

THIRUVALLUVAR UNIVERSITY
BACHELOR OF ARTS
B.Com. (CORPORATE SECRETARYSHIP)
DEGREE COURSE
CBCS PATTERN
(With effect from 2020 - 2021)

The Course of Study and the Scheme of Examinations

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER I									
1.	I	Language	Paper-1	6	4	Tamil/Other Languages	25	75	100
2.	II	English (CE)	Paper-1	6	4	Communicative English I	25	75	100
3.	III	Core Theory	Paper-1	5	3	Financial Accounting I	25	75	100
4.	III	Core Theory	Paper-2	5	3	Business Management	25	75	100
5.	III	ALLIED -1	Paper-1	6	3	(to choose 1 out of 4) 1. Managerial Economics I 2. Corporate E-Management I 3. Principles of Marketing 4. Elements of insurance	25	75	100
6.	III	PE	Paper-1	6	3	Professional English I	25	75	100
7.	IV	Environmental Studies		2	2	Environmental Studies	25	75	100
				36	22		175	525	700
SEMESTER II									
							CIA	Uni. Exam	Total
8.	I	Language	Paper-2	6	4	Tamil/Other Languages	25	75	100
9.	II	English (CE)	Paper-2	4	4	Communicative English I	25	75	100
10.	III	Core Theory	Paper-3	5	3	Financial Accounting II	25	75	100
11.	III	Core Theory	Paper-4	5	3	Human Resource Management	25	75	100
12.	III	ALLIED-1	Paper-2	6	5	(to choose 1 out of 4) 1. Managerial Economics II 2. Corporate E-Management II 3. Office Management 4. Fundamentals of Information Technology	25	75	100
13.	III	PE	Paper-2	6	3	Professional English II	25	75	100
14.	IV	Value Education		2	2	Value Education	25	75	100
15.	IV	Soft Skill		2	1	Soft Skill	25	75	100
				36	25		200	600	800

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER III							CIA	Uni. Exam	Total
16.	I	Language	Paper-3	6	4	Tamil / Other Languages	25	75	100
17.	II	English	Paper-3	6	4	English	25	75	100
18.	III	Core Theory	Paper-5	3	3	Company law and Secretarial Practice I	25	75	100
19.	III	Core Theory	Paper-6	3	3	Corporate Accounting I	25	75	100
20.	III	ALLIED-2	Paper-3	7	3	(to choose 1 out of 4) 1. Statistics I 2. Introduction to Tally Accounting 3. Corporate Finance 4. International Trade	25	75	100
21.	IV	Skill based Subject	Paper-1	3	2	Computer application in Business	25	75	100
22.	IV	Non-major elective	Paper-1	2	2	Services Marketing	25	75	100
				30	21		175	525	700
SEMESTER IV							CIA	Uni. Exam	Total
23.	I	Language	Paper-4	6	4	Tamil/Other Languages	25	75	100
24.	II	English	Paper-4	6	4	English	25	75	100
25.	III	Core Theory	Paper-7	3	3	Company law and Secretarial Practice II	25	75	100
26.	III	Core Theory	Paper-8	3	3	Corporate Accounting II	25	75	100
27.	III	ALLIED-2	Paper-4	7	5	(to choose 1 out of 4) 1. Statistics II 2. Business Mathematics 3. Investment Management 4. Organizational Behaviour	25	75	100
28.	IV	Skill based Subject	Paper-2	3	2	Import and Export Practice	25	75	100
29.	IV	Non-major elective	Paper-2	2	2	Project Management	25	75	100
				30	23		175	525	700
SEMESTER V							CIA	Uni. Exam	Total
30.	III	Core Theory	Paper-9	6	4	Cost Accounting	25	75	100
31.	III	Core Theory	Paper-10	6	4	Financial Services	25	75	100
32.	III	Core Theory	Paper-11	6	4	Income Tax Law and Practice I	25	75	100
33.	III	Core Theory	Paper-12	6	4	Commercial Law	25	75	100
34.	III	Internal Elective	Paper-1	3	3	[to choose 1 out of 3] 1. Entrepreneurial Development 2. Industrial Relation 3. Corporate Legal Framework	25	75	100
35.	IV	Skill based Subject	Paper-3	3	2	Research Methodology	25	75	100
				30	21		150	450	600

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER VI							CIA	Uni. Exam	Total
36.	III	Core Theory	Paper-13	6	5	Management Accounting	25	75	100
37.	III	Core Theory	Paper-14	6	5	Auditing	25	75	100
38.	III	Core Theory	Paper-15	5	4	Income Tax Law and Practice II	25	75	100
39.	III	Compulsory Project	Paper-16	5	5	Group / Individual Project	25	75	100
40.	III	Internal Elective	Paper-2	3	3	[to choose 1 out of 3] 1. Corporate Communication 2. Banking Theory and Practice 3. Financial Management	25	75	100
41.	III	Internal Elective	Paper-3	3	3	[to choose 1 out of 3] 1. Marketing Management 2. Corporate Social Responsibility 3. Corporate Governance in India	25	75	100
42.	IV	Skill based Subject	Paper-4	2	2	Institutional Training	25	75	100
43.	V	Extension Activities		-	1		100	-	100
				30	28		275	525	800
TOTAL					140				4300

Part	Subject	Papers	Credit	Total Credits	Marks	Total Marks
Part I	Languages	4	4	16	100	400
Part II	Communicative English	4	4	16	100	400
Part III	Allied (Odd Semester)	2	3	6	100	200
	Allied (Even Semester)	2	5	10	100	200
	Electives	3	3	9	100	300
	Core	15	(3-5)	54	100	1500
	Professional English	2	3	6	100	200
	Compulsory Project (Group/Individual Project)	1	5	5	100	100
Part IV	Environmental Science	1	2	2	100	100
	Soft skill	1	1	1	100	100
	Value Education	1	2	2	100	100
	Lang. & Others /NME	2	2	4	100	200
	Skill Based	4	2	8	100	400
Part V	Extension Activities	1	1	1	100	100
	Total	43		140		4300



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