	<p align="center">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</p>	<p align="center">BoS</p> <p align="center">19th</p>
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Department of Commerce with Professional Accounting

Board of Studies Meeting

The minutes of the 19th meeting of Board of Studies held on 28.06.2025 at 11.00 a.m. at Commerce Lab.

Members Present:

S. No.	Name	Designation
1	Dr. M. Kalimuthu, Professor & Head (i/c), Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Chairman
2	Dr.M.Sudhahar, Assistant Professor & Head, PG & Research Department of Commerce, Gopi Arts and Science College, Gopichettipalayam.	VC nominee
3	Dr.R.Velmurugan, Associate Professor & Head, Department of Commerce, Karpagam Academy of Higher Education, Eachanari Post, Coimbatore- 641021.	Subject Expert
4	Dr.P.Santhi, Professor in Commerce, Dean, School of Commerce and Management, Avinashilingam Institute for Home Science and Higher Education for Women, Bharathi Park Road, Coimbatore- 641043.	Subject Expert
5	CA K Jalapathi, Anbarasu & Jalapathi Chartered Accountants, 30C, Alagesan Road, Saibaba Colony, Coimbatore-641011.	Industrial Expert
6	U S Vaishnav, 107,8 th Street, Dr.Jaganatha Nagar, Civil Aerodrome Post, Coimbatore – 641014.	Alumni
7	Dr.N.Kuppuchamy, Associate Professor & Head, Department of Tamil, Dr.N.G.P. Arts and Science College, Coimbatore.	Co-opted Member

8	Dr.A.Hazel Verbina, Professor & Head (i/c), Department of English, Dr.N.G.P. Arts and Science College, Coimbatore.	Co-opted Member
9	Dr.R.Sowrirajan, Professor & Head, Department of Mathematics, Dr.N.G.P. Arts and Science College, Coimbatore.	Co-opted Member
10	Dr. S.Suguna, Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member
11	Dr. N. Ramya, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member
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
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
16	Ms.P.Maheswari, Assistant Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member
17	Dr.S.Malini, Assistant Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member
18	Kritheshni. T (UG), Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Student Representative
19	Karthikeyan.P (UG), Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Student Representative

The HoD / Chairman of Commerce with Professional Accounting Dr. M. Kalimuthu welcomed and introduced all the members and requested 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 members to attend the meeting and requested to grant leave of absence.

1. Subject Expert: Dr.R.Velmurugan, Associate Professor & Head, Karpagam Academy of Higher Education, Coimbatore.
2. Internal Member: Dr. P. Revathi, Associate Professor, Department of Commerce (PA).
3. Alumni: Mr.U S.Vaishnav, Dr.Jaganatha Nagar, Civil Aerodrome Post, Coimbatore – 641014.

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

Item 19.1: To review and approve the minutes of the 18th BoS meeting held on 08.11.2024.

The Chairman of the Board presented the 18th minutes of the BoS meeting held on 08.11.2024 and requested the members to approve. After brief discussion, the following resolution was passed.

Resolution: Resolved to approve the minutes of the 18th BoS meeting held on 08.11.2024.

Item 19.2: To consider and approve the Scheme and Syllabi for I Semester for the students admitted during the academic year 2025-26.

The Chairman presented the detailed Scheme and Syllabi for I Semester for the students admitted from the academic year 2025-26. The members deliberated in detail about the Scheme and Syllabus of each course, after discussion it is unanimously decided to adopt the same scheme and syllabus without any modifications.

Changes Made:

B. Com. (PA)		
Course Code	Course	Changes and Reasons
25PAU1CA	Principles of Accountancy	Dr.P.Santhi, Subject Expert and CA K Jalapathi, Industrial Expert suggested to include the following topics based on CA and CMA course contents, Unit-I- Capital and Revenue Expenditure Unit-II- Rectification of Errors Unit-III- Insolvency and Accommodation Bills Unit-IV- Accounting for Joint Ventures Unit-V- Financial Statements of Not-for-Profit Organizations

25PAU1CB	Commercial Law	CA K Jalapathi, Industrial Expert suggested to include the following topics based on CA and CMA course contents Unit-II- Contingent and Quasi Contract Unit-III- Bailment Unit-IV- Partnership Act and Limited Liability Partnership Act
25PAU1CC	Executive Business Communication	Dr.P.Santhi, Subject Expert and CA K Jalapathi, Industrial Expert suggested to include the following topics based on CA and CMA course contents, Unit-I- Legal Aspects of Business Communication Unit-III- Company Secretarial Correspondence
25PAU1CP	Advanced Spreadsheet	CA K Jalapathi, Industrial Expert suggested to include the following exercise for industrial needs, • Basic concepts related with user defined Macros

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

Resolution: Resolved to approve the Scheme, the modification and adopt the syllabi for the students admitted in UG for the academic year 2025-26.

Item 19.3: To consider and approve the changes, if any, in the syllabi for the III Semester for the students admitted during the academic year 2024-25.

The Chairman presented the detailed syllabi for the III Semester for the students admitted during the academic year 2024-25. The syllabi of III Semester framed for the batch 2023-24 will be followed for the students admitted from the academic year 2024-25.

IDC Offered

The following IDC course is offered

Course Code	Course Name	Department
24PAU3IA	Business Accounting	Computer Applications

After discussion the following resolution was passed.

Resolution: Resolved to approve the existing Syllabi for the III Semester for the students admitted from the academic year 2024-25.

Item 19.4: To consider and approve the changes, if any, in the Syllabi for V Semester for the students admitted during the academic year 2023-24.

The Chairman presented the detailed syllabi for the V Semester for the students admitted from the academic year 2023-24. The syllabi of V Semester framed for the batch 2022-23 will be followed for the students admitted from the academic year 2023-24.

Discipline Specific Electives

The following Discipline Specific Elective Courses are available to our students:

Course Code	Course	Department
235FI1A5DA	Financial Markets	Finance
235IB1A5DA	International Business Environment	International Business
235BI1A5DA	Advertising and Salesmanship	Banking and Insurance
235CO1A5DA	Human Resource Management	Commerce

Generic Elective Course Offered

Course Code	Course	Department
235PA1A5GP	Commercial Practices (Non-Lab Practical)	To all UG Programme (other than Commerce)

After discussion the following resolution was passed.

Resolution: Resolved to approve the existing Syllabi for the V Semester for the students admitted from the academic year 2023-24.

Item 19.5: To consider and approve the courses offered by NPTEL that are equivalent to courses offered in our curriculum.

The board discussed the courses offered by NPTEL that are equivalent to the courses offered in our curriculum.

Resolution:

Resolved to approve the courses that are equivalent to courses offered by NPTEL in our curriculum.

Item 19.6: To consider and approve the Self Study courses to earn extra credit for III semester for the students admitted in UG during the academic year 2024-25.

The Chairman presented the Self Study courses to earn extra credit for III semester for the students admitted in UG during the academic year 2024 -25.

B. Com (PA)	
Course Code	Course Name
24PAUSSA	Introduction to Information Technology
24PAUSSB	Principles of Marketing

Resolution:

Resolved to approve the Self Study courses to earn extra credit for III semester for the students admitted in UG during the academic year 2024-25.

Item 19.7: To approve the panel of examiners for the Odd semester of the academic year 2025-26.

The Chairman presented the panel of examiners for Question Paper Setting, Question Paper Scrutiny and conduct of Practical and evaluation of answer scripts for the academic year 2025-26.

Resolution: Resolved to approve the panel of examiners for question paper setting, question paper scrutiny and conduct of Practical and evaluation of answer scripts for the odd semester of the academic year 2025-26.

Item 19.8: To consider and approve any other item brought forward by the Chairman and the members of the board.


The Chairman presented the detailed syllabus of Students Skill Development Course - Essentials of Personal Finance offered by Swayam Plus for approval for the students admitted for the Academic Year 2024-25.

The Chairman brought forward the achievements of students in CA and CMA Professional courses conducted by The Institute of Chartered Accountants of India and The Institute of Cost Accountants of India.


Resolution: Resolved to approve the Students Skill Development Course and Professional Courses for the students admitted for the Academic Year 2024-25.

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.N.Ramya.

Date: 28.06.2025


(Dr. M. Kalimuthu)

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

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		19th

Syllabus Revision

Faculty: Commerce

Board: Commerce with Professional Accounting

Semester: I


Course Code / Name: 25PAU1CA / Principles of Accountancy

Unit	Existing	Changes
I	Introduction to Accounting and Final Accounts Accounting Definition – Objectives – Functions – Advantages – Limitations – Types of Accounts – Basis of Accounting – Accounting Principles: Accounting Concepts and Conventions – Journal – Ledger – Subsidiary books – Trial balance. Final Accounts: Introduction – Trading Account, Profit and Loss Account, Balance sheet with adjustments. Case Study on Accounting Concepts	Capital and Revenue Expenditure, Capital and Revenue Receipts, Contingent Assets and Contingent Liabilities.
II	Bank Reconciliation Statement and Depreciation Bank Reconciliation Statement – Need – Preparation of Bank Reconciliation Statement. Meaning and Definition of Depreciation – Characteristics – Causes – Need – Methods (Straight Line, Written Down, Annuity, Sinking Fund, Insurance Policy and Machine Hour Rate methods). Case Study on Bank Reconciliation Statement	Rectification of Errors: Classification of Errors – Rectification of Errors – Preparation of Suspense Account.
III	Bills of Exchange Bills of Exchange - Definition – Features – Advantages – Types – Promissory Notes – Definition – Features – Distinction between Bills of Exchange and Promissory Notes – Recording transactions relating to bills – Retiring of bill under rebate – Dishonour of a Bill - Renewal of bills. Case Study on Bills of Exchange	Insolvency – Accommodation Bills.
IV	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.	Accounting for Joint Ventures: Meaning – Characteristics – Joint Venture Vs. Consignment – Joint Venture Vs. Partnership – Methods of Recording Joint Venture Transactions: when a separate set of books is kept, when separate set of books is not kept.
V	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.	Financial Statements of Not-for-Profit Organizations: Meaning – Receipt and Payment Account Vs. Income and Expenditure Account – Profit and Loss Account Vs. Income and Expenditure Account – Preparation of Receipt and Payment Account, Income and Expenditure Account and Preparation of Balance sheet.

PERCENTAGE OF SYLLABUS REVISED : 40 %

COURSE FOCUSES ON:

<input checked="" type="checkbox"/> Skill Development	<input checked="" type="checkbox"/> Entrepreneurial Development
<input checked="" type="checkbox"/> Employability	<input checked="" type="checkbox"/> Innovations
<input type="checkbox"/> Intellectual Property Rights	<input type="checkbox"/> Gender Sensitization
<input type="checkbox"/> Social Awareness/ Environment	<input type="checkbox"/> Constitutional Rights/ Human Values/ Ethics

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		19 th

Syllabus Revision

Faculty: Commerce

Board: Commerce with Professional Accounting

Semester: I

Course Code / Name: 25PAU1CB / Commercial Law

Unit	Existing	Changes
I	Indian Contract Act, 1872 Meaning of Law - Indian Contract Act, 1872 - Meaning of Contract and Agreement - Difference between Contract and Agreement - Types of contracts - Valid, void and voidable, illegal and immoral contracts - Essential elements of a contract - Offer and Acceptance - Consideration - Capacity to contract. Free Consent - Coercion - Undue Influence - Fraud - Misrepresentation - Mistake. Case Study: Capacity to contract	
II	Performance of Contract and Specific Relief Legality of Object - Performance of contract - Discharge of contract - Modes. Breach of contract - Types of breach - Remedies for breach of contract. Specific Relief - Specific Reliefs and Defence - Specific Performance and Defence - Unenforceable Contracts - Recession of Contracts - Cancellation of Instrument - Preventive Reliefs. Case Study: Remedies for breach of contract.	Contingent Contract: Definition - Essentials - Rules - Wagering Agreement Vs. Contingent Contract. Quasi Contract: Meaning - Features - Types.
III	Special Contracts Contract of Indemnity - Essentials - Rights - Contract of Guarantee - Essentials - Difference between Contract of Indemnity and Guarantee - Kinds - Surety - Rights and Liabilities. Bailment and Pledge - Essentials - Kinds - Rights and Duties. Law of Mortgage - Mortgage vs. Pledge - Law of Agency - Rules - Essentials - Kinds - Rights and Duties of Agent and Principal - Personal Liability of an agent - Termination of agency - Methods.	Case Study on Bailment.
IV	Law Relating to Sale of Goods Act, 1930 The Sale of Goods Act, 1930 - Essentials of Contract of sale - Sale distinguished from Agreement to sell - Conditions and Warranties - Doctrine of Caveat Emptor - Unpaid seller - Rights against Goods and the buyer. Case Study: Sale of Goods Act, 1930.	Partnership Act and Limited Liability Partnership Act Indian Partnership Act, 1932: Nature of Partnership: Definitions - Elements - Partnership Distinguished from other forms of organisation - Kinds of Partnership - Types of partners. Relations of Partners: Rights and Duties of Partner - Reconstitution of firms - Registration and Dissolution of a firm: Registration of firms. Consequences of Non-registration. Dissolution of firm, Modes of Dissolution, Consequences of Dissolution. Limited Liability Partnership Act, 2008: Meaning - Definitions - Characteristics - Advantages - Incorporation of LLP - Difference with other forms of organisations. Case Study on Limited Liability Partnership Act.
V	Information Technology Act, 2000 Definitions - Digital signatures - Electronic Governance - Attributions - Use of electronic records and electronic signature in Government and its Agencies - Secure Electronic Reports and Secure digital signature - Certifying Authorities - Digital Signature Certificate - Encryption - Duties of Subscribers.	

PERCENTAGE OF SYLLABUS REVISED

: 25 %

COURSE FOCUSES ON:



Skill Development



Employability



Intellectual Property Rights



Social Awareness/ Environment



Entrepreneurial Development




Innovations



Gender Sensitization



Constitutional Rights/ Human Values/ Ethics

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Syllabus Revision

Faculty: Commerce

Board: Commerce with Professional Accounting

Semester: I

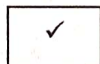
Course Code / Name: 25PAUICC / Executive Business Communication

Unit	Existing	Changes
I	Communication Business Communication: Meaning – Importance of Effective Business Communication – Modern Communication Methods – Business Letters: Need – Functions – Kinds – Essentials of Effective Business Letters – Layout.	Legal Aspects of Business Communication.
II	Business Letters Trade Enquiries – Orders and their Execution – Credit and Status Enquiries – Complaints and Adjustments – Collection Letters – Sales Letters – Circular Letters.	-
III	Correspondence Letters Banking Correspondence – Insurance Correspondence – Agency Correspondence.	-
IV	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.	Company Secretarial Correspondence Duties of Secretary – Classification of Secretarial Correspondence – Proposals, Agenda and Minutes. Case Study on Secretarial Correspondence.
V	Modern Communications Modern Forms of Communication: Fax – E-mail – Video Conferencing – Internet – Websites and their use in Business.	-

PERCENTAGE OF SYLLABUS REVISED

: 15 %

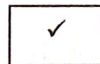
COURSE FOCUSES ON:



Skill Development



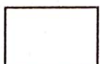
Entrepreneurial Development



Employability



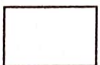
Innovations



Intellectual Property Rights




Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics

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Syllabus Revision

Faculty: Commerce
Semester: I

Board: Commerce with Professional Accounting
Course Code / Name: 25PAU1CP / Advanced Spreadsheet

Unit	Existing Exercises	Changes
1	Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.	-
2	Conditional Formatting: Manage Rules, Data Bars, Color Scales, Icon Sets, New Rule, Find Duplicates, Shade Alternate Rows, and Compare Two Lists, Conflicting Rules, and Checklist.	-
3	Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard	-
4	Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical functions.	-
5	Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, and Decline.	-
6	Creating Pivot Table to analyses sales report.	-
7	Prepare Final Accounts (Trading, Profit & Loss Account and Balance Sheet) by using formula.	-
8	Prepare a payroll for employee database of an organization with the following Details. Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.	-
9	Create mailing labels for student database which should include atleast three Table must have atleast two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.	-
10	Gather price, quantity and other descriptions for five products and enter in the Access table and create an invoice in form design view.	-
11	V-Lookup and H-Lookup	-
12	EMI Calculation	Basic concepts related with user defined Macros by automating recording a Macro.

PERCENTAGE OF SYLLABUS REVISED : 10 %

COURSE FOCUSES ON:



Skill Development



Entrepreneurial Development



Employability



Innovations



Intellectual Property Rights



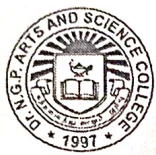
Gender Sensitization



Social Awareness/ Environment



Constitutional Rights/ Human Values/ Ethics



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BoS

19th

ATTENDANCE OF NINETEENTH BOARD OF STUDIES MEETING

Faculty: Commerce



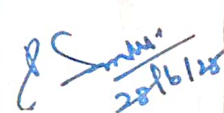
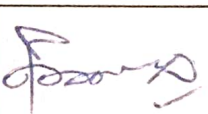
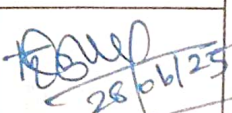
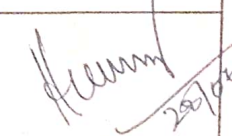
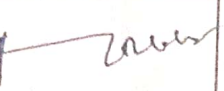
Name of Board: Commerce with Professional Accounting

Date : 28.06.2025

Time : 10.00 a.m.


Venue : Commerce Lab (D1-101)

The following members were present for the Meeting

S. No.	Name	Designation	Signature
1	Dr. M. Kalimuthu, Professor & Head (i/c), Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Chairman	
2	Dr.M.Sudhahar, Assistant Professor & Head, PG & Research Department of Commerce, Gopi Arts and Science College, Gopichettipalayam,	VC nominee	
3	Dr.R.Velmurugan, Associate Professor & Head, Department of Commerce, Karpagam Academy of Higher Education, Pollachi Main Road, Eachanari Post, Coimbatore- 641021.	Subject Expert	ABSENT
4	Dr.P.Santhi, Professor in Commerce, Dean, School of Commerce and Management, Avinashilingam Institute for Home Science and Higher Education for Women, Bharathi Park Road, Coimbatore- 641043.	Subject Expert	
5	CA K Jalapathi, Anbarasu & Jalapathi Chartered Accountants, 30C, Alagesan Road, Saibaba Colony, Coimbatore-641011.	Industrial Expert	
6	U S Vaishnav, 107,8th Street, Dr.Jaganatha Nagar, Civil Aerodrome Post, Coimbatore – 641014.	Alumni	ABSENT
7	Dr.N.Kuppuchamy, Associate Professor & Head, Department of Tamil, Dr.N.G.P. Arts and Science College, Coimbatore.	Co-opted Member	
8	Dr.A.Hazel Verbina, Professor & Head (i/c), Department of English, Dr.N.G.P. Arts and Science College, Coimbatore.	Co-opted Member	
9	Dr.R.Sowrirajan, Professor & Head, Department of Mathematics, Dr.N.G.P. Arts and Science College, Coimbatore.	Co-opted Member	

11



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10	Dr. S.Suguna, Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>S. Suguna</i> 28/6/25
11	Dr. P. Revathi, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	ABSENT
12	Dr. N. Ramya, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>N.R.</i> 28/6/25
13	Dr. P.Dhanya, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>Dhanya</i> 28/6/25
14	Dr. D. Sivasakthi, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>D. S.</i> 28/6/25
15	Dr.R.Mayilsamy, Associate Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>R. Mayilsamy</i> 28/6/25
16	Mr.A.David, Assistant Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>A. David</i> 28/6/25
17	Ms.P.Maheswari, Assistant Professor, Department of Commerce(PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>P. Maheswari</i> 28/6/25
18	Dr.S.Malini, Assistant Professor, Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Internal Member	<i>S. Malini</i> 28/6/25
19	Kritheshni. T (UG), Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Student Representative	<i>Kritheshni T</i> 28/6/25
20	Karthikeyan.P (UG), Department of Commerce (PA), Dr.N.G.P. Arts and Science College, Coimbatore.	Student Representative	<i>P. Karthikeyan</i>

Date: 28/06/2025

M. M. Kalimuthu
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