

**D.K.M COLLEGE FOR WOMEN  
(AUTONOMOUS), VELLORE-632001.**



**DEPARTMENT OF COMMERCE (Aided)**

**Career Counselling on Company  
Secretaryship**

**DATE: 22-07-2021**

**ACADEMIC YEAR: 2021-2022**

# INVITATION



**D.K.M COLLEGE FOR WOMEN**  
**(AUTONOMOUS)**  
**DEPARTMENT OF COMMERCE (AIDED)**

**ORGANIZES WEBINAR ON**  
**"Career Counseling on Company Secretaryship"**

**Date: 22.07.2021**

**Time: 11.00 a.m -12.00 p.m**

**Resource Person**

**Ms.Chitra Anantharaman,**  
**Deputy Director**  
**The Indian Institute of Company Secretaries of India**  
**Southern Indian Regional Office,**  
**Chennai**

**Organizing Committee**

**Dr.A.Sudarvizhi (Asst. Prof)**

**Dr.T.Bharathi (Asst. Prof)**

**Dr.G.Bhvani (Asst. Prof)**

**Dr.K.Vinithi (Asst. Prof)**

**Co-ordinator**

**Dr.R.Padmaja**  
**(Head & Associate Professor)**

**Convenor**

**Dr.P.N.Sudha**  
**Principal**

# REPORT

## **REPORT ON THE PROGRAMME CAREER COUNSELLING ON COMPANY SECRETARYSHIP**

**DATE: 22.07.21**

Department of Commerce in association with Indian Institute of Company Secretaries of India, Southern Indian Regional Office, Chennai conducted a programme titled “Career Counselling on Company Secretaryship’ on 22nd July 2021 at 11:00 a.m. through Google meet.

The Guest of Honour for the event was Ms. Chitra Anantharaman, Indian Institute of Company Secretaries of India, Southern Indian Regional Office, Chennai. The event commenced with a prayer followed by welcome address. Dr.R.Padmaja, Associate Professor and HOD, Department of Commerce welcomed the gatherings. Dr.T.Bharathi, Assistant Professor of Commerce introduced the Guest to the audience. Nearly 70 final year students participated in this program. Later, the Guest delivered the Special Address on the theme.

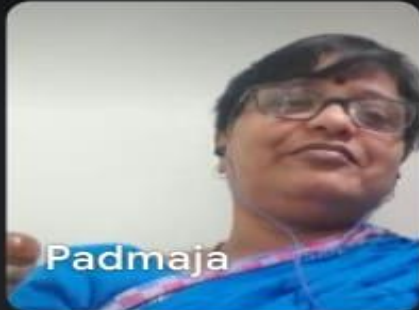
This event created an awareness among the students on Company Secretaryship Course. Finally, Dr.A.Sudarvizhi, Assistant Professor of Commerce proposed the Vote of Thanks. Master of Ceremony for the programme was done by Dr.G.Bhavani and Dr.K.Vinithi, Assistant Professors of Commerce.

The programme concluded with National Anthem.

**PHOTOGRAPH**



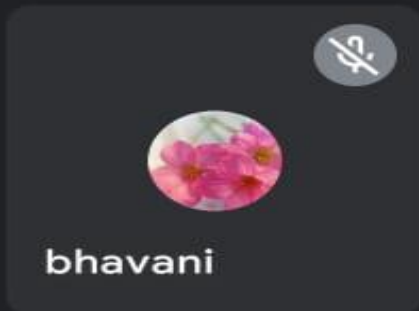
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Padmaja



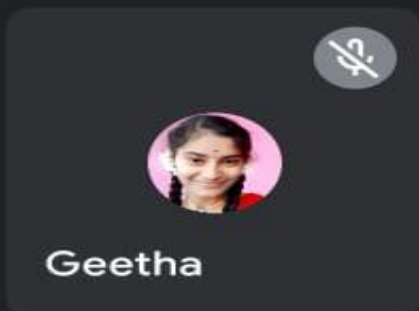
Chitra



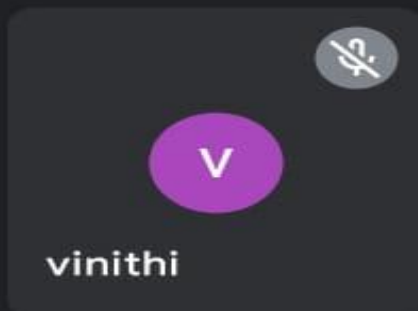
bhavani



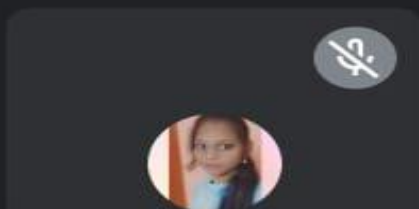
Kaleeswari



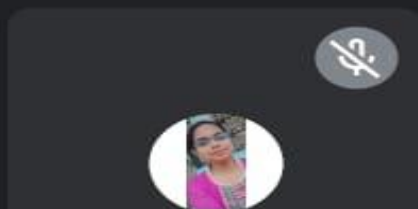
Geetha



vinithi



Bhavya Pandiyan left





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Cut-off Dates for Registration in Executive Programme & Professional Programme with the condition of submitting 12<sup>th</sup> pass proof at the time of Executive Programme registration.

**CS Executive Programme**

- 31<sup>st</sup> May (both modules of Executive)  
In December Same Year
- 31<sup>st</sup> July (one module of Executive)  
In December same Year
- 30<sup>th</sup> November (both modules of Executive)  
In June Next Year
- 31<sup>st</sup> January (one module of Executive)  
In June same Year

**CS Professional Programme**

**CS Executive Pass**

- 31<sup>st</sup> May (both modules of Professional)  
In December Same Year
- 31<sup>st</sup> July (any one module of Professional)  
In December Same Year
- 30<sup>th</sup> November (both modules of Professional)  
In June Next Year
- 31<sup>st</sup> January (any one module of Professional)  
In June same Year

[View details](#)

Chitra is presenting



Chitra

Kaleeswari



Jayasankari and 1 more left





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## CS Executive Entrance Examination Schedule



The CSEET is held on a single day consisting of two parts :

a) Computer Based MCQ Test : Duration: 120 Minutes on the following Subjects:

- (i) Business Communication;
- (ii) Legal Aptitude & logical Reasoning
- (iii) Economic and Business Environment &
- (iv) Current Affairs

b) Viva Voce : Duration: 15 Minutes on "Presentation and Communication Skills"

An aggregate of 50% and minimum 40% marks in each subject will be the qualifying criteria. The duration of the test shall be 135 minutes (120 Minutes for MCQ test and 15 minutes for Viva Voce). There will be no negative marking.

Chitra is presenting



Chitra

Kaleeswari



You



Geetha 78 others



11:22

VoLTE LTE 94%



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### Companies Hire a Company Secretary for the following :



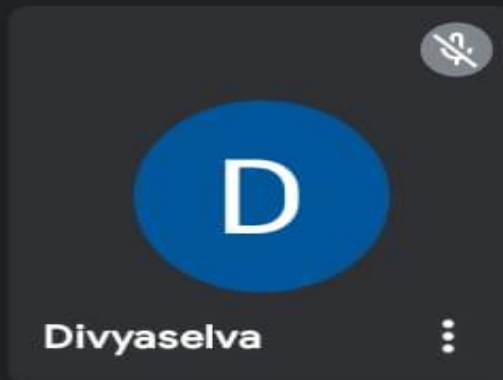
- Mobilising Resources from Capital Market through IPOs, FPO's
- Mobilising Global Resources through FDI, ECB, ADR/GDRs
- Managing Corporate Restructuring
- Project Planning & Execution, Regulatory Interface
- Managing Joint Ventures and Foreign Collaborations within and beyond India
- Treasury & Financial Management including Loan Syndication, Taxation, Project Finance
- Ensuring Due Diligence and Compliances of all the laws applicable to company
- Initiating Best Practices in Corporate Governance ,Corporate disclosure and reporting
- Corporate Social Responsibility
- CS also plays role as an Integrated Corporate Managers and capable of undertaking wide gamut of work in all the functional areas in addition to their core area of Legal and Corporate Compliance Management.
- The Companies Act, 2013, in fact, recognizes Company Secretaries as advisors to the Board on the affairs of the Company and all matters to ensure good Corporate Governance.



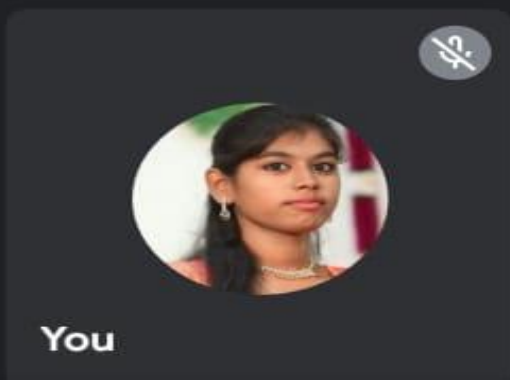
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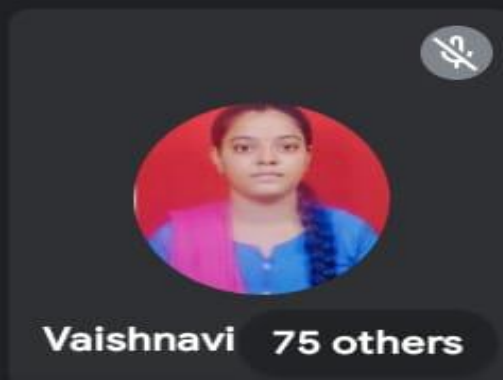
Chitra



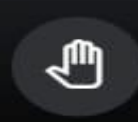
Divyaselva



You



Vaishnavi 75 others



11:21

VoLTE LTE 94%



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**Company Secretary In Employment  
Key Managerial Personnel (KMP)**

**CSI**

- The Companies Act, 2013 Act confers a special status to Company Secretary as the Key Managerial Personnel.
- Every listed company and every other public company having a paid-up share capital of ten crore rupees or more has to appoint a whole time Key Managerial Personnel (KMP).
- A company other than a company covered above which has a paid-up share capital of ten crore rupees or more shall have a whole-time company secretary.

Key Managerial Personnel (KMP)

Managing Director  
Manager  
Chief Executive Officer  
Chief Financial Officer  
Whole Time Director  
Company Secretary

Key Managerial Personnel (KMP)

Stop sharing

Chitra is presenting



Divyaselva



Vaishnavi



You



Chitra

78 others

