

VELLALAR COLLEGE FOR WOMEN (AUTONOMOUS), ERODE-12

2018-2019 Batch

B.Com (Corporate Secretaryship)

Course content and Scheme of Examination (CBCS & OBE Pattern)

SEMESTER I

| Part | Study component | Subject Code | Title of the Paper | Inst. Hrs/Week | Exam Dur. Hrs. | Max Marks | | | Credits |
|------|-------------------|--------------------------|--------------------------|----------------|----------------|-----------|-----|-------|-----------|
| | | | | | | CIA | ESE | Total | |
| I | Language I | 18TAMU101/ 18HINU101/ | Tamil/Hindi/ | 6 | 3 | 25 | 75 | 100 | 3 |
| II | Language II | 18ENHU101 | English Paper I | 6 | 3 | 25 | 75 | 100 | 3 |
| III | Core | 18CCUC101 | Principles of Accounting | 6 | 3 | 25 | 75 | 100 | 4 |
| | | 18CCUC102 | Business Management | 5 | 3 | 25 | 75 | 100 | 4 |
| | Allied A.I | 18CCUA101 | Business Economics | 5 | 3 | 25 | 75 | 100 | 5 |
| IV | Foundation Course | 18FOCUIES | Environmental Studies | 2 | 3 | - | 100 | 100 | 2 |
| | | | | | | | | | 21 |

SEMESTER II

| | | | | | | | | | |
|----|-----------------|--------------------------|----------------------------------|---|---|----|-----|-----|-----------|
| I | Language I | 18TAMU202/ 18HINU202/ | Tamil/Hindi/ | 6 | 3 | 25 | 75 | 100 | 3 |
| II | Language II | 18ENHU202 | English Paper II | 6 | 3 | 25 | 75 | 100 | 3 |
| II | Core | 18CCUC203 | Financial Accounting | 6 | 3 | 25 | 75 | 100 | 4 |
| | | 18CCUC204 | Business Law | 5 | 3 | 25 | 75 | 100 | 3 |
| | Allied A.II | 18CCUA202 | Business Mathematics | 5 | 3 | 25 | 75 | 100 | 5 |
| IV | Value Education | 18VEDU2HR | Value Education and Human Rights | 2 | 3 | - | 100 | 100 | 2 |
| | | | | | | | | | 20 |

| SEMESTER III | | | | | | | | | | |
|---|-------------------------|--------------|---|----------------|----------------|-----------|-----|-------|-----------|-----|
| Part | Study component | Subject Code | Title of the Paper | Inst. Hrs/Week | Exam Dur. Hrs. | Max Marks | | | Credits | |
| | | | | | | CIA | ESE | Total | | |
| III | CORE | 18CCUC305 | Higher Financial Accounting | 5 | 3 | 25 | 75 | 100 | 4 | |
| | | 18CCUC306 | Investment Management | 5 | 3 | 25 | 75 | 100 | 4 | |
| | | 18CCUC307 | Company Law and Secretarial Practice I | 5 | 3 | 25 | 75 | 100 | 3 | |
| | | 18CCUC308 | Practical Banking | 5 | 3 | 25 | 75 | 100 | 3 | |
| | Allied B.I | 18CCUA303 | Business Statistics | 5 | 3 | 25 | 75 | 100 | 5 | |
| IV | Skill Based Subject I | | | 3 | 3 | 25 | 75 | 100 | 3 | |
| | Basic Tamil | | | 2 | - | 100 | - | 100 | 2 | |
| | Advanced Tamil | | | | 3 | 25 | 75 | | | |
| | Non - Major Elective I | 18CCUN301 | | | | 3 | - | | | 100 |
| | | | | | | | | | | |
| | | | | | | | | | 24 | |
| SEMESTER IV | | | | | | | | | | |
| III | Core | 18CCUC409 | Corporate Accounting I | 5 | 3 | 25 | 75 | 100 | 4 | |
| | | 18CCUC410 | Company Law and Secretarial Practice II | 5 | 3 | 25 | 75 | 100 | 4 | |
| | | 18CCUC411 | Business Communication | 5 | 3 | 25 | 75 | 100 | 3 | |
| | | 18CCUCP01 | MS Office & Tally (Practicals) | 5 | 3 | 40 | 60 | 100 | 3 | |
| | Allied B.II | 18CCUA404* | Fundamentals of Information Technology | 5 | 3 | 25 | 75 | 100 | 5 | |
| IV | Skill Based Subject -II | 18CCUS402 | **MultiSkill Development Paper | 3 | 1* | 40 | 60 | 100 | 3 | |
| | Basic Tamil | | | 2 | - | 100 | - | 100 | 2 | |
| | Advanced Tamil | | | | | 3 | 25 | | | 75 |
| | Non –Major Elective II | 18CCUN402 | | | | 3 | - | | | 100 |
| | | | | | | | | | | |
| | | | | | | | | | 24 | |
| **Online Examination | | | | | | | | | | |
| ** Multiskill development paper (Skill based Subject II) in Semester IV is common through the college and on-line ESE is for 60 Marks and CIA for 40 Marks. | | | | | | | | | | |

| SEMESTER V | | | | | | | | | |
|-----------------------------|-------------------------|---------------------|--|-----------------------|-----------------------|------------------|------------|--------------|----------------|
| Part | Study component | Subject Code | Title of the Paper | Inst. Hrs/Week | Exam Dur. Hrs. | Max Marks | | | Credits |
| | | | | | | CIA | ESE | Total | |
| III | Core | 18CCUC512 | Cost Accounting | 5 | 3 | 25 | 75 | 100 | 4 |
| | | 18CUC513 | Industrial Law | 4 | 3 | 25 | 75 | 100 | 3 |
| | | 18CCUC514 | Corporate Accounting II | 5 | 3 | 25 | 75 | 100 | 4 |
| | | 18CCUC515 | Taxation I | 5 | 3 | 25 | 75 | 100 | 4 |
| | | 18CCUC516 | Corporate Finance | 3 | 3 | 40 | 60 | 100 | 3 |
| | Elective I | 18CCUE5PV | Practical Training | 5 | - | - | 100 | 100 | 5 |
| IV | Skill Based Subject III | | | 3 | 3 | 25 | 75 | 100 | 3 |
| SEMSETER VI | | | | | | | | | |
| III | Core | 18CCUC617 | Security laws & Financial Markets | 6 | 3 | 25 | 75 | 100 | 4 |
| | | 18CCUC618 | Economic legislations | 5 | 3 | 25 | 75 | 100 | 4 |
| | | 18CCUC619 | General Laws | 5 | 3 | 25 | 75 | 100 | 4 |
| | Elective II | 18CCUE602 | Taxation II | 5 | 3 | 25 | 75 | 100 | 5 |
| | Elective III | 18CCUE603 | Management Accounting | 6 | 3 | 25 | 75 | 100 | 5 |
| IV | Skill Based Subject IV | | | 3 | 3 | 25 | 75 | 100 | 3 |
| V | Extension Activity | | NSS/NCC/Physical Education/YRC/ Green Society/ CCC/EDP | - | - | - | - | 100 | 1 |
| I-VI SEMESTERS TOTAL | | | | | | | | 4000 | 140 |

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| SKILL BASED PAPERS | | | | | |
|---|---------------------|--|---|-------------------|----------------|
| S.NO | Subject Code | Semester | Title of the paper | | |
| 1 | 18CCUS301 | III | Financial Markets (Cafeteria system) | | |
| 2 | 18CCUS402 | IV | **Multiskill Development Paper | | |
| 3 | 18CCUS503 | V | Mutual Funds (Cafeteria System) | | |
| 4 | 18CCUS604 | VI | Women Entrepreneurship in Small Scale Business (Cafeteria System) | | |
| ** Multiskill development paper (Skill based Subject II) in Semester IV is common through the college and on-line ESE is for 60 Marks and CIA for 40 Marks. | | | | | |
| NON-MAJOR ELECTIVES | | | | | |
| S.NO | Subject code | Title of the Paper | | | |
| 1 | 18TMU301 | Basic Tamil * | | | |
| | 18TMU402 | | | | |
| 2 | 18ADTU301 | Advanced Tamil** | | | |
| | 18ADTU402 | | | | |
| 3 | 18CCUN301 | Modern Retail Techniques (Cafeteria System) | | | |
| | 18CCUN402 | Income Tax Law & Documentation(Cafeteria System) | | | |
| *For Students whose Part I in Secondary Education is not Tamil | | | | | |
| **For Students whose Part II in Higher Secondary Education is not Tamil | | | | | |
| SELF LEARNING PAPERS (OPTIONAL) | | | | | |
| S.No | Subject code | Title of the Paper | Exam Dur. Hrs. | Max. Marks | Credits |
| 1 | 18CCUSL04 | Office Management | 3 | 100 | 5 |
| 2 | 18AUGSL05 | General Awareness | 3 | 100 | 5 |

***Same Syllabus as batch 2017-2018**