Department of Commerce

Holy Cross College (Autonomous)

Nationally Re-Accredited with A+ by NAAC (CGPA 3.35-IV Cycle),

Nagercoil-629004, Kanyakumari District, Tamil Nadu, India.

Minutes of the Board of Studies meeting of the Department of Commerce held on 05.02.2021 at 10.00 AM via Google Meet

Members:

Dr.M. Mary Helen Stella   -Chairperson & Head of the Department

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Dr.Sr.Sahaya Selvi	-Member
Dr.S.Mary Pearly Sumathi	- Member
Dr. C. Braba	- Member
Dr. C.K. Sunitha	- Member
Dr. R. Evalin Latha	- Member
Ms. A. Franklin Ragila	- Member
Dr. R. Sree Devi	- Member
Dr.P.M. Sirumalar Rajam	- Member
Ms. S. Jameela	- Member
Ms. J. Jemi Rooth Kanosa	- Member
Ms. G.Sahaya Shiny	- Member
Dr. J.Divya Merry Malar	- Member
Ms. J. Jenifer	- Member
Ms. J.Carolin Jenil Shalu	- Member
Dr.M.Gnana Muhila	- Member
Ms.J.Jani Mercybai	- Member

Agenda

1. Prayer
2. Welcome by the Chairperson
3. Reading of the minutes of the previous meeting
4. Restructuring / Revision of Curriculum for UG with PEOs, POs, and COs.
5. UG Syllabus for Semester III and IV
6. Restructuring / Revision of Curriculum for PG with PEOs, POs, Cos.
7. PG Syllabus for Semester III and IV
8. Classification of New Courses
9. Classification of courses as Employability / Entrepreneurship / Skill Development
10. Classification of courses as Local / National / Regional / Global
11. Classification of courses as Crosscutting Issues Gender Equity / Environment and Sustainability / Human Values / Professional Ethics
12. List of Value Added Course /Self Learning Courses / Add on Courses
13. Recommendation of books and journals for UG and PG
14. Conduct of seminars / workshops in collaborations with Government Agents / Universities / NGOs.
15. Suggestion for innovative teaching and evaluation techniques for UG and PG
16. New measures to be undertaken by the department
17. Feedback and action taken
18. Next Meeting of BoS
19. Any other.

The Board of Studies meeting commenced with a prayer by Dr.P.M.Sirumalar Rajam. The members of the board, the Chairperson, University Nominee, Subject experts, Industrialist, Alumna and faculty of the

Department, were present for the meeting.

Chairperson's Address

The Chair Person and Head of the Department, Dr. M. Mary Helen Stella, welcomed the members and introduced them while briefing on the agenda for the conduct of this meeting. The following items in the Agenda were discussed by the members of the Board.

Item 01/BoS 21.01/03: Approval of the minutes of the meeting held on 24.1.2020

Dr. S.Mary Pearly Sumathi read the minutes of the previous meeting which was approved by the members after incorporating the modifications/ suggestions given by the Academic council.

Item 02/BoS 21.01/04: Restructuring/Revision of curriculum for UG with PEOs, POs, and COs.

Approval of PEOs, POs,PSOs and COs and the Syllabus of **B.Com.** The BoS members approved the PEOs, POs, PSOs and COs after discussion for the courses in semester III and IV for B.Com

Programme Educational Objectives (PEOs)

PEOs	Upon completion of the B.Com Degree Programme, the graduates will be able to:
PEO-1	apply appropriate theory and scientific knowledge to participate in activities that support humanity and economic development nationally and globally, developing as leaders in their fields of expertise.
PEO-2	pursue lifelong learning and continuous improvement of the knowledge and skills with the highest professional and ethical standards
PEO-3	acquaint with the business world by imparting knowledge, skill and attitude thereby becoming employable in the job market.

Programme Outcomes (POs)

POs.	Upon completion of the B.Com Degree Programme, the graduates will be able to:
PO-1	understand the conceptual knowledge of accounting and acquire skills to become leaders in their fields of expertise at the global level
PO-2	identify the role and responsibilities of business that leads to social and economic development
PO-3	acquire entrepreneurial, legal, managerial and communication skills to be successful in business and personal life
PO-4	recognise and practice different value systems and ethics for sustainable development
PO-5	impart competency to make eligible and employable in the job market
PO-6	practical exposure for start up and project promotion.

Programmes Specific Outcomes (PSOs)

PSOs.	Upon completion of the B.Com Degree Programme, the graduates will be able to:
PSO-1	develop competency in students to make them employable in the global market and to equip themselves as successful entrepreneurs

PSO-2	apply different concepts in business to start and manage business and realizes the social responsibilities
PSO-3	practice different techniques of communication and apply it in business and profession
PSO-4	enhance practical knowledge to practice business ethics in order to meet the national requirements
PSO-5	develop necessary professional knowledge and skills in academic, business and research.

The overall structure of the curriculum framed in 2020 was accepted by the board with the following modifications.

I.   The core and Elective courses were changed.

II. Instead of 4 Elective papers, one of the elective papers was changed into project.

Courses offered for the students of **B.Com** are given in the following structure

Course Structure

Distribution of Hours and Credits

Course	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Total Hours	Total Credits
Part I								
Language	6 (4)	6 (4)	-	-	-	-	12	8
Part II								
English	6 (4)	6 (4)	-	-	-	-	12	8
Part III								
Major Core	6 (5)	6 (5)	6(5) + 6(4) + 6(4) + 5(4)	6(5) + 6(5) + 6(5) +5(4)	6(5)+ 6(4)+ 6(4) 5(4)	6(5)+ 6(4)+ 6(4)+ 5(4)	104	80
Elective	-	-	5(4)	5(4)	-	5 (4)	15	12
Project	-	-	-	-	5(4)	-	5	4
Allied	6 (4)	6 (4)	-	-	-	-	12	8
Part IV								

Add on Course (Professional English)	2(2)	2(2)	2(2)	2(2)	-	-	8	8	
SEC	2 (2)	2 (2)	-		-	2 (2)	6	6	
AEC (Ability Enhancement Course)	-	-	-		2(2)	-	2	2	
Non- Major Elective	2(2)	2(2)	-		-	-	4	4	
Total	**30(23)**	**30(23)**	**30(23)**	**30(25)**	**30(23)**	**30(23)**	**180**	**140**	

Non-Academic Course								
Part V								
*FC – I (Value for Life)	-	(1)	-	-	-	-	-	1
*FC – II (Personality Development)	-	-	-	(1)	-	-	-	1
*FC – III (Human Rights Education)	-	-	-	-	(1)	-	-	1
*FC – IV (Gender Equity Studies)	-	-	-	-	-	(1)	-	1
*SLP– Community Engagement Course	-	-	(2)	-	-	-	-	2

*SLP – Extension Activity (RUN)	-	-	-	(2)	-	-	-	2
*STP – Clubs & Committees / NSS	-	-	-	(2)	-	-	-	2

Mandatory Courses conducted outside the regular working hours.

Total number of Hours   =   180

Total number of Compulsory Creditss = 140 +10

Courses Offered

Semester	Course	Course Code	Title of the Course	Hours / Week	Credits
I	Part I	TL2011 FL2011	Language: Tamil French	6	4
	Part II	GE2011	General English	6	4
	Part III	AC2011	Major Core I: Financial Accounting -I	6	5
		AA2011	Allied I: Business Economics	6	4
	Part IV	ACM201	Add on Course: Professional English	2	2
		ANM201	Non Major Elective (*NME): Basic Accounting	2	2
		SEC201/ SEC202	Skill Enhancement Course (*SEC): Meditation and Exercise / Computer Literacy	2	2
	Part V	FCV201	Foundation Course I: Values for Life	-	-
		STP201	Student Training Programme (STP): Clubs & Committees / NSS	-	-
II	Part I	TL2021 FL2021	Language: Tamil French	6	4
	Part II	GEA202	General English	6	4
	Part III	AC2021	Major Core II: Financial Accounting -II	6	5
		AA2021	Allied II: Principles of Marketing	6	4
	Part IV	ACM202	Add on Course: Professional English	2	2
		ANM202	Non Major Elective (*NME): Basic Accounting	2	2
		SEC201/ SEC202	Skill Enhancement Course (*SEC): Meditation and Exercise / Computer Literacy	2	2
	Part V	FCV201	Foundation Course I: Values for Life	-	1
		STP201	Student Training Programme (STP): Clubs & Committees / NSS	-	-
		SLP201	Service Learning Programme (SLP) Community Engagement Course	-	-
III	Part III	AC2031	Major Core III: Advanced Accounting - I	6	5
		AC2032	Major Core IV: Banking Theory Law & Practice	6	4
		AC2033	Major Core V: Business Statistics	6	4
		AC2034	Major Core VI: Company Law and Secretarial Practice	5	4
		AC2035 AC2036 AC2037	Elective I: Principles of Management Retail Management Logistics and Supply Chain Management	5	4
	Part IV	ACM203	Add on Course: Professional English	2	2
	Part V	FCV202	Foundation Course II: Personality Development	-	-
		STP201	Student Training Programme (STP): Clubs & Committees / NSS	-	-
		SLP201	Service Learning Programme (SLP): Community Engagement Course	-	2
		SLP202	Service Learning Programme (SLP) Extension Activity (RUN)	-	-

IV	Part III	AC2041	Major Core VII: Costing	6	5
		AC2042	Major Core VIII: Auditing	6	5
		AC2043	Major Core IX: Business Communication	6	5
		AC2044	Major Core X: Business Mathematics	5	4
		AC2045 AC2046 AC2047	Elective II: E-Commerce Business Ethics Soft Skill Development	5	4
	Part IV	ACM204	Add on Course: Professional English	2	2
	Part V	FCV202	Foundation Course II: Personality Development	-	1
		STP201	Student Training Programme (STP): Clubs & Committees / NSS	-	2
		SLP202	Service Learning Programme (SLP) Extension Activity (RUN)	-	2
V	Part III	AC2051	Major Core XI: Corporate Accounting	6	5
		AC2052	Major Core XII: Business Law	6	4
		AC2053	Major Core XIII: Income Tax Law & Practice - I	6	4
		AC2054	Major Core XIV: Research Methodology	5	4
		AC20PR	Elective III: Project	5	4
	Part IV	AEC201	Ability Enhancement Course (*AEC): Environmental Studies	2	2
	Part V	FCV203	Foundation Course III: Human Rights Education (HRE)	-	1
VI	Part III	AC2061	Major Core XV: Management Accounting	6	5
		AC2062	Major Core XVI: Industrial Law	6	4
		AC2063	Major Core XVII: Income Tax Law and Practice - II	6	4
		AC2064	Major Core XVIII: Human Resource Management and Development	5	4
		AC2065 AC2066 AC2067	Elective IV: Organisational Behaviour Strategic Management Enterprise Information System	5	4
	Part IV	SEC201	Skill Enhancement Course (*SEC): Preparation for Competitive Examinations	2	2
	Part V	FCV204	Foundation Course IV: Gender Equity Studies (GES)	-	1
			TOTAL	180	140 + 10

Item 03/BoS 21.01/05: Approval of Syllabus of B.Com for III and IV Semesters with the following suggestions/ Recommendations

The BoS members approved the Courses in Sem III and Sem IV for UG programme.

The following courses during the III and IV semesters are revised/ modified based on the feedback from the students & Alumni.

Sl.No.	Semester	Paper Code	Paper Title	Changes	
				Removed (if any)	Addition (if any)
1	III	AC2032	Banking Theory Law & Practice		Unit V-Core banking after Merchant Banking.
2	III	AC2035	Principles of Management		Unit V-Theories of Leadership Styles
3	III	AC2036	Retail Management		Unit V-Impact of Social Media on retailing
4	IV	AC2045	E-Commerce		Unit V-Business Module in E-Commerce

Item 04 /BoS 21.01/6: Restructuring / Revision of curriculum for PG with PEOs, POs, PSOs and Cos

Approval of PEOs, POs, PSOs and COs and Syllabus with reference books for M.Com

The BoS members approved the PEOs, POs, PSOs and COs after discussion for the courses in semester III and IV for M.Com

Programme Educational Objectives (PEOs)

PEOs	Upon Completion of M.Com degree programme, the graduates will be able to:
PEO -1	use scientific and computational technology to solve social issues and pursue research
PEO -2	will continue to learn and advance their careers in industry both in public and private sectors, government and academia.
PEO -3	exercise professional skills, values, team spirit and high leadership and accept the challenges in the industry, academics and in the field of business management to contribute to nation building.

Programme Outcomes (POs)

POs	Upon Completion of M.Com degree programme, the graduates will be able to:
PO-1	apply high level of knowledge and skills in various fields.
PO-2	offer opportunities to develop the graduates in research, writing, communication and publication skills.
PO-3	identify and analyse functional management issues at various levels for career advancement
PO-4	develop competency and skills to pursue higher level programmes in commerce and industry
PO-5	function effectively as a member or leader in teams by demonstrating soft skills, coping skills and human values
PO-6	sensitizing professional ethics and societal needs which lead them for holistic development

Programme Specific Outcomes (PSOs)

PSOs	Upon Completion of M.Com degree programme, the graduates will be able to:
PSO-1	generate and initiate innovative business and marketing ideas.
PSO-2	develop professional, communication and research skills which lead them for holistic development.
PSO-3	develop competency and skills in students to pursue higher level programmes in commerce, management and industry.
PSO-4	instill in them leadership and soft skills to promote sustainable development.
PSO-5	practice business and professional ethics which lead them for holistic development

Courses offered for the students of **M.Com** are given in the following structure

Course structure

Distribution of Hours and Credits

Course	Sem.I	Sem.II	Sem.III	Sem.IV	Total Hours	Total Credits
Core - Theory	6 (4)+ 6 (5)+ 6 (5)+ 6 (4)	6 (5)+ 6 (5)+ 6 (5)+ 6 (4)	6 (4)+ 6 (5)+ 6 (4)	6 (5)+ 6 (5)+ 6 (5)+ 6 (4)	90	69
Elective	6 (4)	6 (4)	6 (4)	6 (4)	24	16
Project	-	-	6 (5)	-	6	5
Total	30 (22)	30 (23)	30 (22)	30 (23)	120	90
*Life Skill Training-I		(1)				1
*Life Skill Training-II			-	(1)	-	1
* Service Learning Programme (SLP)– Community Engagement Course	-	(1)			-	2
*Summer Training Programme		(1)			-	1

Mandatory Courses conducted outside the regular working hours.

Total numberofHours = 120
Total number ofCompulsory Credits = 90 + 5

Courses Offered

Semester	Course Code	Title of the Course	Hours/ Week	Credits
I	PA2011	Core I: Business Environment	6	4
	PA2012	Core II: Applied Operations Research	6	5
	PA2013	Core III: Corporate Accounting	6	5
	PA2014	Core IV: Research Methodology	6	4
	PA2015 PA2016	Elective I:(a) Business Ethics and Corporate Governance (b) Strategic Management	6	4
	CEC201	Community Engagement Course	-	-
II	PA2021	Core V: International Business	6	5
	PA2022	Core VI: Accounting for Management	6	5
	PA2023	Core VII: Strategic Financial Management	6	5
	PA2024	Core VIII: Financial Services	6	4
	PA2025 PA2026	Elective II: (a) Services Marketing (b) International Marketing	6	4
	LST201	Life Skill Training (LST) – I	-	1
	CEC201	Community Engagement Course	-	2
III	PA2031	Core IX: Financial Markets and Institutions	6	4
	PA2032	Core X: Quantitative Techniques	6	5
	PA2033	Core XI: Advanced Cost Accounting	6	4
	PA2034 PA2035	Elective III: (a) Modern ManagementPractices (b) Consumer Behaviour	6	4
	PA20PR	Project	6	5
IV	PA2041	Core XII: Security Analysis and Portfolio Management	6	5
	PA2042	Core XIII: Indirect Taxation	6	5
	PA2043	Core XIV: Enterprise Resource Planning	6	5
	PA2044	Core XV: Strategic Marketing Management	6	4
	PA2045 PA2046	Elective IV: (a) Human Resource Development (b) Entrepreneurial Development	6	4
	LST202	Life Skill Training (LST) – II	-	1
	STP201	Summer Training Programme (STP)	-	1
		TOTAL	**120**	**95**

Guidelines for the Project & Summer Training Programme

Project:

The objective of the project is to motivate the students for doing research and to inculcate in them self confidence, team spirit and creativity.

Summer Training Programme:

The Summer Training Programme provides internships to I PG students to pursue their careers. We offer a 60 hours summer training programme which helps them to get practical knowledge on various accounts and management.

Item 05/BoS 21.01/7: Approval of Syllabus of M.Com for III and IV Semesters with the following suggestions/ Recommendations

The BoS members approved the Courses in Sem III and Sem IV for PG programme.

i.The following courses during the III and IV semesters are revised/ modified based on the feedback from the students & Alumni.

Sl.No.	Semester	Paper Code	Paper Title	Changes	
				Removed (if any)	Addition (if any)
1	III	PA2032	Quantative Techniques		Unit IV- ANOVA and Chi- Square Test. Unit V- Association of attributes.
2	III	PA2034	Modern Management Practices		Unit V- Negotiations and Conflict management.
3	IV	PA2045	Human Resource Development		Unit IV- Time management
4	IV	PA2046	Entrepreneurial Development		Unit III- Role of Self Help Groups

Item 06/BoS 21.01/08: New Papers Introduced for B.Com students in the new structural revision of Curriculum

Course Code	Name of the Course Introduced
AC2042	Major Core VIII: Auditing
AC2043	Major Core IX: Business Communication
AC2046	Elective II (b): Business Ethics
AC2047	Elective II (c): Soft Skill Development
ACM204	Add on Course: Professional English for Commerce and Management IV
ACM203	Add on Course: Professional English for Commerce and Management III
AC2033	Major Core V: Company Law and Secretarial Practice
AC2036	Self Learning Course: Retail Marketing

New Papers Introduced for M.Com students in the new structural revision of Curriculum

Course Code	Name of the Course Introduced
PA2032	Core X: Quantitative Techniques
PA2034	Elective III: (a) Modern Management Practices
PA2035	Elective III: (b) Consumer Behaviour
PA2041	Core XII: Security Analysis and Portfolio Management
PA2043	Core XIV: Enterprise Resource Planning
PA2044	Core XV: Strategic Marketing Management
PA2045	Elective IV: (a) Human Resource Development
PA2046	Elective III: (b) Entrepreneurial Development

Item 07/BoS 21.01/09: Classification of the courses of B.Com as Employability/ Entrepreneurship / Skill Development

Sem	Course Code	Name of the Course	Employability	Entrepreneurship	Skill Development
III	AC2031	Advanced Accounting	✓		✓
	AC2032	Banking Theory Law & Practice	✓		✓
	AC2033	Company Law & Secretarial Practice	✓		✓
	AC2034	Business Statistics	✓		✓
	AC2035	Elective I (a): Principles of Management	✓		✓
	AC2036	Retail Management	✓		✓
	AC2037	Logistics and Supply Chain Management	✓		✓
	ACM203	Add on Course: Professional English for Commerce and Management			✓
	AC20S1	Self Learning Course: Introduction to goods and Service Tax			✓
IV	AC2041	Costing	✓		✓
	AC2042	Auditing	✓		✓
	AC2043	Business Communication	✓		✓
	AC2044	Business Mathematics	✓		✓
	AC2045	E-Commerce		✓	✓
	AC2046	Business Ethics			✓
	AC2047	Soft Skill Development			✓
	ACM204	Add on Course:			✓

		Professional English for Commerce and Management IV			
	AC20S2	Self Learning Course: Rural Marketing			✓

Classification of the courses of M.Com as Employability/ Entrepreneurship/Skill Development

Sem	Course Code	Name of the Course	Employability	Entrepreneurship	Skill Development
III	PA2031	Financial Markets and Institutions	✓		✓
	PA2032	Quantitative Techniques			✓
	PA2033	Advanced Cost Accounting			✓
	PA2034	Modern Management Practices		✓	✓
	PA2035	Consumer Behaviour			✓
	PA20PR	Project			✓
	PA20S1	Self-learning : Commerce for Lectureship Exams			✓
IV	PA2041	Security Analysis and Portfolio Management			✓
	PA2042	Indirect Taxation	✓	✓	✓
	PA2043	Enterprise Resource Planning	✓		✓
	PA2044	Strategic Marketing Management			✓
	PA2045	Human Resource Development			✓
	PA2046	Entrepreneurial Development		✓	✓
	PA20S2	Self-learning : Business Communication	✓		✓

Item 08/BoS 20.01/10: Classification of the courses as Local/ National/ Regional/Global relevance

The members of the Board classified the UG courses in the new structure based on local/ national/ regional/ global relevance.

Classification of B.Com courses based on local / regional/ national/ global relevance.

Sem	Course Code	Name of the Course	Local	National	Regional	Global
III	AC2031	Major Core III: Advanced Accounting		✓		
	AC2032	Major Core IV: Banking Theory Law & Practice		✓		
	AC2033	Major Core V: Company Law & Secretarial Practice		✓		
	AC2034	Major Core VI: Business Statistics		✓		
	AC2035	Elective I (a): Principles of Management		✓		
	AC2036	Elective I (b): Retail Management			✓	
	AC2037	Elective I (c): Logistics and Supply Chain Management			✓	
	ACM203	Add on Course: Professional English for Commerce and Management			✓	
	AC20SI	Self Learning Course: Introduction to Goods and Service Tax		✓		
IV	AC2041	Major Core VII: Costing				✓
	AC2042	Major Core VIII: Auditing		✓		
	AC2043	Major Core IX: Business Communication		✓		
	AC2044	Major Core X: Business Mathematics		✓		
	AC2045	Elective II (a): E-Commerce				✓
	AC2046	Elective II (b): Business Ethics		✓		
	AC2047	Elective II (c): Soft Skill Development				✓
	ACM204	Add on Course: Professional English for Commerce and Management IV				✓

The members of the Board classified the PG courses in the new structure based on local/ national / / regional/ global relevance

Sem	Course Code	Name of the Course	Local	National	Regional	Global
III	PA2031	Core IX: Financial Markets and Institutions		✓		
	PA2032	Core X: Quantitative Techniques				✓
	PA2033	Core XI: Advanced Cost Accounting		✓		
	PA2034	Elective III: (a) Modern Management Practices		✓		
	PA2035	Elective III: (b) Consumer Behaviour		✓	✓	✓
	PA20PR	Project				
	PA20S1	Self-learning : Commerce for Lectureship Exams		✓		
IV	PA2041	Core XII: Security Analysis and Portfolio Management		✓		✓
	PA2042	Core XIII: Indirect Taxation		✓		
	PA2043	Core XIV: Enterprise Resource Planning		✓		✓
	PA2044	Core XV: Strategic Marketing Management		✓		
	PA2045	Elective IV: (a) Human Resource Development		✓		✓
	PA2046	Elective IV: (b) Entrepreneurial Development		✓		✓
	PA20S2	Self-learning : Business Communication		✓		✓

Item 09/BoS 20.01/11: Classification of courses as Crosscutting Issues

Classification of B.Com courses based on Cross Cuttings Issues

Sem	Course Code	Name of the Course	Gender Equity	Environmental Sustainability	Human Values	Professional Ethics
III	AC2031	AdvancedAccounting - I				✓
	AC2032	Banking Theory Law & Practice				✓
	AC2033	Business Statistics				✓
	AC2034	Company Law and S Practice				✓
	AC2035	Principles of Management				✓

	Code	Name					
	AC2036	Retail Management					✓
	AC2037	Logistics and Supply Chain Management					✓
IV	AC2041	Costing					✓
	AC2042	Auditing					✓
	AC2043	Business Communication					✓
	AC2044	Business Mathematics					✓
	AC2045	E-Commerce					✓
	AC2046	Business Ethics					✓
	AC2047	Soft Skill Development					✓

Classification of M.Com courses based on Cross Cuttings Issues

Course Code	Name of the Course	Gender Equity	Environmental Sustainability	Human Values	Professional Ethics	Indian Knowledge System
PA2031	Core IX: Financial Markets and Institutions		✓		✓	✓
PA2032	Core X: Quantitative Techniques		✓		✓	
PA2033	Core XI: Advanced Cost Accounting			✓	✓	✓
PA2034	Elective III: (a) Modern Management Practices		✓	✓	✓	✓
PA2035	Elective III: (b) Consumer Behaviour	✓		✓	✓	✓
PA20SI	Self-learning : Commerce for Lectureship Exams	✓	✓	✓	✓	✓
PA2041	Core XII: Security Analysis and Portfolio Management		✓		✓	✓
PA2042	Core XIII: Indirect Taxation		✓	✓	✓	✓
PA2043	Core XIV: Enterprise Resource Planning				✓	✓

Course Code	Title						
PA2044	Core XV: Strategic Marketing Management				✓	✓	✓
PA2045	Elective IV: (a) Human Resource Development	✓			✓	✓	✓
PA2046	Elective IV: (b) Entrepreneurial Development	✓			✓	✓	✓

Item 10/BoS 21.01/12: List of Value Added Course /Self Learning Courses / Add on Courses

Value Added Courses for UG

Semester No.	Course Code	Title of the Course	Total Hours	Credits
III / IV	VAA201	Effective Communication Training	30	1
V / VI	VAA202	E- Filing of Tax Returns	30	1

Compulsory Add on Courses offered by the Department for UG

1. Microsoft Office Certification course before completing the firstyear
2. Lower English Typewriting Examinations conducted by the Department of Technical Education, Government of Tamil Nadu before IVsemester
3. Tally Academy Certification in TALLY ERP. 9 before completing the Degree.

Extra Credits Courses

Self Learning Courses for UG

Semester	Course Code	Title of the Course	Hours/Week	Credits
III/ V	AC20S1	Introduction to Goods and Service Tax	-	2
IV/VI	AC20S2	Rural Marketing	-	2
III - VI	AC20S3	Online Course	-	2

Self Learning for PG – Extra Credit Course

Semester	Course Code	Title of the Course	Hours/Week	Credits
III	PA20S1	Commerce for Lectureship Exams	-	2
IV	PA20S2	Business Communication	-	2

SEC (Preparation for Competitive Examinations) for the VI Semester is offered for the students of Department of Commerce to motivate them to prepare for Competitive and Bank Examinations with confidence.

NME (Basic Accounting & Fundamentals of Banking) for the I and II Semesters is offered to the students of other departments to throw light on accounting and banking practices.

Project is introduced in the V semester as one of the core courses to involve themselves in social issues through systematic research.

Item 11/BoS 21.01/13: Recommendation of books and journals for UG and PG

The Board of members suggested to subscribe various journals for the department based on the

modified /revised syllabus

Item 12/BoS 21.01/14: Conduct of seminars / workshops in collaborations with Government Agents /

Universities / NGOs

Department is committed to organizing seminars that serve as platforms for knowledge exchange, skill enhancement, and professional development. Through these seminars, aim to bring together experts, practitioners, and stakeholders to discuss current trends, share best practices, and address emerging challenges in various fields.

Item 13/BoS 20.01/15 : Suggestions for innovative teaching and evaluation techniques

The BoS members suggested the following methodologies to enhance teaching , learning and evaluation.

a) SLOs

b) Kahoot

c) Quizzes

d) Group Discussion

e) PPT

f) Online Quiz

Item 14/BoS 21.01/16: New measures to be undertaken by the department

- Prepare separate examiners panel for UG and PG examiners
- If the students passed in the revaluation, revaluation fees should be refunded
- Give general titles to the course
- In the Accountancy Course, include Tally, basic ideas on Word, Excel and Powerpoint in Unit V
- Don't include GST in the Income Tax course. Have a separate course for GST and Customs
- Have Research Methodology as a separate course for UG in the IV Semester
- Try to bring all the Part IV and Part V paper in II year itself (III & IV Semester)
- Bring maximum major papers in III year (V and VI Semester)
- Computer lab is necessary for Commerce students
- Impose practical knowledge through assignments. Instruct the students to prepare invoice, Day book, Debit Note, Credit Note, Partnership Deed, etc.,.
- Individual project is a must for PG

Item 15/BoS 21.01/17: Feedback action taken

Stakeholders	Feedback Received	Action Taken
Students	Curriculum is good	-
Parents	Skill oriented courses can be introduced.	Skill related value added courses were executed.
Alumni	Requested to include more experiments.	Request was implemented.
Employers	Good curriculum	-

The following suggestions were given by the student representatives

- Subject wise exhibitions can be organised.
- Satisfied with the syllabus.

Name of the Students	Class	Signature

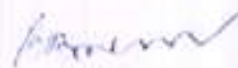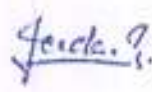| Miss. A. Jenifer Rani | II M.Com | Jenifer |
| Miss. J. Adlin Judisha | III B.Com | Adlin |

Item 16/ Bos 21.01/18: Next Meeting of the BoS

The members of the board suggested having the next meeting of BoS in the month of august, 2021.

Item 17 / Bos 21.01/19: Any other

The meeting ended at 1.45pm with the vote of thanks by Dr.C.Braba.

Name of the Members	Designation	Signature
University Nominee, Dr.R.Dharma Rajini,	Head of the Department, Department of Commerce & Research Centre, Vivekananda College, Agestheeswaram.	
Subject Expert, Dr.Sr.T.Christina Bridget	Principal, Holy Cross College (Autonomous)Trichy.	
Subject Expert, Dr.D.Andrews Scott	Assistant Professor, Departmentof Commerce,Azhagappa Government Arts College,Karaikudi.	HEAD OF THE DEPARTMENT DEPARTMENT OF COMMERCE ALAGAPPA GOVERNMENT ARTS COLLEGE KARAIKUDI- 630001
Auditor, Mr..A.Amirtha Rajan	Partner, A.John Moris & Company, Chartered Accountants, 177A.Chithamparam Nager, Kottar, Nagercoil.	
Alumni, Ms.G.Hesil Jerda	6/34,Simon Colony, Kodimunai Post, Kanyakumari.	Jerda.?

Dr.M. Mary Helen Stella	HOD and Chairperson	
Dr.Sr.Sahaya Selvi	Assistant Professor	
Dr. S.Mary Pearly Sumathi	Assistant Professor	
Dr. C. Braba	Assistant Professor	
Dr. C.K. Sunitha	Assistant Professor	
Dr. R. Evalin Latha	Assistant Professor	
Ms. A. Franklin Ragila	Assistant Professor	
Dr. R. Sree Devi	Assistant Professor	
Dr.P.M. Sirumalar Rajam	Assistant Professor	
Ms. S. Jameela	Assistant Professor	
Ms. J. Jemi Rooth Kanosa	Assistant Professor	
Ms.G.Sahaya Shiny	Assistant Professor	
Dr. J.Divya Merry Malar	Assistant Professor	
Ms. J. Jenifer	Assistant Professor	
Ms. J.Carolin Jenil Shalu	Assistant Professor	
Dr.M.Gnana Muhila	Assistant Professor	
Ms.Jani Mercybai	Assistant Professor	