

DEPARTMENT OF CORPORATE SECRETARYSHIP

Programme: B.Com., Corporate Secretaryship

PO No.	Programme Outcomes Upon completion of the B.Com. Degree Programme, the graduate will be able to
PO-1	emerge with competency in the subject of Company Law with Secretarial practices and other related Laws
PO-2	apply knowledge to cater to the needs of Society/Employer/Institution/Own Business Enterprise
PO-3	imbibe analytical/critical/logical/innovative thinking skills in the field of securities market, online trading, accounting practices, income tax laws and information technology in corporate/industries
PO-4	acquire distinct traits and ethics with high professionalism to gain a broader insight into the domain concerned for nation building
PO-5	take responsibility and accountability in their future career

PSO No.	Programme Specific Outcomes Upon completion of these courses the student would
PSO-1	building competent understanding of the overall functioning of industries and corporates
PSO-2	familiarising the students with business terminology, procedures and concepts
PSO-3	improving the skills in corporate transcription
PSO-4	training the students in the area of administrative support in corporate management practices
PSO-5	empowering students for positions such as administrative assistant, share trading agent and company consultant

Course Title	FINANCIAL ACCOUNTING -I	
CODE	24CCUC101	
CO No.	Course Outcomes	Knowledge Level
CO-1	Remember the concept of rectification of errors and Bank reconciliation statements	K1 & K2
CO-2	Apply the knowledge in preparing detailed accounts of sole trading concerns	K2 & K3
CO-3	Analyse the various methods of providing depreciation	K2 & K3
CO-4	Evaluate the methods of calculation of profit	K2 & K3
CO-5	Gain knowledge on the accounting treatment of insurance claims	K2 & K3

Course Title	BUSINESS MANAGEMENT AND ETHICS	
CODE	24CCUC102	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Recall the levels and functions of management	K1&k2
CO-2	Understand why planning ,policies, procedures ,methods and decision making are Important	K2
CO-3	Understand the Human Resource Management and know how to controls	K2 & K3
CO-4	Inhibit the ethics for the Business	K2
CO-5	Impart the skill for Entrepreneurship	K3

Course Title	BUSINESS ECONOMICS	
CODE	24CCUA101	
CONo.	CourseOutcomes	Knowledge Level
CO-1	Understand the nature of business economics	K2
CO-2	Interpret the basic principles of demand and supply	K1,K2
CO-3	Apply the concepts of production function in real situations	K3
CO-4	Compare and Contrast various market conditions	K2
CO-5	Identify the phase of business operation and examine business success	K3

Course Title	FINANCIAL ACCOUNTING-II	
CODE	24CCUC203	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	To evaluate the Hire purchase accounts and Instalment systems	K1 & K2
CO-2	To prepare Branch accounts and Departmental Accounts	K2 & K3
CO-3	To understand the accounting treatment for admission and retirement of a partner in a partnership	K2 & K3
CO-4	To know Settlement of accounts at the time of dissolution of a firm	K2 & K3
CO-5	Apply the Garner Vs Murray rule in the context of insolvency of a partner	K2 & K3

Course Title	BUSINESSLAW	
CODE	23CCUC204	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Inherit the knowledge on introduction to communication.	K1,K2
CO-2	Identify & analyses the different types of communication.	K2,K3
CO-3	Develop and demonstrate the knowledge communication in business environment.	K3,K4
CO-4	Learn the basic understanding of drafting of legal deeds and documents.	K1,K2,K3
CO-5	Enlighten the methods of drafting response and replies.	K4,K5,K6

Course Title	CORPORATE CORRESPONDENCE	
CODE	23CCUA202	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Inherit the knowledge on introduction to communication.	K1,K2
CO-2	Identify & analyses the different types of communication.	K2,K3
CO-3	Develop and demonstrate the knowledge communication in business environment.	K3,K4
CO-4	Learn the basic understanding of drafting of legal deeds and documents.	K1,K2,K3
CO-5	Enlighten the methods of drafting response and replies.	K4,K5,K6

Course Title	FINANCIAL ACCOUNTING-II	
CODE	23CCUC305	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Calculate the prices according to prevailing market conditions	K3
CO-2	Prepare departmental accounts and solve problems in branch accounting	K2
CO-3	Understand the fundamental concepts of Partnership accounts and book keeping.	K1&K2
CO-4	Estimate partners share at the time of retirement	K2
CO-5	Apply accounting procedures in dissolution	K3

Course Title	COMPANY LAW AND SECRETARIAL PRACTICE-I	
CODE	23CCUC306	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Understand the Characteristics and Classification of Companies.	K2 &K3
CO-2	Impart knowledge on Company Secretary their appointment and duties	K2 &K3
CO-3	Acquire knowledge on issue of prospectus and shares to the public	K2
CO-4	Have a comprehensive knowledge on type of shares, share capital and transfer procedures	K1
CO-5	Understand the Concepts of types of shares ,transfer and transmission of shares	K2

Course Title	CORPORATE PRACTICALS	
CODE	23CCUCPO1	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Familiarise the Concept of Banking operations	K1
CO-2	Acquaint the students with the knowledge of cheque operations	K2
CO-3	Explore on the types of Business and its Layout	K3
CO-4	Familiarize the contents in MCA Portal	K3
CO-5	Understand the Environmental Issues	K2

Course Title	BUSINESS MATHEMATICS	
CODE	23CCUA303	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Apply the functions of mathematics in business	K3
CO-2	Remember the matrix and set functions	K1
CO-3	Understand the variables and constants	K2
CO-4	Acquire knowledge on derivations	K2
CO-5	Apply the basic functions of integrals	K3

Course Title	CORPORATE ACCOUNTING-I	
CODE	23CCUC407	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Remember issue of shares, forfeiture, Re-issue and Redemption of preference shares.	K1&K2
CO-2	Conceptually define Debentures issue and Redemption	K1&K2
CO-3	Apply Final accounts, profit prior to incorporation.	K3
CO-4	Evaluate simple adjustments to Amalgamation and Absorption accounts.	K3
CO-5	Connect knowledge and record business changes that are envisaged by the course syllabus with preparation of Capital reduction.	K3

Course Title	COMPANY LAW AND SECRETARIAL PRACTICE II	
CODE	23CCUC408	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Remember the basic levels of company	K1&K2
CO-2	Identify the role of Directors, Kinds of Directors Application for DIN under Companies rules 2014	K2
CO-3	Understand the dividend, payment of dividend, dividend warrant.	K2
CO-4	Evaluate the Corporate Governance, objectives, Need, Role of Auditors in Corporate Governance.	K3
CO-5	Know the winding up procedures and Secretarial duties regarding winding up.	K2

Course Title	M SOFFICEAND TALLY	
CODE	23CCUCP02	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	RecallthefundamentalconceptsofMSWord, PowerPoint.	K1 &K2
CO-2	PrepareMark list and Final Accounts byusingMsExcel.	K3
CO-3	Applyingthe importance of PowerPoint Presentation	K3
CO-4	PrepareapayrollforEmployeeDataBasebyUsingMS Access.	K2
CO-5	Understandthe fundamentalaccountsinTally.	K3
Course Title	BUSINESS STATISTICS	
CODE	23CCUA404	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Understandthebasicconceptsstatisticsandcollectionofdata	K3
CO-2	Impartingknowledgeontabulationandpresentation	K1
CO-3	Havea comprehensiveknowledgeonCentraltendency	K3
CO-4	Acquireknowledgeoncorrelationandregressionanalysis	K2
CO-5	Acquireknowledgeon indexnumbers Mapping	K2

Course Title	COST ACCOUNTING	
CODE	23CCUC509	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Recall the elements of cost ,costing accounting standards and cost audit	K1&K2
CO-2	Understand why the various forms and methods of pricing are important	K2
CO-3	Impart knowledge on methods of wage payment and treatment of overtime and Idle time	K2 &K3
CO-4	Understand the importance of Overheads	K2
CO-5	Analyse the methods of costing employed in contract and in processing industry	K3

Course Title	INDUSTRIAL LAW	
CODE	22CCUC510	
CONo.	CourseOutcomes	KnowledgeLevel
CO-1	Understand the basics of the provisions relating to Health, Safety, Welfare Statutes	K1
CO-2	Understand the Minimum Wages Act and Workmen's Compensation Act	K2
CO-3	Impart the knowledge of Payment of Wages Act and Computation of Available and Allocable Surplus and Eligibility for Bonus	K2, K3
CO-4	Analyse the Employees State Insurance Act 1948 and understand the Contract Labour (Regulation and Abolition Act), 1970	K2
CO-5	Identify the procedure for settlement of Industrial Disputes and Provision Relating to Strike and Lockout. Understand the Workmen's Compensation Act	K2

Course Title	CORPORATE ACCOUNTING II	
CODE	22CCUC511	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Understand the corporate practice in valuing shares and goodwill and valuer	K1, K2
CO-2	Understand the accounting procedures related to Liquidation	K2
CO-3	Develop the skills in preparation of consolidated Balance Sheet of Holding company and Subsidiary company.	K2
CO-4	Acquaint with the legal format and special items and adjustments pertaining to Banking companies.	K3
CO-5	Acquaint with the legal formats and special items and adjustments pertaining to Insurance companies.	K3

Course Title	TAXATION– I	
CODE	22CCUC512	
CONo.	Course Outcomes	Knowledge Level
CO-1	Understand the basic concepts of Income Tax Act and Residential Status of various persons	K1
CO-2	Imparting knowledge on determination of income under the head salaries and house property	K3
CO-3	Have a comprehensive knowledge on income under the head business /profession and capital gains	K3
CO-4	Acquire knowledge on computation of income under other sources and setoff and carry forward of losses and deduction from total income	K3
CO-5	Acquire knowledge on Income Tax Authorities, Types of Assessments, Filing of returns and offence and penalties	K3
Course Title	CORPORATE FINANCE	
CODE	22CCU513	
CO No.	Course Outcomes	Knowledge Level
CO-1	Signify the scope of finance in business	K1 &K2
CO-2	High light the essence of financial plan	K2
CO-3	Understand the capital structure theories and leverages	K2 &K3
CO-4	Identify the source of Institutional finance	K2
CO-5	Enumerate the source of working capital and its management	K3

Course Title	SECRETARIAL LAWS AND FINANCIAL MARKETS	
CODE	22CCUC614	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Inculcate the Legislation in capital market and regulatory framework in stock exchanges	K1 & K2
CO-2	Imbibe the powers and function of SEBI	K2
CO-3	Evaluate the regulation in Mutual funds and role of financial analyst	K2
CO-4	Enhance knowledge in dematerialization benefits and credit rating related to Depositories Act	K3
CO-5	Understand the instruments in financial markets and participants	K2

Course Title	ECONOMIC LEGISLATIONS	
CODE	22CCUC615	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Remember the knowledge on the Competition Act, 2002	K1
CO-2	Understand the ideas on the procedures and formalities of FEMA	K2
CO-3	Apply the knowledge of IP law to create and serve the interest on Trademarks, Copyrights and Patents	K1 & K2
CO-4	Apply their knowledge on consumer rights and Consumer Dispute Redressal Agencies	K3
CO-5	Inculcate the ideas regarding Environmental Law and man's fundamental rights and conditions in environment	K3

Course Title	GENERAL LAWS	
CODE	22CCUC616	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Understand the fundamental rights and duties	K1 & K2
CO-2	Highlight the Judicial System and hierarchy	K2
CO-3	Enumerate the powers of president and Ministers	K2
CO-4	Inculcate on the Provisions relating to transfer of property	K2 & K3
CO-5	Conversant with the regulation regarding to Registration Act	K3

Course Title	TAXATION-II	
CODE	22CCUC612	
CONo.	Course Outcomes	KnowledgeLevel
CO-1	Understand the basics of the Indirect Taxation Statutes	K1
CO-2	Identify the procedural aspects under different applicable statutes related to GST	K2
CO-3	Examine the assessment SGST & CGST and its powers, duties, offences and penalties	K2, K3
CO-4	Understand the Input Tax Credit under GST	K2
CO-5	Understand the Filing of Returns	K2

Course Title	MANAGEMENT ACCOUNTING	
CODE	22CCUC613	
CONo.	Course Outcomes	Knowledge Level
CO-1	Remembering the various accounting methods	K1
CO-2	Scrutinize the financial statements and to interpret the statements and apply various ratios	K3
CO-3	Understanding the preparations of funds and cash from operations	K2
CO-4	Grab the knowledge and estimate the different types of budgeting	K2, K3
CO-5	Calculate the Capital Budgeting and its various methods	K2