

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**Course Schedule: November 2024 – April 2025****Department : Commerce - Corporate Secretaryship****Name/s of the Faculty : Dr Sharanya P –Section - A****Ms. Raghavi – Section - B****Course Title : Goods and Services Tax****Course Code : 19CO/MC/GT64****Shift : II**

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit 1 - Introduction 1.1 Constitutional Framework of Indirect Taxes before GST (Taxation Powers of Union and State Government) 1.2 Concept of VAT-Meaning, Variants and Methods, Major Defects in the Structure of Indirect Taxes prior to GST	Lecture and Presentation	V.S. Datey, All about GST V.S. Datey, GST Ready Reckoner Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Service Tax	Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.3 Rationale for GST- Structure of GST (SGST CGST,UTGST & IGST) 1.3.1 GST Council, GST Network, State Compensation Mechanism, Registration.	Lecture and Presentation	V.S. Datey, GST Ready Reckoner Dr.H.C Mehrotra, Prof V.P Agarwal, Goods and Service Tax	Recap and Quiz
Dec 4-11, 2024 (Day Order 1 to 6)	Unit 2- Levy and Collection of GST 2.1 Taxable Event- “Supply “of Goods and Services, Place of Supply, Within State, Interstate, Import and Export, Time of Supply 2.2 Valuation for GST- Valuation Rules,	Lecture and Problem Solving	C A Rajat Mohan, Illustrated Guide to Goods and Service Tax Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Service Tax	Recap and Problem Solving

	Taxability of Reimbursement of Expenses			
Dec 12-19, 2024 (Day Order 1 to 6)	2.2 Valuation for GST- Valuation Rules, Taxability of Reimbursement of Expenses 2.3 Exemption from GST- Small Supplies and Composition Scheme	Lecture and Presentation	C A Rajat Mohan, Illustrated Guide to Goods and Service Tax Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Group Discussion and Problem Solving
Dec 20, 2024 (Day Order 1)	2.4 Classification of Goods and Services- Composite and Mixed Supplies.	Lecture and Presentation	Gupta S S, GST How to meet your obligations Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Recap and Case Study Analysis
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.4 Classification of Goods and Services- Composite and Mixed Supplies	Lecture and Presentation	Gupta S S, GST How to meet your obligations Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Recap and Case Study Analysis
Jan 8 – 17, 2024 (Day Order 1 to 6)	Unit 3 - Input Tax Credit 3.1 Basic concept, Simple Illustrations on Calculation of GST and Input Tax Credit	Lecture and Problem Solving	C A Rajat Mohan, Illustrated Guide to Goods and Service Tax Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Class Discussion and Problem Solving Third Component Case study analysis on Time, Place and value of

				supply (Unit II) –January 8 ,2025-20 Marks
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	3 - Input Tax Credit 3.1 Basic concept, Simple Illustrations on Calculation of GST and Input Tax Credit 3.2 Order of Adjustment of Input Tax Credit against Output CGST,SGST, IGST	Lecture and Problem Solving	Timir Baran Chatterjee and Vivek Jalan, How to handle GST- TDS, GST – TCS, GST Audit, GST Annual Return Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Recap and Current Articles Related to GST
Feb 3-8, 2025 (Day Order 1 to 6)	3.2 Order of Adjustment of Input Tax Credit against Output CGST,SGST, IGST Unit 4- Payment of GST 4.1 Time of GST Payment 4.1.1 Mode of Payment	Lecture and Presentation	Adithya Singhania, GST Audit and Annual Returns Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Group Discussion and Videos Related to Input Tax Credit
Feb 10– 18, 2025 (Day Order 1 to 4)	4.1.2 Challan Generation	Lecture and Video Presentation	Institute of Company Secretaries of India , Tax Laws Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Recap and Video Tutorial
Feb 19- 26, 2025 (Day Order 1-6)	4.1.3 CPIN TDS and TCS	Lecture and Presentation	Adithya Singhania, GST Audit and Annual Returns Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Recap and Problem Solving
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	Unit 5- Procedures and Special Provisions 5.1 Tax Invoice, Credit and Debit Notes, Returns, Audit in GST	Lecture and Presentation	Timir Baran Chatterjee and Vivek Jalan, How to handle GST- TDS, GST – TCS, GST Audit, GST Annual Return Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Discussion and Quiz [Third Component Objective test on Key concepts on GST (Unit I, III and IV) – March 3,

				2025 - 30 Marks]
Mar 7 – 11, 2025 (Day Order 1 to 3)	5.2 Assessment- Self-Assessment, Summary and Scrutiny	Lecture and Presentation	Timir Baran Chatterjee and Vivek Jalan, How to handle GST- TDS, GST – TCS, GST Audit, GST Annual Return Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Group Discussion and Quiz
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	5.3 Taxability of E-Commerce, Anti-profiteering	Lecture and Presentation	V.S. Datey, GST Ready Reckoner Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Group Discussion and Quiz
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.3 E-way Bills, Zero- Rated Supply, Offences and Penalties, Avoidance of Dual Control (Contd.)	Lecture and Presentation	Timir Baran Chatterjee and Vivek Jalan, How to handle GST- TDS, GST – TCS, GST Audit, GST Annual Return Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Recap and Quiz
Mar 29- April 3, 2025 (Day Order 1 to 3)	5.4 Applicability of GST Audit	Lecture and Presentation	V.S. Datey, GST Ready Reckoner Dr.H.C Mehrotra, Prof .V.P Agarwal, Goods and Goods and Service Tax	Group Discussion
REVISION				

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : Commerce - Corporate Secretaryship
Name/s of the Faculty : Ms. Leelavathi. R – Section -A
 Ms. Suvethashri. – Section - B
Course Title : Social Security Laws
Course Code : 19CO/MC/SL63
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit I Introduction to Social Security 1.1 Meaning, Significance and Objects	Lecture/ Presentation	Hitesh Bhatia, Introduction to Social Security - With Special Reference to India ,New Delhi: Mangalam Publisher,2015	Recap and Group Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.2 Evolution and Constituents of Social Security 1.3 Difference between Organised and Unorganised Sector	Lecture/ Presentation	Hitesh Bhatia, Introduction to Social Security - With Special Reference to India ,New Delhi: Mangalam Publisher,2015	Recap and Quiz
Dec 4-11, 2024 (Day Order 1 to 6)	Unit 2 Laws relating to Retirement Benefits 2.1 Employees' Provident Funds and Miscellaneous Provisions Act- Definitions Application 2.1.1 Employees Provident Fund Scheme, Pension Scheme,	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Case Study Analysis
Dec 12-19, 2024 (Day Order 1 to 6)	2.1.2 Deposit Linked Insurance Scheme- Administration, Claims and Benefits 2.1.3 Penalties and Offences	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Recap and Group Discussion

Dec 20, 2024 (Day Order 1)	2.2 Payment of Gratuity Act- Definitions, Payment, Forfeiture, Nomination, Determination, Recovery, Inspectors, Penalties and Offences	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Recap and Quiz
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.2 Payment of Gratuity Act- Definitions, Payment, Forfeiture, Nomination, Determination, Recovery, Inspectors, Penalties and Offences (Cont)	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Case Study Analysis
Jan 8 – 17, 2024 (Day Order 1 to 6)	Unit 3 Laws relating to welfare of Employees 3.1 Equal Remuneration Act	Lecture/ Presentation	Shreenivasan,M R (Dr.),Industrial & Labour Law, Chennai: Margham Publications, 2018	Recap and Quiz
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	3.2 Employees’ State Insurance Act, - Definition, Contributions, Claims and Benefits and Offences	Lecture/ Presentation	Shreenivasan,M R (Dr.),Industrial & Labour Law, Chennai: Margham Publications, 2018	Open Book Test and Third Component - MCQ Test on Unit I and II– January 27, 2025– 20 Marks
Feb 3-8, 2025 (Day Order 1 to 6)	3.2 Employees’ State Insurance Act, - Definition, Contributions, Claims and Benefits and Offences (Cont)	Lecture/ Presentation	Shreenivasan,M R (Dr.),Industrial & Labour Law, Chennai: Margham Publications, 2018	Recap and Q&A
Feb 10– 18, 2025 (Day Order 1 to 4)	3.3 Apprentices Act, 1961 - Scope, Coverage, Definitions, Apprentices and their Training, Obligation of Employers and Apprentices, Authorities, Penalties and Offences.	Lecture/ Presentation	Shreenivasan,M R (Dr.),Industrial & Labour Law, Chennai: Margham Publications, 2018	Recap and Group Discussion
Feb 19- 26, 2025 (Day Order 1-6)	Unit 4 Laws relating to Welfare of Women 4.1 Maternity Benefit Act, 1961 - Objects,	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Case Study Analysis

	Salient Features, Application and Definitions 4.1.1 Prohibition of Employment, Maternity Benefit, Leave and Nursing Breaks 4.1.2 Right to Payment of Maternity Benefit 4.1.3 Powers and Duties of Inspectors, Penalties and Offences			
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4.2 Maternity Benefit (Amendment) Act, 2017- Applicability, Key Aspect, Changes by Amendment, New Inclusions	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Recap and Case Study Third Component - video presentation on Various Social Security Laws– Feb 27, 2025– 30 Marks
Mar 7 – 11, 2025 (Day Order 1 to 3)	4.3 Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Guest Lecture
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	Unit 5 Laws relating to Unorganized Sector 5.1 The Unorganised Workers’ Social Security Act 2008-Objects, Features, Application and Definitions	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Q&A

Mar 21 - 28, 2025 (Day Order 1 to 6)	5.2 National and State Social Security Board	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Recap and Group Discussion
Mar 29- April 3, 2025 (Day Order 1 to 3)	5.3 Social Security Schemes	Lecture/ Presentation	Kapoor, ND, Elements of Mercantile Law, New Delhi: Sultan Chand & Sons, 2018	Group Discussion
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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : Commerce - Corporate Secretaryship
Name/s of the Faculty : Mofika SA – Section -A
 Reema R Varghese – Section -B
Course Title : Due Diligence and Compliance Management
Course Code : 19CO/MC/DC63
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit 1 Due Diligence - An Overview 1.1 Introduction, Nature, Need, and its Significance 1.2 Objectives, Scope and Types of Due Diligence	Lecture and Presentation	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.3 Process of Due Diligence Unit 2 Issue of Securities 2.1 Introduction and Regulatory Framework for Pre and Post Securities Issue Due Diligence - IPO/FPO	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Recap and Quiz
Dec 4-11, 2024 (Day Order 1 to 6)	2.2 Due Diligence - Preferential Issues of Listed and Unlisted Companies	Lecture and Presentation	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Group Discussion Quiz
Dec 12-19, 2024 (Day Order 1 to 6)	2.3 Employee Stock Option, Bonus Issue, Rights Issue, Debt Issues	Lecture and Presentation	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Class Discussion
Dec 20, 2024 (Day Order 1)	Unit 3 Merger and Acquisition 3.1 Introduction, Due Diligence Process, Activity Chart, Preparation of Scheme of Amalgamation	Lecture and Presentation, Group Discussion	Aapl Landmen, Mergers and Acquisitions Due Diligence, Create Space Independent Publishing Platform, 2017	Recap and Concept framing
Jan 3 – 7, 2025 (Day Order 3 to 6)	3.2 Impact of Due Diligence on Valuation, HR and Cultural Due Diligence	Lecture and Presentation, Group Discussion	Aapl Landmen, Mergers and Acquisitions Due Diligence, Create Space Independent Publishing Platform, 2017	Recap and Concept framing

Jan 8 – 17, 2024 (Day Order 1 to 6)	3.3 Corporate Governance Due Diligence, Environmental Due Diligence	Lecture and Presentation, Group Discussion	Aapl Landmen, Mergers and Acquisitions Due Diligence, Create Space Independent Publishing Platform, 2017	Recap and Third Component Test Mcq Test unit 1-3 on January 17, 2025- 20 Marks
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	3.4 Importance of Documentation	Lecture and Presentation, Group Discussion	Aapl Landmen, Mergers and Acquisitions Due Diligence, Create Space Independent Publishing Platform, 2017	Quiz & Class Discussion
Feb 3-8, 2025 (Day Order 1 to 6)	Unit 4 Due Diligence Report 4.1 Format of Due Diligence Report, Important Contents of Due Diligence Report	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Puzzle & Class Discussion
Feb 10– 18, 2025 (Day Order 1 to 4)	4.1 Format of Due Diligence Report, Important Contents of Due Diligence Report	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Discussion and Third Component - Role Play on Types of Due Diligence conducted in various companies - February 10, 2025 Onwards - 30 Marks
Feb 19- 26, 2025 (Day Order 1-6)	4.2 Possible Hurdles in Due Diligence	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Discussion and Component
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4.3 Steps to Overcome the Hurdles in Due Diligence	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Discussion and Puzzle
Mar 7 – 11, 2025 (Day Order 1 to 3)	4.3 Steps to Overcome the Hurdles in Due Diligence	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management & Due Diligence, New Delhi: Reliance Publications, 2018	Open Book Assignment
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	Unit 5 Compliance Management	Lecture and Presentation, Group Discussion	Abha Aggarwal & S K Aggarwal, Secretarial Audit Compliance Management &	Quiz

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : Commerce - Corporate Secretaryship
Name/s of the Faculty : Dr. E. Felix Maria
Course Title : COMMODITIES MARKET
Course Code : 19CO/ME/CM45
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit 1- Commodities Market 1.1 Commodities Market in India-Importance, Participants in Commodities Market, Trading in Commodities in India 1.2 Commodities-Meaning, Types	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Recap and Group Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.3 Commodity Exchanges in India, Reasons for Investing in Commodities	LECTURE	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Recap and Test
Dec 4-11, 2024 (Day Order 1 to 6)	Unit 2- Derivatives Market 2.1 Elements of a Derivative Contract, Factors Influencing the Growth of Derivatives Market	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Recap and Test
Dec 12-19, 2024 (Day Order 1 to 6)	2.2 Derivatives-Meaning, Types of Underlying Assets	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Quiz and Group discussion
Dec 20, 2024 (Day Order 1)	2.3 Participants in Derivatives Market, Advantages and	LECTURE	1. COMMODITY MARKETS - NITICHATNANI	Recap & Group discussion

	Disadvantages of Trading In Derivatives Market		2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.4 Current Volumes of Derivative Trade in India, Difference between Forwards and Futures	LECTURE	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Discussion & Component
Jan 8 – 17, 2024 (Day Order 1 to 6)	Unit 3- Pricing of Futures 3.1 Futures Contract Specification, Terminologies, Concept of Convergence	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Discussion & Component
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	3.2 Relationship between Futures Price and Expected Spot Price, Risk	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Recap & Discussion Analytical study on financial derivatives (Futures & Options) of commodities – January 25, 2025 -25 Marks
Feb 3-8, 2025 (Day Order 1 to 6)	3.3 Pricing of Futures Contract, Cost of Carry Model	LECTURE	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Recap & Discussion MCQ in Unit 1,2 & 3– February 03,2025 - 25 Marks
Feb 10– 18, 2025 (Day Order 1 to 4)	Unit 4- Hedging 4.1 Speculation and Arbitrage using Futures, Long Hedge – Short Hedge	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Recap
Feb 19- 26, 2025 (Day Order 1-6)	4.2 Cash and Carry Arbitrage, Reverse	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI	Discussion

	Cash and Carry Arbitrage		2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4.3 Payoff Charts and Diagrams for Futures Contract, Perfect and Imperfect Hedge	LECTURE	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Discussion & Third Component
Mar 7 – 11, 2025 (Day Order 1 to 3)	Unit 5- Trading, Clearing and Settlement in Derivatives Market 5.1 Meaning and Concept, SEBI Guidelines, Trading Mechanism, Types of Order	LECTURE	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Third Component
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	5.2 Clearing Mechanism, NSCCL, Objectives and Functions	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Guest Lecture
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.3 Settlement Mechanism, Types of Settlement	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Guest Lecture
Mar 29- April 3, 2025 (Day Order 1 to 3)	5.3 Types of Settlement	LECTURE & VISUAL AIDS	1. COMMODITY MARKETS - NITICHATNANI 2. OPTIONS FUTURES AND OTHER DERIVATIVES - JOHN C. HULL AND BASU	Group discussion
REVISION				

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : Commerce - Corporate Secretaryship

Name/s of the Faculty : Ms. Leenu Joice

Course Title : Industrial Regulations

Course Code : 19CO/ME/IR45

Shift : II

Other III Component Tests:

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit -1 Industrial Relations 1.1 Definition, Scope, Objectives and Nature	Lecture	Industrial Relations and Labour Laws PC Tripathi	Discussion and Test
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.2 Factors and Importance of Industrial Relations	Lecture	Industrial Relations and Labour Laws PC Tripathi	Recap and Discussion
Dec 4-11, 2024 (Day Order 1 to 6)	1.3 Approaches to Industrial Relations	Lecture	Industrial Relations and Labour Laws PC Tripathi	Recap and Discussion
Dec 12-19, 2024 (Day Order 1 to 6)	Unit -2 Collective Bargaining and Negotiation 2.1 Meaning, Objectives, Benefits and Importance of Collective Bargaining	Lecture	Industrial Relations and Labour Laws PC Tripathi	Quiz
Dec 20, 2024 (Day Order 1)	2.2 Conditions and Essentials for Successful Collective Bargaining, Collective Bargaining Process	Lecture	Industrial Relations and Labour Laws PC Tripathi	Puzzle
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.3 Negotiation - Types, Techniques of Negotiation, Negotiation Process, Essential Skills for Negotiation	Lecture	Industrial Relations and Labour Laws PC Tripathi	Assignment- Identify a company that effectively incorporates workers participation in management. Examine how workers are involved in decision-making and the

				impact on company culture and performance–January 5, 2025-25 marks
Jan 8 – 17, 2024 (Day Order 1 to 6)	Unit -3 Workers participation in Management and Grievance Management 3.1 Meaning, Objectives, Factors Influencing Participation	Lecture	Industrial Relations and Labour Laws PC Tripathi	Third Component & Group discussion
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	3.2 Forms and Levels of Participation, Benefit of Workers Participation in Management	Lecture	Industrial Relations and Labour Laws PC Tripathi	Third Component & Group discussion
Feb 3-8, 2025 (Day Order 1 to 6)	3.3 Meaning and Concept of Grievance, Causes of Grievance, Effects of Grievance, Grievance Redressal Procedure.	Lecture	Industrial Relations and Labour Laws PC Tripathi	Third Component & Group discussion
Feb 10– 18, 2025 (Day Order 1 to 4)	Unit -4 Labour Welfare 4.1 Concept, Objectives and Principles of Labour Welfare 4.2 Role of Workers Participation in Labour welfare, Types of Conflict Resolution, Statutory and Non Statutory	Lecture	Industrial Relations and Labour Laws PC Tripathi	Guest Lecture
Feb 19- 26, 2025 (Day Order 1-6)	4.3 Agencies for Labour Welfare in India- Statutory and Non-Statutory	Lecture	Industrial Relations and Labour Laws PC Tripathi	Guest Lecture

Feb 27- Mar 6, 2025 (Day Order 1 to 6)	Unit -5 Trade Unions & Quality Circles 5.1 Nature of Trade Unions, Trade Union Movement in India	Lecture	Industrial Relations and Labour Laws PC Tripathi	Recap & Objective test on unit 3 and 4 on 27 February, 2025-25 marks
Mar 7 – 11, 2025 (Day Order 1 to 3)	5.2 Reasons for Employees to Join Trade Unions, Problems of Trade Unions and Remedies	Lecture	Industrial Relations and Labour Laws PC Tripathi	Recap & Component Tests
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	5.3 Quality Circles (QC)- History, Organization Structure, Benefits and Problems of QC.	Lecture	Industrial Relations and Labour Laws PC Tripathi	Class Discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.3 Quality Circles (QC)- History, Organization Structure, Benefits and Problems of QC.	Lecture	Industrial Relations and Labour Laws PC Tripathi	Discussion & Test
Mar 29- April 3, 2025 (Day Order 1 to 3)	5.3 Quality Circles (QC)- History, Organization Structure, Benefits and Problems of QC.	Lecture	Industrial Relations and Labour Laws PC Tripathi	recap & Discussion
	REVISION			

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : Commerce - Corporate Secretaryship
Name/s of the Faculty : Dr. Sharanya P
Course Title : Company Secretarial Correspondence
Course Code : 19CO/GE/CC22
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit I Introduction to Company Secretary Secretary- Meeting and Types of secretaries	Lecture	Kapoor N.D Secretarial Law and Practice	Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.1 Secretary- Meeting and Types of secretaries	Lecture	Kapoor N.D Secretarial Law and Practice	Recap and Discussion
Dec 4-11, 2024 (Day Order 1 to 6)	1.2 Company Secretary- Definition and Legal Position	Lecture	Tandon B.N Manual of Secretarial Practice	Quiz
Dec 12-19, 2024 (Day Order 1 to 6)	1.3 Rights, Duties and Liability of a Company Secretary	Lecture	Kapoor N.D Secretarial Law and Practice	Quiz
Dec 20, 2024 (Day Order 1)	1.4 Qualification, Appointment and Dismissal of a Company Secretary	Lecture	Tandon B.N Manual of Secretarial Practice	Recap and Discussion
Jan 3 – 7, 2025 (Day Order 3 to 6)	UNIT II Secretarial Correspondence 2.1 Correspondence relating to Meetings- Before, During and after the meeting	Lecture	Kapoor N.D Secretarial Law and Practice	Discussion
Jan 8 – 17, 2024 (Day Order 1 to 6)	UNIT II Secretarial Correspondence 2.1 Correspondence relating to Meetings- Before, During and after the meeting (continuation)	Lecture	Kapoor N.D Secretarial Law and Practice	Recap and Discussion
Jan 18 - 23, 2025	C.A. Test – I			

Jan 24 - 30, 2025 (Day Order 1 to 6)	2.2 Writing Memos, Circulars and Notices	Lecture	Kapoor N.D Secretarial Law and Practice	Recap and Quiz
Feb 3-8, 2025 (Day Order 1 to 6)	2.3 Electronic Media and Shareholder Communication	Lecture	Tandon B.N Manual of Secretarial Practice	Recap and Puzzle
Feb 10– 18, 2025 (Day Order 1 to 4)	2.3 Electronic Media and Shareholder Communication (Continuation)	Lecture	Tandon B.N Manual of Secretarial Practice	Open book test
Feb 19- 26, 2025 (Day Order 1-6)	UNIT III Correspondence 3.1 To Shareholders- Allotment, Rights Issue and Bonus Issue	Lecture	Tandon B.N Manual of Secretarial Practice	Group Presentation on Various Correspon- dence with regard to Companies (From Feb 19th ,2025)
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	3.2 To Registrar of Companies- Alteration of Memorandum and Articles of Association	Lecture	Kapoor N.D Secretarial Law and Practice	Group Presentation on Various Correspon- dence with regard to Companies
Mar 7 – 11, 2025 (Day Order 1 to 3)	UNIT III Correspondence 3.3 To Stock Exchanges – Listing of Securities	Lecture	Tandon B.N Manual of Secretarial Practice	Group Presentation on Various Correspon- dence with regard to Companies
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	UNIT III Correspondence 3.4 To Banks	Lecture	Tandon B.N Manual of Secretarial Practice	Group Presentation on Various Correspon- dence with regard to Companies
Mar 21 - 28, 2025 (Day Order 1 to 6)	UNIT III Correspondence 3.4 To Banks (Continuation) 3.5 To Government (Continuation)	Lecture	Tandon B.N Manual of Secretarial Practice	Class Discussion
Mar 29- April 3, 2025 (Day Order 1 to 3)	3.5 To Government (Continuation)	Lecture	Tandon B.N Manual of Secretarial Practice	Class Discussion
	REVISION			

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : Commerce - Corporate Secretaryship
Name/s of the Faculty : Ms. R.Leelavathi
Course Title : Listing of Securities
Course Code : 19CO/GE/LS22
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit 1 Introduction to Stock Exchange 1.1 Stock Exchange – Introduction-Meaning and functions of Stock Exchange,	Lecture & Presentation	Guruswamy.S, Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Discussion
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	(Contd) 1.1 Stock Exchange –Introduction-Meaning and functions of Stock Exchange,	Lecture & Presentation	Guruswamy.S, Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Recap and Case Study analysis
Dec 4-11, 2024 (Day Order 1 to 6)	1.2 Depository Services and DEMAT Account	Lecture & Presentation	Gordon and E. Natrajan, Capital Markets, Mumbai, Himalaya Publications 2015	Recap and Group Discussion
Dec 12-19, 2024 (Day Order 1 to 6)	1.2 Depository Services and DEMAT Account	Lecture & Presentation	Gordon and E. Natrajan, Capital Markets,	Recap and MCQ test

			Mumbai, Himalaya Publications 2015	
Dec 20, 2024 (Day Order 1)	1.3 Securities and Exchange Board of India (SEBI) - Concept-Structure-Objectives	Lecture & Presentation	Gordon and E. Natrajan, Capital Markets, Mumbai, Himalaya Publications 2015	Group Discussion
Jan 3 – 7, 2025 (Day Order 3 to 6)	1.4 Functions and Power of SEBI	Lecture & Presentation	Gordon and E. Natrajan, Capital Markets, Mumbai, Himalaya Publications 2015	Quiz
Jan 8 – 17, 2024 (Day Order 1 to 6)	Unit 2 Listing of Securities 2.1 Listing of Securities- Meaning, Objectives and Types	Lecture & Presentation	Shashi K. Gupta, Financial institutions and Markets, Ludhiana, Kalyani Publisher, 2015	Quiz and class Discussion
Jan 18 - 23, 2025	C.A. Test – I			C.A. Test – I
Jan 24 - 30, 2025 (Day Order 1 to 6)	2.1 Listing of Securities- Meaning, Objectives and Types	Lecture & Presentation	Shashi K. Gupta, Financial	Presentation on Listing of Securities of a Company and its market performance in the financial year – Jan 5, 2025 Onwards
Feb 3-8, 2025 (Day Order 1 to 6)	2.2 Requirements and Procedure for Listing	Lecture & Presentation	Shashi K. Gupta, Financial institutions and Markets, Ludhiana, Kalyani Publisher, 2015	Presentation on Listing of Securities of a Company and its market performance in the financial year – Jan 5, 2025 Onwards
Feb 10– 18, 2025 (Day Order 1 to 4)	2.3 Advantages and Disadvantages of Listing	Lecture & Presentation	Shashi K. Gupta, Financial institutions and Markets, Ludhiana, Kalyani Publisher, 2015	Presentation on Listing of Securities of a Company and its market performance in the financial year – Jan 5, 2025 Onwards
Feb 19- 26, 2025 (Day Order 1-6)	2.3 Advantages and Disadvantages of Listing	Lecture & Presentation	Shashi K. Gupta, Financial institutions and Markets, Ludhiana, Kalyani Publisher, 2015	Presentation on Listing of Securities of a Company and its market performance in the financial year – Jan 5, 2025 Onwards

Feb 27- Mar 6, 2025 (Day Order 1 to 6)	Unit 3 Listing Agreements and Delisting 3.1 Compliances under Listing Agreement	Lecture & Presentation	Guruswamy, S., Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Presentation on Listing of Securities of a Company and its market performance in the financial year – Jan 5, 2025 Onwards
Mar 7 – 11, 2025 (Day Order 1 to 3)	3.1 Compliances under Listing Agreement	Lecture & Presentation	Guruswamy, S., Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Presentation on Listing of Securities of a Company and its market performance in the financial year – Jan 5, 2025 Onwards
Mar 12 –17, 2025	C.A. Test – II			C.A. Test – II
Mar 18 – 20, 2025 (Day 4 to 6)	3.2 Delisting-Meaning and Types	Lecture & Presentation	Guruswamy, S., Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Class Discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)	3.3 Procedure for Delisting- Voluntary and Compulsory	Lecture & Presentation	Guruswamy, S., Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Class Discussion
Mar 29- April 3, 2025 (Day Order 1 to 3)	3.3 Procedure for Delisting- Voluntary and Compulsory	Lecture & Presentation	Guruswamy, S., Financial Institutions and Markets, New Delhi, Tata McGraw hills, 2017	Class Discussion
REVISION				

