

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 the courses the student would
PSO-1	Understanding the nature and development of Corporate Environment and Business Policies.
PSO-2	Analyzing the Indian constitutional provisions ,major legislations and reforms.
PSO-3	criticalevaluationofsocial,economicandpoliticalvariablesforaproper understanding of the plurality of Indian Industries.
PSO-4	Building the eligible students for position such as liaison officer, companysecretary, securitymarketanalyst,taxplanner andadministrative officer
PSO-5	developingknowledgeofadministrativestudieswithspecialreferencetoMulti NationalCorporateHousesandCorporate Governance

Course Title	CORPORATE LAWS - I	
CODE	24CCPC101	
CONo.	Course Outcomes	Knowledge Level
CO-1	Understand the Framework of Legislative Provisions of Constitution of India	K2
CO-2	Acquaint the knowledge relating to Parliamentary Procedures	K3
CO-3	Apply internal and external aids for interpreting the Constitutional Laws	K2
CO-4	Understand civil procedures and application of proceedings for appeals, references and review	K3
CO-5	Understand criminal procedures and application of proceedings for appeals, references and review	K3

Course Title	ADVANCEDCOMPANYLAWANDSECRETARIALPRACTICE- I	
CODE	23CCPC102	
CONo.	Course Outcomes	KnowledgeLevel
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	K3
CO-3	Acquire knowledge on drafting of prospectus,share capital, alteration and issue shares,allotment	K4
CO-4	Familiarize procedural formalities on appointment of key managerial personnel and procedural aspects of DIN	K2, K4
CO-5	To acquaint the knowledge of related party transactions and managerial remuneration	K2

Course Title	DRAFTING AND CONVEYANCING	
CODE	23CCPC103	
CONo.	Course Outcomes	KnowledgeLevel
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	DRAFTING AND CONVEYANCING	
CODE	23CCPC103	
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	ADVANCEDCOSTACCOUNTING	
CODE	23CCPC104	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Understand the cost concept	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 methods of remuneration	K4,K5
CO-5	Calculate the variance analysis of standard costing	K4, K5

Course Title	SECRETARIAL AUDIT AND CORPORATE COMPLIANCE	
CODE	23CCPC105	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Understand the Concept And Techniques of Secretarial Audit	K2
CO-2	Knowledge About Compliance of Secretarial Standards	K3
CO-3	Exposure to Share Transfer Audit	K3,K4
CO-4	Explore the Knowledge on Management Audit	K4
CO-5	Evaluate the Cost Audit Report	K4, K5

Course Title	ADVANCEDCOMPANYLAWANDSECRETARIALPRACTICE- II	
CODE	23CCPC206	
CONo.	Course Outcomes	KnowledgeLevel
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	DIRECT TAX LAWS	
CODE	23CCPC207	
CONo.	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,Cpital Assets	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 PAN Card, ITR Forms	K4, K5

Course Title	CORPORATE LAWS -II	
CODE	24CCPC208	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Understand the concept the Indian Evidence Act	K1,K2
CO-2	Understand the Right to Information Act	K2
CO-3	Gain the knowledge on Right to Information Technology Act	K2,K3
CO-4	Inhibit the cyber crimes	K2
CO-5	Impart the knowledge on cyber laws	K3

Course Title	MANAGEMENT ACCOUNTING	
CODE	23CCPC209	
CONo.	CourseOutcomes	KnowledgeLevel
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	MS OFFICE AND TALLY
CODE	23CCPCP01

CONo.	CourseOutcomes	KnowledgeLevel
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	

Course Title	ADVANCEDMULTISKILLPAPER	
CODE	24CCPS202	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Create general awareness on scientific ,political ,teaching and research attitude	K6
CO-2	Develope 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	CORPORATEACCOUNTING I	
CODE	23CCPC310	
CONo.	CourseOutcomes	KnowledgeLevel
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	23CCPC311	
CONo.	Course Outcomes	Knowledge Level
CO-1	Understand the types of taxes and basic principles of Indirect Tax Laws in India	K1
CO-2	Identify and understand the evolution of GST in India, GST Council, Types of Tax	K2
CO-3	Examine the concept Supply under GST	K2, K3
CO-4	Understand the Input Tax Credit under GST	K3
CO-5	Analyse the Filing of Returns and Payment of Tax	K4

Course Title	STATISTICAL ANALYSIS	
CODE	23CCPE311	
CONo.	Course Outcomes	Knowledge Level
CO-1	Understand and apply the methods of correlation and regression Analysis	K2,K3
CO-2	Explore the Sampling theory and to identify the samples	K2,K3,K4
CO-3	Examine the techniques in analysis of variances and application of goodness of fit, student 't' Test and Z Test	K3,K4,K5
CO-4	Understand the problems associated with non-parametric test	K4,K5
CO-5	Understand the theorem of probability and evaluate the results	K5

Course Title	CORPORATE FINANCIAL MANAGEMENT	
CODE	23CCPE321	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Acquaint with Goals of Financial Management	K1, K2
CO-2	Identify on Capitalisation Types and Causes	K2, K3
CO-3	Computation on Capital Structure Theories	K3, K4
CO-4	Understand the management of Working Capital	K4
CO-5	Determine the Cost of Capital	K4, K5

Course Title	CORPORATE PRACTICALS	
CODE	23CCPCP02	
CONo.	CourseOutcomes	Knowledge Level
CO-1	Identify and Draft the Trade Enquiry Letter	K2
CO-2	Acquire the students with the knowledge to order	K3
CO-3	Expertise in drafting the specimen of documents for company	K3
CO-4	Provide an exposure on various activities of company	K4
CO-5	Skill Enhancement in drafting Report	K4