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| M.COM.,  CORPORATE SECRETARYSHIP COMPUTER APPLICATIONS |
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| **SYLLABUS**  **FROM THE ACADEMIC YEAR**  **2023 - 2024** |
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| **TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION, CHENNAI – 600 005** |
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**M.COM., CORPORATE SECRETARYSHIP COMPUTER APPLICATIONS**

**Programme Objectives:**

This Post Graduate Degree programme facilitates meeting the increasing demand for learning compliances in a dynamic environment of ever changing regulatory framework for enhanced employability. It encompasses advancements in the fields of corporate laws, computer applications, finance, marketing, management, accounting, law, taxation, entrepreneurship, research, etc., to equip students with indepth knowledge and skills required to cope with the dynamics of the constantly changing business environment and technological upgradations. Blended with practical training and industrial exposure the program offers the advantage of gaining rich experience and professional acumen of a company secretary. It also provides the framework to enhance the learner’s acumen, logical and analytical thinking through mandatory internships and research projects which facilitate industry exposure, ensuring job readiness and confidence to become job providers.

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| **TANSCHE REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK FOR POSTGRADUATE EDUCATION** | |
| **Programme** | **M.COM (CORPORATE SECRETARYSHIP COMPUTER APPLICATIONS)** |
| **Programme Code** |  |
| **Duration** | **PG - Two Years** |
| **Programme Outcomes (Pos)** | **PO1: Problem Solving Skill**  Apply knowledge of Management theories and Human Resource practices to solve business problems through research in Global context.  **PO2: Decision Making Skill**  Foster analytical and critical thinking abilities for data-based decision-making.  **PO3: Ethical Value**  Ability to incorporate quality, ethical and legal value-based perspectives to all organizational activities.  **PO4: Communication Skill**  Ability to develop communication, managerial and interpersonal skills.  **PO5: Individual and Team Leadership Skill**  Capability to lead themselves and the team to achieve organizational goals.  **PO6: Employability Skill**  Inculcate contemporary business practices to enhance employability skills in the competitive environment.  **PO7: Entrepreneurial Skill**  Equip with skills and competencies to become an entrepreneur.  **PO8: Contribution to Society**  Succeed in career endeavors and contribute significantly to society.  **PO 9 Multicultural competence**  Possess knowledge of the values and beliefs of multiple cultures and  a global perspective.  **PO 10: Moral and ethical awareness/reasoning**  Ability to embrace moral/ethical values in conducting one’s life. |
| **Programme Specific Outcomes**  **(PSOs)** | **PSO1 – Placement**  To prepare the students who will demonstrate respectful engagement with others’ ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions.  **PSO 2 - Entrepreneur**  To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations.  **PSO3 – Research and Development**  Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.  **PSO4 – Contribution to Business World**  To produce employable, ethical and innovative professionals to sustain in the dynamic business world.  **PSO 5 – Contribution to the Society**  To contribute to the development of the society by collaborating with stakeholders for mutual benefit. |

**Template for P.G., Programmes**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester–I** | **Credit** | **Hours** | **Semester-II** | **Credit** | **Hours** | **Semester-III** | **Credit** | **Hours** | **Semester–IV** | **Credit** | **Hours** |
| 1.1. Core-I | 5 | 7 | 2.1. Core-IV | 5 | 6 | 3.1. Core-VII | 5 | 6 | 4.1. Core-XI | 5 | 6 |
| 1.2 Core-II | 5 | 7 | 2.2 Core-V | 5 | 6 | 3.2 Core-VIII | 5 | 6 | 4.2 Core-XII | 5 | 6 |
| 1.3 Core – III | 4 | 6 | 2.3 Core – VI | 4 | 6 | 3.3 Core – IX | 5 | 6 | 4.3 Project with viva voce | 7 | 10 |
| 1.4 Discipline Centric  Elective -I | 3 | 5 | 2.4 Discipline Centric  Elective – III | 3 | 4 | 3.4 Core – X | 4 | 6 | 4.4Elective - VI (Industry / Entrepreneurship)  20% Theory  80% Practical | 3 | 4 |
| 1.5 Generic Elective-II: | 3 | 5 | 2.5 Generic Elective -IV: | 3 | 4 | 3.5 Discipline Centric Elective - V | 3 | 3 | 4.5 Skill Enhancement course / Professional Competency Skill | 2 | 4 |
|  |  |  | 2.6 NME I | 2 | 4 | 3.6 NME II | 2 | 3 | 4.6 Extension Activity | 1 |  |
|  |  |  |  |  |  | 3.7 Internship/ Industrial Activity | 2 | - |  |  |  |
|  | **20** | **30** |  | **22** | **30** |  | **26** | **30** |  | **23** | **30** |
| **Total Credit Points -91** | | | | | | | | | | | |

**Choice Based Credit System (CBCS), Learning Outcomes Based Curriculum Framework (LOCF) Guideline Based Credits and Hours Distribution System**

**for all Post – Graduate Courses including Lab Hours**

**First Year – Semester – I**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **List of Courses** | **Credits** | **No. of Hours** |
|  | Core – I | 5 | 7 |
| Core – II | 5 | 7 |
| Core – III | 4 | 6 |
| Elective – I | 3 | 5 |
| Elective – II | 3 | 5 |
|  |  | **20** | **30** |

**Semester-II**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **List of Courses** | **Credits** | **No. of Hours** |
|  | Core – IV | 5 | 6 |
| Core – V | 5 | 6 |
| Core – VI | 4 | 6 |
| Elective – III | 3 | 4 |
| Elective – IV | 3 | 4 |
| Skill Enhancement Course [SEC] - I | 2 | 4 |
|  |  | **22** | **30** |

**Second Year – Semester – III**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **List of Courses** | **Credits** | **No. of Hours** |
|  | Core – VII | 5 | 6 |
| Core – VIII | 5 | 6 |
| Core – IX | 5 | 6 |
| Core (Industry Module) – X | 4 | 6 |
| Elective – V | 3 | 3 |
| Skill Enhancement Course - II | 2 | 3 |
|  | Internship / Industrial Activity [Credits] | 2 | - |
|  |  | **26** | **30** |

**Semester-IV**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **List of Courses** | **Credits** | **No. of Hours** |
|  | Core – XI | 5 | 6 |
| Core – XII | 5 | 6 |
| Project with VIVA VOCE | 7 | 10 |
| Elective – VI (Industry Entrepreneurship) | 3 | 4 |
| Skill Enhancement Course – III / Professional Competency Skill | 2 | 4 |
| Extension Activity | 1 | - |
|  |  | **23** | **30** |

**Total 91 Credits for PG Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **METHODS OF EVALUATION** | | | | |
| **Internal Evaluation** | Continuous Internal Assessment Test | | **25 Marks** | |
| Assignments / Snap Test / Quiz | |
| Seminars | |
| Attendance and Class Participation | |
| **External Evaluation** | End Semester Examination | | **75 Marks** | |
| **Total** | | | **100 Marks** | |
| **METHODS OF ASSESSMENT** | | | |
| **Remembering (K1)** | | * The lowest level of questions require students to recall information from the course content * Knowledge questions usually require students to identify information in the text book. | |
| **Understanding (K2)** | | * Understanding of facts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words. * The questions go beyond simple recall and require students to combine data together | |
| **Application (K3)** | | * Students have to solve problems by using / applying a concept learned in the classroom. * Students must use their knowledge to determine a exact response. | |
| **Analyze (K4)** | | * Analyzing the question is one that asks the students to break down something into its component parts. * Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations. | |
| **Evaluate (K5)** | | * Evaluation requires an individual to make judgment on something. * Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. * Students are engaged in decision-making and problem – solving. * Evaluation questions do not have single right answers. | |
| **Create (K6)** | | * The questions of this category challenge students to get engaged in creative and original thinking. * Developing original ideas and problem solving skills | |

**PROGRAMME OUTCOMES (PO) - PROGRAMME SPECIFIC OUTCOMES (PSO) MAPPING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROGRAMME SPECIFIC OUTCOMES (PSO)** | | | | | |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** |
| **PSO1** | **3** | **3** | **3** | **3** | **3** |
| **PSO2** | **3** | **3** | **3** | **3** | **3** |
| **PSO3** | **3** | **3** | **3** | **3** | **3** |
| **PSO4** | **3** | **3** | **3** | **3** | **3** |
| **PSO5** | **3** | **3** | **3** | **3** | **3** |

**Level of Correlation between PO’s and PSO’s**

*(Suggested by UGC as per Six Sigma Tool – Cause and Effect Matrix)*

Assign the value

**1 – Low**

**2 – Medium**

**3 – High**

**0 – No Correlation**

**Credit Distribution for PG Programme in Commerce**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year**

**Semester I**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course** | **Credit** | **Hours per Week** |
| Part I | Core I - Business Finance | 5 | 7 |
| Core II - Digital Marketing | 5 | 7 |
| Core III - Banking and Insurance | 4 | 6 |
| Elective I A- Company Law and Secretarial Practice  (or) I B - Corporate Due Diligence | 3 | 5 |
| Elective II A – Introduction to Industry 4.0  (or) II B - Enterprise Resource Planning | 3 | 5 |
|  |  | 20 | 30 |

**Semester II**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course** | **Credit** | **Hours per Week** |
| Part I | Core IV - Strategic Cost Management | 5 | 6 |
| Core V - Corporate Accounting | 5 | 6 |
| Core VI - Setting up of Business Entities | 4 | 6 |
| Elective III A - Strategic Corporate Management  (or) III B - Corporate Restructuring Law and Practice | 3 |  |
| Elective IV A - Database Management System  (or) IV B - Big Data Analytics | 3 | 4 |
| Part II | Skill Enhancement | 2 | 2 |
|  |  | 22 | 30 |

**Second Year**

**Semester III**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course** | **Credit** | **Hours per Week** |
| Part I | Core VII - Taxation | 5 | 6 |
| Core VIII - Research Methodology | 5 | 6 |
| Core IX - Computer Applications in Business | 5 | 6 |
| Elective V A –Secretarial, Management and  Systems Audit  (or) V B - Forensic Audit | 3 | 3 |
| Part II | Skill Enhancement | 2 | 3 |
| Internship/Industrial Activity (Credits) | 2 | - |
|  |  | 26 | 30 |

**Semester IV**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Course** | **Credit** | **Hours per Week** |
| Part I | Core X - Corporate and Economic Laws | 5 | 6 |
| Core XI - Human Resource Analytics | 5 | 6 |
| Elective VI A– Financial Analytics (Practical)  (or) VI B - Management Information System | 3 | 4 |
| Project with Viva | 7 | 10 |
| Part II | Skill Enhancement | 2 | 4 |
| Extension Activity | 1 | - |
|  |  | 23 | 30 |
|  | **Overall Total (Semester I to IV)** | **91 credits** |  |

**M.Com. Corporate Secretaryship Computer Applications**

**First Year Core – Semester I**

**BUSINESS FINANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **BUSINESS FINANCE** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To outline the fundamental concepts in finance |
| 2 | To estimate and evaluate risk in investment proposals |
| 3 | To evaluate leasing as a source of finance and determine the sources of startup financing |
| 4 | To examine cash and inventory management techniques |
| 5 | To appraise capital budgeting techniques for MNCs |

**Course Units**

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to Business Financeand Time vale of money**  Business Finance: Meaning, Objectives, Scope -Time Value of money: Meaning, Causes – Compounding – Discounting – Sinking Fund Deposit Factor – Capital Recovery Factor – Multiple Compounding– Effective rate of interest – Doubling period (Rule of 69 and Rule of 72) – Practical problems. |
| **UNIT II(18 hrs)**  **Risk Management**  Risk and Uncertainty: Meaning – Sources of Risk – Measures of Risk – Measurement of Return – General pattern of Risk and Return – Criteria for evaluating proposals to minimise Risk (Single Asset and Portfolio) – Methods of Risk Management–Hedging currency risk. |
| **UNIT III (18 hrs)**  **Startup Financingand Leasing**  Startup Financing: Meaning, Sources, Modes (Bootstrapping, Angel investors, Venture capital fund) - Leasing: Meaning – Types of Lease Agreements – Advantages and Disadvantages of Leasing – Financial evaluation from the perspective of Lessor and Lessee. |
| **UNIT IV (18 hrs)**  **Cash, Receivable and Inventory Management**  Cash Management: Meaning, Objectives and Importance – Cash Cycle – Minimum Operating Cash – Safety level of cash – Optimum cash balance - Receivable Management: Meaning – Credit policy – Controlling receivables: Debt collection period, Ageing schedule, Factoring – Evaluating investment in accounts receivable - Inventory Management: Meaning and Objectives – EOQ with price breaks – ABC Analysis. |
| **UNIT V (18 hrs)**  **Multi National Capital Budgeting**  Multi National Capital Budgeting: Meaning, Steps involved, Complexities, Factors to be considered– International sources of finance – Techniques to evaluate multi-national capital expenditure proposals: Discounted Pay Back Period, NPV, Profitability Index, Net Profitability Index and Internal Rate of Return – Capital rationing -Techniques of Risk analysis in Capital Budgeting. |

**Theory 40%; Problems: 60%**

## **CourseOutcomes**

Studentswillbeableto

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Explain the important finance concepts | K2 |
| CO 2 | Estimate risk and determine its impact on return | K5 |
| CO 3 | Examine leasing and other sources of finance for startups | K4 |
| CO 4 | Summarise cash,receivable and inventory management techniques | K2 |
| CO 5 | Evaluate techniques of long term investment decision incorporating risk factor | K5 |

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| **Books for study:**   1. Maheshwari S.N., (2019), “Financial Management Principles and Practices”, 15th Edition, Sultan Chand &Sons, New Delhi. 2. Khan M.Y &Jain P.K, (2011), “Financial Management: Text, Problems and Cases”, 8th Edition, McGraw Hill Education, New Delhi. 3. Prasanna Chandra, (2019), “Financial Management, Theory and Practice”, 10thEdition, McGraw Hill Education, New Delhi. 4. Apte P.G, (2020), “International Financial Management” 8th Edition, Tata McGraw Hill, New Delhi. |
| **Books for reference:**   1. Pandey I. M., (2021), “Financial Management”, 12thEdition, Pearson IndiaEducation Services Pvt. Ltd, Noida. 2. Kulkarni P. V. &Satyaprasad B. G., (2015), “Financial Management”, 14thEdition, Himalaya Publishing House Pvt Ltd, Mumbai. 3. RustagiR. P., (2022), “Financial Management, Theory, Concept, Problems”, 6thEdition, Taxmann Publications Pvt. Ltd, New Delhi. 4. Arokiamary Geetha Rufus, Ramani N. & Others, (2017), “Financial Management”, 1st Edition, Himalaya Publishing House Pvt Ltd, Mumbai. |
| **Web references:**   1. <https://resource.cdn.icai.org/66674bos53808-cp8.pdf> 2. <https://resource.cdn.icai.org/66677bos53808-cp10u2.pdf> 3. <https://resource.cdn.icai.org/66592bos53773-cp4u5.pdf> 4. <https://resource.cdn.icai.org/65599bos52876parta-cp16.pdf> |

Note: Latest edition of the books may be used

**Mapping of Course Outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| CO1 | 3 | 3 | 1 | 3 | 3 | 3 | 2 | 2 | 2 |
| CO2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO3 | 2 | 2 | 1 | 2 | 2 | 2 | 3 | 2 | 2 |
| CO4 | 2 | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 |
| CO5 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Core – IISemester I**

**DIGITAL MARKETING**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **DIGITAL MARKETING** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To assess the evolution of digital marketing |
| 2 | To appraise the dimensions of online marketing mix |
| 3 | To infer the techniques of digital marketing |
| 4 | To analyse online consumer behaviour |
| 5 | To interpret data from social media and to evaluate game based marketing |

**Course Units**

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to Digital Marketing**  Digital Marketing – Transition from traditional to digital marketing – Rise of internet – Growth of e-concepts – Growth of e-business to advanced e-commerce – Emergence of digital marketing as a tool – Digital marketing channels – Digital marketing applications, benefits and challenges – Factors for success of digital marketing – Emerging trends and concepts, Big Data and IOT, Segments based digital marketing, Hyperlocal marketing - Opportunities for digital marketing professionals. |
| **UNIT II (18 hrs)**  **Online marketing mix**  Online marketing mix – E-product – E-promotion – E-price – E-place – Consumer segmentation – Targeting – Positioning – Consumers and online shopping issues – Website characteristics affecting online purchase decisions – Distribution and implication on online marketing mix decisions – Digitization and implication on online marketing mix decisions. |
| **UNIT III (18 hrs)**  **Digital media channels**  Digital media channels – Search engine marketing – ePR – Affiliate marketing – Interactive display advertising – Opt-in-email marketing and mobile text messaging, Social media and viral marketing – Online campaign management using – Facebook, Twitter, Instagram, Snapchat, Pinterest – Metaverse marketing -Advantages and disadvantages of digital media channels – Metaverse marketing. |
| **UNIT IV (18 hrs)**  **Online consumer behavior**  Online consumer behavior – Cultural implications of key website characteristics – Dynamics of online consumer visit – Models of website visits – Web and consumer decision making process – Data base marketing – Electronic consumer relationship management – Goals – Process – Benefits – Role – Next generation CRM. |
| **UNIT V (18 hrs)**  **Analytics and Gamification**  Digital Analytics – Concept – Measurement framework – Demystifying web data - Owned social metrics – Measurement metrics for Facebook, Twitter, YouTube, Slide Share, Pinterest, Instagram, Snapchat and LinkedIn – Earned social media metrics - Digital brand analysis – Meaning – Benefits – Components – Brand share dimensions – Brand audience dimensions – Market influence analytics – Consumer generated media and opinion leaders – Peer review – Word of mouth – Influence analytics – Mining consumer generated media – Gamification and game based marketing – Benefits – Consumer motivation for playing online games. |

**Course Outcomes:**

Studentswillbeableto:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Explain the dynamics of digital marketing | K2 |
| CO 2 | Examine online marketing mix | K4 |
| CO 3 | Compare digital media channels | K4 |
| CO 4 | Explain online consumer behavior | K2 |
| CO 5 | Analyse social media data | K4 |
| **Books for study:**   1. Puneet Singh Bhatia, (2019) “Fundamentals of Digital Marketing”, 2ndEdition,Pearson Education Pvt Ltd, Noida. 2. Dave Chaffey, Fiona Ellis-Chadwick,(2019) “Digital Marketing”, Pearson Education Pvt Ltd, Noida. 3. Chuck Hemann& Ken Burbary, (2019) “Digital Marketing Analytics”, Pearson Education Pvt Ltd, Noida. 4. Seema Gupta,(2022) “Digital Marketing” 3rdEdition, McGraw Hill Publications Noida. 5. Kailash Chandra Upadhyay,(2021) “Digital Marketing: Complete Digital MarketingTutorial”, Notion Press, Chennai. 6. Michael Branding, (2021) “Digital Marketing”, Empire Publications India Private Ltd, New Delhi. | | | |
| **Books for reference:**   1. Vandana Ahuja, (2016) “Digital Marketing”, Oxford University Press. London. 2. Ryan Deiss& Russ Henneberry, (2017) “Digital Marketing”, John Wiley and Sons Inc. Hoboken. 3. Alan Charlesworth,(2014), “Digital Marketing - A Practical Approach”, Routledge, London. 4. Simon Kingsnorth, Digital Marketing Strategy,(2022) “An Integrated approach to Online Marketing”, Kogan Page Ltd. United Kingdom. 5. MaityMoutusy,(2022) “Digital Marketing” 2ndEdition, Oxford University Press, London. | | | |
| **Web references:**   * 1. <https://www.digitalmarketer.com/digital-marketing/assets/pdf/ultimate-guide-to-digital-marketing.pdf>   2. <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/educational-technologies/all/gamification-and-game-based-learning>   3. <https://journals.ala.org/index.php/ltr/article/download/6143/7938> | | | |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO2** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO3** | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 | 2 |
| **CO4** | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| **CO5** | 3 | 3 | 1 | 3 | 3 | 2 | 3 | 3 | 2 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Core – IIISemester I**

**BANKING AND INSURANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **BANKING AND INSURANCE** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the evolution of new era banking |
| 2 | To explore the digital banking techniques |
| 3 | To analyse the role of insurance sector |
| 4 | To evaluate the mechanism of customer service in insurance and the relevant regulations |
| 5 | To analsye risk and its impact in banking and insurance industry |

**Course Units**

|  |
| --- |
| **UNITI (18 hrs)**  **Introduction to Banking**  Banking:Brief History of Banking - Rapid Transformation in Banking: Customer Shift - Fintech Overview - Fintech Outlook - The Financial Disruptors - Digital Financial Revolution - New Era of Banking.Digital Banking – Electronic Payment Systems–Electronic Fund Transfer System – Electronic Credit and Debit Clearing – NEFT – RTGS –VSAT–SFMS–SWIFT. |
| **UNIT II (18 hrs)**  **Contemporary Developments in Banking**  Distributed Ledger Technology – Blockchain: Meaning - Structure of BlockChain - Types of Block Chain - Differences between DLT and Blockchain - Benefits of Blockchain and DLT - Unlocking the potential of Blockchain –Crypto currencies, Central Bank Digital Currency (CBDC) - Role of DLT in financial services - AI in Banking: Future of AI in Banking - Applications of AI in Banking - Importance of AI in banking - Banking reimagined with AI. Cloud banking - Meaning - Benefits in switching to Cloud Banking. |
| **UNITIII (18 hrs)**  **Indian Insurance Market**  HistoryofInsuranceinIndia – DefinitionandFunctionsofInsurance–InsuranceContract – IndianInsuranceMarket – ReformsinInsuranceSector – InsuranceOrganisation – Insuranceorganisationstructure.InsuranceIntermediaries:InsuranceBroker – InsuranceAgent-SurveyorsandLossAssessors-ThirdPartyAdministrators(HealthServices) – Procedures-CodeofConduct. |
| UNITIV (18 hrs)Customer Services in Insurance Customer Service in Insurance – Quality of Service-Roleof Insurance Agents in Customer Service-Agent’s Communication and Customer Service –EthicalBehaviourinInsurance – GrievanceRedressalSysteminInsuranceSector –IntegratedGrievanceManagementSystem-InsuranceOmbudsman - Insurance Regulatory and Development Authority of India Act (IRDA) – Regulations and Guidelines. |
| **UNIT V (18 hrs)**  **Risk Management**  Risk Management and Control in banking and insurance industries – Methods of Risk Management – Risk Management by Individuals and Corporations – Tools for Controlling Risk. |

**Course Outcomes**

Studentswillbeableto

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Relate the transformation in banking from traditional to new age | K2 |
| CO 2 | Apply modern techniques of digital banking | K3 |
| CO 3 | Evaluate the role of insurance sector | K5 |
| CO 4 | Examine the regulatory mechanism | K4 |
| CO 5 | Assess risk mitigation strategies | K5 |

|  |
| --- |
| **Books for study:**   1. Indian Institute of Banking and Finance (2021), “Principles & Practices of Banking”, 5th Edition, Macmillan Education India Pvt. Ltd, Noida, Uttar Pradesh. 2. Mishra M N & Mishra S B, (2016), “Insurance Principles and Practice”, 22nd Edition, S. Chand and Company Ltd, Noida, Uttar Pradesh. 3. Emmett, Vaughan, Therese Vaughan M., (2013), “Fundamentals of Risk and Insurance”, 11th Edition, Wiley & Sons, New Jersey, USA. 4. [Theo Lynn](https://www.amazon.in/Theo-Lynn/e/B09BW7SC5Z/ref=dp_byline_cont_book_1) , [John G. Mooney](https://www.amazon.in/s/ref=dp_byline_sr_book_2?ie=UTF8&field-author=John+G.+Mooney&search-alias=stripbooks), [Pierangelo Rosati](https://www.amazon.in/s/ref=dp_byline_sr_book_3?ie=UTF8&field-author=Pierangelo+Rosati&search-alias=stripbooks" \t "_blank), [Mark Cummins](https://www.amazon.in/s/ref=dp_byline_sr_book_4?ie=UTF8&field-author=Mark+Cummins&search-alias=stripbooks) (2018), Disrupting Finance: FinTech and Strategy in the 21st Century (Palgrave Studies in Digital Business & Enabling Technologies), Macmillan Publishers, NewYork (US) |
| **Books for reference:**   1. SundharamKPM & Varshney P. N., (2020), “Banking Theory, Law and Practice”, 20th Edition, Sultan Chand & Sons, New Delhi. 2. Gordon & Natarajan, (2022), “Banking Theory, Law and Practice”, 9th Edition, Himalaya Publishing House Pvt Ltd, Mumbai. 3. Gupta P. K. (2021), “Insurance and Risk Management” 6th Edition, Himalaya Publishing House Pvt Ltd, Mumbai. 4. Susanne Chishti., & Janos Barberis(2016), The Fintech book: The financial technology handbook for investors, entrepreneurs and visionaries. John Wiley & Sons. |
| **Web references:**   1. <https://corporatefinanceinstitute.com/resources/knowledge/finance/fintech-financial-technology> 2. [https://mrcet.com/downloads/digital\_notes/CSE/IV%20Year/CSE%20B.TECH%](https://mrcet.com/downloads/digital_notes/CSE/IV%20Year/CSE%20B.TECH%25)   20IV%20YEAR%20II%20SEM%20BCT%20(R18A0534)%20NOTES%20Final%20  PDF.pdf   1. <https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=Page>   No108&flag=1 |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 2 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO2** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO3** | 2 | 2 | 1 | 2 | 2 | 2 | 2 | 3 | 2 |
| **CO4** | 3 | 2 | 2 | 1 | 2 | 2 | 2 | 3 | 2 |
| **CO5** | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective –I A Semester I**

**COMPANYLAWANDSECRETARIALPRACTICE**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **COMPANYLAWANDSECRETARIALPRACTICE** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | TounderstandthevariousprovisionsofincorporationunderCompaniesAct,2013 |
| 2 | To gainknowledgeabouttheprovisionsrelatingtoDirectors |
| 3 | To evaluatethe secretarial practiceonmeetings |
| 4 | Tounderstand theprovisionsrelatedtoinspection andinvestigations |
| 5 | To provideinsightsonLODR regulations |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **E-Governance and Registration**  E-Governance (MCA-21– Important Features-CIN,DIN,DSC, CFC, SRN,etc; E- Forms and Online filing and Inspection of documents- Incorporation of Company – different business models - Formal Company, Dormant Company, One-Person Company. Section 8 Company and Producer Company – Central Registration. - Integrated process for incorporation. Drafting of Pre incorporation contracts, validity. Memorandum and Articles of Association and other agreements – Entrenchment provision in the articles - Procedure for alteration of clauses of Memorandum of Association and Articles of Association. Conversion of companies already registered. |
| **UNIT II (12 hrs)**  **Appointment and Removal of Directors**  Directors – Appointment – Position of Directors – Restriction of Appointment of Directors – Qualification and Disqualification of Directors – Duties and liabilities of Directors – Managing Director – Appointment – Power and Duties - Procedures for appointment – resignation - Removal and vacation of office directors (including independent directors, small shareholders’ directors). |
| **UNIT III (12 hrs)**  **Procedure related to committee meetings and general meetings**  Procedure relating to board meetings, Committees- Audit Committee, Nomination and Remuneration Committee, Shareholders Committee and CSR Committee- Whistle blowers mechanism, Nomination Policy, CSR Policy and Risk Management Policy.  Committee meetings and general meetings - Circular resolution, Drafting notices, Agenda Papers, Minutes and matters connected therewith particularly requirements relating to Secretarial Standard 1 and Secretarial Standard 2- Secretarial Audit. |
| **UNIT IV (12 hrs)**  **Inspection and Investigation**  Inspection and Investigation – Inspection of documents, Books of accounts, Registers – Power of ROC to call for information – Investigation of the affairs of the company – Powers of inspector– Inspector’s Report. |
| **UNIT V (12 hrs)**  **Procedure related to LODR regulations**  Procedure relating to Inter-corporate loans and investments and related party transactions – LODR regulations on related party transactions -Procedure for ascertainment of divisible profits and declaration of dividends – Payment of dividend – Claiming of unclaimed and unpaid dividend – Transfer of unclaimed dividend to IEPF. |

## **CourseOutcomes:**

Studentswillbeableto:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Explain the procedures relating to incorporationof a company. | K2 |
| CO 2 | Summarise theduties,responsibility, appointment and disqualificationof directors. | K2 |
| CO 3 | Developfamiliarityondifferenttypesofmeetings,committees and its procedure. | K3 |
| CO 4 | Recalltheprovisionsrelatedtoinspectionandinvestigations. | K1 |
| CO 5 | Explain the procedure for intercorporate loans and investment. | K2 |

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| --- |
| **Books for study:**   1. Balachandran V and Govindarajan M (2016), “A Student Handbook on Company Law and Practice”, Vijay Nicole, Chennai 2. Kapoor G.K and Sanjay Dhamija (2022), “Company Law and Practice”, 26th Edition, Taxmann Publications, New Delhi. 3. Munish Bhandari (2022), “Bestword's A Handbook on Corporate and Economic Laws”, 31st Edition, Bestword Publications Pvt. Ltd., New Delhi 4. Avtar Singh (2022), “Company Law”, 17th Edition, Eastern Book Company Pvt. Ltd, 5. Bharat Bhushan, Kapoor N.D, Rajni Abbi, Rajiv Kapoor, (2021) “Corporate Laws”, Sultan Chand & Sons, New Delhi |
| **Books for reference:**   * + - 1. Kuchal M.C, “Secretarial Practice” Vikas Publications (Pvt) Ltd., Hyderabad       2. Taxmann's Companies Act 2013 with Rules, Taxmann Publications, New Delhi       3. Ramaiya, A Ramaiya Guide to the Companies Act, 2013, LexisNexis Publishers, Gurgaon, Haryana |
| **Web references:**  https://www.icsi.edu/media/webmodules/23112021\_Company\_Law.pdf  https://www.icsi.edu/media/webmodules/publications/FULL%20BOOK-PP-CSP-PART-A-PDF%20FILE.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| CO1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| CO2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| CO3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| CO4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective – I B Semester I**

**CORPORATE DUE DILIGENCE**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **CORPORATE DUE DILIGENCE** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To facilitate understanding the concept and application of due diligence |
| 2 | To understand the viability of gathering information about an organization or party to identify issues during a contractual relationship. |
| 3 | To understand the types of Global Depository Receipts and its regulatory framework |
| 4 | To analyse the importance of due diligence in Mergers and Amalgamation process |
| 5 | To understand the concept of compliance management and preparation of due diligence report |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Introduction**  Due Diligence: Introduction and Meaning – Purpose – Differences between Due Diligence and other Audits - Steps in Due Diligence - Important factors to be kept in mind before, during and after Due Diligence- Types of Due Diligence – Finance, Legal, Management and Other Benefits and Limitations in Due Diligence. |
| **UNIT II(12 hrs)**  **Due Diligence on Issue of Securities**  SEBI (Issue of Capital and Disclosure Requirements), Regulations: Due Diligence on IPO / FPO - Due Diligence on preferential issue. |
| **UNIT III (12 hrs)**  **Due Diligence on Global Depository Receipts**  Types of Depository Receipts - Regulatory framework of Depository Receipts within and outside India - Indian Depository Receipts - Rights Issue of Indian Depository Receipts. |
| **UNIT IV (12 hrs)**  **Due Diligence on Mergers and Amalgamations**  Due Diligence Process - Activity Chart for Due Diligence - Preparation of Scheme of Amalgamation - Impact of Due Diligence on Valuation - HR and Cultural Due Diligence - Corporate Governance - Due Diligence – Environmental Due Diligence. |
| **UNIT V (12 hrs)**  **Due Diligence Report and Compliance Management**  Due Diligence Report and Compliance Management -Format of Due Diligence Report - Important Contents of Due Diligence Report - Possible Hurdles in Due Diligence - Measures to overcome the hurdles in Due Diligence - Sample Due Diligence Questionnaire- Compliance Management: Meaning - Significance of Corporate Compliance Management - Role of Information. |

## **CourseOutcomes**

Studentswillbeableto

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Apply finance, legal and management concepts of due diligence | K3 |
| CO 2 | Analyse due diligence concepts applied to issue of securities | K4 |
| CO 3 | Summarise the types of Global Depository Receipts and its regulatory framework | K2 |
| CO 4 | Identify the importance of due diligence in Mergers and Amalgamation process | K3 |
| CO 5 | Apply the concept of compliance management in the preparation of due diligence report | K3 |

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| **Books for study:**   1. Anoop JainC. S, (2022), “Secretarial Audit, Compliance Management and Due Diligence”, 19th Edition, A J Publications Chennai, Tamilnadu. 2. William J Gole; Paul J Hilger (2009), “Due Diligence, An MA Value Creation”, John Wiley & Sons, Inc., New Jersey 3. Chatterjee B.D (2020), “A Practical Guide to Financial Due diligence”, Bloomsberry Publications, 1st Edition, New Delhi 4. Anoop JainC S (2022), “Governance, Risk Management, Compliance and Ethics” 15th Edition, A J Publications, Chennai, Tamilnadu. |
| **Books for reference:**   1. National Institute of Securities Market (April 2022), “Depository Operations, An educational initiative of SEBI” ,Taxmann Publications, New Delhi 2. Peter Howson (2003), “Commercial Due Diligence”, Gower Publications, England 3. Justin J Camp (2002), “Venture Capital Due Diligence”,Wiley & Sons, Incorporated, John, New Jersey. |
| **Web references:**   1. <https://www.icsi.edu/media/portals/70/241120123.pdf> 2. [https://www.icsi.edu/media/webmodules/publications/FULL% 20BOOK-PP-DD&CCM-PDF%20FILE.pdf](https://www.icsi.edu/media/webmodules/publications/FULL%25%2020BOOK-PP-DD&CCM-PDF%20FILE.pdf) 3. <https://www.sebi.gov.in/legal/regulations/jul-2022/securities-and-exchange-board-of-india-issue-of-capital-and-disclosure-requirements-regulations-2018-last-amended-on-july-25-2022-_61425.html> 4. [https://www.icsi.edu/media/webmodules/pcs/GUIDANCE%20NOTE% 20ON%20DILIGENCE%20REPORT%20FOR%20BANKS.pdf](https://www.icsi.edu/media/webmodules/pcs/GUIDANCE%20NOTE%25%2020ON%20DILIGENCE%20REPORT%20FOR%20BANKS.pdf) |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO2** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO3** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO4** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO5** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective –II A Semester I**

**INTRODUCTION TO INDUSTRY 4.0**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **INTRODUCTION TO INDUSTRY 4.0** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **LEARNING OBJECTIVES** |
| 1. | To enable the students to comprehend the change from industry 1.0 to 4.0 |
| 2. | To learn the applications of big data for industrial growth and development |
| 3. | To understand the applications of IoT in various sectors |
| 4. | To gain knowledge on the challenges and future prospects of applying artificial intelligence |
| 5. | To understand why education has to be aligned with industry 4.0 |

**Course Units**

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| --- |
| **UNIT I (12 hrs)**  **Introduction**  Industry: Meaning, Types - Industrial Revolution: Industrial Revolution 1.0 to 4.0: Meaning, Goals and Design Principles - Technologies of Industry 4.0 - Big Data – Artificial Intelligence (AI) – Industrial Internet of Things - Cyber Security – Cloud – Augmented Reality. |
| **UNIT II (12 hrs)**  **Big Data**  Evolution - Data Evolution - Data : Terminologies - Essential of Big Data in Industry 4.0 - Big Data Merits and Limitations - Big Data Components : Big Data Characteristics - Big Data Processing Frameworks - Big Data Tools - Big Data Applications - Big Data Domain Stack : Big Data in Data Science – Big Data in IoT - Big Data in Machine Learning - Big Data in Databases - Big Data Usecases: Big Data in Social Causes - Big Data for Industry - Big Data Roles - Learning Platforms; Internet of Things (IoT) : Introduction to IoT – Architecture of IoT Technologies for IoT - Developing IoT Applications - Applications of IoT - Security in IoT. |
| **UNIT III (12 hrs)**  **Applications of IoT**  IoT in Manufacturing – Healthcare – Education – Aerospace and Defence – Agriculture – Transportation and Logistics – Impact of Industry 4.0 on Society: Impact on Business, Government, People - Tools for Artificial Intelligence - Big Data and Data Analytics - Virtual Reality - Augmented Reality – IoT - Robotics. |
| **UNIT IV (12 hrs)**  **Artificial Intelligence**  Artificial Intelligence (AI): Need, History and Foundations -The AI - environment - Societal Influences of AI – Application Domains and Tools - Associated Technologies of AI - Future prospects of AI – Challenges of AI. |
| **UNIT V (12 hrs)**  **Industry 4.0**  Education 4.0 – Curriculum 4.0 – Faculty 4.0 – Skills required for Future - Tools for Education – Artificial Intelligence Jobs in 2030 – Jobs 2030 - Framework for aligning Education with Industry 4.0. |

**Course Outcomes**

Studentswillbeableto

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Explain the change from industry 1.0 to 4.0 | K2 |
| CO 2 | Apply big data for industrial growth and development | K3 |
| CO 3 | Apply IoT in various sectors like Manufacturing, Healthcare, Education, Aerospace and Defence | K3 |
| CO 4 | Discover the challenges and future prospects of applying artificial intelligence | K4 |
| CO 5 | Analyse why education has to be aligned with industry 4.0 | K4 |

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| **Books for study**:   1. Seema Acharya J, Subhashini Chellappan, (2019) “Big Data and Analytics”, 2nd Edition, Wiley Publication, New Delhi. 2. Russel S, Norvig P (2010), “Artificial Intelligence: A Modern approach”, 3rdEdition, Prentice Hall, New York. 3. Pethuru Raj and Anupama C. Raman, (2017), "The Internet of Things: Enabling Technologies, Platforms, and Use Cases", Auerbach Publications |
| **Books for reference:**   1. Judith Hurwitz, Alan Nugent, Fern Halper, Marcia Kaufman, “Big Data for Dummies”, John Wiley & Sons, Inc. 2. Nilsson (2000), Artificial Intelligence: A new synthesis, Nils J Harcourt Asia PTE Ltd. |
| **Web references:**   1. <https://sist.sathyabama.ac.in/sist_coursematerial/uploads/SEEA1403.pdf> 2. [https://library.oapen.org/bitstream/handle/20.500.12657/43836/external\_content.pdf? sequence=1](https://library.oapen.org/bitstream/handle/20.500.12657/43836/external_content.pdf?%20sequence=1) 3. <https://www.vssut.ac.in/lecture_notes/lecture1428643004.pdf> |

Note: Latest edition of the books may be used.

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| CO1 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO4 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO5 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective – II B Semester I**

**ENTERPRISE RESOURCE PLANNING**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **ENTERPRISE RESOURCE PLANNING** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **LEARNING OBJECTIVES** |
| 1. | To learn the history and growth of ERP |
| 2. | To understand the risks involved while using ERP |
| 3. | To gain knowledge on the various ERP technologies |
| 4. | To learn the dynamics of ERP marketplace |
| 5. | To choose appropriate ERP solutions or packages |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Enterprise an Overview**  Business Functions and Business Processes - Integrated Management Information - Business Modelling - Integrated Data Model. Business Processes: Major Business Processes. Introduction to ERP: Common ERP Myths - A Brief History of ERP - Reasons for the Growth of ERP Market - Advantages of ERP. |
| **UNIT II (12 hrs)**  **Risk of ERP**  People Issues - Process Risks - Technological Risks - Implementation Issues-Operation and Maintenance Issues - Unique Risks of ERP Projects - Managing Risks on ERP Projects. Benefits of ERP: Information Integration - Reduction of Lead Time - On-Time Shipment - Reduction in Cycle Time - Improved Resource Utilization - Better Customer Satisfaction - Improved Supplier Performance - Increased Flexibility - Reduced Quality Costs - Better Analysis and Planning Capabilities - Improved Information Accuracy and Decision Making Capability - Use of Latest Technology. |
| **UNIT III (12 hrs)**  **ERP and Related Technologies**  Business Process Reengineering (BPR) - Business Intelligence (BI) - Business Analytics (BA) - Data Warehousing- Data Mining - On - Line Analytical Processing (OLAP) - Product Life Cycle Management (PLM) - Supply Chain Management (SCM) - Customer Relationship Management (CRM) - Geographic Information Systems (GIS) - Intranets and Extranets. Advanced Technology and ERP Security: Technological Advancements - Computer Crimes - ERP and Security - Computer Security - Crime and Security. |
| **UNIT IV (12 hrs)**  **ERP Market Place and Market Place Dynamics**  Market Overview - ERP Market Tiers. Market Place Dynamics - Industry - Wise ERP Market Share - ERP: The Indian Scenario. Business Modules of an ERP Package: Functional Modules of ERP Software: Integration of ERP, Supply Chain, and Customer Relationship Applications. |
| **UNIT V (12 hrs)**  **ERP Implementation**  Benefits of Implementing ERP - Implementation Challenges - ERP Implementation Life Cycle: Objectives of ERP Implementation - Different Phases of ERP Implementation - Reasons for ERP Implementation Failure - ERP Package Selection: ERP Package Evaluation and Selection - The Selection Process - ERP Packages: Make or Buy. |

**Course outcomes**

Students will be able to

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Recall the history and growth of ERP | K1 |
| CO 2 | Appraise the risks involved while using ERP | K5 |
| CO 3 | Analyse various ERP technologies | K4 |
| CO 4 | Analyse the dynamics of ERP marketplace | K4 |
| CO 5 | Distinguish and choose appropriate ERP packages | K4 |

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| --- |
| **Books for study**:   1. Alexis Leon (2008), “Enterprise Resource Planning”, 2nd edition, Tata McGraw-Hill, Noida. 2. Jagan Nathan Vaman (2008), “ERP in Practice”, Tata McGraw-Hill, Noida. 3. Mahadeo Jaiswal and Ganesh Vanapalli (2009), “ERP”, Macmillan India, Noida. |
| **Books for reference:**   1. Sinha P. Magal and Jeffery Word (2012), “Essentials of Business Process and Information System”, Wiley India, USA. 2. Summer (2008), “ERP”, Pearson Education, Noida. 3. Vinod Kumar Grag and N.K. Venkitakrishnan (2006), “ERP- Concepts and Practice”, Prentice Hall of India, New Delhi. |
| **Web references:**   1. [https://mrcet.com/downloads/digital\_notes/CSE/III%20Year/ERP%20Digital% 20notes.pdf](https://mrcet.com/downloads/digital_notes/CSE/III%20Year/ERP%20Digital%25%2020notes.pdf) 2. <https://mrcet.com/downloads/digital_notes/ME/III%20> year/ERP%20Complete%20Digital%20notes.pdf 3. <https://www.vssut.ac.in/lecture_notes/lecture1428643004.pdf> |

Note: Latest edition of the books may be used.

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 2 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| **CO2** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO3** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO4** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO5** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Core – IV Semester II**

**STRATEGIC COST MANAGEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **STRATEGIC COST MANAGEMENT** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To analyse the aspects of strategic and quality control management |
| 2 | To analyse and select cost control techniques |
| 3 | To apply activity based costing for decision making |
| 4 | To utilise transfer pricing methods in cost determination |
| 5 | To apply cost management techniques in various sectors |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to Strategic Cost Management**  Introduction to Strategic Cost Management (SCM) – Need for SCM – Differences between SCM and Traditional Cost Management - Value Chain Analysis: Meaning and steps - Quality Cost Management: Meaning of Quality and Quality Management – Cost of Quality –Indian Cost Accounting Standard 21 on Quality Control - Introduction to Lean System – Benefits of Lean System – Just in Time (JIT) – Kaizen Costing. |
| **UNIT II(18 hrs)**  **Cost Control and Reduction**  Cost Management Techniques: Cost Control: Meaning and Prerequisites - Cost Reduction: Meaning and Scope – Differences between Cost control and cost reduction - Pareto Analysis: Meaning, importance and applications - Target Costing: Meaning, steps and Principles – Life Cycle Costing: Meaning, Strategies for each stage of product life cycle, Benefits – Learning Curve: Meaning, Learning curve ratio and applications. |
| **UNIT III (18 hrs)**  **Activity Based Cost Management**  Activity Based Cost Management: Concept, Purpose, Stages, Benefits,Relevance in Decisionmaking and its Application in Budgeting – Practical problems. |
| **UNIT IV (18 hrs)**  **Transfer Pricing**  Transfer Pricing: Meaning, Benefits, Methods: Pricing based on cost, Market price on transfer price, Negotiated pricing and Pricing based on opportunity costs – Practical Problems. |
| **UNIT V (18 hrs)**  **Cost Management in Agriculture and IT sector**  Agriculture Sector: Features, Cost Structure, Cost Management, Tools to measure the performance, Minimum Support Price and International Perspective –Information Technology Sector: Features, Cost Structure, Cost Management and International Perspective. |

**Course Outcomes**

Students will be able to

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| 1 | Explain strategic cost management and QC | K2 |
| 2 | Choose the appropriate technique for cost control | K3 |
| 3 | Make use ofactivity based costing in practice | K3 |
| 4 | Choose transfer pricing methods to solve problems | K3 |
| 5 | Construct cost structure for Agriculture and IT sector | K3 |

|  |
| --- |
| **Books for study:**   1. Ravi M Kishore (2018), “Strategic Cost Management”, 5thEdition, TaxmannPublications Pvt. Ltd, New Delhi. 2. Bandgar P. K., (2017), “Strategic Cost Management”, 1stEdition, HimalayaPublishing House Pvt Ltd, Mumbai. 3. Sexena V. K., (2020), “Strategic Cost Management and PerformanceEvaluation”, 1stEdition, Sultan Chand & Sons, New Delhi. |
| **Books for reference:**   1. John K Shank and Vijay Govindarajan (2008), Strategic Cost Management, Simon & Schuster; Latest edition, UK 2. Jawahar Lal, (2015), “Strategic Cost Management”, 1st Edition, Himalaya Publishing House Pvt Ltd, Mumbai.) 3. Arora M. N., (2021), “A Text Book of Cost and Management Accounting”, 11thEdition, Vikas Publishing House Pvt. Ltd., New Delhi. |
| **Web references:**   1. https://www.accountingtools.com/articles/strategic-cost-management.html#:~:text=   Strategic%20cost%20management%20is%20the,it%20or%20have%20no%20impact.   1. <https://ca-final.in/wp-content/uploads/2018/09/Chapter-4-Cost-Management-Techniques.pdf> 2. https://resource.cdn.icai.org/66530bos53753-cp5.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| CO1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO4 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |
| CO5 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Core – V Semester II**

**CORPORATE ACCOUNTING**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course**  **Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **CORPORATE ACCOUNTING** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the accounting treatment for issue of shares |
| 2 | To determine profits for fire and marine insurance |
| 3 | To prepare consolidated financial statements |
| 4 | To account for price level changes |
| 5 | To adopt financial reporting standards |

# Course Units

|  |
| --- |
| **UNIT 1 (18 hrs)**  **Issue of Shares and Final Accounts of Companies**  Issue of Shares: ESOPs - ESPS - Sweat Equity Shares - Book Building- Buy-back of Shares - Conversion of debentures into shares - Final accounts of Companies as per Schedule III of the Companies Act, 2013 – Managerial remuneration. |
| **UNIT II (18 hrs)**  **Insurance Company Accounts**  Insurance Company Accounts: Types of Insurance - Final accounts of life assurance Companies- Ascertainment of profit- Valuation Balance Sheet-Final accounts of Fire, Marine and miscellaneous Insurance Companies. |
| **Unit III (18 hrs)**  **Consolidated financial statements**  Consolidated financial statements as per AS 21: Consolidated Profit and Loss Account– Minority interest – Cost of control – Capitalreserve – Inter-company holdings –Preparation of consolidated Balance Sheet. |
| **UNIT IV (18 hrs)**  **Contemporary Accounting Methods**  Accounting for price level changes – Social responsibility accounting – Human resource accounting - Forensic Accounting. |
| **UNIT V(18 hrs)**  **Financial reporting**  Financial reporting: Meaning, Objectives, Characteristics – Indian Accounting Standards (AS 5, AS 10, AS 19, AS 20) – Corporate Social Responsibility: Meaning, Key provisions of Companies Act, 2013, Accounting for CSR expenditure, Reporting of CSR, Presentation and disclosure in the financial statements. |

**Theory: 20%; Problems: 80%**

**Course Outcomes**

Students will be able to

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO1 | Determine profit and financial position by preparing financialstatementsofcompaniesasperscheduleIIIofCompaniesAct,2013 | K5 |
| CO2 | Apply the provisions of IRDA Regulations in the preparation of final accounts of Life Insurance and General Insurance Companies. | K3 |
| CO3 | Determine the overall profitability and financial position by preparingconsolidatedfinancialstatementsofholdingcompaniesin accordancewithAS21. | K5 |
| CO4 | Analyse contemporary accounting methods | K4 |
| CO5 | ExamineFinancialReporting based on appropriate AccountingStandardsandprovisionsofCompaniesAct2013withrespecttoCorporateSocialResponsibility | K4 |

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| --- |
| **Books for study:**   1. Gupta R. L. &Radhaswamy M. (2021), “Corporate Accounting – Volume I & II”, 14thEdition, Sultan Chand &Sons, New Delhi. 2. Maheshwari S. N., Sharad K. Maheshwari &Suneel K. Maheshwari, (2022),“Advanced Accountancy - Volume I &II”, 11thEdition, Vikas PublishingHouse Pvt. Ltd., New Delhi. 3. Jain S. P., Narang K. L., Simmi Agrawal and Monika Sehgal (2019), “AdvancedAccountancy - Corporate Accounting – Volume - II”, 22ndEdition, KalyaniPublishers, New Delhi. 4. Reddy T. S. &Murthy A., (2022), “Corporate Accounting – Volume I &II”, 17th Edition, Margham Publications, Chennai. |
| **Books for reference:**   1. ArulanandamM.A &Raman K.S., (2021), “Advanced Accounting (Corporate Accounting – II)”, 8thEdition, Himalaya Publishing House Pvt Ltd, Mumbai. 2. Shukla M C, Grewal T S and Gupta S C, (2022), “Advanced Accounts Volume II”,19thEdition, Sultan Chand &Sons, New Delhi. 3. Gupta R. L., (2022), “Problems and Solutions in Company Accounts”, 2ndEdition,Sultan Chand &Sons, New Delhi. |
| **Web references:**   1. https://resource.cdn.icai.org/66550bos53754-p1-cp9.pdf 2. https://resource.cdn.icai.org/66545bos53754-p1-cp4.pdf 3. https://resource.cdn.icai.org/66638bos53803-cp1.pdf 4. <http://ppup.ac.in/download/econtent/pdf/MBA%201st%20sem%20Lecture%20note%20on>%20forensic%20accounting%20by%20Anjali.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO 1** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 2** | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| **CO 3** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 4** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 5** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Core – VI Semester II**

**SETTING UP OF BUSINESS ENTITIES**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **SETTING UP OF BUSINESS ENTITIES** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the startup landscape and its financing |
| 2 | To analyse the formation and registration of Section 8 company |
| 3 | To outline the concept of LLP and business collaboration |
| 4 | To understand the procedure for obtaining registration and license |
| 5 | To create awareness about the legal compliances governing business entities |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Startups in India**  Types of business organisations –Factors governing selection of an organisation - Startups – Evolution – Definition of a Startup – Startup landscape in India – Startup India policy – Funding support and incentives – Indian states with Startup policies – Exemptions forstartups – Life cycle of a Startup – Important points for Startups – Financing options available for Startups – Equity financing – Debt financing – Venture capital financing – IPO – Crowd funding – Incubators - Mudra banks –Successful Startups in India. |
| **UNIT II (18 hrs)**  **Not-for-Profit Organisations**  Formation and registration of NGOs – Section 8 Company – Definition – Features – Exemptions – Requirements of Section 8 Company – Application for incorporation – Trust: Objectives of a trust – Persons who can create a trust – Differences between a public and private trust – Exemptions available to trusts – Formation of a trust - Trust deed –Society – Advantages – Disadvantages – Formation of a society – Tax exemption to NGOs. |
| **UNIT III (18 hrs)**  **Limited Liability Partnership and Joint Venture**  Limited Liability Partnership: Definition – Nature and characteristics – Advantages and disadvantages – Procedure for incorporation – LLP agreement – Annual compliances of LLP-Business collaboration: Definition – Types –Joint venture: Advantages and disadvantages – Types – Joint venture agreement - Successful joint ventures in India– Special Purpose Vehicle – Meaning – Benefits – Formation. |
| **UNIT IV (18 hrs)**  **Registration and Licenses**  Registration and Licenses: Introduction – Business entity registration – Mandatory registration – PAN – Significance – Application and registration of PAN – Linking of PAN with Aadhar –TAN – Persons liable to apply for TAN – Relevance of TAN – Procedure to apply for TAN –GST: Procedure for registration – Registration under Shops and Establishment Act –MSME registration – Clearance from Pollution Control Board – FSSAI registration and license – Trade mark, Patent and Design registration. |
| **UNIT V (18 hrs)**  **Environmental Legislations in India**  Geographical Indication of Goods (Registration and Protection) Act, 1999: Objectives, Salient Features - The Environmental Protection Act, 1986: Prevention, control and abatement of environmental pollution - The Water (Prevention And Control of Pollution) Act, 1974: The Central and State Boards for Prevention and Control of Water Pollution - Powers and Functions of Boards - Prevention and Control of Water Pollution - Penalties and Procedure- The Air (Prevention and Control of Pollution) Act, 1981: Central and State Boards for The Prevention and Control of Air Pollution - Powers And Functions - Prevention and Control of Air Pollution - Penalties and Procedure. |

**Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Compare the various avenues of acquiring finance to setup a business entity | K2 |
| CO 2 | Recall the legal requirements for Section 8 Company | K1 |
| CO 3 | Examine the provisions for LLP and joint venture | K4 |
| CO 4 | Analyse the registration and licensing procedure | K4 |
| CO 5 | Examine the compliance of regulatory framework regarding environment | K4 |

|  |
| --- |
| **Books for study:**   1. Kailash Thakur, (2007) “Environment Protection Law and Policy in India”, 2nd Edition, Deep & Deep Publication Pvt. Ltd., New Delhi. 2. Avtar Singh, (2015), “Intellectual Property Law”, Eastern Book Company, Bangalore 3. Zad N.S and Divya Bajpai, (2022) “Setting up of Business Entities and Closure” (SUBEC), Taxmann, Chennai 4. Amit Vohra &Rachit Dhingra (2022) “Setting Up Of Business Entities & Closure”, 6th Edition, Bharath Law House, New Delhi |
| **Books for reference:**   1. Setting up of Business Entities and Closure (2021), Module 1, Paper 3, The Institute of Company Secretaries of India, MP Printers, Noida 2. The Air (Prevention and Control of Pollution) Act, 1981, Bare Act, 2022 Edition, Universal/LexisNexis, Noida 3. The Water (Prevention and Control of Pollution) Act, 1974, Bare Act, 2022 Edition, Universal/LexisNexis, Noida 4. Cliff Ennico, (2005) “Small Business Survival Guide Starting Protecting and Securing your Business for Long-Term Success”, Adams Media, USA 5. Daniel Sitarz,(2011) “Sole Proprietorship: Small Business Start-up Kit”, 3rdEdition, ‏Nova Publishing, USA |
| **Web references:**   1. <https://www.icsi.edu/media/webmodules/FINAL_FULL_BOOK_of_EP_>SBEC\_2018.pdf 2. <https://www.mca.gov.in/MinistryV2/incorporation_company.html> 3) 3. [https://legislative.gov.in/sites/default/files/The%20Limited%20Liability%20 Partnership%20 A](https://legislative.gov.in/sites/default/files/The%20Limited%20Liability%20%20Partnership%20%20A)ct,%202008.pdf 4. https://legislative.gov.in/sites/default/files/A1999-48.pdf 5. <https://www.indiacode.nic.in/bitstream/123456789/6196/1/the_environment_protection_>act%2C1986.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 |
| **CO2** | 3 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 3 |
| **CO3** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO4** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO5** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective – III A Semester II**

**STRATEGICCORPORATEMANAGEMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject Code** | **Subject Name** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **STRATEGICCORPORATEMANAGEMENT** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the fundamentals of strategic management process |
| 2 | To provide a basic understanding of the nature and dynamics of strategy formulation |
| 3 | To expose to various perspectives and concepts in the field of Strategic Management |
| 4 | To understand the principles of strategy implementation and control in organizations |
| 5 | To develop skills to devise strategies to complexities of business |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Introduction to Strategic Management**  Nature and scope of strategic management -Levels of strategies, process of strategic management - Developing a Strategic Vision - Setting Objectives – Crafting Strategy – Strategies and Tactics – Importance of Corporate Strategy – the 7-S Framework – Board of Directors: Role and Functions – Board Functioning – Top Management: Role and Skills. |
| **UNIT II (12 hrs)**  **Environmental, Industry and SWOT Analysis**  Environmental Analysis: Environmental Scanning – Industry Analysis - The Synthesis of External Factors - Internal Scanning – Value Chain Analysis – SWOT-Analysis: External and internal analysis, Stockholders’ Expectations – Scenario planning. |
| **UNIT III (12 hrs)**  **Strategy formulation**  Strategy formulation: A Business level strategy: Competitive advantages,Market focus, market life cycle, Business strategy for turnaround - Operational level strategy: The strategic role of operations, approaches, total quality management, core processes, re-engineering; shared and managerial guide lines to TQM and CPR - Corporate level strategy: Roles, forms, means, and benefits of diversification, role of managerial behaviour. |
| **UNIT IV (12 hrs)**  **Implementation of strategies**  Implementation of strategies: Organization structure, design, forms, change, tools and areas of strategy implementation -Leadership, functional policies and allocation of resources. |
| **UNIT V (12 hrs)**  **Evaluation and control of strategy**  Evaluation and control of strategy: Issues, types and techniques, role of organizational systems - Du Pont’s Control Model – Balanced Score Card – Michael Porter’s Framework for Strategic Management – Future of Strategic Management – Strategic Information System. |

## **CourseOutcomes**

Studentswillbeableto

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Outline the fundamentalsofstrategicmanagementprocess | K2 |
| CO 2 | Experiment with a crediblebusinessanalysisinateam setting | K3 |
| CO 3 | Applyknowledgegainedinbasiccoursestothe formulationand implementationofstrategy | K3 |
| CO 4 | Apply theconcepts,toolsandtechniquestopractical situationsfordiagnosing andsolvingorganisational problems | K3 |
| CO 5 | Demonstratecapabilityofmakingdecisionsindynamicbusinesslandscape. | K2 |

|  |
| --- |
| **Books for study:**   1. Cherunilam, F. (2016), “Strategic Management”, 4th Edition, Himalaya Publishing House, Mumbai. 2. Srinivasan, R., “Strategic Management – The Indian Context”, 6th Edition, PHI Learning, New Delhi. 3. Prasad L.M (2018), “Strategic Management”, Sultan Chand & Sons, New Delhi. |
| **Books for reference:**   1. Chandan J S & Nitish K. Sengupta, “Strategic Management”, Vikas Publishing, New Delhi. 2. Charles W. L. Hill, Melissa A. Schilling and Gareth R. Jones (2017), “Strategic Management: An Integrated Approach: Theory & Cases”, 12th Edition, Cengage Learning, New Delhi. 3. Fred R. David, PurvaKansal and Forest R David (2019), “Strategic Management Concepts: A Competitive Advantage Approach”, 16th Edition, Pearson, Noida |
| Web references:   1. https://www.managementstudyguide.com/strategic-management-process.htm 2. <https://strategicmanagementinsight.com/tools/mckinsey-7s-model-framework/> 3. https://strategicmanagementinsight.com/tools/porters-five-forces/ |

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO 1** | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 3 |
| **CO 2** | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 3 |
| **CO 3** | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 3 |
| **CO 4** | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 3 |
| **CO 5** | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective – III BSemester II**

**CORPORATERESTRUCTURINGLAWANDPRACTICE**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **CORPORATERESTRUCTURINGLAWANDPRACTICE** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To acquire knowledge about various strategies of Corporate Restructuring. |
| 2 | To understand the procedural aspects relating to meetings and petitions |
| 3 | To analyse the legal and procedural aspects of Mergers,Amalgamations and Takeovers. |
| 4 | To understand the concept, need, modes and procedural aspects of Demerger and Reverse Merger. |
| 5 | To understand the Global and National Scenario of Corporate Restructuring |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Corporate Restructuring and Strategic Planning**  Corporate Restructuring –Meaning, Need, Scope and Modes - Global and National Scenario - Strategic Planning- Competitive advantage and core competence - Strategic Formulation- Routes for executive strategy:Start up, Mergers, Acquisition, Takeover, Disinvestment and Strategic Alliances. |
| **UNIT II (12 hrs)**  **Legal and Procedural aspects related to meetings and petitions**  Meetings and Petitions: Concept, Need and Reasons – Legal Aspects – Procedural Aspects relating to commencing of meetings and presentations of petitions including documentations. |
| **UNIT III (12 hrs)**  **Takeovers**  Takeovers: Meaning – Types of Takeovers – Legal Aspects – Securities and Exchange Board of India Takeover Regulations – Procedural Aspects – Economic Aspects – Financial Aspects – Payment of Consideration – Bailout Takeovers – Takeover of Sick-Units. |
| **UNIT IV (12 hrs)**  **Demergers**  Difference between Demergers and Reconstructions - Modes of Demerger – By Agreement, Under scheme of arrangement, by Voluntary Winding Up – Reverse Mergers. |
| **UNIT V (12 hrs)**  **Buy back of shares**  Buy back of shares – Concept and necessity – Securities and Exchange Board of India Guidelines – Procedure and Practice of buyback of shares. |

## **CourseOutcomes:**

Studentswillbeableto:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Identify the different strategies of Corporate Restructuring | K3 |
| CO 2 | Summarise legal and procedural aspects relating to meetings | K2 |
| CO 3 | Explainthelegalandproceduralaspectsof Mergers,Amalgamationsand Takeovers | K2 |
| CO 4 | Distinguish betweendifferentmodesofDemergerandReverse Merger | K4 |
| CO 5 | Identify the procedural and practical aspects of Buy back of sharesbyCompanies | K3 |

|  |
| --- |
| **Books for study:**   1. SampathK. R. (2018), “Law and Procedure for Mergers/ Amalgamations, Takeovers, Joint Ventures, LLPs & Corporate Restructure”, 11th Edition, Snow White Publications Pvt. Ltd, Mumbai 2. Ramanujam S.(2019), “Mergers et al”, 4th Edition, Lexis Nexis Butterworth India 3. Prasad G. Godbole (2013), “Mergers, Acquisitions and Corporate Restructuring”, 2nd Edition, Vikas Publishing |
| **Books for reference:**   1. Ray, Kamal Ghosh, (2010), “Mergers and Acquisitions: Strategy, Valuation and Integration”, PHI Learning Pvt. Ltd., New Delhi 2. ICSI Study Material – Corporate Restructuring, Valuation and Insolvency 3. Kwang S. Chung, Susan E. Hoag, J. Fred Weston (2015), “Mergers, Restructuring and Corporate Control”, Pearson Education IndiaPvt. Ltd, Noida. |
| **Web references:**  1.<https://www.icsi.edu/media/webmodules/11112021Module_2_Paper_5_CRILW_PI_Book.pdf>  2. https://www.mca.gov.in/MinistryV2/restructuring+and+liquidation.html |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| CO1 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO4 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective – IV A Semester II**

**DATABASE MANAGEMENT SYSTEM**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **DATABASE MANAGEMENT SYSTEM** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **LEARNING OBJECTIVES** |
| 1. | To understand Linux environment |
| 2. | To understand designing databases and queries in SQL |
| 3. | To learn RDBMS |
| 4. | To upskill the functions and operators |
| 5. | To understand the constraints, locks and MySQL |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Introduction to Database Systems and Linux**  Introduction to File and Database systems Database System Structure - Data Models Introduction to Network Models: ER Model, Relational Model - Introduction to Linux Operating System - Properties of Linux - Desktop Environment - Linux basics commands - Working with Files - Text Editors - I/O Redirections - Pipes, Filters, and Wildcards - Changing Access Rights. |
| **UNIT II (12 hrs)**  **SQL Definition and Normalization**  SQL – Data Definition - Queries in SQL - Updates - Views - Integrity and Security. Relational Database design – Functional dependences and Normalization for relational databases (up to BCNF) - Query Forms. |
| **UNIT III (12 hrs)**  **Files and RDBMs**  Record Storage and Primary File Organization - Secondary Storage Devices - Operations on Files - Heap File - Sorted Files - Hashing Techniques - Index Structure for Files - Different Types of Indexes - B-Tree - B+Tree - Query Processing - Multimedia Databases - Basic Concepts and Applications - Indexing and Hashing - Text Databases - Overview of RDBMs - Advantages of RDBMs over DBMs – Introduction to Data Mining. |
| **UNIT IV (12 hrs)**  **Data Definition and Manipulation Language**  Data Definition Language - Data Manipulation Language - Transaction Control - Data Control Language Grant - Revoke Privilege Command - Set Operators - Joins- Kinds of Joins - Table Aliases - Sub queries - Multiple and Correlated Sub Queries - Functions - Single Row - Date, Character, Numeric, Conversion and Group Functions |
| **UNIT V (12 hrs)**  **Constraints and MYSQL**  Constraints - Domain, Equity, Referential Integrity Constraints - Locks - Types of Locks, Table Partitions - Synonym - Introduction to PL/SQL - Introduction - MySQL as an RDBMS Tool - Data types and Commands. |

## **COURSE OUTCOMES**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Identify models and schemas in DBMS and LINUX | K3 |
| CO 2 | DemonstrateQueriesin SQL | K2 |
| CO 3 | Explain handling files and databases | K2 |
| CO 4 | Apply skills on functions and operators in RDBMS | K3 |
| CO 5 | Apply constraints and locks in SQL | K3 |

|  |
| --- |
| **Books for study**:   1. Ramakrishnan Raghu and Gehrke Johannes, “Database Management Systems”, McGraw–Hill, USA. 2. Rajendra Prasad Mahapatra and Govind Verma, “Database Management System”, Khanna Publications, New Delhi. |
| **Books for reference:**   1. Ramon A Mata-Toledo and Pauline K Cushman, “Database Management System”, Schaun’s Outlines, New York. 2. Abraham Silberschatz, Henry F Korth and S. Sudarshan, “Database System Concepts” McGraw–Hill, USA. |
| **Web references:**   1. http://education-portal.com/academy/lesson/what-is-a-database-management-systempurpose-and-function.html. 2. <http://www.comptechdoc.org/os/linux/usersguide/linux_ugbasics.html>. 3. http://www.dummies.com/how-to/content/common-linux-commands.html. |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 2 | 3 | 3 | 3 | 2 | 2 | 2 | 3 | 2 |
| **CO2** | 3 | 3 | 2 | 3 | 3 | 3 | 2 | 2 | 3 |
| **CO3** | 1 | 2 | 2 | 2 | 1 | 2 | 1 | 2 | 2 |
| **CO4** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO5** | 3 | 3 | 3 | 3 | 1 | 2 | 1 | 3 | 2 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**First Year Elective – IV B Semester II**

**BIG DATA ANALYTICS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **BIG DATA ANALYTICS** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1. | To understand the various aspects of data science and applying them in health care |
| 2. | To learn the applications of big data for industrial growth and development |
| 3. | To understand the characteristics of 5 V’s |
| 4. | To know the big data problems |
| 5. | To understand the Hadoop |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Introduction to Data Science**  Introduction to data science – Case Studies – Data Science in Biomedicine and Healthcare – Sequence Processing – Medical Image Analysis – Natural Language Processing – Network Modelling and Probabilistic Modelling. |
| **UNIT II (12 hrs)**  **Big Data**  Big data: Meaning – Importance of Big Data – Example of Big Data – Source of Big Data -Machine - Generated Data - Advantages – Big Data generated by people – Organization of Generated Data - Integrating the data. |
| **UNIT III (12 hrs)**  **Characteristics of Big Data**  Characteristics of big data volume – Variety –Velocity – Characteristics of Big Data – Veracity – Valence and Value – Getting value out of Big Data using 5-step process to structure your analysis. |
| **UNIT IV (12 hrs)**  **Data Science: Getting value out of Big Data**  Building a Big Data Strategy – Happening of Big Data science – Five Components of Data Science - Steps in Data Science: Acquiring Data, Preprocessing and Exploring Data – Analysing Data – Communicating results – Turning insights into action. |
| **UNIT V (12 hrs)**  **Big Data Systems and Hadoop**  Meaning of Distributed File System – Scalable Computing over the Internet – Programming Models for Big Data – Introduction to Hadoop systems – The Hadoop Distributed File System: A Storage System for Big Data – YARN: A Resource Manager for Hadoop – Map Reduce: Simple Programming for Big Results – When to Reconsider Hadoop? – Cloud Computing: An important Big Data enabler. |

## **Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Recall the basics of data science | K1 |
| CO 2 | Explain the advantages of Big Data | K2 |
| CO 3 | Summarise the characteristics of Big Data | K2 |
| CO 4 | Explain the Vs of Big Data and its impacts of data collection, monitoring, storage, analysis and reporting | K3 |
| CO 5 | Explain Hadoop technology | K2 |

|  |
| --- |
| **Books for study**:   1. Peter Guerra and Kirk Borne (2016), "Ten Signs of Data Science Maturity", O’Reily Media Pvt Ltd, USA 2. Tom White (2012), "Hadoop: The Definitive Guide” Third Edition, O’Reily Media, USA. 3. Seema Acharya (2015), SubhasiniChellappan, "Big Data Analytics", Wiley, USA |
| **Books for reference:**   1. Howard Wen, Big Ethics for Big Data, O'Reilly Media, USA. 2. Michael Mineli, Michele Chambers, Ambiga Dhiraj (2013), Big Data, Big Analytics: Emerging Business Intelligence and Analytic Trends for Today's Businesses, Wiley Publications, USA . 3. Judith S.Hurwitz, Alan Nugent, Fern Halper, Marcia Kaufman (2015), "Big Data for Dummies", John Wiley & Sons, Inc., USA. |
| **Web references:**   1. <https://www.coursera.org/learn/big-data-introduction/home/welcome> 2. https://www.coursera.org/learn/bioconductor?action=enroll&authMode=login |

Note: Latest edition of the books may be used.

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO 1** | 2 | 2 | 2 | 2 | 1 | 2 | 1 | 1 | 2 |
| **CO 2** | 2 | 2 | 2 | 3 | 1 | 3 | 1 | 2 | 3 |
| **CO 3** | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| **CO 4** | 2 | 2 | 2 | 2 | 1 | 2 | 1 | 2 | 2 |
| **CO 5** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Core – VII Semester III**

**TAXATION**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **TAXATION** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| **1** | To identify deductions from gross total income and computation of income for different classes of assessees |
| **2** | To understand the procedure for filing of returns and tax planning |
| **3** | To analyse the structure on international business taxation |
| **4** | To assess Goods and Services Tax and filing GST returns |
| **5** | To compute customs duty as per Customs Act |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Assessment of persons**  Tax Exemptions for Agricultural Income-Deductions to be made in computing total income (80G, 80GGB & 80GGC, 80IA, 80IAB, 80IAC, 80IB, 80IBA, 80ID, 80IE, 80JJA, 80JJAA, 80LA, 80M, 80P, 80PA) – Assessment of Firms, AOP, BOI, Company and Co-operative society. |
| **UNIT II (18 hrs)**  **Tax Returns and Tax planning**  Return of income: Statutory obligation, Return Forms, Time for filing of return, Revised return, Modified return–Assessment -Tax Deducted at Source - Advance payment of Tax: Persons liable to pay, Due date, Computation - Payment in pursuance of order of Assessing Officer, Consequences on non-payment. – Tax planning, Tax avoidance and Tax evasion - Tax planning and specific management decisions: Make or buy, Own or lease, Retain or replace, Shut down or continue. |
| **UNIT III (18 hrs)**  **International business taxation**  International business taxation - Taxation of Non-resident - Double taxation relief - Transfer pricing and other anti-avoidance measure - Application and interpretation of tax treaties - (Double taxation avoidance agreement - DTAA) - Equalization levy. |
| **UNIT IV (18 hrs)**  **Goods and Services Tax**  Goods and Services Tax: GST Act, 2017 - Registration – Procedure for registration under Schedule III – Amendment of registration – Rates of Tax of IGST, CGST, SGST/UGTST- Assessment of GST- Self-assessment – Provisional assessment – Scrutiny of returns – Assessment of non filers of returns – Assessment of unregistered persons – Assessment in certain special cases – Tax Invoice – Credit and Debit Notes – Payment of Tax – Input Tax Credit - Anti profiteering –- Filing of Returns- Penalties – Prosecution – Appeal and Revision. |
| **UNIT V (18 hrs)**  **Customs Act, 1962**  Customs Act, 1962:Important Definitions – Basics – Importance of Customs Duty – Constitutional authority for levy of Customs Duty – Types of Customs Duty – Prohibition of Importation and Exportation of goods – Valuation of goods for Customs Duty – Transaction Value – Assessable Value – Computation of Assessable Value and Customs Duty. |

**Course Outcomes**

**Students will be able to:**

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Apply the provisions of income tax to determine taxable income | K3 |
| CO 2 | Plan taxes | K3 |
| CO 3 | Illustrate the nuances of international business taxation | K2 |
| CO 4 | Apply the provisions of GST | K3 |
| CO 5 | Summarise the provisions of Customs Act | K2 |

|  |
| --- |
| **Books for study:**   1. Vinod Singhania and Kapil Singhania, Direct Taxes Law & Practice Professional Edition, Taxmann Publications, New Delhi 2. MehrotraH.C. and GoyalS.P, Income Tax including Tax Planning &Management, Sahitya Bhawan Publications, Agra 3. SekarG, “Direct Taxes” - A Ready Refresher, Sitaraman C.& Co Pvt.Ltd., Chennai. 4. Balachandran V, (2021) Textbook of GST and Customs Law, Sultan Chand and Sons, New Delhi 5. Vandana Bangar andYogendra Bangar, “Comprehensive Guide to Taxation”(Vol.I and II),AadhyaPrakashan, Prayagraj(UP). |
| **Books for reference:**   1. ShaR.G. and Usha DeviN.,(2022) “Income Tax” (Direct and Indirect Tax), HimalayaPublishing House,Mumbai. 2. Girish Ahuja and Ravi Gupta, “Practical Approach to Direct and Indirect Taxes: Containing Income Tax and GST”, Wolters Kluwer India Private Limited 3. Swetha Jain, GST Law & Practice, Taxmann Publishers Pvt.Ltd, Chennai. 4. DatyV.S., “GST - Input Tax Credit”,Taxmann Publishers, Chennai. 5. AnuragPandy,“Law & Practices of GST and Service Tax”- Sumedha Publication House, New Delhi. |
| **Web references:**   1. https://www.icsi.edu/media/webmodules/16112021\_Advance\_Tax\_Laws.pdf 2. <https://www.icsi.edu/media/webmodules/Final_Direct_Tax_Law_17_12_2020.pdf> 3. https://www.icsi.edu/media/webmodules/TL\_Final\_pdf\_25102021.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO2** | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 3 |
| **CO3** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO4** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO5** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Core – VIII Semester III**

**RESEARCH METHODOLOGY**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **RESEARCH METHODOLOGY** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the fundamentals of research |
| 2 | To construct theoretical design and formulate hypotheses |
| 3 | To evaluate the data collection techniques |
| 4 | To perform parametric and non-parametric tests |
| 5 | To enhance report writing skills and develop ethical conduct in research |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to Research Methodology**  Research: Definition – Objectives – Motivations for research – Types of research – Maintaining objectivity in research – Criteria of good research – Applications of research in business - Formulatinga research problem – Literature Review – Reasons for review – Reference management tools - Identification of research gap – Framing of objectives. |
| **UNIT II (18 hrs)**  **Hypothesis Testing and Research Design**  Hypothesis – Formulation of hypothesis – Testing of hypothesis – Type I and Type II errors – Research design – Types of research design - Methods of data collection: Census, Sample survey, Case study – Sampling: Steps in sampling design,Methods of sampling – Testing of reliability and validity – Sampling errors. |
| **UNIT III (18 hrs)**  **Data Collection**  Variable: Meaning and types - Techniques of data collection – Primary data: Meaning, Advantages and limitations – Techniques: Interview,Schedule, Questionnaire,Observation –Secondary Data: Meaning and sources. |
| **UNIT IV (18 hrs)**  **Data Analysis**  Data Analysis – Uni-variate Analysis: Percentile, Mean, Median, Mode, Standard deviation, Range, Minimum, Maximum, Independent sample t-test – Bi-variate analysis: Simple correlation, Simple Regression, Chi-square, Paired samples t-test, ANOVA, Man-Whitney test – Wilcoxon signed rank test – Kruskal Wallis test (Simple problems)  Multi Variate Analysis: Multiple Correlation, Multiple Regression, Factor Analysis, Friedman’s test, Cluster analysis, Confirmatory Factor Analysis (CFA), Structural Equation Modelling (SEM), Multiple Discriminant Analysis. |
| **UNIT V (18 hrs)**  **Preparation of Research Report**  Report preparation – Guidelines and precautions for interpretation – Steps in Report writing - Style of research reports (APA, MLA, Anderson, Harvard) – Mechanics of report writing –Ethics in Research – Avoiding plagiarism – Plagiarism checker tools – Funding agencies for business research. |

**Theory: 80%; Problems: 20%**

**Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Recall the research concepts and recognise the research problem | K1 |
| CO 2 | Construct research hypothesis and determine the sample size | K3 |
| CO 3 | Select appropriate method for data collection | K3 |
| CO 4 | Interpret the results of statistical tests | K2 |
| CO 5 | Construct research report avoiding plagiarism | K3 |

|  |
| --- |
| **Books for study:**   1. Tripathi, (2014) “Research Methodology in Management and Social Sciences”. SultanChand & Sons, New Delhi. 2. Kothari C.R and Gaurav Garg, (2020) “Research Methodology” – Methods andTechniques. New Age International (P) Limited, New Delhi. 3. Krishnaswami and Ranganathan, (2011) “Methodology of Research in Social Sciences”,Himalaya Publishing House, Mumbai. |
| **Books for reference:**   1. Donald R. Cooper, Pamela S. Schindler and J.K.Sharma, “Business Research   Methodology”, 12th Edition, Tata Mcgraw Hill, Noida (UP).   1. Sashi K.Guptha and ParneetRangi,(2018) “Research Methodology” , Kalyani   Publisher, Ludhiana.   1. SharmaR D and Hardeep Chahal, (2004) “Research Methodology In Commerce andManagement”, Anmol Publications, New Delhi |
| **Web references:**   1. [https://www.cartercenter.org/resources/pdfs/health/ephti/library/lecture\_notes/health\_ science\_students/ln\_research\_method\_final.pdf](https://www.cartercenter.org/resources/pdfs/health/ephti/library/lecture_notes/health_%20science_students/ln_research_method_final.pdf) 2. https://ccsuniversity.ac.in/bridge-library/pdf/MPhil%20Stats%20Research%20Methodology-Part1.pdf 3. https://prog.lmu.edu.ng/colleges\_CMS/document/books/EIE%20510%20LECTURE%20N   OTES%20first.pdf   1. https://www.statisticssolutions.com/academic-research-consulting/data-analysis-plan/ |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |
| **CO2** | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |
| **CO3** | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |
| **CO4** | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |
| **CO5** | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Core–IX Semester III**

**COMPUTER APPLICATIONS IN BUSINESS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **COMPUTER APPLICATIONS IN BUSINESS** |  | 2 | - | 4 | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the fundamentals of SPSS |
| 2 | To compare the values obtained in t-test and ANOVA |
| 3 | To perform regression and non-parametric tests |
| 4 | To create company, groups and ledgers and obtain financial statements using Tally Prime |
| 5 | To understand inventory management and account for goods and services tax |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to SPSS**  Opening a data file in SPSS – Variable view – Data view – Entering data into the data editor – Saving the data file– Table creation – Descriptive statistics: Percentile values, Measures of central tendency, Measures of dispersion, Distribution – Cronbach’s Alpha test – Charts and graphs - Editing and copying SPSS output. |
| **UNIT II(18 hrs)**  **Parametric Tests in SPSS**  Compare means: One-sample t-test, Independent Samples t-test, Paired-samples t-test and One-way ANOVA, Two-way ANOVA - Correlation: Bi-variate, Partial and Multiple.Simple linear regression. |
| **UNIT III (18 hrs)**  **Non-parametric Tests in SPSS**  Chi-square test - Mann Whitney’s test for independent samples – Wilcoxon matched pairs sample test– Friedman’s test– Wilcoxon signed rank test – Kruskal Wallis test |
| **UNIT IV (18 hrs)**  **Introduction to Tally Prime**  Tally Prime: Introduction – Starting Tally Prime – Creation of a Company - Selecting company - Shutting a company - Altering company– Creating Accounting groups and ledgers – Vouchers – Practical problems for a new and existing business and not-for profit organisation.Accounting reports: Introduction – Displaying Trial balance, Profit and Loss Account, Balance sheet, Day book, Purchase register, Sales register, Cashflow/Funds flow and ratio analysis – Practical problems. |
| **UNIT V (18 hrs)**  **Inventory and GST in Tally Prime**  Inventory: Introduction to Inventory Masters – Creation of stock group – Creation of Godown – Creation of unit of measurement – Creation of stock item – Entering inventory details in Accounting vouchers – Practical problems. GST: Introduction – Enabling GST – Defining tax details – Entries in Accounting vouchers – View invoice report – Practical problems. |

**100% Practical**

**Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| **CO 1** | Construct data file in SPSS | K3 |
| **CO 2** | Examine Means of samples | K4 |
| **CO 3** | Apply non-parametric tests | K3 |
| **CO 4** | Construct a company, form groups and get automated financial statements | K3 |
| **CO 5** | Plan for automation of inventory | K3 |

|  |
| --- |
| **Books for study:**   1. Sundara Pandian.P, Muthulakshmi. S &Vijayakumar, T (2022), Research Methodology &Applications of SPSS in Social Science Research, Sultan Chand &Sons, New Delhi 2. Morgan George. A, Barrett C Karen, Leech L Nancy and Gloeckner Gene W (2019),IBM SPSS for Introductory Statistics, Routledge, 6thEdition, U.K 3. Official Guide to Financial Accounting using TallyPrime (2021), BPB Publication,Delhi 4. Chheda Rajesh, U (2020), Learn Tally Prime, Ane Books, 4thEdition, New Delhi |
| **Books for reference:**   1. Kulas John, Renata Garcia Prieto Palacios Roji, Smith Adams (2021), IBM SPSS Essentials: Managing and Analysing Social Sciences Data, 2nd Edition, John Wiley & Sons Inc., New York 2. Rajathi. A, Chandran. P (2011), SPSS for You, MJP Publishers, Chennai 3. Sangwan Rakesh (2022), Learn Tally Prime in English, Ascend Prime Publication,Pilani 4. Lodha Roshan (2022), Tally Prime with GST Accounting, Law Point Publication,Kolkata |
| **Web references:**   1. https://www.spss-tutorials.com/basics/ 2. https://www.tallyclub.in/ 3. https://tallysolutions.com/business-guides/inventory-management-in-tally-erp9/ |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO 1** | 2 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 3 |
| **CO 2** | 3 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 3 |
| **CO 3** | 3 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 3 |
| **CO 4** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO 5** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Elective – V A Semester III**

**SECRETARIAL, MANAGEMENTANDSYSTEMSAUDIT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject Code** | **Subject Name** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **SECRETARIAL, MANAGEMENTANDSYSTEMSAUDIT** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the procedures relating to secretarial audit |
| 2 | To gain knowledge on management audit |
| 3 | To understand the Concept of Secretarial Audit Report |
| 4 | To understand about the Documentation of Audit |
| 5 | To recognize the duty of reporting fraud |

**COURSE UNITS**

|  |
| --- |
| **UNIT I (12 hrs)**  **Introduction to Secretarial Audit**  Secretarial Audit - Need for Secretarial Audit – Benefits - Scope Secretarial Audit & Company Secretary in Practice - Format of Secretarial Audit Report - Appointment of Secretarial Auditor – The Process - Penalty for Incorrect Secretarial Audit Report. |
| **UNIT II (12 hrs)**  **Management Audit**  Management Audit - Meaning, Definition- Objectives- Scope – Uses – Functions –Techniques and procedures- Management Audit Report- Contents - Cost Audit- Nature- Scope- Utility- Advantages of Cost Audit- Misconduct - Offences and Penalties. |
| **UNIT III (12 hrs)**  **Audit process & documentation**  Preliminary Preparations- Questionnaire- Interaction-Audit program- Identification of applicable laws- creation of master checklist - Maintenance of Worksheet, working papers and audit trails- Identification of events/ corporate actions - Verification - Board composition - Board process-Systems and process - Identification of events having bearing on affairs of the Company, Auditing standard on Audit process & documentation. |
| **UNIT IV (12 hrs)**  **Professional Responsibilities of Secretarial Audit**  Duty to report fraud - Reporting of Fraud by Secretarial Auditor - Fraud vs. Non- compliance – Speculation - Suspicion - Reason to believe – Knowledge – Reporting - Professional Responsibilities and Penalties - Record keeping - Reporting of fraud in Secretarial Audit Report. |
| **UNIT V (12 hrs)**  **Systems Audit**  Systems Audit - Nature, Significance and Scope of Systems Audit – Steps Involved in Conducting Systems Audit – Systems Audit and Management Functions – Systems Audit of Computerized Secretarial Functions – Norms and Procedure for Computerization, Computers Control and Security. |

## **Courseoutcomes:**

Studentswillbeableto:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Summarise the fundamentalsofSecretarial,ManagementandSystemsAudit | K2 |
| CO 2 | Explain the importance ofManagement Audit and Cost Audit | K2 |
| CO 3 | Summarise AuditProcessandDocumentation | K2 |
| CO 4 | InterprettheconceptofDetectionofFraudand Reporting | K2 |
| CO 5 | Analyse DocumentationStandards,Policiesand Procedures,Audit ApproachofSystems Audit | K4 |

|  |
| --- |
| **Books for study:**   1. Divya Bajpai (2022), “Secretarial Audit Compliance Management & Due Diligence”, 4th Edition, Taxmann, New Delhi. 2. Anoop Jain C.S, (2022), “Secretarial Audit Compliance Management & Due Diligence”, 19th Edition, AJ Publications, New Delhi. 3. The Institute of Company Secretaries of India, “Secretarial Audit. Compliance Management and Due Diligence”, New Delhi. |
| **Books for reference:**   1. Sen Gupta N.K, “Changing pattern of Corporate Management”, Vikas Publishing House Pvt. Ltd, New Delhi. 2. Balachandran V. and Ravichandran K.S., Bharat, “Secretarial, Securities and Management Audit”, Law House, New Delhi 3. ICAI Study material - Cost and Management Audit, New Delhi 4. ICSI Study material - Information Technology and Systems Audit, New Delhi. |
| **Web references:**   1. https://taxguru.in/company-law/corporate-compliance-management-secretarial-audit.html 2. https://cleartax.in/s/secretarial-audit |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| CO1 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO4 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO5 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Elective–V B Semester III**

**FORENSICAUDIT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject Code** | **Subject Name** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **FORENSICAUDIT** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | TounderstandandanalysetheconceptofCorporateFraudandForensicsAudit. |
| 2 | ToacquaintwiththefundamentalsofForensicAudit |
| 3 | ToknowtheimportanceofIndianLawstowardsForensicAudit |
| 4 | Toexploredifferenttypesofforensic investigation. |
| 5 | ToevolveanunderstandingaboutDigitalandCyberForensic |

**COURSE UNITS**

|  |
| --- |
| **UNIT I (12 hrs)**  **Fraud and Forensic Audit**  Meaning and Definition of Fraud- Meaning of Audit - Audit: An Adhering Significance- Stages of Audit- Meaning of Forensic Audit- Significance of Forensic Audit - Key Benefits of Forensic Audit - Need and Objectives: Forensic Audit - Fraud and Forensic Audit: An Introspect- Forensic Audit vis-à-vis Audit |
| **UNIT II(12 hrs)**  **Corporate Frauds and Forensic Audit Procedures**  Modern Day Scenario- Fundamentals of Forensic Audit - Fraud related Concept - Kinds of Frauds - Corporate Frauds: An Insight- Tools for handling Forensic Audit - Forensic Audit Thinking (Thinking Forensically) - Forensic Audit Procedures - Tools for handling Forensic Audit and the Role ofCompany Secretary - Role of CS as a Forensic Auditor - Power and Duties of Auditors. |
| **UNIT III (12 hrs)**  **Forensic Audit: Laws and Regulations**  Forensic Audit: Laws and Regulations - Information Technology and Business Laws - International Laws and Practices - Indian Laws - Anti Bribery Code- Forensic Audit and Indian Evidence Law - Finding Facts - Relevant Facts -Admission of Evidence - Methods to Prove Cases. |
| **UNIT IV (12 hrs)**  **Forensic Investigation**  Investigation Mechanism - Types of Investigations - Methods of Investigations - Finding Facts and Conducting Investigations: A Process Exemplified- Red Flags- Green Flags- Digital Forensic- Stages in forensic investigation in Digital forensic- Types of Digital evidence- Computer Forensic Methodology. |
| **UNIT V (12 hrs)**  **Cyber Crime and Data Extraction**  Introduction to Cyber Crime - Cyber Crime-: Meaning and Definition - International Guidance to Cyber Forensics Laws - Necessity of International Standards – Categories of Cyber Crime- Types of Cyber Crime - Introduction to Data Extraction - Advantages of Using Data Extraction Tools - Ethical Hacking. |

## **CourseOutcomes**

Studentswillbeableto

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | SummarisetheconceptofFraudand ForensicAudit | K2 |
| CO 2 | ExplainForensicAuditProcedures | K2 |
| CO 3 | Summarisethe provisions ofIndianEvidenceLawsofForensicAudit | K2 |
| CO 4 | RecallInvestigationmechanism | K1 |
| CO 5 | AnalysetheconceptofDigital andCyberForensic | K4 |

|  |
| --- |
| **Books for study:**   1. Pipara G.C. (2020), “Forensic Audit Decoded - Unlocking The Secrets of Financial Accounting & Investigation”, Taxmann, New Delhi. 2. The Institute of Company Secretaries of India, “Forensic Audit”, New Delhi. 3. Kamal Garg (2019), “Forensic Audit”, 1st Edition, Bharat Law House Pvt. Ltd, New Delhi. |
| **Books for reference:**   1. ICAI – “Study on Forensic Accounting and Fraud Detection”, New Delhi. 2. Sandeep Baldava and Deepa Agarwal (2021), “Forensic Investigations and Fraud Reporting in India - Practical insights to Predict, Prevent, Detect and Investigate Frauds”, Bloomsbury Publishing, New Delhi. 3. Lawmann (2023), “Forensic Evidence”,Ramachandran, Agarwal Law House, New Delhi. |
| **Web references:**   1. https://www.investopedia.com/terms/f/forensic-audit.asp 2. https://cleartax.in/g/terms/forensic-audit |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO 1** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO 2** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO 3** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO 4** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO 5** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Core – X Semester IV**

**CORPORATE AND ECONOMIC LAWS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **CORPORATE AND ECONOMIC LAWS** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To analyse current and capital account transactions and dealings in foreign currency under FEMA |
| 2 | To understand unethical competitive practices and forums for redressal of consumer disputes under Competition Act and Consumer Protection Act |
| 3 | To understand the procedure for obtaining patents and copyright under The Copyright and Patents Act |
| 4 | To evaluate offences and punishment for money laundering under Prevention of Money Laundering Act |
| 5 | To explain the registration and related procedures under Real Estate Act |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to Foreign Exchange Management Act, 1999**  Foreign Exchange Management Act, 1999: Introduction – Definitions – Current Account transactions – Capital Account transactions – Realisation, repatriation and surrender of foreign currency – Remittance of assets – Possession and retention of foreign currency or foreign coins – Authorised person – Adjudication and Appeal. |
| **UNIT II (18 hrs)**  **Competition Act, 2002 and Consumer Protection Act, 2019**  Competition Act, 2002: Objective – Prohibition of Agreements, Prohibition of Abuse of Dominant Position - Regulation of combinations **-** Competition Commission of India: Duties, Powers and Functions of Commission - Appellate Tribunal.  The Consumer Protection Act, 2019: Objects; Rights of consumers –Consumer Dispute Redressal Commissions - Consumer protection councils – Procedure for admission to complaints – Appeal against orders. |
| **UNIT III (18 hrs)**  **Law relating to intellectual property rights**  Law relating to intellectual property rights: Introduction - The Copyright Act, 1957:Works in which copyright subsist - Ownership of copyright and the rights of the owner - Assignment of copyright - Disputes with respect to assignment of copyright- Term of copyright - Registration of copyright - Infringement of copyright.  The Patents Act, 1970: Inventions not patentable - Applications for patents - Publication and examination of applications - Grant of patents and rights conferred - Register of patents. Trademarks Act, 1999: Conditions for registration - Procedure for and duration of registration - Effect of registration - Collective marks. |
| **UNIT IV (18 hrs)**  **Prevention of Money Laundering Act, 2002**  Prevention of Money Laundering Act, 2002: Offence of money laundering –Punishment for money laundering –Attachment, adjudication and confiscation - Obligations of Banking Companies, Financial Institutions and Intermediaries –Summons, Search and Seizure– Appellate Tribunal. |
| **UNIT V (18 hrs)**  **Real Estate (Regulation and Development) Act, 2016**  Real Estate (Regulation and Development) Act, 2016: Introduction - Salient features of the Act - Registration of Real Estate Project – Registration of Real Estate agents – Functions and duties of promoter – Rights and duties of Allottees – Offences, penalties and adjudication – Specimen agreement for sale to be executed between the promoter and the allottee. |

**Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Recall important provisions of FEMA | K1 |
| CO 2 | Examine the provisions of the Competition Act, 2002 and Consumer Protection Act to govern commercial competition and protect a consumer | K4 |
| CO 3 | Summarise the process relating to obtaining copyrights and patents. | K2 |
| CO 4 | Examine the provisions of Money Laundering Act | K4 |
| CO 5 | Analyse the provisions relating to regulation of real estate | K4 |

|  |
| --- |
| **Books for study:**   1. Munish Bandari (2022), A Textbook on Corporate and Economic Laws, 33rd Edition, Bestword Publications, New Delhi 2. Amit Vohra and Rachit Dhingra (2022), Economic, Business and Commercial Laws, 18th Edition, Bharat Book House, Siliguri 3. Pankaj Garg (2021), Taxmann’s Corporate and Economic Laws, 7th Edition, Taxmann Publications, New Delhi |
| **Books for reference:**   1. Sekar G and Saravana Prasath B (2022), Students’ Handbook on Corporate and Economic Law, Commercial Law Publishers (India) Pvt.Ltd.,, New Delhi 2. Taxmann (2021), FEMA & FDI Ready Reckoner, 15th Edition, Taxmann Publications, New Delhi 3. [AhujaV.K. and ArchaVashishtha](https://www.amazon.in/s/ref=dp_byline_sr_book_1?ie=UTF8&field-author=Prof.+%28Dr.%29+V.K.+Ahuja+and+Dr.+Archa+Vashishtha&search-alias=stripbooks) (2020), Intellectual Property Rights (contemporary Developments), Thomson Reuters, Toronto, (CAN) |
| **Web references:**   1. https://resource.cdn.icai.org/67333bos54154-m3cp1.pdf 2. https://resource.cdn.icai.org/67335bos54154-m3cp3.pdf 3. https://resource.cdn.icai.org/68523bos54855-cp1.pdf 4. https://resource.cdn.icai.org/68524bos54855-cp2.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 2 | 3 |
| **CO2** | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 2 | 3 |
| **CO3** | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 2 | 3 |
| **CO4** | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| **CO5** | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 2 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Core – XI Semester IV**

**HUMAN RESOURCE ANALYTICS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **HUMAN RESOURCE ANALYTICS** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the concept and framework of human resource analytics |
| 2 | To evaluate the process of human resource analytics and the relevant research tools |
| 3 | To illustrate the evolution, types and design of HR metrics |
| 4 | To deal with data collection and transformation |
| 5 | To adopt tools and techniques for predictive modelling |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to Human Resource Analytics**  Human Resource Analytics: Introduction –Concept – Evolution - Importance – Benefits – Challenges - Types of HR Analytics – HR Analytics Framework and Models. |
| **UNIT II (18 hrs)**  **Business Process and HR Analytics**  Business Process and HR Analytics: Introduction – Data Driven Decision Making in HR - Data Issues – Data Validity – Data Reliability - HR Research tools and techniques –Statistics and Statistics Modelling for HR Research. |
| **UNIT III (18 hrs)**  **Introduction to HR Metrics**  HR Metrics: Introduction - Historical Evolution of HR metrics- Importance – Types of HR Metrics – Types of data - HR Metrics Design Principles –– HR Scorecard – HR Dashboards. |
| **UNIT IV (18 hrs)**  **HR Analytics and Data**  HR Analytics and Data:Introduction – HR Data Collection – Data quality – Big data for Human Resources – Process of data collection for HR Analytics – Transforming data into HR information – HR Reporting – Data Visualization – Root cause analysis. |
| **UNIT V (18 hrs)**  **HR Analytics and Predictive Modelling**  HR Analytics and Predictive Modelling: Introduction – HR Predictive Modelling – Different phases – Predictive analytic tools and techniques – Information for Predictive analysis - Software solutions - Predictive Analytic Models for Quantitative Data - Steps involved in predictive analytics. |

**Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| **CO 1** | Examine the concept of human resource analytics | K4 |
| **CO 2** | Apply the HR tools and techniques in decision making | K3 |
| **CO 3** | Examine the different types of HR metrics and their relative merits | K4 |
| **CO 4** | Make use of HR data in report preparation | K3 |
| **CO 5** | Build models for predictive analysis | K3 |

|  |
| --- |
| **Books for study:**   1. Nishant Uppal (2020), Human Resource Analytics Strategic Decision Making, 1st Edition, Pearson EducationPvt. Ltd., Chennai 2. Sarojkumar and Vikrant Verma (2022), HR analytics, Thakur PublicationPvt. Ltd, Lucknow. 3. Dipak Kumar Bhattacharyya (2017), HR analytics: understanding theories and applications, 1st Edition, Sage Publications India Private Limited, New Delhi |
| **Books for reference:**   1. Ramesh Soundararajan and Kuldeep Singh (2019), Winning on HR analytics, Sage publishing, New Delhi 2. Anshul Saxena (2021), HR analytics: quantifying the intangible, 1st Edition, Blue Rose publishers, New Delhi 3. Michael J. Walsh (2021), “HR analytics essentials you always wanted to know”, 7th Edition, Vibrant publishers, Mumbai. |
| **Web references:**   1. https://hbr.org/webinar/2017/06/leveraging-hr-analytics-in-strategic-decisions 2. <https://www.mbaknol.com/human-resource-management/human-resource-metrics/> 3. https://www.managementstudyguide.com/hr-metrics-and-workforce-analysis.htm |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO2** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO3** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO4** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| **CO5** | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Core – XII Semester IV**

**INTERNATIONAL BUSINESS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **INTERNATIONAL BUSINESS** |  | 6 | - | - | - | 4 | 6 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1 | To understand the concepts of International Business and International Business Environment |
| 2 | To analyse the different theories of International Business. |
| 3 | To understand the legal procedures involved in International Business. |
| 4 | To evaluate the different types of economic integrations. |
| 5 | To analyse the operations of MNCs through real case assessment. |

# Course Units

|  |
| --- |
| **UNIT I (18 hrs)**  **Introduction to International business**  International Business -Meaning, Nature, Scope and Importance- Stages of internationalization of Business-Methods of entry into foreign markets: Licensing- Franchising- Joint Ventures-Strategic Alliances- Subsidiaries and Acquisitions -Framework for analyzing international business environment- Domestic, Foreign and Global Environment-Recent Developments in International Business. |
| **UNIT II (18 hrs)**  **Theoretical Foundations of International business**  Theoretical Foundations of International Business: Theory of Mercantilism- Theory of Absolute and Comparative Cost Advantage-Haberler’s Theory of Opportunity Cost- Heckscher- Ohlin Theory Market Imperfections Approach-Product Life Cycle Approach - Transaction Cost Approach-Dunning’s Eclectic Theory of International Production. |
| **UNIT III (18 hrs)**  **Legal framework of International Business**  Legal framework of International Business: Nature and complexities: Code and common laws and their implications to Business-International Business contract- Legal provisions, Payment terms. |
| **UNIT IV (18 hrs)**  **Multi-Lateral Agreements and Institutions**  Multi-Lateral Agreements and Institutions: Economic Integration – Forms: Free Trade Area, Customs Union, Common Market and Economic Union-Regional Blocks: Developed and Developing Countries-NAFTA- EU-SAARC, ASEAN-BRICS- OPEC-Promotional role played by IMF-World Bank and its affiliates- IFC, MIGA and ICSID – ADB-Regulatory role played by WTO andUNCTAD. |
| **UNIT V (18 hrs)**  **Multinational Companies (MNCs) and Host Countries**  Multinational Companies (MNCs) and Host Countries: MNCs – Nature and characteristics.  Decision Making-Intra Firm Trade and Transfer Pricing – Technology Transfer- Employment and labour relations- Management Practices- Host Country Government Policies-International Business and Developing countries: Motives of MNC operations in Developing Countries (Discuss case studies)-Challenges posed by MNCs. |

**Course Outcomes**

Students will be able to:

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Recalltheconceptsof International Business and International Business Environment | K1 |
| CO 2 | Analyzedifferent theories of International Business | K4 |
| CO 3 | Explainthe legal procedures involved in International business | K2 |
| CO 4 | Explain the different types of economic integrations. | K2 |
| CO 5 | Identify the operations of MNCs through real case assessment | K3 |

|  |
| --- |
| **Books for study:**   1. Charles W.L. Hill, International Business: Competing in the Global Market Place, Mc Graw Hill, NewYork 2. Charles W. L. Hill, Chow How Wee & Krishna Udayasankar, International Business: An Asian Perspective- Mc Graw Hill, New York 3. Rakesh Mohan Joshi (2009), International Business, Oxford University Press |
| **Books for reference:**   1. Donald Ball, Michael Geringer, Michael Minor &Jeanne McNett, International Business: The Challenge of Global Competition,Mc Graw Hill Education, NewYork 2. Alan M Rugman &Simon Collinson, International Business: Pearson Education, Singapore |
| **Web references:**   1. <https://www.icsi.edu/media/webmodules/publications/9.5%20International%20Business.pdf> 2. [https://ebooks.lpude.in/commerce/mcom/term\_3/DCOM501\_ INTERNATIONAL\_BUSINESS.pdf](https://ebooks.lpude.in/commerce/mcom/term_3/DCOM501_%20INTERNATIONAL_BUSINESS.pdf) 3. https://www.shobhituniversity.ac.in/pdf/econtent/International-Business-Unit-1-Dr-Neha-Yajurvedi.pdf |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 1 | 3 | 1 | 2 | 2 | 2 | 3 | 1 | 2 |
| **CO2** | 3 | 2 | 3 | 1 | 3 | 3 | 2 | 2 | 1 |
| **CO3** | 2 | 1 | 2 | 3 | 2 | 2 | 3 | 3 | 3 |
| **CO4** | 1 | 3 | 1 | 2 | 1 | 1 | 2 | 2 | 2 |
| **CO5** | 3 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Elective – VI A Semester IV**

**FINANCIAL ANALYTICS (PRACTICALS)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **FINANCIAL ANALYTICS (PRACTICALS)** |  | 2 | - | 2 | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1. | To understand the statistical concepts relating to Probability, decision making under uncertainty and analysis of exploratory data |
| 2. | To learn the use of regression, time series analysis and building of models using accounting data |
| 3. | To gain knowledge on R and python programming |
| 4. | To prepare, analyse and forecast financial statements |
| 5. | To gain knowledge on concept, application and issues in capital budgeting |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Statistical Concepts**  Probability, Normal, Lognormal distribution properties, Decision making under uncertainty - Cleaning and pre-processing financial data, Exploratory Data Analysis in Finance. |
| **UNIT II (12 hrs)**  **Simple Linear Models**  Use of Regression in Finance, Building Models using Accounting Data, Understanding stock price behaviour, time series analysis in finance. |
| **UNIT III (12 hrs)**  **Using R for Analysis of Data**  Introduction to R and Python, understanding data in finance, sources of data, Using R for analysis of data. |
| **UNIT IV (12 hrs)**  **Cash Flow Concepts**  Cash flow statement – Prepare and Analyse, Modelling and forecasting of cash flow statements. |
| **UNIT V (12 hrs)**  **Capital Budgeting**  NPV, IRR – Concept, application, and issues, Use of real options for better financial outcomes. |

## **Course Outcomes**

Students will be able to

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Analyse decisions under uncertainty | K4 |
| CO 2 | Build models using accounting data and analyse using regression and time series tools | K3 |
| CO 3 | Apply R and python programming | K3 |
| CO 4 | Estimate and analyse financial statements using cash flow statements | K5 |
| CO 5 | Select appropriate capital budgeting techniques for decision making | K3 |

|  |
| --- |
| **Books for study**:   1. Gary Koop, “Analysis of Economic Data”, 4th Edition, Wiley, USA. 2. David Ruppert, David S. Matteson, “Statistics and Data Analysis for Financial Engineering: with R examples”, Springers, USA. |
| **Books for reference:**   1. Ang Clifford, “Analyzing Financial Data and Implementing Financial Models Using ‘R’”, Springers, USA. 2. Wayne L. Winston, “Microsoft Excel 2013: Data Analysis and Business Modeling”, Microsoft Publishing, USA. |
| **Web references:**   1. <https://personal.ntu.edu.sg/nprivault/MH8331/financial_risk_analytics.pdf> 2. https://dynamics.microsoft.com/en-us/finance/what-is-financial-analytics/ |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 3 | 3 | 1 | 3 | 3 | 2 | 3 | 2 | 2 |
| **CO2** | 3 | 3 | 1 | 3 | 3 | 2 | 3 | 2 | 2 |
| **CO3** | 3 | 3 | 1 | 3 | 3 | 2 | 3 | 2 | 2 |
| **CO4** | 3 | 3 | 1 | 3 | 3 | 2 | 3 | 2 | 2 |
| **CO5** | 3 | 3 | 1 | 3 | 3 | 2 | 3 | 2 | 2 |

**High – 3 Medium – 2 Low – 1**

**M.Com. (Corporate Secretaryship Computer Applications)**

**Second Year Elective – VI B Semester IV**

**MANAGEMENT INFORMATION SYSTEM**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Title of the Course** | **Category** | **L** | **T** | **P** | **O** | **Credits** | **Inst. Hours** | **Marks** | | |
| **CIA** | **External** | **Total** |
|  | **MANAGEMENT INFORMATION SYSTEM** |  | 4 | - | - | - | 3 | 4 | 25 | 75 | 100 |

|  |  |
| --- | --- |
|  | **Learning Objectives** |
| 1. | To understand the basic concepts of Information system |
| 2. | To know the importance of MIS |
| 3. | To understand the Functional Management Information System |
| 4. | To learn the role of system analyst |
| 5. | To apply the concept of Enterprise Resource Planning |

**Course Units**

|  |
| --- |
| **UNIT I (12 hrs)**  **Information System**  Introduction to information system - Management - Structure and Activities - Information needs and sources - Types of management decisions and information need - System classification - Elements of system, input, output, process and feedback. |
| **UNIT II (12 hrs)**  **Types of Management Information Systems**  Transaction Processing Information System - Information system for managers - Intelligence information system – Decision support system - Executive information systems. |
| **UNIT III (12 hrs)**  **Functional Management Information Systems**  Functional Management Information System: Production Information system - Marketing Information Systems - Accounting Information System - Financial Information System - Human Resource Information System. |
| **UNIT IV (12 hrs)**  **System design and Database**  System Analysis and Design: The work of a system analyst - SDLC- System design – Requirement analysis - Data flow diagram - Relationship diagram - Design -Implementation - Evaluation and maintenance of MIS - Database System: Overview of Database - Components - Advantages and disadvantages of database. |
| **UNIT V (12 hrs)**  **Enterprise Resource Planning**  Enterprise Resource Planning (ERP) System - Benefits of the ERP - How ERP is different from conventional packages - Need for ERP - ERP components - Selection of ERP Package - ERP implementation - Customer Relationship management - Organisation & Types - Decision Making - Data & information - Characteristics & Classification of information - Cost & value of information - Various channels of information and MIS. |

## **Course Outcomes**

Students will be able to

|  |  |  |
| --- | --- | --- |
| CO No. | CO Statement | Knowledge level |
| CO 1 | Identify the basic concepts of Information system | K3 |
| CO 2 | Summarise the different types of MIS | K2 |
| CO 3 | Explain the functional MIS | K2 |
| CO 4 | Outline the role of system analyst | K2 |
| CO 5 | Apply the concept of Enterprise resource planning | K3 |

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| --- |
| **Books for study**:   1. Azam, M (2012), "Management Information System", McGrawHill Education, Noida. 2. Laudon, K., Laudon, J. and Dass, R. (2010), "Management Information Systems – Managing the Digital Firm", 11th Edition, Pearson, Noida. 3. Murdick, R.G., Ross, J.E. and Claggett, J.R. (2011), "Information Systems for Modern Management", 3rd Edition, PHI, New Delhi. |
| **Books for reference:**   1. O’Brien, J.A., Morakas, G.M. and Behl, R. (2009), "Management Information Systems", 9th Edition, Tata McGraw-Hill Education, Noida. 2. Saunders, C.S. and Pearson, K.E. (2009), "Managing and Using Information Systems", 3rd Edition, Wiley India Pvt. Ltd., New Delhi. 3. Stair, R. and Reynolds, G. (2012), "Information Systems", 10th Edition, Cengage Learning, Noida. |
| **Web references:**   1. <https://cleartax.in/g/terms/mis-meaning-mis-full-form-marketing-information-system/amp> 2. https://www.techtarget.com/searchitoperations/definition/MIS-management-information-systems |

Note: Latest edition of the books may be used

**Mapping of course outcomes with POs and PSOs**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **POs** | | | | | | **PSOs** | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **1** | **2** | **3** |
| **CO1** | 1 | 1 | 2 | 2 | 1 | 2 | 1 | 2 | 2 |
| **CO2** | 2 | 2 | 2 | 2 | 1 | 2 | 1 | 2 | 2 |
| **CO3** | 3 | 3 | 3 | 3 | 1 | 2 | 1 | 2 | 3 |
| **CO4** | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| **CO5** | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |

**High – 3 Medium – 2 Low – 1**