

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**COURSE PLAN (November 2024 – April 2025)****Department : B.Com – Corporate Secretaryship****Name/s of the Faculty : Dr.R.B.Ayeswarya – Section - A****Ms.Mofika SA - Section - B****Course Title : Financial Accounting****Course Code : 23CO/MC/FA23****Shift : II****COURSE OUTCOMES (COs)**

COs	Description	CL
CO1	Remember basic Conceptual Framework for Preparation of Financial Statements	K1
CO2	Estimate various computations required for Principles of Hire Purchase and Leasing	K2
CO3	Determine the Profit or Loss of departments and branches	K3
CO4	Prepare Accounting in the Books of Consignor and Consignee	K4
CO5	Prepare Joint Venture and Sale or Return Accounting Procedures	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
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Nov 18 – 25, 2024 (Day Order 1-6)	1	Unit 1 1.1 Conceptual Framework for Preparation of Financial Statement 1.1.1 Introduction to Accounting Standards and Indian Accounting Standards, Difference Between Accounting Standards and Indian Accounting Standards 1.1.2 Accounting Standards – International Accounting Standards, Accounting Standards in India – Objectives, Process, Accounting Standards Board, Scope & Application of AS – 1,2,3,4,5,9,10,26 &29 in Preparation of Financial Statements	K1-K2 K1-K5	1 4	1-2 1-5	Lecture, Problem Solving & Learning by Doing Lecture, Problem Solving & Learning by Doing	Class Discussion & Quiz Class Discussion & Quiz
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.2 1.2.1	Preparation of Financial Statements of Sole Proprietor Closing Entries and Adjustment Entries	K1-K5	5	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class

Dec 4-11, 2024 (Day Order 1 to 6)	1.2.2	Adjustments - Loss of Stock by Accident or Fire, Manager's Commission on Net Profit Before and After Commission, Works Manager and General Manager Commission, writing off of Deferred Revenue Expenditure, Goods sent on Sale or Return Basis, Asset Disposal and Exchange, Distribution of Samples, Advance Income Tax	K1-K5	5	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class Third Component -MCQ on Accounting Standards -10 th December 2024-15 Marks
Dec 12-19, 2024 (Day Order 1 to 6)	2	Hire Purchase 2.1 Principles of Hire Purchase and Leasing	K1-K3	2	1-3	Lecture, Problem Solving & Learning by Doing	Home Assignment
	2.2	Application of Accounting Standard for Leasing –AS19					
	2.3	Accounting Treatment in the Books of Hire vendor and Hirer.	K1-K5	4	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class

Dec 20, 2024 (Day Order 1)	2.4	Default and Repossession (Complete and Partial)	K1-K5	4	1-3	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
Jan 3 – 7, 2025 (Day Order 3 to 6)	3	Branch Accounts and Departmental Accounts 3.1 Branch Accounts 3.1.1 Debtors System (Cost Price Method and Invoice Price Method)	K1-K5	2	1-5	Lecture, Problem Solving & Learning by Doing	Short Problem Test Third Component - Drafting of Hire Purchase Deed -3 rd January 2025-10 Marks
Jan 8 – 17, 2024 (Day Order 1 to 6)	3.1.2	Stock and Debtors System (Cost Price Method and Invoice Price Method)	K1-K5	2	1-3	Lecture, Problem Solving & Learning by Doing	Home Assignment
Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	3.1.3	Overview of Accounting for Independent Branches and Foreign Branches	K1-K3	1	1-3	Lecture, Problem Solving & Learning by Doing.	Problem Solving in Class
	3.2	Departmental Accounts	K1-K5	1	1-5	Lecture, Problem Solving & Learning by Doing	
Feb 3-8, 2025 (Day Order 1 to 6)	3.2.1	Meaning and Basis of Allocation of Expenses	K1-K5	2	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
	3.2.2						

		Stock Reserve and Inter-departmental transfers at Cost Price and invoice Price					
Feb 10– 18, 2025 (Day Order 1 to 4)	3.2.3	Preparation of Departmental Trading Account and Balance Sheet.	K1-K5	2	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
Feb 19- 26, 2025 (Day Order 1-6)	4 4.1	Consignment Accounting Meaning, Importance and Advantages	K1-K2	2	1-2	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4.2	Accounting in the Books of Consignor and Consignee.	K1-K5	5	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
Mar 7 – 11, 2025 (Day Order 1 to 3)	5 5.1	Joint Venture and Sale or Return Joint Venture – Accounting Procedures, Joint Bank Account.	K1-K5	4	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class Third Component - Problem Solving in Departmental Accounting and Consignment Accounting -7 th March 2025- 25

							Marks
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)	5.1	Memorandum Joint Venture Account	K1-K5	2	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.2	Meaning of Goods Sent on Approval or Return Basis and Accounting Treatment	K1-K5	4	1-5	Lecture, Problem Solving & Learning by Doing	Problem Solving in Class
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN (November 2024 – April 2025)

Department : B.Com - Corporate Secretaryship
Name/s of the faculty : Ms. Reema R Varghese – Section - A
 Ms. Leenu Joice – Section - B
Course Title : Corporate Ethics and Governance
Course Code : 23CO/MC/CG23
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Understand the importance of business ethics	K1
CO2	Identify unethical practices in marketing and advertising	K2
CO3	Analyze the ethical issues in Finance	K3
CO4	Explain the relevance of Corporate Governance and Corporate Social Responsibility.	K4
CO5	Discuss the board functions for corporate governance	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	An Overview of Business Ethics 1.1 Definition and Concept of Ethics, Morals and Values; Ethics and Indian Ethos; Indian Ethos and Games 1.2 Business Ethics; Characteristics of Business	K1 - K4	2	1 - 4	Lecture and Group discussions	Group discussion

		Ethics; Need and Importance of Business Ethics; Sources of Business Ethics; Causes of Unethical Behavior and Ethical Abuses		3		Lecture and Group discussions	
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.3 Guidelines for developing Code of Ethics; Ethics Committee; Work ethics; Public Good 1.4 Ethical Dilemmas in Business, right versus Right and Right versus Wrong Ethical Dilemma, Concepts like – Conflict of Interest, Self - Serving Bias, Moral Equilibrium	K1 - K4	2 3	1 - 4	Lecture and Group discussions Case Studies	Recap And Puzzle
Dec 4-11, 2024 (Day Order 1 to 6)	2	Ethics in Management and Corporate Frauds 2.1 Impact of Ethics on Competitive Business Strategy 2.2 Role of International Trade and Business Organizations in Developing Business Ethics	K1- K4	2 4	1 - 4	Lecture and Group discussions Case Studies	Recap and Case study analysis
Dec 12-19, 2024 (Day Order 1 to 6)	2	2.3 Ethical Issues in the Indian Context and Case Studies with Special Emphasis on corporate frauds: Accounting Fraud Bank Fraud Employee Fraud	K1- K4	6	1 - 4	Lecture and Case Studies	Group Discussion

Dec 20, 2024 (Day Order 1)	2	2.4 Preventive Measures Adopted to Curb Frauds	K1- K4	3	1 – 4	Lectures and Presentations, Group Discussions	Recap and Case study analysis
	3	3.1 Conceptual Framework of Corporate Governance 3.1.1 Meaning and Features of Corporate Governance	K1 – K5	1	1 - 5		
Jan 3 – 7, 2025 (Day Order 3 to 6)	3	3.1.2 Evolution of Corporate governance; Principles of Corporate Governance 3.1.3 Importance of Corporate Governance and Elements of Good Corporate Governance.	K1 – K5	2	1 - 5	Lectures and Presentations, Group Discussions	Recap and Case Study Presentations on Ethics in Business - January 6 Onwards, 2025 - 30 Marks
				2			
Jan 8 – 17, 2024 (Day Order 1 to 6)	3	3.2 Levels of Governance Structure 3.2.1 Corporate governance and role, responsibilities, and powers - Board of Directors, Corporate 3.2.2 Management Committee and Divisional Management Committee.	K1-K5	3	1 - 5	Lecture and Presentations, Group Discussions Presentations	Class Discussion & Quiz
				2			
Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	4	Corporate Governance 4.1 Meaning, Principles and Four Pillars of Corporate Governance	K1-K5	2	1 - 5	Lecture and Presentations, Group Discussions	Recap and Group Discussion

Feb 3-8, 2025 (Day Order 1 to 6)	4	4.2 Evolution of the Concept of Corporate Governance– Committees Report	K1-K5	3	1 - 5	Lecture and Presentations, Group Discussions	Group Discussion and Test
Feb 10– 18, 2025 (Day Order 1 to 4)	4	4.3 Board Committees and their Functions– Role of Independent Directors and Women Directors	K1-K5	3	1 - 5	Lecture and Presentations, Group Discussions	Group Discussion
Feb 19- 26, 2025 (Day Order 1-6)	4	4.4 Mandatory Reporting Requirements under the Companies Act 2013, read with Capital Market Regulations.	K1-K5	2	1 - 5	Lecture and Presentations, Case Analysis	Group Discussion and MCQ test on Unit 3 and 4 - February 19, 2025 - 20 Marks
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	5	Corporate Social Responsibility 5.1 Meaning and Nature	K1-K5	1	1-5	Lecture and Group Discussions	Recap, Case Analysis
Mar 7 – 11, 2025 (Day Order 1 to 3)	5	5.2 Importance and Legal Requirements – Reporting Requirement	K1-K5	2	1-5	Lecture and Group discussions, Case Analysis	Case Analysis & Class Discussion
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)	5	5.3 Responsibilities towards Stakeholders – Shareholders, Employees, Consumers and Society	K1-K5	2	1-5	Lecture, Group discussions, Presentations and Case Studies	Crossword Puzzle

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN (November 2024 – April 2025)

Department : B.Com - Corporate Secretaryship
Name/s of the faculty : Ms. Leenu Joice Section - A
: Ms. R P Suvethashri Section - B
Course Title : Life Skills – Health, Energy and Computer Basics
Course Code : 23CO/SS/HC13
Shift : II

COURSE OUTCOMES (COs)

Cos	Description	CL
CO1	Identify the importance of a few plants and their health benefits	K1
CO2	Recognize the causes and symptoms of common disorders	K2
CO3	Calculate food energy values and follow the Recommended Dietary Allowances (RDA) and appreciate the need for them.	K3
CO4	Conserve energy and use it responsibly	K4
CO5	Understand computer configuration for purchase of personal computer and E mail	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	Cos	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	Food and Health 1.1 Traditional food and their health benefits Six tastes – Natural guide map towards proper nutrition	K1 – K5	3	1–5	Lecture and Presentation	Recap and Group Discussion

Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.1.2 Nutritional value and significance of Navadhanya (Sesame seed, Bengal gram, Horse gram, green gram, Paddy seeds, White beans, Wheat, black gram and Chick pea) and Greens (Vallarai, Thuthuvalai, Manathakkali, Pulichakeerai, Agathi Keerai, Murungai Keerai, Karuveppilai, Puthina and Kothamalli).	K1 – K5	3	1–5	Lecture and Presentation	Recap and Quiz
Dec 4-11, 2024 (Day Order 1 to 6)	1	1.1.2 Nutritional value and significance of Navadhanya (Sesame seed, Bengal gram, Horse gram, green gram, Paddy seeds, White beans, Wheat, black gram and Chick pea) and Greens (Vallarai, Thuthuvalai, Manathakkali, Pulichakeerai, Agathi Keerai, Murungai Keerai, Karuveppilai, Puthina and Kothamalli). (Cont)	K1 – K5	2	1–5	Lecture and Presentation	Recap and Quiz
Dec 12-19, 2024 (Day Order 1 to 6)	1	1.2 Causes, symptoms and home remedies for the following ailments Common cold, Anemia, Hypothyroidism, Obesity, Diabetes, Mellitus, Polycystic Ovarian Syndrome, Ulcer, Wheezing and Hypertension	K1 – K5	3	1–5	Lecture and Presentation	Debate

Dec 20, 2024 (Day Order 1)	1	1.2 Causes, symptoms and home remedies for the following ailments Common cold, Anemia, Hypothyroidism, Obesity, Diabetes, Mellitus, Polycystic Ovarian Syndrome, Ulcer, Wheezing and Hypertension (Cont)	K1 – K5	2	1–5	Lecture and Presentation	Recap and Q&A
Jan 3 – 7, 2025 (Day Order 3 to 6)	2	Unit 2 Food and energy balance 2.1 Units of Energy, Components of Total Energy Requirement – Basal Metabolic Rate, energy requirements for (work) physical activity and Thermic effect of food	K1 – K5	5	1–5	Lecture and Presentation	Recap and Group Discussion
Jan 8 – 17, 2024 (Day Order 1 to 6)	2	2.,2 Factors affecting Basal Metabolic Rate and Thermic Effect of food	K1 – K5	3	1–5	Lecture and Presentation	Recap and Qizz
Jan 18 - 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	2	2.3 Recommended Dietary Allowances and Balanced Diet, Food Energy Values- Calculation	K1 – K5	5	1–5	Lecture and Presentation	Recap and Exhibition on Traditional food and their health benefits– January 31,

							2025– 25 Marks
Feb 3-8, 2025 (Day Order 1 to 6)	3	Unit 3 3.1 Energy conservation 3.1.1 Needs for Energy Conservation – Power consumption of domestic appliances – Electrical Energy Audit – Strategies for Energy Conservation - Modern lighting systems– Light emitting diode (LED), Compact fluorescent lamps (CFL), Green indicators and Inverter, Green building - Home lighting using Solar cell - Solar water heaters- Water and waste management - Biogas plant	K1 – K5	2	1–5	Lecture and Presentation	Class Discussion
Feb 10– 18, 2025 (Day Order 1 to 4)	3	3.1.2 Safety Practices in using electronic gadgets and electricity at home – Precautions - Shock- Use of testers to identify leakage	K1 – K5	2	1–5	Lecture and Presentation	Recap and Q&A
Feb 19- 26, 2025 (Day Order 1-6)	3	3.2 Computer fundamentals 3.2.1 Essentials of Purchasing a Personal Computer - Fundamentals of	K1 – K5	2	1–5	Lecture and Presentation	Recap Project on balanced diet plan based on the Recommended Dietary

		Networks – Local Area Network, Internet, Networking in real-time scenario- Computer Hacking – Computer Forensics Fundamentals – Cyber Laws - Secure Browsing					Allowances (RDA) for a specific age group - February 20, 2025– 15 Marks
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	3	3.2 Computer fundamentals 3.2.1 Essentials of Purchasing a Personal Computer - Fundamentals of Networks – Local Area Network, Internet, Networking in real-time scenario- Computer Hacking – Computer Forensics Fundamentals – Cyber Laws - Secure Browsing	K1 – K5	1	1–5	Lecture and Presentation	Puzzle
Mar 7 – 11, 2025 (Day Order 1 to 3)	3	3.2.2 Configuring Email Configure Email Settings – Attachments – Compression – Organizing Emails – Manage Folders - Auto Reply - Electronic Business Card - Email Filters- Manage Junk Mail - Calendar - Plan Meetings, Appointments - Scheduling Emails	K1 – K5	2	1–5	Lecture and Presentation	Recap Assignment on E-Mail Configuration and managing junk Mails– March 10, 2025– 10 Marks
Mar 12 –17, 2025	C.A. Test - II						
Mar 18 – 20, 2025 (Day 4 to 6)	3	3.2.2 Configuring Email	K1 – K5	1	1–5	Lecture and Presentation	Recap

		Configure Email Settings – Attachments – Compression – Organizing Emails – Manage Folders - Auto Reply - Electronic Business Card - Email Filters- Manage Junk Mail - Calendar - Plan Meetings, Appointments - Scheduling Emails					
Mar 21 - 28, 2025 (Day Order 1 to 6)	5	3.2.3 Emerging Trends in IT - 3D Printing, Cloud Storage, Augmented Reality, Artificial Intelligence, Internet of Things (IoT)	K1 – K5	3	1–5	Lecture and Presentation	Recap and Q&A
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN (November 2024 – April 2025)

Department : B.Com – Corporate Secretaryship
Name/s of the faculty : Ms.Mofika SA
Course Title : RIGHT TO INFORMATION ACT
Course Code : 23CO/GE/RI22
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Recognize the significance of the right to information movement.	K1
CO2	Explain the objectives of the Right to Information Act 2005	K2
CO3	File the application for information.	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	1.1 Constitutional Framework, Objectives and Importance of the act	K1-K3	2	1-3	Lecture, Presentation and Discussion	Quiz
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.1 Constitutional Framework, Objectives and Importance of the act	K1-K3	2	1-3	Lecture, Presentation and Discussion	Class Discussion

Dec 4-11, 2024 (Day Order 1 to 6)	1	1.2 Fundamental Rights and Directive Principles of State Policy	K1-K3	2	1-3	Lecture, Presentation and Discussion	Open Book Test
Dec 12-19, 2024 (Day Order 1 to 6)	1	1.2 Fundamental Rights and Directive Principles of State Policy	K1-K3	2	1-3	Lecture, Presentation and Discussion	Class Discussion
Dec 20, 2024 (Day Order 1)	1	1.3 Constitutional Provisions of RTI	K1-K3	1	1-3	Lecture, Presentation and Case Studies	Class Discussion
Jan 3 – 7, 2025 (Day Order 3 to 6)	2	Development of RTI in India 2.1 Origin of the RTI Act 2005 in India	K1-K3	2	1-3	Lecture, Presentation and Discussion	Recap
Jan 8 – 17, 2024 (Day Order 1 to 6)	2	2.1 Origin of the RTI Act 2005 in India	K1-K3	2	1-3	Lecture, Presentation and Discussion	Group Discussion
Jan 18 - 23, 2025	C.A. Test - I						
Jan 24 -31, 2025 (Day Order 1 to 6)	2	2.2 Initiatives, Movements, Success stories and Challenges	K1-K3	2	1-3	Lecture, Presentation and Discussion	Group Discussion & Case studies
Feb 3-8, 2025 (Day Order 1 to 6)	2	2.2 Initiatives, Movements, Success stories and Challenges	K1-K3	2	1-3	Lecture, Presentation and Discussion	Group Discussion & Case studies
Feb 10– 18, 2025 (Day Order 1 to 4)	2	2.3 RTI and Human Rights	K1-K3	1	1-3	Lecture, Presentation Discussion, Case Studies	Group Discussion & Case studies Report on Right to information and

							Obligations of Public Authorities – February 12, 2025 – 25 Marks
Feb 19- 26, 2025 (Day Order 1-6)	2	2.3 RTI and Human Rights	K1-K3	1	1-3	Lecture, Presentation Discussion, Case Studies	Group Discussion & Case studies
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	3	Various Rights 3.1 Right to Hearing, Grievance Redressal	K1-K3	2	1-3	Lecture, Presentation Discussion, Case Studies	Group Discussion & Case studies Third Component -MCQ Test on Unit 1&2- March 4, 2025 – 25 Marks
Mar 7 – 11, 2025 (Day Order 1 to 3)	3	3.2 Right to Public Services, Transfers and Delays	K1-K3	3	1-3	Lecture, Presentation Discussion, Case Studies	Class Discussion
Mar 12 –17, 2025	C.A. Test - II						
Mar 18 – 20, 2025 (Day 4 to 6)	3	3.3 Public Consultation	K1-K3	2	1-3	Lecture, Presentation Discussion, Case Studies	Class Discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)	3	3.3 Public Consultation	K1-K3	3	1-3	Lecture, Presentation Discussion, Case Studies	Class Discussion

Mar 29- April 2, 2025
(Day Order 1 to 3)

REVISION

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN (November 2024 – April 2025)

Department : B.Com – Corporate Secretaryship
Name/s of the faculty : Ms.Raghavi V
Course Title : Documentation and Compliance
Course Code : 23CO/GE/DC22
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Recognize the significance of the right to information movement.	K1
CO2	Explain the objectives of the Right to Information Act 2005	K2
CO3	File the application for information.	K3

Week	Unit No.	Content	Cognitive level	Teaching Hours	CO 's	Teaching Learning Methodology	Assessment Methods
Nov 18 – 25, 2024 (Day Order 1-6)	1	1.1 Documentation – Purpose, Guiding Principles of Good Documentation	K1-K3	2	1-3	Lecture and Group Discussion	Recap and Group Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1	1.1 Documentation- Examples of Good and Poor Documentation Practices	K1-K3	1	1-3	Lecture and Group Discussion	Recap and Case Studies
Dec 4-11, 2024 (Day Order 1 to 6)	1	1.2 Document Management System – Meaning, Advantages Disadvantages; Comparison of Physical and Virtual Data Room	K1-K3	2	1-3	Lecture and Group Discussion	Group Discussion and Recap
Dec 12-19, 2024 (Day Order 1 to 6)	1	1.2 Document Management System – Meaning, Advantages Disadvantages; Comparison of Physical and Virtual Data Room	K1-K3	1	1-3	Lecture and Group Discussion	Recap and Quiz
Dec 20,2024 (Day Order 1)	1	1.2 Document Management System – Meaning, Advantages Disadvantages; Comparison of Physical and Virtual Data Room	K1-K3	1	1-3	Lecture and Group Discussion	Recap and Quiz

Week	Unit No.	Content	Cognitive level	Teaching Hours	CO 's	Teaching Learning Methodology	Assessment Methods
Jan 3 – 7, 2025 (Day Order 3 to 6)	1	1.3 Preservation of Records, Setting up of A Record Room, Suggestive Steps for Protecting Confidential Information	K1-K3	2	1-3	Lecture and Group Discussion	Recap and Q&A Session
Jan 8 – 17, 2025 (Day Order 1 to 6))	1	1.3 Preservation of Records, Setting up of A Record Room, Suggestive Steps for Protecting Confidential Information	K1-K3	2	1-3	Lecture and Group Discussion	Recap and Quiz Third Component -Compliance activities undertaken by various sector /Industries– Jan 8 th . 2025 onwards– 15 Marks
Jan 18 – 23, 2025	C.A. Test – I						
Jan 24 -31, 2025 (Day Order 1 to 6)	2	Compliance Framework 2.1 Introduction, Corporate Compliance Framework Setup – Process	K1-K3	1	1-3	Lecture and Online Quiz	Group Discussion and Recap
Feb 3-8, 2025 (Day Order 1 to 6)	2	2.1 Introduction, Corporate Compliance Framework Setup – Process	K1-K3	2	1-3	Lecture and Online Quiz	Recap and Case Studies
Feb 10– 18, 2025 (Day Order 1 to 4)	2	2.1 Introduction, Corporate Compliance Framework Setup – Process	K1-K3	1	1-3	Lecture and Online Quiz	Group Discussion and Quiz

Week	Unit No.	Content	Cognitive level	Teaching Hours	CO 's	Teaching Learning Methodology	Assessment Methods
Feb 19- 26, 2025 (Day Order 1-6)	3	2.2 Role of Company Secretary in Creation of Compliance Chart	K1-K3	2	1-3	Lecture and Online Quiz	Recap and Crossword puzzle
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	2	2.2 Role of Company Secretary in Creation of Compliance Chart	K1-K3	2	1-3	Lecture and Online Quiz	Group Discussion and Quiz Third Component - Industries where regulatory compliance holds significant importance, as well as the vital role of a Company Secretary within the board in ensuring compliance." - March 6 th 2025– 10 Marks
Mar 7 – 11, 2025 (Day Order 1 to 3)	3	Compliance Management 3.1 Meaning, Need, Benefits and Scope of Corporate Compliance	K1-K3	2	1-3	Lecture and Case studies	Recap and Quiz
Mar 12 –17, 2025	C.A. Test – II						
Mar 18 – 20, 2025 (Day 4 to 6)	3	3.2 Process of Corporate Compliance Reporting (CCR)	K1-K3	2	1-3	Lecture and Case studies	Group Discussion and Case Study Analysis

Week	Unit No.	Content	Cognitive level	Teaching Hours	CO 's	Teaching Learning Methodology	Assessment Methods
Mar 21 - 28, 2025 (Day Order 1 to 6)	3	3.3 Compliances – Activity Wise, Sector Wise, Industry-Specific, State & Local Laws	K1-K3	3	1-3	Lecture and Case studiess	Group Discussion and Case Study Analysis
Mar 29- April 2, 2025 (Day Order 1 to 3)	REVISION						