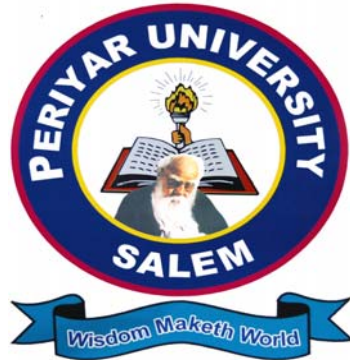# PERIYAR UNIVERSITY
PERIYAR PALKALAI NAGAR
SALEM – 636 011

DEGREE OF MASTER OF PHILOSOPHY
CHOICE BASED CREDIT SYSTEM

SYLLABUS FOR M.PHIL.(CORPORATE SECRATERYSHIP)

FOR THE STUDENTS ADMITTED FROM THE

ACADEMIC YEAR 2012 – 2013 ONWARDS

FULL-TIME

1. Eligibility:

Candidates who have qualified for post graduate degree of this University or any other university recognized by the Syndicate as equivalent thereto shall be eligible to register for the Degree of Master of Philosophy (M.Phil.) in the Corporate secretaryship subject and undergo the prescribed course of study in an approved institution or department of this University

Candidates who have qualified for their postgraduate degree on or after 1st January 1991 shall be required to have obtained a minimum of 55% of marks in their respective postgraduate degrees to become eligible to register for the degree of Master of Philosophy (M.Phil.) and undergo the prescribed course of study in an approved institution or department of this University.

In the case of teachers (or) other registering for part-time registration, the minimum percentage of marks for registration is 50%.

For the candidates belonging to SC/ST community, and who have qualified for the master's degree before 01.01.1991 the minimum eligibility marks shall be 50% in their Master's Degree.

2. Duration:

The duration of the M.Phil course shall extend over a period of one year from the commencement of the course.

3. Course of Study:

The course of study for the degree shall consist of (a) Part – I comprising three written papers according to the Syllabus prescribed from time; and (b) Part – II Dissertation.

Part –I shall consist of paper – I Research Methodology and Paper-II an advanced paper in the main subject. Three shall also be a third paper which shall be the background paper relating to the proposed. Dissertation conducted internally by the College / Departments.

4. Scheme of Examination:

Part –I Written Examination : Paper I,II & III

The examination of papers I, II and III shall be 3 hours carrying a maximum of 75 marks.

Paper – III examination will be conducted by the college / Department and the marks obtained by the candidate along with the question paper and valued valued answer scripts shall e sent the University at least 15 days before the commencement of the examination of paper I and II.

The examination will be appointed from the panel of four names of each paper (I and II) submitted by the College / Department concerned. If one examiner awards a pass mark and other fail mark the \, paper will be valued by a third examiner whose award of marks will be final.

Part –II – Dissertation:

The exact title of the Dissertation shall a intimated with in one month after the completion of the written examination. Candidates shall submit the Dissertation to the University through the Supervisor and Head of the

Department at the end of the year from the commencement of the course which shall be valued by internal examiner (supervisor) and one external examiner appointed by the University from a panel of four names sent by the supervisor through the Head of the Department / Principal at the time of submitting the dissertation.

Submission or resubmission of the Dissertation will be allowed twice a year.

M.Phil.(Corporate Sectretaryship)

(For candidates admitted from 2012-2013onwards)

PART I

PAPER	CREDIT	HOURS	INTERNAL	EXTERNAL	TOTAL
Paper I Research Methodology	4	4	25	75	100
Paper II Advanced corporate Financial Management	4	4	25	75	100
Paper III Guide Paper (related to dissertation)	4	4	25	75	100

PART II

Second semester /Second year part time	CREDIT	HOURS	INTERNAL	EXTERNAL	TOTAL
Dissertation	8	-	50	100	150
Viva-voce	4	-	25	25	50

5. Passing Minimum:

A candidate shall b e declared to have passed Part – I of the Examination if he / she secures not less than 50% of the marks in each paper including Paper – III.

A candidate shall be declares to have passed Part –II of the examination if his/her dissertation is not less than 50% of the marks.

All other candidate shall be declares to have failed in the examination.

6. Restriction in number of chances:

No candidate shall be permitted to reappear for the written examination in any paper on more than two occasions or to resubmit a Dissertation more than once. Candidates shall have to qualify for the degree passing all the written papers and dissertation within a period of three years from the date of commencement of the course.

7. Conferment of Degree;

No candidate shall be eligible for conferment of the M.Phil. degree unless he / she is declares to have passed both the parts of the examination as per the Regulations.

8. Qualification for persons conducting the M.Phil. course:

No teacher shall be recognized as a Supervisor unless he possesses a Ph.D. Degree or two years of PG teaching experience after qualifying for M.Phil. or., M.litt. Degree.

Only the postgraduate departments of affiliated colleges and departments of the University will be recognized for conducting the M.Phil. course; provided however, the Syndicate shall have the power to decide any other institution of higher learning / research within the University area conducting the M.Phil. course on merits

PART-TIME

9. Eligibility:

(i) Teacher candidates working in the University Deportments.

(ii) Teacher candidate working in the affiliated colleges and whose qualifications are approved by the University.

(iii) Teachers candidates working in polytechnics approved by the Director of Technical Education or in Higher Secondary Schools and High Schools approved by State Board or Central Board of Secondary Educational Institutions of IAF (with in Periyar University area) who possess a Master's Degree, for the Master's Degree qualified prior to 01.01.1991, no minimum marks is prescribed; but on or after 01.01.1991, a minimum of 55% of the marks id prescribed. Provided that for the candidates belonging to SC/ST community a concession of 5% marks will be given in the minimum eligibility marks prescribed.

10. Duration:

The course of study shall extend over a period of two years from the commencement of the course. The examination for Part –I shall be taken at the end of the first year and Part –II Dissertation at the end of the second year.

11. The Regulations governing the full-time M.Phil. course with regard to course of study, scheme of examinations passing minimum, etc and qualifying of guide conducting the M.Phil.course shall apply to part-time candidates also.

12 . Restrictions in number of chance:

No candidate shall be permitted to reappear for the written examination in any paper on more than two occasions or to resubmit a Dissertation more then once, Candidates shall have to qualify for the degree passing all the written papers and dissertation within a period of four years from the date of commencement of the course.

Part I – Paper 1 : RESEARCH METHODOLOGY

Unit I

Meaning – Objective – Motivation – Methods – Process – Criteria of good research Design: Sampling design : Census and sample survey – steps in sampling design – Different types of sampling designs, Simple Random Sampling – stratified sampling – systematic sampling – cluster sampling – Area sampling – Multidtage sampling.

Unit II

Methods of data collection: Collection of primary data – Drafting questionnaires – Data collection through Questionnaires – Data collection through schedules – Collection of Secondary data Processing and Analysis of data Measures of relationship – simple regression analysis – Association in case of attributions.

Unit III

Formulation of Hypothesis : Types – Sources – Testing – Errors in testing – Utility – Sampling Dissertations and their applications: Test of significance of the mean of a random sample and two random samples (small and large) sample size, application of X 2 test , Analysis of variance one way and two way.

Unit IV

Multivariate Analysis technique : concepts of Partial and Multiple Correlation and regression Analysis – Discriminant functional Analysis – Factor Analysis – Cluster Analysis (concepts applications and interpretation of research

problems) Deterministic Models: Linear Programming Problems – Formation of LPP (Mathematical From of LPP) – Simple Algorithm.

Unit V

Review of Literature : Purpose – Technology – usage of statistical package for social science (SPSS) software – (Interpretation of Finding s)

Report Writing Meaning, Techniques and precautions of interpretation – significance of report writing – Law out of research report - Types : Technical report, Popular report – Mechanics of writing a research report.

Reference Books:

1. Research Methodology : Methods and Techniques C.R.Kothari, Wiley Eastern ltd. New Delhi.

2. Research Methods in commerce – Amarchand D, Emerald Publishers,Chennai.

3. Conceptual Foundattion of Business Research Rigley, Paul- H, Jhon wiley and Sons, New York.

4. Research Methodology in Social Science – B.C.Tandon, Allahabad.

5. Thesis and Assignment writing – Anderson J. Berry H.D. & Poole M. Wiley Eastern Limited, New Delhi.

Part I – Paper II

Advanced Corporate Financial Management

Unit I

Mutual Funds – Procedure to set up a mutual fund – kinds of scheme – Net Asset value – Disclosure requirement – Exchange traded funds – credit rating – types – benefit – Steps in credit rating – credit rating methodology.

Unit II

Depositories – Meaning – Bank Account and Depository Account – Constituents of depository system – facilities offered – Dematerialization – Dematerialization – Corporate Action – Safety features in depository system – Stock Holding Corporation of India.

Unit III

Money Market Instruments – Treasury Bills – Government Securities – commercial paper – certificate of deposits – Bills Rediscounting – call money market – inter – Bank participation certificates – other instruments – Primary dealers – Money laundering.

Unit IV

Derivatives – characteristics – forward contract – futures contract – Options – Difference between futures and options – Put option – call option – factors affective pricing of option – Advantages and disadvantages of options – Liquidating option position.

Financial derivatives – weather derivatives – credit derivatives – Swaps.

Unit V

Corporate Governance – Test for effective governance – international reports and codes on corporate Governance Indian Reports on corporate

Governance – Listing agreements and corporate Governance – clause 49 corporate Governance.

Reference Book:

1. Ravi M.Kishore Financial Management Taxman Allied services (P) Ltd, New Delhi – 5

2. Dr. S. Gurusamy Financial Markets and Institutions vijay Nicole imprints Pvt Ltd, Chennai – 29

3. V.K.Bhalla Financial Management and Policy Amol Publications Pvt.Ltd, New Delhi - 2

4. S.C.Kuchhal   Financial   Management   Chaitanya   Publication   house Allahabad.

5. I.M.Pandey Financial Management Vikas Publishing House Pvt Ltd. New Delhi.

6. Prasana Chandra Financial – Management – Theory and practice – Tata Mc. Graw Publishing Company Ltd. New Delhi.

QUESTION PAPER PATTERN

M.Phil. (corporate Secretaryship)

Time : Three Hours   **Maximum Marks :75**

PART – A (5X5=25)

Q.No. 1 a)Unit – I (or)

b)Unit – I

Q.No. 2 a)Unit – II (or)

b)Unit – II

Q.No. 3 a)Unit – III (or)

b)Unit – III

Q.No. 4 a)Unit – IV (or)

b)Unit – IV

Q.No. 5 a)Unit – V (or)

b)Unit – V

PART- B   (s5X10=50)

Q.No. 6 a)Unit – I (or)

b)Unit – I

Q.No. 7 a)Unit – II (or)

b)Unit – II

Q.No. 8 a)Unit – III(or)

b)Unit – III

Q.No. 9 a)Unit – IV (or)

b)Unit – IV

Q.No.10 a)Unit – V (or)

b)Unit – V