



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (AUTONOMOUS)

Re-accredited with "A++" Grade by NAAC  
(Linguistic Minority Institution), College with Potential for Excellence  
Affiliated to University of Madras  
Arumbakkam, Chennai 600 106

## DEPARTMENT OF CORPORATE SECRETARYSHIP (SHIFT II)

# PROSPECTUS

2026-2027

**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)

**ONLINE APPLICATIONS ONLY**



## ABOUT THE DEPARTMENT

The Department of Corporate Secretaryship was established in the Evening College Stream (Shift - II) with two Sections in 1988 to meet the growing demand for a course offering a rare scholastic blend of Arts, Commerce and Professional foundation. This is a comprehensive, unique, specialised Course designed for students' holistic development. Presently, the Department houses four Sections (280 Students) in the Evening College (Shift - II). The Department has a conducive ambience for learning practical / career-oriented subjects like Corporate Laws, Company Law, Corporate Governance, Accounting, etc., to nurture high-calibre Company Secretaries/ Entrepreneurs.

The torch bearers of the Department have created an indelible legacy, evident in the high calibre of academic/professional standards as a testimony to 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 is envisaged 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 and learning methods and andragogy to foster experiential learning through the practical application of business know-how.
- 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.

## OBJECTIVES

- To impart knowledge in Corporate Secretaryship practices and relevant laws on an updated, digitised platform.
- To empower students with analytical, problem-solving and decision-making skills to comprehend global business/entrepreneurial practices.
- To encourage experiential learning and up-skilling with Institutional training.
- To augment the curriculum with the dynamic changes through Certificate courses, workshops, seminars, and guest lectures to bridge the institution-industry outlook.
- To foster critical thinking and develop generic skills to improve the employability quotient.



# AUTHORITIES



**Captain Dr. S. SANTHOSH BABOO**  
PRINCIPAL



**Shri. ASHOK KUMAR MUNDHRA**  
SECRETARY

## B.COM CORPORATE SECRETARYSHIP - SYLLABUS & COURSE STRUCTURE

Learning Outcomes-based Curriculum Framework (LOCF)

### Semester – I

Courses	Credits
Language	3
English	3
Core Paper I – Financial Accounting-I	4
Core Paper II – Principles of Management	4
Generic Elective I – Economics for Finance	3
Soft Skills I	2
Skill Enhancement Paper - Introduction to Financial market	2
Non-Tamil Students:	2
Basic Tamil / Advanced Tamil	
Tamil Students: Non – Major Elective – I: Corporate Social Responsibility and Reporting	
Occupational Health and Safety Measures	
Family Business [Practical]	
Ethics and Governance	

### Semester – II

Courses	Credits
Language II	3
English II	3
Core Paper III – Financial Accounting – II	4
Core Paper IV – Principles of Management	4
Generic Elective II – Business Communication	3
Soft Skills II	2
Skill Enhancement Paper – Fundamentals of Insurance	2
Non-Tamil Students:	2
Basic Tamil / Advanced Tamil	
Tamil Students: Non – Major Elective – II: Cyber Laws and Digital Security	
Negotiations and Leadership	
Computer Applications in Business [Practical]	
HRM for Non-HR Managers	

### Semester – III

Courses	Credits
Language III	3
English III	3
Core Paper V – Corporate Accounting I	4
Core Paper VI – Company Law and Secretarial Practice – I	4
Core Paper VII – Human Resource Management	4
Generic Elective III – Business Statistics	3
Industrial Visit	1
Environmental Studies (EVS)	
Soft Skills III	2

### Semester – IV

Courses	Credits
Language IV	3
English IV	3
Core Paper VIII – Corporate Accounting II	4
Core Paper IX – Company Law and Secretarial Practice – II	4
Core Paper X – Organizational Behaviour	4
Generic Elective IV – Banking and Financial Services	3
Environmental Studies	2
Soft Skill IV	2

### Semester – V

Courses	Credits
Core Paper XI – Management Accounting	4
Core Paper XII – Auditing and Assurance	4
Core Paper XIII – Income Tax Law and Practice – I	4
Elective I Any one: Corporate Governance	4
Securities Laws and Market Operations	
Corporate Ethics and Sustainability	
International Trade	
Elective II Any one: Business Laws and Ethics	4
Industrial Laws	
Internship	2
Value Education	2

### Semester – VI

Courses	Credits
Core Paper XIV – Cost Accounting	4
Core Paper XV – Income Tax Law and Practice – II	4
Core Paper XVI – Goods and Services Tax and Customs Law	4
Institutional Training – Project Work and Viva Voce	6
Elective III Any one: Entrepreneurial Development	4
Principles of Financial Management	
Extension Activity	1

# OUR ESTEEMED FACULTY MEMBERS



**Dr. G. GNANASEKARAN**  
M.Com., MBA., M.Phil(MGMT), CA Inter,  
CWA Inter, Ph.D(Management), UGC-NET  
(Commerce), UGC-NET(Management),  
PMP.  
**ASSISTANT PROFESSOR & HEAD I/C**



**Dr. R. VASUDEVAN**  
M.Com., M.Phil., MBA, M.Phil.,  
SLET, B.Ed., Ph.D  
**ASSISTANT PROFESSOR**



**Dr. R. K. GOPINATH**  
M.COM.,M.PHIL.,MBA,SET,PH.D.  
**ASSISTANT PROFESSOR**



**Ms. P. JANAKI**  
M.A., M.Phil., SLET.  
**ASSISTANT PROFESSOR**



**Ms. R. SHALINI**  
M.Com.,M.Phil.,NET  
**ASSISTANT PROFESSOR**



**Ms. R. SHALINI**  
M.Com.,M.Phil.,NET  
**ASSISTANT PROFESSOR**



**Ms. R. NIRMALA**  
M.C.S.,M.Phil.,SET  
**ASSISTANT PROFESSOR**



**Ms. E. JOSHICA**  
M.Com.,NET  
**ASSISTANT PROFESSOR**



**Dr. M. VISHAL KRISHNAN**  
M.Com.,MBA,Ph.D  
**ASSISTANT PROFESSOR**



**Mr. S. MADHAVAN**  
M.Com.,NET  
**ASSISTANT PROFESSOR**



**Ms. J. K. RADHA**  
M.Com.,NET  
**ASSISTANT PROFESSOR**



**Ms. D. NIRANJANI**  
M.Com.,NET  
**ASSISTANT PROFESSOR**



**Dr. I. PRAVALLIKA**  
M.Com.,Ph.D  
**ASSISTANT PROFESSOR**



**Ms. M. KANINMOZHI**  
M.Com  
**TEACHING ASSISTANT**



**Ms. S. CHARUMATHI**  
M.Com  
**TEACHING ASSISTANT**



## DEPARTMENT CLUB:

# CORPORATE STUDENTS FORUM (CSF)

The Corporate Students Forum (CSF) is an academic and professional platform established by the Department to nurture the managerial, analytical, and leadership potential of students. It aims to bridge the gap between theoretical learning and corporate expectations by providing exposure to real-world business practices, industry insights, and professional skill development.

The major objectives of the Corporate Students Forum are:

- To organize academic and industry-oriented events that help students understand practical applications of corporate concepts.
- To invite corporate professionals, industry leaders, and alumni to share their expertise and real-time experiences.
- To enhance employability skills by conducting sessions on communication, teamwork, leadership, and decision-making.
- To promote innovation and entrepreneurial thinking through interactive discussions, case studies, and business simulations.
- To encourage active student participation in corporate events, competitions, and professional networking activities.
- To provide a platform for students to stay updated with current trends in business, finance, corporate laws, and governance.
- To develop critical thinking, problem-solving abilities, and a competitive spirit among students.

## SEMINARS AND WORKSHOPS:

The Corporate Students Forum conducts various guest lectures, seminars, and workshops on emerging corporate trends and professional development.

Key events include:

- Acumen 26 – A flagship seminar focusing on corporate insights, industry trends, and professional excellence.
- Cognizance 26 – An interactive workshop series designed to enhance practical knowledge, analytical skills, and corporate readiness.

# EVENTS



## Seminar

This seminar emphasized the importance of law in ensuring transparency, accountability, and ethical practices in business. It also provided insights into the legal profession and corporate governance principles.

## Acumen 26'

Acumen'26 was a skill development event designed to enhance students' interview readiness, analytical thinking, and business awareness. The stress interview and quiz competitions helped students improve confidence and decision-making skills.



## Invited Talk

An invited talk conducted in association with the Institution's Innovation Council (IIC), focusing on the role of digital content in driving innovation, brand building, and growth in startups and MSMEs. The session provided practical insights into content strategies and encouraged entrepreneurial thinking among students.

# EVENTS



## Cognizance 26'

Cognizance'26 focused on developing critical thinking and communication skills through debate and corporate-based problem-solving activities. The event encouraged students to stay updated with current affairs and corporate concepts.

## Workshop - Plot Your Path

This workshop provided valuable guidance on career planning, skill development, and industry expectations. It motivated students to explore diverse career opportunities and align their goals with professional growth.



## Seminar

A seminar was conducted to provide students with insights into recent developments in corporate laws, including updates in the Companies Act, SEBI regulations, and IBC. The session enhanced students' understanding of legal compliance and corporate governance practices.



# PLACEMENTS

## OUR TOP RECRUITERS



AND MANY MORE...

# OUR TOP ACHIEVERS

## HIGHEST PACKAGE PLACEMENT



**WITH CTC  
OF 6.9 LPA**



**Sooraj**  
23E1517



**ROSHINI**  
23E1565



**THANUJA**  
23E1206



**CHANCHAL**  
23E1233



**KALYANI PP**  
23E1311



**DILLI GANESH**  
23E1354



**WITH CTC  
OF 6.53 LPA**



**MUKUL RAJ AR**  
23E1429



**NAVEEN BABU**  
23E1563

# AND MANY MORE...

# INDUSTRIAL VISIT 2025-2026



## PONLAIT - PONDICHERRY

An industrial visit to Ponlait was organized to provide students with comprehensive practical exposure to dairy production and industrial operations. During the visit, students observed various stages of milk processing, including collection, quality testing, pasteurization, homogenization, packaging, and cold storage. They also gained insights into supply chain management, distribution systems, and the importance of hygiene and safety standards in food production. The visit significantly enhanced their understanding of real-time industrial practices and bridged the gap between theoretical learning and practical application.





THANK YOU...

