



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(Autonomous)**

College with Potential for Excellence
Linguistic Minority Institution
Affiliated to University of Madras

DEPARTMENT OF CORPORATE SECRETARYSHIP (SHIFT - II)

PROSPECTUS - 2021



**JAI
SRI KRISHNA**

PROGRAMME OFFERED

**BACHELOR OF COMMERCE (CORPORATE SECRETARYSHIP)
B.COM. (CS)**

**THREE YEARS (SIX SEMESTERS)
DEGREE PROGRAMME**

(Globally relevant curriculum specially designed for aspirants of professional courses like C.A., C.S., C.M.A., M.B.A. and Overseas studies)

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Dwaraka Doss Goverdhan Doss Vaishnav College (DDGDVC), a linguistic minority institution was established in the year 1964 by the Rajasthanis and Gujaratis settled in Chennai for the cause of higher education. The college ushered in a new era in high quality education with the inception of the B.Sc. Mathematics course on 30th June 1964 with Shri. T. Totadri Iyengar (Teacher of Dr. APJ Abdul Kalam) as its first Principal.

DDGDVC has been a haven for generations of enthusiastic learners over more than five decades. It was founded on the principles of Vaishnavism, with the sole purpose of imparting value based quality education and empowering the youth. The college has witnessed phenomenal growth in terms of infrastructure, academia, research and commitment to social responsibilities.

AUTHORITIES



Dr. S. Santhosh Baboo, M.Sc. Ph.D
Principal



Shri. Ashok Kumar Mundhra,
Secretary

CORPORATE SECRETARYSHIP CHRONICLES

The Department of Corporate Secretaryship was initiated in the Evening College Stream (Shift - II) with two Sections in 1988 to cater to the increasing demand for a course with a rare scholastic blend of Arts, Commerce and Professional foundation. It is a comprehensive, unique and specialised Course designed for the holistic development of the students. Presently, the Department houses four Sections (280 Students) in the Evening College (Shift – II).

The torch bearers of the Department have created an indelible legacy, evident in the high calibre of academic/professional standards as a testimony of the success of the course. Dr. K. Sampath was the Founder Head, followed by the able and efficient headship of Dr. T. S. Padmanaban and Dr. R. Thanigaivel.

The Department has carved a niche position with a rich Curriculum, Teaching – Learning Methodology and Experiential Learning in place. The course aims to create Company Secretaries. The programme envisages as a feeder course providing necessary exposure and experience both on theoretical and practical training (internship) by virtue of the institutional training as an intrinsic element of the curriculum.

VISION

“To empower the students with knowledge, skills, attitude and ethics in line with the dynamic changes in the socio-economic environment; to nurture high calibre scholarly attributes fostering good governance; to encourage critical thinking through experiential learning in pursuit of the holistic development of the students.”

MISSION

- To impart an in-depth knowledge and understanding of core courses in accounting for business and the relevant corporate and other laws
- To promote lateral thinking and a spirit of enquiry among students thereby encouraging a creative approach to provide solutions to complex challenges in business entities.
- To apply updated teaching learning methods and andragogy to foster experiential learning through the practical application of business knowhow.
- To harness the richness of entrepreneurship and multidisciplinary knowledge as a feeder for professional courses and start-ups.
- To nurture ethics, governance and social responsibility as the mantras of success for life-long learning.

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Learning Outcomes ←

- To partake in various types of employment, development activities and public dialogue particularly in response to the needs of Industry and Entrepreneurship in the Regional, National and Global arena.
- To promote critical thinking and analytical skills.
- To develop core competency in conceptualisation, problem solving and effective application of skills.
- To encourage entrepreneurship among the students coupled with strong ethics and communication skills
- To acquire a questioning mind in diverse environments for better impact.
- To engage in lifelong learning to ensure proficient progress.

State of the Art Corporate Secretaryship Teaching Methodologies ←



Certificate / Value Added Courses ←

Every year the department invites experts from various fields to conduct career awareness programmes and career counselling sessions.

- Certificate in drafting, appearances and pleadings
- Certificate in MS-Excel for Business excellence
- Certificate in Event Management
- Certificate in Credit Appraisal for banks and Financial institutions
- Certificate in Mathematical aptitude for Competitive examinations

Institutional Training & Project ←

A unique scholarly pursuit distinctive to the Department of Corporate Secretaryship is the Institutional Training and Project which paves the way for Industry experience, an exclusive opportunity at the UG Level.

- Identify, gather, organize, analyze and interpret the data relating to a particular concept
- Develop presentation and communication skills
- Demonstrate the skills required for effective presentation and justify the methodology of presenting the topic chosen
- Apply creative approaches in designing and delivering the content of presentation.

Academic and Personal Counselling ←

Mentoring is an important practice of the Department, to add a personalised element in motivating and counselling the students in certain specific situations. The faculty engage on a day to day basis to inspire and prompt the students to high echelons of business knowledge, values and ethics and provide appropriate guidance on academic and personal matters.

Eligibility for Admission ←

A pass in the Higher Secondary Examination (Academic or Vocational Stream) Conducted by the Government of Tamil Nadu or an Examination accepted as equivalent thereof by the Syndicate of the University of Madras with Accountancy and Commerce as major subjects.

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Departmental Club ←

DYNA SEC ASSOCIATION ←

The association is a forum of the Department of Corporate Secretaryship to harness the latent talent of the students and provide an ideal platform to hone their knowledge, skill sets and recent trends in the business environment.

The major objectives of the Dyna Sec Association are:

- To organize educational/networking events aimed at enabling students to comprehend the practicality of core concepts in real time business applications.
- To invite industry experts and pioneers to share their experiences and in-house practical exposure in line with the principles of experiential learning.
- To foster the spirit of entrepreneurship by engaging students in interactive sessions with successful entrepreneurs.
- To provide a gateway to socially relevant ideologies focussed on creating socially responsible entrepreneurs and professionals.
- To create a conducive space to promote critical thinking, creativity, leadership skills and a healthy competitive spirit by conducting intra and inter departmental competitions.
- To empower the students with the latest trends in business and recent updates in the various laws relevant to business/entrepreneurship.

Guest Lectures, Seminars and Workshops ←

The Department conducts guest lectures, seminars and workshops on current topics at frequent intervals. Subject experts are invited for Guest lectures on the latest topics. Seminars and workshops are conducted to encourage the students to learn the nuances of research, master the art of presentation, whet their communication skills and to expose them to the recent trends in the areas of study as also to update their knowledge on the subjects.

DEPARTMENT ACTIVITIES



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Placement ←

The Department co-ordinates with the Placement Cell of the College in campus recruitment drives as an integral part of improving the employment opportunities of the UG students. The Placement Cell invites reputed companies on campus to organise career guidance programmes. There has been a consistent increase in the number of students placed through campus recruitment with a minimum of 40 to 50% of the passing out students being placed in various high profile corporate entities.

OUR TOP RECRUITERS



Cognizant



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BACHELOR OF CORPORATE SECRETARYSHIP - SYLLABUS & COURSE STRUCTURE

Choice Based Credit System (CBCS)

Semester – I		Semester – II		Semester – III	
Credits	Courses	Credits	Courses	Credits	Courses
3	Language	3	Language	3	Language
3	English	3	English	4	English
4	Core Paper I – Financial Accounting - I	4	Core Paper III – Financial Accounting - II	4	Core Paper V – Corporate Accounting - I
4	Core Paper II – Principles of Management	4	Core Paper IV – Human Resource Management	4	Core Paper VI – Company Law & Secretarial Practices - I
5	Allied Paper I – Principles of Marketing	5	Allied Paper II – Business Communication	5	Secretarial Practices - I
3	Soft Skills	3	Soft Skills	3	Allied Paper III – Business Statistics
2	Non-Tamil Students: Basic Tamil / Advanced Tamil	2	Non-Tamil Students: Basic Tamil / Advanced Tamil	3	Soft Skills
	Tamil Students: Non – Major Elective – I: Everyday Banking		Tamil Students: Non – Major Elective – II: Fundamentals of Insurance		Environmental Studies *
					* Examination is Conducted in Semester - IV
Semester – IV		Semester – V		Semester – VI	
Credits	Courses	Credits	Courses	Credits	Courses
3	Language	4	Core Paper IX - Cost Accounting	4	Core Paper XIII - Management Accounting
3	English	4	Core Paper X - Business Economics	4	Core Paper XIV - Principles of Financial Management
4	Core Paper VII – Corporate Accounting - II	4	Core Paper XI - Income Tax Law, Theory & Practice	4	Core Paper XV - GST & Customs Law
4	Core Paper VIII – Company Law & Secretarial Practices - II	4	Core Paper XII – Business Law	5	Elective II – Entrepreneurial Development
5	Allied Paper IV – Practical Auditing	5	Elective I – Corporate Governance (Open Elective)	5	Project - Institutional Training
3	Soft Skills	2	Value Education	1	Extension Activity
2	Environmental Studies				

FACULTY PROFILE

Dr. K. Kalpana Devi, M.Com., MBA., SET, Ph.D.
Head-in-Charge

Mr. B. Franklin Edburg, M.Com., M.Phil., B.Ed., SET.
Assistant Professor

Dr. N. Alamelu Sathyabama, M.Com., M.Phil., Ph.D.
Assistant Professor

Dr. R. Vasudevan, M.Com., M.Phil., MBA, M.Phil., SLET, B.Ed., Ph.D.
Assistant Professor

Dr. A. Karthik, M.Com., M.Phil., MBA., M.A., NET, SET, Ph.D.
Assistant Professor

Dr. R. K. Gopinath, M.Com., M.Phil., MBA., SET, Ph.D.
Assistant Professor

Ms. Sneha Karthikeyan, M.Com., M.Phil., SET.
Assistant Professor

Ms. P. Jeyanthi, M.Com., M.Phil., SET, MBA., SET.
Assistant Professor

Ms. R. Indumathi, M.Com., M.Phil., SET.
Assistant Professor

Mr. S. Rajesh Kannan, M.Com., M.Phil., HDCM., SLET
Assistant Professor

Dr. Rajachitra Manivannan, M.Com., M.Phil., Ph.D., SET.
Assistant Professor

Mr. S. Subramanian, M.Com.
Assistant Professor

Dr. P. M. Ramesh Kumar, M.Com., Ph.D.
Assistant Professor

Mr. R. Sathyanarayanan, M.Com., M.Phil., NET., SET.
Assistant Professor

Mr. D. Premkumar, M.Com., M.Phil., SET.
Assistant Professor (Part-Time)

Mr. M. Balaji, M.Com., M.Phil., Dip. In Taxation.
Assistant Professor (Part-Time)

Dr. Jayaram. A, M.Com., MBA., PGDHRM., PGDEAS., Ph.D.
Assistant Professor (Part-Time)