

Holy Cross College (Autonomous) Nagercoil

**Nationally Accredited with A++ by NAAC
(CGPA 3.53-V Cycle)**



**B.Com Corporate Secretaryship
Prospectus 2025**



About college

Holy Cross College is the first women's College in Kanyakumari District. It is affiliated to Manonmaniam Sundaranar University, Tirunelveli. It was conferred autonomous status in 2007. The College has undergone 5 cycles of accreditation by National assessment and Accreditation Council (NAAC) and it has A++ Grade with CGPA 3.53. The college Ranks 31st at National level and 13th at state level in Education World (EW) Indian Autonomous College Ranking. The college is now in its Sixtieth milestone. The college has been instrumental in churning out thousands of truly educated women, not merely cultured and refined but truly disciplined and empowered. Thus, this college stand for the uplift of women by upholding the glorious motto of the college.



About Department

The Corporate Secretaryship department established in the year 2024, was created in response to the evolving need of corporate governance and compliance. With increasing global emphasis on transparency, accountability and regulatory compliance, corporations required professional skilled in managing legal administrative and regulatory affairs. The department was designed to equip students by professionals with knowledge in corporate laws, secretarial practices, governance, financial management and business ethics. Its curriculum integrated theoretical frameworks with practical insights into corporate functioning, enabling graduates to handle roles such as Company Secretary, Compliance officer, and Corporate Governance Consultant.

PROGRAM STRUCTURE OF CORPORATE SECRETARYSHIP

Core Courses:

- **Corporate Laws & Secretarial Practice** – Covers company law, governance principles, board procedures, and statutory compliance.
- **Accounting & Financial Management** – Includes financial, cost, and management accounting, as well as financial statement analysis.
- **Taxation** – Encompasses income tax, GST, tax planning, and procedures related to filing and compliance.
- **Auditing** – Covers internal and statutory audit practices, risk assessment, and reporting.
- **Business Management** – Explores principles of management, HR practices, and organizational behavior.
- **Business Economics & Commercial Law** – Provides a foundation in micro/macro economics and contract law.
- **Business Communication & Office Administration** – Develops professional communication skills and office management techniques.
- **Information Technology in Business** – Focuses on digital literacy, enterprise software, and data management relevant to corporate environments.

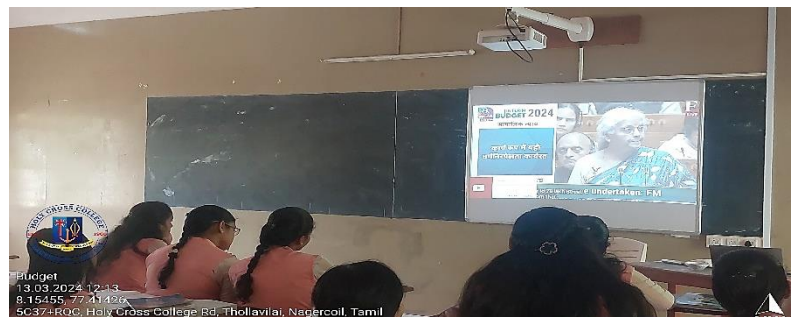
Elective and Value Added Courses:

- Corporate Social Responsibility & Ethics
- Securities Market and Capital Market Regulations
- Entrepreneurship Development
- Labour Laws and Industrial Relations
- Business Analytics
- Strategic Management

Internship & Project Work:

As part of the curriculum, students are typically required to undertake:

- **Field Project**
- **Internship /Industrial Training (30 days):** Placement in a company's secretarial or compliance department to gain practical exposure.
- **Final Year Project:** A supervised research or case-study-based project on topics like corporate governance, compliance practices, or organizational structure.



CAREER PATHWAYS

- **Company Secretary**
- **Legal & Compliance Officer**
- **Corporate Governance Executive**
- **Accounts or Audit Assistant**
- **Tax Consultant**
- **Financial Analyst**
- **Office Administrator**
- **Executive Assistant to Management**
- **Business Development Executive**
- **Corporate Data or Risk Analyst**
- **Independent Consultant**
- **Entrepreneur in Legal/Compliance Services**



HIGHER EDUCATION OPPORTUNITIES

- **Company Secretary (CS) – via ICSI for professional certification**
- **Chartered Accountant (CA) – via ICAI for accounting and auditing specialization**
- **Cost and Management Accountant (CMA) – via ICMAI for cost accounting expertise**
- **Master of Business Administration (MBA) – specialization in Finance, HR, and Corporate Management**
- **Bachelor of Law (LLB) – for legal and corporate law careers**
- **Postgraduate Diploma in Corporate/Business Law**
- **M.Com (Master of Commerce) – for academic or research-oriented careers**

ON-SITE INDUSTRY EXPERIENCE

The Department of Corporate Secretaryship organized industry visits in 2024-2025 offering students' valuable exposure to real-world business operations.

On August 31, students visited MARIS Association Production Pvt.Ltd. in Thoothukudi, gaining insights into production processes, supply chain management, and corporate functioning. On December 13, students toured NAGA Industries, Thindugal, deepening their understanding of production, quality management, and corporate dynamics. Additionally, a third-year immersion program at MASCO Tea Industry, Vagamon, provided hands-on experience in tea manufacturing, packaging, and marketing, bridging the gap between academic learning and industry practices.



CAREER AND FINANCIAL MARKET AWARENESS PROGRAMS

The Department of Corporate Secretaryship, in collaboration with ICSI, MCX, and Angel One, conducted a series of programs to enhance students' career readiness and financial market awareness. The initiatives included **career guidance, insights into commodity trading and corporate legalities, a Demat account opening drive, and a real-time display of NSE and BSE daily rate changes.** These efforts equipped students with practical knowledge, financial literacy, and exposure to real-world market operations.



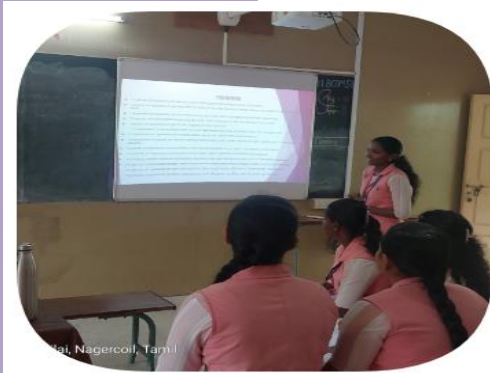
SOCIAL RESPONSIBILITY INITIATIVES

The Department of Corporate Secretaryship actively engages in **extension activities** that promote community outreach, skill development, and social responsibility. These initiatives include **workshops, awareness programs, and collaborative projects** with industry partners and local organizations. Through these activities, students contribute to societal development while gaining practical experience, fostering a sense of responsibility and enhancing their learning beyond the classroom.



LEARNER-CENTERED EDUCATION

The Department of Corporate Secretaryship adopts a **student-centric learning approach** focusing on **active engagement, experiential learning, skill development, collaboration, and critical thinking**. The Department fosters this model through **interactive teaching methods, practical exposure, group discussions, industry visits, and real-time market analysis**, allowing students to take ownership of their learning journey and apply concepts in real-world contexts. This method promotes deeper understanding, skill development, and career readiness.



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