

**STELLA MARIS COLLEGE (AUTONOMOUS),CHENNAI****Course Schedule: June - November 2024**

**Department** : Corporate Secretaryship  
**Name/s of the Faculty** : Sec A – Dr. Ayeswarya  
Sec B – Ms. R P Suvethashri  
**Course Title** : Income Tax Practices  
**Course Code** : 19CO/MC/IP54  
**Shift** : II

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1 – Introduction  1.1 Basic Concept - Income, Person, Assessee, Assessment Year, Previous Year, Gross Total Income, Total Income, Permanent Account Number (PAN)  1.2 Residential Status	Lecture/ Problem Solving	V.B. Gaur & Narang , Income Tax Law And Practice, New Delhi: Kalyani Publishers.	CA Test I & Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Scope of Total Income	Lecture/ Problem Solving	V.B. Gaur & Narang , Income Tax Law And Practice, New Delhi: Kalyani Publishers.	CA Test I & Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	Unit 2 - Income Under the Head Salaries and House Property  2.1 Computation of Income under the Head - Salaries 2.1.1 Provisions Relating to Gratuity, Commutation of Pension, Provident Fund	Lecture/ Problem Solving	Lal, B.B. Income Tax Law and Practice, New Delhi: Konark Publications	CA Test I & Other Component

July 15 – 23, 2024 (Day Order 1 - 6)	2.1.2 Allowances, Perquisites and their Valuations	Lecture/ Problem Solving	Lal, B.B. Income Tax Law and Practice, New Delhi: Konark Publications	CA Test I & Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	2.1.3 Deductions from Salary, Computation of Salary Income	Lecture/ Problem Solving	Lal, B.B. Income Tax Law and Practice, New Delhi: Konark Publications	CA Test I & Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	2.2 Income from House Property, Deductions and Computation of Income from House Property.	Lecture/ Problem Solving	Lal, B.B. Income Tax Law and Practice, New Delhi: Konark Publications	CA Test I & Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>			
Aug 12 – 14, 2024 (Day Order 4-6)	Unit 3 - Income from Business and Profession  3.1 Income Chargeable under the head  3.2 Disallowances	Lecture/ Problem Solving	T.S. Reddy & Y. Hari Prasad Reddy, Income Tax Law and Practice, Chennai: Margham Publications	CA Test II
Aug 16 – 23, 2024 (Day Order 1-6)	3.3 Presumptive Provision  3.4 Computation of Profits and Gains of Business and Profession	Lecture/ Problem Solving	T.S. Reddy & Y. Hari Prasad Reddy, Income Tax Law and Practice, Chennai: Margham Publications	CA Test II
Aug 27 – Sep 3, 2024 (Day Order 1-6)	Unit 4 - Income from Capital Gains and Other Sources  4.1 Income from Capital Gains - Short Term and Long Term Capital Gains	Lecture/ Problem Solving	V.B. Gaur & Narang , Income Tax Law And Practice, New Delhi: Kalyani Publishers.	CA Test II
Sep 4 – 11, 2024 (Day Order 1-6)	4.1.1 Exempted Capital Gains, Computation of	Lecture/ Problem Solving	V.B. Gaur & Narang , Income Tax Law And Practice, New Delhi:	CA Test II

	Capital Gains		Kalyani Publishers.	
Sep 12 - 20, 2024 (Day Order 1- 6)	4.2 Income from Other Sources  4.2.1 Deductions, Computation of Income from Other Sources	Lecture/ Problem Solving	V.B. Gaur & Narang , Income Tax Law And Practice, New Delhi: Kalyani Publishers.	CA Test II
Sep 23 - 26, 2024 (Day Order 1-4)	4.2.1 Deductions, Computation of Income from Other Sources (Cont.)	Lecture/ Problem Solving	V.B. Gaur & Narang , Income Tax Law And Practice, New Delhi: Kalyani Publishers.	CA Test II
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	Unit 5 - Computation of Total Income and Tax Liability  5.1 Deductions – For Individuals	Lecture/ Problem Solving	T.S. Reddy & Y. Hari Prasad Reddy, Income Tax Law and Practice, Chennai: Margham Publications	Class Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.2 Set Off and Carry Forward of Income	Lecture/ Problem Solving	T.S. Reddy & Y. Hari Prasad Reddy, Income Tax Law and Practice, Chennai: Margham Publications	Class Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.3 Computation of Total Income and Tax Liability  5.4 Procedures Relating to Filing of Returns	Guest Lecture/ Problem Solving	T.S. Reddy & Y. Hari Prasad Reddy, Income Tax Law and Practice, Chennai: Margham Publications	Class Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENT :**

- Group Presentation on “Understanding the Union Budget 2024 – Overview, Highlights, Merits and Limitations pertaining to particular sector”– 25 Marks – July 26, 2024
- MCQ Test on Unit 1 & 2 - Individual Assignment – 15 Marks – Aug 14, 2024
- Assignment on Filing of Tax Return – Individual Assignment – 10 Marks – Oct 10, 2024

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI****Course Schedule: June - November 2024**

**Department** : **Corporate Secretaryship**  
**Name/s of the Faculty** : **Section A – Ms.R.Leelavathi**  
**Section B – Dr.E.Felix Maria**  
**Course Title** : **Corporate Accounting and Restructuring**  
**Course Code** : **19CO/MC/CRR54**  
**Shift** : **II**

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	Unit 1 1.1 Final Accounts of Companies 1.1.1 Computation of Managerial Remuneration 1.1.2 Preparation of Final Accounts of Companies	Lecture / Problem Solving	S.N.Maheshwari, Corporate Accounting, Vikas Publishing House	CA Test I
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.1.3 Preparation of Final Accounts under Company Law 1.2 Cash Flow Statement (As Per Accounting Standard – 3) 1.2.1 Meaning, Uses, Differences between Funds Flow Statement and Cash Flow Statement	Lecture / Problem Solving	T.S. Reddy and A.Murthy, Corporate Accounting, Margham Publications	CA Test I
July 5 – 12, 2024 (Day Order 1 - 6)	1.2.2 Preparation of Cash Flow Statement	Lecture / Problem Solving	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	CA Test I
July 15 – 23, 2024 (Day Order 1 - 6)	Unit 2 Valuation of Shares and Goodwill 2.1 Goodwill – Methods of Valuation of Goodwill	Lecture / Problem Solving	T.S. Reddy and A.Murthy, Corporate Accounting, Margham Publications	CA Test I and Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	2.2 Shares- Methods of Valuation of Shares	Lecture / Problem Solving	T.S. Reddy and A.Murthy, Corporate Accounting, Margham Publications	CA Test I and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	2.2 Shares- Methods of Valuation of Shares	Lecture / Problem Solving	T.S. Reddy and A.Murthy, Corporate Accounting, Margham Publications	CA Test I and Other Component

Aug 6 – 10, 2024	<b>C.A. Test – I</b>			
Aug 12 – 14, 2024 (Day Order 4-6)	2.2 Shares- Methods of Valuation of Shares Unit 3 Corporate Restructuring 3.1 Meaning, Need and Scope of Corporate Restructuring 3.1.1 Process of Implementation 3.1.2 Types of Restructuring Strategies - Mergers, Acquisitions, Takeovers,	Problem Solving  Guest Lecture and Self Study	T.S. Reddy and A.Murthy, Corporate Accounting, Margham Publications  P.C. Tulsian, Corporate Accounting, S.Chand.	CA Test II and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	3.1.2 Disinvestments and Strategic Alliances, Demerger and Hiving off 3.2 Corporate Demerger and Reverse Merger	Guest Lecture and Self Study	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	CA Test II and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	3.3 Takeover - Meaning and Concept 3.3.1 Types of Takeovers- Legal Aspects 3.3.2 SEBI Regulations for Takeover	Guest Lecture and Self Study	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	CA Test II and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	Unit 4 Financial Restructuring – Internal Reconstruction 4.1 Meaning of Alteration of Share Capital and Internal Reconstruction	Lecture / Problem Solving	P.C. Tulsian, Corporate Accounting, S.Chand,	CA Test II
Sep 12 - 20, 2024 (Day Order 1-6)	4.2 Problems relating to Internal Reconstruction	Lecture / Problem Solving	P.C. Tulsian, Corporate Accounting, S.Chand	CA Test II
Sep 23 - 26, 2024 (Day Order 1-4)	Unit 5 Mergers and Acquisitions – Amalgamation 5.1 Amalgamation- Accounting Treatment as per	Lecture / Problem Solving	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	CA Test II

	AS-14 Calculation of Purchase Consideration			
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	5.2 Methods of Amalgamation Accounting -Pooling of Interests Method, Net Purchase Method	Lecture / Problem Solving	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	Home Assignment
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.3 Accounting Entries in the Books of Transferor and Transferee	Lecture / Problem Solving	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	Home Assignment
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.4 Disclosure Relating to Amalgamation	Lecture / Problem Solving	R.L.Gupta and M. Radhasamy Advanced Accounting, Vol II, Sultan Chand	Home Assignment
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENT:**

- Multiple choice questions on Corporate Restructuring - 19<sup>th</sup> August ,2024 -20 Marks
- Short Problem Test on Valuation of goodwill and shares – 29<sup>th</sup> August ,2024-30 Marks

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**Course Schedule: June - November 2024**

**Department** : Corporate Secretaryship  
**Name/s of the Faculty** : Section A- Ms. Chandini R  
Section B - Ms. Reema R Varghese  
**Course Title** : Drafting & Conveyance  
**Course Code** : 19CO/MC/DC53  
**Shift** : II

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	<b>Unit 1 Drafting and Conveyancing</b>  1.1 Drafting  1.1.1 Drafting- Meaning, General Principles –Rules for Drafting of Deeds and Conveyance, Rules Relating to Interpretation  1.1.2 Aids to Clarity and Accuracy – Legal Requirements and Implications.	Lecture & PPT	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	C.A. Test – I
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.2 Conveyancing  1.2.1 Conveyancing- Meaning, General Principles – Basic Requirements for Deeds of Transfers  1.2.2 Description of Deed  <b>Unit 2 Drafting of Orders, Agreements and Contracts</b>  2.1 Drafting of Orders	Lecture & PPT	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	C.A. Test – I
July 5 – 12, 2024 (Day Order 1 - 6)	2.1.1 Appointment Orders  2.1.2 Suspension Orders – Order of Dismissal and Discharge, Charge sheets, Apprenticeship Agreements, Shareholders’ Agreement	Lecture & Workshop	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	Other Component & C.A. Test – I
July 15 – 23, 2024 (Day Order 1 - 6)	2.2 Drafting of Agreements	Lecture &	G.M.Kothari and Arvind G. Kothari,	Other Component

	<p>2.2.1 Agreements to Sell/Purchase- Foreign Collaboration Agreements – Service Agreements</p> <p>2.2.2 Hypothecation - On-line Shopping Agreement</p>	Workshop	Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	& C.A. Test - I
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July 24 – 31, 2024 (Day Order 1 - 6)	2.2.2 Leave, License and Rental Agreement- Outsourcing Agreements.  2.3 Drafting of Contracts 2.3.1 Drafting of Contracts- Importance and Procedure  2.3.2 Form of Contract – Dealership Contracts, Building Contracts,	Lecture & Workshop	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	Other Component & C.A. Test – I
Aug 1 – 5, 2024 (Day Order 1 - 3)	2.3.2 Form of Contract - Agency Contracts-Ingredients of Agency Contract-Service Contract 2.3.3 Electronic Contracts (E-Contracts Essentials and Types of E-Contract, Important Points with regard to E-Contracts)	Lecture & Class Discussion	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	Other Component & C.A. Test – I
Aug 6 – 10, 2024	<b>C.A. Test – I</b>			
Aug 12 – 14, 2024 (Day Order 4-6)	Unit 3 Drafting of Deeds 3.1 Basic Components of Deeds – Use of Appropriate Words and Expressions-Endorsement and Stamping of Deed	Lecture & PPT	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	Other Component & C.A. Test – II
Aug 16 – 23, 2024 (Day Order 1-6)	3.1 Basic Components of Deeds – Endorsement and Stamping of Deed 3.2 Types of Deed  3.2.1 Deed of Hire Purchase Agreement- 3.2.2 Relinquishment Deed-Deed of Sale of Immovable Property	Lecture & Class Discussion	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	Other Component & C.A. Test – II
Aug 27 – Sep 3, 2024 (Day Order 1-6)	3.3.3 Deed of Amalgamation of Companies-Deed of Sale of Business	Lecture & Workshop	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent	C.A. Test - II

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Sep 4 – 11, 2024 (Day Order 1-6)	Unit 4 Deed of Assignment 4.1 Assignment Deed- Importance and Types  4.1.1 Business Debts – Shares in a Company – Policies in Insurance	Lecture	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	C.A. Test – II
Sep 12 - 20, 2024 (Day Order 1- 6)	4.1.2 Patents, Trademarks, Copyrights – Business and Goodwill and other Rights and Interests – Deed of Exchange and Gift Deeds.	Lecture & Workshop	G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	Other Component & C.A. Test – II
Sep 23 - 26, 2024 (Day Order 1-4)	4.2 Deed of Power of Attorney- Revocable – Irrevocable – General and Specific Letters of Authority.		G.M.Kothari and Arvind G. Kothari, Drafting and Conveyancing, N.M. Tripathi p ltd., Mumbai, Recent edition	C.A. Test – II
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	<b>Unit 5 Pleading</b> 5.1.Meaning and Importance-Essentials and Particulars of Pleading- Signing and Verification- Amendment in Pleadings.	Lecture	DR R.Prakash, Art of Conveyancing and Pleading, Eastern Book Co., Revised 2nd Edition	Group Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.2 Civil Pleadings- Injunction Application- Interlocutory Application- Revision Petition- Review	Lecture & Workshop	DR R.Prakash, Art of Conveyancing and Pleading, Eastern Book Co., Revised 2nd Edition	Other Component

	Petition			
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.3 Criminal Pleadings- Meaning – Complaint- Application for Bail- Anticipatory Bail	Lecture	DR R.Prakash, Art of Conveyancing and Pleading, Eastern Book Co., Revised 2nd Edition	Group Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENT:**

- Objective test from Unit II & III - 6<sup>th</sup> September, 2024 -30 Marks
- Legal Document Analysis - October 5, 2024 – 20 Marks

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**Course Schedule: June - November 2024**

**Department** : Corporate Secretaryship  
**Name/s of the Faculty** : Section A – Dr. Sharanya.P  
 Section B – Ms. Raghavi V  
**Course Title** : Secretarial Practice  
**Course Code** : 19CO/MC/SP53  
**Shift** : II

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	<b>Unit 1 -Introduction</b>  1.1 Secretary-Meaning and Types of Secretaries  1.2 Company Secretary - Definition and Legal Position	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test I and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Rights, Duties and Liabilities of a Company Secretary  1.4Qualification, Appointment and Dismissal of a Company Secretary	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test I and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	<b>Unit 2 - Secretarial Standards</b>  2.1 Meaning, Scope and Need  2.2 Secretarial Standards relating to (SS1-5)  2.2.1 Meeting of Board of Directors	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test I and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	2.2.2 General Meeting  2.2.3 Dividend	Guest Lecture and Presentation	ICSI - Company Secretarial Practice	CA Test I and Other Component

July 24 – 31, 2024 (Day Order 1 - 6)	2.2.4 Registers and Records  2.2.5 Minutes	Lecture and Presentation	ICSI Company Secretarial Practice -	CA Test I and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	<b>Unit 3 - Duties of a Secretary Relating to Formation of a Company</b> 3.1 Promotion and Incorporation	Lecture and Presentation	ICSI Company Secretarial Practice -	CA Test I and Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>			
Aug 12 – 14, 2024 (Day Order 4-6)	3.2 Prospectus 3.3 Issue of Shares 3.4 Listing	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test II and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	<b>Unit 4 - Duties of a Secretary Relating to Members and Meetings</b>  4.1 Register of Members –Preparation and Duties relating to Maintenance of Register of Members	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test II and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	4.2 Secretarial Duties relating to Meeting  4.2.1 Board Meetings – Frequency, Notice, Agenda, Quorum, Resolution, Minutes and Procedure for Holding the Meeting	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor Company Secretarial Practice Manual , K R Chandratre	CA Test II and Other Component

Sep 4 – 11, 2024 (Day Order 1-6)	4.2.2 Extra-ordinary General Meeting – Notice, Explanatory Statement and Procedure for Conduct	Case studies , Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test II and Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	4.2.3 Annual General Meeting- Statutory Provisions and ‘ Duties of a Company Secretary,ByMember’s Requisition  4.3 Conduct of the Meeting	Case studies , Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test II and Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	<b>Unit 5 - Secretarial Duties Relating to Winding up and Dissolution</b>  5.1 Secretarial Duties for each Method of Winding up.	Case studies , Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	CA Test II and Other Component
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	5.1 Secretarial Duties for each Method of Winding up.  (Continuation)	Group discussion Lecture and Presentation	Corporate Laws and Secretarial Practice, Jain Book <b>and</b>  Company Secretarial Practice Manual , K R Chandratre	Group Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.2 Liquidators, Rights and Powers-	Lecture and	Company Law and	Group Discussion

	Appointment of Committee of Inspection, Position of Company Secretary in Liquidation	Presentation	Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	
Oct 16 - 22, 2024 (Day Order 1 to 6)	5.2 Liquidators, Rights and Powers-Appointment of Committee of Inspection, Position of Company Secretary in Liquidation	Lecture and Presentation	Company Law and Secretarial Practice, N.D.Kapoor  Company Secretarial Practice Manual , K R Chandratre	Group Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENT:**

- Objective type test on Introduction & Secretarial Standards -29<sup>th</sup> July 2024 – 30 Marks
- Case study Analysis Unit III and Unit IV – 7<sup>th</sup> October 2024 -20 Marks



**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**Course Schedule: June - November 2024**

**Department** : Corporate Secretaryship  
**Name/s of the Faculty** : Section A: Dr. E. Felix Maria  
 Section B: Ms. Mofika  
**Course Title** : Compensation Management  
**Course Code** : 19ID/IC/CM55  
**Shift** : II

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	<b>Unit 1 - Wage and Salary Administration</b> 1.1 Concept of Wages and Salary, Theories of Wage  1.2 Types of wages, Components of wages	Lecture with PPT	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test I and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.3 Factors determining wages, Principles of wage administration	Lecture with PPT & Group discussion	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test I and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	<b>Unit 2 - Wage Legislations</b> 2.1 Principles of Equal Pay for Equal work	Lecture with PPT & Group discussion	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test I and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	2.2 Job Evaluation – Definition, Objectives	Lecture with PPT & Group discussion	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test I and Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	2.3 Methods, Classification, Factor Comparison Method and Point Method of Job Evaluation	Lecture with PPT & Group discussion	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test I and Other Component

Aug 1 – 5, 2024 (Day Order 1 - 3)	<b>Unit 3 - Compensation Classification</b> 3.1 Types - Incentives, Fringe Benefits	Lecture with PPT & Group discussion	Gupta. C.B. Human Resource Management, Sultan Chand Publishers, New Delhi	CA Test I and Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>			
Aug 12 – 14, 2024 (Day Order 4-6)	3.2 Strategic Compensation Planning	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test II and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	3.3 Determining Compensation	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test II and Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	<b>Unit 4 - Wage Structure</b> 4.1 Wage Fixation – Flat Rate, Merit Rate, Wage survey	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test II and Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	4.2 Wage Payment – Policies, Payment Systems – Wage Incentive Plans, Blue Collar Employees, White Collar Employees.	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test II and Other Component
Sep 12 - 20, 2024 (Day Order 1- 6)	<b>Unit 5 - Workmen's Compensation Act, 1923</b> 5.1 Object, Scope and Coverage of the Act	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test II and Other Component

Sep 23 - 26, 2024 (Day Order 1-4)	5.2 Definitions – Dependent, Employer, Partial Disablement.	Lecture with PPT	Singh, B.D Compensation & Reward Management. Excel Book, New Delhi	CA Test II and Other Component
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	5.3 Rules Regarding Employees Compensation	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	Group Discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)	5.4 Amount and Distributions of Compensation, Notice and Claim	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	Group Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	Distributions of Compensation, Notice and Claim (Continuation)	Lecture with PPT	Kapoor .N.D. Elements of Industrial law , Sultan Chand and Sons ,New Delhi	Group Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENTS:**

- Objective type test on Unit 1, 2 & 3 on 3<sup>rd</sup> September, 2024 - 25 marks.
- To design a structured compensation package plan for executive positions in different types of organisations on 9<sup>th</sup> October, 2024 – 25 Marks.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI****Course Schedule: June - November 2024**

**Department** : Corporate Secretaryship  
**Name/s of the Faculty** : MS . Raghavi V  
**Course Title** : Right to Information Act  
**Course Code** : 19CO/GE/RI22  
**Shift** : II

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	<b>Unit 1-Introduction</b> 1.1 Constitutional Framework, Objectives and Importance of the act	Lecture and Presentation	R.Majumdar, Commentary on The Right to Information Act, 2005.	Continuous Assessment
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.1 Constitutional Framework, Objectives and Importance of the act	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005.	Continuous Assessment
July 5 – 12, 2024 (Day Order 1 - 6)	1.2 Fundamental Rights and Directive Principles of State Policy	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005.	Continuous Assessment
July 15 – 23, 2024 (Day Order 1 - 6)	1.2 Fundamental Rights and Directive Principles of State Policy	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005.	Continuous Assessment
July 24 – 31, 2024 (Day Order 1 - 6)	1.3 Constitutional Provisions of RTI	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005.	Continuous Assessment
Aug 1 – 5, 2024 (Day Order 1 - 3)	1.3 Constitutional Provisions of RTI	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005.	Continuous Assessment
Aug 6 – 10, 2024	<b>C.A. Test – I</b>			

Aug 12 – 14, 2024 (Day Order 4-6)	<b>Unit 2 Development of RTI in India</b> <b>2.1</b> Origin of the RTI Act 2005 in India	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005	Continuous Assessment
Aug 16 – 23, 2024 (Day Order 1-6)	<b>2.1</b> Origin of the RTI Act 2005 in India	Lecture and Presentation	R. Majumdar, Commentary on The Right to Information Act, 2005	Continuous Assessment
Aug 27 – Sep 3, 2024 (Day Order 1-6)	<b>2.2</b> Initiatives, Movements, Success stories and Challenges	Lecture and Case Study	R. Majumdar, Commentary on The Right to Information Act, 2005	Continuous Assessment and other components
Sep 4 – 11, 2024 (Day Order 1-6)	<b>2.2</b> Initiatives, Movements, Success stories and Challenges	Lecture and Case Study	R. Majumdar, Commentary on The Right to Information Act, 2005	Continuous Assessment and other components
Sep 12 - 20, 2024 (Day Order 1- 6)	<b>2.3</b> RTI and Human Rights	Lecture and Case Study	R. Majumdar, Commentary on The Right to Information Act, 2005	Continuous Assessment
Sep 23 - 26, 2024 (Day Order 1-4)	<b>2.3</b> RTI and Human Rights	Lecture and Case Study	R. Majumdar, Commentary on The Right to Information Act, 2005	Continuous Assessment
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	<b>Unit 3 Various Rights</b> <b>3.1</b> Right to Hearing, Grievance Redressal	Lecture and Group discussion	R. Majumdar, Commentary on The Right to Information Act, 2005	Other Component

Oct 7 - 15, 2024 (Day Order 1 to 6)	<b>3.2</b> Right to Public Services, Transfers and Delays	Lecture and Group discussion	R. Majumdar, Commentary on The Right to Information Act	Other Component
Oct 16 - 22, 2024 (Day Order 1 to 6)	<b>3.3</b> Public Consultation	Lecture and Group discussion	R. Majumdar, Commentary on The Right to Information Act, 2005	Class Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENT:**

1. Presentation on Unit III for 10 Marks – 25<sup>th</sup> September onwards
2. Assignment/ Model on “Initiatives and Movements” relating to Right to Information Act for 15 marks on 15.09.2024

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**Course Schedule: June - November 2024**

**Department : Corporate Secretaryship**  
**Name/s of the Faculty : Dr.Sharanya.P**  
**Course Title : Documentation and Compliance**  
**Course Code : 19CO/GE/RI22**  
**Shift : II**

<b>Week &amp; No. of hours</b>	<b>Units &amp; Topics</b>	<b>Teaching Methodology</b>	<b>Text &amp; References</b>	<b>Method of Evaluation</b>
Jun 19 – 26, 2024 (Day Order 1 - 6)	<b>UNIT I</b> <b>Introduction to Documentation</b> 1.1 Documentation – Purpose, Guiding Principles of Good Documentation, Examples of Good and Poor Documentation Practices	Lecture and Presentation	Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1.1 Documentation – Purpose, Guiding Principles of Good Documentation, Examples of Good and Poor Documentation Practices	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide., Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	1.2 Document Management System – Meaning, Advantages & Disadvantages; Comparison of Physical and Virtual Data Room	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide., Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component

July 15 – 23, 2024 (Day Order 1 - 6)	1.2 Document Management System – Meaning, Advantages & Disadvantages; Comparison of Physical and Virtual Data Room	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
July 24 – 31, 2024 (Day Order 1 - 6)	1.3 Preservation of Records, Setting up of A Record Room, Suggestive Steps for Protecting Confidential Information	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)	<b>UNIT –II</b> Compliance Framework 2.1 Introduction, Corporate Compliance Framework Setup – Process	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>			



Aug 12 – 14, 2024 (Day Order 4-6)	2.1 Introduction, Corporate Compliance Framework Setup – Process	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
Aug 16 – 23, 2024 (Day Order 1-6)	2.1 Introduction, Corporate Compliance Framework Setup – Process	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
Aug 27 – Sep 3, 2024 (Day Order 1-6)	2.2 Role of Company Secretary in Creation of Compliance Chart	Lecture and Presentation	Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component
Sep 4 – 11, 2024 (Day Order 1-6)	2.2 Role of Company Secretary in Creation of Compliance Chart	Lecture and Presentation	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Continuous Assessment & Other Component

Sep 12 - 20, 2024 (Day Order 1- 6)	<b>UNIT III</b> Compliance Management 3.1 Meaning, Need, Benefits and Scope of Corporate Compliance	Lecture and Case Study	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant's Documentation and Compliance for Audits and Reviews	Continuous Assessment
Sep 23 - 26, 2024 (Day Order 1-4)	3.2 Process of Corporate Compliance Reporting (CCR)	Lecture and Case Study	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant's Documentation and Compliance for Audits and Reviews	Continuous Assessment
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>			
Oct 4 – 5, 2024 (Day 5 & 6)	3.2 Process of Corporate Compliance Reporting (CCR)	Lecture and Group discussion	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant's Documentation and Compliance for Audits and Reviews	Class Discussion

Oct 7 - 15, 2024 (Day Order 1 to 6)	3.3 Compliances – Activity Wise, Sector Wise, Industry-Specific, State & Local Laws Compliance	Lecture and Group discussion	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Class Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)	3.3 Compliances – Activity Wise, Sector Wise, Industry-Specific, State & Local Laws Compliance	Lecture and Group discussion	Lisette Wright., Coding and Documentation Compliance: A Comprehensive Guide.,Routledge  Pramod Jain., Chartered Accountant’s Documentation and Compliance for Audits and Reviews	Class Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>			

**OTHER COMPONENT:**

- Objective test on Unit I and Unit II – 12<sup>th</sup> September 2024 - 25 Marks