



# FATIMA COLLEGE

(Autonomous)

*Affiliated to Madurai Kamaraj University*

*Re-Accredited with 'A++' by NAAC (Cycle - IV)*

Mary Land, Madurai - 625018, Tamil Nadu

## AQAR – QUALITATIVE METRIC

2023 - 2024

### Criterion 1 - Curricular Aspects

**1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme specific outcomes (PSOs) and Course Outcomes (COs), of the Programmes offered by the Institution.**

**Name of the Programme: B.Com. (Corporate Secretaryship)**

**Programme Code: USCS**

### **Programme Outcomes:**

<b>PO1</b>	Become knowledgeable in the subject of corporate laws and apply those provisions for the benefit of the employer /organization.
<b>PO2</b>	Imparting specific knowledge on Company law and secretarial practice.
<b>PO3</b>	Motivate to become an entrepreneur and nurture the entrepreneurial skills.
<b>PO4</b>	Hands on training in GST and Income tax returns filing, Accounting Software, Corporate Correspondence, venture creation and industrial training
<b>PO5</b>	Train to develop managerial skills individually and collectively for better corporate management at local and global level.



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## Programme Specific Outcomes:

<b>PSO 1</b>	A concrete exposure to the concepts of Accounting, General Laws, Finance, Governance, CSR and Management.
<b>PSO 2</b>	Imparting specific knowledge on Company law and secretarial practice.
<b>PSO 3</b>	Motivate to become an entrepreneur and nurture the entrepreneurial skills.
<b>PSO 4</b>	Hands on training in GST and Income tax returns filing, Accounting Software, Corporate Correspondence, venture creation and industrial training
<b>PSO 5</b>	Train to develop managerial skills individually and collectively for better corporate management at local and global level.

## Course Outcomes (COs):

Course Code	Course Title	Nature of the Course (Local/National/Regional/Global)	Course Description	Course Outcomes
23F1CC1	Core Paper Financial Accounting	Global	Students gain knowledge of Advanced Accounting	CO1 To understand the basic accounting concepts and standards.



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			principles, procedures and techniques used to solve business problems and make financial decisions	CO2 To know the basis for calculating business profits. CO3 To familiarize with the accounting treatment of depreciation. CO4 To learn the methods of calculating profit for single entry system. CO5 To gain knowledge on the accounting treatment of insurance claims
23F1CC2	Corporate Correspondence	National	This course outlines the concept of communication in business, process involved in communication, modes of communication,	CO1 Inherit the knowledge on introduction to communication. CO2 Identify & analyses the different types of communication. CO3 Develop the knowledge communication in business environment. CO4 Learn the basic understanding



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			technology enabled communication, preparation of business letters, drafting response and replies.	of drafting of legal deeds and documents. CO5 Enlighten the methods of drafting response and replies.
23F1EC1	Elective course Corporate E- Management	National	This course provides an introduction to the various functions of Corporate management and teach the basics of Computer and devices.	CO1 To teach the basics of Computer and devices CO2 To enlighten about the operating systems hardware, software CO3 To introduce the concept of internet CO4 To introduce the basics of Multimedia CO5 To teach about E-Commerce
23F1EC2	Business Economics	National	This course introduces economic concepts	CO1 To understand the approaches to economic analysis



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			and principles that facilitate best decision making of any business.	CO2 To know the various determinants of demand CO3 To gain knowledge on concept and features of consumer behaviour CO4 To learn the laws of variable proportions CO5 To enable the students to understand the objectives and importance of pricing policy
23F1SE1	Skill enhancement course Logistics Management	National	This course emphasizes Logistics management involves identifying prospective distributors and suppliers and determining their effectiveness and accessibility. Logistics	CO1 Understand the basic concepts of Logistics CO2 Identify the opportunities in the field of logistics CO3 Outline the 3PLs and 4PLs CO4 Demonstrate Technology in the ware house CO5 Evaluate the Material handling



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			managers are referred to as logisticians.	
23F1FC	Fundamental Concepts of Accounting & Commerce	National	This course introduces the concept of Basic concepts of Accounting and Commerce.	CO1 Understand and apply the principles of accounting CO2 Demonstrate an overview of understanding of commerce and allied fields CO3 Outline the different types of Laws. CO4 Identify the types and barriers in Communication CO5 To enable the students to understand the Qualities of an Entrepreneur.
23F2CC3	Core paper Financial Accounting II	National	Students gain knowledge of Advanced Accounting principles, procedures and techniques used to solve business problems and make	CO1 To prepare different kinds of accounts in Hire purchase and Instalments System CO2 To understand the allocation of expenses under departmental accounts CO3 To gain an understanding



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			financial decisions	about partnership accounts relating to Admission and retirement CO4 To get knowledge regarding Partnership Accounts relating to dissolution of firm. CO5 To know the requirements of international accounting standards
23F2CC4	Business Law	National	Students gain knowledge of rights, relationship and behavior of business and individuals engaged in merchandising trade and sales.	CO1 To know the nature and objectives of Mercantile law CO2 To understand the essentials of valid contract CO3 To gain knowledge on performance contracts CO4 To define the concepts of Bailment and pledge CO5 To understand the essentials of contract of sale



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23F2EC3	Elective course Business Environment	National	Students gain knowledge of the business environment and its types and to know how business operates in different environments.	CO1 To understand the nexus between environment and business. CO2 To know the Political Environment in which the businesses operate. CO3 To gain an insight into the Social Environment. CO4 To familiarize the concepts of an Economic Environment. CO5 To learn the trends in the Global Environment.
23F2EC4	Office Management and secretarial practice	National	This course provides a clear understanding of modern office management, train the students in running the office and	CO1 To familiar with modern office management. CO2 To familiar with the work atmosphere CO3 To train the students in maintaining and running the office effectively. CO4 To understand and organize data records





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			organize data records.	CO5 To gain knowledge about the role of a secretary
23F2SE2	Skill enhancement course  Every day banking	National	Students are look the banking sector continues to grow and is providing exciting job opportunities even post covid. It is an excellent sector to make a career in their life.	CO1 Exhibit the skill to perform basic banking operations and distinguish between basic documents CO2 Execute online, mobile banking and related transactions CO3 To obtain Knowledge in On Line Banking CO4 Train students in usage of Mobile Banking CO5 To familiarize in the process of Bank Branch and to know the terms in banking.



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23F2S	Fundamentals of Auditing	National	This course presents the principles, techniques, and concepts needed for auditing and its practical applications.	CO1 To make the students to understand the concept of Auditing CO2 To enable the students to gain knowledge of various techniques of Auditing. CO3 Train students in Audit Planning. CO4 To gain Knowledge in Vouching of transactions. CO5 To gain knowledge in Legal position of an auditor.
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