

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)	4	Unit 4 Limited Liability Partnership Act, 2021 4.1 Features of LLP, Difference Between LLP & Partnership – LLP vs. Company –Partners and Designated Partners	K1-K3	4	1-3	Lecture/ Presentation	CA Test I and Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	4	4.2 Incorporation Document Incorporation by Registration – Partners and Their Relationship	K1-K5	4	1-5	Lecture/ Presentation	CA Test I and Component
July 5 – 12, 2024 (Day Order 1 - 6)	5	Unit 5 Foreign Exchange Management Act, 1999 5.1 Introduction, Concept, Objectives 5.2 Structure and Overall Schemes of FEMA;	K1-K4 K1-K4	2 4	1-4 1-4	Lecture/ Presentation	CA Test I and Component
July 15 – 23, 2024 (Day Order 1 - 6)	5	5.3 Rules and Regulations framed by RBI under FEMA;	K1-K4	4	1-4	Lecture/ Presentation	CA Test I and Component
July 24 – 31, 2024 (Day Order 1 - 6)	1	Unit 1 Indian Contracts Act 1872 1.1 Meaning and Types of Contract	K1-K3	2	1-3	Lecture/ Presentation	CA Test I

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Aug 1 – 5, 2024 (Day Order 1 - 3)	1	1.2 Essential Elements of a Valid Contract - Offer, Acceptance, Consideration, Capacity of parties, Free Consent, Legality of Object.	K1-K5	5	1-5	Lecture/ Presentation	CA Test I
Aug 6 – 10, 2024	C.A. Test – I						
Aug 12 – 14, 2024 (Day Order 4-6)	1	1.3 Performance of Contract 1.4 Discharge of Contract	K1-K5 K1-K5	3 3	1-5 1-5	Lecture/ Presentation	CA Test II
Aug 16 – 23, 2024 (Day Order 1-6)	1	1.4 Discharge of Contract (Cont..) 1.5 Remedies for Breach of Contract	K1-K5 K1-K5	4 3	1-5 1-5	Lecture/ Presentation	CA Test II
Aug 27 – Sep 3, 2024 (Day Order 1-6)	2	Unit 2 Special Contracts Act 2.1 Contract of Indemnity and Guarantee – Difference between Indemnity and Guarantee	K1-K3	2	1-3	Lecture/ Presentation	CA Test II
Sep 4 – 11, 2024 (Day Order 1-6)	2	2.2 Rights, Liabilities and Discharge of Surety	K1-K5	5	1-5	Lecture/ Presentation	CA Test II

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Sep 12 - 20, 2024 (Day Order 1-6)	2	2.3 Rights and Duties of Bailor and Bailee, Pledger and Pledgee – Termination of Bailment	K1-K5	7	1-5	Lecture/ Presentation	CA Test II
Sep 23 - 26, 2024 (Day Order 1-4)	3	Unit 3 The Sale of goods Act, 1930 3.1 Essentials of Contract of sale 3.2 Conditions and Warranties-Express and Implied condition and warranties.	K1-K4 K1-K3	2 2	1-4 1-3	Lecture/ Presentation	CA Test II
Sep 27 – Oct 3, 2024	C.A. Test – II						
Oct 4 – 5, 2024 (Day 5 & 6)	3	3.3 Transfer of Property	K1-K3	3	1-3	Lecture/ Presentation	Group Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	3	3.4 Performance of Contract-Delivery of Goods-Rights and Duties of Buyer	K1-K3	3	1-3	Lecture/ Presentation	Group Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	3	3.5 Rights of an Unpaid Seller –Meaning Remedies for breach of contract of sale.	K1-K3	3	1-3	Lecture/ Presentation	Group Discussion

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Oct 23 - 24, 2024 (Day Order 1 to 2)		REVISION					

Component:

- Quiz on topic “LLP & FEMA” – July 29, 2024 - 20 Marks
- Video Making on various case law relating to Contract Act – September 25, 2024 - 30 Marks

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department : B.Com (Corporate Secretaryship)
Name/s of the Faculty : Section A - Dr. E. Felix Maria
Section B - Ms. Reema R Varghese
Course Title : Banking and Financial Services
Course Code : 23CO/MC/BF34
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Understand Banking Practices and the facilities provided	K1,K2
CO2	Appreciate the venture capital eco-system in India	K3
CO3	Differentiate between fee based and fund based financial services	K4
CO4	Comprehend recent developments in banking sector	K5
CO5	Adapt to the recent trends in Banking and Financial services	K6

Week	Unit No.	Content	Cognitive Level	Teaching Hours	Cos	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)		Unit-1 Introduction to Banking 1.1 Meaning and Definition and Developments to Commercial Banking 1.2 Banking Functions & Services	K1-K2	2 3	CO 1-5	Lecture & Group Discussion	CA Test I
Jun 27 – July 4, 2024 (Day Order 1 - 6)		1.3 Banking Practices – Opening and Closing Bank Accounts, Documents related to Banking Transactions 1.4 Negotiable Instruments – Cheque, Promissory Notes and Bills of Exchange	K1-K3 K1-K4	3 2	CO 1-5	Lecture & Group Discussion	CA Test I

<p>July 5 – 12, 2024 (Day Order 1 - 6)</p>		<p>1.5Loans – Types, Procedures, Documents and Repayment Unit -2 Developments in Banking 2.1E – banking – Meaning, Importance, Merits and Demerits 2.2 Internet banking, Mobile Banking, Tele – banking, Rural banking and Retail Banking</p>	<p>K1-K4 K1-K3 K3</p>	<p>5 1 2</p>	<p>CO 1-5</p>	<p>Lecture & Group Discussion</p>	<p>CA Test I</p>
<p>July 15 – 23, 2024 (Day Order 1 - 6)</p>		<p>2.3Debit card, Credit card, ATM card, Digital wallet and Smart card</p>	<p>K3</p>	<p>3</p>	<p>CO 1-5</p>	<p>Lecture & Group Discussion</p>	<p>CA Test I</p>
<p>July 24 – 31, 2024 (Day Order 1 - 6)</p>		<p>2.4 Electronic Payment System – Electronic Clearing Service and Electronic Fund Transfer</p>	<p>K1-K3</p>	<p>4</p>	<p>CO 1-5</p>	<p>Lecture & Group Discussion</p>	<p>CA Test I and Component</p>
<p>Aug 1 – 5, 2024 (Day Order 1 - 3)</p>		<p>Introduction to Financial Services 3.1 Meaning ,Functions and Importance of Financial services in India</p>	<p>K1-K2</p>	<p>4</p>	<p>CO 1-3</p>	<p>Lecture & Group Discussion</p>	<p>CA Test I and Component</p>

Aug 6 – 10, 2024	C.A. Test – I						
Aug 12 – 14, 2024 (Day Order 4-6)		3.2 Types of Financial Services- Fund based and Fee based	K3	5	CO 1-3	Lecture & Group Discussion	CA Test II and Component
Aug 16 – 23, 2024 (Day Order 1-6)		3.3 Recent Developments in Financial Services	K3	1	CO 1-3	Lecture & Group Discussion	CA Test II and Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)		Unit – 4 Fee based Financial Services 4.1 Merchant Banking – Meaning, Definition, Functions of merchant Banker and Scope of Merchant Banking in India	K1-K4	5	CO 1-4	Lecture & Group Discussion Guest Lecture: Credit Rating Services	CA Test II and Component
Sep 4 – 11, 2024 (Day Order 1-6)		4.2 Credit rating services – meaning and Need for Rating with Special Reference to ICRA and CRISIL	K4	5	CO 1-4	Lecture & Group Discussion Guest Lecture: Credit Rating Services	CA Test II and Component

Sep 12 - 20, 2024 (Day Order 1-6)		4.3 Underwriting – types and Roles, Responsibilities of Underwriters	K1-K3	5	CO 1-4	Lecture & Group Discussion Guest Lecture: Credit Rating Services	CA Test II and Component
Sep 23 - 26, 2024 (Day Order 1-4)		Unit -5 Allied Financial Services 5.1 Mutual Fund – Meaning, Types, Criteria for Selection of Mutual Fund	K1-K6	4	CO 1-5	Lecture & Group Discussion Guest Lecture: Developments in Banks	CA Test II and Component
Sep 27 – Oct 3, 2024	C.A. Test – II						
Oct 4 – 5, 2024 (Day 5 & 6)		5.2 Factoring – Definition, Importance and Types	K1-K6	4	CO 1-5	Lecture & Group Discussion Guest Lecture: Developments in Banks	Component
Oct 7 - 15, 2024 (Day Order 1 to 6)		5.3 Leasing – Meaning, Importance and Types	K1-K6	4	CO 1-5	Lecture & Group Discussion Guest Lecture: Developments in Banks	Component
Oct 16 - 22, 2024 (Day Order 1 to 6)		5.4 Venture Capital Financing – Meaning, Importance and Stages	K1-K6	3	CO 1-5	Lecture & Group Discussion Guest Lecture: Developments in Banks	Component

Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION
---	-----------------

Other Components:

- Model making and Presentation on the recent developments in Banking Industry– 25 marks on August 2nd, 2024
- Concept Theatre on Financial Services – 25 marks from October 7th, 2024

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department : B.Com(Corporate Secretaryship)
Name/s of the Faculty : Section A – Ms.Mofika S A
Section B - Ms. Raghavi V
Course Title : Company Law
Course Code : 23CO/ MC/CL34
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Recall the basic provisions of company law.	K1
CO2	Interpret the provisions of Company's Act in the working of a corporate.	K2
CO3	Develop legal documents related to companies	K3
CO4	To analyze and apply the legal requirements for forming and registering a corporation.	K4
CO5	Assess the practical application of the provisions of Company's Act through case laws	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)	1	Introduction to Company 1.1 Introduction- Definition and Characteristics of a Company 1.1.1 Types of Companies 1.1.2 Lifting of Corporate veil	K1 –K4	6	1-4	Lecture and Presentation	Continuous Assessment I & Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1	1.2 Formation of Company 1.2.1 Promoters – Legal position, Re-Classification 1.2.2 Pre-incorporation 1.2.3 Incorporation of Company- Commencement of Business	K1 –K5	6 3	1-5	Lecture and Presentation	Continuous Assessment I & Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	1 &2	1.2.4 Memorandum of Association and Articles of Association Raising of Capital 2.1 Prospectus – Definition, Contents, Misstatements in Prospectus and Consequences	K1 –K5	4 3	1-5	Lecture and Presentation	Continuous Assessment I & Other Component

July 15 – 23, 2024 (Day Order 1 - 6)	2	2.2 Share - Meaning, Nature and types of shares 2.2.1 Share Capital - Issue, Allotment and Forfeiture	K1 – K5	5	1-5	Lecture and Presentation	Continuous Assessment I & Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	2	2.2.2 Alteration of Share Capital 2.2.3 Share Certificate, Demat, Membership, Transfer and Transmission of Shares, Nomination	K1-K5	6	1-5	Lecture and Presentation	Continuous Assessment I & Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	2	2.3 Debentures – Nature and Classes of Debentures	K1 –K5	2	1-5	Lecture and Presentation	Continuous Assessment I
Aug 6 – 10, 2024	C.A. Test - I						
Aug 12 – 14, 2024 (Day Order 4-6)	3	Management and Administration 3.1 Board of Directors – Qualification, Disqualification, Appointment, Resignation, Vacation of Office, Removal, Powers, Duties and Liabilities	K1-K2	2	1-2	Lecture and Presentation	Continuous Assessment II

Aug 16 – 23, 2024 (Day Order 1-6)	3	3.2 Classification of Directors-Women directors, Independent director and small shareholder's director	K1-K4	3	1-4	Lecture and Presentation	Continuous Assessment II
Aug 27 – Sep 3, 2024 (Day Order 1-6)	3	3.3 Key Managerial Personnel – Appointment and Remuneration	K1-K4	2	1-4	Lecture and Presentation	Continuous Assessment II
Sep 4 – 11, 2024 (Day Order 1-6)	3	3.4 Meetings- Requisites for a valid meeting – Board and Committee Meetings – Impact of SSI 3.5 Resolutions – Types	K1-K5	4	1-5	Lecture and Presentation	Continuous Assessment II
Sep 12 - 20, 2024 (Day Order 1-6)	4	Shareholders' Meetings and Dividend Declaration 4.1 Meeting-Annual General Meeting, Extraordinary General Meeting – Impact of SS2	K1-K5	4	1-5	Lecture and Presentation	Continuous Assessment II & Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	4	4.2 Types Dividends – Provisions Relating to Declaration and Payment of Dividend Transfer of Un-claimed Dividend to Investor Education and Protection Fund	K1-K5	3	1-5	Lecture and Presentation	Continuous Assessment II
Sep 27 – Oct 3, 2024	C.A. Test - II						

Oct 4 – 5, 2024 (Day 5 & 6)	5	Winding up 5.1 Definition and Purpose of Winding up	K1-K4	2	1-4	Lecture and Presentation	Other Component
Oct 7 - 15, 2024 (Day Order 1 to 6)	5	5.2 Compulsory Winding up 5.3 Voluntary Winding up	K1-K4	6	1-4	Lecture and Presentation	Other Component
Oct 16 - 22, 2024 (Day Order 1 to 6)	5	5.4 Insolvency Bankruptcy Code – An Overview	K1-K4	4	1-4	Lecture and Presentation	Other Component
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION						

OTHER COMPONENTS:

- MCQ on Unit 1&2-24th July,2024.
- A Report on Shareholders meetings and Winding up Procedure under Companies Act 2013-5th October,2024.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department : B.Com (Corporate Secretaryship)
Name/s of the Faculty : II CS 'A' – Dr. Ayeswarya
 II CS 'B' – Ms. Chandini R
Course Title : Compliance Audit
Course Code : 23CO/MC/CA33
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Recall the concept, types & frame a checklist for auditing	K1
CO2	Classify the methods of auditing	K2
CO3	Identify auditing practices to different types of business entities	K3
CO4	Determine the appropriate audit report for a given audit situation	K4
CO5	Discuss the form, content and importance of auditors' reports provided at the end of the audit	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1	1.1 Auditing Concepts 1.1.1 Nature, Scope and Significance, Basic Principles Governing an Audit 1.1.2 Overview of Auditing and Assurance Standards	K1-K2	4	1-2	Lecture & Presentation	Continuous Assessment Test - I & Other Component - I
Jun 27 – July 4, 2024 (Day Order 1 - 6)	Unit 1	1.2 Auditing Types 1.2.1 Company Audit - Statutory, Internal, Branch, Special, Cost, Secretarial 1.2.2 Applicability of Audit under other Laws – Tax, GST	K1-K3	4	1-3	Lecture & Presentation	Continuous Assessment Test - I & Other Component - I
July 5 – 12, 2024 (Day Order 1 - 6)	Unit 1	1.2.3 Internal Audit Types – Proprietary Audit, Efficiency Audit 1.2.4 Nature, Scope, Techniques of Internal Audit, Functions, Responsibilities of Internal Auditors	K1-K3	4	1-3	Lecture & Presentation	Continuous Assessment Test - I & Other Component - I

July 15 – 23, 2024 (Day Order 1 - 6)	Unit 2	Internal Control and Review 2.1 Internal Control 2.1.1 Internal Control- Nature, Scope and Elements, Distinction between Internal Control, Internal Check and Internal Audit	K1-K2	3	1-2	Lecture & Presentation	Continuous Assessment Test - I & Other Component - I
July 24 – 31, 2024 (Day Order 1 - 6)	Unit 2	2.1.2 Techniques of Internal Control System, Flowcharts	K1-K5	2	1-5	Lecture & Presentation	Continuous Assessment Test - I& Other Component - I
Aug 1 – 5, 2024 (Day Order 1 - 3)	Unit 2	2.1.3 Steps for Internal Control and Audit Evaluation 2.2 Review of Internal Control	K1-K5	3	1-5	Lecture & Presentation	Continuous Assessment Test - I
Aug 6 – 10, 2024	C.A. Test - I						
Aug 12 – 14, 2024 (Day Order 4-6)	Unit 3	Vouching and Verification 3.1 Meaning and significance, Vouching of Cash Transactions	K1-K4	2	1-4	Lecture & Class Discussion	Continuous Assessment Test – II & Other Component - II
Aug 16 – 23, 2024 (Day Order 1-6)	Unit 3	3.1 Vouching of Credit Transactions	K1-K4	4	1-4	Lecture & Class Discussion	Continuous Assessment Test – II & Other Component - II
Aug 27 – Sep 3, 2024 (Day Order 1-6)	Unit 3	3.2 Verification of Assets	K1-K4	3	1-4	Lecture & Class Discussion	Continuous Assessment Test – II & Other Component - II

Sep 4 – 11, 2024 (Day Order 1-6)	Unit 3	3.2 Verification of Liabilities	K1-K4	3	1-4	Lecture & Class Discussion	Continuous Assessment Test – II & Other Component - II
Sep 12 - 20, 2024 (Day Order 1-6)	Unit 4	Audit Engagement and Documentation 4.1 Audit Engagement and Documentation-Audit Procedures, Plan and Program 4.2 Audit Testing – Need for Sampling and Various Approaches	K1-K5	6	1-5	Lecture & Presentation	Continuous Assessment Test – II & Other Component - II
Sep 23 - 26, 2024 (Day Order 1-4)	Unit 4	4.3 Audit Evidence - Working Papers and Files 4.4 Sampling- Test Check and Techniques	K1-K5	4	1-5	Lecture & Presentation	Continuous Assessment Test – II & Other Component - II
Sep 27 – Oct 3, 2024	C.A. Test - II						
Oct 4 – 5, 2024 (Day 5 & 6)	Unit 5	Computer Assisted Audit Techniques (CAAT) 5.1 Need, Importance and Factors to be considered in using CAAT	K1-K2	2	1-2	Lecture & Presentation	Other Component- II
Oct 7 - 15, 2024 (Day Order 1 to 6)	Unit 5	5.2 Methodology and Steps in the Application of CAAT 5.3 Audit Tests using CAAT - Audit Documentation and Evidences	K1-K5	4	1-5	Guest Lecture	Other Component- II

Oct 16 - 22, 2024 (Day Order 1 to 6)	Unit 5	5.4 Application of CAAT	K4-K5	4	1-5	Guest Lecture	Other Component- II
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION						

Other Components:

- Objective Test (20 marks) on Unit 1 & Unit 2 (till 2.1.2) on July 25, 2024.
- Students are asked to intern for 30 hours under an Auditor to practically learn Vouching & Verification of Assets & Liabilities and Computer Assisted Audit Techniques (30 marks) – report to be submitted on September 6, 2024.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department : B.Com(Corporate Secretaryship)
Name/s of the Faculty : II CS A –Ms.Raghavi
 II CS B –Dr.Sharanya.P
Course Title : Computer Tools for Business Data Analysis
Course Code : 23CO/AC/CB35
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Understand how to use Word, Excel, and PowerPoint in a variety of professional, educational, and personal situations	K1,K2
CO2	Experiment with simple design and development tasks for business using Word, Excel and PowerPoint	K3
CO3	Analyse and Simplify the functions of Office programs	K4
CO4	Estimate and Evaluate financial data analysis and generate reports for making decisions.	K5
CO5	Independently create documents and presentations using MS office Package	K6

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)	I	Introduction 1.1 Working with Word Document- Opening an Existing Document, Creating a New Document and Saving the Document	K1-K5	5	1-5	Lecture , Practical & Demonstration Class	C.A. Test – I and Other Component test
Jun 27 – July 4, 2024 (Day Order 1 - 6)	I	1.2 Selecting, Editing, Finding and Replacing Text	K1-K5	2	1-5	Lecture , Practical & Demonstration Class	C.A. Test – I and Other Component test
		1.2 Formatting Text, Bullets and Numbering, Tabs, Paragraph Formatting, Page Setup	K1-K5	4	1-5		
July 5 – 12, 2024 (Day Order 1 - 6)	I	1.2 Formatting Text, Bullets and Numbering, Tabs, Paragraph Formatting, Page Setup	K1-K5	2	1-5	Lecture , Practical & Demonstration Class	C.A. Test – I and Other Component test
	V	Unit 5 Presentation					
		5.1 Introduction 5.2 Slide Design and Layout	K1-K5 K1-K5	2 2	1-5 1-5		

July 15 – 23, 2024 (Day Order 1 - 6)	V	5.3 Inserting Pictures, Charts and Tables	K1-K5	3	1-5	Lecture , Practical & Demonstration Class	C.A. Test – I and Other Component test
		5.4 Setting up a Presentation – Custom Animation	K1-K6	3	1-5		
July 24 – 31, 2024 (Day Order 1 - 6)	II	Unit – 2 Financial Statement Analysis and Business Planning using Excel	K1-K3	3	1-3	Lecture , Practical & Demonstration Class	C.A. Test – I and Other Component test
		2.1 Techniques of Financial Statement Analysis 2.1.1 Comparative Statements 2.1.2 Common Size statements					
Aug 1 – 5, 2024 (Day Order 1 - 3)	II	2.2 Preparation of Budgets-Production, Sales, Cash and Flexible Budget.	K1-K4	3	1-4	Lecture , Practical & Demonstration Class	C.A. Test – I and Other Component test
Aug 6 – 10, 2024	C.A. Test - I						
Aug 12 – 14, 2024 (Day Order 4-6)	II	2.2 Preparation of Budgets – Production, Sales, cash and Flexible Budget. (Continuation)	K1-K4	3	1-4	Lecture , Practical & Demonstration Class	C.A. Test – II and Other Component test

Aug 16 – 23, 2024 (Day Order 1-6)	III	Unit-3 Business Evaluation Techniques using Excel 3.1 Time Value of Money 3.2 Future and Present Value of Money	K1-K5 K1-K5	3 3	1-5 1-5	Lecture , Practical & Demonstration Class	C.A. Test – II
Aug 27 – Sep 3, 2024 (Day Order 1-6)	III	3.3 Future and Present Value of Annuity 3.4 Evaluation Techniques – Pay Back Period, NPV and IRR Methods	K1-K5 K1-K5	3 3	1-5 1-5	Lecture , Practical & Demonstration Class	C.A. Test – II
Sep 4 – 11, 2024 (Day Order 1-6)	IV	Unit-4 Statistical Analysis using Excel 4.1 Measures of Central Tendency & Dispersion – Mean, Median, Mode and Standard Deviation	K1-K4	6	1-4	Lecture , Practical & Demonstration Class	C.A. Test – II
Sep 12 - 20, 2024 (Day Order 1-6)	IV	Unit-4 Statistical Analysis using Excel 4.1 Measures of Central Tendency & Dispersion – Mean, Median, Mode and Standard Deviation (Continuation)	K1-K4	6	1-4	Lecture , Practical & Demonstration Class	C.A. Test – II

Sep 23 - 26, 2024 (Day Order 1-4)	IV	4.2 Correlation Analysis – Correlation Co-efficient	K1-K4	4	1-4	Lecture , Practical & Demonstration Class	C.A. Test – II
Sep 27 – Oct 3, 2024	C.A. Test – II						
Oct 4 – 5, 2024 (Day 5 & 6)	IV	4.3 Regression Analysis – Regression Equations	K1-K4	2	1-4	Lecture , Practical & Demonstration Class	Class Discussion and Problem Solving
Oct 7 - 15, 2024 (Day Order 1 to 6)	IV	4.4 Time series analysis – Moving Averages, Method of Least Squares.	K1-K4	6	1-4	Lecture , Practical & Demonstration Class	Class Discussion and Problem Solving
Oct 16 - 22, 2024 (Day Order 1 to 6)	IV	4.4 Time series analysis – Moving Averages, Method of Least Squares.	K1-K4	6	1-4	Lecture , Practical & Demonstration Class	Class Discussion and Problem Solving
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION						

OTHER COMPONENTS:

1. Objective test on Unit-I & Unit -V –31st July 2024 – 25 Marks.
2. Unit II – Management Reporting Using Spread Sheet - Assignment on Financial Statement Analysis and Business Planning Using Excel (Source – Annual Reports of a Company) – 10th September 2024- 25 Marks.

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department : Commerce (B.com Corporate Secretaryship)
Name/s of the Faculty : Ms. Martina Jennifer N
Course Title : Company Secretarial Correspondence
Course Code : 23CO/GE/CC22
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Define the concept of company secretary and secretarial correspondence	K1
CO2	Understand the importance and need of company secretary	K2
CO3	Outline and Draft The required communication to the stakeholders of a company	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)	1	Introduction to Company Secretary 1.1 Secretary – Meaning and Types of Secretaries.	K1-K3	2	1-3	Classroom Lecture	Continuous Assessment test
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1	1.1 Secretary – Meaning and Types of Secretaries. 1.2 Company secretary– Definition and Legal Position.	K1-K3	1 1	1-3	Classroom Lecture	Continuous Assessment test
July 5 – 12, 2024 (Day Order 1 - 6)	1	1.2 Company secretary– Definition and Legal Position. 1.3 Rights, Duties and Liabilities of a Company Secretary.	K1-K3	1 1	1-3	Classroom Lecture	Continuous Assessment test
July 15 – 23, 2024 (Day Order 1 - 6)	1	1.3 Rights, Duties and Liabilities of a Company Secretary.	K1-K3	2	1-3	Classroom Lecture	Continuous Assessment test
July 24 – 31, 2024 (Day Order 1 - 6)	1	1.4 Qualification, Appointment and Dismissal of a Company Secretary	K1-K3	2	1-3	Classroom Lecture.	Continuous Assessment test

Aug 1 – 5, 2024 (Day Order 1 - 3)	2	Secretarial Correspondence 2.1 Correspondence relating to Meetings-Before, during and after the meeting.	K1-K3	1	1-3	Classroom Lecture	Continuous Assessment test and other Component
Aug 6 – 10, 2024	C.A. Test - I						
Aug 12 – 14, 2024 (Day Order 4-6)	2	2.1 Correspondence relating to Meetings-Before, during and after the meeting.	K1-K3	1	1-3	Classroom Lecture	Continuous Assessment test and Other component
Aug 16 – 23, 2024 (Day Order 1-6)	2	2.1 Correspondence relating to Meetings Before, during and after the meeting.	K1-K3	2	1-3	Classroom Lecture	Continuous Assessment test
Aug 27 – Sep 3, 2024 (Day Order 1-6)	2	2.2 Writing Memos, Circulars and Notices.	K1-K3	2	1-3	Classroom Lecture	Continuous Assessment test
Sep 4 – 11, 2024 (Day Order 1-6)	2	2.3 Electronic Media and Shareholder Communication	K1-K3	2	1-3	Classroom Lecture	Continuous Assessment test
Sep 12 - 20, 2024 (Day Order 1-6)	3	Correspondence 3.1 To Shareholders–Allotment, Rights Issue and Bonus Issue	K1-K3	2	1-3	Classroom Lecture	Continuous Assessment test

Sep 23 - 26, 2024 (Day Order 1-4)	3	3.2 To Registrar of Companies Alteration of Memorandum and Articles of Association	K1-K3	1	1-3	Classroom Lecture	Continuous Assessment test
Sep 27 – Oct 3, 2024	C.A. Test - II						
Oct 4 – 5, 2024 (Day 5 & 6)	3	3.2 To Registrar of Companies Alteration of Memorandum and Articles of Association	K1 – K3	1	1-3	Classroom Lecture	Classroom Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	3	3.3 To Stock Exchanges– Listing of Securities	K1-K3	2	1-3	Classroom Lecture	Classroom Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	3	3.4 Banks 3.5 Government	K1-K3	2	1-3	Classroom Lecture	Classroom Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION						

Other component:

- Role Play on the topic “Correspondence of meeting” – 25Marks (11.09.2024)

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department : B. Com (CS)
Name/s of the Faculty : Ms. Desi Priya V
Course Title : Listing of Securities
Course Code : 23CO/GE/LS22
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Understand the basic concepts of investments	K1
CO2	Interpret the various types of capital markets and its role	K2
CO3	Examine the working of SEBI and its functions in India	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 20, 2024 (Day Order 1 - 2)	1	Unit :1 Introduction to Stock Exchange 1.1 Stock Exchange – Introduction-Meaning and functions of Stock Exchange	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Jun 27 – June 28, 2024 (Day Order 1 - 2)		1.2 Depository Services and DEMAT Account	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
July 5 – 6, 2024 (Day Order 1 - 2)		1.3 Securities and Exchange Board of India (SEBI) - Concept-Structure-Objectives	K1-K3	2	1-3	Lecture and PPT – case study pertaining to investor’s protection	CA and Other Component
July 15 – 16, 2024 (Day Order 1 - 2)		1.4 Functions and Power of SEBI	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
July 24 – 25, 2024 (Day Order 1 - 2)	2	Unit: 2 Listing of Securities 2.1 Listing of Securities-Meaning, Objectives and Types	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Aug 1 – 2, 2024 (Day Order 1 - 2)		2.1 Listing of Securities-Meaning, Objectives and Types	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Aug 6 – 10, 2024	C.A. Test - I						

Aug 12 – 13, 2024 (Day Order 4-5)		2.2 Requirements and Procedure for Listing	K1-K3	2	1-3	Lecture and PPT – Understanding the trading procedure using various applications.	CA and Other Component
Aug 27 – Aug 28, 2024 (Day Order 1-2)		2.3 Advantages and Disadvantages of Listing	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Sep 4 – 5, 2024 (Day Order 1-2)	3	Unit: 3 Listing Agreements and Delisting 3.1 Compliances under Listing Agreement	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Sep 12 - 13, 2024 (Day Order 1- 2)		3.1 Compliances under Listing Agreement	K1-K3	2	1-3	Lecture and PPT – Group discussion on the role of technology used in modern stock trading techniques	CA and Other Component
Sep 23 - 24, 2024 (Day Order 1-2)		3.2 Delisting-Meaning and Types	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Sep 27 – Oct 3, 2024	C.A. Test – II						
Oct 4 – 5, 2024 (Day 5 & 6)		3.3 Procedure for Delisting-Voluntary and Compulsory	K1-K3	2	1-3	Lecture and PPT	CA and Other Component
Oct 7 - 8, 2024 (Day Order 1 to 2)	REVISION						

Other Components:

- Assignment on new securities available in the market for 10 marks on 12.08.2024
- Group Presentation on case study pertaining to the syllabus for 15 marks on 12.09.2024