

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE (AUTONOMOUS)-POLLACHI

629	BBA	Google Work space Practical	22UBM517	2022
630	BBA	Digital Marketing	22UBM5E1	2022
631	BBA	Financial services	22UBM5E2	2022
632	BBA	Industry 4.0	22UBM5E3	2022
633	B.Com	E-Filing of Income Tax Return	22UCO621	2022
634	B.Com (CA)	Office Automation	22UCC102	2022
635	B.Com (CA)	HTML & Web Designing	22UCC204	2022
636	B.Com PA	Financial Accounting - I	22UPA101	2022
637	B.Com PA	Financial Accounting - II	22UPA203	2022
638	B.Com (E-Commerce)	Software development with Visual Basic.Net	22UEC412	2022
639	B.Com (E-Commerce)	Programming Lab for Software development with Visual Basic.Net	22UEC414	2022
640	B.Com (E-Commerce)	Project work and Viva - Voce	22UEC519	2022
641	B.Com BI	ALLIED II: Business Mathematics and Statistics	22UBI2A2	2022
642	B.Com BI	CORE VII: Principles of Life Insurance	22UBI307	2022
643	B.Com BI	ALLIED LAB I : Programming Laboratory in MS Office	22UBI3A4	2022
644	B.Com BI	Non Major Elective - I : Fundamentals of Insurance	22UBI3N1	2022
645	B.Com BI	CORE X: Principles of General Insurance	22UBI410	2022
646	B.Com BI	ALLIED IV: Introduction to Industry 4.0	22UBI4A5	2022
647	B.Com BI	Core - XIV : Financial Innovations in Banking and Insurance	22UBI514	2022
648	B.Com BI	CORE XIX: Goods and Services Tax	22UBI619	2022
649	B.Com BI	Core Elective - II : Customer Relationship Management	22UBI6E5	2022
650	B.Com (BPS)	Accounting and Finance for Corporate	22UBP204	2022
651	B.Com (BPS)	Principles and Practices of Insurance	22UBP307	2022
652	B.Com (BPS)	Investment Management	22UBP308	2022
653	B.Com (BPS)	Organizational Behaviour	22UBP410	2022

Bos Highlighted



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HERE



Dr. R. MUTHUKUMARAN,
M.A., M.Phil., B.Ed., Ph.D.,
PRINCIPAL

New Course Introduced

N.G.M. College, Pollachi - 642 001
Coimbatore District

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE (AUTONOMOUS)-POLLACHI

654	B.Com (BPS)	Banking Process for Business	22UBP411	2022
655	B.Com (BPS)	Market Research	22UBP412	2022
656	B.Com (BPS)	Campus to Corporate	22UBP515	2022
657	B.Com (BPS)	Business Process Management	22UBP516	2022
658	B.Com (BPS)	Supply Chain Management	22UBP620	2022
659	B.Sc Computer Science with Data Analytics	Programming in C	22UDA101	2022
660	B.Sc Computer Science with Data Analytics	Data Structures and Algorithms	22UDA102	2022
661	B.Sc Computer Science with Data Analytics	Mathematical Foundation for Data Science	22UDA1A1	2022
662	B.Sc Computer Science with Data Analytics	Programming Lab in C	22UDA103	2022
663	B.Sc Computer Science with Data Analytics	Object Oriented Programming with Java	22UDA204	2022
664	BSc CS with AI & ML	Core I: Java Programming	22UAI101	2022
665	BSc CS with AI & ML	Core II: Industry 4.0	22UAI102	2022
666	BSc CS with AI & ML	General Elective-1: Introduction to Linear Algebra	22UAI1A1	2022
667	BSc CS with AI & ML	Core Lab I: Programming Lab in Java	22UAI103	2022
668	BSc CS with AI & ML	Core I: Java Programming	22UAI101	2022
669	BSc CS with AI & ML	Core II: Industry 4.0	22UAI102	2022
670	BSc CS with AI & ML	General Elective-1: Introduction to Linear Algebra	22UAI1A1	2022
671	BSc CS with AI & ML	Core Lab II: Programming Lab in Python	22UAI206	2022
672	BSc CS with AI & ML	Capstone Project - 1	22UAI207	2022
673	BSW	Introduction to Social Work	22USW101	2022
674	BSW	Man and Society	22USW102	2022
675	BSW	Indian Social Problems	22USW1A1	2022



New Course Introduced

Dr. R. MUTHUKUMARAN,
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 (Salem District)

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE,

POLLACHI- 642 001

**9th BOARD OF STUDIES MEETING IN THE DEPARTMENT OF COMMERCE-
BUSINESS PROCESS SERVICES**

DATE & TIME: 04th JUNE 2022 AT 10:00 AM

AGENDA

BoS /BP 9.1	:	Welcome Address and Opening Remark by Chairman, Board of Studies in the COMMERCE-BUSINESS PROCESS SERVICES
BoS/BP 9.2	:	Confirmation of the Minutes of the 8 th / Previous meeting of Board of Studies in the Commerce-Business Process Services held on 22 nd May 2021 and the action taken report of 8 th meeting of Board of Studies
BoS/BP 9.3	:	NN.3.1. Syllabus of I B.COM- BUSINESS PROCESS SERVICES under Regulation 2022
		NN.3.2. Syllabus of II B.COM- BUSINESS PROCESS SERVICES under Regulation 2022
		NN.3.3. Syllabus of III B.COM- BUSINESS PROCESS SERVICES under Regulation 2022
		Any other Discussion if any
BoS/BP 9.4	:	Suggestion given by BOS Members
BoS/BP 9.5	:	Any other items

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE,

POLLACHI- 642 001

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES

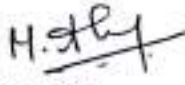
MINUTES OF BOS MEETING

The 9th meeting of the Board of Studies of the DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES was held on 04th June 2022 at 10:00 am through offline mode, NALLAMUTHU GOUNDER MAHALINGAM COLLEGE, POLLACHI- 642 001

1. The following members were presented:

Dr.M. Akilanayaki Assistant Professor Department of Commerce-BPS	Chairman
Ms.T. Mohanasundari Assistant Professor Department of Commerce-BPS	Internal Members
Dr. P. Gurusamy Assistant Professor Department of Commerce-BPS	
Dr. V. Meera Associate Professor Department of Commerce-BPS	
Dr. R. Sivarajan, Assistant Professor Department of Commerce-BPS	
Dr. S. Karthikeyan Assistant Professor, Department of Commerce, Government Arts College, Udumalpet	University Nominee
Dr. S. M Yamuna Associate professor & Head of Commerce with Business Process Services, PSG college of Arts & Science, Coimbatore	Academic Experts
Dr .S. Namasivayam Professor & Head of Commerce with Business Process Services Dr NGP Arts & Science College	

Mr. K.G. Sampathkumar Senior Manager Conduent, ITPB, Bangalore	Industrial Experts
Ms. A.V. SaranyaDevi Process Executive, Chill Special Economic Zone, Saravanampatti, Coimbatore- 641 035	Alumnus nominated by Principal/HoD
Mr. S. Aswin Sarath (19-BP-07) III B.Com-BPS, (2019-2022 Batch)	Student Members


HOD (C/O)

Dr. M. AKILANAYAKI,
M.Com, M.Phil, MBA, PGDCA, NET, SET, Ph.D.,
Assistant Professor
Department of Commerce - BPS
NGM College, Pollachi - 642 001.


CDC CO-ORDINATOR

K. SRINIVASAN, MCA.,
Co-ordinator
Curriculum Development Cell (CDC)
NGM College (Autonomous)
Pollachi - 642 001.


COE

Dr. R. MANICKA CHEZIAN, M.Sc, M.S, Ph.D.,
Controller of Examinations
NGM College (Autonomous)
POLLACHI - 642 001.


DR. R. MUTHUKUMARAN,
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Coimbatore District

- ❖ The word TCS will be removed from our entire BPS Syllabus
- ❖ Nine TCS paper have been removed and new course has been introduced.

BoS/BP 9.3.1 I B.COM- BUSINESS PROCESS SERVICES (I & II SEMESTER)

22 UBP 101 Core -I : Financial Accounting

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

To remove a topic "Single Entry System" in Unit-2; and add a topic "Rectification of Errors" in Unit-2

22 UBP 102 Core -II : Business Management

The presented syllabus was accepted by the experts and given the suggestion was given as follows:

To add a topic "Directing" in Unit- 4;

22 UBP 2A2 Allied -II :Programming Language-Business Application Software and Internet

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

To Change the word "Presentation as Seminar Presentation" in Unit-3

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

22 UBP 1A1 Allied – I : Business Mathematics

22 UBP 203 Core - III : Higher Financial Accounting

The following courses were revised with minor modifications

22 UBP 101 Core -I : Financial Accounting

22 UBP 102 Core -II : Business Management

22 UBP 2A2 Allied -II : Programming Language Business Application Software and Internet

New Courses Added:

22 UBP 204 CORE IV: Accounting and Finance for Corporate

BoS/BP 9.3.2 II B.COM- BUSINESS PROCESS SERVICES (III & IV SEMESTER)

22 UBP 305 Core-V : Corporate Accounting

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

To add a subtopics in the Unit- 3, Unit- 4, Unit- 5

22 UBP 3A3 Allied -III : Business Economics

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

To add a topic "Pricing" in the Unit- 3; to add the topic "Inflation, Monetary Policy" in Unit- 5;

22 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 a topic "Rural Entrepreneurs, Women Entrepreneurs and Incentives" in the Unit- 4; to add a topic "TIIIC and ICICI" in the Unit- 5;

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

22 UBP 306 Core - VI: Commercial Law

22 UBP 3N2 Non Major Elective -I:/ Advertising and Sales Promotion

22 UBP 409 Core - IX: Higher Corporate Accounting

22 UBP 4A4 Allied -IV: Statistical Methods

22 UBP 4N1 Non Major Elective -II:/ Project Management

22 UBP 4N2 Non Major Elective -II:/ Service Marketing

The following courses were revised with minor modifications

22 UBP 305 CORE-V Corporate Accounting

22 UBP 3A3 Allied -III Business Economics

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

New Courses Added:

22 UBP 307 CORE VII: Principles and Practices of Insurance

22 UBP 308 CORE VIII: Supply chain Management

22 UBP 410 CORE X: Organizational Behaviour

22 UBP 411 CORE XI: Banking Process for Business

22 UBP 412 CORE XII: Market Research.

BoS/BP 9.3.3 III B.COM- BUSINESS PROCESS SERVICES (V & VI SEMESTER)

22 UBP 513 CORE-XIII Cost Accounting

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

To add a topic "Contract Accounting" in the Unit- 5;

22 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 "Common size statement and Comparative Statement" in the Unit- 1;

22 UBP 6E4 CORE ELECTIVE-III Indirect Taxation

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

To add a topic "VAT" in the Unit- 2;

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

22 UBP 514	Core - XIV: Income Tax
22 UBP 517	Core - XVII: Institutional Training
22 UBP 5E1	Core Elective -I:/ Company Law and Secretarial Practice
22 UBP 5E2	Core Elective -I:/ Modern Marketing
22 UBP 5E3	Core Elective -I:/ Auditing Principal and Practices
22 UBP 5AL	Advance Learner Course-I(optional) –Research Methodology
21 UBP 5S1	Skill Based Subjects- Major Elective- I Human Resource Management
21 UBP 5S2	Skill Based Subjects- Major Elective- I Retail Business Management
22 UBP 619	Core - XIX: E-Commerce and Information Security
22 UBP 621	Core - XXI: Programming Lab Tally
22 UBP 6E1	Core Elective -II:/ Case Analysis
22 UBP 6E2	Core Elective -II:/ Security Analysis and Portfolio Management
22 UBP 6E3	Core Elective -II:/ Executive Communication
22 UBP 6E4	Core Elective -III:/ Indirect Taxation
22 UBP 6E5	Core Elective -III:/ International Business
22 UBP 6E6	Core Elective -III:/ Financial Management
22 UBP 6AL	Advance Learner Course-I(optional) –Credit Management

21 UBP 6S3 Skill Based Subjects- Major Elective- II Technology Management

21 UBP 6S4 Skill Based Subjects- Major Elective- II Logistic Management

The following courses were revised with minor modifications

22 UBP 513 CORE-XIII Cost Accounting

22 UBP 618 CORE-XVIII Management accounting

22 UBP 6E4 CORE ELECTIVE-III Indirect Taxation

New Courses Added:

22 UBP 515 CORE XV: Investment Management

22 UBP 516 CORE XVI: Business Process Management

22 UBP 620 CORE XX: Campus to Corporate

BoS/BP 9.4 SUGGESTION GIVEN BY THE BOS MEMBERS

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

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

- 9.4.1 : 22 UBP 101 Financial Accounting - To remove a topic "Single Entry System" in Unit-2; and add a topic "Rectification of Errors" in Unit-2
- 9.4.2 : 22 UBP 102 Business Management - To add a topic "Directing" in Unit- 4;
- 9.4.3: 22 UBP 2A2 Programming Language Business Application Software and Internet- To Change the word "Presentation as Seminar Presentation" in Unit-3
- 9.4.4: 22 UBP 305 Corporate Accounting - To add a subtopics in the Unit- 3, Unit- 4, Unit- 5
- 9.4.5: 22 UBP 3A3 Business Economics - To add a topic "Pricing" in the Unit- 3; to add the topic "Inflation, Monetary Policy" in Unit- 5;
- 9.4.6: 22 UBP 3N1 Entrepreneurial Development - To add a topic "Rural- Entrepreneurs, Women Entrepreneurs and Incentives" in the Unit- 4; to add a topic "TIIC and ICICI" in the Unit- 5;
- 9.4.7: 22 UBP 513 Cost Accounting - To add a topic "Contract Accounting" in the Unit- 5;
- 9.4.8 : 22 UBP 618 Management accounting - To add a topic "Common size statement and Comparative Statement" in the Unit- 1;
- 9.4.9 : 22 UBP 6E4 Indirect Taxation - To add a topic "VAT" in the Unit- 2;
- 9.4.10 New Courses Introduced:**
 - 22 UBP 204 CORE IV: Accounting and Finance for Corporate
 - 22 UBP 307 CORE VII: Principles and Practices of Insurance
 - 22 UBP 308 CORE VIII: Supply chain Management
 - 22 UBP 410 CORE X: Organizational Behaviour

22 UBP 411 CORE XI: Banking Process for Business

22 UBP 412 CORE XII: Market Research

22 UBP 515 CORE XV: Investment Management

22 UBP 516 CORE XVI: Business Process Management

22 UBP 620 CORE XX: Campus to Corporate

- a) The Syllabus of First Year B.COM- BUSINESS PROCESS SERVICES under Regulation <<9.3.1>>
- b) The Syllabus of Second Year B.COM- BUSINESS PROCESS SERVICES under Regulation <<9.3.2>>
- c) The Syllabus of Third Year B.COM- BUSINESS PROCESS SERVICES under Regulation <<9.3.3>>

Members Present:

Chairman

Dr.M. Akilanayagi
Assistant Professor
Department of Commerce-BPS

H. 9th
4/6/2022

Internal Members

Ms.T. Mohanasundari
Assistant Professor
Department of Commerce-BPS

T.M. 9
4/6/2022

Dr. P. Gurusamy
Assistant Professor
Department of Commerce-BPS

P. he - 4/6/22

Dr. V. Meera
Associate Professor
Department of Commerce-BPS

V. Meera

Dr. R. Sivarajan,
Assistant Professor
Department of Commerce-BPS

R. Sivarajan
4/6/2021

University Nominee

Dr. S. Karthikeyan
Assistant Professor,
Department of Commerce,
Government Arts College, Udumalpet

S. Karthikeyan
4/6/22

Academic Experts

Dr. S. M Yamuna
Associate professor & Head of Commerce with
Business Process Services,
PSG college of Arts & Science, Coimbatore

S. M. Yamuna
4/6/22

Dr. S. Namasivayam
Professor & Head of Commerce with Business
Process Services
Dr NGP Arts & Science College
Kalapatti Road, Coimbatore-641048

S. Namasivayam
4/6/22

Industrial Experts

Mr. KG. Sampathkumar
Senior Manager
Conduent, ITPB, Bangalore

K. Sampathkumar

Alumnus Nominated by Principal/HoD

Ms. A.V. SaranyaDevi
Process Executive,
Chill Special Economic Zone, Saravanampatti,
Coimbatore- 641 035

A.V. SaranyaDevi

Student Members

Mr. S. Arwin Sarath (19-BP-07)
III B.Com-BPS, (2019-2022 Batch)

S. Arwin Sarath

ANNEXURE I

Minutes of the 8th Previous Meeting- Action Taken Report

S.NO	STAKE HOLDER	SUGGESTION	ACTION TAKEN
1.	University Nominee	The university nominee stated that to add a topic "Planning premises and its types and importance" in Business Management The University Nominee opined that instead of 5Ps of Marketing change it as 7Ps of Marketing" in Retail environment and market research	Reviewed and Implemented
2	Subject Expert	The subject expert stated that to incorporate the term "Introduction of law" in Commercial law	Reviewed and Implemented
3	Academic Auditor	The academic auditor suggested to add a topic "Zero based budgeting" in Management Accounting	Reviewed and Implemented
4	Faculty	The faculty recommended to remove the topic "derivates as rate measure second order derivatives" from Business Mathematics	Reviewed and Implemented


 HoD

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 Assistant Professor
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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**

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES						
Programme: B.COM.BPS						Year:2022-2023
Course Code	Course Title	Need				Rationale
		Local	National	Regional	Global	
22 UBP 101	Financial Accounting				✓	International financial reporting standards(IFRS)
22 UBP 102	Business Management				✓	Maslow's Theory of Motivation
22 UBP 1A1	Business Mathematics		✓			Simple and Compound Interest
22 UBP 203	Higher Financial Accounting		✓			Branch Accounts
22 UBP 204	Accounting and Finance for Corporate				✓	Business Process Outsourcing
22 UBP 2A2	Programming Language – Business Application Software And Internet				✓	Create a HTML document using various tags
22 UBP 305	Corporate Accounting				✓	Final Accounts of Companies
22 UBP 306	Commercial Law		✓			Indian Contract Act 1872
22 UBP 307	Principles and Practices of Insurance		✓			Insurance Regulatory Development Authority (IRDA)
22 UBP 308	Supply chain				✓	3 PL

	Management					
22 UBP 3A3	Business Economics		✓			Inflation
22 UBP 3N1	Non Major Elective - I : Entrepreneurial Development				✓	Sources of finance
22 UBP 3N2	Non Major Elective - I: Advertising and Sales Promotion				✓	Campaign Planning
22 UBP 409	Higher Corporate Accounting				✓	Accounting for Amalgamation (AS14)
22 UBP 410	Organizational Behaviour		✓			Organization Culture
22 UBP 411	Banking Process for Business		✓			Banking Regulation Act 1949- RBI
22 UBP 412	Market Research		✓			Secondary and Primary Data Collection Methods
22 UBP 4A4	Statistics Methods				✓	Analysis of Time Series and Business Forecasting
22UBP 4N1	Non major Elective – II Project Management				✓	PERT - CPM
22UBP 4N2	Non major Elective – II Service Marketing				✓	Customer care and services
22 UBP 513	Cost Accounting		✓			Labour and Overheads
22 UBP 514	Income Tax		✓			Income from Salaries Income from Salaries
22 UBP 515	Investment		✓			SEBI

	Management					
22 UBP 516	Business Process Management					
22UBP 517	Institutional Training			✓		Evaluate the environment of the companies
22UBP 5E1	Company Law and Secretarial Practice		✓			Companies Act 2013
22UBP 5E2	Modern Marketing				✓	Green marketing
22UBP 5E3	Auditing Principle And Practices		✓			Qualities of an auditor
22UBP 5AL	Advanced Learner Course – I (Optional) – Research Methodology –Self Study				✓	Data collection using Google form
22UBP 5S1	Skill Based Subjects-Major elective- I Human Resources Capital Management				✓	Human resource capital management
22UBP 5S2	Skill Based Subjects- I Retail Business Management				✓	International Retailing
22 UBP 618	Management Accounting		✓			Sources of Working Capital
22 UBP 619	E-Commerce & Information Security				✓	Electronic Payment Systems -E-Online Banking
22 UBP 620	Campus to Corporate				✓	Business Etiquette
22 UBP 621	Programming Lab In Tally		✓			Cost categories and cost centres
22 UBP 6E1	Case Analysis				✓	New Product Development
22UBP 6E2	Security analysis and Portfolio Management				✓	Portfolio Analysis
22UBP 6E3	Executive Communication			✓		Business

						Correspondence
22 UBP 6E4	Indirect Taxation		✓			Goods and Service Tax
22 UBP 6E5	International Business				✓	World Trade Organization
22UBP 6E6	Financial Management			✓		Investment decisions
22UBP 6AL	Advanced Learner Course - II (Optional) - Credit Management - Self Study				✓	7C's of Credit
22UBP 6S3	Skill Based Subjects - Major elective - II Technology Management				✓	Evolution of technology
22UBP 6S4	Skill Based Subjects - Major elective - II Logistic Management				✓	Components of International Logistics Management.

H. A. 
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**List of Courses having focus on employability/ entrepreneurship/ skill development offered
by the Department**

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES						
Programme: B.COM.BPS					Year: 2022-2023	
Course Code	Course Title	Employability (EM) / Entrepreneurship (EN) / Skill Development (SD)			Focus	Year of Introduction
		EM	EN	SD		
22 UBP 204	Accounting and Finance for Corporate	✓				2022
22 UBP 307	Principles and Practices of Insurance	✓				2022
22 UBP 308	Supply chain Management	✓				2022
22 UBP 410	Organizational Behaviour	✓				2022
22 UBP 411	Banking Process for Business	✓				2022
22 UBP 412	Market Research	✓				2022
22 UBP 515	Investment Management	✓				2022
22 UBP 516	Business Process Management	✓				2022
22 UBP 620	Campus to Corporate	✓				2022

HoD

PRINCIPAL

Percentage of Revision of B.COM-BPS Syllabus under Regulation 2022

DEPARTMENT OF COMMERCE-BUSINESS PROCESS SERVICES							
S.No	Course Code	Course Title	Change Details	% of Changes	Content Deleted	Content Updated	Reason for Change
1	22 UBP 101	Core- I Financial Accounting	Added a topic "Rectification of Errors" in Unit-2	10%	To remove a topic "Single Entry System" in Unit-2;	✓	Subject Expert & Course Teacher
2	22 UBP 102	Core- II Business Management	Added a topic "Directing" in Unit- 4	10%		✓	Subject Expert
3	22 UBP 2A2	Allied- II Programming Language Business Application Software and Internet	Changed the word "Presentation as Seminar Presentation" in Unit-3	5%		✓	Subject Expert
4	22 UBP 305	Core- V Corporate Accounting	Added a subtopics in the Unit- 3, Unit- 4, Unit- 5	10%		✓	Subject Expert & Course Teacher
5	22 UBP 3A3	Allied- III Business Economics	Added a topic "Pricing" in the Unit- 3; and added a topic "Inflation, Monetary Policy" in	15%		✓	Subject Expert

			Unit- 5;				
6	22 UBP 3N1	Non Major Elective-I Entrepreneurial Development	Added a topic "Rural Entrepreneur s, Women Entrepreneur s and Incentives" in the Unit- 4; and added a topic "TIIIC and ICICI" in the Unit- 5;	15%		✓	Subject Expert
7	22 UBP 513	Core- XII Cost Accounting	Added a topic "Contract Accounting" in the Unit- 5;	10%		✓	Subject Expert & Course Teacher
8	22 UBP 618	Core- XVII Management accounting	Added a topic "Common size statement and Comparative Statement" in the Unit- 1;	10%		✓	Subject Expert, Course Teacher & Alumni Opinion
9	22 UBP 6E4	Core Elective- III Indirect Taxation	Added a topic "VAT" in the Unit- 2;	5%		✓	Subject Expert& Alumni Opinion

H. HoD

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B.COM- BPS (2022-2025 BATCH)

SCHEME OF EXAMINATIONS (2022 - 2025 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	22UTL101/	Tamil Paper - I /	6	-	-	3	50	50	100	3
	22UHN101/	Hindi Paper - I /	6	-	-					
	22UFR101	French Paper - I	6	-	-					
II	22UEN101	Communication Skill - I (Level I)	5	-	-	3	50	50	100	3
	22UEN102	Communication Skill - I (Level II)	5	-	-					
III	22UBP101	Core - I :Financial Accounting	6	-	5	3	50	50	100	4
	22UBP102	Core - II :Business Management	5	-	-	3	50	50	100	3
	22UBP1A1	Allied - I :Business Mathematics	6	-	5	3	50	50	100	4
IV	22UHR101	Human Rights	1	-	-	2	-	50	50	2
	22HEC101	Human Excellence - Personal Values & SKY Yoga Practice - I	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
EC	22CFE101	Fluency in English - I	-	-	-	-	-	-	-	-
		Online Course (Optional)(MOOC / NPTEL / SWAYAM)								Grade*
Total			30				275	325	600	20



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Semester-II

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
I	22UTL202/	Tamil Paper - II /	6	-	-	3	50	50	100	3
	22UHN202/	Hindi Paper-II/	6	-	-					
	22UFR202	French Paper – II	6	-	-					
II	22UEN202	Communication Skill – II (Level I)	5	-	-	3	50	50	100	3
	22UEN203	Communication Skill – II (Level II)	5	-	-					
III	22UBP203	Core - III : Higher Financial Accounting	6	-	5	3	50	50	100	4
	22UBP204	Core - IV : Accounting and Finance for Corporate	6	-	-	3	50	50	100	4
	22UBP2A2	Allied – II : Programming Language – Business Application Software And Internet	-	4	-	3	25	25	50	2
IV	22EVS201	Environmental Studies	2	-	-	2	-	50	50	2
	22HEC202	Human Excellence - Family Values & SKY Yoga Practice – II	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
EC	22CFE202	Fluency in English – II	-	-	-	-	-	-	-	-
	22CMM201	Manaiyiyal Mahathuvam - I	1	-	-	2	-	50	50	Grade*
	22CUB201	Uzhavu Bharatham – I	1	-	-	2	-	50	50	Grade*
		Online Course (Optional)(MOOC / NPTEL / SWAYAM)								Grade*
Total			26	4			250	300	550	19

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Semester – III

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Sem.	Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
III	22UBP305	CORE V : Corporate Accounting	6	-	5	3	50	50	100	4
	22UBP306	CORE VI : Commercial Law	5	-	-	3	50	50	100	3
	22UBP307	CORE VII : Principles and Practices of Insurance	6	-	-	3	50	50	100	4
	22UBP308	CORE VIII: Investment Management	6	-	-	3	50	50	100	4
	22UBP3A3	ALLIED III : Business Economics	5	-	-	3	50	50	100	4
IV	22UBP3N1/ 22UBP3N2	Non Major Elective - I : Entrepreneurial Development / Non Major Elective - I: Advertising and Sales Promotion	1	-	-	2	-	50	50	2
	22HEC303	Human Excellence - Professional Values & Ethics – III	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
EC	22CEF303	Fluency in English – III	-	-	-	-	-	-	-	-
	22CMM302	Manaiyiyal Mahathuvam - II	1	-	-	2	-	50	50	Grade*
	22CUB302	Uzhavu Bharatham – II	1	-	-	2	-	50	50	Grade*
Total			30				275	325	600	22




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B.COM- BPS (2022-2025 BATCH)

Semester – IV

Part	Subject Code	Title of the Paper	Hrs / Week	Hrs / Sem.		Exam Hrs.	Maximum Marks		Total Marks	Credits
			L	P	T		Internal	External		
III	22UBP409	CORE IX : Higher Corporate Accounting	6	-	5	3	50	50	100	5
	22UBP410	CORE X: <i>Organizational Behaviour</i>	5	-	-	3	50	50	100	4
	22UBP411	CORE XI : <i>Banking Process for Business</i>	6	-	-	3	50	50	100	5
	22UBP412	CORE XII: <i>Market Research</i>	5	-	-	3	50	50	100	4
	22UBP4A4	ALLIED-IV: Statistical Methods	6	-	5	3	50	50	100	4
IV	22UBP4N3/ 22UBP4N4	Non major Elective – II Project Management / Service Marketing	1	-	-	2	-	50	50	2
	22HEC404	Human Excellence - Social Values & SKY Yoga Practice – IV	1	-	-	2	25	25	50	1
V		Extension Activities – Annexure I	-	-	-	-	-	50	50	1
EC	22CFE404	Fluency in English – IV	-	-	-	-	-	-	-	-
	22UMM403	Manaiyiyal Mahathuvam – III	1	-	-	2	-	50	50	Grade*
	22CUB403	Uzhavu Bharatham – III	1	-	-	2	-	50	50	Grade*
Total			30	-			275	375	650	26

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B.COM- BPS (2022-2025 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	22UBP513	CORE XIII : Cost Accounting	6	-	5	3	50	50	100	5
	22UBP514	CORE XIV: Income Tax	5	-	-	3	50	50	100	4
	22UBP515	CORE XV : <i>Campus to Corporate</i>	5	-	-	3	50	50	100	5
	22UBP516	CORE XVI : <i>Business Processes Management</i>	5	-	-	3	50	50	100	4
	22UBP517	CORE XVII : Institutional Training	-	-	-		100	100	200	2
	22UBP5E1/ 22UBP5E2/ 22UBP5E3	CORE ELECTIVE-I :Company Law and Secretarial Practice/ Modern Marketing/ Auditing Principles and Practice	5	-	-	3	50	50	100	3
	22UBP5AL	Advanced Learner Course - I (Optional) –Research Methodology -Self Study	-	-	-	-	50	50	100	2**
IV	22UBP5S1/ 22UBP5S2	Skill Based Subjects- Major elective- I Human Resources Capital Management /Retail Business Management	3	-	-	2		50	50	3
	22HEC505	Human Excellence - National Values & SKY Yoga Practice - V	1	-	-	2	25	25	50	1
V		Extension Activities – Annexure I	-	-	-	-	-	-	-	-
EC	22CFE505	Fluency in English – VI	-	-	-	-	-	-	-	-
	22CSD501	Soft Skills Development - II	-	-	-	-	-	-	-	Grade*
	22GKL501	General Awareness- Self Study	SS			2		50	50	Grade*
	22UBP5VA	Department Value Added Course: Fundamentals of Capital Market	30							2*
Total			30	-			375	425	800	27

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

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*Extra Credits



B.COM- BPS (2022-2025 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	22UBP618	CORE XVIII : Management Accounting	6	-	5	3	50	50	100	4
	22UBP619	CORE XIX: E-Commerce & Information Security	5	-	-	3	50	50	100	3
	22UBP620	CORE XX :Supply Chain Management	5	-	-	3	50	50	100	3
	22UBP621	CORE XXI : Programming Lab In Tally	-	2	-	3	50	50	100	2
	22UBP6E4/ 22UBP6E5/ 22UBP6E6	CORE ELECTIVE-II :Case Analysis/ Security analysis and Portfolio Management Executive Communication	4	-	4	3	50	50	100	5
	22UBP6E7/ 22UBP6E8/ 22UBP6E9	CORE ELECTIVE-III: Indirect Taxation/ International Business/ Financial Management	5	-	-	3	50	50	100	5
	22UBP6AL	Advanced Learner Course - II (Optional) –Credit Management -Self Study	-	-	-		50	50	100	2**
IV	22UBP6S3/ 22UBP6S4	Skill Based Subjects – Major elective - II Technology Management/ Logistic Management/	2			2	-	50	50	3
	22HEC606	Human Excellence - Global Values & SKY Yoga Practice – VI	1	-	-	2	25	25	50	1
V		Extension Activities - Annexure I	-	-	-	-	-	-	-	-
EC	22CFE606	Fluency in English – VI	-	-	-	-	-	-	-	-
	22CSD602	Soft Skills Development - II	-	-	-	-	-	-	-	Grade*
	22UBP6VA	Department Value Added Course- Dynamics of Services Sectors	30							2*
Total			28	2			325	375	700	26
Grand Total			174	6			1750	2150	3900	140

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

*Extra Credits

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B.COM- BPS (2022-2025 BATCH)

Programme Code:	B.COM- BPS			Programme Title:	Bachelor of Commerce (Business process services)	
Course Code:	22UBP204			Title : CORE :IV	Batch:	2022 - 2025
Lecture Hrs./Week or Practical Hrs./Week	6	Tutorial Hrs./Sem.	-	Accounting and Finance For Corporate	Semester:	II
					Credits:	4

Course objectives

To enable students to learn the Finance and Accounting Process applied in corporate sectors.

Course Outcomes

CO1	To keep in mind the corporate readiness as well as overview of corporate and History of BPS Industry.	K1
CO2	To understand the various activities in Business Process Outsourcing industries.	K2
CO3	To understand the various activities in accounts receivable, payable and general ledger.	K3
CO4	To understand the traditional accounting method and ERP for enrich the knowledge about the current technology.	K4
CO5	To observe the Indian accounting standards and IFRS for fulfil the expectation for corporate industries.	K5

Mapping

CO \ PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	H	H	H	H	H	M	M	M	H	H
CO2	H	H	H	H	H	M	M	M	H	H
CO3	H	H	H	M	M	M	M	M	H	H
CO4	H	H	H	H	H	M	M	M	H	H
CO5	H	M	H	H	H	M	M	H	M	H

L-Low; M-Medium; H-High

B.COM- BPS (2022-2025 BATCH)

Units	Content	Hrs
Unit I	Corporate Readiness -Overview of corporate -History of corporate - <i>Overview of BPS industry</i> -History of BPS –Benefits of BPS-BPS Industry in International Perspectives –BPS Industry in India.	18
Unit II	Organization – Outsourcing – Business Process Outsourcing – Reasons for BPS -Classification of BPS – BPS industry in India – Challenges of outsourcing need and current trends- <i>BPO areas</i> - horizontal and business verticals-BPO industry- Future of BPO- Voucher –Accounts payable-vendor master-invoice and payment processing-vendor reconciliation- Role of technology in accounts payable.	18
Unit III	Accounts receivables - sub categories – Customer set up – Credit management – booking sales order revenue recognition – pre-billing closing reconciliations – collections – <i>cash application</i> - reconcile outstanding customer balances – Introduction to General Ledger Accounting – Chart of accounts – Intercompany accounting and Reconciliation – various reports (Statutory reports, Schedules, variance) – Statutory reports – Statutory accounts.	18
Unit IV	Emerging trend in F&A technology – Traditional accounting method – advantages – limitations –modern accounting – advantages and limitations – ERP – integrated systems or Enterprise-Resource Planning system – Meaning and Definition of ERP – <i>Need for ERP</i> – ERPs with complete function – challenges in implementation of ERP – Industries covered under ERP system– ERP software companies.	18
Unit V	Accounting Standards and IFRS – Introduction – Scope of accounting standards – <i>Procedure for issuing an Accounting standard</i> – Compliance with the accounting standards – Indian accounting standards – International accounting standards – IFRS – international financial reporting standards – Introduction – advantages - - International accounting standards board.	18
	Total Contact Hrs	90

**Italicized texts are for self study*

Pedagogy

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Clyde P. Stickney, Roman L. Weil, Katherine Schipper, Jennifer Francis.	Financial accounting-An Introduction to Concepts, Methods and Uses	South-Western Cengage Learning.	2010

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Dr. S.Ganeson & S.R. Kalavathi	Finance and Management Accounting	Thirumalai Publication- Nagercoil-I.	2015
2	Jain & Narang	Advanced Accounting	Chennai Kalyani Publishers	2010
3	Gupta.R.L.& Radhaswamy.M	Finance Accounting Theory Methods and Application	Sultan Chand Publications, New Delhi.	2021
4.	Reddy, T.S. & Murthy	Finance Accounting	Chennai Margham 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 Signature:	Name: Dr. M. Akilanayagi Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr. R. Manicka chezian Signature:

B.COM- BPS (2022-2025 BATCH)

Programme Code:	B.COM- BPS			Programme Title:	Bachelor of Commerce (Business process services)	
Course Code:	22UBP307			Title: CORE :VII	Batch:	2022 - 2025
Lecture Hrs./Week or Practical Hrs./Week	6	Tutorial Hrs./Sem.	-	Principles and Practices of Insurance	Semester:	III
					Credits:	4

Course Objective

On successful completion of this course, the students should have understood Principles of Life Insurance, General Insurance and Risk Management Process in Business.

Course Outcomes

CO1	To keep in mind the concept of risk and insurance.	K1
CO2	Picture of the life insurance policies & life cycle.	K2
CO3	To evaluate the nonlife insurance policies & Concepts.	K3
CO4	To categories Fire Insurance Policies & Marine Insurance.	K4
CO5	To comprehend Motor Insurance and Health Insurance.	K5

Mapping

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

L-Low; M-Medium; H-High

Units	Content	Hrs
Unit I	Defining Risk and Uncertainty - Classification of risk - Management of risk – loss minimization techniques. Insurance - Meaning, nature and significance of Insurance, Insurance market, principles of insurance; Evaluation insurance business in India; Insurance Regulatory Development Authority (IRDA) – Recent Developments in the Insurance sector.	18
Unit II	Life Insurance - Law relating to life Insurance; General Principles of Life Insurance Contract - different products offered by life insurers- Premiums and bonuses - Assignment, Nomination and Surrender of policy - Policy claims; ULIPs; Postal Life Insurance; LIC - Role and functions.	18
Unit III	General Insurance - Law relating to general insurance; different types of general insurance; general insurance Vs life insurance; Proposal form-Cover notes –Endorsement - General Insurance concepts : Hazards, Perils, Catastrophe, Property Damage & Business Interruption, Policy exclusions, Indemnity, Deductibles, Retention, Premiums, Limits, Salvage, Subrogation, – Insurance Providers-Co-Insurance, Reinsurance, Captive Insurance – Underwriting process – Policy Servicing process – Claims process – Reinsurance.	18
Unit IV	Fire insurance - various types of fire policy; coverage's; subrogation; double insurance; contribution; proximate cause; claims of recovery. Marine Insurance - Law relating to marine insurance; scope and nature; types of policy; insurable interest; disclosure and representation; insured perils; proximity cause; voyage; warranties; measurement; subrogation; contribution;	18
Unit V	Miscellaneous Coverage's - Motor Insurance - Liability only policy - Package policy. Nature, terms and conditions of Health Insurance - Personal Accident insurance - Key Challenges of Healthcare Industry Healthcare regulations & Standards - Individual Health Insurance policies – Group Health Insurance Policies Burglary insurance - Legal Liability insurance- Engineering insurance - Rural insurances - Micro insurance.	18
	Total Contact Hrs	90

**Italicized texts are for self study*

Pedagogy

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Mishra, M.N. & Mishra, S.B.	Insurance Principles and Practice.	S.Chand & Company Ltd, New Delhi\ 22	2016

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Dr.S.B.Agarwal, Dr.A.K.Mittal	Insurance-Principles And Practice	Sanjeev Prakashan	2018
2	Mishra Kaninika	Fundamentals of Life Insurance	PHI Learning/2	2016
3	Hargovind Dayal	The Fundamentals of Insurance - Theories, Principles and Practices	Notion Press/1.	2017
4	Prof. M. Eswari Karthikeyan	Principles and Practice of Insurance	Sahitya Bhawan Publications/ Latest Edition	2021

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. T. Mohanasundari Signature:	Name: Dr. M. Akilanayagi Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr. R. Manicka chezian Signature:

B.COM- BPS (2022-2025 BATCH)

Programme code:	B.COM- BPS			Programme Title :	Bachelor of Commerce (Business Process Services)	
Course Code:	22UBP308			Title :	Batch :	2022-2025
				CORE: VIII	Semester	III
Lecture Hrs./Week or Practical Hrs./Week	6	Tutorial Hrs./Sem.	-	Investment Management	Credits:	4

Course Objective

To enable the students to acquire in depth knowledge in the field of finance in investment alternatives, introduce them to framework of their analysis and role of investor protection.

Course Outcomes

CO1	To acquire the idea of the capital market operates and identifies the main participants.	K1
CO2	To examine, over the counter exchange of India.	K2
CO3	To apply the use of derivatives.	K3
CO4	To evaluate the various financial instruments.	K4
CO5	To demonstrate the use of derivatives and capital market instruments.	K5

Mapping

CO \ PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	H	H	H	H	H	M	M	M	H	H
CO2	H	H	H	H	H	M	M	M	H	H
CO3	H	M	H	H	H	M	M	M	H	H
CO4	H	H	H	M	M	M	M	M	M	M
CO5	H	M	H	H	H	M	M	H	H	H

L-Low; M-Medium; H-High

B.COM- BPS (2022-2025 BATCH)

Units	Content	Hrs
Unit I	Nature, Meaning and scope of Investment – Importance of Investment – Factors influencing Investment – Investment media – Features of investment Programme – Investment Process – Development of Financial system in India.	15
Unit II	Capital Market – New issue Market and stock exchange in India – B.S.E – N.S.E – Kinds of Trading activity – Listing of Securities – SEBI and its Role and guidelines.	15
Unit III	Fundamental and Technical Analysis – Security evaluation – Economic Analysis – Industry Analysis – Company Analysis – Technical Analysis – Portfolio Analysis.	15
Unit IV	Investment Alternatives – Investment in Bonds, Equity Shares, Preference shares, Government Securities – Mutual Funds – Real Estate – Gold – Silver – Provident fund – Unit Trust – National Savings Scheme – LIC.	15
Unit V	Portfolio Management – Nature, Scope – SEBI Guidelines to Portfolio Management – Portfolio Investment Process – Elements of Portfolio Management – Portfolio Revision – Needs and Problems – Capital Asset Pricing Model(CAPM)	15
	Total Contact Hrs	75

**Italicized texts are for self study*

Pedagogy

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Francis Cherunilam	Investment Management	Margam Publication	2018

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Gorden .E & Natarajan.K	Financial service	Himalaya Publishing House.	2014
2.	Preethi Singh	Investment Management security Analysis& Portfolio Management	Himalaya Publishing House Pvt. Ltd	2013
3.	Gopalakrishnan.V	Investment Management	Sultan Chand & Son, New Delhi.	2014
4.	Shashi.K Gupta R.K Sharma.	Financial Management	Kalyani publisher, New Delhi.	2014

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. M. Akilanayaki Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr. R. Manicka chezian Signature:

B.COM- BPS (2022-2025 BATCH)

Programme code:	B.COM- BPS			Programme Title :	Bachelor of Commerce (Business process services)	
Course Code:	22UBP515			Title:	Batch :	2022-2025
				CORE:XV	Semester	V
Lecture Hrs./Week or Practical Hrs./Week	5	Tutorial Hrs./Sem.	-	Campus to Corporate	Credits:	5

Course objective

To exposed the students to the concepts of corporate world. They will have practical ways to implement the concepts, immediately on their return to their respective work front.

Course Outcomes

CO1	To recollect positive mental attitude, etiquette and professional grooming	K1
CO2	To understand the team play, stress management and healthy social interactions in corporate.	K2
CO3	To apply purposeful decisions regarding the balance of education, work and leisure time.	K3
CO4	To analyze self-awareness, proactive communication, assertiveness and behavioural effectiveness.	K4
CO5	To expose into the challenges faced by the fresher/ new entrants in the corporate life.	K5

Mapping

PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	H	H	M	H	H	M	M	M	H	H
CO2	H	M	H	H	H	M	M	M	H	H
CO3	H	H	H	M	M	M	M	M	M	M
CO4	H	H	H	M	H	M	M	M	M	H
CO5	H	H	M	H	H	M	M	M	H	H

L-Low; M-Medium; H-High

Units	Contents	Hrs
Unit-1	Campus to Corporate: Corporate Expectations – Campus Vs Corporate – Learn the culture – Impact of Attitude and Behaviour – Consider the Communication and Presentation Skills: Verbal-Non-Verbal- Listening Skills - Writing Skills –Questioning Skills. Fundamentals of an Effective Presentation - 5 P's of an Effective Presentation - Public Speaking - Managing Voice and Language- Importance of Visual Aids.	15
Unit-2	Business Etiquette: Making the First Impression - Importance of Handshakes - Business Card Etiquette - Grooming - Personal Hygiene - Body Language - Telephone and email Etiquette. Interview skills – Group discussions.	15
Unit-3	Time and Team Management: Prioritization - Dealing with Difficult Tasks -Getting Organized –Stress Management - Work-Life Balance- Managing Relationships- Understanding the Cultural Diversity- Teambuilding Process and Techniques- Balancing Team Needs and Individual Needs.	15
Unit-4	Conflict Management: Creating a Win-Win situation -Negotiation and Persuasion - Dealing with Aggressive Behavior - Different Styles of Handling Conflicts - Dealing with Emotions – Conflict Resolution Strategies -Tools and Techniques for Conflict Management.	15
Unit-5	Building Confidence: Overcoming Nervousness - Deal with Conflicts Effectively - Developing Positive Attitude - Reach Personal and Professional Goals -Strengthening your Self-Esteem - Developing Social conversation Skills.	15
	Total Contact Hrs	75

**Italicized texts are for self study*

Pedagogy

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	– K.K. Ramachandran , K.K. Karthick	From Campus To Corporate	Pearsons Publication	2016

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Marla Harr	From Campus To Corporate	New Delhi Sultan Chand & Sons.	2010
2	Dr. S.S. Narula	From Campus To Corporate	Taxmann's Publication	2012
3	Joshi,Gangadhar	Campus to corporate: your roadmap to employability	DDC/LCC and I Edition.	2015
4	Sharma, Ashutosh	Campus to corporate	DDC/LCC and 4 th Edition.	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. M. Akilanayaki Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr. R. Manicka chezian Signature:

B.COM- BPS (2022-2025 BATCH)

Programme code:	B.COM- BPS			Programme Title :	Bachelor of Commerce (Business Process Services)	
Course Code:	22UBP516			Title :	Batch :	2022-2025
				CORE: XVI	Semester	V
Lecture Hrs./Week or Practical Hrs./Week	5	Tutorial Hrs./Sem.	-	Business Processes Management	Credits:	4

Course Objective

To provide an understanding of BPS process and techniques.

Course Outcomes

CO1	To remember ethical obligations and responsibilities of business.	K1
CO2	To understand legal, social and economic environments of business.	K2
CO3	To apply knowledge of business concepts and functions in an integrated manner.	K3
CO4	To figure out the specialized knowledge in operations management to solve business problems.	K4
CO5	To measure about the service industry process; design, analyze, improve, monitor and optimize in the field of service sector.	K5

Mapping

PSO CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CO1	H	H	H	H	H	M	M	M	H	H
CO2	H	H	H	H	H	M	M	M	H	H
CO3	H	M	H	H	H	M	M	M	H	H
CO4	H	H	H	M	M	M	M	M	M	M
CO5	H	M	H	H	H	M	M	M	H	H

B.COM- BPS (2022-2025 BATCH)

L-Low; M-Medium; H-High

Units	Content	Hrs
Unit I	Process Management : Introduction, Definition, Benefits – Scope – Guidelines – Issues – Best Practices of BPOs.-Recognition of Business Processes-Core Processes Vs Support Process- Components of Process Management– Success factors in BPO. BPO Vendors: Functions – Service Scope – Benefits – BPO and IT services.	12
Unit II	Transition Management: Introduction – Transition and Change – Managing Transition. BPO Business Models: Introduction – Business Models – BPO Challenges – Types – Strategy –Business Process Outsourced to India – HR challenges in BPO Industry: Introduction– HR practices – deliverables – Cultural Issues– Outsourcing – HR Management Challenges in India.	12
Unit III	ITO vs. BPO – Classification of BPO Outfits – BPO Models (Life Cycle). Process levels – process mapping - Customer Expectations in Business process outsourcing. BPO to KPO : KPO – Meaning – KPO vs. BPO – Opportunity and Scope – Challenges – KPO Indian Scenario.	12
Unit IV	Risk Management: Introduction to Risk - Risk Types - Operational Risk – Information Security Risk - Financial Risk - Strategic Risk - Risk Mitigation Plans. Quality Management: Introduction to Quality Management - Quality Definition - Quality Control Vs Quality Assurance -International Quality Standards. Transaction Monitoring Process-Sampling inspection - Transaction monitoring cycle – Inspection – Feedback – RCA- Assurance Defects Management - Defect vs Defective - - Value Stream Mapping - Standard Operating Procedures.	12
Unit V	Systematic Problem Solving Basics (PDCA) – Problem solving tools – Brainstorming – Basic 7QC Tools – Why – Why Analysis – FMEA (Process Failure Mode Effects Analysis) – Design Thinking. Introduction to Lean Methodology – Introduction to six sigma Methodology – Introduction to Agile - Agile for non software.	12
	Total Contact Hrs	60

Italicized texts are for self study*Pedagogy**

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Vinod V. Sople	Business Process Outsourcing	PHI Learning Private Limited, NewDelhi,	2009

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Sarika kulkarni	Business Process Outsourcing	Jaico publishing house, Delhi	2005
2.	Prasant Kumar Pattnaik	Fundamentals of Cloud Computing	Vikas Publishing House Private Ltd, New Delhi	2015

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. V. Meera Signature:	Name: Dr. M. Akilanayaki Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr. R. Manicka chezian Signature:

B.COM- BPS (2022-2025 BATCH)

Programme Code:	B.COM- BPS			Programme Title:	Bachelor of Commerce (Business process services)	
Course Code:	22UBP620			Title: CORE : XX	Batch:	2021 - 2024
				Supply Chain Management	Semester:	VI
Lecture Hrs./Week or Practical Hrs./Week	5	Tutorial Hrs./Sem.	-		Credits:	3

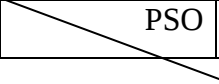
Course Objective

To provide an overview of the key activities performed by the logistics function, including distribution, transportation, global logistics and modern inventory paradigms. To enable the students to understand the needs and requirements of Supply chain management and its disciplines. To help the students to gain fundamental skills for analyzing and managing a supply chain in an organization. To help the students to assess the importance of the role played by information technology in a supply chain, and identify major IT applications. To know the concepts of logistics management.

Course Outcomes

CO1	Identify the importance and understand the multiple facets of supply chain business in their own perspective.	K1
CO2	Apply supply chain management principles and operational concepts to integrate, coordinate and synchronize supply chain activities to articulate and deliver customer-directed quality outcomes within Legal, regulatory, business and ethical frameworks in local and international environments.	K2
CO3	Students will be able to identify the principles of customer and supplier relationship management in supply chains and the principles of quality and lean manufacturing.	K3
CO4	Analyse the smooth transition of goods and services from manufacturers to the customers.	K4
CO5	Apply the knowledge of current information technology in all the major supply chain management practices.	K5

Mapping

	PSO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
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B.COM- BPS (2022-2025 BATCH)

CO										
CO1	H	H	H	H	H	M	M	M	H	H
CO2	H	H	H	H	H	M	M	M	H	H
CO3	H	M	H	H	M	M	M	M	H	H
CO4	H	H	H	H	H	M	M	M	H	H
CO5	H	H	H	H	H	M	M	M	H	H

L-Low; M-Medium; H-High

Units	Content	Hrs
Unit I	Supply Chain Management (SCM) – Meaning and Definition- Objectives – Importance of SCM- Scope of SCM- Types of SCM- Major drivers of SCM- <i>Supply chain as a profession</i> - Need for SCM in market today-Supply chain strategy - Supply chain metrics.	18
Unit II	Demand Management-Basic concepts-supplier Management-Basic concepts-Operation Management in SCM- Basic principles- Lean Manufacturing and SCM--Benefits of Lean Manufacturing-Elements. <i>Mass Customization</i> -Levels- characteristics-Outsourcing-Core competencies-working models.	18
Unit III	Procurement Management in SCM- Introduction-Purchasing cycle- types – <i>Inventory models</i> - EOQ model-Inventory terminology- Inventory Management- Inventory counting system. JIT- Elements- Benefits- Vendor Management.	18
Unit IV	Information Technology for SCM- Radio Frequency Identification (RFID) Technology – <i>Global Positioning System</i> – Geographic Information System (GIS) -concepts- Role of internet in logistics and SCM- Emerging trends in SCM-Green Logistics-Data Mining and Data Warehouse - Logistics Administration.	18

B.COM- BPS (2022-2025 BATCH)

Unit V	Logistics Management- History and Evolution- Elements-Functions- Logistics in India-Integrated Logistics Systems. Transportation Management- Participants in transportation- Modes of Transportation- Multimodal transportation- <i>Fleet management</i> - process- factors- Inter model transportation- containerization-Role of ICD's- Warehousing- Types- Warehouse Management System (WMS)-Packaging-3PL-4PL- Reverse Logistics.	18
	Total Contact Hrs	90

**Italicized texts are for self study*

Pedagogy

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1.	Rahul V.Altekar chain management (Concepts and cases)	Supply chain management (Concepts and cases)	PHI learning Private Limited 2012	2012

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Donald Bowersox, David Closs, M. Bixby Cooper	Supply Chain Logistics Management	MC Grew Hill	2012
2	G.Raghuram, N.Rangaraj	Logistics and Supply Chain Management	Macmillan India Ltd	2010
3	S.K.Bhattacharya	Logistics Management	S.Chand & Company	2010
4.	D.K. Agarwal	Logistics and Supply Chain Management	Macmillan India Ltd	2003

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 Signature:	Name: Dr. M. Akilanayagi Signature:	Name: Prof. K. Srinivasan Signature:	Name: Dr. R. Manicka chezian Signature: