

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI
(Affiliated to Madurai Kamaraj University, Re-accredited with A Grade (CGPA 3.11) by NAAC)
Minutes of the Board of Studies Meeting

Name of the Department : **Commerce (Corporate Secretaryship)**

Date : 14.07.2021

Course : B.Com (Corporate Secretaryship)

Members Present

S.No.	Board Members	Name and Designation
1.	Chairman of the Board	Dr. M. J. Senthil Kumar Head and Associate Professor, Department of Commerce (Corporate Secretaryship) Sri Kaliswari College Sivakasi.
2.	University Nominee	Dr.T.Palaneeswari Principal The SFR College for Women (Autonomous) Sivakasi – 626123.
3.	Academic Experts 1.	Dr.J.Muralitharan Associate Professor Department of Commerce Kamaraj College Thoothukudi

4.	Academic Experts 2.	Dr.S. Muthulakshmi Assistant Professor Department of Commerce V.H.N.S.N. College (Autonomous) Virudhunagar
5.	Industrial Expert	Mr.A.Satheesh Kumar OM Sakthi Printograph 3/375, C – Muneeswaran Colony Sivakasi (East) – 626123
6.	Alumnus	Mr.V.Manikandan Income Tax Assistant, Sivakasi
Member		
7.	Mrs.J.Jasmine Bhastina	Assistant Professor in Commerce (Corporate Secretaryship)

The Board of Studies Meeting was held on 14th July, 2021 through Virtual Mode. On the basis of the feedback received from stakeholders, the revised syllabi under OBE for B.Com (Corporate Secretaryship) and Certificate Course were presented before the Board of Studies Meeting.

The following recommendations were incorporated in the syllabi in accordance with the suggestions given by the members of the board.

S.No	Semester	2020-2023		2021-2024		Content/ Unit	Retained/ Shifted Changed/ Introduced	Justification
		COURSE CODE	COURSE NAME	COURSE CODE	COURSE NAME			
1.	I	20UKUL11	Tamil/Hindi/French - I: Kappedu - Arimugam				Shifted to semester -II	
2.	I			21UVAL11	Tamil/Hindi/French - I: வணிக அமைப்பு		Reviewed and Updated	
3.	I	20UCCC11	Core Course - I: Foundation Course - Financial Accounting - I	21UCCC11	Core Course - I: Financial Accounting - I	Unit - I and II	Changed	In order to introduce Bill of exchange, Unit I and Unit II are merged
4.						Unit - III, IV, V	Retained	Due to merging of Unit I and Unit II, Unit III, IV and V are converted into to Unit II, III and IV respectively
5.						Unit V	Changed	Based on the course expert advice and staff feedback about syllabus bill of exchange unit is introduced.
6.	I	20UCCC12	Core Course - II: Modern Banking	21UCCC12	Core Course - II: Banking Theory Law and Practice		Title is changed and all the components are updated	Based on the stake holders' feedback made the changes
7.	I	20UCCA11	Allied Course - I: Managerial Economics	21UCCA11	Allied Course - I: Business Economics		Title is changed and all the components are updated	Based on the stake holders' feedback made the changes

8.	I	20UCCN11	Non-Major-Elective Course – I: E-Banking				Shifted to Semester- III	To give better understanding of the Interdisciplinary Courses, it is shifted to Semester III.
9.	I	20UCCE11	Enrichment Course – I: Communicative Skills in Corporate Secretaryship				Changed this as a Skill Enhancement Course	
10.	I			21UCCS11	Skill Enhancement Course – I: Communicative Skills in Corporate Secretaryship		Reviewed and Updated	
11.	II	20UVAL21	Tamil/Hindi/French – II: Vanika Amaippu				Shifted to Semester- I	
12.	II			21UKKL21	Tamil/Hindi/ French – II: கர்ப்பீட்டு கோட்டுபாடுகள்		Reviewed and Updated	
13.	II	20UCCC21	Core Course – III: Financial Accounting – II	21UCCC21	Core Course – III: Financial Accounting – II	Unit I, II, Unit IV, V	Retained	
14.	II					Unit III	Changed	To familiarize the learners with depreciation methods and techniques depreciation unit added instead of non trading concern.

15.	II	20UCCC22	Core Course – IV: Principles of Marketing				Changed this as a Allied course	
16.	II			21UCCC22	Core Course – IV: Company Law and Secretarial Practice - I		Retained	
17.	II	20UCCA21	Allied Course – II: Economic Development of India				Removed	To give importance to courses related to company secretarial practices, this course was removed
18.	II			21UCCA21	Allied Course – II: Principles of Marketing		Reviewed and Updated	Based on the stake holders’ feedback made the changes
19.	II	20UCCN21	Non-Major-Elective Course – II: E - Marketing				Shifted to Semester- IV	To enhance the understanding of the Interdisciplinary Courses, it is shifted to Semester IV.
20.				21UCCS2P	Skill Enhancement Course – II: Practical: E-Commerce		Retained	
21.	II	20UCCE21	Enrichment Course – II: Advertising Management				Removed	
22.	III	20UCCC31	Core Course – V: Financial Accounting – III					To give importance to courses related to company secretarial practices, this course was merged with Financial accounting II

23.	III			21UCCC31	Core Course – V: Partnership Accounting		Retained	
24.	III	20UCCC3P	Core Course–VI: Computer Applications in Corporate Office - Lab				Changed as a Core Course– VIII	
25.	III	20UCCC32	Core Course – VII: Company Law and Secretarial Practice – I				Shifted to Semester II	-
26.	III			21UCCC32	Core Course – VI: Company Law and Secretarial Practice – II		Retained	
27.	III	20UCCC33	Core Course – VIII: Cost Accounting				Shifted to Semester- IV	
28.	III			21UCCC33	Core Course – VII: Management Accounting		Retained	
29.	III			21UCCC3P	Core Course – VIII: Practical - Computer Applications in Corporate Office		Retained	
30.	III	20UCCA31	Allied Course – III: Business Statistics	21UCCA31	Allied Course – III: Business Statistics		Retained	

31.	III			21UCCN31	Non-Major-Elective Course – I: Introduction to Company Law		Introduced new Course	As per the recommendation of the Subject experts and opinion of the course teacher the course related to Company Secretarial Practices was introduced
32.	III	20UCCS31	Skill Based Course– I: Entrepreneurial Development				Changed this as a Core Course and Shifted to Semester- VI	To motivate the students to become an entrepreneur and guide them to get financial support from the various institutions, it converted into core course and shifted to VI Semester.
33.	III			21UCCS31	Skill Enhancement Course – III: Corporate Social Responsibilities and Business Ethics		Introduced the course	The Corporate Social Responsibilities Course and Business Ethics course are merged
34.	III	20UCCV31	Value Based Course – I: Corporate Social Responsibilities				Changed this as a Skill Enhancement Course	

35.	IV	20UCCC41	Core Course – IX: Partnership Accounting				Shifted to Semester- III	
36.	IV			21UCCC41	Core Course – IX: Corporate Accounting		Retained	
37.	IV	20UCCC4P	Core Course – X: Accounting Software - Lab				Changed as a Core Course–XII	
38.	IV	20UCCC42	Core Course – XI: Company Law and Secretarial Practice - II				Shifted to Semester- III	
39.	IV			21UCCC42	Core Course – X: Auditing		Retained	
40.	IV	20UCCC43	Core Course – XII: Management Accounting				Shifted to Semester- III	
41.	IV			21UCCC43	Core Course – XI: Cost Accounting		Retained	
42.	IV			21UCCC4P	Core Course – XII: Practical - Accounting Software		Retained	
43.	IV	20UCCA41	Allied Course – IV: Business Mathematics	21UCCA41	Allied Course – IV: Business Mathematics		Retained	
44.	IV	20UCCO41	Elective Course – I: Principles of Management				Shifted to Semester- V	

45.	IV	20UCCO42	Elective Course – I: Retail Management				Shifted to Semester- V	
46.	IV	20UCCO43	Elective Course – I: Consumer Affairs				Shifted to Semester- VI	
47.	IV			21UCCM41	Self-paced Learning (Swayam Course) 1. Enhancing Soft Skills and Personality		Introduced the new course	To mobilize credit transfer through self-directed learning
48.	IV			21UCCM42	Self-paced Learning (Swayam Course) 2. Sales and Distribution Management		Introduced the new course	To mobilize credit transfer through self-directed learning
49.	IV			21UCCN41	Non-Major-Elective Course – II: Company Management and Administration		Introduced the new Course	As per the recommendation of the Subject experts and opinion of the course teacher the course related to Company Secretarial Practices was introduced
50.	IV			21UCCS41	Skill Enhancement Course – IV: Company Meetings Law and Practice		Retained	
51.	V	20UCCC51	Core Course – XIII: Corporate Accounting				Shifted to Semester- IV	

52.	V			21UCCC51	Core Course – XIII: Advanced Corporate Accounting		Retained	
53.	V	20UCCC52	Core Course – XIV: Business Law	21UCCC52	Core Course – XIV: Business Law		Retained	
54.	V	20UCCC53	Core Course – XV: Income Tax Law and Practice	21UCCC53	Core Course – XV: Income Tax Law and Practice		Retained	
55.	V	20UCCC54	Core Course – XVI: Financial Market and Services				Changed this as a Major Elective Course	
56.	V			21UCCC54	Core Course – XVI: Research Methodology		Retained and titled changed	
57.	V	20UCC051	Auditing				Changed this as a Core Course and Shifted to Semester- IV	
58.	V			21UCC051	Major Elective Course – I: Principles of Management		Retained	
59.	V	20UCC052	Investment Management				Changed as a third option in Major Elective Course – I	
60.	V			21UCC052	Major Elective Course – I: Retail Management		Retained	

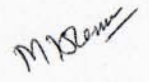
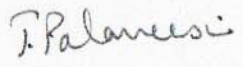

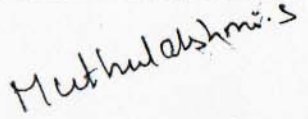
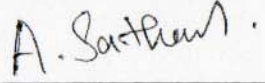
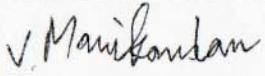

61.	V	20UCC053	Supply Chain Management				Shifted to Semester- VI	
62.	V			21UCC053	Major Elective Course – I: Investment Management		Retained	
63.	V			21UCC054	Major Elective Course – II: Financial Markets and Services		Retained	
64.	V			21UCC055	Major Elective Course – II: Services Marketing		Introduced the new Course	To familiarize the learners the service mix for marketing of services and increasing employment opportunity this course was introduced.
65.	V			21UCC056	Major Elective Course – II: International Marketing		Introduced the new Course	To familiarize the learners with international marketing terms, techniques and conditions this course was introduced.
66.	V			21UCCJ51	Internship		Introduced the new Course	To give practical and hands-on working experience in the industry this course was introduced

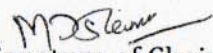
67.	V	20UCCS51	Skill Based Course – II: Company Meetings Law and Practice				Shifted to Semester- IV	
68.	V	20UCCS5P	Skill Based Course – III: E-Commerce - Lab				Shifted to Semester- II	
69.	V			21UCCS51	Skill Enhancement Course – V: Securities Market and Laws		Retained	
70.	VI	20UCCC61	Core Course – XVII: Advanced Corporate Accounting				Shifted to Semester- V	
71.	VI			21UCCC61	Core Course – XVII: Human Resource Management		Retained	
72.	VI	20UCCC62	Core Course – XVIII: Business Environment				Changed this as a Major Elective Course	
73.	VI			21UCCC62	Core Course – XVIII: Entrepreneurial Development		All the components are reviewed and updated	Based on the stake holders’ feedback made the changes
74.	VI	20UCCC63	Core Course – XIX: Business Taxation	21UCCC63	Core Course – XIX: Business Taxation		Retained	
75.	VI	20UCCC64	Core Course – XX: Financial Management	21UCCC64	Core Course – XX: Financial Management		Retained	

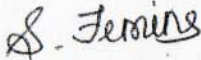
76.	VI			21UCCJ61	Core Course – XXI: Project		Introduced the new Course	To familiarize the learners with practical experience in research and to prepare research report this course was introduced
77.	VI	20UCCO61	Elective Course – III: Human Resource Management				Changed this as a Core Course	
78.	VI			21UCCO61	Major Elective Course – III: Business Environment		Retained	
79.	VI	20UCCO62	Elective Course – III: Corporate Governance				Changed this as a Skill Enhancement Course	
80.	VI			21UCCO62	Major Elective Course – III: Supply Chain Management		Retained	
81.	VI	20UCCO63	Elective Course – III: Introduction to Research Methodology				Changed this as a Core Course and Shifted to Semester- V	
82.	VI			21UCCO63	Major Elective Course – III: Consumer Affairs		Retained	
83.	VI	20UCCS61	Skill Based Course – IV: Securities Market and Laws				Shifted to Semester- V	

84.	VI	20UCCV61	Value Based Course – II: Business Ethics				Changed this as a Skill Enhancement Course	
85.				21UCCS61	Skill Enhancement Course – VI: Corporate Governance		Retained	
86.		20UCCEX1	Certificate Course in Office Management	21UCCEX1	Certificate Course in Office Management		Retained	
87.		20UCCEX2	Certificate Course in International Trade and Organization	21UCCEX2	Certificate Course in International Trade and Organization		Retained	
88.		20UCCEX3	Certificate Course in Total Quality Management	21UCCEX3	Certificate Course in Total Quality Management		Retained	
89.		20UCCEX4	Certificate Course in Industrial Relation	21UCCEX4	Certificate Course in Industrial Relation		Retained	

Members Present

S.No.	Board Members	Name and Designation	Signature
1.	Chairman of the Board	Dr. M. J. Senthil Kumar Head and Associate Professor, Department of Commerce (Corporate Secretaryship) Sri Kaliswari College, Sivakasi.	
2.	University Nominee	Dr.T.Palaneeswari Principal, The SFR College for Women (Autonomous) Sivakasi - 626123.	
3.	Academic Experts 1.	Dr.J.Muralitharan Associate Professor Department of Commerce Kamaraj College Thoothukudi	
4.	Academic Experts 2.	Dr.S. Muthulakshmi Assistant Professor , Department of Commerce V.H.N.S.N. College (Autonomous) Virudhunagar	
5.	Industrial Expert	Mr.A.Satheesh Kumar OM Sakthi Printograph, Sivakasi (East)	
6.	Alumnus	Mr.V.Manikandan Income Tax Assistant, Sivakasi	
Member			
7.	Mrs.J.Jasmine Bhastina	Assistant Professor in Commerce (Corporate Secretaryship)	


Signature of Chairman of the Board


Dean of Academic Affairs


PRINCIPAL