



# 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. - KalapattiRoad, Coimbatore – 641 048, Tamil Nadu, India

Web : [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email : [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone : +91-422-2369100

BoS

16<sup>th</sup>

## Department of Commerce in Business Process Services

### Board of Studies Meeting

The minutes of the 16<sup>th</sup> meeting of Board of Studies held on 04.04.2024 at 10.30 am at the Board Room – C Block.

#### Members Present:

S. No.	Name	Position
1	<b>Dr. S. Namasivayam</b> Professor & Head	Chairman
2	<b>Dr. N. Sakthivel</b> Associate Professor & Head Gobi Arts and Science College, Gobichettipalayam	VC Nominee
3	<b>Dr. P. Sasirekha</b> Assistant Professor Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore	Subject Expert
4	<b>Mr. A. Jagadeeswaran</b> Assistant General Manager Transformation Lead – FAO, Tata Consultancy Services, Chennai	Industrial Expert
5	<b>Dr. N. Kuppuchamy</b> Associate Professor and Head Department of Tamil	Co-opted Member
6	<b>Dr. A. Hazel Verbina</b> Professor and Head i/c Department of English	Co-opted Member
7	<b>Dr. M. Sangeetha</b> Professor, Department of Mathematics	Co-opted Member
8	<b>Dr. A.Y. Kettiramalingam</b> Associate Professor	Member
9	<b>Dr. J. Nithya</b> Professor	Member
10	<b>Dr. D. Sujini</b> Assistant Professor	Member
11	<b>Mrs. R. Janani</b> Assistant Professor	Member
12	<b>Ms. S. Kaviya</b> II - B. Com. (BPS)	Student Representative

The HoD and Chairman of the department of Commerce in Business Process Services welcomed and introduced all the members and appreciated them for their continuous support and contribution for the development of academic standard and enrichment of the syllabus.

Further Chairman informed the inability of the following member/s to attend the meeting and requested to grant leave of absence.

1. Dr. R. Velmurugan - Subject Expert.
2. Mr. Stephen Moses Dinakaran H - Industrial Expert
3. Ms. M. Sanjana - Meritorious Alumni

After brief discussion the items of the agenda were taken one by one for discussion and the following resolutions were passed.

**Item 16.1: To review and approve the minutes of the previous meeting held on 18.10.2023.**

The Chairman of the Board presented the minutes of the previous meeting held on **18.10.2023** and requested the members to approve. After brief discussion the following resolution was passed.

**Resolution:**

**The Board Resolved to approve the minutes of the previous meeting held on 18.10.2023.**

**Item 16.2: To consider and approve the Scheme, Regulation and Syllabi for I Semester to the students admitted during the academic year 2024-2025.**

The Chairman presented the detailed Scheme, Regulation and Syllabi for I Semester to the students admitted from the academic year 2024-2025. The members deliberated in detail about the modification required. After discussion it is unanimously decided to adopt the 2023-24 Scheme and Syllabus.

**Changes Made:**

Course Code	Course	Change and Reason
-	-	-

**New Courses Introduced:**

Course Code	Course	Change and Reason
-	-	-

**Courses Removed:**

Course Code	Course	Change and Reason
-	-	-

After discussion the following resolution was passed.

**Resolution:**

**The Board recommended to retain the existing framed Syllabus of 2023-24 batch without any modification for the students admitted from the academic year 2024-25.**

**Item 16.3: To consider and approve the syllabi for III Semester to the students admitted during the academic year 2023-2024.**

The Chairman presented the detailed syllabi for III Semester to the students admitted from the academic year 2023-2024. The members deliberated in detail about the modification required. After discussion it is unanimously decided to adopt the following changes.

**Changes Made:**

Course Code	Course	Change and Reason
-	-	-

**New Courses Introduced:**

Course Code	Course	Change and Reason
235BP1A3SP	Auditing Practices	As suggested by Dr. Sakthivel Auditing Theory Course is modified as <b>Auditing Practices</b> (Non-Lab Practical) in order to enhance the Practical Skills of the students in the course.

**Courses Removed:**

Course Code	Course	Change and Reason
-	-	-

After discussion the following resolution was passed.

**Resolution:**

**The Board Resolved to approve the above modification and adopt the revised syllabus for the students admitted during the academic year 2023-24.**

**Item 16.4: To consider and approve the syllabi for V Semester to the students admitted during the academic year 2022-2023.**

The Chairman presented the detailed Syllabi for the V Semester to the students admitted for the academic year 2022-2023. The members deliberated in detail about the modification required. After discussion it is unanimously decided to adopt the following changes.

**Changes Made:**

Course Code	Course	Change and Reason
-	-	-

**New Courses Introduced:**

Course Code	Course	Change and Reason
225BP1A5CA	Managing Business Processes	As this is a TCS Offered course, the revision of syllabus will be made by them and the same will be adopted.
225BP1A5SP	Business Research Methods	It is introduced as an embedded course in order to gain the theoretical and practical knowledge and also to apply the statistical tools by the students in their project work.
225BP1A5GP	Banking Operations (GE)	Introduced this course as Non-Lab Practical in order to gain the knowledge on practical aspects of banking.

**Courses Removed:**

Course Code	Course	Change and Reason
-	-	-

**Discipline Specific Electives:**

Course Code	Course	Course offered by	Reason
225CM1A5DA	Financial Management	Department of Commerce in Computer Application	
225CI1A5DA	E- Business Technology	Department of Commerce in Information Technology	The students of our department will select any one of the courses under Discipline Specific Elective - I offered by other departments.

225BA1A5DA	Service Marketing	Department of Commerce with Business Analytics	
225CO1A5DA	Human Resource Management	Department of Commerce	

After discussion the following resolution was passed with the above changes and modifications.

**Resolution:**

**The Board Resolved to approve the above modification and adopt the revised syllabus for students admitted during the academic year 2022-23.**

**Item 16.5:** *To approve the panel of examiners for question paper setting and evaluation of answer scripts for the odd semester of the academic year 2024-2025.*

The Chairman presented the panel of examiners for question paper setting, question paper scrutiny, conduct of practical and theory examination are submitted to CoE for exam related work.

**Resolution:**

**The Board Resolved to approve the panel of examiners for question paper setting and evaluation of answer scripts for the odd semester of the academic year 2024-2025.**

**Item 16.6:** *To consider and approve any other item brought forward by the Chairman and the members of the board.*

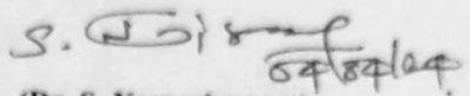
To strengthen the placement opportunities board recommended to provide certification course on Data Analytics for the forthcoming academic year. Hence it is decided to implement from the academic year 2024-25 onwards.

**Resolution:**

**The Board Resolved to implement the offering of Certification Courses from the academic year 2024-2025 onwards.**

Finally, the Chairman thanked all the members for their cooperation and contribution in enriching the syllabus with active participation in the meeting and sought the same spirit in the future also. The meeting was closed with formal vote of thanks proposed by Dr. A.Y. Kettiramalingam.

**Date: 04.04.2024**



**(Dr. S. Namasivayam)**

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

## Syllabus

**Faculty: Commerce**

**Board: Commerce in Business Process Services**

**Semester: V**

**Course Code: 225BP1A5CB**

**Course Name: Capital Market for Business Process Services**

<b>Unit</b>	<b>Existing</b>	<b>Changes</b>
<b>I</b>	<b>Overview of Securities</b> Securities - Types of Securities - Equities - Fixed Income and Government Securities - Derivatives - OTC Products - Participants in a Trade and Global Financial Markets Financial Markets – Exchange - OTC Products and Financial Markets - Participants in a Trade - Overview of regulators & important regulations. Case Study on OTC Products	<b>No Changes</b>
<b>II</b>	<b>Investment Banking</b> Basics of Investment Banking - Trade Life Cycle - Clearing and Settlement - Securities Lending - Prime Brokerage - Collateral Management - Corporate Actions - Mandatory and Voluntary - Corporate Actions: How they affect securities. Case Study on Investment Banking	<b>No Changes</b>
<b>III</b>	<b>Transactions in Mutual Funds</b> Mutual Funds - Transactions in Mutual Funds - Fund Expenses - Transfer Agency Hedge Funds - Understanding Hedge Funds - Hedge Fund strategies.	<b>No Changes</b>
<b>IV</b>	<b>Private Equity Operations</b> Private Equity - Understanding Private Equity Operations - Fund Accounting and NAV Calculations - Performance Reporting - Reconciliations in Asset Management.	<b>No Changes</b>
<b>V</b>	<b>Risk Management</b> Counter party Credit Risk Management - Classification of Risks - Types of Risks - Market Risk Management - Financial Risk Management - Steps involved in Risk Management Function - Hedging Risk - Risks faced by the Banks. Case Study on Risk Management.	<b>No Changes</b>

**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
<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

## Syllabus

**Faculty: Commerce**

**Board: Commerce in Business Process Services**

**Semester: V**

**Course Code: 225BP1A5CC**

**Course Name: Company Law**

<b>Unit</b>	<b>Existing</b>	<b>Changes</b>
<b>I</b>	<b>Introduction of Company Act 2013</b> Companies Act 2013 – Definition of a Company, Characteristics of Company –Classification of Companies – Based on Incorporation, Liability, Number of Members, Control - Shares and Debentures.	<b>No Changes</b>
<b>II</b>	<b>Registration of Companies</b> Introduction - Contents of Memorandum - Form of Memorandum - Alteration -Doctrine of Ultravires - Definition of Articles of Association - Contents - Difference between Memorandum and Articles of Association - Meaning of Prospectus - Contents of a Prospectus - Types of Prospectus. Case Law relating to Memorandum and Articles of Association	<b>No Changes</b>
<b>III</b>	<b>Company Management</b> Meaning- Structure of Company Management - Shareholders - Board of Directors - Legal Position of Directors - Appointment - Removal - Remuneration - Independent Director- Qualification and Disqualification - Powers - Duties and Liabilities. Case Law relating to Exercising Powers of Director.	<b>No Changes</b>
<b>IV</b>	<b>Company Meetings</b> Company Meeting - Meaning - General objects and purpose of Meetings - Annual General meeting – Extra ordinary General meeting - Board of Directors Meeting – Agenda – Writing of Minutes - Resolution.	<b>No Changes</b>
<b>V</b>	<b>Winding up of Company</b> Meaning, Modes of Winding up – Compulsory Winding up by the court – voluntary Winding up – Types of Voluntary Winding up – Members voluntary Winding up – Creditors voluntary Winding up. Case Law in Winding up of Company	<b>No Changes</b>

**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
<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

## Syllabus

**Faculty: Commerce**

**Board: Commerce in Business Process Services**

**Semester: V**

**Course Code: 235BP1A5SP**

**Course Name: Business Research Methods**

<b>Unit</b>	<b>New Syllabus</b>
<b>I</b>	<b>Introduction to Research</b> Meaning of Research - Objectives - Types of Research - Research Process - Criteria for good Research. Practical: 1. Levels of Measurement Scales: a) Nominal Scale b) Ordinal Scale c) Scale Level 2. Entering data, Defining Variable and enter value label code.
<b>II</b>	<b>Research Design and Data Collection</b> Meaning of Research design - Need - Sampling design: Meaning - Different Types of Sample Designs - Collection of primary data through Questionnaires and Schedules - Secondary data. Practical: 3. Find Missing Values and replace it with Mean series in Dataset. 4. Analyze data using Descriptive Statistics.
<b>III</b>	<b>Processing and Analysis of Data</b> Elements/Types of Analysis - Coding – Editing – Tabulation – Analysis – Interpretation - Simple Correlation analysis - Simple Regression Analysis - independent sample t test. Practical: 5. Perform Simple Correlation and Regression test. 6. analysis of t-test: Independent Sample t-test
<b>IV</b>	<b>Testing of Hypotheses</b> Basic Concepts - Concerning Testing of Hypotheses - Procedure for Hypothesis Testing - Chi-square as a Test for Comparing Variance - the Basic Principle of ANOVA. Practical: 7. Perform Independence Test by using Chi- Square Test. 8. Perform ANOVA.
<b>V</b>	<b>Research report</b> Report Writing - Layout- Contents of Report-Style of the report - Steps in Report writing – Forms of Reports. Practical: 9. Spearman's Ranking test. 10. Interpretations and Report Writing.

**PERCENTAGE OF SYLLABUS NEW COURSE: 100%**

**COURSE FOCUSES ON**

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
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## Syllabus

**Faculty: Commerce**

**Board: Commerce in Business Process Services**

**Semester: V**

**Course Code: 225BP1A5GP**

**Course Name: GE: Banking Operations**

S.No.	New Syllabus
1	Opening a Savings Bank.
2	Opening of Recurring deposits/Fixed Deposit Account.
3	Filling KYC Documents to Bank.
4	Filling up Pay-in Slip, Demand Draft Application.
5	Filling Withdrawal Slip and Writing Different forms of Cheque and Endorsement.
6	Procedures for filling up of RTGS, NEFT, SWIFT, Mobile Banking and Internet banking.
7	Application and Usage of ATM.
8	Filling Up Loan Application Forms - Educational/ Agricultural/ Vehicle Loan.
9	Filling up MUDRA application Form.
10	Credit Card Authorization Form.
11	Filling TDS forms - 15G and 15H.
12	Opening of PPF and its nomination.

**Note:** Out of 12 programs 10 are Compulsory.

**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

**Faculty: Commerce**

**Board: Commerce in Business Process Services**

**Semester: III**

**Course Code: 235BP1A3SP**

**Course Name: Auditing Practices**

S.No.	New Syllabus
1	Preparation of Audit Program and Note.
2	Verification of Membership and Share Capital.
3	Audit of Deposits and Borrowings, Establishment and Contingencies.
4	Verification of Credit Activities.
5	Verification of Profit and loss statement.
6	Distribution of net profits of previous years.
7	Verification of Final position of funds, reserves, and other liabilities created through appropriation of net profit.
8	Summarizing Internal audit report.
9	Preparation of Global Delivery Services (GDS) Statement for the year.
10	Calculation of Ratio analysis.
11	Consolidating the Valuation of assets.
12	Submission of Audit report and Audit certificate.

**Note:** Out of 12 programs 10 are Compulsory.

**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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BoS

16<sup>th</sup>

### ATTENDANCE OF THE SIXTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Commerce (BPS)

Date: 04.04.2024

Time : 10.30 a.m.

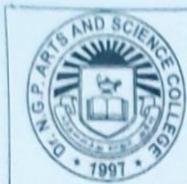
Venue: Placement Board Room

The following members were present for the Board meeting.

S. No.	Name	Position	Signature
1	<b>Dr. S. NAMASIVAYAM</b> Professor & Head Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Chairman	
2	<b>Dr. N. SAKTHIVEL</b> Associate Professor Department of Commerce Gobi Arts and Science College Gobichettipalayam – 638476	Member (Subject Expert) VC Nominee	
3	<b>Dr. P. SASI REKHA</b> 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	<b>Dr. R. VELMURUGAN</b> Associate Professor Department of Commerce (BPS) Karpagam Academy of Higher Education Coimbatore.	Member (Subject Expert) Nominated by Academic Council	 <i>Absent</i>
5	<b>Mr. STEPHEN MOSES DINAKARAN H</b> CBO - Human Resources Program Lead - Academic Interface Program TATA Consultancy Services, Chennai.	Member Industrial Expert	 <i>Absent</i>

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6	<b>Mr. A. JAGADEESWARAN</b> Assistant General Manager Transformation Lead – FAO Tata Consultancy Services Chennai	<b>Member Industrial Expert</b>	Present Google meet 2jf-neyv-ryfj
7	<b>Ms. M. SANJANA</b> Senior Process Associate Connected Value Health Solutions CHIL SEZ IT Park Saravanampatti Coimbatore -641035	<b>Alumni</b>	Absent
8	<b>Dr. N. KUPPACHAMY</b> Associate Professor and Head Department of Tamil Dr. N.G.P. ASC Coimbatore – 641048.	<b>Co-opted Member</b>	
9	<b>Dr. A. HAZEL VERBINA</b> Professor and Head Department of English Dr. N.G.P. ASC Coimbatore – 641048.	<b>Co-opted Member</b>	
10	<b>Dr. M. SANGEETHA</b> Professor Department of Mathematics Dr. N.G.P. ASC Coimbatore – 641048.	<b>Co-opted Member</b>	
11	<b>Dr. A.Y. KETTIRAMALINGAM</b> Associate Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	<b>Member</b>	
12	<b>Dr. J. NITHYA</b> Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	<b>Member</b>	

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13	<b>Dr. D.SUJINI</b> Assistant Professor Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	
14	<b>Mrs. R. JANANI</b> Assistant Professor, Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Member	
15	<b>Ms. S. KAVIYA</b> II B. Com. (BPS) Department of Commerce (BPS) Dr. N.G.P. ASC Coimbatore – 641048.	Student Representative	

Date: 04.04.2024

**(Dr. S. Namasivayam)**

BoS Chairman/HoD  
Department of Commerce (BPS)  
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