



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

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

BoS

15<sup>th</sup>

## MINUTES OF THE FIFTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Commerce with Professional Accounting

The Meeting of Board of Studies was held as given below:

Name of the Body	BoS
Department	Commerce with Professional Accounting
Meeting No.	15
Date and Time	08.06.2023, 10.30 a.m.
Venue	Commerce Lab
Members Attended	The details are given in the ANNEXURE -I

### AGENDA

1.	Discussion on UG curriculum for the AY 2023-24 by adopting R5 guidelines and the first semester courses.
2.	Discussion on the syllabus for the Third Semester for the Batch 2022-2025
3.	Discussion on Part I (Tamil/ Hindi/ French/ Malayalam) offered by the Language Departments for the third semester for the Batch 2022-25
4.	Discussion on Part II (Professional English) offered by the English Department for the third semester for the Batch 2022-25
5.	Discussion on Syllabi for Inter Disciplinary Course (IDC) for the Batch 2022-25
6.	Any other matters





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## MINUTES OF THE FIFTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

Board: Commerce with Professional Accounting

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 curriculum for the AY 2023-24 by adopting R5 guidelines and the first semester courses.
Discussion	The board discussed the Curriculum and syllabus for the Batch 2023-24 and no changes were recommended.
Resolution	The board resolved to retain the same.
Item – 02	Discussion on the syllabus for the Third Semester for the Batch 2022-23
Discussion	<p><b>225PA1A3CB: Cost &amp; Management Accounting (New Course)</b></p> <p>Dr.M. Anbukkarasi and Dr.N.Chidambaram suggested to introduce Cost and Management Accounting instead of Cost Accounting.</p> <p><b>225BI1A3CB: Company Law (New Course)</b></p> <ul style="list-style-type: none"><li>The unified syllabus approved by Board of Studies in Commerce Banking and Insurance department was placed for endorsement.</li></ul> <p><b>225PA1A3SP: Banking Operations (Non - Lab Practical) (New Course)</b></p> <p>Dr.N.Chidambaram suggested to include the following forms in banking perspective,</p> <ul style="list-style-type: none"><li>Form 15 G/H</li><li>PM Insurance Schemes</li></ul> <p><b>225PA1ASSA: Introduction to Information Technology (Self Study)</b></p> <p><b>225PA1ASSB: Executive Business Communication (Self Study)</b></p> <p>The syllabus of Introduction to Information Technology and Executive Business Communication was discussed and no changes were recommended.</p> <p>Dr.Prabhakar Rajkumar and CA. N.V. Palanisamy suggested to include the following courses to gain hands-on experience and develop critical skills relevant to the field of professional accounting,</p> <ul style="list-style-type: none"><li>Financial Reporting included in IV semester.</li><li>Global Financial Reporting Standards and</li><li>Banking Law and Practice included in V semester.</li></ul> <p>The Board suggested to give weightage for professional oriented courses and based on suggestions, the following courses were included in Discipline Specific Elective (DSE) in V and VI semesters,</p>

Cont...





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	<ul style="list-style-type: none"><li>• Enterprise Information System</li><li>• Strategic Management</li><li>• Corporate Governance with Business Ethics.</li></ul>
<b>Resolution</b>	The Board members approved the syllabi for the above courses.
<b>Item –03</b>	<b>Discussion on Syllabus for Part III - Inter Disciplinary Course (IDC) offered by Commerce department</b>
<b>Discussion</b>	<b>225CO1A3IA: Business Economics</b> <ul style="list-style-type: none"><li>• The unified syllabus approved by the Board of Studies in Commerce department was placed for endorsement.</li></ul> <b>225PA1A3IA – Business Accounting(New Course)</b> <ul style="list-style-type: none"><li>• The syllabus of Business Accounting offered to B.C.A.department discussed and no changes were recommended.</li></ul>
<b>Resolution</b>	The Board members approved the syllabi for the above courses
<b>Item – 04</b>	<b>Discussion on Part I (Tamil/Hindi/French/Malayalam) offered by Languages Department for the Batch 2022-25</b>
<b>Discussion</b>	<b>221TL1A3TA-Tamil-III</b> <b>221TL1A3HA-Hindi-III</b> <b>221TL1A3FA- French-III</b> <b>221TL1A3MA-Malayalam-III</b> The unified syllabi approved by the Board of Studies in Languages was placed for endorsement
<b>Resolution</b>	The Board members approved the syllabi for the above Courses
<b>Item –05</b>	<b>Discussion on Part II (Professional English) offered by Department of English for theBatch 2022-25</b>
<b>Discussion</b>	<b>221EL1A3EA – Professional English III</b> <ul style="list-style-type: none"><li>• The unified syllabus approved by the Board of Studies in English was placed for endorsement</li></ul>
<b>Resolution</b>	The Board unanimously approved the syllabus
<b>Item – 06</b>	<b>Any other matters</b>
<b>Discussion</b>	<ul style="list-style-type: none"><li>• In order to fulfill the current requirements of the students, GST Certification (35 Hours) and GST Practitioner (6 months) Courses were discussed.</li></ul>
<b>Resolution</b>	The Board unanimously recommended the Certificate Course for the upcoming batches.

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

Date: 08/06/2023

  
(Dr.K.Vanaja)

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

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## Syllabus Revision

Faculty: Commerce Board: Commerce with Professional Accounting  
Semester: III Course Code/ Name: 225PA1A3CA- Advanced Accounting -II(new course)

S.No.	Content
1	<b>Unit-I Partnership Accounts</b> Partnership Accounts –division of profits – fixed and fluctuating capital – past adjustments- guarantee of profits – Profit and Loss appropriation Account - Final accounts of Partnership firms.
2	<b>Unit-II Admission of a partner and LLP</b> Admission of a partner: Adjustment in profit sharing ratio – calculation of sacrificing ratio – Treatment of goodwill. Concept of Limited Liability Partnership-Formations, benefits, disadvantages and LLP Names. Case study on Admission of a Partner
3	<b>Unit-III Retirement and death of a partner</b> Retirement and death of a partner: Profit sharing ratio – gaining ratio - Treatment of goodwill – revaluation of assets and liabilities – treatment of undistributed profit and losses – payment to the retiring partner. Case study analysis on Retirement and Death of a Partner
4	<b>Unit-IV Dissolution of partnership firm</b> Dissolution of partnership firms: Modes of dissolution – accounting treatments – treatment of goodwill – treatment of unrecorded assets and liabilities - piecemeal distribution of assets. Insolvency of a partner-Application of Garner vs Murray rule. Case study on Insolvency of a Partner (Application of Garner vs Murray rule).
5	<b>Unit-V Amalgamation of partnership firms</b> Amalgamation of partnership firms: Forms of amalgamation of firms - Treatment in the books of amalgamating firms.

Note: Distribution of Marks: 80% problems and 20% theory.  
Case studies related to the above topics to be discussed (Examined internalonly)

PERCENTAGE OF SYLLABUS REVISED: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"/> Innovation                          |
| <input type="checkbox"/> Intellectual Property Rights (IPR) | <input type="checkbox"/> Gender Sensitization                           |
| <input type="checkbox"/> Social Awareness/ Environment      | <input type="checkbox"/> Constitutional Rights/<br>Human Values/ Ethics |





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## Syllabus Revision

Faculty: Commerce  
Semester: III

Board: Commerce with Professional Accounting  
Course Code/ Name: 225PA1A3CB: Cost & Management Accounting (New Course)

S.No.	Content
1	<b>Unit-I Cost and Management concept</b> Cost Accounting: Meaning, Definition- Scope –Differences between Cost and Financial Accounting - Elements of Cost - Preparation of Cost Sheet. Management Accounting: Meaning - Definition – Characteristics, Objectives, Distinction between management accounting and cost accounting.
2	<b>Unit-II Material and Labour costing</b> Material: Levels of material Control - Techniques of inventory control - Purchasing of Materials – Requisition for stores– Methods of valuing material issue – LIFO – FIFO – Simple Average - Weighted Average. Labour: System of wage payment – Idle time – Control over idle time – Labour turnover – Methods of Remuneration and Incentive systems – Halsey Plan – Rowan Plan. Case study on Labour turnover
3	<b>Unit-III Overheads and Process costing</b> Overhead: Classification of overheads – Allocation of overhead and Absorption of overhead. Process costing: Features of Process costing – Process losses, Wastage, Scrap, Normal process loss – Abnormal loss, Abnormal gain. (Excluding inter process profits and equivalent production).
4	<b>Unit-IV Ratio Analysis &amp; Working Capital</b> Ratio Analysis: Meaning- Classification of ratios -Analysis of Liquidity, Solvency, Profitability. Working Capital: Meaning– Determinants -Working capital requirements and its computation. Case study analysis on Working Capital
5	<b>Unit-V Marginal costing and Budgetary control</b> Marginal costing: Meaning –Break Even Analysis – Managerial applications. Budgeting and Budgetary control: Definition, Classification of Budgets –Material Budget - Purchase Budget-Production Budget-Sales Budget - Cash Budget - Flexible Budget. Case study on Budgeting

Note: Distribution of Marks: 80% problems and 20% theory.

Case studies related to the above topics to be discussed (Examined internalonly)

PERCENTAGE OF SYLLABUS REVISED: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"/> Innovation                          |
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## Syllabus Revision

Faculty : Commerce

Board : Commerce with Professional Accounting

Semester: III

Course Code / Name: 225PA1A3SP- Banking Operations

(Non - Lab Practical)(New Course)

S.No	Name of practices	Documents to be collected and filed	Presentation
1	Bank Account opening & transactions	Account opening form for Savings Bank Account, Pay in slip, Withdrawal form, Demand Draft Challan & Cheque.	Write down the details and procedure for application form for Savings Bank Account and Current Account, other forms/ Challans.
2	Application for Availing locker Facility	Availing locker Facility application form collected from the bank and duly filled.	Write down the details and procedure for Availing locker Facility application form.
3	NRI Account	NRI Account application form collected from the Bank and duly filled.	Write down the details and procedure for NRI Account application form.
4	CreditCard	Credit card application form Collected from the bank and duly filled.	Write down the details and procedure for credit card application form.
5	CashCredit	Cash credit application form collected from the bank and duly filled.	Write down the details and procedure for cash credit application form.





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6	OverDraft	Over draft application form collected from the bank and duly filled.	Write down the details and procedure for Overdraft application form.
7	Education Loan	Application form for education Loan Collected from bank and duly filled.	Write down the details and procedure for Education Loan application form.
8	MortgageLoan	Application form for mortgage collected from bank and duly filled.	Write down the details and procedure for Mortgage loan
9	InternetBanking and Mobile Banking	Internet banking application and mobile banking application form collected from the Bank and duly filled.	Write down the details and procedure for internet and mobile banking application form.
10	RTGS-NEFT	RTGS & NEFT application form collected from the Bank and duly filled.	Write down the details for RTGS & NEFT application form and file the filled form
11	Foreign Travel Card	Foreign Travel Card application form collected from the bank and duly filled.	Write down the details and procedure for Foreign Travel Card application form.
12	Account Closure Request Form	Account Closure Request form collected from the bank and duly filled.	Write down the details and procedure for Account Closure Request form.
13	Form15 G/H	Self declaration form for not deducting TDS	Write down the details and procedure for by an individual submitted to the Bank requesting not to deduct TDS on Interest Income.





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14	PM Insurance Schemes	Pradhan Mantri Suraksha Bima Yojana	Write down the details and procedure for application form.
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Note: Out of 14-10 Mandatory

PERCENTAGE OF SYLLABUS REVISED: 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"/> Innovation                          |
| <input type="checkbox"/> Intellectual Property Rights (IPR)       | <input type="checkbox"/> Gender Sensitization                           |
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## Syllabus Revision

Faculty: Commerce  
Semester: III

Board: Commerce with Professional Accounting  
Course Code/ Name: 225PA1A3IA: BUSINESS ACCOUNTING  
(New Course)

S.No.	Content
1	<b>Unit-I Fundamentals of Book Keeping</b> Fundamentals of Book Keeping: Definition, objectives, methods of accounting, Branches of accounting, Types of Accounts and Accounting rules – Accounting Concepts and Conventions – double entry system – advantage – difference between double entry and single entry Case study on double entry system
2	<b>Unit-II Accounting Books</b> Journal, ledger, and Trial balance, subsidiary books – purchase book, sales books, purchase returns book, sales returns book and cash book with single, double and triple column cash book.
3	<b>Unit-III Final Accounts</b> Final Accounts of a sole trader - Trading Account, Profit and Loss Account and Balance Sheet with simple adjustments. Case study on Final Accounts
4	<b>Unit-IV Accounting for consignments and Joint ventures</b> Accounting for consignments and Joint ventures: Consignment Meaning, definition, features, account sales, valuation of unsold stock, goods sent on consignment at cost price various commission to consignee (only Problem). Joint venture: Meaning, features, distinction between joint venture and partnership, joint venture and consignment.(Only Theory).
5	<b>Unit-V Depreciation</b> Depreciation - Meaning- Features- Methods- Straight Line Method– WDV Method - Annuity Method. Case study on Depreciation methods.

**Note:** Distribution of Marks: 80% problems and 20% theory.

Case studies related to the above topics to be discussed (Examined internal only)

**PERCENTAGE OF SYLLABUS REVISED: 100 %**

**COURSE FOCUSES ON:**

- |   |   |
|---|---|
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| <input checked="" type="checkbox"/> Employability           | <input type="checkbox"/> Innovation                                     |
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## Syllabus Revision

Faculty: Commerce  
Semester: III

Board: Commerce with Professional Accounting  
Course Code/ Name: 225PAIASSA: INTRODUCTION TO  
INFORMATION TECHNOLOGY (New Course)

S.No.	Content
1	<b>Unit-I</b> Introduction to Computers Computer: Introduction – Meaning- characteristics – Generations – Types of Digital Computer – components of Computer – Input, Storage and Output Devices – Uses of Computers in Modern Business.
2	<b>Unit-II</b> Software Software : Meaning – Types of Software – Operating Systems: Meaning – Functions – Types – Programming Language - Compilers and Interpreters.
3	<b>Unit-III</b> Database Management Systems Database Processing: Data Vs. Information – Database Management Systems: Meaning – components – Uses – Limitations – Types.
4	<b>Unit-IV</b> Management Information System Management Information System: Meaning – characteristics – functional Management Information Systems: Financial – accounting – Marketing – Production – Human resource – Business Process Outsourcing.
5	<b>Unit-V</b> Networking Networking – Meaning – types – Internet: Meaning – Internet Basics – World Wide Web – Internet Access – Intranet – Protocols – Types – Search Engines – Electronic Mail.

### COURSE FOCUSES ON:

- |   |  |
|---|--|
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| <input checked="" type="checkbox"/> Employability                 | <input checked="" type="checkbox"/> Innovation                                     |
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## Syllabus Revision

**Faculty: Commerce**  
**Semester: III**

**Board: Commerce with Professional Accounting**  
**Course Code/ Name: 225PAIASSB: EXECUTIVE BUSINESS COMMUNICATION (New Course)**

S.No.	Content
1	<b>Unit-I</b> Communication Business Communication : Meaning – Importance of Effective Business Communication - Modern Communication Methods – Business Letters : Need – Functions - Kinds - Essentials of Effective Business Letters - Layout.
2	<b>Unit-II</b> Business Letters Trade Enquiries - Orders and their Execution - Credit and Status Enquiries – Complaints and Adjustments - Collection Letters – Sales Letters – Circular Letters.
3	<b>Unit-III</b> Correspondence Letters Banking Correspondence - Insurance Correspondence - Agency Correspondence
4	<b>Unit-IV</b> Report Writing Application Letters – Preparation of Resume - Interview: Meaning – Objectives and Techniques of various types of Interviews – Public Speech – Characteristics of a good speech – Business Report Presentations.
5	<b>Unit-V</b> Modern Communications Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites and their use in Business.

### COURSE FOCUSES 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 Rights (IPR)       | <input type="checkbox"/> Gender Sensitization                           |
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## ATTENDANCE OF FIFTEENTH BOARD OF STUDIES MEETING

Faculty: Commerce

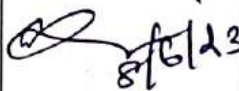
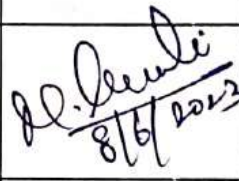
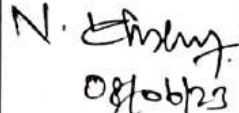
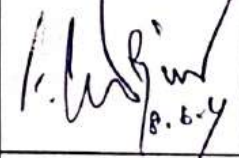

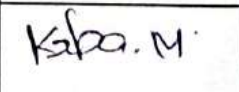
Name of Board: Commerce with Professional Accounting

Date : 08.06.2023

Time : 10.30 a.m.

Venue : Commerce Lab (D1-101)

The following members were present for the Meeting

S. No.	Name	Designation	Signature
1	Dr. K. Vanaja, Professor & Head, Department of Commerce with Professional Accounting, Dr.N.G.P. Arts and Science College, Coimbatore.	Chairman	 8/6/23
2	Dr.M.Anbukarasi, Assistant Professor, Bharathiar University, Coimbatore-641 046.	VC nominee	 8/6/2023
3	Dr.N.Chidambaram, Associate Professor, Professional Studies, School of Commerce, Finance and Accountancy, Christ University, Bangalore Campus, Dharmaram College Post, Hosur Road, Bengaluru-560 029.	Subject Expert	 08/06/23
4	Dr.Prabhakar Rajkumar, Professor, Department of Commerce, Periyar University, Salem- 636 011, Tamil Nadu.	Subject Expert	 8.6.23
5	CA.N.V.Palanisamy, Chairman- ICAI Coimbatore Chapter, NVP & Co., Chartered Accountant, Coimbatore-641002.	Industrial Expert	
6	Ms. M.Kiruba, Team Leader, Byju's, KCT Tech Park, Coimbatore-6410 035.	Alumni	 Ksba.M



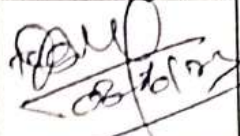





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7	Dr.N.Kuppuchamy, Associate Professor & Head, Department of Tamil, Dr.N.G.P. Arts and Science College,Coimbatore.	Co-opted Member	
8	Dr.R.Vithya Prabha, Professor & Head, Department of English, Dr.N.G.P. Arts and Science College,Coimbatore.	Co-opted Member	R.V-e pe 8/6/23
9	Dr.R.Sowrirajan, Professor & Head, Department of Mathematics, Dr.N.G.P. Arts and Science College,Coimbatore.	Co-opted Member	
10	Dr. M. Kalimuthu, Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Internal Member	M. Selva 8/6/23
11	Dr. N. Ramya, Associate Professor, Department of Commerce(PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Internal Member	N-R 8/6/23
12	Dr. P.Dhanya, Associate Professor, Department of Commerce(PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Internal Member	
13	Dr. D. Sivasakthi, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Internal Member	D. S 8/6/23
14	Dr.R.Mayilsamy, Associate Professor, Department of Commerce(PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Internal Member	
15	Mr.A.David, Assistant Professor, Department of Commerce(PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Internal Member	A.D 8/6/23
16	Ms. M.Darshana Devi (UG), Department of Commerce (PA), Dr.N.G.P. Arts and Science College,Coimbatore.	Student Representative	M. Darshana 8/6/23

Date: 08/06/2023



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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

Approved by Government of Tamil Nadu & Accredited by NAAC with A++ Grade (3<sup>rd</sup> Cycle – 3.64 CGPA)

Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India.

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