



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 (3rd Cycle - 3.64 CGPA)
Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India
Web : www.drngpasc.ac.in | Email : info@drngpasc.ac.in | Phone : +91-422-2369100

BoS

13th

MINUTES OF THE THIRTEENTH 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.	13th
Date and Time	05.12.2022 @ 10.30 a.m.
Venue	Board Room
Members Attended	The details are given in the ANNEXURE -I

AGENDA

01	Discussion on UG syllabi for Part III - Core Courses of Second Semester - 2022-23 Batch and onwards
02	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC) offered by Mathematics Department for 2022-23 Batch and onwards
03	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Languages Department for 2022-23 Batch and onwards
04	Discussion on Part II (English) offered by English Department for 2022-23 Batch and onwards
05	Discussion on Part IV (AECC) Basic Tamil/Advanced Tamil/Human Rights and Women's Rights for 2022-23 Batch and onwards
06	Discussion on credits for Part V Extension Activity for 2022-23 Batch and onwards
07	Discussion on Value Added Certificate Courses (VACC)
08	Any other matter





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MINUTES OF THE THIRTEENTH 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:

Item - 01	Discussion on UG syllabi for Part III - Core Courses of Second Semester - 2022-23 Batch and onwards
Discussion	225BP1A2CA: Advanced Financial Accounting (New Course) <ul style="list-style-type: none">• Dr. Sasi Rekha suggested to include the topics, Partnership Deed and Interest on Capital and Drawings in Unit III• Dr. Sakthivel suggested to exclude the topic, Default and Repossession in Hire Purchase System in Unit II• The unified syllabus offered to all UG Courses in Faculty of Commerce 225BP1A2CB: Finance and Accounting for Business Process Services (New Course) <ul style="list-style-type: none">• The proposed syllabus given by Industry Collaborator (Tata Consultancy Services) was discussed elaborately 225CR1A2CA: Business Law (New Course) <ul style="list-style-type: none">• The unified syllabus approved by Board of Studies in Commerce with Corporate Secretaryship (CA) was placed for endorsement
Resolution	The Board members approved the syllabi for the above courses
Item - 02	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC) offered by Mathematics Department for 2022-23 Batch and onwards
Discussion	222MT1A2IA: Business Statistics <ul style="list-style-type: none">• The unified syllabus approved by the Board of Studies in Mathematics was placed for endorsement
Resolution	The Board unanimously approved the IDC Syllabus
Item - 03	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Languages Department for 2022-23 Batch and onwards
Discussion	221TL1A2TA: Tamil -II: Ara Illakiyam 221TL1A2HA: Hindi-II: Modern Literature 221TL1A2FA: French-II: Grammar, Translation and Civilization 221TL1A2MA: Malayalam-II: Modern Literature <ul style="list-style-type: none">• The unified syllabi approved by the Board of Studies in Languages were placed for endorsement
Resolution	The Board members approved the Syllabi for the above courses

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Faculty: Commerce

Board: Commerce in Business Process Services

Item -04	Discussion on Part II (English) offered by English Department for 2022-23 Batch and onwards
Discussion	221EL1A2EA: Professional English II <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in English was placed for endorsement
Resolution	The Board unanimously approved the syllabus
Item -05	Discussion on Part IV (AECC) Basic Tamil/Advanced Tamil/Human Rights and Women's Rights for 2022-23 Batch and onwards
Discussion	221TL1A2AA: Basic Tamil 221TL1A2AB: Advanced Tamil <ul style="list-style-type: none">The unified syllabus for Basic Tamil and Advanced Tamil approved by the Board of Studies in Languages were placed for endorsement 225CR1A2AA: Human Rights and Women's Rights <ul style="list-style-type: none">The unified syllabus for Human Rights and Women's Rights approved by the Board of Studies in Commerce with Corporate Secretaryship (CA) was placed for endorsement
Resolution	The Board unanimously approved the syllabi
Item-06	Discussion on credits for Part – V Extension Activity for 2022-23 Batch and onwards
Discussion	225BP1A2XA: Part V: Extension Activity -NSS/NCC/ YRC/RRC/ Yoga/ Sports/ Clubs <ul style="list-style-type: none">One credit to be awarded for participation in extension activity like NSS/NCC/ YRC/RRC/Yoga/Sports/ Clubs
Resolution	The Board members approved one credit for each Extension Activity
Item -07	Discussion on Value Added Certificate Courses (VACC)
Discussion	Value Added Certificate Courses on Business Practices <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in Commerce was placed for endorsement for 2021-22 Batch and onwards
Resolution	The Board unanimously approved the syllabus

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MINUTES OF THE THIRTEENTH BOARD OF STUDIES MEETING

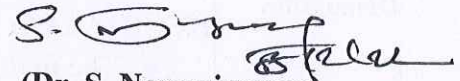
Faculty: Commerce

Board: Commerce in Business Process Services

Item -08	Any other matter
Discussion	<ul style="list-style-type: none">The board members discussed and suggested the Panel of Examiners.
Resolution	The Board recommended the external experts.

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

Date: 05.12.2022


(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 Revision

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: II

Course Code: 225BP1A2CA

Course Name: Advanced Financial Accounting

Unit	Existing	Revised
I	Consignment and Joint Venture Consignment and Joint Venture: Features for Consignments Accounting for Consignments Accounting treatment in the books of the consignor and the consignee. Joint ventures Features; Difference between Joint venture and Consignment, accounting procedure Methods of recording Joint venture transactions.	Branch and Departmental Accounting Objects - Types of Branch Accounting Departmental Accounting: Need - Advantages - Distinction between Departments and Branches - Methods and Techniques of Departmental Accounting. Case Study on Branch Accounts.
II	Branch accounts Branch accounts - Dependent Branches - Features - Accounting in respect of Dependent Branches - Debtors System only - Cost Price and Invoice Price - Independent branches (Theory only). Hire purchase and Instalment system - Difference between Hire Purchase System and Instalment System - Calculation of Interest - Accounting Procedure - Hire purchase trading accounts (Debtors Method only)	Hire Purchase and Instalment Purchase Systems Features - Model Journal Entries - Stock and Debtors System (Excluding Default and Repossession) - Instalment Purchase System - Accounting treatments.
III	Partnership Accounts & Admission of Partner Partnership Accounts - Division of Profits - Capital Accounts - Fixed and Fluctuating Capital - Guarantee of Profits - Admission of Partner - Calculation of Ratios - Goodwill: Need for valuation of goodwill - Treatment of Goodwill. Revaluation of Assets and Liabilities.	Partnership Accounting: Admission of a Partner Partnership Deed - Interest on Capital and Drawings. Case Study on Admission of a Partner.
IV	Death of a Partner Retirement (Excluding Retirement cum admission) and Death of a Partner: Calculation of New Profit sharing Ratio - Treatment of Goodwill on Retirement/Death of a partner - Adjustment of capital after retirement. Death of a Partner: Mode of payment - Special Treatments	Retirement and Death of a Partner





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V	Dissolution of Partnership Dissolution of Partnership: Meaning and Definition – Circumstances or modes of Dissolution – Settlement of Accounts – Accounting Treatment – Insolvency of a Partner: Garner Vs. Murray Rule (Theory only).	Dissolution of a Firm Normal Dissolution – Insolvency of a Partner (Excluding Insolvency of all Partners) - Capital Ratio Under Fixed Capital Method and Fluctuating Capital Method. Case Study on Garner vs. Murray.
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Note: Distribution of marks 80% Problem and 20% Theory.

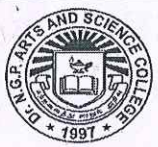
Case Study (Examined Internal only).

PERCENTAGE OF SYLLABUS REVISED: 50%

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
<input type="checkbox"/> Social Awareness/ Environment	<input type="checkbox"/> Constitutional Rights/ Human Values/ Ethics





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Syllabus (New Course)

Faculty: Commerce

Board: Commerce in Business Process Services

Semester: II

Course Code: 225BP1A2CB

Course Name: Finance and Accounting for Business Process Services

Unit	Content
I	An Overview of Accounting Accounting Overview – Objectives – Basic Principles and guidelines – Assumptions – Concepts – Conventions – Statements – Systems of Book keeping – Classification of accounts – Basic rules – Accounting cycle – Voucher – Organization – Outsourcing – Business Process Outsourcing – Reasons for BPS e-Logistics – Facility Management – Classification of BPS – BPS industry in India – Destination smaller towns for BPS – Challenges. Case study on BPS industry.
II	Supply Chain Supply Chain – Strategic Supply Chain Management – Process views in Supply Chain – Inventory management – Transportation – Material Requirements Planning (MRP) – Inputs to MRP – Purchase requisition – Purchase order – Meaning of Accounts payable – Vendor Master creation and Maintenance – Invoice processing – Department functions – Travel & Expenses Processing/Employee reimbursements – International Commercial Terms (Inco Terms) – Credit note processing – Debit note or Debit memo – Evaluated Receipt Settlements (ERS) – Payment process/Vendor payments – Debit balances – Invoice audit and recovery – Vendor Reconciliation – Vendor support – Optical Character Reading / Recognition (OCR). Case study on Material Requirement Planning.
III	Accounts receivables Accounts receivables - Introduction – Customer set up – Credit Management – Booking Sales Order Revenue Recognition – Pre-billing Closing Reconciliations – Collections – Cash application - Reconcile Outstanding Customer Balances – Introduction to General Ledger Accounting – Chart of accounts – Intercompany accounting and Reconciliation – Various reports (Statutory reports, Schedules, variance) – Statutory reports – Statutory accounts – UK.
IV	Emerging trend in F&A technology Emerging trend in F&A technology – Traditional accounting method – Advantages– Limitations – Modern accounting – Advantages and Limitations – ERP – Integrated Systems or Enterprise Resource Planning system – Meaning and Definition of ERP– Need for ERP – ERPs with complete function – Challenges in Implementation of ERP – Industries covered under ERP system – ERP software companies – Oracle Application – SAP – Systems Applications and Products – Other tools – XBRL definition – Accounting Standards and IFRS – Introduction – Scope of Accounting Standards – Procedure for issuing an Accounting Standard – Compliance with the Accounting Standards – Indian Accounting Standards – International Accounting Standards – IFRS – International Financial Reporting Standards – Introduction – Advantages - International Accounting Standards Board – XBRL – Structure of IFRS.





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V Internal controls over Financial reporting

Internal controls over Financial reporting – Introduction to operational risk – Introduction to provisions of Sarbanes Oxley Act, 2002 – Internal Control Framework – Sarbanes Oxley Act compliance in an Off shoring environment – Information security – Business Continuity and Disaster Recovery Planning Operating model of Business Process Services – Cost effectiveness and process efficiency – Service areas in BPS – Transaction Flows in a Business Process Service – Roles and Responsibilities in BPS – Tower wise End to End operation – BPS terms and Definitions - Service Level Agreement - Role of Quality in BPS – Introduction to Lean – Introduction to Six Sigma – Future BPS.
Case study on Six Sigma.

Note: Case Study (Examined internal only).

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: II

Course Code: 225CR1A2CA

Course Name: Business Law

Unit	Content
I	Indian Contract Act, 1872 Meaning of Law - Indian Contract Act, 1872 - Meaning of Contract and Agreement - Difference between Contract and Agreement - Types of contracts- Valid, void and voidable, illegal and immoral contracts - Essential elements of a contract - Offer and Acceptance - Consideration - Capacity to contract. Case Study: Capacity to contract.
II	Free Consent and Performance of Contract Free Consent - Coercion - Undue Influence - Fraud - Misrepresentation - Mistake. Legality of Object - Performance of contract - Discharge of contract - Modes of discharge of contracts - Breach of contract - Types of breach - Remedies for breach of contract - Types of damages - Specific Relief. Case Study: Remedies for Breach of Contract.
III	Special Contracts Contract of Indemnity - Essentials - Rights - Contract of Guarantee - Essentials - Difference between Contract of Indemnity and Guarantee - Kinds - Surety - Rights. Bailment and Pledge - Essentials - Kinds - Rights and Duties. Law of Mortgage - Mortgage vs. Pledge - Law of Agency - Rules - Essentials - Kinds - Rights and Duties of Agent and Principal - Personal Liability of an agent - Termination of agency - Methods.
IV	Law Relating to Sale of Goods Act, 1930 The Sale of Goods Act, 1930 - Essentials of Contract of sale - Sale distinguished from Agreement to sell - Implied conditions and warranties - Doctrine of Caveat Emptor - Unpaid seller - Rights against Goods and the buyer. Case Study: Sale of Goods Act, 1930
V	Information Technology Act, 2000 Definitions - Digital signatures - Electronic Governance - Attributions, Acknowledgement and Dispatch of Electronic Records - Secure Electronic Reports and Secure digital signature - Certifying Authorities - Digital Signature Certificate -Encryption - Duties of Subscribers.

Note: Case Study (Examined internal only).

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 checked="" type="checkbox"/>	Intellectual Property Rights	<input type="checkbox"/>	Gender Sensitization
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Syllabus (New Course)

Faculty: Commerce

Board: Mathematics

Semester: II

Course Code: 222MT1A2IA

Course Name: BUSINESS STATISTICS

Unit	Content
I	Measures of Central Tendency Introduction- Arithmetic mean- Median - Mode - Comparison of the Mean, Median and Mode- Geometric mean- Harmonic mean.
II	Measures of Dispersion Introduction- Importance - Range - Interquartile range - Interfractile range - Mean Deviation - Standard Deviation- relative Dispersion- Co-efficient of variation.
III	Probability Introduction - Probability theory - Basic terminologies - three types - axioms - conditions of statistical independence and dependence - Baye's theorem.
IV	Correlation and Regression Analysis Concept and importance - Correlation and causation-types - graphic and algebraic methods - coefficient of determination - rank correlation - some limitations - regression model - estimation using the regression line - method of least squares-alternative approach - regression co-efficient.
V	Time Series Analysis and Forecasting Introduction- components of a time series- trend- seasonal variation- cyclical variation- irregular variation - forecasting.

Note: Case Study (Examined internal only).

PERCENTAGE OF SYLLABUS NEW COURSE: 100%

COURSE FOCUSES ON

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ATTENDANCE OF THE THIRTEEN BOARD OF STUDIES MEETING

Faculty: Commerce

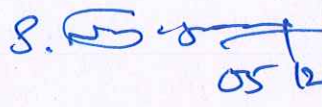

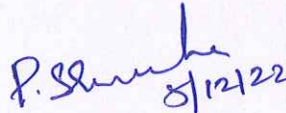
Board: Commerce (BPS)

Date : 05.12.2022

Time : 10.30 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	 05/12/22
2	Dr. N. SAKTHIVEL Associate Professor Department of Commerce Gobi Arts and Science College Gobichettipalayam - 638476	Member (Subject Expert) VC Nominee	 05/12/22
3	Dr. P. SASI REKHA Assistant Professor Department of Commerce Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore -641043	Member (Subject Expert) Nominated by Academic Council	 5/12/22
4	Mr. STEPHEN MOSES DINAKARAN H CBO- Human Resources Program Lead - Academic Interface Program TATA Consultancy Services, Chennai.	Member Industrial Expert	<i>Absent</i>

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5	Mr. A. JAGADEESWARAN Assistant General Manager Transformation Lead – FAO Tata Consultancy Services Chennai	Member Industrial Expert	
6	Ms. SANJANA.M US Immigration Specialist, TCSL "Chennai One"-SEZ Unit, 200ft. Thoraipakkam, Pallavaram Ring road, Thoraipakkam, Chennai-600096.	Alumni	— Absent —
7	Dr. N. KUPPUCHAMY Associate Professor and Head Department of Tamil Dr. N.G.P. ASC Coimbatore – 641048.	Co-opted Member	— Absent —
8	Dr. R. VITHYAPRABHA Professor and Head Department of English Dr. N.G.P. ASC Coimbatore – 641048.	Co-opted Member	R.V.P. 5/12/22
9	Dr. M. SANGEETHA Professor Department of Mathematics Dr. N.G.P. ASC Coimbatore – 641048.	Co-opted Member	— Absent —
10	Dr. A.Y. KETTIRAMALINGAM Associate Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	A.Y. Kettiramalingam

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11	Dr. J. NITHYA Associate Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	
12	Dr. V.P. AMUTHANAYAKI Assistant Professor, Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	
13	Mr. K. PONNUMANI Assistant Professor, Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	
14	Mr. S.S.N. SIVASENBAGANATHAN III. B. Com. (BPS) Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Student Representative	

Date: 05.12.2022

(Dr.S.Namasivayam)

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



Dr. NGPASC
COIMBATORE | INDIA

Date	Particulars	Debit	Credit
1/1/2018	Balance b/d		
1/1/2018	By Cash		1000
1/1/2018	By A/c		500
1/1/2018	By Balance c/d		1500
	Total	1500	1500

1/1/2018

1/1/2018

1/1/2018

1/1/2018

1/1/2018

BGS Chairman/HD
 Department of Commerce (BSC)
 Dr. V. C. P. Arts and Science College
 Comptroller - 887 018

