



# **KONGU ARTS AND SCIENCE COLLEGE**

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

**ERODE – 638 107**

**Department of Corporate Secretaryship with  
Computer Applications and  
Professional Accounting**



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



**DEPARTMENT OF CORPORATE SECRETARYSHIP WITH CA AND  
PROFESSIONAL ACCOUNTING**

**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 **CORPORATE SECRETARYSHIP WITH CA AND PROFESSIONAL ACCOUNTING** - UG was conducted on 25.03.2021 at 10.00 a.m. through Google Meet.

The following members were present:

- |                              |                      |
|------------------------------|----------------------|
| 1. Dr. K.K.A. Alaguappan     | - Chairman           |
| 2. Dr. K . Padmanabhan       | - Subject Expert     |
| 3. Dr.D. Sasikumar           | - Subject Expert     |
| 4. Dr.V.Padmanabhan          | - University Nominee |
| 5. CS.K.M.Murugesh           | - Member Industry    |
| 6. CS.G.Vivek                | - Alumni             |
| 7. Dr.P.Parvatham            | - Senior Faculty     |
| 8. Dr.G.Gomathi              | - Senior Faculty     |
| 9. Ms.N.Santhamani           | - Member             |
| 10. Ms.S.Poovika nishanthini | - Member             |
| 11. Ms.K.Dhanalakshmi        | - Member             |
| 12. Ms.G.Gurusanthosini      | - Member             |
| 13. Dr.C.Vidhya              | - Member             |
| 14. Ms.S.Savitha             | - Member             |



  
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**Subject related to CBCS.** Outcome based Syllabi, Credit Systems, 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 B.Com (CS CA) & B.Com (PA) 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 B.Com (CS CA) & B.Com (PA) students admitted during the year 2020 – 2021 and onwards.
  - c. there is no change in the Syllabi of V and VI Semesters for the B.Com (CS CA) & B.Com (PA) 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 and II under Part III for the students admitted during the academic year 2021-2022.
3. It is resolved to approve the new question paper pattern for CIA and ESE to be followed for the students to be admitted during the academic year 2021 – 2022 and onwards. **(Annexure –I & II)**
4. It is resolved to approve the procedure of taking the average marks of both First and Second Internal tests for Continuous Internal Assessment for the students to be admitted from the academic year 2021-2022 and onwards. **(Annexure -III)**
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 B.Com (CS CA) & B.Com (PA) UG Programmes for the students to be admitted during 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 4 Weeks SWAYAM / MOOC Courses for the students admitted during the academic year 2021 – 2022 and onwards.
8. It is resolved to approve the marks distribution for Extension Activities for B.Com (CS CA) & B.Com (PA) Programme for the students to be admitted during the academic year 2021 – 2022 and onwards **(Annexure –VI)**
9. It is resolved to approve the NME paper 'Right To Information, offered to B.Sc (Psychology) students admitted during the year 2020 - 2021
10. 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

### B.Com Corporate Secretaryship with CA

The following modifications are done in the Syllabi of I and II Semesters for the B.Com Corporate Secretaryship with CA students admitted during the academic year 2020 – 2021 and onwards based on the feedback obtained from Stakeholders and recommendations of the BOS Panel Members.

- The Allied Paper **Principles of Management** is removed from Semester I due to incorporation of **Professional English I**.
- The Allied Paper **Business Law** is shifted from Semester III to Semester II and **Professional English II** is also incorporated in this Semester.
- Modification by addition and removal of topics are carried out in the in the syllabi of I and II Semesters (**Refer Annexure- b**)


### B.Com Professional Accounting

The following modifications are done in the Syllabi of I and II Semesters for the B.Com Professional Accounting students admitted during the academic year 2020 – 2021 and onwards based on the feedback obtained from Stakeholders and recommendations of the BOS Panel Members.

- The Core Paper **Mercantile Law** is modified and shifted from Semester I to Semester III and introduced as **Business Law**. A new Course **Professional English I and Office Automation** is also incorporated in Semester I.
- In Semester II **Computer Applications Practical –I (MS – Office)** is renamed as **Computer Practical –I (Office Package)**.
- Non Major Elective Courses (NME II: Right to Information) is being introduced newly in IV semesters for Psychology Students due to increase in strength in B.Com(PA).

Modification by addition and removal of topics are carried out in the in the syllabi of I and II Semesters (**Refer Annexure -b**)



  
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## Annexure b

## Details of Modifications with specific topics in the Syllabus with % revision

## B.Com Corporate Secretaryship with CA

| S.No | Course Name                                       | Course Code | Topics introduced   | Topics removed  | % Revision |
|------|---|-------------|---|---|------------|
| 1.   | Core IV: Professional English –I                  | 21UAFCT101  | Unit I- Unit V introduced   |   | 100%       |
| 2.   | Allied Course I: Business Economics               | 21UAFAT104  | Unit I- Unit V introduced   |   | 100%       |
| 3.   | Core IV: Professional English –II                 | 21UAFCT201  | Unit I- Unit V introduced   |   | 100%       |
| 4    | Core VI - Computer Practical - I (Office Package) | 21UAFCP203  | <ul style="list-style-type: none"> <li>MS- Publisher Create a Business card using Ms-Publisher.</li> <li>Design a Birthday card using Ms-Publisher.</li> <li>Develop a Broucher using Ms- Publisher.</li> </ul> | -   | 20%        |
| 5.   | Allied Course – II- Business Law                  | 21UAFAT204  | <ul style="list-style-type: none"> <li>Legality of Object</li> <li>Negotiable Instrument Act - 1881</li> </ul>  | <ul style="list-style-type: none"> <li>Obligations and agreement</li> <li>Partnership Act 1932</li> </ul> | 25%        |

- In overall, there had been a 69% of revision in the Syllabus of the B.Com (Corporate Secretaryship with CA) Programme.



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## B.Com Professional Accounting

| S.No | Course Name                                   | Course Code | Topics introduced  | Topics removed | % Revision |
|------|---|-------------|--|----------------|------------|
| 1.   | Core IV:<br>Professional English –I           | 21UAGCT101  | Unit I- Unit V introduced  |                | 100%       |
| 2.   | Core-III Office Automation                    | 21UAGCT103  | Unit I- Unit V introduced  |                | 100%       |
| 3    | Core IV:<br>Professional English –II          | 21UAGCT201  | Unit I- Unit V introduced  |                | 100%       |
| 4    | Computer Applications Practical- I(Ms Office) | 21UAGCP203  | <ul style="list-style-type: none"><li>• MS PUBLISHER Create a Business card using Ms-Publisher.</li><li>• Design a Birthday Card using Ms-Publisher.</li><li>• Design a Broucher using Ms-Publisher.</li></ul> | -              | 20%        |

- In overall, there had been a 80% of revision in the Syllabus of the B.Com (Professional Accounting) Programme.



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All the above resolutions are approved.

- |                              |                      |                      |
|------------------------------|----------------------|----------------------|
| 1. Dr. K.K.A. Alaguappan     | - Chairman           | <i>Mm</i> 25/03/2024 |
| 2. Dr. K. Padmanaban         | - Subject Expert     |                      |
| 3. Dr.D. Sasikumar           | - Subject Expert     |                      |
| 4. Dr.V.Padmanabhan          | - University Nominee |                      |
| 5. CS.K.M.Murugesh           | - Member Industry    |                      |
| 6. CS.G.Vivek                | - Alumni             |                      |
| 7. Dr.P.Parvatham            | - Senior Faculty     | <i>P.P.</i>          |
| 8. Dr.G.Gomathi              | - Senior Faculty     | <i>G.G.</i>          |
| 9. Ms.N.Santhamani           | - Member             | <i>N.S.</i>          |
| 10. Ms.S.Poovika nishanthini | - Member             | <i>S.P.</i>          |
| 11. Ms.K.Dhanalakshmi        | - Member             | <i>K.D.</i>          |
| 12. Ms.G.Gurusanthosini      | - Member             | <i>G.G.</i>          |
| 13. Dr.C.Vidhya              | - Member             | <i>C.V.</i>          |
| 14. Ms.S.Savitha             | - Member             | <i>S.S.</i>          |



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