

# UNIVERSITY OF MADRAS

B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP  
SYLLABUS WITH EFFECT FROM 2023-2024

## CORE –XV: INSTITUTIONAL TRAINING

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
318C6C	1		5		4	6	25	75	100
<b>Learning Objectives</b>									
LO1	To gain practical institutional experience the nature of school as workplace and their associated values, routines and cultures.								
LO2	To demonstrate professional skills that pertains directly to the institutional experience.								
LO3	To analyses and understand about the various department activities and their responsibilities.								
LO4	To frame the organization structure, layout and to describe the organization's financial statement analysis								
LO5	To prepare the report based on the training experience.								

### **Guidance for preparing the project report**

Supervised Institutional Training shall be an integral part of B. Com (Corporate Secretaryship) Degree Course. It is a sort of job testing programme designed to bridge the gap between theory & practice and create a natural interest in the practical aspects of the Company Secretaryship so as to stimulate trainee's desire to face its challenges and problems.

The training should be given under the joint supervision and guidance of the Training Officer of the Organisation /Institution and Faculty member of Corporate Secretaryship of the college. The details of the training given and the assessment of each student in that regard should be fully documented.

**The duration of the training should be for a period of 4 weeks.**

The training shall broadly relate to

- (a) Office Administration
- (b) Secretarial Practice.

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The training relating to Office Administration may be designed to acquaint the trainees with:

1. Company's activities, organization structure, departments and authority relationship.
2. Study of layout, working conditions, office maintenance, safety and sanitary conditions.
3. Study of the Secretarial service, communication, equipment, postal and mailing services and equipment.
4. Acquaintance with office machines and equipment and accounting machines.
5. Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.

The training pertaining to Secretarial Practice shall be on all aspects of the functions of a corporate secretary.

The following types of organizations may be selected for the training:

1. Private and Public Limited Companies (Both Industrial and Commercial).
2. Statutory bodies, Public Enterprises and Public Utilities like L.I.C., Electricity Board, Housing Board and Chambers of Commerce, Cooperative Societies and Banks.
3. Office Equipment Marketing Organizations.
4. Office of a Practicing Chartered Accountant, Cost Accountant or Company Secretary.

The Report shall include information about the profile of the company, products, projects, milestones, organisation structure, details of departments, and analysis of financial performance. The report shall be around 50 typed pages, excluding tables, figures, bibliographies and appendices.

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A candidate failing to secure the minimum for a pass (40%) shall be required to resubmit this report to the department and the marks after valuation shall be forwarded to the University before the commencement of the examination.

<b>Course Outcomes</b>	
<b>CO1</b>	Acquire institutional experience the nature of school as workplace and their associated values, routines and cultures.
<b>CO2</b>	Demonstrate professional skills that pertain directly to the institutional experience.
<b>CO3</b>	Analyses the various department activities and their responsibilities
<b>CO4</b>	Understand the organization structure, layout and to describe the organization's financial statement analysis.
<b>CO5</b>	Prepare the report based on the training experience.

### MAPPING WITH PROGRAMME OUTCOMES AND PROGRAMME SPECIFIC OUTCOMES

	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>
<b>CO1</b>	3	3	3	3	3	3	3	3	3	3	3
<b>CO2</b>	3	3	3	3	3	3	3	3	3	3	3
<b>CO3</b>	3	3	3	3	3	3	3	3	3	3	3
<b>CO4</b>	3	3	3	3	3	3	3	3	3	3	3
<b>CO5</b>	3	3	3	3	3	3	3	3	3	3	3
<b>TOTAL</b>	3	3	3	3	3	3	3	3	3	3	3
<b>AVERAGE</b>	3	3	3	3	3	3	3	3	3	3	3

**3 – Strong, 2- Medium, 1- Low**