



KONGU ARTS AND SCIENCE COLLEGE

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

ERODE – 638 107

**Department of Business Administration with
Computer Applications**



KONGU ARTS AND SCIENCE COLLEGE
(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)
Nanjanapuram, Erode – 638 107.




DEPARTMENT OF BUSINESS ADMINISTRATION WITH COMPUTER APPLICATIONS
BOARD OF STUDIES MEETING

AGENDA

DATE: 25.03.2021

1. To consider and approve the Scheme and Syllabi for the students admitted during the academic year 2019 – 2020, 2020-2021 and 2021-2022 and onwards.
2. To consider and approve the new course Professional English of I and II Semesters for the students admitted during the academic year 2021-2022 and onwards.
3. To consider and approve the new pattern of question papers for the academic year 2021 – 2022 and onwards.
4. To consider and approve the Panel of Examiners.
5. To consider and discuss any other subjects with the permission of the chair.




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The meeting of the Board of Studies in BBA (CA) was conducted on 25.03.2021 at 10.00 a.m. through Google Meet.


The following members were present:

Chairman : Dr.M.Viswanathan

Members :

1. Dr. N. Rajavel
2. Ms. B. Srividya
3. Dr. S. Mohan
4. Rtn. Dr. M. Shanmugasundaram
5. Ms. R.Jeevitha.
6. Dr. P. Poongodi
7. Ms. G. Manju
8. Ms. S. Vanitha
9. Ms. C.Kalamani




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Subject related to CBCS, Outcome based Syllabus, Continuous Internal Assessment, End Semester Examinations and Panel of Examiners were discussed and the following are the resolutions:

1. It is resolved to approve

a. there is a change in the Scheme of Examination and Syllabi of I and II Semesters for the BBA (CA) students admitted during the academic year 2021 – 2022 and onwards. (Annexure a & b)

b. there is no change in the Syllabi of III and IV Semesters for the BBA (CA) students admitted during the year 2020 – 2021 and onwards.

c. there is no change in the Syllabi of V and VI Semesters for the BBA (CA) students admitted during the year 2019 – 2020 and onwards.

2. It is resolved to follow the norms of the TANSICHE to incorporate professional English I& II under part III

3. It is resolved to approve the new question paper pattern to be followed during the academic year 2021 – 2022 and onwards. (Annexure –II (a))

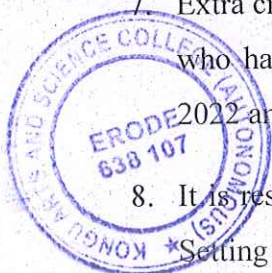
4. It is resolved to approve the procedure of taking the average marks of both First and Second Internal tests for Continuous Internal Assessment to be admitted from the academic year 2021-2022 and onwards. (Annexure –III(a))


5. It is resolved to approve the changes made in CIA marks for attendance for the students to be admitted during the academic year 2021-2022 and onwards. (Annexure -IV)

6. It is resolved to approve to have a grade system for Internship / Institutional training for both UG Programme to be admitted from the academic year 2021-2022 and onwards. (Annexure -V)

7. Extra credits will be awarded Minimum 1 credit and maximum of 2 credits to the students who have completed four weeks SWAYAM / MOOC from the academic year 2021 – 2022 and onwards.

8. It is resolved to approve the additional name for Panel of Members for Question Paper Setting and Central Valuation. (Annexure –VII)




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Details of modifications in the Courses offered under the Programme


BBA (CA)

The following modifications are done in the Syllabi of I and II Semesters for the BBA CA students admitted during the academic year 2021-2022 and onwards based on the feedback obtained from Stakeholders and recommendations of the BOS Panel Members.

- The new courses in Core and Allied course is introduced during the First semester and the same is provided in the **(Annexure b)**
 - Professional English I (21UACCT101)
 - Principles of Management (21UACCT102)
 - Business Mathematics and Statistics (21UACAT103)
- The new courses in Core and Allied course is introduced during the Second semester and the same is provided in the **(Annexure b)**
 - Professional English II (21UACCT201)
 - Optimization Technique (21UACAT204)

Modification in core courses in the syllabi of II semesters (BBA CA) has been done and the same is provided in the table. **(Annexure b)**




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Details of modifications with specific topics in the syllabus with % of revision

BBA (CA)

S.No	Course Name	Course Code	Topics introduced	Topics removed	% of Revision
1	Professional English I	21UACCT101	Unit I -Unit V introduced		100%
2	Principles of Management	21UACCT102	Unit I -Unit V introduced		100%
3.	Business Mathematics and Statistics	21UACAT103	Unit I -Unit V introduced		100%
3	Professional English II	21UACCT201	Unit I -Unit V introduced		100%
4	Optimization Technique	21UACAT204	Unit I -Unit V introduced		100%
5	Organisational Behaviour	21UACCT202	Unit I: Key elements of organizational behaviour, nature and scope of Organisational Behaviour Unit III: Types, sources, aspects and theories of emotions, Emotional Intelligence Unit IV: Aspects of conflict, conflict process and conflict management Unit V: Functions of leadership and management, leadership theories, types and functions of organisational culture	Unit III: Job enrichment and enlargement Unit IV: Resolution of conflict and sociometry, group norms Unit V: Counselling – importance, types and merits	40%
6	PC Software (Ms Office)- Practical	21UACCT203	Prepare an invitation for the college function using text boxes and clipart. Prepare a shareholders' meeting letter for 10 members using mail merge operation. Prepare a product life cycle which should contain the following stages: introduction, growth, maturity, saturation, and decline. Design presentation slides for the seminar / lecture presentation using animation effects and perform the following operations: Creation of different slides, changing background color, font color using wordart. Prepare a payroll for employee database of an organization with following details: employee id, employee name, date of birth, department and designation, date of appointment, basic pay, dearness allowance, house rent allowance and other deduction if any. Perform queries for different categories.		31%

In overall, there had been a 14% of revision in the syllabus of the BBA (CA) Programme.

All the above resolutions are approved.

1. Dr.M.Viswanathan

- M. Vi 25/3/21

2. Dr. N. Rajavel

3. Ms. B. Srividya

4. Dr. S. Mohan

5. Rtn. Dr. M. Shanmugasundaram

6. Ms. R.Jeevitha.

7. Dr. P. Poongodi

- 25.3.21

8. Ms. G. Manju

- (mb) 25/3/21

9. Ms. S. Vanitha

- S. Vanitha 25/3/21

10. Ms. C.Kalamani

- C. Kalamani 25/3/21



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