

BUSINESS COMMUNICATION

By the end of this course, Students should be able to:

- Understand the essentials of effective business letters.
- Draft an application for employment.
- Gain Practical knowledge to face an Interview
- Developing writing skills towards secretarial correspondence.
- Exploring a practical knowledge for bank & Insurance Correspondence

BUSINESS MANAGEMENT

- Understand basic concepts and importance of management, including the principles, functions of management and contributions of management experts;
- Gain knowledge on the conventional theoretical aspects and emerging trends and developments in management;
- Familiarize themselves on internal and external environment and its impact on the growth and survival of organizations;
- Critically analyze role of planning, organizational structures, directing and controlling techniques in the achievement of organizational goals

CORPORATE ACCOUNTING – I

The students will be able to acquire knowledge about issue, redemption and underwriting of shares and Debentures

BANKING THEORY LAW & PRACTICE

The students will be able to acquire knowledge on types of bank account, E-Banking concepts, banking regulations Act and Negotiable instruments

COMPANY LAW

The students will be able to understand the fundamental concepts, formation and company management

CORPORATE ACCOUNTING – II

1. Know about the companies all accounts
2. Get the knowledge of banking / insurance company.
3. Get the knowledge of Holding Company.
4. Get the knowledge of Amalgamation, Absorption and Reconstruction

PRINCIPLES OF MARKETING

The students will be able to understand the concepts of marketing and functional areas of business with recent trends in marketing.

COST ACCOUNTING

1. Explain Cost accounting systems
2. Explain main manufacturing cost elements
3. Makes Material Issue.
4. Makes Cost allocation.
5. Calculates production cost accounting to the process costing

PRINCIPLES AND PRACTICE OF AUDITING

- Understand the basic principles and their application of auditing.
- Gain Practical knowledge on Internal Check as regards cash payments of various items.
- Draft an Audit Report on behalf of a Public Limited Company
- Draft an Audit Program • Record the verification procedure with respect to any one Fixed Asset

INCOME TAX LAW AND PRACTICE – I

On the successful completion of the course, students will be able to:

Examine the basic concepts of schedules of rates of tax, tax liability, and penalties and prosecution.

Explain the total taxable income of an Assessee. Apply and practice the computation of total income

INFORMATION TECHNOLOGY IN BUSINESS

Understand the basic principles and their application of Information Technology.

- Gain Practical knowledge on Internet Access.
- Familiarize themselves on e-commerce and mobile commerce

ENTREPRENEURIAL DEVELOPMENT

Understand the business opportunities and the methods of preparing project report to start new business.

- Familiarise students with Central and State Institutional Financial support to entrepreneurs.
- Understand and acquire knowledge relating to various schemes of incentives and subsidies

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COMMERCE PRACTICALS

By the end of this course, Students should be able to: • Enable the student to familiar with the forms and reports for business transactions through printed forms and electronic means.

- Student becomes a practioner in modern offices like banks, insurance, manufacturing companies and professional practice of Income Tax and Goods & Service Tax.
- Understand the conceptual and practical knowledge about electronic filing of returns

INDUSTRIAL LAW – I

Course Outcomes: By the end of this course, Students should be able to: • Understand the basic principles and their application of labour legislations. • Student becomes familiar about factories Act and workmen related issues and benefits

INDUSTRIAL LAW – II

By the end of this course, Students should be able to:

- Understand the basic concepts on wages, bonus and gratuity of employees working in companies.
- Student becomes familiar about workmen related issues and benefits.
- Girls' student aware about the provisions relating to maternity leaves and benefits.

CAMPUS TO CORPORATE

On the successful completion of course students will be able to:

To enable the students understand the corporate demand, competition and employment opportunities. Employee happiness, lower labour turn-over, employee performance and loyal to company

To empower the students in oral and written communication in the modern business world.

To make the students understand the term of business communication importance and effectiveness of Business correspondences.

CUSTOMER RELATIONSHIP MANAGEMENT

The students will be able to understand the concepts, principles, current trends and role of CRM in Banking.

FINANCIAL MARKET

The students will be able to acquire knowledge about mechanics and analysis of financial market

PROJECT METHODOLOGY

1. After the successful completion of the course the students come to know to carry out the project work.

2. Identify project goals, constraints, deliverables, performance criteria, control needs, and resource requirement in consultation with stake holders

TALLY – PRACTICAL II

- After successfully qualifying practical examination, students will be able to wellknown accounting software i.e., Tally ERP.9
- Students do possess required skill and can be employed as Tally data entry operator

MARKETING

The students will be able to perceive the concepts of marketing functions of marketing and sales promotion technique.

BANKING LAW & PRACTICE

The students will be able to acquire knowledge on types of bank account, E-Banking concepts, banking regulations Act and Negotiable instruments

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- Understand the basic principles and their application of Information Technology.
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- Familiarize themselves on e-commerce and mobile commerce

MANAGEMENT ACCOUNTING

The Students will be able to understand the concept and use of Accounting and costing data for planning, control and decision making

ENTREPRENEURIAL DEVELOPMENT

Course Outcomes: By the end of this course, Students should be able to:

- Understand the business opportunities and the methods of preparing project report to start new business.
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SECRETARIAL PRACTICE

The students will be able to familiarize the duties of company secretary relating to meeting, minutes and resolution

INDUSTRIAL LAW – I

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CUSTOMER RELATIONSHIP MANAGEMENT

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FINANCIAL MARKET

The students will be able to acquire knowledge about mechanics and analysis of financial market

PROJECT METHODOLOGY

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B. COM. CORPORATE SECRETARYSHIP

2021-2022

FINANCIAL ACCOUNTING – I

Outcomes:- On successful completion of this subject, the students will learn relevant financial accounting career skills and knowledge to their future in business.

BUSINESS MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to obtain specific knowledge in areas such as planning, organizing, staffing, directing and controlling.

MANAGERIAL ECONOMICS

Outcomes:- On successful completion of this subject, the students will be skilled in various economic concepts.

FINANCIAL ACCOUNTING – II

Outcomes:- On successful completion of this subject, the students will learn relevant financial accounting career skills and knowledge to their future in business.

BUSINESS COMMUNICATION AND OFFICE MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to demonstrate communication skills and support management in preparing and maintaining office documents & records.

MARKETING

Outcomes:- On successful completion of this subject, the students will be able to identify and prioritize appropriate marketing strategies.

COMPANY LAW & SECRETARIAL PRACTICE- I

Outcomes:- On successful completion of this subject, the students will be able to understand the procedure for incorporation of a company, analysing the sources of raising capital and gain knowledge relating to the role and importance of company secretary as a key managerial personnel.

CORPORATE ACCOUNTING – I

Outcomes:- On successful completion of this subject, the students will be able to have a solid foundation regarding the issue of shares, draft final a/c and value goodwill & shares under various methods.

COMMERCIAL LAW

Outcomes:- On successful completion of this subject, the students will be able to demonstrate an understanding of the legal environment of a business.

INFORMATION TECHNOLOGY IN BUSINESS - I

Outcomes:- On successful completion of this subject, the students will be able to master the basics of Ms-Word and Ms-Excel used in business.

INFORMATION TECHNOLOGY IN BUSINESS

Outcomes:- On successful completion of this subject, the students will be able to master the basics of Ms-Word and Ms-Excel used in business. MS Word and Ms-Excel used in business

FINANCIAL SERVICES

Outcomes:- On successful completion of this subject, the students will be able to understand the basics of financial services and apply financial concepts practically.

COMPANY LAW & SECRETARIAL PRACTICE – II

Outcomes:- On successful completion of this subject, the students will be able to understand the procedure for incorporation of a company, analysing the sources of raising capital and gain knowledge relating to role and importance of company secretary as a key managerial personnel

CORPORATE ACCOUNTING – II

Outcomes:- On successful completion of this subject, the students will be able to have a solid foundation regarding amalgamation, absorption, accounts of holding company, banking company, insurance company and liquidator's final statement of accounts.

INDUSTRIAL LAW

Outcomes:- successful completion of this subject, the students will be able to know the judicial setup of labour laws and industrial relation framework.

INFORMATION TECHNOLOGY IN BUSINESS - II (Theory)

Outcomes:- On successful completion of this subject, the students will be able to master the basics of Ms-PowerPoint and Ms-Access in business.

INFORMATION TECHNOLOGY IN BUSINESS - II (Practical) Office.

Outcomes:- On successful completion of this subject, the students will be able to master the basics of Ms-PowerPoint and Ms-Access in business.

HUMAN RESOURCE MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to effectively manage the human resource functions.

AUDITING

Outcomes:- On successful completion of this subject, the students will be able to have a basic understanding of auditing standards, reporting and methodology of auditing.

COST ACCOUNTING

Outcomes:- On successful completion of this subject, the students will be able to imbibe conceptual & practical knowledge regarding elements of cost and cost a/c.

FINANCIAL MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to demonstrate an understanding of the overall role and acceptance of finance function and basic financial management.

INCOME TAX LAW AND PRACTICE

Outcomes:- On successful completion of this subject, the students will be able to acquire complete knowledge of basic concepts of income tax and computation income under various heads.

COMPUTER ORIENTED ACCOUNTS USING TALLY WITH GST (THEORY)

Outcomes:- On successful completion of this subject, the students will be able to exhibit professional competence in the practical compliance of GST.

COMPUTER ORIENTED ACCOUNTS USING TALLY WITH GST (PRACTICAL)

Outcomes:- On successful completion of this subject, the students will be able to exhibit professional competence in the practical compliance of GST.

ENTREPRENEURIAL DEVELOPMENT

Outcomes:- On successful completion of this subject, the students will be able to understand the nature & functions of entrepreneur, the successful application of innovations, business ideas and their financial assistance that enable best use of entrepreneurial opportunities.

MANAGEMENT ACCOUNTING

Outcomes:- On successful completion of this subject, the students will be able to apply management accounting, its objectives and tools in facilitating business decision making

INCOME TAX LAW AND PRACTIC

Outcomes:- On successful completion of this subject, the students will be able to enlighten the knowledge of basic concepts of income tax authorities and computation tax liability of individual.

COMPUTER APPLICATION - PHOTOSHOP (THEORY)

Outcomes:- On successful completion of this subject, the students will be able to make image editing programmes in the market at present.

COMPUTER APPLICATION –PHOTOSHOP (Practical)

Outcomes:- On successful completion of this subject, the students will be able to demonstrate a mastery of Photoshop application. Practical List 1. Resize, rotate, crop. 2. Select, Crop and Delete image background using Lasso, magic wand an

B.Com.CORPORATE SECRETARYSHIP

2022 - 2023

FINANCIAL ACCOUNTING

Outcomes:- On successful completion of this subject, the students will learn relevant financial accounting career skills and knowledge to their future in business.

BUSINESS MANAGEMENT

Outcomes:- On successful completion of this subject, the students will able to obtain specific knowledge in area such as planning, organizing, staffing, directing and controlling.

MANAGERIAL ECONOMICS

Outcomes:- On successful completion of this subject, the students will be skilled in various economic concepts.

ADVANCED FINANCIAL ACCOUNTING

Outcomes:- On successful completion of this subject, the students will learn relevant financial accounting career skills and knowledge to their future in business

CORPORATE OFFICE MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to gain the knowledge of office systems and support management in preparing and maintaining office documents & records.

MODERN MARKETING

Outcomes:- On successful completion of this subject, the students will be able to identify and priorities appropriate marketing strategies.

CORPORATE ACCOUNTING

Outcomes:- On successful completion of this subject, the students will be able to have a solid foundation regarding the issue of shares, draft final a/c and value goodwill & shares under various methods.

COMMERCIAL LAW

Outcomes:- On successful completion of this subject, the students will be able to demonstrate an understanding of the legal environment of a business. UNIT-I General Principles of Law of contract – Indian Contract Act 1872 – Essential elements of

ENTREPRENEURIAL DEVELOPMENT

Outcomes:- On successful completion of this subject, the students will be able to understand the nature & functions of entrepreneur, the successful application of innovations, business ideas and their financial assistance that enable best use of entrepreneurial opportunities.

MS-OFFICE & TALLY

Outcomes:- On successful completion of this subject, the students will be able to master the basics of Ms-Word, Ms-Excel, Power Point and Tally used in business. Note :- To be handled by the Corporate department staffs

FINANCIAL SERVICES

Outcomes:- On successful completion of this subject, the students will be able to understand the basics of financial services and apply financial concepts practically.

ADVANCED CORPORATE ACCOUNTING

Outcomes:- On successful completion of this subject, the students will be able to have a solid foundation regarding amalgamation, absorption, accounts of holding company, banking company, insurance company and liquidator's final statement of accounts.

INDUSTRIAL LAW

Outcomes:- On successful completion of this subject, the students will be able to know the judicial setup of labour laws and industrial relation framework.

BUSINESS COMMUNICATION

Outcomes:- On successful completion of this subject, the students will be able to understand the basic concepts of communication and get acquainted with writing various business letters, secretarial & banking correspondence and interview skills.

CORPORATE PRACTICES – VIVA

Outcomes:- On successful completion of this subject, the students will be able to master the basics of agenda and minutes of meeting, Demand Draft and Cheques, Basic banking forms and filings of ITRs.

HUMAN RESOURCE MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to effectively manage the human resource functions.

COMPANY LAW & SECRETARIAL PRACTICE

Outcomes:- On successful completion of this subject, the students will be able to understand the procedure for incorporation of a company, analyzing the sources of raising capital and gain knowledge relating to role and importance of company secretary as a key managerial personnel.

SECURITIES LAWS & FINANCIAL MARKET

Outcomes:- On the successful completion of this subject the students will be able to learn about financial and capital markets, mutual funds and dematerialisation of shares.

COST ACCOUNTING

Outcomes:- On successful completion of this subject, the students will be able to imbibe conceptual & practical knowledge regarding elements of cost and cost a/c.

CORPORATE FINANCIAL MANAGEMENT

Outcomes:- On successful completion of this subject, the students will be able to demonstrate an understanding of the overall role and acceptance of finance function and basic financial management.

INCOME TAX LAW AND PRACTICE

Outcomes:- On successful completion of this subject, the students will be able to acquire complete knowledge of basic concepts of income tax and computation income under various heads.

ADVANCED COMPANY LAW & SECRETARIAL PRACTICE

Outcomes:- On successful completion of this subject, the students will be able to understand the procedure for incorporation of a company, analyzing the sources of raising capital and gain knowledge relating to role and importance of company secretary as a key managerial personnel.

MANAGEMENT ACCOUNTING

Outcomes:- On successful completion of this subject, the students will be able to apply management accounting, its objectives and tools in facilitating business decision making.

GOODS & SERVICES TAX

Outcomes:- On successful completion of this subject, the students will be able to understand the GST, various indirect taxes subsuming in GST, Constitutional amendment, benefits of GST and structure of e-filing.

CORPORATE GOVERNANCE

Outcomes:- On successful completion of this subject, the students will be able to understand the legal position and liabilities of Directors, analyses company Audit, new companies bill and CII report 1998

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INDIAN FINANCIAL SERVICE

After the successful completion of the course students will gain knowledge in the financial services like merchant banking, leasing and factoring

COMPANY LAW

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FINANCIAL CONTROL SYSTEM

The students will gain basic knowledge of various financial control techniques.

FINANCIAL MANAGEMENT

The students will be able to get an in-depth understanding of financial management areas like risk – return, cost of capital, capital structure and dividend decisions.

INCOME TAX LAW AND PRACTICE – II

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FUNDS MANAGEMENT

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