

DEPARTMENT OF CORPORATE SECRETARYSHIP

Programme: M.Com., Corporate Secretaryship

PO No.	Programme Outcomes Upon completion of the M.Com. Degree Programme, the graduate will be able to
PO-1	possess high level of knowledge and application skills in the domain of corporate and other related Laws confronted with critical decision making and formulate secretarial solutions
PO-2	apply the knowledge of accountancy and Direct Tax Laws in society and business with professional, inter personal and entrepreneurial skills
PO-3	identify and evaluate real- time business problems with the specialized knowledge developed through practical training and project work
PO-4	demonstrate professional expertise in financial planning, control and support with professional ethics
PO-5	apply reasoning ability to assess societal, health, safety, legal and cultural issues of employees and the consequent responsibilities relevant to management practice.

PSO No.	Programme Specific Outcomes Upon completion of these courses the student would
PSO-1	understanding the nature and development of Corporate Environment and Business Policies.
PSO-2	analysing the Indian constitutional provisions, major legislations and reforms.
PSO-3	critical evaluation of social, economic and political variables for a proper understanding of the plurality of Indian Industries.
PSO-4	building the eligible students for positions such as liaison officer, company secretary, security market analyst, tax planner and administrative officer
PSO-5	developing knowledge of administrative studies with special reference to Multi National Corporate Houses and Corporate Governance

Course Title	GENERAL LAWS	
CODE	18CCPC101	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the Framework of Legislative Provisions of Constitution of India	K2
CO-2	Apply internal and external aids for interpreting the Constitutional Laws	K3
CO-3	Understand civil procedures and application of proceedings for appeals, references and review	K2
CO-4	Apply the knowledge on the lodging Instruments under Transfer of Property Act and Indian Stamp duty	K3
CO-5	Understand the Cyber Law and digital signatures	K2

Course Title	ADVANCED COMPANY LAW AND SECRETARIAL PRACTICE - I	
CODE	18CCPC102	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the nature & forms of business and obtaining CIN	K2, K3
CO-2	Document the formalities of MOA, AOA, COI, COC, doctrine of indoor management and prospectus	K3
CO-3	Acquire knowledge on share capital, allotment, alteration and issue shares	K4
CO-4	Familiarize procedural formalities on appointment of key managerial personnel and procedural aspects of DIN	K2, K4
CO-5	Acquaint the knowledge of managerial remuneration	K3, K4

Course Title	DRAFTING AND CONVEYANCING	
CODE	18CCPC103	
CO No.	Course Outcomes	Knowledge Level
CO-1	Master the principles and applications of drafting and pleading	K2
CO-2	Bring clarity and accuracy and use of appropriate words and expressions that require the legal principles of conveyancing	K2,K3
CO-3	Define with the knowledge of deed and its drafting skills pertaining to power of attorney	K3,K4
CO-4	Provide an exposure to the students regarding drafting of various agreements and contracts	K4
CO-5	Acquaint the students with the practical exposure of types of mortgages and identify do's and don'ts in drafting	K4

Course Title	ADVANCED COST ACCOUNTING	
CODE	18CCPC104	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the cost concept and cost audit techniques	K2
CO-2	Preparation of methods of pricing of material	K3
CO-3	Calculate the methods of costing	K3,K4
CO-4	Grab the knowledge of activity based costing and BEP	K4,K5
CO-5	Calculate the variance analysis of standard costing	K4, K5

Course Title	ADVANCED COMPANY LAW AND SECRETARIAL PRACTICE - II	
CODE	18CCPC206	
CO No.	Course Outcomes	Knowledge Level
CO-1	Conduct a meeting and prepare notice, agenda and minutes	K2,K3
CO-2	Familiarize the knowledge of preparation of Board's Report	K4
CO-3	Provide a comprehensive idea by documenting various e – filing forms under MCA 21	K2, K3, K4
CO-4	Acquaint the roles of secretarial duties with regard to dividend declaration	K3
CO-5	Examine the procedural aspects of consequences of winding up	K2,K3

Course Title	INCOME TAX	
CODE	18CCPC207	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the provisions relating to residential status of an individual	K2
CO-2	Assess the income earned by the salaries of the employee and income generated under house property	K3
CO-3	Compute the gain or loss of business or profession	K3, K4
CO-4	Identify the income from other sources and deductions allowed	K3, K4
CO-5	Formulate the set off and carry forward of loss and calculate the tax of individuals, firm and HUF	K4, K5

Course Title	STATISTICAL ANALYSIS	
CODE	18CCPC208	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the theorem of probability and evaluate the results	K2,K3
CO-2	Understand and apply the methods of correlation and regression Analysis	K2,K3,K4
CO-3	Explore the Sampling theory and to identify the samples	K3,K4,K5
CO-4	Examine the techniques in analysis of variances and application of goodness of fit, student 't' Test and Z Test	K4,K5
CO-5	Understand the problems associated with non-parametric test	K5

Course Title	MANAGEMENT ACCOUNTING	
CODE	18CCPC209	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the differences between the different accounting concepts	K2
CO-2	Analyze and interpret the financial statements by comparative statements and ratios	K3
CO-3	Evaluate the funds from operations and cash from operations	K3,K4
CO-4	Estimate the different budgets	K4,K5
CO-5	Grab the knowledge of marginal costing and technique	K4, K5

Course Title	ADVANCED MULTI SKILL PAPER	
CODE	18CCPS201	
CO No.	Course Outcomes	Knowledge Level
CO-1	Create general awareness on scientific, political, teaching and research attitude	K6
CO-2	Develop skills on logical reasoning and communication	K6
CO-3	Build the capability of numerical reasoning and quantitative aptitude for competitive examinations	K6
CO-4	Improve the employability skills	K6
CO-5	Adapt and orient to online services and examinations	K6

Course Title	CORPORATE ACCOUNTING I	
CODE	19CCPC310	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the Concept of Issue of Shares and Debentures	K2, K3
CO-2	Preparation of Final Accounts	K3
CO-3	Calculate the Value of Goodwill and Shares	K3, K4
CO-4	Extraction of Problems Under Reconstruction	K4, K5
CO-5	Preparation of Liquidators Final Statement of Accounts and Submission of Reports	K4, K5

Course Title	INDIRECT TAX LAWS	
CODE	19CCPC311	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the basic principles underlying the Indirect Taxation Statutes	K1
CO-2	Identify and analyze the procedural aspects under different applicable statutes related to indirect taxation	K2
CO-3	Examine the concepts used in indirect tax, assessment, powers, duties, offences, penalties etc.	K2, K3
CO-4	Analyse the computation of Input Tax Credit under GST	K3, K4
CO-5	Evaluate the registration and filing forms under GST	K4,K5

Course Title	RESEARCH METHODOLOGY	
CODE	19CCPC312	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the meaning of research and its research types	K2, K3
CO-2	Acquaint the knowledge of research design and problems	K2, K3
CO-3	Familiarize procedures on data collection	K3, K4
CO-4	Provide an exposure on report writing	K3, K4
CO-5	Analyse the case studies and scale techniques	K5

Course Title	MS OFFICE, INTERNET AND TALLY	
CODE	20CCPCP01	
CO No.	Course Outcomes	Knowledge Level
CO-1	Equip with skill of handling MS Word basics for preparing questionnaires, organizational chart, mail merge	
CO-2	Have the knowledge of preparing bin card, budgets and trend & break-even analysis by using MS Excel and Payroll with MS Access	
CO-3	Understand the power point presentation with animations	
CO-4	Enhance the knowledge with creation Google forms, class rooms and online Google Meet by using internet and creation invitation by using CANVAS application	
CO-5	Equip to create ledgers under defined groups, bill wise details, ratios, calculations of interest rate, foreign gain & loss and preparation of final accounts	