winding up – powers of liquidators – duties of secretary in respect of each winding up - National Company Law Tribunal- Prevention of oppression and mismanagement.	14

**Text Book:**

*Kapoor .N.D, "Company Law and Secretarial Practice", Sultan Chand & Sons,*

**Reference books:**

1. *Gogna P.S, "Text book of Company Law", Chand, S.*
2. *Niraj Kumar, "Company law & Practice", New Royal Book Company.*
3. *Kuchhal M.C, "Company law", Shree Mahavir Publications.*
4. *ICSI Study material, "Company Law & Secretarial Practice".*
5. *Manjumdar A.K, Kapoor .G.K, "Company Law & Practice", Taxmann'*

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## BACHELOR OF CORPORATE SECRETARYSHIP

<b>Programme Code:</b>	<b>BCS</b>	<b>Programme Title: Bachelor of Commerce(Corporate Secretaryship)</b>		
<b>Course Code:</b>	<b>20CSU15</b>	<b>Course Title</b>	<b>Batch:</b>	<b>2020-2021</b>
		<b>MS OFFICE PRACTICAL</b>	<b>Semester:</b>	<b>IV</b>
<b>Hrs/Week:</b>	<b>5</b>		<b>Credits:</b>	<b>3</b>

### Course Objective

1. Give Students an in-depth understanding of why computers are essential components in business, education and society.
2. Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
3. Provide hands-on use of Microsoft Office Word, Excel, Access and PowerPoint.
4. To gain a practical knowledge on spreadsheet

### Course Outcomes (CO)

K1,K2,K3	CO1	To explain about the Computer and discuss about the history of computers
K1,K2,K3	CO2	To understand and apply shortcut keys used in MS Excel.
K1,K2,K3	CO3	To demonstrate the power point presentation using various techniques.
K1,K2,K3,K4	CO4	To experiment about the MS Access forms, reports and mailing labels

### Mapping of Outcomes

CO	PO	PO1	PO2	PO3	PO4
CO1		S	S	S	M
CO2		S	S	S	M
CO3		S	S	S	M
CO4		S	S	S	M

S - Strong; M-Medium; L-Low

Code No	Subject	Semester No
20CSU15	MS OFFICE PRACTICAL	IV
Unit No	Topics	Hours
<b>I - BASICS OF COMPUTER</b>	Computer definition – history of computer – generation of computer – advantages and application of computer –Basic characteristics – terms related to computer - types - memory units – output units – computer networks.	12
<b>II - MS WORD</b>	<p>1. Type Chairman’s speech/ Auditor’s report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header &amp; Footer, Inserting pages and page numbers, Find and Replace.</p> <p>2. Prepare an invitation for the college function using Text boxes and clip arts.</p> <p>3. Design an invoice and Account sales by using Drawing tool bar, Clip Art, Word Art, Symbols, Borders and Shading.</p> <p>4. Prepare a Class Time Table and perform the following operations: Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format. Merging &amp; splitting of cells. Prepare a Shareholders meeting letter for 10 members using mail merge operation.</p> <p>5. Prepare a Class Time Table and perform the following operations: Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.</p> <p>6. Prepare Bio-Data by using Wizard/ Template –Short cut keys</p>	12
<b>III - MS EXCEL</b>	<p>1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.</p> <p>2. Prepare Final Accounts (Trading, Profit &amp; Loss Account and Business Sheet) by using formula.</p> <p>3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.</p> <p>4. Prepare a statement of Bank customer’s account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.</p> <p>5. Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, Decline. – MS- EXCEL Short cut keys.</p>	12
	1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.	




<p><b>IV - MS POWERPOINT</b></p>	<p>2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.</p> <p>3. Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out. - The presentation should work in custom mode.</p> <p>4. Design presentation slides about an organization and perform frame movement by interesting clip arts to illustrate running of an image automatically.</p> <p>5. Design presentation slides for the Seminar/Lecture Presentation using animation effects and perform the following operations: Creation of different slides, changing background color, font color using word art</p> <p><b>Shortcut keys</b></p>	<p>12</p>
<p><b>V - MS ACCESS</b></p>	<p>1. Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.</p> <p>2. Create mailing labels for student database which should include at least three Table must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.</p> <p>3. Gather price, quantity and other descriptions for five products and enter in the Access table and create an invoice in form design view.</p> <p>4. Create forms for the simple table ASSETS.</p> <p>5. Create report for the PRODUCT database</p> <p><b>Short cut keys</b></p>	<p>12</p>

**TextBook:**

MS-Office2010TrainingGuidebyProf.SatishJain,M. GeethaPublishedbyBPBPublications, India,2010.

**ReferenceBooks:**

1. ComputerFundamentalMSOffice byJainAnupamaPublished byVitasta

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