

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE (AUTONOMOUS)-POLLACHI

476	B.Com BI	Core Elective - II : Consumer Behaviour	21UBI6E21	2021
477	B.Com BI	Core Elective II: Financial Management	21UBI6E23	2021
478	B.Com BI	Core Elective - III : International Business	21UBI6E31	2021
479	B.Com BI	Core Elective – III : Retail Management	21UBI6E33	2021
480	B.Com BI	Advanced Learner Course - II (Optional) - Self Study – Services Marketing	21UBI6AL2	2021
481	B.Com (CA)	Fundamentals of Information Technology	21UCC102	2021
482	B.Com (CA)	Business Mathematics	21UCC2A2	2021
483	B.Com (CA)	Business Statistics	21UCC4A4	2021
484	B.Com (CA)	Financial Markets and Services	21UCC5E1	2021
485	B.Com (CA)	International Marketing	21UCC5AL	2021
486	B.Com (CA)	ERP and Industry 4.0	21UCC6E3	2021
487	B.Com (BPS)	Auditing Principles and Practices	21UBP5E3	2021
488	B.Com (BPS)	Executive Communication	21UBP6E6	2021
489	B.Com (BPS)	Financial Management	21UBP619	2021
490	B.COM IB	Principle of Accounting	21UIB101	2021
491	B.COM IB	Cost and Management Accounting	21UIB203	2021
492	B.COM IB	Transportation and Freight Management	21UIB5E2	2021
493	B.COM IB	Company Law and Secretarial Practice	21UIB5E3	2021
494	B.COM IB	Institution To Industry	21UIB6E1	2021
495	B.COM IB	Industrial Relations and Labour Law	21UIB6E3	2021
496	B.COM IB	Soft Skills for International Business	21UIB6E4	2021
497	B.COM IB	Shipping Ocean and Freight Management	21UIB6E5	2021
498	B.COM IB	Business Law	21UIB6E6	2021
499	M.Com (CA)	Management Information System	21PCC207	2021
500	M.Com (CA)	Brand Management	21PCC2E3	2021
501	M.Com (CA)	Logistics Management	21PCC3E2	2021

Bos Highlighted



DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES
NALLAMUTHU GOUNDER MAHALINGAM COLLEGE
POLLACHI - 642001

8th Board of Studies Meeting in the Department of
COMMERCE-BUSINESS PROCESS SERVICES

Date & Time: 22nd May 2021 AT 10.00 A.M.
THROUGH ONLINE MODE

Agenda

BoS / BP 8.1	:	Welcome address and Opening Remarks by Chairman, Board of studies in the COMMERCE-BUSINESS PROCESS SERVICES
BoS / BP 8.2	:	Confirmation of the Minutes of the 7 th / Previous meeting of Board of studies in the COMMERCE-BUSINESS PROCESS SERVICES held on 22 nd FEBRAUARY 2020 and Action taken report of 7 th meeting of Board of studies
BoS / BP 8.3	:	NN.3.1 Syllabus of I B.COM -BUSINESS PROCESS SERVICES under Regulation 2021
	:	NN.3.2 Syllabus of II B.COM -BUSINESS PROCESS SERVICES under Regulation 2021
	:	NN.3.3 Syllabus of III B.COM -BUSINESS PROCESS SERVICES under Regulation 2021
	:	Any other Discussions if any
BoS / BP 8.4	:	Suggestion given by BOS Members
BoS / BP 8.5	:	Any other items

M. Jey
Dr. M. ARILANAYAKI
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Assistant Professor
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NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

POLLACHI

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES

MINUTES OF BOS MEETING

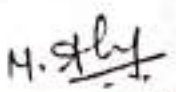
The 8th Meeting of the Board of studies of the DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES was held on 22nd JUNE 2021 at 10.00 a.m. THROUGH ONLINE MODE, NALLAMUTHU GOUNDER MAHALINGAM COLLEGE, POLLACHI.

1. The following members were present:

Dr. S. Poornimadevi Associate Professor & Head in B.COM.BPS	Chairman
Dr.M.Akilanayaki Assistant Professor in B.COM.BPS	Internal Members
Dr.P.Gurusamy Associate Professor in B.COM.BPS	
Ms. T.Pavithra Assistant Professor in B.COM.BPS	
Ms. R.Amsaveni Assistant Professor in B.COM.BPS	
Dr. S. Karthikeyan Assistant Professor, Dept. of Commerce Govt. Arts College, Udumalpet.	University Nominee
1.Dr.G.John Dean & Associate Professor Department of Commerce St. Josephs College Trichy-2 9443637465 2. Dr.Geetha Head Department of Commerce Avinashilingam Deemed University Coimbatore.	Academic Experts
Mr.Stephen Dinakaran Program Lead-AIP TCS, Chennai	Industrial Expert
Ms.R.M. Sri Rajamani	Alumnus nominated

H. ghy
Dr. M. AKILANAYAKI,
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	Assistant Manager (OSG) Kotak Mahindra Bank Bangalore.	by Principal / HoD
	P. Nivetha (18-BP-44) III.B.COM.BPS (2018-2021 BATCH) NGM.College, Pollachi.	Student Members


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BoS/BP 8.3.1 I B.COM.BUSINESS PROCESS SERVICES (I & II SEMESTER)

- 21 UBP 102 Core - II : Business Management

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

To add a topic "planning premises and its types and importance" in Unit-2; to add topic "servant leadership and transactional leadership" in Unit-4

- 21 UBP 1A1 Allied - I : Business Mathematics

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

To remove the topic "derivative as rate measure second order derivatives" in Unit-2

- The following papers from B.COM.BPS were accepted by the experts fully without further suggestions:

21 UBP 101 Core - I : Financial Accounting

21 UBP 203 Core - III : Higher Financial Accounting

21 UBP 204 Core - IV : Finance And Accounting For Business Process Services

21 UBP 2A2 Allied - II : Programming Language – Business Application Software And Internet

The following courses were revised with minor modifications

21 UBP 102 Core - II : Business Management

21 UBP 1A1 Allied - I : Business Mathematics

New Course Added: NIL

BoS/BP 8.3.2 II B.COM.BUSINESS PROCESS SERVICES

M. Akilanayagi

Dr. M. AKILANAYAKI,

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Assistant Professor

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- 21 UBP 3N1 Non Major Elective - I : / Entrepreneurial Development

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

To add the topics "Angel funding and crowd funding" in Unit- 4

- 21 UBP 306 CORE VI : Commercial Law

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

To add an additional topic " introduction to law" in Unit-1

21 UBP 412 CORE XII: Retail Environment & Market Research

~~The presented syllabus was accepted by the experts and a few suggestions were given as follows:~~

To change 5Ps of Marketing as 7Ps of Marketing in Unit-3

The following papers from B.COM.BPS were accepted by the experts fully without further suggestions:

21 UBP 305 CORE V : Corporate Accounting

21 UBP 306 CORE VI : Commercial Law

21 UBP 307 CORE VII : Insurance For Business Process Services

21 UBP 308 CORE VIII: Supply Chain Management for Business Process Service

21 UBP 3A4 ALLIED III : Business Economics

21 UBP 409 CORE IX : Higher Corporate Accounting

21 UBP 410 CORE X: Campus to Corporate Transition

21 UBP 411 CORE XI : Banking For Business Process Services

21 UBP 4A5 ALLIED-IV : Statistics Methods

21UBP4N3 / 21UBP4N4 Non major Elective – II Project Management / Service Marketing

The following courses were revised with minor modifications.

21 BP 3N1 Non Major Elective - I : / Entrepreneurial Development

21 BP 306 CORE VI : Commercial Law

21 UBP 412 CORE XII: Retail Environment & Market Research

New Course Added: NIL

BoS/BP 8.3.3 III B.COM.BUSINESS PROCESS SERVICES

M. Akilanayagi

Dr. M. AKILANAYAGI,

M.Com., M.FBI, MBA, PGDCA, NET, SET, Ph.D.,

Assistant Professor

Department of Commerce - BPS

NGM College, Pottachi - 642 001.

• 21 UBP 618 CORE XVIII : Management Accounting

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

To add a topic "Zero Based Budgeting" and bring other budgets in functional budgets in Unit - 5.

• 21UBP5AL1-Advanced Learner Course - I (Optional) – Research Methodology -Self Study

The presented syllabus was accepted by the experts and a few suggestions were given as follows:

To add a topic "data collection through google forms" in Unit-4 and add "sampling and types" in Unit- 3

The following papers from B.COM.BPS were accepted by the experts fully without further suggestions:

21 UBP 513	CORE XIII : Cost Accounting
21 UBP 514	CORE XIV: Income Tax
21 UBP 515	CORE XV : Capital Market For Business Process Services
21 UBP 516	CORE XVI :Managing Business Processes -I
21UBP 517	CORE XVII : Institutional Training
21UBP5E1	CORE ELECTIVE-I :Company Law and Secretarial Practice
21UBP 5E2	CORE ELECTIVE-I Modern Marketing
21UBP5S1	Skill Based Subjects- Major elective- I Human Resources Capital Management
21UBP5S2-	Skill Based Subjects- Major elective- I/Retail Business Management
21 UBP 618	CORE XVIII : Management Accounting
21 UBP 619	CORE XIX: E-Commerce & Information Security
21 UBP 620	CORE XX :Managing Business Processes - II
21 UBP 621	CORE XXI : Programming Lab In Tally
21 UBP 6E4	CORE ELECTIVE-II : Case Analysis
21UBP 6E5	CORE ELECTIVE-II Security analysis and Portfolio Management
21 UBP 6E7	CORE ELECTIVE-III: Indirect Taxation
21 UBP 6E8	CORE ELECTIVE-III: International Business

H. 28/4
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21UBP6AL2	Advanced Learner Course - II (Optional) – Credit Management -Self Study
21UBP6S3	Skill Based Subjects – Major elective – II Technology Management
21UBP6S4	Skill Based Subjects – Major elective – II Logistic Management

The following courses were revised with minor modifications.

21 UB 618 CORE XVIII : Management Accounting

21UBP5AL1-Advanced Learner Course - I (Optional) – Research Methodology -Self Study

New Course Added:

21UBP5E3- AUDITING PRINCIPLES AND PRACTICES

21UBP6E6- EXECUTIVE COMMUNICATION

21UBP6E9 – FINANCIAL MANAGEMENT

These changes have been made effect for the students admitted in 2021 with SEMESTER I to VI Semesters accordingly.

BoS/BP8.4 SUGGESTIONS GIVEN BY THE BOS MEMBERS

H. Akilanayaki

Dr. M. AKILANAYAKI,

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The members had a brainstorming discussion and interaction among themselves. After discussion, fruitful suggestions were incorporated appropriately in the Curriculum and Syllabi.

Based on the suggestions given by the members, BOS resolved to recommend the following to the Academic Council for further approval.

8.4.1: 21 UBP 102- To add a topic "planning premises and its types and importance" in Unit-2; to add topic "servant leadership and transactional leadership" in Unit-4

8.4.2: 21 UBP 1A1- To remove the topic "derivative as rate measure second order derivatives" in Unit-2

8.4.3: 21 UBP 3N1 - To add the topics "Angel funding and crowd funding" in Unit- 4

8.4.4 : 21 UBP 306- To add an additional topic " introduction to law" in Unit-1 8.4.5

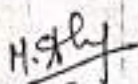
8.4.5 : 21 UBP 412 - To change 5Ps of Marketing as 7Ps of Marketing in Unit-3

8.4.6: 21 UBP 618 - To add a topic " Zero Based Budgeting" and bring other budgets in functional budgets in Unit - 5.

8.4.7 : 21UBP5AL1 - To add a topic "data collection through google forms" in Unit-4 and add " sampling and types " in Unit- 3

- a) The syllabus of First Year B.COM.BPS under Regulation <<8.3.1 >>.
- b) The syllabus of Second Year B.COM.BPS under Regulation <<8.3.2 >>.
- c) The syllabus of Third Year B.COM.BPS under Regulation <<8.3.3 >>.

Members Present:



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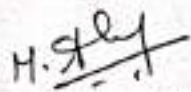
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ANNEXURE I

Minutes of the 7th Previous Meeting – Action Taken Report

S.No	Suggestion given by expert members	Action taken
	To introduce a new paper " supply chain management"	Reviewed and Implemented
	Rename international trade paper as international business	Implemented
	Ratification for 2019 – 2022 batch in 3,4,5 & 6 semesters	Implemented
	Minor Modifications in financial accounting management accounting , logistics management, programming laboratory in Tally, indirect taxation and entrepreneurial development	Implemented


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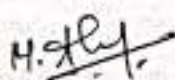
**List of Courses having focus on local, national, regional and global developmental needs
offered by the DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES**

offered by the DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES						Year:2021-2022
Programme: B.COM.BPS						Rationale
Course Code	Course Title	Need				
		Lo cal	National	Regional	Global	
21 UBP 101	Financial Accounting				✓	
21 UBP 102	Business Management				✓	
21 UBP 1A1	Business Mathematics		✓			
21 UBP 203	Higher Financial Accounting		✓			
21 UBP 2A2	Programming Language – Business Application Software And Internet				✓	
21 UBP 305	Corporate Accounting				✓	
21 UBP 306	Commercial Law		✓			
21 UBP 3A4	Business Economics		✓			
21 UBP 3N1	Non Major Elective - I: Entrepreneurial Development				✓	
21 UBP 3N2	Non Major Elective - I: Advertising and Sales Promotion				✓	
21 UBP 409	Higher Corporate Accounting				✓	
21 UBP 4A5	Statistics Methods				✓	
21UBP4N3	Non major Elective – II Project Management				✓	
21UBP4N4	Non major Elective – II Service Marketing				✓	
21 UBP 513	Cost Accounting		✓			
21 UBP 514	Income Tax		✓			
21UBP 517	Institutional Training			✓		
21UBP5E1	Company Law and Secretarial Practice		✓			
21UBP 5E2	Modern Marketing				✓	

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21UBP 5E3	Auditing Principles and Practices		✓				
21UBP5AL1	Advanced Learner Course - I (Optional) – Research Methodology -Self Study				✓		
21UBP5S1	Skill Based Subjects- Major elective- I Human Resources Capital Management				✓		
21UBP5S2	Skill Based Subjects- I Retail Business Management				✓		
21 UBP 618	Management Accounting		✓				
21 UBP 619	E-Commerce & Information Security				✓		
21 UBP 621	Programming Lab In Tally		✓				
21 UBP 6E4	Case Analysis				✓		
21UBP 6E5	Security analysis and Portfolio Management				✓		
21UBP 6E6	Executive Communication			✓			
21 UBP 6E7	Indirect Taxation		✓				
21 UBP 6E8	International Business				✓		
21 UBP 6E9	Financial Management				✓		
21UBPAL2	Advanced Learner Course - II (Optional) – Credit Management -Self Study				✓		
21UBP6S3	Skill Based Subjects – Major elective - II Technology Management				✓		
21UBP6S4	Skill Based Subjects – Major elective - II Logistic Management				✓		


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**List of Courses having focus on employability/ entrepreneurship/ skill development offered
by the DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES**

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES						
Programme: B.COM.BPS					Year:2021-2022	
Course Code	Course Title	Employability (EM) / Entrepreneurship (EN) / Skill Development (SD)			Focus	Year of Introduction
		EM	EN	SD		
21 UBP 204	Finance And Accounting For Business Process Services	✓				2014
21 UBP 307	Insurance For Business Process Services	✓				2014
21 UBP 308	Supply Chain Management for Business Process Service	✓				2014
21 UBP 410	Campus to Corporate Transition	✓				2014
21 UBP 411	Banking For Business Process Services	✓				2014
21 UBP 412	Retail Environment & Market Research	✓				2014
21 UBP 515	Capital Market For Business Process Services	✓				2014
21 UBP 516	Managing Business Processes –I	✓				2014
21 UBP 620	Managing Business Processes – II	✓				2014

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Percentage of Revision of B.COM.BPS Syllabus under Regulation 2021

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES							
S.No	Course Code	Course Title	Change Details	% of Changes	Content Deleted	Content Updated	Reason for Change
1.	21 UBP 102	Core - II : Business Management	added a topic "planning premises and its types and importance" in Unit-2; and added a topic "servant leadership and transactional leadership" in Unit-4	10%		✓	Subject Expert
2	21 UBP 1A1	Allied - I : Business Mathematics	Removed the topic "derivative as rate measure second order derivatives" in Unit-2	5%	✓		Subject Expert & Course Teacher
3	21 UBP 306	CORE VI : Commercial Law		5%		✓	Subject Expert

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			added an additional topic " introduction to law" in Unit-1 8.4.5				
4	21 UBP 3N1	Non Major Elective - I : Entrepreneurial Development /	Added the topics "Angel funding and crowd funding" in Unit- 4	10%		✓	Subject Expert
5	21 UBP 412	CORE XII: <i>Retail Environment & Market Research</i>	Changed the topic 5Ps of Marketing as 7Ps of Marketing in Unit-3	5%		✓	Subject Expert & Course Teacher
6	21UBPSAL 1	Advanced Learner Course - I (Optional) – Research Methodology -Self Study	added a topic "data collection through google forms" in Unit-4 and add " sampling and types " in	10%		✓	Subject Expert & Alumni Opinion

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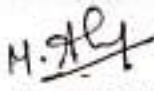
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			Unit- 3				
7	21 UBP 618	CORE XVIII : Management Accounting	added a topic "Zero Based Budgeting" and bring other budgets in functional budgets in Unit - 5.	10%	✓	✓	Subject Expert


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 Coimbatore District

SCHEME OF EXAMINATIONS (2021 – 2024 BATCH AND ONWARDS)

B.COM-BUSINESS PROCESS SERVICES

Semester - I

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	21UTL101 /	Tamil Paper - I /	6	-	-	3	50	50	100	3
	21UHN101 /	Hindi Paper - I /	6	-	-					
	21UFR101	French Paper - I	6	-	-					
II	21UEN101	Communication skills - I (Level I)	5	-	-	3	50	50	100	3
	21UEN102	Communication skills - I (Level II)	5	-	-					
III	21 UBP 101	Core - I : Financial Accounting	6	-	5	3	50	50	100	4
	21 UBP 102	Core - II : Business Management	5	-	-	3	50	50	100	3
	21 UBP 1A1	Allied - I : Business Mathematics	6	-	5	3	50	50	100	4
IV	21UHR101	Human Rights	1	-	-	2		50	50	2
	21HEC101	Human Excellence - Personal Values & SKY Yoga Practice - I	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
CC	21CFE101	Fluency in English - I	-	-	-	-	-	-	-	
		Online Course (Optional) (MOOC / NPTEL / SWAYAM)								Grade
Total			30				200	400	600	20



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B.COM- BPS (2021-2024 BATCH)

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	21UTL202 /	Tamil Paper - II /	6	-	-	3	50	50	100	3
	21UHN202/	Hindi Paper - II /	6	-	-					
	21UFR202	French Paper - II	6	-	-					
II	21UEN202	Communication skills - II (Level I)	5	-	-	3	50	50	100	3
	21UEN203	Communication skills - II (Level II)	5	-	-					
III	21UBP203	Core - III : Higher Financial Accounting	6	-	5	3	50	50	100	4
	21UBP204	Core - IV : Finance And Accounting For Business Process Services	6	-	-	3	50	50	100	4
	21UB2A2	Allied - II : Programming Language - Business Application Software And Internet	-	4	-	3	50	50	100	4
IV	21EVS201	Environmental Studies	2	-	-	2	-	50	50	2
	21HEC202	Human Excellence - Family Values & SKY Yoga Practice - II	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
CC	21CFE201	Fluency in English - II	-	-	-	-	-	-	-	
	21CMM201	Manaiyiyal Mahathuvam - I	1	-	-	2	-	50	50	Grade*
	21CUB201	Uzhavu Bharatham - I	1	-	-	2	-	50	50	Grade*
		Online Course (Optional) (MOOC / NPTEL / SWAYAM)								Grade
Total			28	4			210	390	600	21

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B.COM- BPS (2021-2024 BATCH)

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
III	21 UBP 305	CORE V : Corporate Accounting	6	-	5	3	50	50	100	4
	21 UBP 306	CORE VI : Commercial Law	5	-	-	3	50	50	100	3
	21 UBP 307	CORE VII : <i>Insurance For Business Process Services</i>	6	-	-	3	50	50	100	4
	21UBP308	CORE VIII: <i>Supply Chain Management for Business Process Services</i>	6	-	-	3	50	50	100	4
	21UBP3A4	ALLIED III : Business Economics	5	-	-	3	50	50	100	4
IV	21UBP3N1 /21UBP3N2	Non Major Elective - I : Entrepreneurial Development /Non Major Elective - II: Advertising and Sales Promotion	1	-	-	2		50	50	2
	21HEC303	Human Excellence - Professional Values & Ethics -III	1	-	-	2	25	25	50	1
V		Extension Activities -Annexure I	-	-	-	-	-	-	-	-
CC	21CFE301	Fluency in English - III	-	-	-	-	-	-	-	
	21CMM301	Manaiyiyal Mahathuvam - II	1	-	-	2	-	50	50	Grade*
	21CUB301	Uzhavu Bharatham - II	1	-	-	2	-	50	50	Grade*
Total			30				175	425	600	22



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Pollachi - 642 001, Coimbatore

B.COM- BPS (2021-2024 BATCH)

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
III	21UBP409	CORE IX : Higher Corporate Accounting	6	-	5	3	50	50	100	4
	21UBP410	CORE X: Campus to Corporate Transition	5	-	-	3	50	50	100	4
	21UBP411	CORE XI : Banking For Business Process Services	6	-	-	3	50	50	100	4
	21UBP412	CORE XII: Retail Environment & Market Research	5	-	-	3	50	50	100	4
	21UBP4A5	ALLIED-IV : Statistics Methods	6	-	5	3	50	50	100	4
IV	21UBP4N1 / 21UBP4N2	Non major Elective - II Project Management / Service Marketing	1	-	-	2	-	50	50	2
	21HEC404	Human Excellence - Social Values & SKY Yoga Practice - IV	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	1
CC	21CFE401	Fluency in English - IV	-	-	-	-	-	-	-	
	21CMM401	Manaiyiyal Mahathuvam - III	1	-	-	2	-	50	50	Grade*
	21CUB401	Uzhavu Bharatham - III	1	-	-	2	-	50	50	Grade*
Total			30	-			175	425	600	24

h. n. l.
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 Pollachi - 642 001, Coimbatore District



B.COM- BPS (2021-2024 BATCH)

Part	Subject Code	Title of the Paper	Hrs / Week	Hrs / Sem.	Exam Hrs.		Maximum Marks		Total Marks	Credits
			I	P	T		Internal	External		
III	21UBP513	CORE XIII : Cost Accounting	6	-	5	3	50	50	100	5
	21UBP514	CORE XIV: Income Tax	6	-	5	3	50	50	100	4
	21UBP515	CORE XV : <i>Capital Market For Business Process Services</i>	5	-	-	3	50	50	100	5
	21UBP516	CORE XVI : <i>Managing Business Processes -I</i>	4	-	-	3	50	50	100	4
	21UBP517	CORE XVII : Institutional Training	-	-	-		50	50	100	2
	21UBP5E1/ 21UBP 5E2/ 21 UB P 5E3	CORE ELECTIVE-I :Company Law and Secretarial Practice/Modern Marketing/ Auditing Principles and Practice	5	-	-	3	50	50	100	3
	21UBP5VA	Department Specific Value Added Course -Event Management	30							2*
IV	21UBP5S1/ 21UBP5S2	Skill Based Subjects- Majorelective- I Human Resources Capital Management /Retail Business Management	3	-	2			50	50	3
	21HEC505	Human Excellence - National Values & SKY Yoga Practice - V	1	-	13	2	25	25	50	1
	V	Extension Activities - Annexure I	-	-	-	-	-	-	-	-
CC	21CFE501	Fluency in English - V	-	-	-	-	-	-	-	-
	21CSD501	Soft Skills Development - I	-	-	-	-	-	-	-	Grade
	21GKL501	General Awareness - Self Study	SS	-	2	-		50	50	Grade *
Total			30	-	-		270	480	750	32

** Credits- Based on Course Content, maximum of 4

Extra Credits



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B.COM- BPS (2021-2024 BATCH)

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P			Internal	External		
III	21UBP618	CORE XVIII : Management Accounting	6	-	5	3	50	50	100	4
	21UBP619	CORE XIX: E-Commerce & Information Security	5	-	-	3	50	50	100	3
	21UBP620	CORE XX : Industry 4.0 & Managing Business Processes -II	5	-	-	3	50	50	100	4
	21UBP621	CORE XXI : Programming Lab In Tally	-	2	-	3	50	50	100	2
	21UBP 6E4/ 21UBP 6E5/ 21UBP 6E6	CORE ELECTIVE-II : Case Analysis/ Security analysis and Portfolio Management/ Executive Communication	4	-	4	3	50	50	100	5
	21UBP 6E7/ 21UBP 6E8/ 21UBP 6E9	CORE ELECTIVE-III: Indirect Taxation/ International Business/ Financial Management	5	-	-	3	50	50	100	5
	21UBP6AL	Advanced Learner Course - II (Optional) –Credit Management -Self Study	-	-	-		50	50	100	2**
	21UBP6VA	Department Specific Value Added Course-Practical banking	30							2*
IV	21UBP6S3/ 21UBP6S4	Skill Based Subjects - Naan Mudhalvan Technology Management/ Mutual Fund Foundation	2			2		50	50	2
	21HEC606	Human Excellence - Global Values & SKY Yoga Practice - VI	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
CC	21CFE601	Fluency in English - VI	-	-	-	-	-	-	-	
	21CSD601	Soft Skills Development - II	-	-	-	-	-	-	-	Grade
Total			28	2			280	420	700	31

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B.COM- BPS (2021-2024 BATCH)

Programme code:	B.COM- BPS			Programme Title :	Bachelor of Commerce (Business Process Services)	
Course Code:				Title :	Batch :	2021-2024
				CORE: XVI	Semester	V
Lecture Hrs./Week or Practical Hrs./Week	5	Tutorial Hrs./Sem.	-	Auditing Principles and practices	Credits:	3

Course Objective

To expose the students to the principles and practice of auditing.

Course Outcomes

CO1	To keep in mind current auditing concepts, students and acceptable practice	K1
CO2	To comprehend preventative internal control measures.	K2
CO3	To implement the audit process from planning of audit to completion of audit	K3
CO4	To interpret audit through computer assisted audit technique	K4
CO5	To assess audit techniques	K5

Mapping

CO \ PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO1	S	S	S	S	S	S	S
CO2	S	S	S	S	S	S	S
CO3	H	M	H	H	H	H	M
CO4	H	H	H	M	M	H	H
CO5	H	M	H	H	H	H	M

S-Strong, H-High; M-Medium; L-Low

B.COM- BPS (2021-2024 BATCH)

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Tandon, B.N. Sudharsana.S, Sundharabahu.S	A Hand Book of practical Auditing	New Delhi, S.Chand & Co Ltd	(2017)

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	De Paula.F.R.M	Auditing. London: Auditing principles and practice, New Delhi, Kalyani publication.	The English Language Society and Sir Issac Pitman and Sons Ltd.	2017
2.	Pradeep Kumar	Auditing principles and practice	New Delhi, Kalyani publication	2017

Course Designed by	Head of the Department	Curriculum Development Cell	Controller of the Examination
Name and Signature	Name and Signature	Name and Signature	Name and Signature
Name: Dr. P.Gurusamy	Name: Dr.S.Poornimadevi	Name: Prof. K. Srinivasan	Name: Dr.R.Manicka chezhian
Signature:	Signature:	Signature:	Signature:

B.COM- BPS (2021-2024 BATCH)

Programme code:	B.COM- BPS			Programme Title :	Bachelor of Commerce (Business Process Services)	
Course Code:	21UBP6E6			Title :	Batch :	2021-2024
				CORE ELECTIVE-II:	Semester	VI
Lecture Hrs./Week or Practical Hrs./Week	4	Tutorial Hrs./Sem.	60	Executive Communication	Credits:	5

Course Objective

Understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction.

To provide basic exposure to various forms and materials associated with office management.

Course Outcomes

CO1	To recollect knowledge, skills and abilities to communicate in the business.	K1
CO2	To understand the basic concept and computation of tax liabilities including form 16.	K2
CO3	To apply practical knowledge of banking like pay-in-slip, withdrawal, DD challan and cheques.	K3
CO4	To analyze the text and be able to summarize ideas in marketing information in business.	K4
CO5	To evaluate the modern forms of communication	K5

Mapping

PSO CO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO1	S	S	S	S	S	S	S
CO2	S	S	S	S	S	S	S
CO3	H	M	H	H	H	M	H
CO4	H	H	H	M	M	H	H
CO5	H	M	H	H	H	M	H

S-Strong, H-High; M-Medium; L-Low

B.COM- BPS (2021-2024 BATCH)

Units	Content	Hrs
Unit I	Business Communication: Meaning – Importance of Effective Business Communication Media- Types – Barriers to Communication – Communication Ethics – Principles of Effective Communication.	12
Unit II	Non- Verbal Communication – Soft Skills – Business Letters: Need – Functions - Kinds - Essentials – Layout- Interpersonal Communication. – Use of Capital Letters in writing – Use of Foreign Words and Phrases.	12
Unit III	Interview- Appointments- Acknowledgement-Promotion- Enquires- Replies- Orders-Sales- Circulars – Complaints – Use of Mobile Phones in communication and modern application software in Mobile Phones communication.	12
Unit IV	Business Correspondence - Enquiries and Reply - Order and their Execution – Collection Letter –Sales Letter – Circular Letter – Banking Correspondence – Insurance Correspondence	12
Unit V	Modern Forms of Communication: Fax- e-mail- Video conferencing- Internet - Website and their use in Business.	12
	Total Contact Hrs	60

*Italicized texts are for self study

Pedagogy and Assessment Methods:

Group discussions, Seminar and Assignment

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Ramachandran	Business Communication,	Macmillan Publishers, New Delhi	2007
2.	AshaKaul	Effective Business Communication	Prentice Hall of India, New Delhi	2006

B.COM- BPS (2021-2024 BATCH)

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Randolf H Hudson	Business Communication,	Jaico Publishing House, New Delhi	1994
2.	Meenakshi Raman, Prakash Singh	Business Communication,	Oxford University Press, New Delhi.	2012
3.	Jain, V K &OmprakashBiyani	Business Ethics and Communication,	S Chand Co, New Delhi.	2012

Course Designed by	Head of the Department	Curriculum Development Cell	Controller of the Examination
Name and Signature	Name and Signature	Name and Signature	Name and Signature
Name: Dr.M.Akilanayaki Signature:	Name: Dr.S.Poornimadevi Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr.R.Manickachezhian Signature:

B.COM- BPS (2021-2024 BATCH)

Programme code:	B.COM- BPS			Programme Title :	Bachelor of Commerce (Business Process Services)	
Course Code:	21UBP6E9			Title :	Batch :	2021-2024
				CORE ELECTIVE –III	Semester	VI
Lecture Hrs./Week or Practical Hrs./Week	5	Tutorial Hrs./Sem.	-	Financial Management	Credits:	5

Course Objective

- To understand the various finance sources.
- To understand how to take capital budgeting and investment decisions

Course Outcomes

CO1	To define the overall role and importance of the finance function.	K1
CO2	To discuss basic finance management knowledge	K2
CO3	To apply the various kinds of dividend	K3
CO4	To analyse the investment decision	K4
CO5	To evaluate the concept of working capital	K5

❖ Mapping

CO \ PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
CO1	S	S	S	S	S	S	S
CO2	S	S	S	S	S	S	S
CO3	H	M	H	H	H	H	M
CO4	H	H	H	M	M	H	H
CO5	H	M	H	H	H	H	M

S-Strong, H-High; M-Medium; L-Low

B.COM- BPS (2021-2024 BATCH)

Units	Content	Hrs
Unit I	Nature and scope of financial management – Profit and Wealth management objectives – Key decisions - Functions and responsibilities of finance manager.	15
Unit II	Time value of money – Valuation– Capital structure decisions – Traditional and MM approaches – Current views – Determine of capital structure – Over trading – Over and under capitalization – Leverage analysis EBIT – EPS analysis.	15
Unit III	Cost of capital measurement WACC – MCC and value of the firm – Factors in dividend policy of firm – Kinds of dividend – Walter’s Model – MM Approach.	15
Unit IV	Investment decisions – Risk – Required rate of return – Estimating cash flows – Present value of cash flows – Evaluation of alternative investment proposals – Sensitivity analysis – Simulation – Decision making under conditions of risk and uncertainty – Inflation and investment decision	15
Unit V	Meaning and concept of working capital – significance – Determinants of working capital – Receivable and Payable management – Treasury management and functions	15
	Total Contact Hrs	75

*Italicized texts are for self study

Pedagogy and Assessment Methods:

Group discussions, Seminar and Assignment

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Shashi K. Gupta & Sharma R.K.,	Financial Management,	KalyaniPulishers, New Delhi.	2005

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Maheswari S.N	Elements of Financial Management Financial Management;	Sultan Chand and Sons, New Delhi	2003
2.	Khan M.Y and Jain P.K	Financial Management, Text and Problems	Tata McGraw Hill, New Delhi	2006

Course Designed by	Head of the Department	Curriculum Development Cell	Controller of the Examination
Name and Signature	Name and Signature	Name and Signature	Name and Signature
Name: Dr. S.Poornimadevi	Name: Dr.S.Poornimadevi	Name: Prof. K. Srinivasan	Name: Dr.R.Manickachezhian
Signature:	Signature:	Signature:	Signature: