



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.
Website: 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: Corporate Secretaryship

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

Name of the Body	BoS
Department	Commerce Corporate Secretaryship
Meeting No.	13
Date and Time	05/08/2022, 10.00 a.m.
Venue	C1 – 105
Members Attended	The details are given in the ANNEXURE -I

AGENDA

1.	Discussion on UG Curriculum for AY 2022-23 and onwards adopting R4 guidelines
2.	Discussion on UG syllabi for Part III - Core Courses for first semester 2022-23 Batch
3.	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC – Business Economics) offered by Commerce Department.
4.	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Language Department for 2022-23 Batch
5.	Discussion on Part II (Professional English) offered by English Department for 2022-23 Batch
6.	Discussion on Part IV (AECC) Environmental Studies for 2022-23 Batch
7.	Discussion on credits for Part V Extension Activity for 2022-23 Batch
8.	Discussion on Value Added Certificate Course (VACC)
9.	Discussion on PG Curriculum for AY 2022-23 and onwards adopting R4 guidelines
10.	Discussion on PG syllabi for Core Courses for first semester 2022-23 Batch
11.	Discussion on syllabus for Discipline Specific Elective (DSE) for the First Semester PG 2022-23 Batch
12.	Any other matter



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MINUTES OF THE THIRTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Commerce Corporate Secretaryship

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 Curriculum from First to Sixth Semester B.Com. Corporate Secretaryship CA for the 2022-23 to 2024-25 batch adopting R4 guidelines
Discussion	<ul style="list-style-type: none">Under regulation R4, common syllabi have been designed for the mandatory core theory courses recommended by TANSCH (All UG programmes in Faculty of Commerce). The unified syllabi framed by designated departments were approved by their respective Board.Discipline Specific Elective (DSE) grouped under four specializations (Finance, Information Technology, Human Resource Management and Marketing) as a part of Choice Based Credit System.The UG Curriculum for AY 2022-23 was presented for discussion.
Resolution	The Board unanimously approved the Curriculum.
Item - 02	Discussion on syllabi for Part III - Core Courses for first semester UG - 2022-23 Batch
Discussion	<p>225PA1A1CA : Financial Accounting (New Course)</p> <ul style="list-style-type: none">The unified syllabus approved by Board of Studies in Commerce with Professional Accounting was placed for endorsement. <p>225CI1A1CA : Principles of Management (New Course)</p> <ul style="list-style-type: none">The unified syllabus approved by Board of Studies in Commerce with Information Technology was placed for endorsement. <p>225CR1A1CP: Spread Sheet Modeling for Business Decisions – I (New Practical Course)</p> <ul style="list-style-type: none">Advanced Excel was introduced to enhance the Business application knowledge.
Resolution	The Board members approved the syllabi for the above courses.
Item - 03	Discussion on syllabus for Part III - Inter Disciplinary Course (IDC – Business Economics) offered by Department of Commerce
Discussion	<p>225CO1A1IA : Business Economics (New Course)</p> <ul style="list-style-type: none">The unified syllabus approved by Board of Studies in Commerce was placed for endorsement
Resolution	The Board unanimously approved the IDC syllabus.
Item - 04	Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Language Department for 2022-23 Batch

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Discussion	221TL1A1TA/221TL1A1HA/221TL1A1FA/221TL1A1MA: Part I : Tamil-I: Ikkala Illakiyam/ Hindi – I: Modern Literature/French – I: Grammar, Translation and Civilization/Malayalam – I: Modern Literature respectively (New Course) <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 course.
Item - 05	Discussion on Part II (Professional English) offered by department of English for 2022-23 Batch
Discussion	221EL1A1EA : Part II: Professional English I (New Course) <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in English was placed for endorsement.
Resolution	The Board members unanimously accepted the syllabus.
Item - 06	Discussion on Part IV (AECC) - Environmental Studies for 2022-23 Batch
Discussion	223MB1A1AA: Environmental Studies (New Course) <ul style="list-style-type: none">The unified syllabus approved by the Board of Studies in Microbiology was placed for endorsement.
Resolution	The Board members accepted the syllabus.
Item – 07	Discussion on credits for Part – V Extension Activity for the Batch 2022- 23
Discussion	Extension Activity - NSS/NCC/YRC/RCC/Yoga/Sports/ Clubs One credit to be awarded for participation in extension activity like YRC/RCC/NSS/ RRC/Yoga/Sports/Clubs activity.
Resolution	The Board members approved one credit to Extension Activity.
Item – 08	Discussion on Value Added Certificate Courses (VACC)
Discussion	The VAC Course entitled Tally: Accounting Software Package to be offered by the industry from the Batch 2022-23 and onwards.
Resolution	The Board members approved the VACC.
Item -09	Discussion on PG Curriculum for AY 2022-23 and onwards adopting R4 guidelines
Discussion	<ul style="list-style-type: none">Under regulation R4, common syllabi have been designed for the mandatory core theory courses recommended by TANSCH (All PG programmes in Faculty of Commerce). The unified syllabi framed by designated departments were approved by their respective Board.Discipline Specific Elective (DSE) grouped under three specializations (Law, Corporate and Finance) as a part of Choice Based Credit System.The PG Curriculum for AY 2022-23 was presented for discussion.
Resolution	The Board unanimously approved the Curriculum.
Item – 10	Discussion on syllabi for Core Courses for first semester PG - 2022-23 Batch

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Discussion	<p>225CR2A1CA : Advanced Company Law and Practice (New Course)</p> <ul style="list-style-type: none"> • Various Provisions, Regulatory framework of Companies Act and apply their conceptual skills in the formation and management of Corporate Entities were discussed and included. <p>225CR2A1CB : Higher Corporate Accounting (New Course)</p> <ul style="list-style-type: none"> • Improving the students ability of learning the techniques and methods to prepare and present accounting information of different types of companies as per the emerging accounting practices • Dr. S. Maheskumar suggested to include the topic, Internal and External Reconstruction in Unit II. <p>225CR2A1CC : Corporate Funding and Listing in Stock Exchanges (New Course)</p> <p>225IB2A1CA : Human Resources Management (New Course)</p> <ul style="list-style-type: none"> • The unified syllabus approved by the Board of Studies in Commerce International Business was placed for endorsement. <p>225CR2A1CP : Financial Modeling in Advanced Excel (New Course)</p> <ul style="list-style-type: none"> • Financial tools for analysis and interpretation of data in advanced excel were discussed and included to develop the employability skill.
Resolution	The Board members approved the syllabi for the above courses.
Item – 11	Discussion on syllabi for Discipline Specific Elective (DSE) for the First Semester PG 2022-23 Batch
Discussion	<p>Discipline Specific Elective (DSE) courses were included to impart domain specific knowledge in Law, Corporate and Finance to meet the industrial and social requirements.</p> <p>225CR2A1DA : Environmental Law (New Course)</p> <ul style="list-style-type: none"> • Understanding the importance of environmental law and its applicability in various areas of business were discussed and included. • Company Secretary M. Karthick suggested to include 'Application and Procedure to Tribunal' in Unit V. <p>225CR2A1DB : Ethics Governance and Sustainability (New Course)</p> <ul style="list-style-type: none"> • Realizing the need of having proper management of corporate structured companies 'Ethics, emerging trends in good governance practices and sustainability' were discussed and annexed. • Dr. M. Anbukarasi recommended to include Specific Professional Responsibilities, Specific Additional Provisions for Board Members and Management Committee Members in Unit II. <p>225CR2A1DC: Financial Markets and Institutions (New Course)</p> <ul style="list-style-type: none"> • Understanding the requirement for having knowledge on the process of security market and their role in the development of companies was discussed.
Resolution	The Board members approved syllabi for all the above courses.

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Item – 12	Any other matters
Discussion	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 cordially invited them for the next meeting.

Date: 05/08/2022


(Dr. S. Kowsalya)

BoS Chairman/HoD
Department of Corporate Secretaryship
Dr. N. G. P. Arts and Science College
Coimbatore – 641 048





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13th

Syllabus Revision

Faculty: Commerce
Semester: I

Board: Corporate Secretaryship

Course Code/ Name: 221TL1A1TA / PART – I - TAMIL - I: IKKALA ILAKKIYAM

Unit	Existing	Changes
I	1. உயிர்-பெற்று-தமிழர்-பாட்டு - பாரதியார் 2. படி - பாரதிதாசன் 3. போசாடல்-புறப்பட்டு - தமிழ்-ஒளி 4. தமிழ்க் கொலை புரியாதீர் - புலவர் குழந்தை 5. திரைத்தமிழ்: அ)சும்மா கிடந்த நிலத்தை - எனத் தொடங்கும் பாடல் - பட்டுக்கோட்டை கல்யாண சுந்தரனார். ஆ) சமரசம் உலாவும் இடமுமே - எனத் தொடங்கும் பாடல் - மருதகாசி. இ) உள்ளை அறிந்தால் - எனத் தொடங்கும் பாடல் - கண்ணதாசன்.	இலக்கிய வரலாறு - மறுமலர்ச்சி கவிஞர்களின் தமிழ்ப்பணிகள் பாரததேசம் - பாரதியார் தமிழரின் பெருமை - நாமக்கல் கவிஞர் திரைத் தமிழ் : விஞ்ஞானத்த வளர்க்கப் போறன்னடி - உடுமலை நாராயணகவி
II	1. கடமையைச் செய் - மீரா 2. அம்மாவின்-பொய்கள் - ஞானக்கந்தன் 3. செருப்புடன்-ஒருபேட்டி - மு.மேத்தா 4. சிங்கவால்-குரங்கின்-மரணம் - சிற்பி 5. கடல்கோள்-2004 - முத்தமிழ்-விரும்பி 6. கரிக்கிறது தாய்ப்பால் - ஆரூர் தமிழ்நாடன் 7. ஐந்தாம் வகுப்பு 'அ' பிரிவு - நா. முத்துக்குமார் 8. ஹைகூ. கவிதைகள் - 15 கவிதைகள்	இலக்கிய வரலாறு - புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும் ஒப்பிலாத சமுதாயம் - அப்துல் ரகுமான் கன்னிமாடம் - மு.மேத்தா மலையாளக் காற்று - சிற்பி
III	1. ஒரு-கதையும்-கொஞ்சம்-கள்ளிப்பாஷா - தாமரை 2. நீரில் அலையும் முகம் - அ. வெண்ணிலா 3. தொட்டிச்-செடி - இளம்பிறை 4. எனிந்த வித்தியாசங்கள் - மல்லிகா	தொலைந்து போனேன் - தாமரை தற்காத்தல் - பொன்மணி வைரமுத்து புதையுண்ட வாழ்க்கை - சுசந்தி சுப்ரமணியன்
IV	1. வேப்பமரம் - ந-பிச்சமுர்த்தி 2. அகல்நைய - புதுமைப்பித்தன் 3. ஒருபிடி-சோறு - ஜெயகாந்தன் 4. காய்ச்சமரம் - கி.ராஜநாராயணன் 5. நிசாசை - பாபா 6. சூதிரை மசால்-நாத்தா - ச-வேணுகோபால்	இலக்கிய வரலாறு - சிறுகதையின் தோற்றமும் வளர்ச்சியும் கனகாம்பரம் - கு.ப.ராஜகோபால் ஆற்றங்கரைப் பிள்ளையாசர் - புதுமைப்பித்தன் பொம்மை - ஜெயகாந்தன் காட்டில் ஒரு மான் - அம்பை வேட்கை - சூர்யகாந்தன்
V	அ. இலக்கியவரலாறு 1. மறுமலர்ச்சி கவிஞர்களின் தமிழ்ப்பணிகள் 2. புதுக்கவிதையின் தோற்றமும் வளர்ச்சியும் 3. சிறுகதையின் தோற்றமும் வளர்ச்சியும் ஆ.இலக்கணம்:1.வல்லினம் மிகும், மிகா இடங்கள் (ஒற்றுப்பிழை நீக்கி எழுதுதல்) 2. ர,ற,ல, ழ, ள,ண, ந,ன வேறுபாடு (ஒலிப்பு நெறி, சொற்பொருள் வேறுபாடு அறிதல்) இ. படைப்பாக்கப் பயிற்சி 1. கவிதை, சிறுகதை எழுதுதல்	இலக்கிய வரலாற்றுப் பகுதி அந்தந்த அலகுகளுக்குத் தகுந்தாற் போல் மாற்றி அமைக்கப்பட்டுள்ளது.

PERCENTAGE OF SYLLABUS REVISED: 44 %

COURSE FOCUS ON:

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Intellectual Property Right (IPR)	



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BoS

13th

Syllabus Revision

Faculty:

Board: Corporate Secretaryship

Semester: I

Course Code/ Name: 221TL1A1HA/ PART – I - HINDI – I: MODERN LITERATURE

Unit	Existing	Changes
I	गद्य – नूतन गद्य संग्रह (जय प्रकाश) पाठ 1- रजिया पाठ 2- मक्रील पाठ 3- बहुता पानी निर्मला पाठ 4- राष्ट्रपिता महात्मा गाँधी	-
II	कहानी कुंज- डॉ वी.पी. 'अमिताभ'(पाठ 1-4)	-
III	व्याकरण : शब्द विचार (संज्ञा, सर्वनाम, कर्मसूचक, विशेषण)	व्याकरण : शब्द विचार (संज्ञा, सर्वनाम, विशेषण)
IV	अनुच्छेद लेखन	-
V	अनुवाद अभ्यास-III (केवल अंग्रेजी से हिन्दी में) (पाठ 1 to 10)	-

PERCENTAGE OF SYLLABUS REVISED:

25 %

COURSE FOCUS ON:

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Intellectual Property Right (IPR)	



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Syllabus Revision

Faculty: Commerce

Board: Corporate Secretaryship

Semester: I

Course Code/ Name: 22ITL1AIFA / PART – I FRENCH – I: Grammar, Translation and Civilization.

Unit	Existing			Changes			
I	Objectifs de Communication	Tâche	Activités de réception et de production orale	-			
	<ul style="list-style-type: none"> • Saluer • Enter en contact avec quelqu'un. • Se présenter. • S'excuser 	En cours de cuisine, premiers contacts avec les membres d'un groupe	<ul style="list-style-type: none"> • Comprendre des personnes qui se saluent. • Échanger pour entrer en contact, se présenter, saluer, s'excuser. • Communiquer avec <i>tu</i> ou <i>vous</i>. • Comprendre les consignes de classe • Épeler son nom et son prénom. Computer jusqu'à 10. 				
II	Objectifs de Communication	Tâche	Activités de réception et de production orale	-			
	<ul style="list-style-type: none"> • Demander de se présenter. • Présenter quelqu'un. 	Dans la classe de français, se présenter et remplir une fiche pour le professeur.	<ul style="list-style-type: none"> • Comprendre les informations essentielles dans un échange en milieu professionnel. • Échanger pour se présenter et présenter quelqu'un. 				
III	Objectifs de Communication	Tâche	Activités de réception et de production orale	-			
	<ul style="list-style-type: none"> • Exprimer ses goûts. 	Dans un café, participer à une soirée de rencontres rapides et remplir de tâches d'appréciation.	<ul style="list-style-type: none"> • Dans une soirée de rencontres rapid comprendre des personnes qui échangent sur elles et sur leurs goûts • Comprendre une personne qui parler des goûts de quelqu'un d'autre. 				
IV	Objectifs de Communication	Tâche	Activités de réception et de production orale	<table border="1"> <tr> <td>Demander à quelqu'un de faire quelque chose Demander poliment. Parler d'actions passées.</td> <td>Organiser un programme d'activités pour accueillir une personne importante.</td> <td>Comprendre une personne demande un service à quelqu'un. Demander à quelqu'un de faire quelque chose Imaginer et raconter au passé à partir de situations dessinées.</td> </tr> </table>	Demander à quelqu'un de faire quelque chose Demander poliment. Parler d'actions passées.	Organiser un programme d'activités pour accueillir une personne importante.	Comprendre une personne demande un service à quelqu'un. Demander à quelqu'un de faire quelque chose Imaginer et raconter au passé à partir de situations dessinées.
	Demander à quelqu'un de faire quelque chose Demander poliment. Parler d'actions passées.	Organiser un programme d'activités pour accueillir une personne importante.	Comprendre une personne demande un service à quelqu'un. Demander à quelqu'un de faire quelque chose Imaginer et raconter au passé à partir de situations dessinées.				
<ul style="list-style-type: none"> • Présenter quelqu'un 	Dans un café, participer à une soirée de rencontres rapides et remplir de tâches d'appréciation	<ul style="list-style-type: none"> • Exprimer ses goûts. • Comprendre une demande laissée sur un répondeur téléphonique. • Parler de ses projets de week-end. 					
Autoévaluation du module I Page 40 – Préparation au DELF A1 page 42							
V	Demander à quelqu'un de faire quelque chose. Demander poliment. Parler d'actions passées.	Organiser un programme d'activités pour accueillir une personne importante.	Comprendre une personne demande un service à quelqu'un. Demander à quelqu'un de faire quelque chose. Imaginer et raconter au passé à partir de situations dessinées.	<p style="text-align: center;">Make in Own Sentences</p>			
	Tu veux bien? Page 46						

PERCENTAGE OF SYLLABUS REVISED: 25%

COURSE FOCUS ON:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Skill Development | <input checked="" type="checkbox"/> Entrepreneurial Development |
| <input checked="" type="checkbox"/> Employability | <input checked="" type="checkbox"/> Innovation |
| <input type="checkbox"/> Intellectual Property Right (IPR) | |



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13th

Syllabus Revision

Faculty: Commerce

Board: Corporate Secretaryship

Semester: I

Course Code/ Name: 221TL1A1MA / PART - I - MALAYALAM - I: MODERN LITERATURE

Unit	Existing	Changes
I	Novel : Alahayude penmakkal	Novel : Pathummayude Adu
II	Novel : Alahayude penmakkal	Novel : Pathummayude Adu
III	Short Story : Nalinakanthi	-
IV	Short Story : Nalinakanthi	-
V	Composition & Translation	Expansion of ideas, General Essay and Translation

PERCENTAGE OF SYLLABUS REVISED: 50%

COURSE FOCUS ON:

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Intellectual Property Right (IPR)	





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Syllabus Revision

Faculty: Commerce

Board: Corporate Secretaryship

Semester: I

Course Code/ Name: 221EL1A1EA- Core Course: Professional English I

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

<input checked="" type="checkbox"/>	Skill Development	<input checked="" type="checkbox"/>	Entrepreneurial Development
<input checked="" type="checkbox"/>	Employability	<input type="checkbox"/>	Innovation
<input type="checkbox"/>	Intellectual Property Rights (IPR)		





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Syllabus Revision

Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code/ Name: 225PA1A1CA - Financial Accounting

Unit	Existing	Revised
I	Accounting principles, Concepts and Conventions – Accounting- Standards- IAS & IFRS – Recording – Classification of accounts – Journal – Ledger - Subsidiary books – Advantages – Types of Subsidiary books - Preparation of trial balance. Rectification of errors – Introduction – Types of errors – Clerical errors – Errors of principles – Compensating errors – Errors of duplication.	Introduction to Accounting and Final Accounts Accounting: Definition – Objectives – Functions – Advantages – Limitations – Types of Accounts – Bases of Accounting Introduction to final accounts – Trading Account, Profit and Loss Account, Balance sheet with adjustments
II	Bank reconciliation statement - Introduction – Importance of reconciliation – Need for Bank reconciliation statement – Causes of difference – Effect of debit or credit in the cash book. Depreciation - Concept - Causes - Differences between Depreciation, depletion, amortization, and dilapidation - Methods of recording depreciation – Methods of Providing Depreciation (Eight Methods) – Accounting Problems	Bank Reconciliation Statement and Depreciation Difference between cash book and pass book balances - Meaning and Definition of Depreciation – Characteristics– Need.
III	Final Accounts of sole traders Introduction – Manufacturing account – Trading account – Preparation of trading accounts – Format of trading account – Distinction between manufacturing account and trading account – Preparation of profit and loss account – Balance sheet – Need and importance of Balance sheet – Preparation of Balance sheet.	Bills of Exchange Definition – Features – Advantages– Distinction between Bills of Exchange and Promissory Notes – Dishonour of a Bill - Bills of Exchange – Promissory notes and bills of exchange – Recording of transactions relating to bills – Renewal of bills – Retiring of bills under rebate
IV	Accounting of Non – Trading Concerns Introduction – Components – Receipts and Payments Account – Income and Expenditure Account – Balance Sheet – Items peculiar to various Non – Trading Organizations – Difference between Income and Expenditure Account & Receipts and Payments Account – Accounts of professionals.	Account Current and Average Due Date Meaning of Account current – Definition – Methods: Product, Red-ink Interest, Interest table, Periodical balance and Epoque method Meaning of Average due date – Uses – Accounting treatment - Calculation of Interest
V	Bill of Exchange, Account Current & Average Due Date Bill of Exchange – Introduction – Parties to a Bill of Exchange – Specimen of Bill of Exchange – Characteristics – Types – Advantages – Bills Receivable and Bills Payable – Accounting treatment of Bill of Exchange. (Excluding accommodation Bill) Account Current – Introduction – Procedure for calculating days of interest – Methods of computing the periods – Product method – Red-ink interest – Interest Number method – Backward method – Daily balance method. Average Due Date – Introduction – Practical uses of Average Due Date – Calculation of Average Due date.	Accounting for Consignments and Goods Sent on Sale or Return Basis Meaning of Consignment – Distinction between consignment and sale – Accounting treatment in the books of the Consignor and Consignee – Goods sent on consignment at cost and at Invoice price Meaning of Sale or Return – Purpose – Methods of Recording Sale or Return Transactions

PERCENTAGE OF SYLLABUS REVISED : 65%

COURSE FOCUS ON:



Skill Development



Entrepreneurial Development



Employability



Innovation



Intellectual Property Right (IPR)





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Syllabus Revision

Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code / Name: 225CI1A1CA/Principles of Management

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

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|--|---|
| <input type="checkbox"/> Skill Development | <input checked="" type="checkbox"/> Entrepreneurial Development |
| <input checked="" type="checkbox"/> Employability | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Intellectual Property Right (IPR) | |





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Faculty: Commerce

Board: Commerce Corporate Secretaryship

Semester: I

Course Code/ Name: 225CR1A1CP - Spread Sheet Modeling For Business Decisions - I

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

Skill Development

Entrepreneurial Development

Employability

Innovation

Intellectual Property Right (IPR)





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Faculty: Commerce

Board: Commerce Corporate Secretaryship

Semester: I

Course Code/ Name: 225CO1A1IA/ Business Economics

Unit	Existing	Revised
I	Demand-Analysis Meaning- definition- scope of business economics- micro and macro economics- significance of business economics. Demand-determinants – law of demand and demand curves – types of demand – concept of elasticity – methods of measuring price elasticity of demand.	Business Economics, Demand Demand Analysis - Change in demand and shift in demand – Determinants of elasticity of demand.
II	Supply and Cost Analysis Supply – factors affecting supply – law of supply – elasticity of supply and types of elasticity of supply – cost of production – concepts of cost and its types. Price and output decisions in various market forms: Determination of perfect market and imperfect market	Supply: Supply and Cost analysis - Legal constraints in pricing – Competition Act 2002 - history and features – Producer Price Index (PPI)
III	Business Cycle and Inflation Introduction -characteristics of business cycle- phases of business cycle- boom- recession- depression- recovery. Inflation and Deflation: definition and meaning- types of Inflation – deflation – method of calculation and its effect in economy	Business Cycle: Price analysis and Business Cycle Consumer Price Index (CPI) – Inflation Rate.
IV	Monetary and Fiscal Policy Meaning of monetary policy- objectives of monetary policy- limitations of monetary policy- instruments of monetary policy- Reserve Bank and control of credit (monetary policy) – Methods : general method (Quantitative)-selective method (Qualitative)- Fiscal Policy: meaning- objectives- instruments- limitations.	Monetary Policy Committee (MPC) - Demonetisation: merits and demerits, history of demonetisation in India
V	National Income Wealth and income- definition and concepts of national income- gross domestic product (GDP) - gross national product (GNP)- net national product (NNP)- national income (NI)- personal income (PI)- disposable personal income – per capita income- national income accounts- or social accounting – methods of computation of national income- difficulties of computation of national income and per capita income	national income accounts Transfer Payments National Income Accounting

PERCENTAGE OF SYLLABUS REVISED: 39%

COURSE FOCUS ON:



Skill Development



Entrepreneurial Development



Employability



Innovation



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Syllabus Revision

Faculty: Commerce

Board: Corporate Secretaryship

Semester: I

Course Code/ Name: 223MB1A1AA – Environmental studies

Unit	Existing	Changes
I	Introduction to Environmental studies & Ecosystems: Multidisciplinary nature of environmental studies; components of environment – atmosphere, hydrosphere, lithosphere and biosphere. Scope and importance; Concept of sustainability and sustainable development. Ecosystem - Structure and function of ecosystem; Energy flow in an ecosystem: food chain, food web and ecological succession. Case studies of the following ecosystems: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).	
II	Natural Resources: Renewable and Non-renewable Resources: Land Resources and land use change; Land degradation, soil erosion and desertification. Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations. Water: Use and overexploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state). Heating of earth and circulation of air, air mass formation and precipitation. Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.	
III	Biodiversity and Conservation: Levels of biological diversity: genetic, species and ecosystem diversity; Biogeography zones of India; Biodiversity patterns and global biodiversity hot spots. India as a mega-biodiversity nation; Endangered and endemic species of India. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.	
IV	Environmental Pollution, Environmental Policies & Practices: Environmental pollution: types, causes, effects and controls; Air, water, soil, chemical and noise pollution. Nuclear hazards and human health risks. Solid waste management: Control measures of urban and industrial waste. Pollution case studies. Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture. Environment Laws: Environment Protection Act; Prevention & Control of Pollution Act – Air & Water. Wildlife Protection Act; Forest Conservation Act; International agreements: Montreal and Kyoto protocols and conservation on Biological Diversity (CBD). The Chemical Weapons Convention (CWC). Nature reserves, tribal population and rights, and human-wildlife conflicts in Indian context.	
V	Human Communities and the Environment & Field Work : Human population and growth: Impacts on environment, human health and welfare. Carbon foot print. Resettlement and rehabilitation of project affected persons; case studies. Disaster management: floods, earthquakes, cyclones and landslides. Environmental movements: Chipko, Silent valley, Bishnios of Rajasthan. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. Environmental communication and public awareness case studies (e.g., CNG vehicles in Delhi). Visit to an area to document environmental assets; river/forest/flora/fauna, etc. Visit to a local polluted site – Urban/Rural/Industrial/Agricultural. Study of common plants, insects, birds and basic principles of identification. Study of simple ecosystems-pond, river, Delhi Ridge, etc.	Population explosion – Family Welfare Programmes Role of Information Technology in Environment and human health. Role of the Colleges, Teachers and Students in village adoption towards clean, green and make in villages in various aspects.

PERCENTAGE OF SYLLABUS REVISED:

33 %

COURSE FOCUS ON:

<input checked="" type="checkbox"/>	Skill Development	<input type="checkbox"/>	Entrepreneurial Development
<input type="checkbox"/>	Employability	<input type="checkbox"/>	Innovation
<input type="checkbox"/>	Intellectual Property Rights (IPR)		



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Syllabus Revision

Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code/ Name: 225CR2A1CA /

Advanced Company Law and Practice

Unit	Existing	Revised
I	Introduction The Company as a business medium – Nature and forms of business enterprise: Types of business enterprises. Nature and functions of companies: concept of corporate personality and nature of corporate – company as a person, resident, citizen	Case studies relating to Corporate Personalities
II	Incorporation and its Consequences Formation of a company - Formation of OPC - types of companies –Memorandum of Association – Articles of Association, additional documents required for incorporation, certificate of incorporation, commencement of business -Government and foreign companies – Alteration of memorandum and articles and limitations on power of alteration – Promoters – Meaning and importance: position, duties and liabilities – corporate transactions – pre-incorporation contracts: doctrine of ultra-vires and common seal – Protection of persons dealing with a company – the doctrine of constructive notice: doctrine of indoor management and lifting of corporate veil	Case studies relating to Promotion and Lifting of Corporate Veil
III	Financial Structure and Membership Concept of capital and financing of companies – sources of capital: classes and types of shares; equity with differential rights; issue of shares at par, premium and discount; bonus issues; rights issues; issue of sweat equity shares, employee stock option scheme; private placement Share capital – alteration of share capital- prospectus – definition; abridged prospectus; statement in lieu of prospectus; selfprospectus; information memorandum; contents; registration, misrepresentations and penalties Debt capital – debenture, debenture stock, bonds; new developments in corporate debt financing debenture trust deed and trustees; conversion of and redemption of debentures; creation of charges – fixed, floating and registration thereof – allotment and certificates – share certificates and share warrants. Membership – modes of acquiring membership including through depository mode- restriction on membership, rights and privileges of members. Transfer and transmission of securities in physical and depository modes	Types of prospectus Case studies relating to issue and misrepresentation of Prospectus Case studies relating to Transfer and transmission of securities in physical and depository mode
IV	Management and Control of Companies Directors – appointment/re-appointment of directors – qualifications, disqualifications, remuneration, vacation of office, retirement, resignation and removal; loans to directors; their powers and duties of directors; role of directors – Managing and whole-time directors manager, company secretary – appointment, re-appointment, powers and duties. Meetings of directors and committees – frequency convening and proceedings of board/committee meetings, minutes and evidence. General meetings – kinds of meetings and resolution; law, practice and procedure relating to convening and proceedings at general and other meetings; recording and signing of minutes- role of chairman; teleconferencing; postal ballot. Distribution of powers of a company – division of powers between board and general meetings; acts by directors in excess of authority; monitoring and management	Case studies - Directors – Appointment/Re-appointment and vacation of office
V	Borrowing powers & Deposits Invitation, acceptance, renewal, repayment, default and remedies. Law relating to making investments and giving guarantees and providing security	Borrowing powers and Deposits Deposits – Investments – E-Governance under Companies Act Case studies relating to Borrowing powers of Directors

PERCENTAGE OF SYLLABUS REVISED: 20 %

COURSE FOCUS ON:



Skill Development



Entrepreneurial Development



Employability



Innovation



Intellectual Property Right (IPR)





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Syllabus Revision

Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code/ Name: 225CR2A1CB/

Higher Corporate Accounting

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Skill Development | <input checked="" type="checkbox"/> Entrepreneurial |
| <input checked="" type="checkbox"/> Employability | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Intellectual Property Right (IPR) | |





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Semester: I

Course Code/ Name: 225CR2A1CC/Corporate Funding and Listing in Stock Exchanges

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

Skill Development

Entrepreneurial

Employability

Innovation

Intellectual Property Right (IPR)





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Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code / Name: 225IB2A1CB /

Human Resource Management

Unit	Existing	Changes
I	Meaning – Importance – Evaluation – Objectives – Scope - Hawthorn Studies – Its implications – Organization structure-	Characteristics - Importance and functions of HRM - Qualities of human resource manager – Role of human resource manager- Human resource management strategy and analysis - e-HRM: Nature of e-HRM, e-learning, e-compensation -Recent techniques in HRM
II	Human resource planning – Job analysis – Role analysis – Selection and Reeruitment – Right Sizing - Testing – Interview- SWOC analysis - Training – Promotion	Job description – Job specification –Job design – Concept – Approaches - Methods. Testing and competency mapping
III	Human Resource Development - Performance appraisal – Job evaluation and merit rating – Job satisfaction. Human behaviour process – Perception – Motivation- theories of Motivations - Personality development -Main determinants of Personality – Theories of personality	Placement and induction-Concept of placement and induction – Objectives – Advantages- Steps to make induction effective. Employee training: Concept –Need –Importance- Types –Objective – Design – Methods –Evaluating training effectiveness
IV	Organizational Discipline: Meaning – Causes of Indiscipline – Acts of Indiscipline – Procedure for Disciplinary Action – Organization conflict – Conflict in organizational behaviors – Individual aspect of conflict – Management of conflict - Whistle Blowing - Grievance – Meaning – Characteristics of Grievances – Causes of Grievance – Methods of knowing Grievance – Grievance Redressal Procedure	Performance Management
V	Direction – Supervision – Control - Leadership –Types of Leadership - Leadership theories, Theories of supervision	Quality of work life – Concept –Measure –Dimension – Principles. Employee relations: Building positive employee relations – Safety, health and risk management–Management of stress : Concept – Sources – Consequences – Coping with stress – Methods of stress management

PERCENTAGE OF SYLLABUS REVISED: 58%

COURSE FOCUS ON:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Skill Development | <input checked="" type="checkbox"/> Entrepreneurial Development |
| <input checked="" type="checkbox"/> Employability | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Intellectual Property Right (IPR) | |



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Syllabus Revision

Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code/ Name: 225CR2A1CP/

Financial Modeling in Advanced Excel

Exercises	Existing	Revised
1.	Calculation of the future value of a particular investment by Using Future Value (FV) function.	
2.	Using FVSCHEDULE function to calculate the future value with variable interest rate.	
3.	Calculation of the present value of an investment using Present value (PV) function.	
4.	Find out the Net Present Value of an investment by using NPV XNPV function.	
5.	Calculation of periodical payment required to pay off of loan by Using PMT and PPMT function.	
6.	Using IRR and MIRR function to calculate the Internal Rate of Return of an Investment for investment decision.	
7.	Find out the interest rate needed to pay off the loan in full for a given period of time by using RATE function.	
8.	Calculation of depreciation via a straight-line method using SLN function.	
9.		Creating of table and using various mathematical and statistical functions
10.		Creation of different charts for various business transactions
11.		Creating Pivot Table for the given data
12.		Using V lookup functions for the database

PERCENTAGE OF SYLLABUS REVISED: 28%

COURSE FOCUS ON:

- Skill Development Entrepreneurial
- Employability Innovation
- Intellectual Property Right (IPR)





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Syllabus Revision

Faculty: Commerce

Board: Commerce with Corporate Secretaryship

Semester: I

Course Code/ Name: 225CR2A1DA / Environmental Law

PERCENTAGE OF SYLLABUS REVISED: 100 %

COURSE FOCUS ON:

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|--|---|
| <input type="checkbox"/> Skill Development | <input checked="" type="checkbox"/> Entrepreneurial |
| <input type="checkbox"/> Employability | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Intellectual Property Right (IPR) | |





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Syllabus Revision

Faculty: Commerce

Semester: I

Board: Commerce with Corporate Secretaryship

Course Code/ Name: 225CR2A1DB /

Ethics Governance and Sustainability

PERCENTAGE OF SYLLABUS REVISED: 100%

COURSE FOCUS ON:

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|--|---|
| <input checked="" type="checkbox"/> Skill Development | <input checked="" type="checkbox"/> Entrepreneurial |
| <input checked="" type="checkbox"/> Employability | <input checked="" type="checkbox"/> Innovation |
| <input type="checkbox"/> Intellectual Property Right (IPR) | |





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Board: Commerce with Corporate Secretaryship

Semester: I

Course Code/ Name: 225CR2A1DC /

Financial Markets and Institutions

Unit	Existing	Revised
I	Financial Markets Overview – money market – call money market – commercial paper market – commercial bill market – Certificate of Deposit (CD) market – Treasury bill market – government or gilt-edged securities market	Case studies relating to money market and commercial bill market
II	Capital Market Overview – capital market instruments – capital market reforms – new issue market (NIM) – debt market – foreign exchange market – derivatives market	Primary market and secondary market Case studies relating to foreign exchange market and derivatives market
III	Financial Service Institutions Clearing Corporation of India Limited (CCIL) – Credit Rating and Information Services of India Limited (CRISIL) – Discount and Finance House of India Limited (DFHIL)	Asset reconstruction company (ARC).
IV	Agencies: Investment Information and Credit Rating Agency of India Limited (ICRA) – Over the Counter Exchange of India (OTCEI) – National Securities Depository Limited (NSDL) – Securities Trading Corporation of India Limited (STCI)	
V	Financial Institutions Money Market Institutions – Capital Market Institutions – National Housing Bank – Functions and working – Export-Import (EXIM) Bank of India – NABARD	

PERCENTAGE OF SYLLABUS REVISED: 22 %

COURSE FOCUS ON:



Skill Development



Entrepreneurial Development



Employability



Innovation



Intellectual Property Right (IPR)





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ATTENDANCE OF THE THIRTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

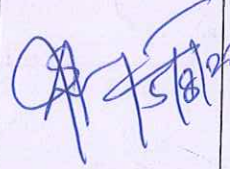
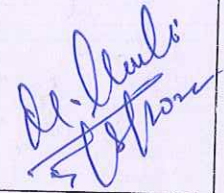

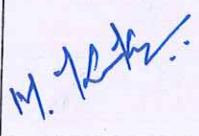
Name of the Board: Commerce with Corporate Secretaryship

Venue: C1-105

Date: 05/08/2022

Time: 10.00 A.M.

The following members were present for the board of studies meeting

S. No.	NAME	DESIGNTION	SIGNATURE*
1	Dr.S.Kowsalya Head of the Department(i/c) Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Chairman	
2	Dr.M.Anbukarasi Assistant Professor Department of Commerce Bharathiar University Coimbatore - 641 046. anbukarasi@buc.edu.in Ph:9442342585	VC nominee	
3	Dr.S.Maheskumar, Associate Professor, K.S.R College of Arts and Science (Autonomous), Tiruchengode. Email: smaheserode@gmail.com, Ph:9994888650	Subject Expert	
4	Dr.S.P.Mathiraj, Associate Professor, Department of Corporate Secretaryship, Alagappa University, Karaikudi-630003. Email: drmathiraj@gmail.com, Ph:+91 9442215552	Subject Expert	ABSENT
5	CS M. Karthick, Company Secretary, SPP & Co., 165/1, Krishnarayapuram Thotta Salaigal, Mayiladum Parai, Chettipalayam, Coimbatore - 641201, Email: karthickmanush@gmail.com, Mob.No.: +91-9789734355	Industrial Expert	
6	Ms.Vikhashini C.T, Risk & Financial Advisory, Associate Analyst, Deloitte, Hyderabad- 500081 Email: vikhashiniviksh@gmail.com, Mob.No.:91+ 80564-03298	Alumni	ABSENT

Cont...





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

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7	Ms. P. Elizabeth Rebecca II M.Com CS Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore	Students Representative	<i>Elizabeth P.R.P.</i>
8	Ms. S. N. Mirthika III.B.Com CS CA Dr. N.G.P. Arts and Science College (Autonomous), Coimbatore	Students Representative	<i>Mirthika</i>
9	Dr. N. Kuppuchamy Associate Professor & Head Department of Tamil, Dr. N.G.P. ASC	Co-opted Member	<i>N.K. 5/8/22</i>
10	Dr. R. Vithya Prabha Professor & Head Department of English, Dr. N.G.P. ASC	Co-opted Member	<i>R.V.P. 5/8/22</i>
11	Dr. M. Sangeetha Professor Department of Mathematics, Dr. N.G.P. ASC	Co-opted Member	<i>M.S. 5/8/22</i>
12	Dr. A.R. Kanagaraj Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	<i>A.R.K. 5/8/22</i>
13	Dr. K. Senthilkumar Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	<i>K.S. 5/8/22</i>
14	Dr. J. Princy Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	<i>J.P. 5/8/22</i>
15	Mr. D. Senthilnathan Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	<i>D.S. 5/8/22</i>
16	Dr. S. Jagatheeswari Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	<i>S.J. 5/8/22</i>

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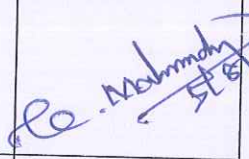
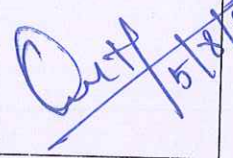
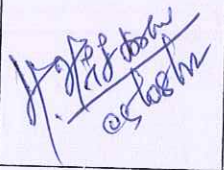
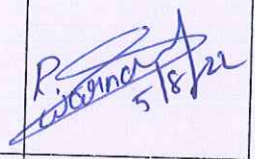
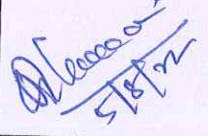
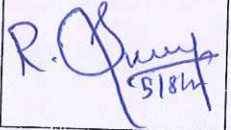


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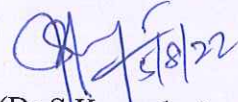
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17	Mr. R. Suresh (Comp.) Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	
18	Mr. K. Mahendran Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	
19	Dr. T. Christy Cresida Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	
20	Mrs. S. Archana Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	
21	Mrs. R. Swarnalakshmi Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	
22	Mrs. G. Ilakkia Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	
23	Mr. R. Suresh (Corp) Assistant Professor Department of Commerce with Corporate Secretaryship Dr. N.G.P. ASC	Internal Member	

Date: 05/08/2022


(Dr. S. Kowsalya)

BoS Chairman/HoD
Department of Corporate Secretaryship
Dr. N. G. P. Arts and Science College
Coimbatore - 641 048

