

PERIYAR MANIAMMAI INSTITUTE OF SCIENCE & TECHNOLOGY

FACULTY OF COMMERCE

DEPARTMENT OF COMMERCE

B.Com.(Corporate Secretaryship)

CURRICULUM – REGULATIONS 2024

Category of courses and minimum credit requirement as per new guidelines of UGC for B.Com.(Corporate Secretaryship) programme are outlined below:

Sl. No.	Category of Courses	Credits	
		UG 3 Years	UG 4 Years
1	Major (Core)	60	80
2	Minor Stream	24	32
3	Multidisciplinary	09	09
4	Ability Enhancement Courses	08	08
5	Skill Enhancement Courses	09	09
6	Value Added Courses	06 - 08	06 - 08
7	Internship	02 - 04	02 - 04
8	Research Project / Dissertation	-	12
Total Credits		120	160

SEMESTER I

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24TA101	பொதுத்தமிழ் (General Tamil)	3	0	0	3
	U24TA102	அடிப்படைத்தமிழ் (Foundational Tamil)				
2	U24EN102	English for Communication - I	3	0	0	3
3	U24BC101	Financial Accounting	3	1	0	4
4	U24BB101	Principles of Management	3	1	0	4
5	U24BB102	Business Economics	3	1	0	4
6	U24EM106	Computer Applications in Business	2	0	0	2
7	U24VA001	Environmental Studies	2	0	0	2
Practical						
8	U24EM107	Business Applications Laboratory	0	0	2	1
Total			19	3	2	23

SEMESTER II

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24TA151	அறிவியல் தமிழ் (Scientific Tamil)	3	0	0	3
	U24TA152	வளர் தமிழ் (Beginners Tamil)				
2	U24EN152	English for Communication - II	3	0	0	3
3	U24BC151	Business Accounting	3	1	0	4
4	U24BB151	Principles of Marketing	3	1	0	4
5	U24MA153	Business Mathematics	3	0	0	3
6	U24VA002	Universal Human Values	2	1	0	3
Practical						
7	U24EM153	Business Accounting Laboratory	0	0	2	1
8	U24EM103	Speech Communication Laboratory	0	0	2	1
Total			17	3	4	22

SEMESTER III

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24TA201	கணினித்தமிழ் (Computer Tamil)	3	0	0	3
2	U24EN201	English for Communication - III	3	0	0	3
3	U24BR201	Corporate Accounting - I	3	1	0	4
4	U24BR202	Business Law	3	1	0	4
5	U24BR203	Goods and Services Tax	3	1	0	4
6	U24AI207	Artificial Intelligence in Business	3	0	0	3
Practical						
7	U24EM201	GST Filing of Returns	0	0	2	1
Total			18	3	2	22

SEMESTER IV

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24TA251	தொழில்நுட்பத்தமிழ் (Technical Tamil)	3	0	0	3
2	U24EN251	English for Communication - IV	3	0	0	3
3	U24BR251	Corporate Accounting - II	3	1	0	4
4	U24BR252	Innovative Entrepreneurial Development	3	0	2	4
5	U24BR253	Income Tax Law and Practice	3	1	0	4
6	U24BR254	Banking Law and Practice	3	0	0	3
7	U24BR751	Indian Knowledge System in Commerce (Open Elective - I)	3	0	0	3
Practical						
8	U24EM254	E - Filing of Returns	0	0	2	1
Total			21	2	4	25

SEMESTER V

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24BR301	Cost Accounting	3	1	0	4
2	U24BR302	Company Law	3	1	0	4
3	U24BR303	Auditing and Corporate Governance	3	1	0	4
4	U24BR7XX	Open Elective - II	3	0	0	3
5	U24BR9XX	Programme Elective - I	3	0	0	3
Practical						
6	U24EM301	Community Engagement and Social Responsibility	1	0	2	2
7	U24EM303	Professional Skills for Corporates	0	0	4	2
8	U24EM304	Internship	0	0	0	2
Audit course						
9	U24AUXXX	Audit course - I	--	--	--	--
Total			16	3	6	24

SEMESTER VI

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24BR351	Management Accounting	3	1	0	4
2	U24BR352	Financial Management	3	1	0	4
3	U24BR353	Strategic Management	3	0	0	3
4	U24BR354	Office Management and Secretarial Practice	3	0	0	3
5	U24BR8XX	Online Course	3	0	0	3
6	U24BR9XX	Programme Elective - II	3	0	0	3
Practical						
7	U24BR355	Capstone Project	0	0	8	4
Audit course						
8	U24AUXXX	Audit Course - II	--	--	--	--
Total			18	2	8	24

SEMESTER VII**B.Com. Honours (Corporate Secretaryship)**

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24BR401	Advanced Statistics for Commerce Applications	2	0	4	4
2	U24BR402	Organisational Behaviour	3	1	0	4
3	U24BR403	Investment Management	3	1	0	4
4	U24BR404	Optimisation Techniques	3	1	0	4
5	U24BR405	Industrial and Labour Laws	3	1	0	4
Total			14	4	4	20

SEMESTER VIII**B.Com. Honours (Corporate Secretaryship)**

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24BR451	Personal Finance and Planning	3	1	0	4
2	U24BR452	Project Management	3	1	0	4
Practical						
3	U24BR453	Project / Dissertation	0	0	24	12
Total			6	2	24	20

SEMESTER VII**B.Com. Honours with Research (Corporate Secretaryship)**

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
Theory						
1	U24BR401	Advanced Statistics for Commerce Applications	2	0	4	4
2	U24BR402	Organisational Behaviour	3	1	0	4
3	U24BR403	Investment Management	3	1	0	4
4	U24BR406	IPR and Research Methodology	3	1	0	4
Research Project						
5	U24BR407	Applicative Research	0	0	8	4
Total			11	3	12	20

SEMESTER VIII**B.Com. Honours with Research (Corporate Secretaryship)**

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BR454	Research / Dissertation (with UGC Care / Scopus Publication)	0	0	40	20
Total			0	0	40	20

Actual Credit allotments as per the guidelines of UGC / TANSICHE for the B.Com.(Corporate Secretaryship) programme are given below:

Sl. No.	Category of Courses	Credits		
		3 Years	4 Years Honours	4 Years Honours with Research
1	Major (Core)	63	83	75
2	Minor Stream	23	31	31
3	Multidisciplinary	9	9	9
4	Ability Enhancement Courses	24	24	24
5	Skill Enhancement Courses	9	9	9
6	Value Added Courses	8	8	8
7	Internship	4	4	4
8	Research Project / Dissertation	-	12	20
Total		140	180	180

Semester wise Credit distribution (in all Categories of Courses)

B.Com. (Corporate Secretaryship) - 3 Years

Sl. No.	Category of Courses	Credits	I	II	III	IV	V	VI
1	Major (Core)	63	4	4	8	15	11	21
2	Minor Stream	23	8	4	4	-	4	3
3	Multidisciplinary	9	-	3	3	-	3	-
4	Ability Enhancement Courses	24	6	6	6	6	-	-
5	Skill Enhancement Courses	9	3	2	1	1	2	-
6	Value Added Courses	8	2	3	-	3	-	-
7	Internship	4	-	-	-	-	4	-
8	Research Project / Dissertation	-	-	-	-	-	-	-
Total Credits		140	23	22	22	25	24	24

Semester wise Credit distribution (in all Categories of Courses)

B.Com. Honours (Corporate Secretaryship) - 4 Years

Sl. No.	Category of Courses	Credits	I	II	III	IV	V	VI	VII	VIII
1	Major (Core)	83	4	4	8	15	11	21	12	8
2	Minor Stream	31	8	4	4	-	4	3	8	-
3	Multidisciplinary	9	-	3	3	-	3	-	-	-
4	Ability Enhancement Courses	24	6	6	6	6	-	-	-	-
5	Skill Enhancement Courses	9	3	2	1	1	2	-	-	-
6	Value Added Courses	8	2	3	-	3	-	-	-	-
7	Internship	4	-	-	-	-	4	-	-	-
8	Research Project / Dissertation	12	-	-	-	-	-	-	-	12
Total Credits		180	23	23	22	22	25	24	24	20

Semester wise Credit distribution (in all categories of courses)

B.Com.Honours with Research (Corporate Secretaryship) - 4 Years

Sl. No.	Category of Courses	Credits	I	II	III	IV	V	VI	VII	VIII
1	Major (Core)	75	4	4	8	15	11	21	12	-
2	Minor Stream	31	8	4	4	-	4	3	8	-
3	Multidisciplinary	9	-	3	3	-	3	-	-	-
4	Ability Enhancement Courses	24	6	6	6	6	-	-	-	-
5	Skill Enhancement Courses	9	3	2	1	1	2	-	-	-
6	Value Added Courses	8	2	3	-	3	-	-	-	-
7	Internship	4	-	-	-	-	4	-	-	-
8	Research Project / Dissertation	20	-	-	-	-	-	-	-	20
Total Credits		180	23	22	22	25	24	24	20	20

The number of credits in each semester is summarized as follows:

Course	I	II	III	IV	V	VI	VII	VIII
B.Com.(CorporateSecretaryship)	23	22	22	25	24	24	20	20

Suggested List of Courses for Programme Elective - I

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BR901	Corporate Culture and Practices	3	0	0	3
2	U24BR902	Business Communication	3	0	0	3
3	U24BR903	E - Commerce	3	0	0	3
4	U24BR904	Consumerism and Consumer Protection	3	0	0	3
5	U24BR905	Financial Markets	3	0	0	3
6	U24BR906	Corporate Finance	3	0	0	3
7	U24BR907	Insurance and Risk Management	3	0	0	3

Suggested List of Courses for Programme Elective - II

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BR951	Business Analytics	3	0	0	3
2	U24BR952	Business Environment	3	0	0	3
3	U24BR953	Supply Chain Management	3	0	0	3
4	U24BR954	Financial Services	3	0	0	3
5	U24BR955	International Trade	3	0	0	3
6	U24BR956	Insolvency Law and Practice	3	0	0	3
7	U24BR957	Human Resource Management	3	0	0	3

List of Courses under each Category

Major (Core)

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BC101	Financial Accounting	3	1	0	4
2	U24BC151	Business Accounting	3	1	0	4
3	U24BR201	Corporate Accounting - I	3	1	0	4
4	U24BR202	Business Law	3	1	0	4
5	U24BR251	Corporate Accounting - II	3	1	0	4
6	U24BR252	Innovative Entrepreneurial Development	3	0	2	4
7	U24BR253	Income Tax Law and Practice	3	1	0	4
8	U24BR254	Banking Law and Practice	3	0	0	3
9	U24BR301	Cost Accounting	3	1	0	4
10	U24BR302	Company Law	3	1	0	4
11	U24BR9XX	Programme Elective - I	3	0	0	3
12	U24BR351	Management Accounting	3	1	0	4
13	U24BR352	Financial Management	3	1	0	4
14	U24BR353	Strategic Management	3	0	0	3
15	U24BR8XX	Online Course	3	0	0	3
16	U24BR9XX	Programme Elective - II	3	0	0	3
17	U24BR355	Capstone Project	0	0	8	4
Total			48	10	10	63
Additional Major (Core) for 4 years B.Com. Honours(Corporate Secretaryship)						
18	U24BR401	Advanced Statistics for Commerce Applications	2	0	4	4
19	U24BR402	Organisational Behaviour	3	1	0	4

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
20	U24BR403	Investment Management	3	1	0	4
21	U24BR451	Personal Finance and Planning	3	1	0	4
22	U24BR452	Project Management	3	1	0	4
Total			14	4	4	20
Additional Major (Core) for 4 years B.Com. Honours with Research(Corporate Secretaryship)						
23	U24BR401	Advanced Statistics for Commerce Applications	2	0	4	4
24	U24BR402	Organisational Behaviour	3	1	0	4
25	U24BR403	Investment Management	3	1	0	4
Total			8	2	4	12

Minor (Core)

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BB101	Principles of Management	3	1	0	4
2	U24BB102	Business Economics	3	1	0	4
3	U24BB151	Principles of Marketing	3	1	0	4
4	U24BR203	Goods and Services Tax	3	1	0	4
5	U24BR303	Auditing and Corporate Governance	3	1	0	4
6	U24BR354	Office Management and Secretarial Practice	3	0	0	3
Total			18	5	0	23
Additional Minor (Core) for 4 years B.Com. Honours (Corporate Secretaryship)						
7	U24BR404	Optimisation Techniques	3	1	0	4
8	U24BR405	Industrial and Labour Laws	3	1	0	4
Total			6	2	0	8
Additional Minor (Core) for 4 years B.Com. Honours with Research(Corporate Secretaryship)						
9	U24BR406	IPR and Research Methodology	3	1	0	4
10	U24BR407	Applicative Research	0	0	8	4
Total			3	1	8	8

Multidisciplinary

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24MA153	Business Mathematics	3	0	0	3
2	U24AI207	Artificial Intelligence in Business	3	0	0	3
3	U24BR7XX	Open Elective - II	3	0	0	3
Total			9	0	0	9

Ability Enhancement Courses

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24TA101	பொதுத்தமிழ் (General Tamil)	3	0	0	3
	U24TA102	அடிப்படைத்தமிழ் (Foundational Tamil)				
2	U24EN102	English for Communication - I	3	0	0	3
3	U24TA151	அறிவியல் தமிழ் (Scientific Tamil)	3	0	0	3
	U24TA152	வளர் தமிழ் (Beginners Tamil)				
4	U24EN152	English for Communication - II	3	0	0	3
5	U24TA201	கணினித்தமிழ் (Computer Tamil)	3	0	0	3
6	U24EN201	English for Communication - III	3	0	0	3
7	U24TA251	தொழில்நுட்பத்தமிழ் (Technical Tamil)	3	0	0	3
8	U24EN251	English for Communication - IV	3	0	0	3
Total			24	0	0	24

Skill Enhancement Courses

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24EM103	Speech Communication Laboratory	0	0	2	1
2	U24EM106	Computer Applications in Business	2	0	0	2
3	U24EM107	Business Applications Laboratory	0	0	2	1
4	U24EM153	Business Accounting Laboratory	0	0	2	1
5	U24EM201	GST Filing of Returns	0	0	2	1
6	U24EM254	E - Filing of Returns	0	0	2	1
7	U24EM303	Professional Skills for Corporates	0	0	4	2
Total			2	0	14	9

Value Added Courses

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24VA001	Environmental Studies	2	0	0	2
2	U24VA002	Universal Human Values	2	1	0	3
3	U24BR751	Indian Knowledge system for Commerce (Open Elective - I)	3	0	0	3
Total			7	1	0	8

Internship and Field Work

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24EM301	Community Engagement and Social Responsibility	1	0	2	2
2	U24EM304	Internship	0	0	0	2
Total			1	0	2	4

Research Project / Dissertation - B.Com. Honours (Corporate Secretaryship)

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BR453	Project / Dissertation	0	0	24	12
Total			0	0	24	12

Research Project / Dissertation - B.Com. Honours with Research (Corporate Secretaryship)

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24BR454	Project / Dissertation (With UGC Care / Scopus Publication)	0	0	40	20
Total			0	0	40	20

Audit Courses

Sl. No.	Course Code	Course Name	Credits			
			L	T	P	C
1	U24AUXXX	Cyber Security	-	-	-	-
2	U24AUXXX	Community Health Education	-	-	-	-
Total						