

# Vocational Education

## Bachelor of Corporate Secretaryship (B.C.S)

Approved by - Dept. of Higher & Technical Education, Govt. of Jharkhand

*3 Years Degree Course*

For - (10+2) Intermediate Arts, Science & Commerce



### K. B. WOMEN'S COLLEGE

NAAC Accredited B++

A Constituent Unit of Vinoba Bhave University  
Hazaribag, Jharkhand – 825301

Ph.- 06546-263442, Website : [www.kbwomenscollege.in](http://www.kbwomenscollege.in),

E-mail : [kbw\\_hzb@rediffmail.com](mailto:kbw_hzb@rediffmail.com)



### *From:* **The Principal Desk:**

Women's empowerment can be achieved through access to purposeful education with human values and social responsibility. Three year Vocational Degree Courses in are envisage an education plan to give Practical Training knowledge and skill development to fulfil job requirements for the girls students of chhotanagpur region and Hazaribag in particular. The student may aspire towards a bright future prospects and economic freedom through this course.

(Dr. Rekha Rani)  
Principal



#### **ABOUT THE INSTITUTION:**

K.B. Women's College, a premier educational institution for women in Hazaribag is a constituent unit of Vinoba Bhave University, Hazaribag, Jharkhand, founded in 1963. A premier educational institution of 50 years old is moving ahead in the direction of women's empowerment in the true sense. Our college caters to the academic and professional needs of girls not only from Hazaribag but also from adjoining rural areas and nearby states. It imparts degree level education. It has achieved confidence for its commitment to academic excellence and the overall development of young women with optimism. We are highly committed to provide our students supportive learning environment that enables every student to realize their potential in accordance with their co-curricular interests.

#### **ABOUT THE COURSE**

**Bachelor of Corporate Secretaryship (BCS)** is an undergraduate course. Company secretary should not be mistaken for that of a secretary or clerk. A company secretary has a pivotal role in an organisation they are a part of. They form the core part of an organisation and deal with and handle the complex functioning of the organisation. They are the mediators of the company's financial, legal, economic status and the directors or the owners of the company. 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. After passing the course, they have various options in different fields.

## **JOB OPPORTUNITIES AND PLACEMENT:**

Bachelor of Corporate Secretaryship is a Three Year Degree Course making you a Professional Graduate in Corporate Secretaryship. Candidates with a degree in Corporate Secretaryship can also get the opportunities in both public and private sector companies like Banking Sector, Financial institutions, Corporate Sectors, Logistic Departments, Colleges and Universities . Bachelor of Corporate Secretaryship Job offers in different positions like:

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

## **ELIGIBILITY FOR ADMISSION:**

Any students who have passed Intermediate Science, Arts & Commerce having minimum 45% marks are eligible to take admission in this course.

## **SELECTION PROCEDURE:**

Bachelor of Corporate Secretaryship (BCS) Course shall be made on the basis of performance of the candidates followed by the counselling.

For admission against NRI/NRI sponsored seats there is direct admission after appearing for a special interview on a date decided by the department.

## **TOTAL SEATS:**

Total no. of seats is  $55 + 5 = 60$  (55 Seats for General candidates and 5 Seats for NRI / NRI sponsored candidates on requisite payment in US Dollar).

Reservation of seats for SC/ST/OBC will be followed as per the rules and regulations of Vinoba Bhave University, Hazaribag.

## **COURSE FEE:**

The total Fee is Rs. 12500/ (Twelve thousand five hundred) only per semester for General Students and US \$ 1000 per semester for NRI / NRI sponsored candidates.

## **COURSE FEE CONCESSION:**

	FEE CONCESSION TYPES AND DETAILS	CONCESSION (%)
1	Students belonging to ST, SC	10%
2	Students who have obtained 70% or above in Class XII (JAC Board)	10%
3	Students who have obtained 80% or above in Class XII (CBSE/ICSC Board)	10%

## **IMPORTANT:**

- ☞ Fee must be paid in full at the time of admission.
- ☞ 75% attendance is necessary for filling of examination from according to University rules.
- ☞ Disciplinary action will be taken against those students who break college rules.
- ☞ All students are directed to see notice board daily without fail for information.

## **OTHERS:**

- i) An exclusive and well equipped lab provides hands on training in various fields of computers.
- ii) Wi-Fi Campus

## **HOSTEL FACILITIES:**

Hostel accommodation is available in College Campus.



## **BACHELOR OF CORPORATE SECRETARYSHIP (B.C.S.)**

**K. B. Women's College, Hazaribag**

**CONTACT:**

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