Program Name: Bachelor of Commerce (Corporate Secretaryship)

PROGRAM OUTCOME

PO1: After completing three years for Bachelor Degree in Commerce (Corporate Secretaryship) Program, students would gain a through grounding in the fundamentals of Secretary Ship and finance and cost control, overall communication, business ethics.

PO2: The secretary roles and responsibilities, finance administration, tax formalities, frame the agenda & communication with the entire levels focused curriculum offers a number of specializations and practical exposures which would equip the student to face the modern-day challenge in secretary ship roles in business.

PO3: The students are made to understand about their social responsibility and accountability towards the welfare of the society and are given knowledge on the ethical values of business.

PO4: The course offers a number of job opportunities in the various fields of Banking, Auditing, Finance, Marketing, HR, Taxation, Stock Market, Business managers and so on.

PROGRAM SPECIFIC OUTCOME

PSO1: Students will be able to demonstrate progressive learning of company formation formalities issues and accounting & communication process from top to bottom in management & government official and public.

PSO2: Students will demonstrate progressive affective domain development of values, the role of accounting in society and business.

PSO3: Students will learn relevant financial accounting career skills applying both quantitative and qualitative knowledge to their future careers in business.

PSO4: Students will learn relevant managerial accounting career skills, applying both quantitative and qualitative knowledge to their future careers in business.

PSO5: Learners will gain through systematic and subject skills within various disciplines of commerce, Accounting, economics, finance, auditing and marketing, entrepreneurial skills.

PSO6: Learners will be able to recognize features and roles of businessman entrepreneur, managers, consultant, company secretary, which will help learners to posses knowledge and other soft skills and to react aptly when confronted with critical decision making.

PSO7: Learners will be able to prove proficiency with the ability to engage in competitive exams and professional courses like ACS,CA, CMA, ICWA. PG Courses like M.Com, MBA and other Arts courses.

PSO8: Learners will acquire the skills like effective communication, decision making, problem solving in day to day business affairs, especially leadership qualities.

PSO9: Learners will involve in various co- curricular activities to demonstrate relevancy of foundational and theoretical knowledge of their academic major and to gain practical exposure.

PSO10: Learners can also acquire practical skills to as tax consultant, audit assistant and other financial supporting services

PSO11: Learners will be able to do higher education and advance research in the field of commerce and company secretary ship and finance.

COURSE OUTCOME:

SEMESTER - I

1.	FINANCIAL ACCOUNTING	CO1: The students get to know about the principles of accounting in general. CO2: The students get knowledge about the accounting terms and concepts. CO3: Students learn the various methods of maintaining the accounting records. CO4: Understanding the system of keeping financial accounting records for Sole Trading concern and non-Trading organizations.
2.	BUSINESS COMMUNICATION	CO1: The students get an exposure regarding the concept of communication CO2: The students understand the basic principles of effective business communication. CO3: The students are given guidelines and also the basic techniques of writing modern forms of communication letters related to business. CO4: The students learn to write different types of business letters and reports.
3.	INTERNATIONAL TRADE	CO1: The students will understand the basics concept of International Trade and theories of International trade. CO2: The students will understand and gain information about WTO and how globalization of economy take place CO3: The students will acquire the knowledge about the Trade policy & Balance of payment. CO4: The students will understand the role of IMF SDR & IBRD in International Trade
		SEMESTER - II
4.	ADVANCED	CO1: The students learn to summarize, analyse and report the financial transactions pertaining to a business.

5.	FINANCIAL ACCOUNTING CORPORATE	CO2: The students learn about maintaining of accounts for Partnership, Branches, and Departments. CO3: The students are involved in the preparation of financial statements available for public consumption such as Stockholders, suppliers, banks, employees, government agencies, business owners, and other people who are interested in receiving such information for decision making purposes
3.	MANAGEMENT	CO1: The students will understand the basics concept of Management and also gain knowledge about the significance of management in corporate world. CO2: The students will be able to understand the functions of Management. CO3: The students will acquire the knowledge about the HRM and performance appraisal and incentive techniques.
6.	BUSINESS ECONOMICS	CO1: The Students will understand about the nature and scope of business economics CO2: The Students will gain knowledge about the law of demand and supply concept CO3: The students will acquire the knowledge about the different types of markets and the price output determination under each market. CO4: The students will able to learn how to Employ marginal analysis for decision making
		SEMESTER - III
7.	CORPORATE ACCOUNTING	CO1: The students learn the preparation of Company accounts. CO2: The Students get knowledge on the various provisions of Companies Act. CO3: Understanding the applications of Accounting Transactions in Corporate Sector.
8.	COMPANY LAW & SECRETARIAL PRACTICE	CO1: The students will understand the procedural aspect of a company formation. CO2: The students will understand the role of company secretary CO3: The students will get knowledge about secretarial practice on all aspects of the functions of acorporate secretary.
9.	BUSINESS STATISTICS	CO1: The students will be able to understand the concepts of business statistics CO2: The students will acquire the knowledge and practice the Measure of Central tendency and measures of variation. CO3: The students will understand and learn the correlation and regression analysis, analysis of Time series and Index numbers.

		SEMESTER - IV
10.	ADVANCED CORPORATE ACCOUNTING	CO1: The students learn the preparation of final accounts of Banking. CO2: Students get knowledge on the concepts and maintaining of accounts related to special events in company like external reconstruction, holding and liquidation of company Internal reconstruction etc. CO3: Understanding the applications of Accounting Transactions in Corporate Sector.
11.	INDIRECT TAXATION	CO1: The students will be able to understand the concepts of Tax system & Indirect taxations in India. CO2: The students gets insight into concept of GST, GST taxation, assessment procedure and GST audit. CO3: The students acquire knowledge about customs duty and export incentives
12.	SECURITIES LAW & MARKET OPERATIONS	CO1: Students will understand the different features of financial assets such as money market instruments, bonds, and stocks, and how to buy and sell these assets in financial markets. CO2: Students will understand the benefit of diversification of holding a portfolio of assets, and theimportance played by the market portfolio CO3: Students will know how to apply different valuation models to evaluate fixed income securities, stocks, and how to use different derivative securities to manage their investment risks.
		SEMESTER - V
13.	COST ACCOUNTING	CO1: To know the various elements of Cost. CO2: Students learn to prepare Cost Sheets. Tender and Quotations CO3: Understanding the process of ascertaining, classification and controlling costs. CO4: Students learn to calculate material cost, labour cost and overhead cost.
14.	CORPORATE GOVERNANCE & ETHICS	CO1: The students will be able to understand the concept of corporate governance CO2: The students acquire knowledge about the governance which ensures ethics in corporate management. CO3: The learn will get information about corporate governance forums. CO4: The students will be able to understand the corporate social responsibilities with help of case studies.
15.	BUSINESS LAW	CO1: The learner understand the basic provisions of Indian

		Contract Act, Sales of Goods Act, Right to Information Act & Intellectual Property law. CO2: The students acquire knowledge about various elements of contract. CO3: Enable the students to understand the Legal Remedies available in the Law to the business and other people. CO4: The learn will get information about various types of crime and punishments
16.	INCOME TAX LAW & PRACTICE -I	CO1: The students will understand the concepts of Income Tax and various provisions of I.T Act CO2: The students will learn to calculate the income from salary, income from house property and Profits and gains from business. CO3: The students acquire the knowledge about types of filing, E-filing & submission of returns.
17.	MARKETING	CO1: Students gets exposure on the importance and relevance of marketing in today's context. CO2: Understanding the basic features of Indian marketing and importance of advertisement in today's marketing era. CO3: Students get knowledge about the marketing mix and relevance of appropriate marketing mix. CO4: Knowledge on current aspects of marketing such as E-marketing, MIS
		SEMESTER - VI
18.	INDUSTRIAL LAW	CO1: The students will gain insight knowledge on various legal Acts to protect the health, safety & welfare of the employees. CO2: The students will acquire knowledge about the rules and regulations relating to Industrial relations, social security and working conditions prevalent in the present business.
19.	MANAGEMENT ACCOUNTING	CO1: Knowledge on various tools and techniques of Management. CO2: Obtaining practical skills in solving management problems. CO3: Analysis and Interpretation of Financial Statements to provide information to management for taking important decisions.
20.	ENTREPRENURIAL DEVELOPMENT	CO1: Understanding the concept of Entrepreneurship and the effectiveness of manpower in Entrepreneurship. CO2: To provide students to knowledge about the preparation of project Report. CO3: Knowledge on Entrepreneurial Development Programmes and Agencies.
21.	INCOME TAX LAW & PRACTICE-II	CO1: The students will understand the concepts of Income Tax and various provisions of I.T Act

		CO2: The students will learn to calculate the income from capital gain, income from other sources. CO3: The students acquire the knowledge about various deductions applicable to an individual. CO4: The students will understand & learn the procedure for calculation of taxable income and calculation of tax liability. CO5: The students will understand about the Income tax authorities and procedure for assessment.
22.	INSTITUTIONAL	CO1: The students will get practical training for duration of 30
	TRAINING	days relate to either in (a) Office Management or (b) Secretarial
		Practice and submit the report
		IN OFFICE MANAGEMENT:
		The student will acquaint the training with:
		1. Company's activities, organization structure,
		departments and authority relationship.
		2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
		3. Study of the secretarial service, communication,
		equipments, postal and mailing services and
		equipments. 4. Acquaintance with office machines and equipments
		and accounting, machines.
		5.Acquaintance with filling department, sales,
		purchases, sales accounts, salary, administration and personnel departments.
		IN SECRETARIAL PRACTICE:
		The student will acquaint the training with:
		1. The training pertaining to secretarial practice shall be on
		all aspects of the functions of a corporate secretary.
	l	

CORPORATE SECRETARYSHIP

Subject: Financial Accounting

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO2	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO3	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO4	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
TOTAL	12	8	12	12	8	12	80	4	4	4	4	4	4	4	4
AVERA GE	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1

Subject: Business Communication

Course	РО	РО	РО	РО	PSO										
Outco	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
mes															
(CO)															
CO1	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO2	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO3	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO4	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
TOTAL	12	8	12	12	8	12	8	4	4	4	4	4	4	4	4
AVERA GE	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1

Subject: International Trade

Course	РО	РО	РО	РО	PSO										
Outco	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
mes															

(CO)															
CO1	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO2	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO3	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO4	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
TOTAL	12	8	12	12	8	12	8	4	4	4	4	4	4	4	4
AVERA GE	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1

Subject: Advanced Financial Accounting

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO2	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO3	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
TOTAL	9	6	9	9	6	9	6	3	3	3	3	3	3	3	3
AVERA GE	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1

Subject: Corporate Management

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Business Economics

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO4	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	12	12	12	12	8	12	8	8	8	8	4	4	4	4	4
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Corporate Accounting

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Company Law & Secretarial Practice

Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Business Statistics

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	З	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Advanced Corporate Accounting

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Indirect Taxation

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO2	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
CO3	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1
TOTAL	9	6	9	9	6	9	6	3	3	3	3	3	3	3	3
AVERA GE	3	2	3	3	2	3	2	1	1	1	1	1	1	1	1

Subject: Securities Law & Market Operations

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
GE															

Subject: Cost Accounting

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO4	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	12	12	12	12	8	12	8	8	8	8	4	4	4	4	4
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Corporate Governance & Ethics

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO4	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	12	12	12	12	8	12	8	8	8	8	4	4	4	4	4
AVERA	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

CE								
GE								

Subject: Business Law

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO4	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	12	12	12	12	8	12	8	8	8	8	4	4	4	4	4
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Income Tax Law & Practice - I

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Marketing

Course	РО	РО	РО	РО	PSO										
Outco	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
mes															
(CO)															

CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO4	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	12	12	12	12	8	12	8	8	8	8	4	4	4	4	4
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Industrial Law

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	6	6	6	6	4	6	4	4	4	4	2	2	2	2	2
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Management Accounting

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Entrepreneurial Development

Course Outco mes (CO)	PO 1	PO 2	PO 3	PO 4	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PSO 11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	9	9	9	9	6	9	6	6	6	6	3	3	3	3	3
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Income Tax Law & Practice - II

Course	РО	РО	РО	РО	PSO										
Outco mes (CO)	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO2	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO3	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO4	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
CO5	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1
TOTAL	15	15	15	15	10	15	10	10	10	10	5	5	5	5	5
AVERA GE	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1

Subject: Institutional Training

Course	РО	РО	РО	РО	PSO										
Outco	1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
mes (CO)															
CO1	3	3	3	3	2	3	2	2	2	2	1	1	1	1	1