



# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
(Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3<sup>rd</sup> Cycle - 3.64 CGPA)  
Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India  
Web : [www.drngpsc.ac.in](http://www.drngpsc.ac.in) | Email : [info@drngpsc.ac.in](mailto:info@drngpsc.ac.in) | Phone : +91-422-2369100

BoS

14<sup>th</sup>

## MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Business Process Services

The Meeting of Board of Studies (BoS) was held as given below:

Name of the Body	Board of Studies
Department	Commerce in Business Process Services
Meeting No.	14 <sup>th</sup>
Date and Time	10.06.2023 @ 10.30 a.m.
Venue	Placement Board Room
Members Attended	The details are given in the ANNEXURE -I

Item	AGENDA
1.	Discussion on UG syllabi Part III - Core Courses and Skill Enhancement Courses for Third semester for 2022-25 Batch
2.	Discussion on Part I (Tamil/Hindi/French/Malayalam) and Part II (English) offered by Language Departments for Third semester Batch 2022-25
3.	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC) offered by Commerce Department for 2022-25 Batch and offered to Computer Technology Department for 2022-25 Batch
4.	Discussion on Extra Credit Course (Self Study) Third semester Batch 2022-25
5.	Discussion on UG Curriculum for 2023-26 Batch adopting R5 guidelines
6.	Discussion on syllabi for Part III - Core Courses for first semester UG - 2023-26 Batch
7.	Discussion on Part I (Tamil/Hindi/French/Malayalam) and Part II (English) offered by Language Departments for 2023-26 Batch
8.	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC-III Business Mathematics) offered by Department of Mathematics for First semester Batch 2023-26
9.	Any other matter





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BoS

14<sup>th</sup>

## MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Business Process Services

The Chairman of BoS welcomed all the Panel members for the meeting. The items listed in the agenda were taken for discussion.


The following are the minutes of the meeting:

<b>Item – 01</b>	<b>Discussion on UG syllabi Part III - Core Courses and Skill Enhancement Courses for Third semester for 2022-25 Batch</b>
<b>Discussion</b>	<b>225CM1A3CA : Cost Accounting</b> <ul style="list-style-type: none"><li>The unified syllabus approved by Board of Studies in Commerce with Computer Application was placed for endorsement</li></ul> <b>225BP1A3CA : Supply Chain Management</b> <ul style="list-style-type: none"><li>The proposed syllabus given by Industry Collaborator (Tata Consultancy Services) was discussed elaborately</li></ul> <b>225BP1A3CB: Insurance for Business Process Services</b> <ul style="list-style-type: none"><li>The proposed syllabus given by Industry Collaborator (Tata Consultancy Services) was discussed elaborately</li></ul> <b>225BP1A3SA: Auditing (New Course)</b> <ul style="list-style-type: none"><li>Dr. Sasirekha suggested to include Audit Programmes in <b>Unit I</b></li></ul>
<b>Resolution</b>	The Board members approved the syllabi for the above courses
<b>Item – 02</b>	<b>Discussion on Part I (Tamil/Hindi/French/Malayalam) and Part II (English) offered by Language Departments for Third semester Batch 2022-25</b>
<b>Discussion</b>	<b>221TL1A3TA:Part I:Tamil-III</b> <b>221TL1A3HA:Part I:Hindi-III</b> <b>221TL1A3MA:Part I:Malayalam -III</b> <b>221TL1A3FA:Part I:French-III</b> <b>221EL1A3EA: Professional English III</b>  The unified syllabi approved by the Board of Studies in Language department were placed for endorsement.
<b>Resolution</b>	The Board members approved the Syllabi for the above courses.

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### MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

**Faculty: Commerce**

**Board: Commerce in Business Process Services**

<b>Item - 03</b>	<b>Discussion on syllabus for Part III - Inter Disciplinary Course (IDC) offered by Commerce Department for 2022-25 Batch and offered to Computer Technology Department for 2022-25 Batch</b>
<b>Discussion</b>	<b>225CO1A3IA : Business Economics</b> <ul style="list-style-type: none"> <li>The unified syllabus approved by Board of Studies in Commerce was placed for endorsement</li> </ul> <b>225BP1A3IA: Corporate Culture (New Course)</b> The proposed syllabus given by Industry Collaborator (Tata Consultancy Services) was discussed elaborately
<b>Resolution</b>	The Board unanimously approved the IDC Syllabi
<b>Item - 04</b>	<b>Discussion on Extra Credit Course (Self Study) Third semester Batch 2022-25</b>
<b>Discussion</b>	<b>225BP1ASSA: Business Ethics(New Course)</b> <ul style="list-style-type: none"> <li>Dr. N. Sakthivel suggested to include the term Corporate Governance in Unit IV</li> </ul> <b>225BP1ASSB: Brand Management(New Course)</b> <ul style="list-style-type: none"> <li>Dr. Sasirekha suggested to include the term Brand Audit in Unit III</li> </ul>
<b>Resolution</b>	The Board unanimously approved the Self Study Syllabus.
<b>Item -05</b>	<b>Discussion on UG Curriculum for 2023-26 Batch adopting R5 guidelines</b>
<b>Discussion</b>	Under regulation R5, the UG Curriculum for 2023-26 Batch was presented for discussion.
<b>Resolution</b>	The Board unanimously approved the Curriculum
<b>Item -06</b>	<b>Discussion on syllabi for Part III - Core Courses for first semester UG - 2023-26 Batch</b>
<b>Discussion</b>	<b>235PA1A1CA: Financial Accounting</b> <ul style="list-style-type: none"> <li>The unified syllabus approved by Board of Studies in Commerce with Professional Accounting was placed for endorsement.</li> </ul> <b>235CI1A1CA: Principles of Management</b> <ul style="list-style-type: none"> <li>The unified syllabus approved by Board of Studies in Commerce with Information Technology was placed for endorsement.</li> </ul> <b>225BP1A1CP: Spreadsheet Modeling for Business Decisions</b> <ul style="list-style-type: none"> <li>The proposed syllabus was discussed elaborately</li> </ul>
<b>Resolution</b>	The Board members approved the Syllabi for the above courses.

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14<sup>th</sup>

## MINUTES OF THE FOURTEENTH BOARD OF STUDIES MEETING

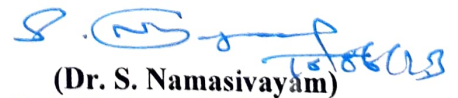
Faculty: Commerce

Board: Commerce in Business Process Services

Item - 07	<b>Discussion on Part I (Tamil/Hindi/French/Malayalam) and Part II (English) offered by Language Departments for 2023-26 Batch</b>
Discussion	<b>231TL1A1TA:Part I:Tamil-I</b> <b>231TL1A1HA:Part I:Hindi-I</b> <b>231TL1A1MA:Part I:Malayalam -I</b> <b>231TL1A1FA:Part I:French-I</b> <b>231EL1A1EA: Part II: English I</b> <ul style="list-style-type: none"><li>The unified syllabi approved by the Board of Studies in Language department were placed for endorsement.</li></ul>
Resolution	The Board members approved the Syllabi for the above courses.
Item - 08	<b>Discussion on syllabus for Part III - Inter Disciplinary Course (IDC-III Business Mathematics) offered by Department of Mathematics for First semester Batch 2023-26</b>
Discussion	<b>232MT1A1IA: Business Mathematics</b> <ul style="list-style-type: none"><li>The unified syllabus approved by the Board of Studies in Mathematics was placed for endorsement.</li></ul>
Resolution	The Board unanimously approved the IDC Syllabus.
Item -09	<b>Any other matter</b>
	<b>Value Added Certificate Courses on GST</b>
Discussion	<ul style="list-style-type: none"><li>The unified syllabus approved by the Board of Studies in Commerce Accounting and Taxation was placed for endorsement for 2021-22 Batch and onwards</li><li>The board members discussed and suggested the Panel of Examiners.</li></ul>
Resolution	The Board recommended the VACC on GST and external experts.

The Chairman of Board of Studies (BoS) thanked all the members for their active participation and providing their valuable suggestions.

Date: 10.06.2023

  
(Dr. S. Namasivayam)

BoS Chairman/HoD  
Department of Commerce (BPS)  
Dr. N. G. P. Arts and Science College  
Coimbatore - 641 048







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## Syllabus

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: III

Course Code: 225BP1A3CA

Course Name: Supply Chain Management

Unit	Existing	Changes
I	<b>An Overview to SCM</b> Supply Chain Management – Meaning - Definition - Structure - Importance – Element's - Supply Chain Phases - Process views of Supply Chain - Technology Intervention in Supply Chain - Current Trend in SCM Outsourcing.	No Changes
II	<b>Sourcing &amp; Procurement</b> Sourcing and Types of Sourcing - Components of Sourcing (Spend Analysis, RFx, Auction, Contract) - Understanding the Sourcing requirement - Procurement Practice - Procurement Life cycle - Procurement Life cycle - Receiving and Analyzing Purchase requirements - Establishing Specifications : Supplier Screening, Supplier Verification & Supplier selection - Manage contracts & Catalogs - Create Req. – Req. Workflow & Approval - PO Management - Spend Management - Technology Intervention in Sourcing and Procurement.	No Changes
III	<b>Contract Management &amp; After Market Services</b> Contract a Legal binding factor and the necessity - Request - Creation of Contract - Negotiate - Determine the Price, Terms and Condition - Approval - Obtaining necessary Legal and other approvals - Execute - Setting into effect - Comply/Amend Technology Intervention in Contract Management - After Market Services Requirement - Meaning and Definition - Incident Management /Claims Processing - Warranty Eligibility Check Process - Annual Maintenance Contract/ Fault Management - Return Material Authorization - Parts Management/Repairs - Logistics Involvement.	No Changes
IV	<b>Sales Order &amp; Master Data Management</b> Sales Order Management - Meaning and Definition - Inquiry to Order - Order Entry - Order Fulfillment - Electronic Data Interchange and Return Material Authorization – Reporting - Technology Intervention in SOM, How tools help Fasten/Automate the SOM process - Master Data Management - Types of Data Management (Item, Customer, Vendor and Supplier) - Data on boarding - Data Cleansing and Maintenance - Technology Intervention in MDM.	No Changes
V	<b>Warehouse &amp; Inventory Management</b> Logistics Fleet - Meaning, Definition and Benefits - Types of Fleet	No Changes





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in Goods Transportation Warehouse Management - Meaning, Definition and Benefits - Functions and Benefits of Warehouse - Benefits of efficient Warehouse Management - Technology Intervention in Logistics and Fleet management - Inventory Management - Meaning and Definition - Classification and Types of Inventory - Inventory Carrying Cost - Just in Time Inventory.

Note: Case Study (Examined internal only).

PERCENTAGE OF SYLLABUS NEW COURSE: NIL

COURSE FOCUSES ON

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovations
<input checked="" type="checkbox"/> Intellectual Property Rights	<input type="checkbox"/> Gender Sensitization
<input type="checkbox"/> Social Awareness / Environment	<input type="checkbox"/> Constitutional Rights / Human Values / Ethics







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## Syllabus

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: III

Course Code: 225BP1A3CB

Course Name: Insurance for Business Process Services

Unit	Existing	Changes
<b>I</b>	<b>Overview of Risk Management and Insurance</b> Concept of Risk - Risk Management - Basic concepts (Hazards, Perils, Assets, etc.) - Fundamentals of Insurance - Characteristics of a valid contract - Insurance contract - Principles & Practices of Insurance Contract - Important terminologies & parties in Insurance contract - Types of Insurance (Personal, Commercial, Health, Life, etc.) - History of Insurance - Types of Insurance companies - Business units in an Insurance company - Overview of Insurance Life Cycle (Underwriting, Policy Servicing, Claims, etc.) - Reinsurance concept.	<b>No Changes</b>
<b>II</b>	<b>Life Insurance policy</b> Important terminologies in a Life Insurance policy - Parties in a Life Insurance policy - Individual Life Insurance plans - Supplementary Benefits - Policy Provisions - Ownership rights - Life Insurance policy life cycle (New business & Underwriting, Policy servicing, Claims, etc.) - Concept of Annuity - Types of Annuity - Annuity contract provisions - Annuity: USA – Fixed Annuity, Fixed Index Annuity, Variable Annuity - Qualified & Non-Qualified Annuity - Principles of Group Insurance - Group Life Insurance - Group Retirement Plans.	<b>No Changes</b>
<b>III</b>	<b>Non-Life Insurance policy</b> Non-Life Insurance concepts: Hazards, Perils, Catastrophe, Property Damage & Business Interruption, Policy exclusions, Indemnity, Deductibles, Retention, Premiums, Limits, Salvage, Subrogation, etc. - Insurance Providers – Co-Insurance, Reinsurance, Captive Insurance - Underwriting process - Policy Servicing process - Claims process – Reinsurance.	<b>No Changes</b>
<b>IV</b>	<b>Overview of Healthcare Insurance</b> Concept of Healthcare Insurance – How Healthcare Insurance works – Key Challenges of Healthcare Industry – Healthcare Eco System – Healthcare regulations & Standards; HIPAA – Medicare – Medicaid – Medclaim – Individual Health Insurance policies – Group Health Insurance policies – Managed Care – Eye Care – Micro Insurance Schemes.	<b>No Changes</b>
<b>V</b>	<b>Retirement Services</b> Concept of Retirement Services – Retirement Planning – Asset Allocation & Asset Classes – Life stages of an Investor – Defined Benefit & Defined Contribution – Individual Retirement Arrangement in USA – Third Party Administrator for Retirement Services in USA – Life cycle of Participants in a plan (enrollment, contribution, etc.) – Categories of Pension in UK – DWP & TPR – Annuity & Income Drawdown Plan.	<b>No Changes</b>





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**Note: Case Study (Examined internal only).**

**PERCENTAGE OF SYLLABUS NEW COURSE: NIL**

**COURSE FOCUSES ON**

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovations
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## Syllabus (New Course)

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: III

Course Code: 225BP1A3SA

Course Name: Auditing

Unit	Content
I	<b>Basic Concepts &amp; Rules of Auditing</b> Auditing- Origin - Definition - Objectives - Types - Advantages and Limitations - Qualities of an Auditor - Audit Programmes.
II	<b>Internal Audit</b> Internal Control - Internal Check and Internal Audit - Audit Note Book - Working Papers. Vouching - Voucher - Vouching of Cash Book - Vouching of Trading Transactions - Vouching of Impersonal Ledger.
III	<b>Verification and Valuation of Assets and Liabilities</b> Verification and Valuation of Assets and Liabilities - Auditors position regarding the Valuation and Verifications of Assets and Liabilities.
IV	<b>Audit of Joint Stock Companies</b> Audit of Joint Stock Companies - Qualification - Dis-qualifications - Various modes of Appointment of Company Auditor - Rights and Duties.
V	<b>Audit of Computerized Accounts</b> Audit of Computerized Accounts - Computer based Accounting Vs Conventional Accounting System - Computerized Auditing Techniques - Electronic Auditing.

PERCENTAGE OF SYLLABUS NEW COURSE: 100 %

COURSE FOCUSES ON

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovations
<input type="checkbox"/> Intellectual Property Rights	<input type="checkbox"/> Gender Sensitization
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## Syllabus (New Course)

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: III

Course Code: 225BP1ASSA

Course Name: Business Ethics

Unit	Content
I	<b>Overview of Ethics</b> Ethics – Meaning - Definition - Objectives - Types – Ethics and Business – Principles of Business Ethics
II	<b>Ethics in Marketing</b> Ethics in Marketing: Ethics in areas of Advertising, New Product Pricing, Product Packaging and Labeling, Personal Selling
III	<b>Ethics in Work Place</b> Ethics in Work Place – Individual in the Organization, Discrimination, Gender in Equality - Advantages of Managing Ethics in Workplace - Ethics in Human Resource Management.
IV	<b>Ethics in Production and Operations Management</b> Ethics in Production and Operations Management – Ethics in Finance and Importance Issues – Corporate Social Responsibility - Corporate Governance.
V	<b>Values and Moral Standards</b> Values – Norms – Beliefs – Moral Standards – Beliefs and their Role – Moral Standards Vs Standard Morality – Ethical codes

PERCENTAGE OF SYLLABUS NEW COURSE:100%

COURSE FOCUSES ON

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovations
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## Syllabus (New Course)

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: III

Course Code: 225BP1ASSB

Course Name: Brand Management

Unit	Content
I	Introduction - Basic understanding of brands – concepts and process – significance of a brand – brand mark and trade mark – different types of brands – family brand, individual brand, private brand – selecting a brand name – functions of a brand – branding decisions – influencing factors.
II	Brand Associations: Brand vision – brand ambassadors – brand as a personality, as trading asset, Brand extension – brand positioning – brand image building.
III	Brand Impact: Branding impact on buyers – competitors, Brand loyalty – loyalty programmes – brand equity – role of brand manager – Relationship with manufacturing – marketing finance - purchase and R & D.
IV	Brand Rejuvenation: Brand rejuvenation and re-launch, brand development through acquisition takes over and merger – Monitoring brand performance over the product life cycle - Co-branding.
V	Brand Strategies: Designing and implementing branding strategies – Case studies.

PERCENTAGE OF SYLLABUS NEW COURSE: 100%

COURSE FOCUSES ON

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovations
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### ATTENDANCE OF THE FOURTEENTH BOARD OF STUDIES MEETING

Faculty : Commerce

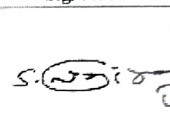


Board : Commerce (BPS)

Date : 10.06.2023

Time : 10.00 a.m.

Venue : Placement Board Room

The following members were present for the Board meeting.

S. No.	Name	Position	Signature
1	Dr. S. NAMASIVAYAM Professor & Head Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore - 641048.	Chairman	
2	Dr. N. SAKTHIVEL Associate Professor Department of Commerce Gobi Arts and Science College Gobichettipalayam - 638476	Member (Subject Expert) VC Nominee	
3	Dr. P. SASIREKHA Assistant Professor Department of Commerce Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore -641043	Member (Subject Expert) Nominated by Academic Council	
4	Dr. R. VELMURUGAN Associate Professor Department of Commerce BPS Karpagam Academy of Higher Education Coimbatore	Member (Subject Expert) Nominated by Academic Council	— Absent —
5	Mr. STEPHEN MOSES DINAKARAN H CBO - Human Resources Program Lead - Academic Interface Program TATA Consultancy Services, Chennai.	Member Industrial Expert	— Absent —

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6	<b>Mr. A. JAGADEESWARAN</b> Assistant General Manager Transformation Lead – FAO Iata Consultancy Services Chennai	Member Industrial Expert	<i>[Signature]</i> 10/6/22
7	<b>Ms. M. SANJANA</b> US Immigration Specialist, TCSL "Chennai One"-SEZ Unit, 200ft. Thoraiyakkam, Pallavaram Ring road, Thoraiyakkam, Chennai-600096.	Alumni	<i>[Signature]</i> Sanjana
8	<b>Dr. N. KUPPUCHAMY</b> Associate Professor and Head Department of Tamil Dr. N.G.P. ASC Coimbatore – 641048.	Co-opted Member	<i>[Signature]</i> 10/6/22
9	<b>Dr. R. VITHYAPRABHA</b> Professor and Head Department of English Dr. N.G.P. ASC Coimbatore – 641048.	Co-opted Member	<i>[Signature]</i> 10/6/22
10	<b>Dr. M. SANGEETILA</b> Professor Department of Mathematics Dr. N.G.P. ASC Coimbatore – 641048.	Co-opted Member	— Absent —
11	<b>Dr. A.Y. KETTIRAMALINGAM</b> Associate Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	<i>[Signature]</i> A.Y. Kettirama

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12	Dr. J. NITHYA Associate Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore - 641048.	Member	
13	Mrs. R. JANANI Assistant Professor, Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore - 641048.	Member	
14	Mr. S. SENSUDHIR III. B. Com. (BPS) Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore - 641048.	Student Representative	

Date: 10.06.2023

(Dr. S. Namasivayani)

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