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**Dr. N.G.P. Arts and Science College, (Autonomous), Coimbatore – 48**

**Department of Corporate Secretaryship with Computer Application**

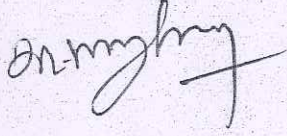

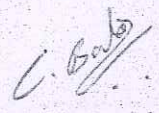
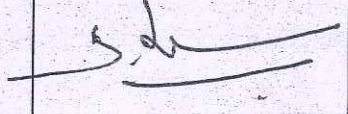
**Board of Studies Meeting Minutes**

Date : 13.04.2016

Time: 10.00 AM

Venue: Department of Corporate Secretaryship with Computer Application (Board Room)

The following members were present for the meeting

S.No	Name	Designation	Signature
1.	Dr.A.R Kanagaraj Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore.	Chairman	
2.	Dr. S. Devaki Head, Assistant Professor Department of Corporate Secretaryship Vellalr College for Women (Autonomous) Erode-638012.	VC Nominee	
3.	Dr..P.Sushama Rajan, Associate Professor & Head Department of Corporate Secretaryship Loyola College Chennai.	Academic council Member	-
4.	Dr.M.Rangarajan Associate Professor Department of Corporate Secretaryship Coimbatore.	Academic council Member	-
5.	Mr.G.Balasubramaniam Company Secretary Roots Multi Clean Ltd Coimbatore	Member Representing Corporate/Industry	
6.	Mr. B.Sathish Kumar Associate Professor & Head Department of Mathematics Dr.N.G.P Arts and science college Coimbatore	Co-opted Member	

7.	Mrs R.Kowsalya Associate Professor & Head Department of Computer Application Dr.N.G.P Arts and science college Coimbatore	Co-opted Member	R.K. / 13/4/16
8.	Mrs J.Princy Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	J.P. / 13/4/16
9.	Mr D.Senthilnathan Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	D.S. / 13/4/16
10.	Mr S,Yuvaraj Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	S.Y. / 13/4/16
11.	Ms P.Manochithra Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	P.M. / 13/4/16
12.	Mrs A.C Deepa Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	A.C. / 13/4/16
13.	Ms. G.Ilakkia Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	G.I. / 13/4/16

**Dr. N. G. P. ARTS AND SCIENCE COLLEGE (AUTONOMOUS)**  
**Department of Corporate Secretaryship**  
**B.Com., Corporate Secretaryship with Computer Applications**  
**Minutes of BOS Meeting**

**Date: 13.04.2016**  
**Venue: IQAC CELL**

**Time: 10.00AM**

The meeting was started by the welcome address given by Dr. A.R.Kanagaraj, Professor and Chairman of BOS, Department of Corporate Secretaryship with Computer Applications. Board of studies of Corporate Secretaryship with Computer Applications unanimously resolved the following resolutions.

1. The Board resolved to include the topic Investments, Loans and deposits in the third unit of Company Law and Secretarial Practice paper and Text books, reference books were changed for the same for the candidate admitted from the 2016-17 batch & onwards.
2. The board suggested to reform the "Elective -I :Corporate Governance" paper for the candidate admitted from the 2016-17 batch & onwards.
3. After due discussion by the Board the Non major elective courses were changed and approved for UG Level Students of other Departments admitted from 2016-2017 batch and onwards as :

S.No	Subject Code	Semester	Name of the Subject
1	16UNM34S	III	Legal Aspects of Business
2	16UNM44S	IV	Corporate Governance

4. Resolved to introduce and approve by the board for earning extra credits (Maximum 5 Credits) by the UG Corporate Secretaryship students admitted from 2016-2017 batch and onwards

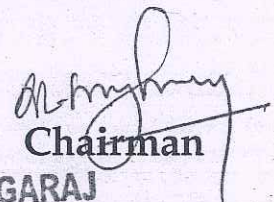
**Earning Extra credits is not mandatory for course completion**

Subject/Course/Activity	Credit	Total credits
BEC/ Self study courses	1	1
Hindi / French/ Other foreign Language approved by certified Institutions	1	1
Type Writing / Short Hand Course	1	1
Diploma/certificate/CPT/ ACS Inter/ NPTEL Course	1	1
Representation - Academic/Sports /Social Activities/ Extra Curricular / Co-Curricular activities at University/ District/ State/ National/ International	1	1
	<b>5</b>	<b>5</b>

**Self Study Paper**

S. No.	Semester	Course Code	Course Title	Maximum Marks	Total Credit
1.	I sem to V sem	16UCRSS1	Cyber Law	50	01
2.		16UCRSS2	Soft Skills (Practical)	50	01

5. No change in the existing scheme of examination and syllabus (2015-16) of B. Com Corporate Secretaryship
6. Resolved to approve the Panel of question paper setters and Examiners for Evaluation in UG Corporate Secretaryship
7. Resolved and approved Pattern of Question paper for UG Corporate Secretaryship.
8. The Board authorizes the Chairman to make any necessary change, if required.

  
**Chairman**

**Dr. A.R. KANAGARAJ**  
 Professor  
 Department of Corporate Secretaryship  
 Dr N.G.P ARTS AND SCIENCE COLLEGE  
 COIMBATORE-641 048.

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**Dr. N.G.P. Arts and Science College, (Autonomous), Coimbatore – 48**

**Department of Corporate Secretaryship**

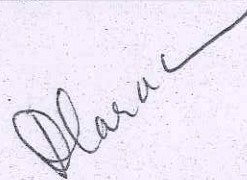
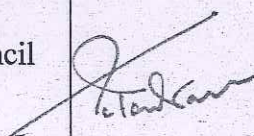
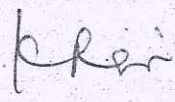
**Board of Studies meeting Minutes**

**Date : 13.04.2016**

**Time: 10.00 AM**

**Venue: Department of Corporate Secretaryship (IQAC Room)**

**Members Present**

S.No	Name	Designation	Signature
1.	Dr.D.Parasakthi Head of the Department Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore.	Chairman	
2.	Dr. R. Thanigaivel Associate Professor Department of Corporate Secretaryship D.G Vaishnav College (Autonomous) Chennai	VC Nominee	-
3.	Dr. V. Balachandran, FCS Professor & Head, and Dean (Student Affairs) Department of Corporate Secretaryship School of Management Alagappa University Karakudi-630004	Academic Council Member	
4.	Dr.Sahul Hameed Associate Professor Department of Corporate Secretaryship Bharathidasan Government College for Women Pondicherry	Academic Council Member	-
5.	Mr.K.Ravi Chief Financial Officer Roots Industries Limited Coimbatore	Member Representing Corporate /Industry	

6.	S.Mohammed Hussain Corp Roots consultants Private Limited(OPC) 8/14,S.R.Iyer Layout,Ramanathapuram Coimbatore-641045	Meritorious Alumni	—
7.	Dr. P.R.Kousalya Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	P.R. Kousalya
8.	Mrs. G.Geetha Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	G. Geetha
9.	Mr.K.Mahendran Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	K. Mahendran
10.	Ms.C.Pramila Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	C. Pramila
11.	Ms. T.Christy Cresida Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	T. Christy
12.	Mrs. S.Jagatheeswari Assistant Professor Department of Corporate Secretaryship Dr.N.G.P Arts and science college Coimbatore	Member	S. Jagatheeswari

**Dr. N. G. P. ARTS AND SCIENCE COLLEGE (AUTONOMOUS)**  
**Department of Corporate Secretaryship**  
**M.Com., Corporate Secretaryship**  
**Minutes of BOS Meeting**

**Date: 13.04.2016**  
**Venue: IQAC CELL**

**Time: 10.00AM**

The meeting was started by the welcome address given by Dr. D.Parasakthi, Professor and Chairman of BOS, Department of Corporate Secretaryship. Board of studies of Corporate Secretaryship unanimously resolved the following resolutions.

1. The Board resolved to follow the existing syllabus for the candidate admitted from 2015-16 batch & onwards.
2. Resolved to introduce and approve by the board for earning extra credits (Maximum 5 Credits) by the PG Corporate Secretaryship students admitted from 2016- 2017 batch and onwards

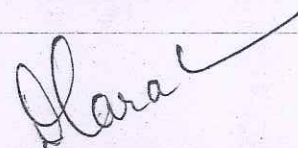
**Earning Extra credits is not mandatory for course completion**

<b>Part</b>	<b>Subject</b>	<b>Credit</b>	<b>Total credits</b>
	Publication with ISSN Journal	1	1
	Hindi /Other Foreign language	1	1
	Paper Presented in Sponsored National/ International Seminar/conference/ workshop	1	1
	Online Courses Prescribed By Department / Self study paper	1	1
	Representation - Academic/Sports /Social Activities/ Extra Curricular Activities at University/ District/ State/ National/ International	1	1
	<b>Total</b>	<b>5</b>	<b>5</b>

### Self Study Paper

S. No.	Semester	Course Code	Course Title	Maximum Marks	Total Credit
1.	I sem to III sem	16PCRSS1	Brand Management	50	01
2.		16PCRSS2	Logistics Management	50	01

3. No change in the existing scheme of examination and syllabus (2015-16) of M. Com., Corporate Secretaryship
4. Resolved to approve the Panel of question paper setters and Examiners for Evaluation in PG Corporate Secretaryship
5. Resolved and approved Pattern of Question paper for PG Corporate Secretaryship.
6. The Board authorizes the Chairman to make any necessary change, if required.



**Chairman**  
**Dr. D. PARASAKTHI,**  
M.Com., M.Phil., P.G.D.C.A., M.C.A., LL.B., Ph.D.  
HEAD, Department of Corporate Secretaryship  
Dr. N.G.P. Arts & Science College,  
Kalapatti, Coimbatore.