

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce - Corporate Secretaryship

Name/s of the Faculty : Section A - Dr. R B Ayeswarya

: Section B - Ms.Raghavi V

Course Title : Management Accounting

Course Code : 25CO/MC/MA35

Shift : II

COURSE OUTCOMES (COs)

COs	Description						CL
CO1	recognise the core concepts for internal and external decision making						K1
CO2	identify relevant tools and techniques for preparing financial statements						K2
CO3	estimate the financial requirement for attaining operating efficiency of a business						K3
CO4	explain methods for effective managerial planning and control						K4
CO5	examine the solvency position of business and suggest measures for improvement						K5
Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	Introduction to Management Accounting	K1- K5	4	1-5	Lecture & Group discussions	Quiz and Class Discussion

		<p>1.1 Definition, Nature, Scope, Objectives, Need, Importance and Limitations of Management Accounting</p> <p>1.2 Analysis and Interpretation of Financial Statements – Income statement, Position Statement, Importance and limitation of Financial Statements</p>	K1-K5	4	1-5	Presentation & Class discussions	Recap and Q&A Session
Jun 23 – July 1, 2026 (Day Order 1- 6)	2	<p>Methods of Financial Analysis and Interpretation</p> <p>2.1 Concept of Analysis and Interpretation- Types of Financial Analysis Comparative Statements</p> <p>2.2 Common-Size Statements</p> <p>2.3 Trend Analysis</p>	K1-K5	3	1-5	Lecture & Problem Solving	Short Problem & Assignment
			K1- K5	2	1-5	Lecture and Learning by doing	
			K1-K5	1	1-5		

July 2 – July 8, 2026 (Day Order 1- 6)	2	Methods of Financial Analysis and Interpretation 2.4 Ratio Analysis -Scope, Significance and Limitations 2.5 Computation and Interpretation of Ratios -Turn Over, Liquidity, Profitability, Solvency and Leverage Ratios	K1-K5 K1- K5	1 5	1-5	Lecture and Learning by doing	Home Assignment and Short Problem
July 9 – 16, 2026 (Day Order 1- 6)	2	2.5 Computation and Interpretation of Ratios -Turn Over, Liquidity, Profitability, Solvency and Leverage Ratios (Contd)	K1- K5	3	1-5	Lecture & Problem- Solving Learning by doing	Home Assignment and Short Problem
July 17 – 24, 2026 (Day Order 1- 6)	3	Budgetary Control 3.1 Concepts of Budgets and Budgetary Control 3.2 Objectives and Advantages of Budgetary Control	K1-K5 K1-K5	3 3	1-5 1-5	Lecture and Discussion Lecture and Problem Solving	Q&A Session Q& A Session and Home Assignment
July 25 – 28, 2026 (Day Order 1- 3)		3.3 Preparation of Sales Budget, Purchases Budget, Production and cost of production Budget, Cash Budget	K1-K5	3	1-5	Lecture & Problem- Solving Learning by doing	Home Assignment and Quiz

July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	Budgetary Control (CONTD) 3.3 Preparation of fixed and flexible Budget	K1-K5	6	1-5	Lecture & Problem- Solving Learning by doing	Home Assignment and Quiz
Aug 7 – 14, 2026 (Day Order 1- 6)	4	Marginal Costing and its Application 4.1 Definition, Meaning and Features of Marginal Costing 4.2 Marginal Costing and its Applications	K1 -K5 K1 – K5	2 2	1-5 1-5	Lecture and Group Discussion Lecture and Problem Solving	Class Discussion Short Problem & Assignment
Aug 17 – 24, 2026 (Day Order 1- 6)	4	4.3 Cost Volume Profit Analysis – Break-Even Point	K1-K5	6	1 -5	Lecture& Problem- Solving Simulation	Short Problem Third Component Test – Assignment Submission on Ratio Analysis: Interpretation and Insights of Financial Performance- 20.08.2026 – 25 Marks

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	4.4 Applications of Marginal Costing - Make or Buy, Product Mix, Sales Mix and Key Factors	K1-K5	5	1-5	Lecture, Group Discussion and Problem Solving	Short Problem Test and Home Assignment
Sep 3 – 11, 2026 (Day Order 1- 6)	5	Standard Costing and Variance Analysis					
		5.1 Meaning - Standard Costing as a Management Tool – Limitations	K1-K5	2	1-5	Lecture and Discussion	Home Assignment and Quiz
		5.2 Variance Analysis - Material Variance	K1-K5	2	1-5	Lecture and Problem Solving	
Sep 15-17, 2026 (Day Order 1 - 3)	5	5.2 Variance Analysis - Material Variance,	K1-K5	2	1-5	Lecture, Group Discussion and Problem Solving	Short Problem Test and Home Assignment
Sep 18 –23, 2026	C.A. Test - II						
Sep 24 - 28, 2026 (Day 4 – 6)	5	5.3 Labour Variance, Overhead Variance,	K1-K5	3	1-5	Lecture and Problem Solving	Q&A Session and Short Problem Third Component Test on Budgetary Control – Short

							Problem 25.09.2026- 25Marks
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.3 Labour Variance, Overhead Variance (Contd)	K1-K5	4	1-5	Lecture and Problem Solving	Q&A Session and Short Problem
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.4 Sales Variance	K1-K5	2	1-5	Lecture Problem- Solving and Learning by doing	Q&A Session and Short Problem
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce - Corporate Secretaryship

Name/s of the Faculty : Section A – Dr. Sharanya. P

Section B – Ms. Chandini.R

Course Title : Economic and Commercial Law

Course Code : 25CO/MC/EC35

Shift II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Identify the legal concepts and frameworks of Indian Legal system.	K1
CO2	Explain the essential elements and the registration procedure of various contracts	K2
CO3	Sensitize on the legal rights and obligations arising out of business transactions.	K3
CO4	Infer the importance of various legal documents connected with commercial laws	K4
CO5	Evaluate practical case laws relating to economic and commercial laws.	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
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<p>Jun 15 – 22, 2026 (Day Order 1- 6)</p>	<p>IV</p>	<p>Limited Liability Partnership Act, 2021 4.1 Meaning - Features of LLP - Incorporation of LLP - Advantages and Disadvantages-Partners and Their Relationship 4.2 Incorporation Document Incorporation by Registration – Partners and Their Relationship</p>	<p>K1- K5</p>	<p>5</p>	<p>1-5</p>	<p>Lecture, Presentation and Group Discussion</p>	<p>Class Discussion</p>
<p>Jun 23 – July 1, 2026 (Day Order 1- 6)</p>	<p>V</p>	<p>4.3 Partners and Designated Partners 4.4 Conversion of Firm, Private Company, Unlisted Public Company to LLP. Prevention of Money Laundering Act 2002 5.1 Salient features of the Act - Definition and Scope of Money Laundering - Survey, Search and Seizure</p>	<p>K1-K5</p>	<p>3</p>	<p>1-5</p>	<p>Lecture, Presentation and Group Discussion</p>	<p>Recap and Q & A Session</p>
			<p>K1-K4</p>	<p>2</p>	<p>1-4</p>	<p>Lecture, Presentation and Group Discussion</p>	<p>Recap and Q & A Session</p>

July 2 – July 8, 2026 (Day Order 1- 6)	V	5.2 Attachment - Powers to Arrest under the Act - Adjudication by the Adjudicating Authorities and Special Courts	K1-K4	5	1-4	Lecture, Presentation and Group Discussion	Recap and Q & A Session
July 9 – 16, 2026 (Day Order 1- 6)	V	5.3 Obligation of Banking Companies, Financial Institutions and Intermediaries.	K1-K4	5	1-4	Lecture, Presentation and Class Discussion	Class Discussion
July 17 – 24, 2026 (Day Order 1- 6)	I	Indian Contracts Act 1872 1.1 Meaning and Types of Contract 1.2 Essential Elements of a Valid Contract-Offer, Acceptance, Consideration, Capacity of parties, Free Consent, Legality of Object.	K1 – K3 K1-K5	2 3	1-3 1-5	Lecture, Presentation and Case Studies Lecture, Presentation and Case Studies	Class Discussion and Quiz Discussion and Quiz Third Component Test (Objective test on Unit 4 & 5 on

							21.07.2026 – 20 marks.)
July 25 – 28, 2026 (Day Order 1- 3)	I	1.2 Essential Elements of a Valid Contract Offer, Acceptance, Consideration, Capacity of parties, Free Consent, Legality of Object (Continuation)	K1-K5	3	1-5	Lecture, Presentation and Case Studies	Discussion and Quiz
July 29 – Aug 3, 2026	C.A. Test – I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	I	1.2 Essential Elements of a Valid Contract Offer, Acceptance, Consideration, Capacity of parties, Free Consent, Legality of Object (Continuation)	K1-K5	2	1-5	Lecture, Presentation and Case Studies	Recap and Class Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	I	1.3 Performance of Contract	K1-K5	2	1-5	Lecture, Presentation and Case Studies	Recap and Class Discussion
		1.4 Discharge of Contract	K1-K5	3	1-5	Lecture, Presentation and Case Studies	Discussion and Quiz
Aug 17 - 24, 2026 (Day Order 1- 6)	I	1.5 Remedies for Breach of Contract	K1-K5	3	1-5	Lecture, Presentation and Case Studies	Discussion and Quiz

	II	Special Contracts Act 2.1 Contract of Indemnity and Guarantee	K1-K4	2	1-4	Lecture, Presentation and Online Quiz	Recap and Open Book Test
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	II	2.2 Difference between Indemnity and Guarantee	K1-K4	2	1-4	Lecture, Presentation and Online Quiz	Recap and Open Book Test
		2.3 Rights, Liabilities and Discharge of Surety	K1-K5	3	1-4	Lecture, Presentation and Case study Analysis	Recap and Class Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	II	2.3 Rights, Liabilities and Discharge of Surety	K1-K4	2	1-4	Lecture, Presentation and Case study Analysis	Recap and Open Book Test
		2.4 Rights and Duties of Bailor and Bailee, Pledger and Pledgee	K1-K4	3	1-4	Lecture, Presentation and Online Quiz	Recap and Class Discussion

Sep 15-17, 2026 (Day Order 1 - 3)	II	2.5 Termination of Bailment	K1-K4	2	1-4	Lecture, Presentation and Online Quiz	Recap and Quiz
Sep 18 –23, 2026	C.A. Test – II						
Sep 24 - 28, 2026 (Day 4 – 6)	III	The Sale of goods Act, 1930 3.1 Essentials of Contract of sale	K1-K5	3	1-5	Lecture, Presentation and Case Studies	Group Discussion Third Component Test (Submission of Video making on Concepts and cases related to Indian Contracts Act and Special Contracts on 24.09.2026 – 30 marks.)
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		3.2 Agreement to sell- Differences between sale and agreement to sell 3.3 Conditions and Warranties-Express and	K1-K5	2	1-5	Lecture, Presentation and Case Studies	Class Discussion and Quiz

		Implied condition and warranties.	K1-K5	3	1-5	Lecture, Presentation and Case Studies	Recap and Quiz
Oct 8 - 14, 2026 (Day Order 1 - 6)		3.4 Unpaid Seller – Meaning-Rights of an Unpaid Seller	K1-K5	5	1-5	Lecture, Presentation and Case Studies	Group Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce- Corporate Secretaryship
Name/s of the Faculty : Ms.R Leelavathi - Section A & B
Course Title : Quantitative Techniques for Business
Course Code : 25CO/ME/QT33
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	identify suitable statistical techniques for analysing business data.	K1
CO2	explain how statistical approaches can be used to address real-world business problems	K2
CO3	organize, compare, and summarize business data to support informed decision-making	K3
CO4	interpret patterns and relationships between variables using statistical tools	K4
CO5	evaluate the effectiveness and appropriateness of statistical tools in various business scenarios	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	Correlation And Regression 1.1 Meaning, Definition and Use of Correlation	K1 -K5	2	1-5	Lecture and Problem Solving	Class Discussion and Quiz
		1.2 Types of correlation – Karl Pearson’s Correlation Coefficient, Partial and Multiple Correlation	K1-K5	2	1-5	Lecture and Problem Solving	Short Problem and Quiz
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.3 Regression – Meaning and Definition, Comparison Between Correlation and Regression.	K1-K5	2	1-5	Problem Solving and learning by doing	Home Assignment

July 2 – July 8, 2026 (Day Order 1- 6)	1	1.4 Regression lines on X on Y and Y on X, Regression Equation, Multiple	K1-K5	4	1-5	Learning by doing and Short Problems	Recap & Home Assignment
	2	Times Series Analysis 2.1 Meaning, Definition, utility, Components	K1-K5	1	1-5	Lecture and Presentation	Group Discussion and Recap
July 9 – 16, 2026 (Day Order 1- 6)	2	2.2 Method of Free Hand and Semi-Average	K1-K5	3	1-5	Lecture and Problem Solving	Short Problems and Home Assignment
July 17 – 24, 2026 (Day Order 1- 6)	2	2.3 Computation of Method of Least Square	K1- K5	3	1-5	Learning by doing and Short Problems	Short Problems and Home Assignment
July 25 – 28, 2026 (Day Order 1- 3)	2	2.4 Computation of Seasonal Variations.	K1- K5	2	1-5	Learning by doing and Short Problems	Short Problems and Home Assignment Third Component Test (Objective test on Unit 1 & 2 on 25.07.2026 – 25 marks)
July 29 – Aug 3.2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	Testing of Hypothesis 3.1 Large Sample - Meaning and Uses	K1- K5	3	1-5	Lecture and Problem Solving	Class Test and Group Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.2 Large Sample - Testing of Hypothesis on Random Sample, Testing of Hypothesis between Two	K1- K5	4	1-5	Problem Solving and learning by doing	Class Test and Group Discussion

		Sample, Testing of Hypothesis on Correlation					
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.3 Small Sample -Meaning, uses and properties	K1- K5	1	1-5	Lecture and Problem Solving	Short Test and Discussion
		3.4 Small Sample - Testing of Hypothesis on Random Sample, Independent Sample, Dependent Sample and Correlation	K1- K5	4	1-5	Lecture and Problem Solving	Short problem and Quiz
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	Chi-Square					
		4.1 Meaning and Definition	K1- K5	2	1-5	Lecture and Presentation	Class Discussion
		4.2 Properties and Uses of Chi-Square	K1- K5	2	1-5	Lecture and Presentation	Class Discussion and Recap
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Yate’s Correction	K1-K5	3	1-5	Lecture	Class Discussion and quiz
		4.4 Application of Chi-Square – Frequency Method and Contingency Method	K1- K5	2	1–5	Problem Solving and learning by doing	Short Problems and Home Assignment
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.4 Application of Chi-Square – Frequency Method and Contingency Method	K1- K5	3	1–5	Lecture and Problem Solving	Home Assignment and Recap
Sep 18 –23, 2026	C.A. Test - II						
Sep 24 - 28, 2026 (Day 4 – 6)	5	F-Test and Analysis of variance					
		5.1 Meaning and Assumptions	K1- K5	1	1–5	Problem Solving and learning by doing	Group Discussion and Short Test
		5.2 Application of F-Test	K1-K5	1	1–5		Home Assignment

Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		.3 Application of ANOVA: One – Way ANOVA, Two-Way	K1- K5	5	1-5	Lecture and Problem Solving	Short Problems and Home Assignment Third Component Test (Case Study Analysis on the use of statistical tools in business situations on Unit II, III IV&V on 30.09.2026 – 25 Marks)
Oct 8 - 14, 2026 (Day Order 1 - 6)		5.4 Overview of SPSS	K1- K5	2	1–5	Lecture and Presentation	Class Test and Group Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce - Corporate Secretaryship

Name/s of the Faculty : Ms.Raghavi V – Section A & B

Course Title : Intellectual Property Rights

Course Code : 25CO/ME/1R33

Shift II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	understand the concepts and principles of Intellectual Property Rights to practical contexts.	K1
CO2	describe the legal provisions relating to Intellectual Property Rights	K2
CO3	make use of the procedures involved in intellectual property rights laws and apply them effectively	K3
CO4	examine various situations with the help of case laws covered in intellectual property rights	K4
CO5	appraise the legal frameworks and enforcement mechanisms across various forms of intellectual property rights	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	INTRODUCTION TO IPR 1.1 Meaning, nature and basic concepts of intellectual property.	K1 - K5	2	1-5	Presentations, Group discussions, Case Analysis	Group Discussion and Q&A

		1.2 Introduction to TRIPS and WTO.	K1-K5	3	1-5	Presentations, Group discussions, Case Analysis	Group Discussion and Q&A
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.3 Kinds of Intellectual property rights—Copy Right, Patent, Trade Mark, Trade Secret and trade dress, Design, Layout Design, Geographical Indication, Plant Varieties and Traditional Knowledge.	K1-K5	4	1-5	Lecture, Presentation and Online Quiz	Discussion and Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.4 Enforcement of Intellectual Property Rights – Govt. of India step towards promoting IPR	K1-K5	2	1-5	Lecture, Presentation and Online Quiz	Discussion and Quiz
	2	PATENT RIGHT 2.1 An Overview of Patents - Elements of Patentability: Novelty, Non Obviousness (Inventive Steps), Industrial Application - Non - Patentable Subject Matter	K1-K5	3	1-5	Lecture, Presentation and Crossword Puzzle	Recap and Quiz
July 9 – 16, 2026 (Day Order 1- 6)	2	2.2 Registration Procedure, Rights and Duties of Patentee, Assignment and licence , Restoration of lapsed Patents	K1-K5	3	1-5	Lecture, Presentation and Crossword Puzzle	Recap and Quiz
July 17 – 24, 2026 (Day Order 1- 6)	2	2.3 Surrender and Revocation of Patents, Infringement, Remedies & Penalties – Patent office and Appellate Board	K1-K5	3	1-5	Lecture, Presentation and Group Discussion	Open Book Test

July 25 – 28, 2026 (Day Order 1- 3)	3	COPYRIGHT 3.1 Nature of Copyright - Subject matter of copyright: original literary, dramatic, musical, artistic works; cinematograph films and sound recordings	K1- K5	3	1-5	Lecture, Presentation and Class Discussion	Class Discussion And Quiz
July 29 – Aug 3.2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	3.2 Registration Procedure, Term of protection, Ownership of copyright, Assignment and license of copyright	K1- K5	3	1-5	Lecture, Presentation and Class Discussion	Class Discussion And Quiz Third Component Test (Objective Test from Unit 1 to 3.1 on 05.08.2026 -25 Marks)
Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.2 Registration Procedure, Term of protection, Ownership of copyright, Assignment and license of copyright	K1- K5	2	1-5	Group discussion and Learning by doing	Class Discussion and Puzzle
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.3 Infringement, Remedies & Penalties – Related Rights - Distinction between related rights and copyrights	K1- K5	3	1-5	Group discussion and Learning by doing	Group Discussion and Puzzle

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	TRADEMARKS 4.1 Concept of Trademarks - Different kinds of marks (brand names, logos, signatures, symbols, well known marks, certification marks and service marks) – Objects of Trademark Law	K1- K5	2	1-5	Lecture Presentations and Case Study	Group Discussion Third Component Test (Develop and Protect a Product Using Intellectual Property Right – From 25.08.2026 Onwards- 25 Marks)
		4.2 Registration of Trademarks - Rights of holder and assignment and licensing of marks	K1- K5	2	1-5	Lecture Presentations and Case Study	
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Infringement, Remedies & Penalties – Trademarks registry and appellate board.	K1- K5	2	1–5	Lecture, Presentation and Crossword Puzzle	Recap and Q & A Session
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.3 Infringement, Remedies & Penalties – Trademarks registry and appellate board.	K1- K5	2	1–5	Lecture, Presentation and Crossword Puzzle	Recap and Q & A Session
Sep 18 –23, 2026	C.A. Test - II						
Sep 24 - 28, 2026 (Day 4 – 6)		OTHER FORMS OF IPR 5.1 Design: meaning and concept of novel and original - Procedure for registration, effect of registration and term of protection	K1- K5	3	1–5	Lecture, Presentation and Class Discussion	Group Discussion and Quiz

Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		5.2 Geographical Indication (GI) Geographical indication: meaning, and difference between GI and trademarks, Procedure for registration, effect of registration and term of protection	K1- K5	5	1–5	Lecture, Presentation and Class Discussion	Group Discussion and Quiz
Oct 8 - 14, 2026 (Day Order 1 - 6)		5.3 Layout Design Protection Layout Design protection: meaning – Procedure for registration, effect of registration and term of protection	K1- K5	5	1–5	Lecture, Presentation and Class Discussion	Group Discussion and Quiz
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce - Corporate Secretaryship
Name/s of the faculty : Section A – Ms , Mofika S A , Ms. Chandhini R
 Section B – Ms. Raghavi V, Ms. Haritha Maria Raj S
Course Title : Corporate Etiquette
Course Code : 25CO/SE/CE32
Shift II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	outline the principles of corporate etiquette and ethical standards with work culture.	K1
CO2	analyze the appropriate etiquette in professional communications.	K2
CO3	interpret time management practices and inclusion among diverse employees in workplace.	K3 & K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 22, 2026 (Day Order 6)	I	Introduction to Corporate Etiquette	K2	1	1-3	Lecture and Presentation	Group Discussion

		1.1 Definition of Etiquette and Importance					
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.2 Etiquette for Business – (Communication, E–mail writing, Professional Messaging, Dining and Networking)	K3	2	1-3	Lecture, Presentation and Case studies	Class Discussion
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.2 Etiquette for Business – (Communication, E–mail writing, Professional Messaging, Dining and Networking) Contd	K3	2	1-3	Lecture, Presentation and Case studies	Class Discussion
July 9 – 16, 2026 (Day Order 1- 6)	I	1.2 Etiquette for Business – (Communication, E–mail writing, Professional Messaging, Dining and Networking) Contd	K3	2	1-3	Lecture, Presentation and Case studies	Recap and Q & A session
July 17 – 24, 2026 (Day Order 1- 6)	I	1.3 Business Attire	K5	2	1-3	Lecture, Presentation and Class Discussion	Group Discussion
July 25 – 28, 2026 (Day Order 1- 3)	I	1.3 Business Attire	K5	1	1-3	Lecture, Presentation and Class Discussion	Online Quiz

							Third Component Test (Role plays on Grooming and Communication based on workplace situations on 27.07.2026–25 marks)
July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	II	Office Etiquette and Work Culture 2.1 Time management and Punctuality	K2	1	1-2	Lecture, Presentation and Case studies	Group Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	II	2.1 Time management and Punctuality	K2	2	1-2	Lecture, Presentation and Case studies	Recap and Q & A session
Aug 17 - 24, 2026 (Day Order 1- 6)	II	2.2 Etiquette in using professional social media page	K3	2	1-2	Lecture, Presentation and Class Discussion	Case study analysis
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	II	2.2 Etiquette in using professional social media page	K3	2	1-2	Lecture, Presentation and Class Discussion	Case study analysis

Sep 3 – 11, 2026 (Day Order 1- 6)	II	2.3 Etiquette in meetings	K5	2	1-2	Lecture and Presentation	Class discussion and Quiz
Sep 15-17, 2026 (Day Order 1 - 3)	II	2.3 Etiquette in meetings	K5	1	1-2	Lecture and Presentation	Class discussion and Quiz Third Component Test (Presentation on new etiquette practices in an organization based on workplace behavior and professional ethics on 15.09.2026– 25 marks)
Sep 18 –23, 2026	C.A. Test - II						
Sep 24 - 28, 2026 (Day 4 – 6)	III	Ethics, Inclusion and Diversity	K2	2	1-3	Lecture, Presentation and Class Discussion	Group Discussion

		3.1 Diverse backgrounds – Importance and Policies					
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	III	3.2 Cultural Sensitivity- Taboos	K3	2	1-3	Lecture, Presentation and Class Discussion	Case study analysis
Oct 8 - 14, 2026 (Day Order 1 - 6)	III	3.3 Code of conduct for various professions	K5	2	1-3	Lecture and Presentation	Recap and quiz
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce - Corporate Secretaryship

Name/s of the Faculty : Ms. Chandini.R

Course Title : Company Secretarial Correspondence

Course Code : 25CO/GE/CC22

Shift II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	define the concept of company secretary and secretarial correspondence	K1
CO2	familiarize with the importance and need of company secretary	K2
CO3	outline and draft the required communication to the stakeholders of a company	K3, K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	I	Introduction to Company Secretary 1.1 Secretary – Meaning and Types of Secretaries	K1-K3,K5	2	1-3	Lecture and Presentations	Class Discussion

Jun 23 – July 1, 2026 (Day Order 1- 6)		1.2 Company secretary– Definition and Legal Position	K1-K3,K5	2	1-3	Lecture and Presentations	Recap and Class discussion
July 2 – July 8, 2026 (Day Order 1- 6)		1.2 Company secretary– Definition and Legal Position	K1-K3,K5	2	1-3	Lecture and Presentations	Recap and Class discussion
July 9 – 16, 2026 (Day Order 1- 6)		1.3 Rights, Duties and Liabilities of a Company Secretary- Qualification, Appointment and Dismissal of a Company Secretary (Continuation)	K1-K3,K5	2	1-3	Lecture and Presentations	Recap and Class discussion
July 17 – 24, 2026 (Day Order 1- 6)		1.3 Rights, Duties and Liabilities of a Company Secretary- Qualification, Appointment and Dismissal of a Company Secretary (Continuation)	K1-K3,K5	2	1-3	Lecture and Presentations	Recap and Class discussion
July 25 – 28, 2026 (Day Order 1- 3)	II	Secretarial Correspondence 2.1 Correspondence relating to Meetings- Before,during and after the meeting.	K1-K3, K5	2	1-3	Lecture and Presentations	Recap and Class discussion

July 29 – Aug 3, 2026	C.A. Test – I						
Aug 4 - 6, 2026 (Day Order 4 - 6)		2.2 Writing Memos, Circulars and Notices.	K1-K3, K5	2	1-3	Lecture and Presentations	Recap and Class discussion Third Component Test (Submission of scrapbook on company secretarial correspondence on 28.09.2026-25 marks)
Aug 7 – 14, 2026 (Day Order 1- 6)		2.3 Electronic Media and Shareholder Communication	K1-K3, K5	1	1-3	Lecture and Presentations	Recap and Quiz
Aug 17 - 24, 2026 (Day Order 1- 6)		2.3 Electronic Media and Shareholder Communication	K1-K3, K5	1	1-3	Lecture and Presentations	Recap and Quiz
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	III	Correspondence	K1-K3, K5	2	1-3	Lecture and Presentations	Recap and Class discussion

		3.1 To Shareholders– Allotment, Rights Issue and Bonus Issue					
Sep 3 – 11, 2026 (Day Order 1- 6)		3.1 To Shareholders– Allotment, Rights Issue and Bonus Issue	K1-K3, K5	2	1-3	Lecture and Presentations	Recap and Class discussion
Sep 15-17, 2026 (Day Order 1 - 3)		3.2 DIN and CIN- Meaning, Procedures, MOA & AOA documents	K1-K3, K5	1	1-3	Lecture and Presentations	Recap and Class discussion
Sep 18 –23, 2026	C.A. Test – II						
Sep 24 - 28, 2026 (Day 4 – 6)		3.2 DIN and CIN- Meaning, Procedures, MOA & AOA documents	K1-K3, K5	1	1-3	Lecture and Presentations	Recap and Class discussion
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		3.3 To Stock Exchanges– Listing of Securities	K1-K3, K5	2	1-3	Lecture and Presentations	Recap and Class discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)		3.3 To Stock Exchanges– Listing of Securities	K1-K3, K5	2	1-3	Lecture and Presentations	Recap and Quiz

Oct 15 - 21, 2026
(Day Order 1- 4)

REVISION

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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce - Corporate Secretaryship

Name/s of the Faculty : Dr. Reema .R. Varghese

Course Title : Corporate Management

Course Code : 25CO/GE/CM22

Shift II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	gain knowledge on basic administrative practices	K1-K2
CO2	draft business documents with professionalism and etiquette.	K1-K6
CO3	effective use of technology to enhance workflow.	K1-K6

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	Fundamentals of Office Management 1.1 Meaning, Features, Importance, Role, and responsibilities of office	K1 – K2	1	1 – 2	Lecture and Group Discussions	Discussions

		managers in various organizational structures.					
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.1 Meaning, Features, Importance, Role, and responsibilities of office managers in various organizational structures.	K1 – K2	1	1 – 2	Group Discussions	Recap and Discussions
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.2 Key concepts of office management.	K1 – K2	1	1 – 2	Lecture and Class Discussion	Recap & Quiz

July 9 – 16, 2026 (Day Order 1- 6)	1	1.3 Introduction to basic management theories and frameworks applicable in an office setting	K1 – K2	1	1 – 2	Case Analysis	Discussions
July 17 – 24, 2026 (Day Order 1- 6)	2	Communication and Interpersonal Skills in the Workplace 2.1 Meaning, Importance, Elements, Types, Process	K1- K6	2	1 – 3	Lecture, Presentations, and Group Discussions	Discussions
July 25 – 28, 2026 (Day Order 1- 3)	2	2.1 Meaning, Importance, Elements, Types, Process	K1- K6	2	1 – 3	Lecture and Group Discussions	Discussions
July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)		2.2 Workplace Communication – Professional email writing, using visual aids	K1- K6	2	1 – 3	Presentations, and Group Discussions	Presentations Third Component

	2	effectively for communication, and strategies for collaboration within teams					Test (Role Play on Communication and Interpersonal skills in the Workplace from 04.08.2026 – 30 marks)
Aug 7 – 14, 2026 (Day Order 1- 6)	2	2.2 Workplace Communication – Professional email writing, using visual aids effectively for communication, and strategies for collaboration within teams	K1- K6	2	1 – 3	Lecture and Group Discussions	Recap and Quiz
Aug 17 - 24, 2026 (Day Order 1- 6)	2	2.3 Skills for communicating in diverse business situation, techniques for managing conflict and ensuring effective feedback mechanisms	K1- K6	2	1 – 3	Lecture	Discussions

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	2	2.3 Skills for communicating in diverse business situation, techniques for managing conflict and ensuring effective feedback mechanisms	K1- K6	2	1 – 3	Lecture, Presentations, and Group Discussions	Recap
Sep 3 – 11, 2026 (Day Order 1- 6)	3	Tools and Technologies in Office Management 3.1 Overview of essential office technology and Software used in management	K 1 – K6	2	1 - 3	Lecture and Presentations	Recap and Quiz Third Component Test (Test on Unit 1 – 3 on 11.09.2026 – 20 marks)
Sep 15-17, 2026 (Day Order 1 - 3)	3	3.2 Digital tools for project management and team collaboration	K 1 – K6	2	1 - 3	Lecture and Discussions	Discussions
Sep 18 –23, 2026	C.A. Test - II						

Sep 24 - 28, 2026 (Day 4 – 6)	3	3.2 Digital tools for project management and team collaboration	K 1 – K6	2	1 - 3	Lecture and Case Study	Case Analysis
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	3	3.3 Emerging technologies and their implications for office management.	K 1 – K6	2	1 - 3	Lecture and Presentations	Recap and Quiz
Oct 8 - 14, 2026 (Day Order 1 - 6)	3	3.3 Emerging technologies and their implications for office management.	K 1 – K6	2	1 - 3	Lecture and Discussions	Recap and Quiz
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						