

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 / 21UHN101 / 21UFR101	Tamil Paper - I /	6	-	-	3	50	50	100	3
		Hindi Paper - I /	6	-	-					
		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

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 / 21UHN202/ 21UFR202	Tamil Paper - II /	6	-	-	3	50	50	100	3
		Hindi Paper - II /	6	-	-					
		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	490	700	21

B.COM- BPS (2021-2024 BATCH)

Part	Subject Code	Title of the Paper	Hrs / Week		Hrs / Se m.	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: Supply Chain Management for Business Process Services	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	525	700	22

B.COM- BPS (2021-2024 BATCH)

Programme Code:	B.COM- BPS			Programme Title:	Bachelor of Commerce (Business process services)	
Course Code:	21 UBP 204			Title : CORE :IV	Batch:	2021 - 2024
				FINANCE AND ACCOUNTING FOR BUSINESS PROCESS SERVICES	Semester:	II
Lecture Hrs./Week or Practical Hrs./Week	6	Tutorial Hrs./Sem.	-		Credits:	4

Course objectives

To enable students to learn the principles of Accounting and practical Procedures applied in Business Process Outsourcing.

Course Outcomes

CO1	To keep in mind the accounting concepts, principles, standards, and processes	K1
CO2	To understand the various activities in accounts receivable, payable and general ledger	K2
CO3	To demonstrate the how the concepts of accounting could integrate while identification and resolution of problem pertaining to the organization.	K3
CO4	To apply skills in maintaining the books of accounts and problem-solving in the allied aspects of accounting.	K4
CO5	To review the accounting standard.	K5

Mapping

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

H-High; M-Medium; L-Low

B.COM- BPS (2021-2024 BATCH)

Units	Content	Hrs
Unit I	<i>Basic Accounting Principles, Concept, Convention</i> – Systems of Book Keeping – Recording, Classifying and Summarizing of Transaction – Final Accounts – Types of Business Organizations – Business Partnerships – Types of BPS – Merits and De-Merits on various BPS options – Accounting Business Process Cycle – Evolving of Outsourcing – Need for outsourcing Horizontal Services – Current Trend in P&A Outsourcing.	18
Unit II	Activities before Purchasing, Quotations, Negotiation, Costs association with Purchases – How a Purchase Order is raised, types of Purchase Orders, Contracts -Warehouse Receipt procedures, Returns, Issues and various Documents –Accounting Impact – Inventory Control – Types of discount offered by Vendors – Basics of Distribution Strategies, Integration of strategic Partnering, Outsourcing and Procurement Strategies Freight Negotiation, FTL, Payments, Conditions -Various Activities in Accounts Payable and Accounting Impact – Types of Invoice Matching and resolving issues – Invoice Payments, Procedures and Mode of payment – Employee Payment (T&E and Various Cards) – Debit Balance, Write back, Discount adjustments and various actions –Help desk and support Activities – Vendor Account Reconciliation – Latest developments (Vendor Portal, EDI, E-Invoicing, Tools) – Effective management of AP leads to working Capital improvement.	18
Unit III	Various Activities in Accounts Receivable and Accounting Impact – Background check for Customers (D&B Report, Credit Rating) Credit Limit, Customer Contract / Order – Management) – Mode of receiving Payment, Actions for non-receipt, Netting off – Revenue Recognition – Collection – Cash Applications – Adjustment of Discounts, Rebate, QPS discount, Write off - Disputes Handling procedures – Customer Help desk and support Activities – Customer Account Reconciliation – Latest Developments (Customer Portal, E-Invoicing, Tools) –Effective management of AR leads to working Capital improvement. Activities in	18

B.COM- BPS (2021-2024 BATCH)

	General Ledger – What is Subsidiary and Control Accounts – Chart of Accounts and maintenance, Costs Centre, Profit Centre, - Adjustment journals – Costs Allocation – Bank Reconciliation – Fixed Assets Maintenance – Inter Company – Accounting and Reconciliation – Tax Accounting – Transactions Element – Generation of Final Accounts – Various Reports (Statutory Reports, Schedules, Variance Analysis)	
Unit IV	Modules and usage of ERPs – Basic Screens required to be understood for F&A process – Report generation – XBRL, Platform, Counting, Data Privacy Law-Basics of Accounting Standard – Differences between various GAAPs (US, UK, Indian and IFRS).	18
Unit V	COSO, Internet Controls & Audit, ISO Standards (applicable to BPS) /CMMI Certification. - PCI Data Security Standard / Security Audit /Data Privacy and Protection SOX – Compliance / SSAE 17 / ISAE 3402 – SOD, Access, Incident Management, BCP - How the various transaction flows are happening – BPS Terminologies – Importance of Process Documents Service Level Measurements Contractual element – Governance model – Internal Reporting – Delivery Excellence – Integration of support functions – Future and Challenges.	18
	Total Contact Hrs	90

**Italicized texts are for self study*

Pedagogy and Assessment Methods:

Seminar, Power Point Presentation, Chalk and talk, Quiz, Assignments, Group Task.

Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	TCS	Hand book on Finance and Accounting for business process services provided by TCS.	TCS	2014

B.COM- BPS (2021-2024 BATCH)

Reference Books

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Reddy, T.S. & Murthy,	Finance Accounting	Chennai Margham Publication.	2017
2	Jain & Narang	Advanced Accounting	Chennai Kalayani Publishers.	2010

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:	21 UBP 308			Title: CORE : VIII	Batch:	2021 - 2024
				SUPPLY CHAIN MANAGEMENT FOR BUSINESS PROCESS SERVICE	Semester:	III
Lecture Hrs./Week or Practical Hrs./Week	6	Tutorial Hrs./Sem.	-		Credits:	4

Course Objective

To understanding the important role of supply chain management in today's business environment

Course Outcomes

CO1	To define the tools and techniques in implementing supply chain management	K1
CO2	To understand the individual processes of supply chain management and their interrelationships within individual companies and across the supply chain	K2
CO3	To Know the management components of supply chain management	K3
CO4	To Analyse the primary differences between logistics and supply chain management	K4
CO5	To Comprehend the role of role of supply chain management in today's business environment in India.	K5

Mapping

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

H-High; M-Medium; L-Low

B.COM- BPS (2021-2024 BATCH)

Units	Content	Hrs
Unit I	Introduction to Business and Outsourcing: BusinessPartnerships-TypesofBusinessOrganizations-TypesofBPSs-Meritsand	18
Unit II	Overview of SCM and Contract Management Definition and Meaning – Supply Chain Structure- Supply chain Management Process – Elements of Supply Chain Management – Importance of SCM – Features of SCM – Objectives of SCM – Functions of SCM – Supply chain as a Profession- Role in IT – Drivers of Supply chain Performance. Creation of Contract - Negotiate - Determination the Price, Terms and Condition- Approval - Execute -Comply/Amend - Technology Intervention in Contract Management.	18
Unit III	Sourcing and Procurement SourcingandTypesofSourcing-ComponentsofSourcing-ProcurementPractice-Procurement Lifecycle - Purchasing cycle - Receiving and Analyzing Purchase requirements - Technology Intervention in Sourcing and Procurement	18
Unit IV	Sales Order Management Meaning and definition - Inquiry to order- Order entry - Order Fulfilment - Electronic Data Interchange and Return Material Authorization – Reporting - Technology Intervention in SOM, How Tools help fasten/automate the SOM process. Market Services Requirement - Meaning and Definition - Incident Management /Claims Processing - Annual Maintenance Contract/ Fault Management - Return material Authorization - Parts Management/Repairs - Logistics Involvement.	18
Unit V	Master data management and Logistics Types of Data Management (Item, Customer, Vendor and Supplier) -	18

B.COM- BPS (2021-2024 BATCH)

	Data On boarding - Data Cleansing and Maintenance - Technology Intervention in MDM. Logistics Fleet - Meaning, Definition and Benefits - Types of Fleet in Goods Transportation - Warehouse Management - Meaning, Definition and Benefits - Functions and Benefits of Warehouse - Benefits of efficient Warehouse Management - Technology Intervention in Logistics and Fleet management - Classification of Inventory - Inventory Carrying Cost - Just in Time Inventory - Types of Inventory.	
	Total Contact Hrs	90

**Italicized* texts are for self study

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Text Book

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	TCS	Hand book on Finance and Accounting for business process services provided by TCS.	TCS	2014
2	Sunil Chopra, Peter Meindland D.V. Kalra,	Supply Chain Management (Strategy, Planning and Operation)	Pearson Education	2016

B.COM- BPS (2021-2024 BATCH)**Reference Books**

S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHERS \ EDITION	YEAR OF PUBLICATION
1	Brian Farington	Purchasing and Supply Chain Management	Pearson Education	7 th edition, 2010
2	Donald J. Bowersox and David J. Closs	Logistical Management (The Integrated Supply Chain Process),	Donald J. Bowersox and David J. Closs	2017
3	DK Agarwal	Textbook of Logistics and Supply Chain Management,	Macmillan Publisher	2003
4	Handfield & Nichols	Introduction to Supply chain Management	Pearson Publisher	2015
5	Sanders N R,	Supply chain Management: A global Perspective	John Wiley Publisher	2012
6	Agarwal D K	Supply Chain Management Strategy, Cases and Best Practices	Cengage	2010

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
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