

Exclusively For
Company Secretaryship Students
*Designed and Developed in Collaboration with
The Institute of Company Secretaries of India*

B.Com.

*Bachelor of Commerce
with Major in Corporate Affairs and Administration*

M.Com

*Master of Commerce in Business Policy
and Corporate Governance*



School of Management Studies
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985. Today it serves the educational aspirations of about 1.5 million students in India and 35 countries abroad through 21 Schools of Studies and an elaborate network of 58 regional centres, 7 sub-regional centres, 1804 study centres including 151 down link centres and 46 overseas centres. Presently IGNOU is offering 138 programmes. The University is making all efforts to take higher education to the doorsteps of the hitherto unreached. As of now, about 10% of all students enrolled in higher education in the country are enrolled with IGNOU. Apart from teaching and research, extension and training form the mainstay of its academic activities. It also acts as a national resource centre, and more importantly, functions as an apex body to promote and maintain standards of distance education. The Commonwealth of Learning has recognised it as a centre of excellence. It also has the unique privilege of hosting the Secretariats of SAARC Consortium of Open Distance Learning (SACODiL) approved by Heads of Governments of SAARC Nations and Global Mega Universities Network (GMUNET) initially promoted by UNESCO.

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

The Institute of Company Secretaries of India, is a premier professional body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 to develop and regulate the profession of Company Secretaries.

The Institute has its headquarters at New Delhi and four regional offices at New Delhi, Chennai, Kolkata and Mumbai. In addition, the Institute has four Regional Councils and under their jurisdiction 45 Chapters and 24 Satellite Chapters located in various cities.

The Institute has on its rolls over 20,000 members including over 3,000 members holding Certificate of Practice and the number of current students is over 100,000. The Institute conducts Company Secretaryship Examination twice a year in June and December at 66 centres spread all over India and an overseas Centre at Dubai. The Institute enrolls qualified persons as its Associate/Fellow members and issues Certificate of Practice to members taking up practice.

The Institute is actively engaged in carrying out fundamental as well as contemporary applied research relevant to trade, commerce and industry and professionals. The Institute carries out research at its Headquarters, Regional offices and the ICSI-Centre for Corporate Research Training at Navi Mumbai, which is exclusively dedicated to original and contemporary applied research and quality training activities.

BACHELOR OF COMMERCE (B.COM) WITH MAJOR IN CORPORATE AFFAIRS AND ADMINISTRATION

Bachelor of Commerce with Major in Corporate Affairs and Administration is designed and developed in collaboration with The Institute of Company Secretaries of India, exclusively for the Company Secretaryship students. The main objective of this programme is to develop skills and competencies of the student in the field of Corporate Affairs and Administration.

Eligibility for Admission: Candidates with following qualifications are eligible for admission.

- (a) 10 + 2 or its equivalence; and
- (b) Registration in Company Secretaryship Foundation Programme.

Student who have passed Company Secretaryship Intermediate Course shall also be eligible for admission.

Medium of Instruction: English and Hindi.

Fee Structure: A consolidated amount of Rs.4000 shall be payable at the time of admission. A student once admitted shall be deemed to have been admitted for a period of three years. Therefore, there will be no need to re-register for the second and third years.

Programme Structure: This programme comprises of 4 courses of BDP programme of IGNOU, 4 courses of Foundation Programme of Company Secretaryship and 6 courses of Executive Programme of Company Secretaryship.

Part A: Course offered by IGNOU to be studied by all the students:

1. FHS-1	Foundation Course in Humanities and Social Sciences	8 Credits
2. AED-1	Export Procedures and Documentation	4 Credits
3. ECO-12	Elements of Auditing	4 Credits
4. EEG-3	Communication Skills in English	8 Credits
OR		
EEG-4	English for Practical Purposes	8 Credits

Part B: Courses which are part of Company Secretaryship Foundation Programme. Students get credit transfer in this B.Com. programme.

1. English and Business Communication
2. Economics and Statistics
3. Financial Accounting
4. Elements of Business Laws and Management

Part C: Courses, which are part of Company Secretaryship Executive Programme. Students gets credit transfer in this B.Com. programme.

Module I

1. General and Commercial Laws
2. Company Accounts, Cost and Management Accounting
3. Tax Laws

Module II

4. Company Law
5. Economic and Labour Laws
6. Securities Laws and Compliances

Duration of the Programme: The duration of the programme shall be minimum 3 years and maximum 6 years with a provision for readmission after the completion of maximum duration. The students who have already passed Company Secretaryship Intermediate/ Executive examination before joining the IGNOU course may complete the programme in a minimum period of one year and a maximum period of four years.

Evaluation Systems: Part A courses are to be completed as per the evaluation system of BDP programme of IGNOU. The student has to pursue Part B and Part C courses with ICSI as part of Company Secretaryship Foundation Programme and Company Secretaryship Executive Programme, respectively. The evaluation system for these courses is the same as for Company Secretaryship Foundation/Executive Programme.

MASTER OF COMMERCE (M.COM) IN BUSINESS POLICY AND CORPORATE GOVERNANCE

Master of Commerce in Business Policy and Corporate Governance is designed and developed in collaboration with The Institute of Company Secretaries of India exclusively for the Company Secretaryship Professional Programme students. The main objective of this programme is to develop skills and competencies of the students in Business Policy and Corporate Governance.

Eligibility for Admission: Candidates with the following qualifications are eligible for admission:

- (a) Graduate in any discipline or equivalent qualifications from a recognized University/Institute.

(b) Passed in Company Secretaryship Executive Programme.

Candidates who have already passed the Company Secretaryship course shall also be eligible for admission.

Programme Structure: The programme consists of 4 courses from the existing M.Com. programme offered by IGNOU and 8 courses of Company Secretaryship Professional Programme offered by ICSI.

Part A: Courses offered by IGNOU (which are part of existing M.Com. Programme),

1. MCO-1 Organisation Theory and Behaviour
2. MCO-3 Research Methodology and Statistical Analysis
3. IBO-1 International Business Environment
4. IBO-6 International Business Finance

OR

MCO-5 Accounting for Managerial Decisions

Part B: Courses offered by ICSI as part of Company Secretaryship Professional Programme:

Module I

1. Company Secretarial Practice
2. Drafting, Appearances and Pleadings

Module II

3. Financial, Treasury and Forex Management
4. Corporate Restructuring & Insolvency

Module III

5. Strategic Management, Alliances and International Trade
6. Advanced Tax Laws and Practice

Module IV

7. Due Diligence and Corporate Compliance Management
8. Governance, Business Ethics and Sustainability

Medium of Instruction: English and Hindi.

Fee Structure: A consolidated amount of Rs.5000 shall be payable at the time of registration. There is no fee for the second year. A student once admitted, shall be deemed to have been admitted for the second year also.

Duration of the Programme: Minimum 2 years and a maximum period of 5 years. A student, who has already completed Company Secretaryship Course, may complete this Programme in a minimum period of one year and a maximum period of four years.

Evaluation System: The student may simultaneously study M.Com. programme alongwith Company Secretaryship Professional Programme.

The student shall pursue Part A course with IGNOU and the evaluation system for those courses is the same as the existing M.Com. programme.

The student shall pursue Part B course with ICSI as part of Company Secretaryship Professional Programme. On completion of Company Secretaryship Professional Programme, students shall get automatic credit transfer for all these courses in this specialised M.Com. Programme as may be decided by the Coordination Committee.

FOR FURTHER DETAILS CONTACT

DIRECTOR

School of Management Studies

Indira Gandhi National Open University, Maidan Garhi
New Delhi - 110068
Phone: 011-29532073

DIRECTOR

**Directorate of Academics & Professional Development
The Institute of Company Secretaries of India**

ICSI House, 22, Institutional Area
Lodi Road, New Delhi -110003
Phone: 24617321-24, 24644431-32; Fax: 91-11-24626727
E-mail: info@icsi.edu; drs2@icsi.edu
Website: www.icsi.edu

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