### **What is corporate secretary ship?**

A [person](http://www.businessdictionary.com/definition/person.html) responsible for the corporation's [legal](http://www.businessdictionary.com/definition/legal.html) and [financial](http://www.businessdictionary.com/definition/financial.html) affairs. Officer of a corporation responsible for the official documents of the corporation such as the official seal, records of shares issued, and minutes of all board or committee meetings.

The roles and responsibilities of a Corporate Secretary include, but are not limited to the following:

* Manage all board and committee meeting logistics, attend and record minutes of all board and committee meetings; facilitate board communications;
* Advise the Board on its roles and responsibilities;
* Facilitate the orientation of new Directors and assist in Director training and development;
* Maintain key corporate documents and records;
* Responsible for corporate disclosure and compliance with state corporation laws, stock exchange listing standards and SEC reporting and compliance;
* Oversee Stockholder Relations including stock issuance and transfer operations; stockholder correspondence; prepare and distribute proxy statement;
* Manage process pertaining to the annual shareholder meeting;
* Subsidiary management and governance;
* Monitor corporate governance developments and assist the Board in tailoring governance practices to meet the Board's needs and investor expectations;
* Serve as a focal point for investor communication and engagement on corporate governance issues.

### ****Overview for Bachelor of Commerce [B.Com] (Corporate Secretary ship):****

Bachelor of Commerce in Corporate Secretary shipis an undergraduate Commerce [course](http://www.getmyuni.com/courses/bcom-corporate-secretaryship/syllabus-subjects). During the course it is taught about the responsible calling meetings, recording minutes of the meetings, keeping statutory record books, proper payment of dividend and interest payments, and proper drafting and execution of agreements, contracts, and resolutions, etc. Bachelor of Commerce in Corporate Secretary ship is generally three academic year degree course and it may be provided on part time basis by certain institutes. The duration of the course is three years and it is job orienting in nature that opens many scopes for them after its completion

### Syllabus and Subject for Bachelor of Commerce [B.Com] (Corporate Secretary ship):

#### **First Year:**

| Sl. No. | Subjects on Study |
| --- | --- |
| 1 | Language I |
| 2 | Language II |
| 3 | Financial Accounting |
| 4 | Commercial law |
| 5 | Business Management |

**Second Year:**

| Sl. No. | Subjects on Study |
| --- | --- |
| 1 | Company law and secretarial practice I |
| 2 | Corporate accounting |
| 3 | Managerial Economics |
| 4 | Industrial law |
| 5 | Business communication |

#### **Third Year:**

| Sl. No. | Subjects on Study |
| --- | --- |
| 1 | Company law and Secretarial practice II |
| 2 | Cost and management accounting |
| 3 | Banking Insurance Law and Practice |
| 4 | Taxation |
| 5 | Marketing Management |

### Job and Scope for Bachelor of Commerce [B.Com] (Corporate Secretary ship):

* Manager - Corporate/Institutional Sales
* Corporate Financial Analyst
* Head - Corporate Development
* Corporate Credit Analyst
* Manager - Corporate Communications
* Corporate Sales Executive
* Manager - Corporate Services
* Head - Finance & Administration
* Corporate Sales Officer
* Export Manager

#### Salary and Placement for Bachelor of Commerce [B.Com] (Corporate Secretary ship):

* The minimum salary of the employee with the degree in Bachelor of commerce [B.Com] (Corporate Secretary ship) is Rs.1, 80,000. And the maximum salary may range Rs. 4, 00,000.

**B.Com Corporate Secretary ship** Colleges in Chennai based on ranking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.NO | College | Rank | Total fees | Duration |
| 1 | [**Stella Maris College, Chennai**](http://www.getmyuni.com/college/stella-maris-college-chennai) -   Chennai, Tamil Nadu | **Rank 7**  **http://www.getmyuni.com/college/stella-maris-college-chennai** | Rs. 37,320 | **3 year(s)** (Classes works from 8am to 1pm for Morning College and 1.30 to 5.30 for evening college) |
| 2 | [**Ethiraj College for Women, Chennai**](http://www.getmyuni.com/college/ethiraj-college-for-women-chennai) –   Chennai, Tamil Nadu | **Rank 23**  http://www.getmyuni.com/college/ethiraj-college-for-women-chennai | Rs. 90,000 | **3 year(s)** (Infosys, virtusa, Wipro, Tcs,Cts , Earnest and Young(EY) are some of the companies which hire students on hire and the salary packages are nominal) |
| 3 | [**Guru Nanak College, [GNC] Chennai**](http://www.getmyuni.com/college/guru-nanak-college-gnc-chennai) - | **Rank 39**  http://www.getmyuni.com/college/guru-nanak-college-gnc-chennai | 87,000 | 3 years |
| 4 | [**MOP Vaishnava College, Chennai**](http://www.getmyuni.com/college/mop-vaishnav-college-chennai) -   Chennai, Tamil Nadu | **Rank 42**  http://www.getmyuni.com/college/mop-vaishnav-college-chennai | Rs. 40,500 | 3 year(s) |
| 5 | [**Loyola College, Chennai**](http://www.getmyuni.com/college/loyola-college-chennai) - | Rank 41  http://www.getmyuni.com/college/mop-vaishnav-college-chennai | Rs. 13,841 | 3 year(s) |
| 6 | [**Bharath University, Chennai**](http://www.getmyuni.com/college/bharath-university-chennai) | http://www.getmyuni.com/college/bharath-university-chennai | Rs. 1,50,000 | 3 year(s) |
| 7 | [**Dhanraj Baid Jain College, Chennai**](http://www.getmyuni.com/college/dhanraj-baid-jain-college-chennai) | http://www.getmyuni.com/college/dhanraj-baid-jain-college-chennai | Rs. 5,100 | 3 year(s |
| 8 | [**Presidency College, Chennai**](http://www.getmyuni.com/college/presidency-college-chennai) | http://www.getmyuni.com/college/presidency-college-chennai | 3,735 | 3 year(s) |
| 9 | [**The New College, [TNC] Chennai**](http://www.getmyuni.com/college/the-new-college-tnc-chennai) | <http://www.getmyuni.com/college/the-new-college-tnc-chennai> | Rs. 3,585 | 3 year(s) |
| 10 | [**Tamil Nadu Open University, [TNOU] Chennai**](http://www.getmyuni.com/college/tamil-nadu-open-university-tnou-chennai) | http://www.getmyuni.com/college/tamil-nadu-open-university-tnou-chennai | Rs. 5,100 | 3 year(s) |
| 11 | [**Mohamed Sathak College of Arts and Science, [MSCAS] Chennai**](http://www.getmyuni.com/college/mohamed-sathak-college-of-arts-and-science-mscas-chennai) | http://www.getmyuni.com/college/mohamed-sathak-college-of-arts-and-science-mscas-chennai |  |  |
| 12 | [**Dr MGR Janaki College of Arts and Science for Women, [DMGRJCASW] Chennai**](http://www.getmyuni.com/college/dr-mgr-janaki-college-of-arts-and-science-for-women-dmgrjcasw-chennai) | <http://www.getmyuni.com/college/dr-mgr-janaki-college-of-arts-and-science-for-women-dmgrjcasw-chennai> |  | 3years |
| 13 | [**Valliammal College for Women, [VCW] Chennai**](http://www.getmyuni.com/college/valliammal-college-for-women-vcw-chennai) | <http://www.getmyuni.com/college/valliammal-college-for-women-vcw-chennai> | Rs. 48,000 | 3 years |
| 14 | [**Annai Veilankanni College for Women, [AVCW] Chennai**](http://www.getmyuni.com/college/annai-veilankanni-college-for-women-avcw-chennai) | http://www.getmyuni.com/college/annai-veilankanni-college-for-women-avcw-chennai | Rs. 33,000 | 3 years |