



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**

*(An Autonomous Institution)*

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
(Accredited by NBA-AICTE, New Delhi & Accredited by NAAC with "A" Grade)  
Madagadipet, Puducherry - 605 107



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## **SCHOOL OF ARTS AND SCIENCE**

### **DEPARTMENT OF COMMERCE AND MANAGEMENT**

#### **B.Com. Corporate Secretaryship (Bachelor of Commerce in Corporate Secretaryship)**

#### **Minutes of the Third Meeting of Board of Studies**

Venue

Meeting Hall 202 – SAS Block

Date and Time

7-Aug-2021 10.45 am



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## SCHOOL OF ARTS AND SCIENCE

### DEPARTMENT OF COMMERCE AND MANAGEMENT

#### Minutes of the Third Meeting of the Board of Studies (Corporate Secretaryship)

The Third Meeting of the Board of Studies (Corporate Secretaryship) was held on the 7<sup>th</sup> August 2021 at 11.00 am in the Department of Commerce and Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College (Autonomous), with the Head of the Department in the Chair.

The following members were present for the BoS meeting:

Sl. No	Name of the Member with Designation and official Address	Members As Per UGC Norms
1.	<b>Dr. A. S. KANNAN</b> , Professor and Head Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry-605107	Chairman
2.	<b>Dr. C. VETHIRAJAN</b> , Professor and Head, Department of Corporate Secretaryship, Alagappa University, Karaikudi.	Subject Expert (University Nominee)
3.	<b>Dr. P. CHELLASAMY</b> , Professor, Department of Commerce, Bharathiar University, Coimbatore.	Subject Expert (Academic Council Nominee)
4.	<b>Dr. M. LALITHA</b> , Professor and Head, Department of Commerce, Thiruvalluvar University College of Arts and Science, Thiruvannainallur, Villupuram Dt.	Subject Expert (Academic Council Nominee)
5.	<b>CS G. BALASUBRAMANIAM, FCS</b> , Company Secretary, Roots Multi Clean Ltd., Coimbatore.	Representative from Industry and Accountancy Profession
6.	<b>Mrs. S. SASI</b> , Assistant Professor Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry-605107	Programme Academic Coordinator
7.	<b>Mrs. S. LAKSHMI DEVI</b> , Assistant Professor Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry-605107	Faculty (Economics Specialisation)
8.	<b>Ms. M.V. MALINI</b> , Assistant Professor, Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Law Specialisation)

9.	<b>Mr. R. LOGEESH</b> , Assistant Professor, Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Accounting Specialisation)
10.	<b>Mr. R. KRISHNAMOORTHY</b> , Assistant Professor Department of Mathematics School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Mathematics and Statistics Specialisation)
11.	<b>Mr. M. ELAMARAN</b> , Assistant Professor Department of English School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry-605107	Faculty (English Specialisation)
12.	<b>Dr. I. SUBA</b> , Assistant Professor, Department of Tamil, School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry-605 107	Faculty (Tamil Specialisation)

### Agenda of the Meeting:

<b>Agenda</b>	<b>Description</b>
<b>BoS / 2021 / SAS / B.Com. CS 3.1</b>	Welcome Address, Introduction about the Institution, Department and BoS Members
<b>3.2</b>	Confirmation of the Minutes of the Second Meeting of the Board of Studies (B.Com. CS) - The Head of the Department appraised the Board regarding the Minutes of the Second Meeting of BoS
<b>3.3</b>	To discuss and approve the improvisations in the Curriculum Structure of the Bachelor of Commerce in Corporate Secretaryship (B.Com. CS) programme from the AY 2020-21
<b>3.4</b>	To discuss the modifications in the syllabi for First- and Second-Year Courses under R-20 Regulations for the Bachelor of Commerce in Corporate Secretaryship (B.Com. CS) students admitted in the year 2020-21 and in the year 2021-22
<b>3.5</b>	To consider any other item with the permission of the Chair

### Minutes of the Third Meeting of BoS – Corporate Secretaryship

The meeting deliberated the items of Agenda that had been proposed by the Chairman, and after detailed discussions the following were approved by the Board formally:

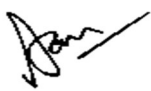





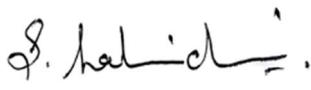
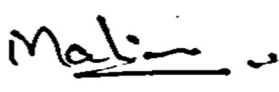
<b>Item 3.1</b>	The Chairman of the meeting formally welcomed the Hon'ble members of the Board and briefed them the recently attained credentials of the Institution and the Department. The members have expressed their appreciations for the achievements of the Institution.
<b>Item 3.2</b>	Confirmation of the Minutes of the Second meeting of the Board of Studies (Corporate Secretaryship) held on 7-August-2021 was done by presenting the summary of suggestions made by the Board then, and the actions taken by the Department in the process of implementing those suggestions. Members have unanimously agreed to the fulfilment of the suggestions and expressed satisfaction.



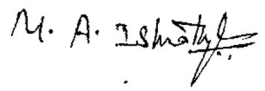
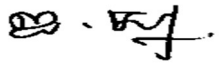
<p><b>Item 3.3</b></p>	<p>In order to ensure better employability and industry-readiness of the Graduates of B.Com. CS program, the Department proposed to improve the curriculum benchmarking it with the Professional Programs such as Company Secretary and Cost &amp; Management Accountancy. As such, the curriculum is revisited and certain sweeping changes have been made – by introducing new courses and improvising the syllabi of many courses. The Honourable members Board of Studies have expressed their appreciations for the changes made commenting that it reflects the current demands of the Industry and Accounting Profession.</p> <p>The following new courses are introduced in the curriculum:</p> <table border="1" data-bbox="300 510 1385 752"> <thead> <tr> <th>Course Title</th> <th>Category</th> <th>Introduced in</th> </tr> </thead> <tbody> <tr> <td>Introduction to MCA21 Portal</td> <td>Core Practical</td> <td>Third Semester</td> </tr> <tr> <td>Banking Practical</td> <td>Core Practical</td> <td>Fifth Semester</td> </tr> <tr> <td>Training and Development</td> <td>Electives Theory</td> <td>Fifth Semester</td> </tr> <tr> <td>Design Thinking</td> <td>Core Practical</td> <td>Sixth Semester</td> </tr> <tr> <td>Advanced Accounting</td> <td>Core Theory</td> <td>Sixth Semester</td> </tr> </tbody> </table> <p>The duly amended curriculum of the program as approved by the Board of Studies in the third meeting held on 7-8-2021 is presented as <b>Annexure-I</b>.</p> <p>The list of courses newly introduced in the improvised curriculum with rationale for the inclusion is presented as <b>Annexure-II</b>.</p>	Course Title	Category	Introduced in	Introduction to MCA21 Portal	Core Practical	Third Semester	Banking Practical	Core Practical	Fifth Semester	Training and Development	Electives Theory	Fifth Semester	Design Thinking	Core Practical	Sixth Semester	Advanced Accounting	Core Theory	Sixth Semester
Course Title	Category	Introduced in																	
Introduction to MCA21 Portal	Core Practical	Third Semester																	
Banking Practical	Core Practical	Fifth Semester																	
Training and Development	Electives Theory	Fifth Semester																	
Design Thinking	Core Practical	Sixth Semester																	
Advanced Accounting	Core Theory	Sixth Semester																	
<p><b>Item 3.4</b></p>	<p>Certain improvisations were made in the syllabi of many courses, which are categorised as:</p> <ul style="list-style-type: none"> <li>• <b>Change in Course Title</b> <ul style="list-style-type: none"> <li>○ Company Formation and Share Capital</li> <li>○ Entrepreneurship</li> <li>○ Banking Theory and Practice</li> </ul> </li> <li>• <b>Change in Offering of the Course</b> <ul style="list-style-type: none"> <li>○ Entrepreneurship and Innovation</li> <li>○ Business Statistics</li> <li>○ Banking Theory and Law</li> <li>○ Drafting Notices, Resolution and Minutes</li> </ul> </li> <li>• <b>Improvements in Course Contents</b> <ul style="list-style-type: none"> <li>○ Entrepreneurship and Innovation</li> <li>○ Business Statistics</li> <li>○ Managerial Economics</li> <li>○ Documentation and Presentation Skills</li> <li>○ Indian Economy</li> <li>○ Insurance Principles and Practice</li> <li>○ Spreadsheet Skills</li> </ul> </li> </ul> <p>The details highlighting changes in their contents are presented as <b>Annexure-III</b>.</p>																		

<b>Item 3.5</b>	The Honourable members of the Board suggested the starting of <b>B.Com. Computer Applications</b> program – since it is another Commerce program with lot of job potential and offered widely in many colleges across Tamil Nadu.
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The external members of the Board have expressed their appreciations to the improvised curriculum and syllabi. They welcomed the proposals to include new courses in the curriculum which will add lots of value to the program and go a long way in enhancing the employability of the graduates. Further they emphatically stated that **it meets the expectations of the Industry and Profession in the current scenario**. The meeting was ended with vote of thanks by Dr. A.S. Kannan, the Chairman of the Board, at about 1.00 pm.

The Minutes of the Third Meeting of the Board of Studies (Corporate Secretaryship) held on 7-8-2021 is signed by the members who attended the meeting:

SI.No	Name of the Member with Designation and official Address	MEMBER	Signature
1	<b>Dr. A. S. KANNAN</b> , Professor and Head Department of Commerce and Management, School of Arts and Science, SMVEC, Puducherry.	Chairman	
2	<b>Dr. C. VETHIRAJAN</b> , Professor and Head, Department of Corporate Secretaryship, Alagappa University, Karaikudi.	Subject Expert (University Nominee)	
3	<b>Dr. P. CHELLASAMY</b> , Professor, Department of Commerce, Bharathiar University, Coimbatore.	Subject Expert (Academic Council Nominee)	
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**Dr. A.S. Kannan**  
Professor and Head  
Chairman / BoS – Corporate Secretaryship