

Subject Gateway

Department of Corporate Secretaryship

Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



Department Of Corporate Secretaryship

Home

BUSINESS
COMMUNICATION

CLSP

Commercial Law
Definition & URL

CORPORATE
ACCOUNTING

CORPORATE FINANCE

COST

DRAFTING

EOL

SECURITIES LAW AND
REGULATION OF
FINANCIAL MAR



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



- Home
- BUSINESS COMMUNICATION
- CLSP
- COMMERCIAL LAW
- CORPORATE ACCOUNTING
- CORPORATE FINANCE
- COST
- DRAFTING
- EOL
- SECURITIES LAW AND REGULATION OF FINANCIAL MAR

BUSINESS COMMUNICATION

Unit-1
Business Communication - Business Letters
Unit-2
Letter Of Order - Trade Enquiry
Unit-3
Circular Letters - Trade Circular Letter
Unit-4
Letter Of Allotment - Shareholders Letters
Unit-5
Minutes - Agenda



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



- Home
- BUSINESS COMMUNICATION
- CLSP
- COMMERCIAL LAW
- CORPORATE ACCOUNTING
- CORPORATE FINANCE
- COST
- DRAFTING
- EOL
- SECURITIES LAW AND REGULATION OF FINANCIAL MAR

CLSP

Unit-1
Nature Of The Company - Secretary
Unit-2
MEMORANDUM OF ASSOCIATION - ARTICLES OF ASSOCIATION
Unit-3
PROSPECTUS - CONTENT OF PROPECTUS
Unit-4
ALLOTMENT OF SHARES - RIGHT ISSUE - BUY BACK OF SHARES
Unit-5
SHARE CERTIFICATE - SHARE WARRANT - TRANSFER AND TRANSMISSION



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



- Home
- BUSINESS COMMUNICATION
- CLSP
- COMMERCIAL LAW
- CORPORATE ACCOUNTING
- CORPORATE FINANCE
- COST
- DRAFTING
- EOL
- SECURITIES LAW AND REGULATION OF FINANCIAL MAR

COMMERCIAL LAW DEFINITION

Unit-1
LAW OF CONTRACT - OFFER AND ACCEPTANCE- CONSIDERATION
Unit-2
MISTAKES - FRAUD - COERCION
Unit-3
PERFORMANCE OF A CONTRACT - QUASI CONTRACTS - BREACH OF CONTRACT
Unit-4
INDEMNITY - GURANTEE - AGENCY
Unit-5
SALE OF GOODS- AGREEMENT TO SELL



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



Home

BUSINESS
COMMUNICATION

CLSP

COMMERCIAL LAW

CORPORATE
ACCOUNTING

CORPORATE FINANCE

COST

DRAFTING

EOL

SECURITIES LAW AND
REGULATION OF
FINANCIAL MAR

CORPORATE ACCOUNTING

Unit-1

SHARES AND ITS TYPES- ISSUE OF SHARES- REDEMPTION OF PREFERENCE SHARES -

Unit-2

DEBENTURES - ACCOUNTING FOR DEBENTURES - REDEMPTION OF DEBENTURES -

Unit-3

PRE INCORPORATION PROFIT- FINAL ACCOUNTS - **PREPARATION OF FINANCIAL STATEMENTS-**

Unit-4

ACCOUNTS FOR AMALGAMATION - ABSORPTION- RECONSTRUCTION -

Unit-5

INTERNAL RECONSTRUCTION- ACCOUNTS FOR INTERNAL RECONSTRUCTION -
CAPITAL REDUCTION -



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



Home

BUSINESS
COMMUNICATION

CLSP

COMMERCIAL LAW

CORPORATE
ACCOUNTING

CORPORATE FINANCE

COST

DRAFTING

EOL

SECURITIES LAW AND
REGULATION OF
FINANCIAL MAR

CORPORATE FINANCE

Unit-1

PROFITMAXIMISATION - WEALTHMAXIMISATION

Unit-2

UNDER CAPITALISATION - OVERCAPITALISATION - SHARE CAPITAL

Unit-3

PREFERENCE SHARES - EQUITY SHARES

Unit-4

DEBENTURES - TERM LOANS

Unit-5

WORKING CAPITAL- FOREIGN CAPITAL

!-this is dynamic pages-->



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



- Home
- BUSINESS COMMUNICATION
- CLSP
- COMMERCIAL LAW
- CORPORATE ACCOUNTING
- CORPORATE FINANCE
- COST**
- DRAFTING
- EOL
- SECURITIES LAW AND REGULATION OF FINANCIAL MAR

COST

Unit-1
Management Accounting - Objectives - Financial Statement Analysis -
Unit-2
Cash Flow Statement - Features Of Cash Flow- Budget And Budgetary Control -
Unit-2
Cost Accounting - Economic Order Quantity (EOQ)- Re-order Level - Wages Payment -
Unit-2
Process Costing - Features - Reconciliation Of Costs And Financial Accounting -
Unit-2
Standard Costing And Variance Analysis - Cost Volume Profit(CVP)- BEP



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



- Home
- BUSINESS COMMUNICATION
- CLSP
- COMMERCIAL LAW
- CORPORATE ACCOUNTING
- CORPORATE FINANCE
- COST
- DRAFTING
- EOL
- SECURITIES LAW AND REGULATION OF FINANCIAL MAR

DRAFTING

Unit-1
Drafting - Principles Of Drafting Aids To Clarity And Accuracy
Unit-2
Conveyancing - Deed Of Transfer- Testimonium- Signature Of Attestation
Unit-3
Power Of Attorney - Deed Of Power Of Attorney- General And Particular Letter Of Attorney
Unit-4
Agreements To Sell/Purchase - Agency Contracts- Bank Guarantees- Hypothecation Agreement
Unit-5
Mortgages - Charges And Pledges- Types Of Mortgage Deed- Mortgage By Deposit Of Title Deed



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



Home

BUSINESS
COMMUNICATION

CLSP

COMMERCIAL LAW

CORPORATE
ACCOUNTING

CORPORATE FINANCE

COST

DRAFTING

EOL

SECURITIES LAW AND
REGULATION OF
FINANCIAL MAR

EOL

Unit-1

Industrial Development & Regulation - Objectives - Current Industrial Policy -

Unit-2

Trade, Competition Act,2002 - Development Of Competition Law - Anti Competitive Agreement -
Compliance Of Competition Law -

Unit-3

Management Of Foreign Exchange Transactions - Current Account Transaction -
Realization And Repatriation Of Foreign Exchange-

Unit-4

Management Of Intellectual Property Rights - Types Of Intellectual Properties -
Development Of Intellectual Property Law In India-

Unit-5

Minimum Wages Act 1948 - Payment Of Bonus Act 1948- Payment Of Gratuity Act 1972 -



Private Windows
Go to Settings to activate Windows.

Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

CORPORATE
SECRETARYSHIP



Home

BUSINESS
COMMUNICATION

CLSP

COMMERCIAL LAW

CORPORATE
ACCOUNTING

CORPORATE FINANCE

COST

DRAFTING

EOL

SECURITIES LAW AND
REGULATION OF
FINANCIAL MAR

SECURITIES LAW AND REGULATION OF FINANCIAL MARKET

Unit-1

Capital Markets - Money Market- SEBI -

Unit-2

Capital Market Instruments - Money Market Instruments - Certificate Of Deposits-

Unit-3

Primary Market - Role Of Intermediaries - Secondary Market - Functions Of Stock Exchange

Unit-4

Credit Rating - Concepts Of Credit Rating - Credit Rating Agencies On India

Unit-5

Investor Protection - Role Of Investor's Association - Role Of SEBI Towards Investors Protection



Department of BBA CA

Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Business Administration



Home

Financial Accounting

Human Resource
Management

Management
Information System

MS Office

Organisational
Behavior

The department BBM was established in the year 1991 and it was renamed as department of Business Administration with CA since 2011. The Department Functions with the Vision of " Imparting Quality Education for Women and Producing better managers for better tomorrow ". The Department offers the UG course B.B.A., with Regularly updated with due concern to the local needs , Student's Employability, Skill development, entrepreneurship, research orientation, feedbacks received from various stakeholders and so on.



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Business Administration



- Home
- Financial Accounting
- Human Resource Management
- Management Information System
- MS Office
- Organisational Behavior

Financial Accounting

Unit-I
Book-keeping - Accountancy - Kinds Of Accounts - Subsidiary Books
Unit-II
Trial Balance - Errors - Bank Reconciliation Statement
Unit-III
Final Accounts- Manufacturing Accounts - Adjustment Entries
Unit-IV
Non-trading Concerns - Depreciation
Unit-V
Single Entry System - Ascertainment Of Profit - Double Entry System



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Business Administration



- Home
- Financial Accounting
- Human Resource Management
- Management Information System
- MS Office
- Organisational Behavior

Human Resource Management

Unit-I
Introduction To HRM - Functions Of HR Department
Unit-II
Manpower Planning - Job Analysis - Recruitment And Selection - Training And Development
Unit-III
Performance Appraisal- Promotion & Transfer
Unit-IV
Wages And Salary Administration - Incentives
Unit-V
Industrial Relations - Trade Union - Settlement Of Industrial Disputes



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Business Administration



- Home
- Financial Accounting
- Human Resource Management
- Management Information System
- MS Office
- Organisational Behavior

Management Information System

Unit-I
Introduction To MIS - Importance To MIS - Structure Of MIS - Implementation Of MIS
Unit-II
Strategic Information System - MIS As Competitive Advantage - DBMS Meaning - Models
Unit-III
Types Of Computers- Generation Of Computers - Description Of Computers - Types Of Software
Unit-IV
Input And Output Devices - Optical Storage - Introduction To Client Server
Unit-V
Email - Intranet - Teleconferencing, Smart Cards



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Business Administration



Home

Financial Accounting

Human Resource
Management

Management
Information System

MS Office

Organisational
Behavior

MS Office

Unit-I

Toolbars - Creating Document - Selecting Text - Find And Replace

Unit-II

Check Spelling & Grammar - Insert Header & Footer - Adding Page Number - Creating Tables

Unit-III

Standard Toolbar- Simple Calculations - Creating Graphs - Pivot Tables & Charts - Shortcut Keys & Functions

Unit-IV

Views - Adding Graphs - Adding Organization Charts - Adding Hyperlinks

Unit-V

Creating A Table - Adding Records - Creating Forms - Queries - Reports



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Business Administration



- Home
- Financial Accounting
- Human Resource Management
- Management Information System
- MS Office
- Organisational Behavior

Organisational Behavior

Unit-I
Organisational Behavior - Individual Differences - Perception - Personality - Learning
Unit-II
Motivation
Unit-III
Attitudes & Job Satisfaction- Job Enrichment - Job Enlargement
Unit-IV
Groups - Group Dynamics - Cohesiveness - Conflict - Sociometry
Unit-V
Leadership - Organisational Climate - Organisational Effectiveness - Organisational Development - Counselling



Vellalar College for Women (Autonomous)

College with Potential for Excellence
(Re-accredited with 'A' grade by NAAC, Affiliated to Bharathiar University, Coimbatore)

Computer Science



- Home
- System Software
- Operating System
- Microprocessor
- c-programming
- Oops(c++)
- Java
- RDBMS(Oracle)
- System Software
- Operating System

System Software

Section-1

Polymorphism Inheritance Pointers Structure Polymorphism Semaphores Mutual Exclusion Structure This Operator
Objects Storage Allocation Swapping Polymorphism Inheritance

Section-2

Normalization Inheritance Pointers Structure Polymorphism Semaphores Mutual Exclusion Structure This Operator
Objects Storage Allocation Swapping Polymorphism Inheritance

