

DEPARTMENT OF CORPORATE SECRETARYSHIP

1. Name of the Department & its year of establishment:

Department of Corporate Secretaryship, 1976

2. Name of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc):

- B.Com (Corporate Secretaryship)
- M.Com (Corporate Secretaryship)

3. Interdisciplinary courses and departments involved:

Nil

4. Annual/Semester/Choice Based Credit System: Semester/CBCS

Semester with Choice Based Credit System

5. Participation of the department in the courses offered by other departments:

S.No	Courses / Programmes	Other Departments
1	Allied Courses	
2	Non-Major Electives	All UG Departments
3	Diploma and Certificate Programmes	--
4	Career Oriented Programme	--

6. Number of teaching posts sanctioned and filled (Professors/Associate Professors/ Assistant Professors):

Designation	Sanctioned		Filled	
	Aided	Self finance	Aided	Self finance
Associate Professor	01	-	01	-
Assistant Professor	03	07	03	07

**7. Faculty profile with name, qualification, designation, specialization
(D.Sc./D.Litt./Ph.D/M.Phil., etc.):**

S.No	Name of the Faculty Member	Qualification	Designation	Specialization	Years of Experience
1	Mr. Md Akmal K S	M.Com. M.Phil.,	Associate Professor & Head	Corporate Accounting, Income Tax	26
2	Dr. Syed Abdul Hameed	M.Com. M.Phil., Ph.D., MBA.,	Assistant Professor	Cost & Management Accounting	22
3	Dr. S. Abdul Rasheed	M.Com. M.Phil., Ph.D., MBA.,	Assistant Professor	Industrial Law & Human Resource Management	21
4	Mr. M. Ansar	M.C.S., M.Phil.,M.Com	Assistant Professor	Company Law , Income Tax	11

Faculty Profile (Self Finance)

S.No	Name of the Faculty Member	Qualification	Designation	Specialization	Years of Experience
1	Mr. A. M. Abid Basha	M.Com. M.Phil., MBA	Assistant Professor	Human Resource Management, Statistics	15
2	Mr. Syed Shakir Razvi	M.Com. M.Phil.,	Assistant Professor	Corporate Accounting	7
3	Mr. Mohamed Abbas Khan G	M.Com. M.Phil.,	Assistant Professor	Cost & Management Accounting	6
4	Mr. Z. Mohammed Yahiya	M.Com. M.Phil.,	Assistant Professor	Financial Accounting	6
5	Mr. H. Ameen Basha	M.Com., (C.S.), M.Phil.,	Assistant Professor	Human Resource Management, Office Management	3
6	Mr. A. Aijaz Ahmed	M.Com. M.Phil.,	Assistant Professor	Office management	1
7	Mr. N.Aminur Rahman	MBA., PGDHRM	Assistant Professor	Principles of Management, Human Resource Management	10

8. Percentage of classes taken by temporary faculty-programme-wise information: Nil

9. Programme-wise Student-Teacher Ratio:

S.No	Programme	Students – Teacher Ratio
1	B.Com (CS)	35:1
2	M.Com(CS)	7:1

10. Number of academic support (technical) and administrative staff:

Category of Staff	Sanctioned		Filled	
	Aided	Self finance	Aided	Self finance
Lab Assistant (technical)	-	-	-	-
Administrative Assistant	-	1	-	1

11. Number of faculty with ongoing projects from (a) national (b) International funding agencies and (c) Total grants received. Mention names of funding agencies and grants received project-wise:

Nil

12. Departmental Projects funded by DST-FIST, DBT, ICSSR, etc. : total grants received:

Nil

13. Research facility/Centre with

State recognition : Nil
National recognition : Nil
International recognition : Nil

14. Publications:

S.No	Publication Details	2010- 2011 TO 2014-2015
1	Number of papers published in peer reviewed journals (national/international)	25

15. Details of patents and income generated: Nil**16. Areas of consultancy and income generated: Nil****17. Faculty recharging strategies:**

- Orientation Course
- Refresher Course
- Seminars / Conferences / Workshops
- Faculty Development Programmes

18. Student Projects:

S.No.	Details	2010-11	2011-12	2012-13	2013-14	2014-15
1	Percentage of in-house projects	-	-	-	-	-
2	Percentage of projects in collaboration with industries / institutes	100	100	100	100	100

19. Awards/recognitions received at the national and international level by the faculty member / doctoral fellows / students:

Nil

20. Seminars/Conferences/Workshops organized and the source of funding (national/international) with details of outstanding participants, if any:

S.No.	Title of the Seminar	Sponsoring Agency	Date	Organizing Secretary
1	National Seminar on “Foreign Direct Investment in India – Issues & Challenges”	Management	8 th & 9 th February 2012	Mr. K.S. Md. Akmal
2	Students Employability Skills	UGC Autonomous Grant	25/02/2014	Dr. Syed Abdul Hameed
3	Entrepreneurship - Opportunities & Challenges	UGC Autonomous Grant	06/02/2015	Dr. Syed Abdul Hameed

21. Student profile course-wise

Name of the Course	Completed in 2011			Completed in 2012			Completed in 2013			Completed in 2014			Completed in 2015		
	R	S	Pass %	R	S	Pass %	R	S	Pass %	R	S	Pass %	R	S	Pass %
B.Com(CS)	200	144	84	189	144	85	180	138	90	200	138	82	177	131	85
M.Com(CS)	-	-	-	-	-	-	-	-	-	-	-	-	8	8	100

R – Application Received

S – Selected

22. Diversity of students

Name of the Course	Year	% of students from the college	% of students from the state	% of students from the other states	% of students from other countries
B.Com (C.S)	2010-2011	-	86	12	02
	2011-2012	-	96	04	-
	2012-2013	-	94	06	-
	2013-2014	-	87	13	-
	2014-2015	-	92	08	-
M.Com (C.S)	2010-2011	-	-	-	-
	2011-2012	-	-	-	-
	2012-2013	-	-	-	-
	2013-2014	75	25	-	-
	2014-2015	70	30	-	-

23. How many students have cleared Civil services, Defense Services, NET, SLET, GATE and any other competitive examinations?

Period	Competitive Exams
2010-2015	05

24. Student Progression

Student Progression	Percentage against Enrolled				
	2010-11	2011-12	2012-13	2013-14	2014-15
UG to PG	65	75	70	75	70

25. Diversity of Staff (%)

Percentage of faculty who are graduates	
of the same parent university	82
From other universities within the state	18
From other universities from other states	-

26. Number of faculty who were awarded Ph.D., D.Sc., and D.Litt. during the assessment period

S.No.	Name of the Faculty Member	Year
1	Dr. S. Abdul Rasheed	2012

27. Present details about infrastructural facilities

- (a) Library (No. of Books) : 1500
- (b) Internet facilities for staff and students : 3 Computers
- (c) Total number of class rooms : 05
- (d) Class rooms with ICT facility : Nil
- (e) Students laboratories : Nil
- (f) Research laboratories : Nil

28. Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology:

Based on the students feedback taken in 2012-13, M.Com (C.S) course was reviewed from 2013-14.

29. Does the department obtain feedback from

a) Faculty on curriculum as well as teaching-learning-evaluation? If yes how does the department utilize it?

Yes, the department utilizes the information received from faculty to improvise the curriculum and to overcome the various shortcomings that were existing in it. Efforts are also initiated to synchronize the curriculum in tune with the employability levels in the job market.

b) Students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?

Yes, the feedback on teaching staff is obtained from students through standardized feedback forms and that information is used to help the staff to identify their strengths and weakness. The strengths can be consolidated and steps initiated to overcome the weekness. This in turn helps the faculty to function in an effective and efficient manner to bring the latent talent of the students to the fore and make them excel in their future endeavors.

c) Alumni and Employers on the programmes and what is the response of the department to the same?

Yes, the curriculum is designed by taking meritorious alumni in to confidence in every board of studies meeting which is held once in every three years.

30. List the distinguished alumni of the department

S.No.	Name of Alumnus	Position and Place
1	Mr. G.K. Vasan	Former Union Minister, Govt of India.
2	Mr. W.V. Raman	Former Indian Cricketer.
3	Mr. M.Abdul Wahab	KH Group of companies.
4	Dr. C Sathish	Former Principal of DAV school
5	Mr. Abubacker	Vice – President All India Haj Committee
6	Mr. Ahamed Mohammed	Amson Group of companies
7	Mr. K. Sriram	Practicing Company secretary
8	Mr. Rafeek	Cost &works accountant of India
9	Mr. Akram	Director, Praveen travels, Chennai.
10	Mr. Thamarai Kannan	IPS, Additional Commissioner, Chennai.

31. List the teaching methods adopted by the faculty for different programmes

1. Lecture method
2. Group Discussion
3. Seminars
4. Power point presentations
5. Paper presentation

32. How does the department ensure that programme objectives are constantly met and learning outcomes monitored?

A staff member is assigned the job of a class counselor for each class. Tutorial classes are held regularly at the beginning and end of the every semester to counsel the students. Slow learners are identified based on their performance in the class and tests. The learning disabilities are removed by conducting remedial classes.

33. Highlight the participation of faculty and students in extension activities:

The department has a separate cell called CSR cell (Corpians Social Responsibility) to take care of the extension activities of the department. Following are some of the extension activities carried out by the students of the department in the academic year 2014-15. Similar activities were carried out in the previous years also.

S.No.	Programme	Place	Date
1	Anti-Drugs Campaign	Wesley Higher Secondary School	08/12/2014
2	Competitions and Lunch along children with special needs	Aikya school for Children with Special needs.	22/01/2015
3	Cleaning at School campus	Government Adidravidar School, Thotikalai village, Thiruvallur District	23/01/2015
4	Awareness on Health and Environmental Hazards of Plastics.	Marina Beach	26/01/2015
5	Traffic and Safety Awareness Campaign	Near Central Railway Station	28/01/2015
6	Anti-smoking Awareness campaign	Marina Beach	30/01/2015

34. Give details of “beyond syllabus scholarly activities” of the department:

- The students of the department bring out an annual magazine titled “Corpian Digest” every year to bring out the creative skills of the students and to recognize their achievements.
- The department conducts an intra-department talent hunt to spot out talents in events like paper presentations, debate and quiz. Students selected were given exposure at different levels by encouraging them to represent the department at inter - collegiate competitions.
- A Soft skill club is in place in the department to enhance the personality of the students.

35. State whether the programme/department is accredited/graded by other agencies. Give details: Nil

36. Detail any five strengths, weaknesses, opportunities and challenges (SWOC) of the department:

Strengths

- This degree course is designed to enable pursuance of the professional course in company secretaryship (ACS)
- Practical orientation to students through the institutional training program in corporate undertakings as a component at undergraduate level.
- Students are branded as “Corpian” which binds them in to one unit and induces them to excel.
- Focus and initiative towards extension activities
- Permeation of quality in all aspects of department work

Weakness

- Absence of research programs
- Improvisation can be brought over ICT facilities
- Sufficient funding to be apportioned for arranging guest lectures and seminars

Opportunities

- Avenues available in higher education sector due to the advent of globalization and liberalization.
- Technology and its growth has opened frontiers of learning
- Plethora of opportunities are emerging in employment sector

Challenges

- Teaching to students who lack fluency in English
- Encouraging students to take up professional courses like chartered accountancy & company secretaries

37. Future Plans of the Department

- Initiatives to be undertaken to bring M.Phil course.
- Undertake efforts to bring part time PhD course
- To create an Entrepreneur cell to motivate capable students to become potential Entrepreneurs.
- To enter into MOU with Institute of Company Secretaries of India (ICSI) to get professional exposure to our students.
- To introduce a course on online Trading.
- To introduce a certificate course on Accounting Packages.