

B.COM- CORPORATE SECRETARYSHIP

**CHOICE BASED CREDIT SYSTEM – LEARNING OUTCOMES BASED
CURRICULUM FRAMEWORK (CBCS - LOCF)**

(Applicable to the candidates admitted from the academic year 2022-2023 onwards)

(NAAN MUDHALVAN SCHEME WAS IMPLEMENTED FROM 2nd SEMESTER to 4th SEMESTER FOR 2023-2024 BATCH)

Sem.	Part	Courses	Title	Ins. Hrs.	Credits	Exam. Hours	Maximum Marks		
							Int.	Ext.	Total
I	I	Language Course - I (Tamil \$/Other Languages +#)		6	3	3	25	75	100
	II	English Course-I		6	3	3	25	75	100
	III	Core Course – I (CC)	Principles of Accountancy	6	5	3	25	75	100
		Core Course-II (CC)	Corporate Communication	6	5	3	25	75	100
		First Allied Course-I (AC)	Management Concepts	4	3	3	25	75	100
	IV	Value Education	Value Education	2	2	3	25	75	100
		Total		30	21				600
II	I	Language Course - II (Tamil \$/Other Languages +#)		6	3	3	25	75	100
	II	English Course-II		4	3	3	25	75	100
	III	Core Course– III (CC)	Business Accounting	6	5	3	25	75	100
		Core Course-IV (CC)	Business Tools For Decision Making	6	5	3	25	75	100
		First Allied Course-II (AC)	Business Economics	4	3	3	25	75	100
		Add on Course- I ##	Professional English- I	6 *	4	3	25	75	100
	IV	Environmental Studies	Environmental Studies	2	2	3	25	75	100
	VI	Naan Mudhalvan Scheme (NMS) @@	Language Proficiency for Employability – Overview of English Language Communication	2	2	3	25	75	100
		Total		30 + 6 *	27				800

III	I	Language Course- III (Tamil*/Other Languages+ #)		6	3	3	25	75	100
	II	English Course-III		6	3	3	25	75	100
	III	Core Course-V (CC)	Company Law and Secretarial Practices-I (2013 Amendments)	6	5	3	25	75	100
		Core Course-VI(CC)	Cost Accounting	6	5	3	25	75	100
		Second Allied Course-I(AC)	Business Law	4	3	3	25	75	100
		Add on Course- II ##	Professional English- II	6 *	4	3	25	75	100
	IV	Non Major Elective Course-I (NME) @ Those who choose Tamil in Part - I can choose a non-major elective course offered by other departments. Those who do not choose Tamil in Part- I must choose either a) Basic Tamil if Tamil language was not studied in school level. (or) b) Special Tamil if Tamil language was studied upto 10 th & 12 th std.	1. Personal Investment (or) 2. Elements of Insurance (For other than All B.Com and BBA)	2	2	3	25	75	100
	VI	Naan Mudhalvan Scheme (NMS) @@	Digital Skills for Employability – Microsoft Digital Skills	-	2	–	25	75	100
		Total		30 +6 *	27				800
IV	I	Language Course-VI (Tamil*/Other Languages+ #)		6	3	3	25	75	100
	II	English Course-IV		6	3	3	25	75	100
	III	Core Course-VII(CC)	Corporate Law and Secretarial Practices-II (2013 Amendments)	6	5	3	25	75	100
		Core Course-VIII(CC)	Corporate Accounting-I	6	5	3	25	75	100
		Second Allied Course-II(AC)	Corporate Finance	4	3	3	25	75	100
	IV	Non-Major Elective Course- II @ Those who choose Tamil in Part - I can choose a non-major elective course offered by other departments. Those who do not choose Tamil in Part- I must choose either a) Basic Tamil if Tamil language was not studied in school level (or) b) Special Tamil if Tamil language was studied upto 10 th & 12 th std	1. Introduction to Accountancy (or) 2. Salesmanship (For other than All B.Com. and BBA)	2	2	3	25	75	100
	VI	Naan Mudhalvan Scheme (NMS) @@	Banking & Back Office Operations	-	2	--	25	75	100
		Total		30	23				700

V	III	Core Course -IX (CC)	Corporate Accounting -II	5	5	3	25	75	100
		Core Course-X (CC)	Computer Applications in Business (Theory)	5	5	3	25	75	100
		Core Practical – I (CCP)	Computer Applications in Business (Practical)	5	5	3	40	60	100
		Core Course-XI (CC)	Corporate Governance	5	5	3	25	75	100
		Major Based Elective Course-I (MBE)	1. Business and Legal Environment (or) 2. Financial Services	5	5	3	25	75	100
	IV	Skill Based Elective Course- I	Information Technology Concepts	3	2	3	25	75	100
		Soft Skills Development		2	2	3	25	75	100
	Total			30	29				700
VI	III	Core Course-XII (CC)	Management Accounting	5	5	3	25	75	100
		Core Course –XIII (CC)	Income Tax Law and Practice	6	5	3	25	75	100
		Core Course-XIV(CC)	Industrial Law	6	5	3	25	75	100
		Major Based Elective Course-II (MBE)	1. Goods and Services Tax (or) 2. Securities Exchange Board of India	5	5	3	25	75	100
		Project		4	3		20	80	100
	IV	Skill Based Elective Course-II	Basics of Goods and Service Tax	3	2	3	25	75	100
	V	Gender Studies		1	1	3	25	75	100
		Extension Activities**		--	1	--	--	--	--
	Total			30	27				700
	Grand Total			180 + 12*	154				4300

- \$ For those who studied Tamil upto 10th +2 (Regular Stream)
- + Syllabus for other Languages should be on par with Tamil at degree level
- # Those who studied Tamil upto 10th +2 but opt for other languages in degree level under Part- I should study special Tamil in Part –IV
- ## The Professional English – Four Streams Course is offered in the 2nd and 3rd Semester (only for 2022-2023 Batch) in all UG Courses. It will be taught apart from the Existing hours of teaching/ additional hours of teaching (1 hour /day) as a 4 credit paper as an add on course on par with Major Paper and completion of the paper is must to continue his/her studies further. (As per G.O. No. 76, Higher Education (K2) Department dated: 18.07.2020)
- * The Extra 6 hrs/cycle as per the G.O. 76/2020 will be utilized for the Add on Professional English Course.
- ** Extension Activities shall be outside instruction hours.
- @ NCC Course is one of the Choices in Non-Major Elective Course. Only the NCC Cadets are eligible to choose this course. However, NCC Course is not a Compulsory Course for the NCC Cadets.
- @@ Naan Mudhalvan Scheme: As per Naan Mudhalvan Scheme instruction

SUMMARY OF CURRICULUM STRUCTURE OF PROGRAMME – COMMERCE

Sl. No.	Part	Types of the Courses	No. of Courses	No. of Credits	Marks
1.	I	Language Courses	4	12	400
2.	II	English Courses	4	12	400
3.	III	Core Courses	14	70	1400
4.		Core Practical	1	5	100
5.		Allied Courses I & II	4	12	400
6.		Major Based Elective Courses	2	10	200
7.		Add –on Course – I & II	2	8	200
8.		Project	1	3	100
9.	IV	Non Major Elective Courses	2	4	200
10.		Skill Based Elective Courses	2	4	200
11.		Soft Skills Development	1	2	100
12.		Value Education	1	2	100
13.		Environmental Science	1	2	100
14.	V	Gender Studies	1	1	100
15.		Extension Activities	1	1	---
16.	VI	Naan Mudhalvan Scheme	3	6	300
		Total	44	154	4300