

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce- Corporate Secretaryship

Name/s of the faculty : Section A: Ms.Mofika

Section B: Dr.R.B.Ayeshwarya

Course Title : Income Tax Practices

Course Code : 23CO/MC/IT54

Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL					
CO1	interpret the concepts and principles of individual income tax law.	K1					
CO2	explain income tax law to real-life situations and calculate income tax liabilities.	K2					
CO3	examine income under different heads of income and tax liability.	K3					
CO4	analyze the provisions relating to tax computation.	K4					
CO5	evaluate the effectiveness of different income tax planning strategies.	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 1.1 Basic Concept - Income, Person, Assesses, Assessment Year, Previous Year, Gross Total Income, Total Income, Permanent Account Number (PAN)	K1-K2	2	1 – 2	Lecture and Problem Solving	Recap and Home Assignment
		1.2 Residential Status	K1-K5	4	1 - 5	Lecture and Problem Solving	Class Test
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.3 Scope of Total Income	K1-K5	4	1 - 5	Lecture and Problem Solving	Recap and Home Assignment
July 2 – July 8, 2026 (Day Order 1- 6)	II	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	K1-K5	4	1 – 5	Lecture and Problem Solving	Recap and Home Assignment
		2.1.2 Allowances, Perquisites and their Valuations	K1-K5	4	1 – 5	Lecture and Problem Solving	Class Discussion
July 9 – 16, 2026 (Day Order 1- 6)	II	2.1.2 Allowances, Perquisites and their Valuations	K1-K5	4	1 – 5	Lecture and Problem Solving	Class Discussion
July 17 – 24, 2026		2.1.3 Deductions from				Lecture and Group	Class

(Day Order 1- 6)	II	Salary, Computation of Salary Income	K1-K5	4	1 – 5	Discussions	Discussion & Home Assignment
July 25 – 28, 2026 (Day Order 1- 3)	II	2.2 Income from House Property, Deductions and Computation of Income from House Property.	K1-K5	3	1 – 5	Lecture and Group Discussions	Recap & Class Discussions Third Component Test (Problem Solving in Residential Status and Income from Salaries on 24.07.2026 for 20 marks)
July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	III	Income from Business and Profession 3.1 Income Chargeable under the head 3.2 Disallowances	K1-K5	3 4	1-5 1-5	Lecture and Presentations Lecture and Problem Solving	Class Discussion & Home Assignment
Aug 7 – 14, 2026 (Day Order 1- 6)	III	3.3 Presumptive Provision 3.4 Computation of	K1-K5	2	1 - 5	Lecture and Problem Solving	Recap and Class Assignment

		Profits and Gains of Business and Profession		6			Third Component Test (Income under the head Business and Profession on 13.08.2026 for 15 Marks)
Aug 17 - 24, 2026 (Day Order 1- 6)	IV	Income from Capital Gains and Other Sources 4.1 Income from Capital Gains - Short Term and Long Term Capital Gains	K1-K5	6	1 - 5	Lecture and Problem Solving	Home Assignment
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	IV	4.1.1 Exempted Capital Gains, Computation of Capital Gains	K1-K5	5	1 - 5	Lecture and Problem Solving	Class Discussion & Home Assignment
Sep 3 – 11, 2026 (Day Order 1- 6)	IV	4.1.1 Computation of Capital Gains (Cont..)	K1 – K5	2	1 – 5	Lecture and Problem Solving	Class Discussion & Home Assignment

Sep 15-17, 2026 (Day Order 1 - 3)	IV	4.2 Income from Other Sources Deductions, Computation of Income from Other Sources	K1 – K5	2	1 – 5	Lecture and Problem Solving	Recap & Home Assignment
Sep 18 –23, 2026	C.A. Test - II						
Sep 24 - 28, 2026 (Day 4 – 6)	V	Computation of Total Income and Tax Liability 5.1 Deductions – For Individuals	K1 – K5	2	1-5	Lecture and Presentation	Group Discussions and Class Assignment
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.2 Set Off and Carry Forward of Income	K1 – K5	5	1 – 5	Lecture and Case Study	Recap and test
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.3 Computation of Total Income and Tax Liability 5.4 Procedures Relating to Filing of Returns	K1 – K5	3	1 – 5	Lecture and Case Study	Group Assignment Third Component Test (Collage Activity- Provisions in Income Tax Act on 01.10 2026 for15 Marks)
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. Chandini.R
Section B:Ms. Leelavathi.R
Course Title : Corporate Accounting and Restructuring
Course Code : 23CO/MC/CR54
Shift : II

COURSE OUTCOMES (COs)

COs	Description					CL	
CO1	elucidate/expand the idea of corporate restructuring and modern developments in restructuring					K1	
CO2	facilitate the understanding of process and economic rationales of various corporate restructuring tools					K2	
CO3	prepare the cash flow statement					K3	
CO4	analyze company valuation techniques and Summaries amalgamation statement					K4	
CO5	construct the company's financial statements using the Ind AS framework.					K5	
Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods

Jun 15 – 22, 2026 (Day Order 1- 6)	I	1.1 Final Accounts of Companies 1.1.1 Computation of Managerial Remuneration	K1-K5	5	1-5	Lecture / Problem solving	Group Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.1.2 Preparation of Final Accounts of Companies	K1-K5	5	1-5	Lecture / Problem solving	Recap and Home Assignment
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.1.3 Preparation of Final Accounts under Company Law	K1-K5	5	1-5	Lecture / Problem solving	Recap and Home Assignment
July 9 – 16, 2026 (Day Order 1- 6)	II	2.1 Cash Flow Statement (As Per Accounting Standard – 3) 2.2.1 Meaning, Uses, Differences between Funds Flow Statement and Cash Flow Statement 2.2.2 Preparation of Cash Flow Statement	K1-K5	4	1-5	Lecture / Problem solving	Recap and Home As
July 17 – 24, 2026 (Day Order 1- 6)	II	2.2 Valuation of Shares and Goodwill 2.2.1 Goodwill – Methods of Valuation of Goodwill 2.2.2 Shares- Methods of Valuation of Shares	K1-K5	4	1-5	Lecture / problem solving	Recap and Home Assignment

July 25 – 28, 2026 (Day Order 1- 3)	II	2.2.2 Shares- Methods of Valuation of Shares	K1-K5	2	1-5	Lecture / problem solving	Recap and Home Assignment Third Component Test (Short Problem Test on Valuation of Goodwill and Shares- 07.08.2026 for 25Marks)
July 29 – Aug 3, 2026	C.A. Test – I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	III	Corporate Restructuring 3.1 Meaning, Need and Scope of Corporate Restructuring	K1-K3	2	1-3	Lecture/ problem solving	Recap
Aug 7 – 14, 2026 (Day Order 1- 6)	III	3.1.1 Process of Implementation 3.1.2 Types of Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off	K1-K3	5	1-3	Lecture/ problem solving	Group Discussion Third Component Test (Multiple Choice Questions on Corporate Restructuring 09.09.2026 for 25 Marks)

Aug 17 - 24, 2026 (Day Order 1- 6)	III	3.2 Corporate Demerger and Reverse Merger 3.3 Takeover - Meaning and Concept	K1-K3	5	1-3	Lecture/ problem solving	Group Discussion and Case Study Analysis
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	IV	3.3.1 Types of Takeovers- Legal Aspects 3.3.2 SEBI Regulations for Takeover	K1-K3	3	1-3	Lecture/ problem solving	Group Discussion and Case Study Analysis
		Financial Reporting – Internal Reconstruction 4.1 Meaning of alteration of share capital and internal construction	K1-K5	2	1-5	Lecture/ problem solving	Recap and Home Assignment
Sep 3 – 11, 2026 (Day Order 1- 6)	IV	Financial Reporting – Internal Reconstruction 4.1 Meaning of alteration of share capital and internal construction 4.2 Problems relating to internal reconstruction	K1-K5	6	1-5	Lecture / problem solving	Recap and Home Assignment
Sep 15-17, 2026 (Day Order 1 - 3)	IV	4.2 Problems relating to internal reconstruction	K1-K5	1	1-5	Lecture / problem solving	Recap and Home Assignment
	V	Mergers and Acquisitions- Amalgamation	K1-K5	2	1-5	Lecture / problem solving	Group Discussion and Home

		5.1 Amalgamation –Accounting treatment as per AS-14 Calculation of purchase consideration					Assignment
Sep 18 –23, 2026	C.A. Test – II						
Sep 24 - 28, 2026 (Day 4 – 6)	V	5.2 Methods of Amalgamation Accounting - Pooling of Interests Method, Net Purchase Method	K1-K5	2	1-5	Lecture / problem solving	Recap and Home Assignment
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.2 Methods of Amalgamation Accounting - Pooling of Interests Method, Net Purchase Method 5.3 Accounting Entries in the Books of Transferor and	K1-K5	6	1-5	Lecture / problem solving	Recap and Home Assignment
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.3 Accounting Entries in the Books of Transferor and Transferee 5.4 Disclosure Relating to Amalgamation	K1-K5	6	1-5	Lecture / problem solving	Recap and Home Assignment
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. Haritha Maria Raj S**
Section B: Dr. Reema.R. Varghese
Course Title : **Drafting and Conveyancing**
Course Code : **23CO/MC/DC53**
Shift : **II**

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	outline the core concepts in drafting conveyancing and Pleading	K1
CO2	apply the necessary acumen in drafting legal documents both civil and criminal	K2
CO3	categorize the techniques of Civil and Criminal Proceedings in entities.	K3
CO4	assess the relevance of the legal documents relating to civil or criminal proceedings	K4
CO5	construct a legal document.	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	I	Drafting and Conveyancing 1.1 Drafting 1.1.1 Drafting- Meaning, General Principles – Rules for Drafting of Deed and Conveyance, Rules Relating to Interpretation	K1 - K3	2	1 – 3	Lecture and Group Discussions	Recap and Quiz
	I	1.1.2 Aids to Clarity and Accuracy – Legal Requirements and Implications.	K1 - K3	2	1 – 3	Lecture and Case Study analysis	Recap and Group Discussions
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.2 Conveyancing 1.2.1 Conveyancing- Meaning, General Principles – Basic Requirements for Deeds of Transfers.	K1 - K3	3	1 – 3	Lecture and Presentations	Recap and Quiz
	I	1.2.2 Description of Deed	K1 - K3	3	1 – 3	Lecture and Group Discussions	Recap and Group Discussions

July 2 – July 8, 2026 (Day Order 1- 6)	II	Drafting of Orders, Agreements and Contracts 2.1 Drafting of Orders 2.1.1 Appointment Orders,	K1- K5	3	1 – 5	Lecture, Presentations, and Group Discussions	Group Discussions
	II	2.1.2 Suspension Orders – Order of Dismissal and Discharge, Charge sheets, Apprenticeship Agreements, Shareholders’ Agreement	K1- K5	2	1- 5	Lecture, Presentations, and Group Discussions	Group Discussions
July 9 – 16, 2026 (Day Order 1- 6)	II	2.2 Drafting of Agreements 2.2.1 Agreements to Sell/Purchase- Foreign Collaboration Agreements –Service Agreements	K1- K5	3	1 – 5	Lecture, Presentations, and Group Discussions	Recap and Group Discussions
July 17 – 24, 2026 (Day Order 1- 6)	II	2.2.2 Hypothecation - Online Shopping Agreement- Leave, License and Rental Agreement- Outsourcing	K1- K5	2	1 – 5	Lecture, Presentations, and Group Discussions	Group Discussions

		Agreements.					
July 25 – 28, 2026 (Day Order 1- 3)	II	2.3 Drafting of Contracts 2.3.1 Drafting of Contracts-Importance and Procedure	K1- K5	2	1 – 5	Lecture, Presentations, and Group Discussions	Recap and quiz
July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	II	2.3.2 Form of Contract – Dealership Contracts, Building Contracts, Agency Contracts- Ingredients of Agency Contract-Service Contract	K 1 – K5	1	1 - 5	Lecture, Presentations and Group Discussions	Group Discussions
Aug 7 – 14, 2026 (Day Order 1- 6)	II	2.3.3 Electronic Contracts (E-Contracts Essentials and Types of E-Contract, Important Points with regard to E-Contracts)	K 1 – K5	2	1 - 5	Lecture, Presentations and Group Discussions	Recap and test
Aug 17 - 24, 2026 (Day Order 1- 6)	III	Drafting of Deeds 3.1 Basic Components of Deeds – Use of Appropriate Words				Lecture, Presentations and Case Studies	Group Discussions Group

	III	and Expressions- Endorsement and Stamping of Deed 3.2 Types of Deed 3.2.1 Deed of Hire Purchase Agreement	K 1 – K5 K 1 – K5	2 2	1 – 5 1 – 5	Lecture, Presentations and Case Studies	Discussions Third Component Test (Multiple Choice Questions in Unit 1 and 2 on 24.08.2026 for 20 marks)
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	III	3.2.2 Relinquishment Deed-Deed of Sale of Immovable Property	K 1 – K5	2	1-5	Lecture and Presentations	Recap and Group Discussions
	III	3.3.3 Deed of Amalgamation of Companies- Deed of Sale of Business	K 1 – K5	2	1-5	Lecture and Presentations	Recap and Component
Sep 3 – 11, 2026 (Day Order 1- 6)	IV	Deed of Assignment 4.1 Assignment Deed- Importance and Types	K 1 – K5	2	1 – 5	Lecture and Case Study	Recap and Group Discussions
	IV	4.1.1 Business Debts – Shares in a Company – Policies in Insurance.	K 1 – K5	2	1 – 5	Lecture and Case Study	Recap and Group Discussions

<p>Sep 15-17, 2026 (Day Order 1 - 3)</p>	<p>IV</p>	<p>4.1.2 Patents, Trademarks, Copyrights – Business and Goodwill and other Rights and Interests – Deed of Exchange and Gift Deeds.</p> <p>4.2 Deed of Power of Attorney- Revocable – Irrevocable General and Specific Letters of Authority.</p>	<p>K 1 – K5</p> <p>K 1 – K5</p>	<p>4</p> <p>2</p>	<p>1 – 5</p> <p>1 – 5</p>	<p>Lecture and Presentations</p> <p>Lecture and Case Study</p>	<p>Recap and Quiz</p> <p>Recap and quiz. Third Component Test (Drafting a legal document based on a given scenario on 10.09.2026 for 30 marks)</p>
<p>Sep 18 –23, 2026</p>	<p>C.A. Test - II</p>						

Sep 24 - 28, 2026 (Day 4 – 6)	V	Pleading 5.1 Meaning and Importance-Essentials and Particulars of Pleading-Signing and Verification-Amendment in Pleadings.	K 1 – K5	4	1 – 5	Lecture and Presentations	Recap and test
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.2 Civil Pleadings-Injunction Application-Interlocutory Application- Revision Petition- Review Petition	K 1 – K5	3	1 – 5	Lecture and Case Study	Recap and test
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.3 Criminal Pleadings-Meaning – Complaint-Application for Bail-Anticipatory Bail	K 1 – K5	3	1 – 5	Lecture and Case Study	Recap and Group Discussions
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. Haritha Maria Raj. S
Course Title : **Secretarial Practice**
Course Code : **23CO/MC/SP53**
Shift : **II**

COURSE OUTCOMES (COs)

COs	Description	CL					
CO1	recall the basic secretarial concepts and terminology	K1					
CO2	demonstrate the roles and responsibilities of company secretaries	K2					
CO3	apply and critically examine the different secretarial practices and procedures	K3					
CO4	evaluate and take decisions based on criteria and standards related to secretarial practice	K4					
CO5	develop necessary skills for a career in Company Secretaryship	K5					
Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods

Jun 15 – 22, 2026 (Day Order 1- 6)	I	Unit 1 -Introduction:	K1-K2	1	1-2	Presentations, Case Analysis, Learning by Doing	Recap and Class discussion.
		1.1 Secretary-Meaning and Types of Secretaries	K1-K4	1	1-4	Presentations, Case Analysis, Learning by Doing	Recap and Class discussions
		1.2 Company Secretary - Definition and Legal Position	K1-K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Quiz
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.3 Rights, Duties and Liabilities of a Company Secretary (Contd)	K1-K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Quiz
		1.4 Qualification, Appointment and Dismissal of a Company Secretary	K1 – K5	3	1 -5	Presentations, Case Analysis, Learning by Doing	Recap and Open Book Test

July 2 – July 8, 2026 (Day Order 1- 6)	II	Unit 2 - Secretarial Standards	K1-K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Group Discussion
		2.1 Meaning, Scope and Need					
		2.2 Secretarial Standards relating to (SS1-SS5)	K1-K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Quiz
		2.2.1 Meeting of Board of Directors	K1-K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Group Discussion.
		2.2.2 General Meeting					
		2.2.3 Dividend	K1 – K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Class discussion.
		2.2.4 Registers and Records	K1 – K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Class discussion
July 9 – 16, 2026 (Day Order 1- 6)	II	2.2.5 Minutes	K1-K5	1	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Open Book Test
	III	Unit 3 – Duties of a Secretary relating to Formation of a Company	K1 – K5	4	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Class Discussion
		3.1 Promotion and					

		Incorporation					
July 17 – 24, 2026 (Day Order 1- 6)	III	3.2 Prospectus	K1-K5	4	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Class Discussion
July 25 – 28, 2026 (Day Order 1- 3)	III	3.3 Issue of Shares	K1 – K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Group Discussion Third Component Test (Objective type- Introduction and Secretarial standards (Unit I & II) on 25.07.2026 for 25 Marks)
July 29 – Aug 3, 2026	C.A. Test – I						

Aug 4 - 6, 2026 (Day Order 4 - 6)	III	3.3 Issue of Shares (Contd)	K1 – K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Group Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	III	3.4 Listing	K1 – K5	4	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Class Discussion
Aug 17 - 24, 2026 (Day Order 1- 6)	IV	Unit 4 - Duties of a Secretary Relating to Members and Meetings 4.1 Register of Members – Preparation and Duties relating to Maintenance of Register of Members	K1 – K5	4	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Class Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	IV	4.2 Secretarial Duties relating to Meeting 4.2.1 Board Meetings – Frequency, Notice, Agenda, Quorum, Resolution, Minutes and Procedure for Holding the Meeting 4.2.2 Extra-ordinary General Meeting – Notice, Explanatory	K1 – K5 K1-K5	1 1	1-5 1-5	Presentations, Case Analysis, Learning by Doing Presentations, Case Analysis, Learning by Doing Presentations, Case	Recap and Class Discussion Recap and Quiz

		Statement and Procedure for Conduct.	K1-K5	2	1-5	Analysis, Learning by Doing	Recap and Class discussions
Sep 3 – 11, 2026 (Day Order 1- 6)		4.2.3 Annual General Meeting- Statutory Provisions and ‘Duties of a Company Secretary, By Member’s Requisition	K1-K5	2	1-5	Presentations, Case analysis, Learning by Doing	Recap and Quiz
		4.3 Conduct of the Meeting	K1-K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Group Discussions
Sep 15-17, 2026 (Day Order 1 - 3)		4.3 Conduct of the Meeting (Contd)	K1 – K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Recap and Group Discussions Third Component Test (Case Study analysis – 16.09.2026 for 25 marks)
Sep 18 –23, 2026	C.A. Test – II						

Sep 24 - 28, 2026 (Day 4 – 6)	V	Unit 5 - Secretarial Duties Relating to Winding up and Dissolution 5.1 Secretarial Duties for each Method of Winding up.	K1 – K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Case Study Analysis
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.1 Secretarial Duties for each Method of Winding up. 5.2 Liquidators, Rights and Powers- Appointment of Committee of Inspection, Position of Company Secretary in Liquidation	K1 – K5 K1-K5	2 2	1-5 1-5	Presentations, Case Analysis, Learning by Doing Presentations, Case Analysis, Learning by Doing	Case Study analysis Class Discussion and Quiz
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.2 Liquidators, Rights and Powers- Appointment of Committee of Inspection, Position of Company Secretary in Liquidation	K1-K5	2	1-5	Presentations, Case Analysis, Learning by Doing	Recap 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 : Section A: Dr. Reema .R. Varghese
Section B: Ms. Mofika SA
Course Title : Design Thinking and Innovation for Entrepreneurs
Course Code : 23ID/IC/DI55
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	define and interpret various innovation models	K1
CO2	comprehend and build empathy for target audience	K2
CO3	apply examine the innovative business ideas	K3
CO4	develop a strong understanding of the design process	K4
CO5	evaluate the effectiveness of innovation in different business venture	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	I	Human Centered Design 1.1 Introduction to Human-centered Design; Roots of Design Thinking - Design Thinking as a Celebration	K1-K4	4	1 - 4	Lecture and Group Discussions	Group Discussions
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.2 Digital Disruption and Technology Evolution	K1-K4	3	1 - 4	Lecture and Presentations	Recap and Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.3 Appreciating the User Needs – Knowing your users, Identifying Customer Needs	K1-K5	4	1 – 5	Lecture and Group Discussions	Recap and Test
	I	1.4 Designing with Empathy, Designing for Diversity and Inclusion	K1-K5	5	1 - 5	Lecture and Group Discussions	Discussions
July 9 – 16, 2026 (Day Order 1- 6)	II	Ideation and Applied Creativity 2.1 Ideation Techniques	K1-K4	5	1 – 4	Lecture and Presentations, Group	Group Discussions

		and Tools for Fostering Creativity				Discussions	
July 17 – 24, 2026 (Day Order 1- 6)	II	2.2 Visualization and storytelling; Immersive learning exercises	K1-K4	5	1 – 4	Lecture and Group Discussions	Group Discussions Third Component Test (Story Telling based on Visualization and Ideation tools concept on 22.07.2026 for 10 marks)
July 25 – 28, 2026 (Day Order 1- 3)	II	2.3 Prototyping and Testing – Minimum Value Proposition; Proof of Concept, Designing, Tooling, and Building	K1-K4	3	1 – 4	Lecture and Group Discussions	Group Discussions
	II	2.4 Learning from Failed Design	K1-K4	4	1 – 4	Lecture and Presentations	Recap and quiz
July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026	III	Product and Service				Lecture and	Group

(Day Order 4 - 6)	III	Design 3.1 Lean and Agile Product/ Service Design	K1-K5	3	1 - 5	Presentations	Discussions Third Component Test (Designing a Concept or Services with Empathy, Inclusion, and Creativity on 18.08.2026 for 20 marks)
Aug 7 – 14, 2026 (Day Order 1- 6)	III	3.2 Sustainability through Design Thinking	K1-K5	4	1 - 5	Lecture and Group Discussions	Group Discussions
Aug 17 - 24, 2026 (Day Order 1- 6)	III	3.3 Design for Products and Services	K1-K5	4	1 - 5	Lecture and Group Discussions	Debate
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	III	3.4 New Product Development Processes	K1-K5	5	1 - 5	Lecture and Group Discussions	Discussions on the current scenario in new products
Sep 3 – 11, 2026 (Day Order 1- 6)	IV	Innovation Management under Entrepreneurship 4.1 Concept of	K1 – K5	4	1 – 5	Lecture and	Group Discussions Third Component Test (Case

		Intrapreneurship 4.2 Innovation Project Life-Cycle	K1 – K5	5	1 - 5	Presentations Group Discussions	Study Analysis on 15.09.2026 for 20 marks)
Sep 15-17, 2026 (Day Order 1 - 3)	IV	4.3 Frugal Innovation 4.4 Innovation Management Models	K1 – K5 K1 – K5	3 4	1 – 5 1 - 5	Lecture, Presentations, Group Discussions	Recap and test
Sep 18 –23, 2026	C.A. Test - II						
Sep 24 - 28, 2026 (Day 4 – 6)	V	Leading Innovation in Organizations 5.1 Innovation for Growth and Transforming Business 5.2 Need for Leadership and Commitment in Innovation	K1 – K5 K1 – K5	4 3	1 – 5 1 - 5	Lecture and Presentations Group Discussions	Group Discussions Recap and test
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.3 Collaborative Ideation and Innovation	K 1 – K5	3	1 – 5	Lecture and Case Study	Recap and test
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.4 Data-Driven Innovation Application	K 1 – K5	3	1 – 5	Lecture and Case Study	Recap and Group Discussions

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

REVISION

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

COURSE PLAN (June - November 2026)

Department : Commerce- Corporate Secretaryship
Name of the faculty : Dr.Sharanya.P Section A &B
Course Title : Company Secretarial Correspondence
Course Code : 23CO/GE/CC22
Shift : II

COURSE OUTCOMES (COs)

COs	Description						CL
CO1	define the concept of company secretary and secretarial correspondence						K1
CO2	understand the importance and need of company secretary						K2
CO3	outline and Draft The required communication to the stakeholders of a company						K3
Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	I	Introduction to Company Secretary 1.1 Secretary – Meaning	K1-K3	3	1-3	Lecture and Presentations	Class Discussion

		and Types of Secretaries					
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.2 Company secretary– Definition and Legal Position	K1-K3	2	1-3	Lecture and Presentations	Recap and Class discussion
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.3 Rights, Duties and Liabilities of a Company Secretary	K1-K3	2	1-3	Lecture and Presentations	Recap and quiz
July 9 – 16, 2026 (Day Order 1- 6)	I	1.4 Qualification, Appointment and Dismissal of a Company Secretary	K1-K3	3	1-3	Lecture and Presentations	Recap and Class discussion
July 17 – 24, 2026 (Day Order 1- 6)	II	Secretarial Correspondence 2.1 Correspondence relating to Meetings- Before, during and after the meeting.	K1-K3	3	1-3	Lecture and Presentations	Recap and Class discussion
July 25 – 28, 2026 (Day Order 1- 3)	II	2.2 Writing Memos, Circulars and Notices.	K1-K3	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)	II	2.3 Electronic Media and Shareholder Communication	K1-K3	2	1-3	Lecture and Presentations	Recap and quiz
Aug 7 – 14, 2026 (Day Order 1- 6)	III	Correspondence 3.1 To Shareholders– Allotment, Rights Issue and Bonus Issue	K1-K3	2	1-3	Lecture and Presentations	Recap and Class discussion
Aug 17 - 24, 2026 (Day Order 1- 6)	III	3.1 To Shareholders– Allotment, Rights Issue and Bonus Issue	K1-K3	2	1-3	Lecture and Presentations	Third Component Test (Objective type test on Introduction to Company Secretary and Secretarial Correspondence on 17.08.2026 for 25 Marks)
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	III	3.2 To Registrar of Companies Alteration of Memorandum and Articles of Association	K1-K3	2	1-3	Lecture and Presentations	Recap and Class discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	III	3.2 To Registrar of Companies Alteration of Memorandum and Articles of Association	K1-K3	2	1-3	Lecture and Presentations	Recap and Class discussion

Sep 15-17, 2026 (Day Order 1 - 3)		3.3 To Stock Exchanges– Listing of Securities	K1-K3	1	1-3	Lecture and Presentations	Recap and quiz
Sep 18 –23, 2026	C.A. Test – II						
Sep 24 - 28, 2026 (Day 4 – 6)		3.3 To Stock Exchanges– Listing of Securities	K1-K3	1	1-3	Lecture and Presentations	Open Book Test
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		3.4 To Banks	K1-K3	2	1-3	Lecture and Presentations	Recap and Class discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)		3.5 To Government	K1-K3	2	1-3	Lecture and Presentations	Recap and Class 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 : Dr. Reema .R. Varghese Section A&B
Course Title : Listing of Securities
Course Code : 23CO/GE/LS22
Shift : II

COURSE OUTCOMES (COs)

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

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	I	Introduction to Stock Exchange 1.1 Stock Exchange – Introduction-Meaning and functions of the Stock Exchange	K1 - K3	1	1 – 2	Lecture and Group Discussions	Recap and Quiz

Jun 23 – July 1, 2026 (Day Order 1- 6)	I	Introduction to Stock Exchange 1.1 Stock Exchange – Introduction-Meaning and functions of Stock Exchange	K1 - K3	1	1 – 2	Lecture and Group Discussions	Recap and quiz
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.2 Depository Services and DEMAT Account	K1- K3	1	1 – 3	Lecture, Presentations, and Group Discussions	Group Discussions
July 9 – 16, 2026 (Day Order 1- 6)	I	1.3 Securities and Exchange Board of India (SEBI) - Concept-Structure-Objectives	K1- K3	2	1 – 3	Lecture, Presentations	Recap and Group Discussions
	I	1.4 Functions and Power of SEBI	K1 – K3	1	1 – 3	Presentations	Recap
July 17 – 24, 2026 (Day Order 1- 6)	II	Listing of Securities 2.1 Listing of Securities: Meaning, Objectives, and Types	K1- K3	3	1 – 3	Lecture, Presentations, and Group Discussions	Group Discussions
July 25 – 28, 2026 (Day Order 1- 3)		2.2 Requirements and				Lecture, Presentations, and	Recap and

	II	Procedure for Listing	K1- K3	1	1 – 3	Group Discussions	quiz
July 29 – Aug 3, 2026	C.A. Test - I						
Aug 4 - 6, 2026 (Day Order 4 - 6)	II	2.2 Requirements and Procedure for Listing	K 1 – K3	2	1 - 3	Lecture, Presentations and Group Discussions	Group Discussions
Aug 7 – 14, 2026 (Day Order 1- 6)	II	2.3 Advantages and Disadvantages of Listing	K 1 – K3	1	1 - 3	Lecture, Presentations and Group Discussions	Recap and test
Aug 17 - 24, 2026 (Day Order 1- 6)	II	2.3 Advantages and Disadvantages of Listing	K1 – K3	1	1 – 3	Lecture, Presentations and Case Studies	Group Discussions Third Component Test (Presentation on Analysis of top MNC’s listing positions in the Stock Markets on 23.08.2026 for 20 marks)

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	III	Listing Agreements and Delisting 3.1 Compliances under Listing Agreement	K 1 – K3	2	1 - 3	Lecture and Presentations	Recap and Group Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	III	Listing Agreements and Delisting 3.1 Compliances under Listing Agreement	K 1 – K3	1	1 - 3	Lecture and Presentations	Recap and Quiz Third Component Test (Unit 1 – 3 on 08.09.2026 for 30 marks)
Sep 15-17, 2026 (Day Order 1 - 3)	III	3.2 Delisting-Meaning and Types	K1 – K3	1	1 – 3	Lecture and Presentations	Recap and Quiz Third Component Test (Unit 1 – 3 on 08.09.2026 – 30 marks)
Sep 18 –23, 2026	C.A. Test - II						

Sep 24 - 28, 2026 (Day 4 – 6)	III	3.2 Delisting-Meaning and Types	K1 – K3	2	1 – 3	Lecture and Presentations	Recap and test
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	III	3.3 Procedure for Delisting-Voluntary and Compulsory	K 1 – K3	2	1 – 3	Lecture and Case Study	Recap and test
Oct 8 - 14, 2026 (Day Order 1 - 6)	III	3.3 Procedure for Delisting-Voluntary and Compulsory	K1 – K3	2	1 – 3	Lecture and Case Study	Recap and Group Discussions
Oct 15 - 21, 2026 (Day Order 1- 4)	REVISION						

