

RKM VIVEKANANDA COLLEGE (EVENING COLLEGE)
AUTONOMOUS
Department of Corporate Secretaryship
For the Batch admitted 2009-10
Scheme of Syllabus

S.No.	Part	Title of Subject	Semester	Max. Marks	Credits
1	I	Language – I	I	100	3
2		Language - II	II	100	3
3	II	English – I	I	100	3
4		English-II	II	100	3
	III	<u>Core Papers:</u>			
5		Advanced Accountancy – I	I	100	4
6		Business Regulatory Framework	I	100	3
7		Advanced Accountancy – II	II	100	4
8		Managerial Communication	II	100	3
9		Accounting for Companies –I	III	100	4
10		Company Law & Sec. Practice – I	III	100	4
11		Modern Marketing	III	100	3
12		Management Process	III	100	4
13		Accounting for Companies – II	IV	100	4
14		Company Law & Sec. Practice – II	IV	100	4
15		Practical Auditing	IV	100	4
16		Mod. Banking & Financial Services	IV	100	3
17		Principles of Cost Accounting	V	100	4
18		Elements of Business Taxation	V	100	4
19	Principles of Income Tax - I	V	100	4	
20	Principles of Management Accounting	VI	100	4	
21	Corporate Finance	VI	100	4	
22	Principles of Income Tax II	VI	100	4	
23	Corporate HRM	VI	100	4	
	III	<u>Allied:</u>			
24		Quantitative & Management Techniques - I	I	100	5
25		Quantitative & Management Techniques – II	II	100	5
26		Economics for Decision Making	III	100	5
27	E- Management & Web Designing	IV	100	5	
	III	<u>Application Oriented Subject / Electives:</u>			
28		Ent. & Small Business Management	V	100	5
29		Industrial and Labour Laws	V	100	5
30	Secretarial Training	VI	100	5	
	IV	<u>Non Major Electives:</u>			
31		AT/BT/NME – I	I	100	2
32	AT/BT/NME - II	II	100	2	
33	IV	<u>Skill Based Electives:</u> Essentials of Language & Comm.	I	100	3

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34		Essentials of spoken and Presentation Skills	II	100	3
35		Personality Enrichment Level I	III	100	3
36		Computing Skills - Basics	IV	100	3
37	IV	Environmental Studies	IV	100	2
38	IV	<u>Value Education:</u> Vivekananda Studies	VI	100	2
39	V	Compulsory Extension Activities (NSS,NCC, Rotaract,etc.,)			1
		Total		3800	140