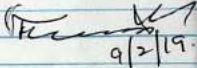
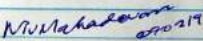


# Board of Studies Meeting

58

## Minutes

The Board of Studies meeting of the Department of Corporate Secretaryship was held on 10.02.2019 in the department at 10 a.m. The following members were present in the meeting

S.No.	Name and Designation	Signature
1.	Dr. V. Manickavasagam Senior Prof and Head (Retd.) Dept. of Corporate Secretaryship Alagappa University, Karakudi - 3	 9/2/19.
2.	Dr. K. Mohan Asst. Professor, Dept. of Corporate Secretaryship, Sourashtra College (Autonomous) Madurai - 625 004	- ABSENT -
3.	Mr. M. V. Mahadevan, ACS ICSI Counsellor 81, Grace Apartments Opp. to Chinmaya School North High Ground Road, Tirumveli	 09/02/19

- |     |   |                    |
|-----|---|--------------------|
| 4.  | Mr. A. Arun CA<br>E 20, Nallai Lodge,<br>17th, SN High Road,<br>Tirumelveli - 627001  | - Absent -         |
| 7.  | Dr. M. Charlet Rose Mary<br>Vijaya<br>Asst. Professor<br>- Member   | M. Charlet         |
| 8.  | DR. G. Bright Towers<br>- Member  | <i>[Signature]</i> |
| 9.  | Mrs. Madona Robinson<br>- Member  | <i>[Signature]</i> |
| 10. | Dr. V. David Raj<br>- Member  | V. David Raj       |
| 11. | Dr. S. David Appathurai<br>Chairman, Board of<br>Studies<br>Head and Assistant<br>Professor<br>Department of<br>Corporate Secretaryship | <i>[Signature]</i> |
| 12. | Ms. Sivaramani<br>Student Representative  | Sivaramani . u     |

The meeting started with a prayer and the chairmen of the Board of Studies Dr. S. David Appathurai introduced the members and delivered the welcome address. The new syllabus introduced from the academic year 2018-2019 was taken up for review and deliberation by the members. Based on the deliberation, the board suggested the following changes in the syllabus.

- In the new course "Advanced Accounting" (Semester II Core 18UCP21), the Unit V Accounting for Non-Trading Organisations" shall be dropped and the Unit IV "Partnership Account" shall be divided into two Units as below:

**Unit V Partnership Final Accounts:**


Final Accounts of Partnership – Valuation of Goodwill – Profit and Loss  
Appropriation Account

**Unit V – Accounting for Partnership Reconstruction**

Admission of Partners – Retirement of Partners – Death of Partners – Dissolution  
of Partnership

- The Department shall offer Certificate Course in GST in Collaboration with ICSI
- The above mentioned changes and suggestions shall be incorporated from the academic year 2019-20 onwards
- The Board of Studies came to end with the Vote of thanks by Prof. Madonna Robinson.

09-02-2019

  
Dr. S. David Appathurai  
Head of the Department


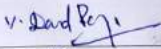

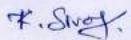
# BOARD OF STUDIES MEETING

## MINUTES

The Board of studies meeting of the department of B.Com (Corporate Secretaryship) was held on 08.02.2020 in the department at 10a.m. The following members were present in the meeting.

S.No	Name and Designation	Signature
1	Dr.V.Manickavasagam, Senior Professor and Head(Rtd.) Department of Corporate Secretaryship, Alagappa University, Karaikudi - 3	- ABSENT -
2	Dr.K.Mohan, Assistant Professor, Department of Corporate Secretaryship, Sourashtra College(Autonomous), Madurai - 625004.	- ABSENT - (Retired)
3	Mr.V.Mahadevan, ACS, ICSI Counsellor, S1, Grace Apartments, Opp. to Chinmaya School, North High Ground Road, Tirunelveli.	<i>M. Mahadevan</i>
4	Mr.A.Arun, CA., E20, Nellai Lodge, 174, SN High Road, Tirunelveli - 627001	- ABSENT -
5	Dr. S.David Appathurai, Chairman of Board of Studies, Head and Assistant professor, Department of B.Com(Corporate Secretaryship),	<i>S. David</i>
6	Dr.M.Charlet Rosemary Vijaya , Member, Assistant Professor.	<i>M. Charlet</i>
7	Dr.G.Bright Jowerts, Member, Assistant Professor.	<i>G. Bright Jowerts</i>



8	Mrs. Madona Robinston, Member, Assistant professor.	
9	Dr. V. David Raj Member, Assistant professor.	
10	Mr. A. Kennedy, Member, Assistant professor.	
11	Mr. Siva Sankara Laxman, Student Representative.	

The meeting started with a silent prayer and the Chairman of the Board Dr. S. David Appathurai briefed the purpose and agenda of the meeting. The member of the board Dr. G. Bright Jowerts delivered welcome address and Dr. A. Kennedy presented the minutes of the previous Board of Studies meeting. The further proceedings of the meeting were held on the following agenda.

- 1) Feedback and Opinion of the student members.
- 2) Discussion and Deliberation on:
  - a) Changes in the Course "Company Law II" (Sub. Code : 18UCP43, Semester IV )
  - b) Inter-Shifting of the Courses "Business Environment" (Sub. Code: 18UCPA31, Semester III) "Direct Tax I" (Sub. Code: 18UCP42, Semester IV), "Direct Tax II" (Sub. Code: 18UCP55, Semester V) and "Indirect Taxes" (Sub. Code : 18UCP63, Semester VI)
  - c) Proposal of One Mandatory ECC in each year of the B.Com (Corporate Secretaryship) programme
  - d) Changing of the content of the Course "Advanced Accounting" (Sub. Code : 18UCP21, Semester II)

The board accepted the opinion and suggestions of the student members that some practical components of stock market operations shall be incorporated in the course "Capital Markets and Securities Law" (Sub. Code: 18UCP51, Semester V) and the department shall propose to the college management to offer one more batch of the ECC on "Numerical Ability & Reasoning Aptitude" as ~~more applicants for course~~ many applicants for that course could not get admission for the same

The proposal for removal of the unit IV in the course "Company Law" (Sub. Code: 18UCP43, Semester IV) and for making the course "Advanced Accounting" (Sub. Code: 18UCP21, Semester II) with an exclusive coverage of Partnership Account Only were rejected by the board

**Based on the further deliberations by the members, the following resolutions were passed by the board**

- The course "Direct Tax I" (Sub. Code: 18UCP42, Semester IV) shall be shifted from IV semester to III semester and "Direct Tax II" (Sub. Code: 18UCP55, Semester V) shall be shifted from V Semester to IV semester so that the tax related courses shall be taught in the same assessment year. These changes shall be introduced with effect from the academic year 2020-21.
- To facilitate the above shift, the course "Business Environment" (Sub. Code: 18UCPA31, Semester III) shall be shifted from III semester to V semester.
- In the curriculum to be introduced with effect from the year 2020-21, the course "Business Environment" shall be shifted to II Semester and "Business Economics" to I Semester so that the curriculum will facilitate the students to pursue CS course in the first year itself. To facilitate the above change, "Accounting" related courses shall be incorporated from II Semester onwards.
- The proposal of introducing One Mandatory ECC per year in the curriculum with effect from the year 2020-21 was accepted by the board and the courses shall be in the following order:
  - First year - Typewriting
  - Second year - Short Hand course
  - Third year - Tally
- The department shall sign an MOU with SEBI so that practical oriented programmes on Stock Market Operations shall be organized for the students.

The board appreciated and congratulated the management, staff and students of St. Xavier's College (Autonomous), Palayamkottai for having achieved a greater status of A++ grade with 3.66 CGPA. The proceedings of the board came to end with the vote of thanks by the member Dr. V. David Raj

08-02-2020

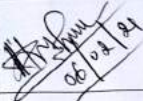

Palayamkottai

  
Dr. S. David Appathurai

# BOARD OF STUDIES MEETING MINUTES

The Board of Studies meeting of the Department of B.Com. Corporate Secretaryship was held on 06-02-2021 in the department at 10 a.m. The following members were present at the meeting:

S. No	Name and designation	Signature
1.	<b>Dr. K. Mohan</b> Assistant Professor Department of Corporate Secretaryship Sourashtra College (Autonomous) Madurai - 625004	ABSENT (RETIRED)
2.	<b>Mr. V. Mahadevan, ACS</b> ICSI Counciler <i>Counsellor</i> <span style="float: right;">M.V. MAHADEVAN</span> S1, Grace Apartments Opp. To Chinmaya School, North High Ground Road Tirunelveli	<i>NT Mahadevan</i>
3.	<b>Mr. A. Arun, CA</b> E20, Nellai Lodge 174, SN High Road Tirunelveli - 627001 (Change of Address)	<i>A. Arun</i>
4.	<b>Dr. M. Charlet Rose Mary Vijaya</b> Chairman of Board of Studies Head & Assistant Professor Department of B.Com. Corporate Secretaryship St. Xavier's College (Autonomous), Palayamkottai	<i>M. Charlet</i> 06/02/2021
5.	<b>Dr. G. Bright Jowerts</b> Member, Assistant Professor Department of B.Com. Corporate Secretaryship St. Xavier's College (Autonomous), Palayamkottai	<i>Dr. G. Bright Jowerts</i>
6.	<b>Mrs. Madona Robinson</b> Member, Assistant Professor Department of B.Com. Corporate Secretaryship St. Xavier's College (Autonomous), Palayamkottai	<i>M. Robinson</i> 6/2/21
7.	<b>Dr. V. David Raj</b> Member, Assistant Professor Department of B.Com. Corporate Secretaryship St. Xavier's College (Autonomous), Palayamkottai	ABSENT

7.	<b>Mr. M. Rex Angelo</b> Member, Assistant Professor Department of B.Com. Corporate Secretaryship St. Xavier's College (Autonomous), Palayamkottai	 06.02.21
8.	<b>Mr.S.P. Ganesh Babu</b> Student Representative (III Year) Department of B.Com. Corporate Secretaryship St. Xavier's College (Autonomous), Palayamkottai	 6.2.21



## BOARD OF STUDIES MEETING

### MINUTES

The Board of studies meeting of the Department of B.com Corporate Secretaryship was held on 06.02.2021 in the department at 10 a.m.

The following are the members of the Board Meeting.

S. No	Name and Designation	Presence
1.	<b>Dr. K. Mohan,</b> Assistant Professor, Department of Corporate Secretaryship, Sourashtra College (Autonomous), Madurai – 625004.	Absent (Retired)
2.	<b>CS.M. V. Mahadevan,</b> ICSI Counsellor, S1, Grace Apartments, Opp. to Chinmaya School, North High Ground Road, Tirunelveli.	Present
✓ 3.	<b>CA.A. Arun,</b> Chartered Accountant, 1/1, Mela Kula Pillayar kovil street, Melakulavanigarpuram, Kurichi, Tirunelveli-627005.	Present
4.	<b>Dr. M. Charlet Rose Mary Vijaya,</b> Chairman of Board of Studies, Head & Assistant Professor, Dept. of B.Com. Corporate Secretaryship, St. Xavier's College (Autonomous), Palayamkottai.	Present
5.	<b>Dr. G. Bright Jowerts,</b> Member, Assistant Professor, Dept. of B.Com. Corporate Secretaryship, St. Xavier's College (Autonomous),	Present

	Palayamkottai.	
6.	<b>Mrs. Madona Robinston,</b> Member, Assistant Professor, Dept. of B.Com. Corporate Secretaryship, St. Xavier's College (Autonomous), Palayamkottai.	Present
7.	<b>Dr. V. David Raj,</b> Member, Assistant Professor, Dept. of B.Com. Corporate Secretaryship, St. Xavier's College (Autonomous), Palayamkottai.	Absent
7.	<b>Mr. M. Rex Angelo,</b> Member, Assistant Professor, Dept. of B.Com. Corporate Secretaryship, St. Xavier's College (Autonomous), Palayamkottai.	Present
8.	<b>Mr.S.P. Ganesh Babu,</b> Student Representative (III Year), Dept. of B.Com. Corporate Secretaryship, St. Xavier's College (Autonomous), Palayamkottai.	Present

- ✓ The meeting started with a Prayer Song (Malarchi).
- ✓ The Chairman of the Board of Studies Dr. M. Charlet Rose Mary Vijaya introduced the Board members.
- ✓ Prof. M. Rex Angelo, Assistant Professor delivered the Welcome Address.
- ✓ Dr. M. Charlet Rose Mary Vijaya, Head presented the minutes of the previous Board of Studies meeting.
- ✓ Rev.Fr. Principal greeted the Board and our faculty members.
- ✓ The New Syllabus introduced from the Academic year 2020-2021 was taken up for review and deliberation by the members.
- ✓ Based on the deliberation, the Board suggested the following changes in the syllabus.

**Papers to be Shifted:**

In order to arrange all the papers in the order of importance the Board resolved to shift the following papers:

1. The paper of "Business Environment" is to be shifted from Semester III to I.
2. The paper of "Business Organization and Management" is to be shifted from Semester I to Semester III.
3. The paper of "Company Law I" is to be shifted from Semester IV to III.
4. The paper of "Company Law II" is to be shifted from Semester V to IV.
5. The paper of "Business Communication and Public Relations" is to be shifted from Semester III to V.
6. The paper of "Financial Regulatory" is to be shifted from Semester V to Semester VI.
7. Project is to be shifted from Semester VI to Semester V.
8. The paper of "Direct Tax I" is to be shifted from Semester IV to III.
9. The paper of "Direct Tax II" is to be shifted from Semester V to Semester IV.

**Papers to be Removed:**

1. Paper SBE 3 "Office Management/ Elements of Insurance" in Semester II.
2. Allied paper "Business Statistics" in Semester IV.
3. ECC papers Marketing Management, Services Marketing and Auditing in Semester III, IV and V respectively.

**New papers to be introduced:**

1. SBE -3 Professional English in Semester II.
2. Allied Paper "Financial and Strategic Management" in Semester IV.

3. ECC papers (1) Corporate Social Responsibility (2) Independent Directorship (3) Secretarial Audit for B.com Corporate Secretaryship students only in Semester III, IV and V respectively.

### **Replacements:**

Business Economics Syllabus is replaced by New Syllabus.

1. Resolved to eliminate the following from Allied paper "Business Environment" of Semester I, Unit IV E-Commerce and unit V Environmental Scanning Process –Types of Environmental Scanning-Market Assessment –Assessment of Business Opportunities.

Resolved further to include "Need for Entrepreneurship", Initiatives to foster Entrepreneurship and Bottlenecks in Entrepreneurial growth in Unit IV.

Resolved to include Ease of doing Business Index and Department for promotion of Industry and Internal Trade (DP IIT) for states –NIIT Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT, NCLAT in Unit V.

2. Resolved to eliminate Law relating to Sale of goods in Unit IV in Core paper "Business Law" of Semester IV.

Resolved further to include Basics of PMLA and Benami transactions Act-Introduction-Prevention of Money Laundering Act 2002- Meaning of Money Laundering –Controls of Money Laundering –Benami's transactions (Prohibition) Act 1988- Meaning of Benami's transactions in Unit IV.

3. Resolved to include High court –Supreme Court at the end in Unit V in Core paper "Direct Tax -II" in Semester IV.

4. Resolved to include "NCLT-NCLAT at the end of Unit V in Core paper "Company Law II" in Semester IV.

5. Regarding SBE-5, "Fundamentals of E-Commerce", Maximum Units were revised and it was accepted by the Board.

6. Resolved to extend the Deductions up to 37 in Unit IV in Core paper "Direct Tax I" in Semester III.

Resolved further to include section 44 ADA in Unit IV in Core paper "Direct Tax I" in Semester III.

7. Resolved to include MSMEs in Unit IV in "Entrepreneurial Development" in Semester VI.

The Board suggested having Typewriting and Tally as Mandatory.

The above mentioned changes and suggestions shall be incorporated from the Academic Year 2021 onwards.

The Board appreciated and congratulated the management, staff and students of St.Xavier's College (Autonomous) Palayamkottai.

CS. M. V. Mahadevan, ICSI Counselor recommended awarding the students those who have cleared CS foundation. The Board of Studies came to an end with the Vote of thanks proposed by Prof. Madona Robinston.

06-02-2021  
Palayamkottai


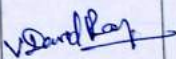

*M. Charlet*  
Dr. M. Charlet Rose Mary Vijaya



**BOARD OF STUDIES MEETING  
MINUTES**

The board of studies meeting of the department of B.com corporate secretaryship was held on 23.04.2022 in the department at 10.00a.m. The following are the members of the board meeting.

S.No	Name and designation	Signature
1	<b>CS. M. V. Mahadevan,</b> ICSI Counsellor, S1, Grace Apartments Opp.to Chinmaya School, North High Ground Road, Tirunelveli. <i>Subj Exp</i>	<i>M V Mahadevan</i>
2	<b>CA.A.Arun,</b> Chartered Accountant, 1/1, Mela Kula Pilayar Kovil street, Melakulavanigarpuram, Kurichi, Tirunelveli-627005 <i>Subj Exp</i>	<i>A Arun</i>
3	<b>Dr. N. Kamala</b> Assistant professor, Department of Commerce ( Corporate Secretaryship), Sri Saratha College for Women, Tirunelveli. <i>Unif pap</i>	<i><u>N Kamala</u></i>
4	<b>Dr. Charlet Rose Mary Vijaya,</b> Chairman of Board of studies, Head& Assistant professor , Department of B.Com. Corporate Secretaryship, St. Xavier's College(Autonomous), Palayamkottai.	<i>M. Charlet</i>
5	<b>Dr. Bright Jowerts</b> Member, Assistant professor , Department of B.Com. Corporate Secretaryship, St.Xavier's College(Autonomous), Palayamkottai.	<i>Bright Jowerts</i>

6	<b>Mrs. Madona Robinson,</b> Member, Assistant professor , Department of B.Com. Corporate Secretaryship, St. Xavier's College(Autonomous), Palayamkottai.	
7	<b>Dr. V. David Raj,</b> Member, Assistant professor , Department of B.Com. Corporate Secretaryship, St. Xavier's College(Autonomous), Palayamkottai.	
8	<b>Miss. Anjali</b> Student Representative(III Year) Department of B.Com. Corporate Secretaryship, St. Xavier's College(Autonomous), Palayamkottai.	

# B.COM CORPORATE SECRETARYSHIP COURSE PATTERN

Part I : Tamil / Other Languages  
 Part II : English  
 Part III : Core Subjects, Allied Subjects, Elective Subjects and Internship Programme  
 Part IV : Non-Major Electives, Skill Based Electives, Environmental Studies & Value Education Part V  
 Extension Activities -STAND

Sem	Status	Sub. Code		Hrs.	Credits
I	Part I	21UGT11			
		21UGH11	General Tamil-I / Hindi-I / French-I	6	3
		21UGF11			
	Part II	21UGE11	General English-I (Stream A / Stream B / Stream C)	6	3
		21UCP11	Fundamentals of Accounting	6	5
		21UCPA11	Business Environment	6	5
	Allied	21UNM11	Fundamentals of Business (for other Students)	2	2
	NME 1				
	SBE 1	21USB11	Life Skills	2	2
	VE	21UVE11	Religion-I/Ethics	2	2
				30	22
II	Part I	21UGT21			
		21UGH21	General Tamil-II / Hindi-II / French-II	6	3
		21UGF21			
	Part II	21UGE21	General English-II (Stream A / Stream B / Stream C)	6	3
		21UCP21	Advanced Accounting	6	5
		21UCPA21	Business Economics	6	5
	Allied	21UNM21	Fundamentals of Financial Management (for other Students)	2	2
	NME 2				
	SBE 2	21USB21	Religion-II/Employability Skills	2	2
	SBE 3	21USB22	Professional English	2	2
				30	22
III	Core	21UCP31	Company Law I	6	4
	Core	21UCP32	Direct Tax I	6	4
	Core	21UCP33	Corporate Accounting	6	3
	Allied	21UCPA31	Business Organization and Management	6	5
	SBE 4	21USB31	Human Rights and Social Analysis	2	2
	SBE 5	21USB32	Fundamentals of E-Commerce/Export and Import Procedure	2	2
	ES	21UES31	Environmental Studies	2	2
				30	22
IV	Core	21UCP41	Company Law II	6	4
	Core	21UCP42	Direct Tax II	6	4
	Core	21UCP43	Business Law	6	3
	Allied	21UCPA41	Financial and Strategic Management	6	5
	Elect	21USPE41	Banking and Financial Services / Total Quality Management	4	4
	SBE 6	21USB41	Basics of Stock Market Operations (for other Students)	2	2
				30	22
V	Core	21UCP51	Capital Markets and Securities Law	5	4
	Core	21UCP52	Company Secretarial Practice	5	4
	Core	21UCP53	Human Resource Management	5	4
	Core	21UCP54	Cost Accounting	5	4
	Core	21UCP55	Business Communication and Public Relation	5	4
	Elect	21UCPE51	Economic Legislations / Project	5	5
				30	25
VI	Core	21UCP61	Management Accounting	6	5
	Core	21UCP62	Corporate Governance	6	5
	Core	21UCP63	Indirect Taxes	6	5
	Core	21UCP64	Industrial and Labour Law	6	5
	Elective	21UCPE61	Entrepreneurial Development / Financial Regulatory	6	6
				30	26
STAND					
Internship programme					1
Tally					2
GRAND TOTAL					2
				180	144

**Note**

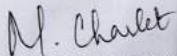
- Students have to undergo one month Internship Programme in any reputed organization, the report of which is to be submitted for evaluation and viva-voce examination in the fifth semester.
- The proportion of theory and problem questions in examinations for quantitative papers is 40% and 60% respectively.
- Students can earn any number of extra credits in each semester by choosing the ECC subjects meant for the semester.

**B.Com Corporate Secretaryship****EXTRA CREDIT COURSES**

Semester	Part	Sub Code	Title of the Paper	Eligibility	Credit
I	V	21 CPEC 11	Basics of Corporate Accounting	For Other Major students only	3
II	V	21 CPEC 21	Fundamentals of Banking	For Other Major students only	3
III	V	21 CPEC 31	Corporate Social Responsibility	B.Com. (Corp. Sec.) only	3
IV	V	21 CPEC 41	Directorship	B.Com. (Corp. Sec.) only	3
V	V	21 CPEC 51	Secretarial Audit	B.Com. (Corp. Sec.) only	3
VI	V	21 CPEC 61	Business Ethics	For Other Major students only	3
<b>Total</b>					<b>21</b>

**EVALUATION PATTERN OF EXTRA CREDIT COURSES**

Components	Marks
Written Test (2 Hours – 100 Marks converted into 50)	50
Assignment / Mini Project	25
Viva / Quiz	25
Total	100
Passing minimum	40


**Dr. M. Charlet Rose Mary Vijaya**

Head of the Department

## **DEPARTMENT OF B.COM CORPORATE SECRETARYSHIP.**

- The meeting started with a silent prayer.
- The Chairman of the Board Of Studies Dr.M.Charlet Rose Mary Vijaya introduced the board members.
- Dr.G.Bright Jowerts, Assistant Professor delivered the Welcome Address.
- Dr.M.Charlet Rose Mary Vijaya, Head presented the minutes of the previous board of studies meeting.
- Deputy principal, Dr.B.Xavier Innocent greeted the Board and our faculty members.
- The New Syllabus introduced from the Academic year 2020 -2021 was taken up for review and deliberation by the members.

**Based on the deliberation the Board suggested the following changes in the syllabus.**

- With regard to Fundamentals of Accounting, a subject in the 1<sup>st</sup> Semester it was resolved to include all the six methods of depreciation in Unit –III.
- The Student Representative Ms.Anjali of III B.Com Corporate Secretaryship shared her views regarding Advanced accounting, a subject in the 2<sup>nd</sup> semester. She requested the board to split up Partnership Accounts into three units. The Board suggested to remove Unit – III and split Partnership Accounts into 3 units i.e. Unit- III,IV and V.



- Regarding Professional English a Subject in the 2<sup>nd</sup> Semester, the board suggest that Viva-Voce should be conducted by the faculty from the same department. Five topics to be given one week well in advance and questions have to be asked from any one topic .
- Resolved to reset unit I in Direct Tax I, a paper in the 3<sup>rd</sup> Semester as Residential Status - Incidence of Tax – Scope of Total Income.
  - To Remove the word Heads of income in, Unit - II – 'Income from Salary'.
  - To add the word 'Other Retirement Benefits' and Remove the words 'Gratuity, Pension, Commutation of Pension, Provident Fund and Rebate' in Unit – II.
  - To delete the words 'Let out House Property, and Self occupied House Property' in Unit -III .
  - To place the words 'Computation of income from business or profession' after Deduction under section 30 to 37' in unit - IV.
- Regarding Corporate Accounting a paper in the 3<sup>rd</sup> Semester, it was suggested to place 'Internal Reconstruction' before 'Merger and Acquisition' in Unit-V.
  - Relating to Direct Tax –II, a paper in the 4<sup>th</sup> semester it was resolved to remove the words in bracket in Unit – IV.(i.e. problems based on 80CC,80CCC, 80CD,80D,80DD,80E,80G,80GG,80U only).
- Regarding Company Law-II, a subject in the 4<sup>th</sup> semester , it was decided by the board to eliminate 'Investment and

Loans' and maintain 'Deposits' alone. It was also resolved to delete the word 'Reappointment' in Unit – IV.

- Related to Cost Accounting, a paper in the 5<sup>th</sup> semester, the board suggested to include 'Process Profit' after 'Abnormal Process Gain' in Unit – V.
- Regarding 'Corporate Governance' a subject in the 6<sup>th</sup> semester, the board suggested to remove the words 'Sustainability – Meaning and Scope' in Unit-V. The Board also suggested to delete the word 'Why is' in 'Why is Sustainability An Imperative' and to just have it as 'Sustainability An Imperative'.
  - The Board suggested to include 'H' type questions (Generalised or Subject wise) in the internal examinations in order to increase the percentage of meritorious students.
  - The Board of studies came to an end with the Vote of Thanks proposed by Dr.V.David Raj.

K.P. Charlet  
19/10/2022

Head of the Department

**ST. XAVIER'S COLLEGE (AUTONOMOUS),  
PALAYAMKOTTAI**

**DEPARTMENT OF B.COM., CORPORATE SECRETARYSHIP**

**Board of Studies Meeting**

**Agenda:**

1. Minutes of the Previous Board of Studies Meeting.
2. Introducing Tamil and English in semesters III and IV
3. Identifying courses to be merged / removed in order to introduce Tamil and English in semesters III and IV, and making them compulsory ECC.
4. Any other matter.

## BOARD OF STUDIES MEETING

### MINUTES

The board of studies meeting of the department of B.Com corporate secretaryship was held on 14.10.2022 in the department at 10.00A.M. The following are the members of the board meeting.

S.No	Name and Designation	Signature
1	<b>CS. M. V. Mahadevan,</b> ICSI Counsellor, S1, Grace Apartments Opp. to Chinamaya School, North High Ground Road, Tirunelveli.	<i>M.V. Mahadevan</i>
2	<b>CA. A. Arun,</b> Chartered Accountant, 1/1, Mela Kula Pillayar Kovil Street, Melakulavanigapuram, Kurichi, Tirunelveli-627005	<b>ABSENT</b>
3	<b>Dr. N. Kamala</b> Assistant Professor, Department of Commerce (CS) Sri Saradha College for Women, Tirunelveli.	<i>Kamala</i> 14/10/22
4	<b>Dr. M. Charlet Rose Mary Vijaya,</b> Chairman of Board of Studies, Head & Assistant professor, Department of B.Com (CS) St.Xavier's College (Autonomous) Palayamkottai - 627002	<i>M. Charlet</i>
5	<b>Mrs. Madona Robinson,</b> Member, Assistant Professor, Department of B.Com (CS) St.Xavier's College (Autonomous) Palayamkottai - 627002	<i>M. Madona</i>
6	<b>Dr. M. Siva Sankari</b> Member, Assistant Professor, Department of B.Com (CS) St.Xavier's College (Autonomous) Palayamkottai - 627002	<i>M. Siva Sankari</i>

7	<b>Dr. R. Ravindran</b> Member, Assistant Professor, Department of B.Com (CS) St.Xavier's College (Autonomous) Palayamkottai - 627002	R. Ravindran 14/10/22
8	<b>Miss. I. Theanmozhi</b> Student Representative (III Year) Department of B.Com (CS) St.Xavier's College (Autonomous) Palayamkottai - 627002	I. Theanmozhi



## DEPARTMENT OF B.COM. CORPORATE SECRETARYSHIP

- The meeting started with a silent prayer.
- The Chairman of the Board of Studies Dr. M. Charlet Rose Mary Vijaya introduced the board members.
- Dr. R. Ravindran, Assistant Professor delivered the Welcome Address.
- Dr. M. Charlet Rose Mary Vijaya, Head presented the minutes of the previous board of studies meeting.

### Agenda:

1. Minutes of the Previous Board of Studies meeting.
2. Introducing Tamil and English in Semesters III and IV.
3. Identifying courses to be merged / removed in order to introduce Tamil and English in Semesters III and IV, and making them compulsory ECC.
4. Any other matter.

Based on the agenda, the board gave the following suggestions.

- i) To remove the core or elective paper completely and to implement Tamil and English in III and IV semesters.
- ii) Dr. N. Kamala, Principal, Sri Saradha College for women said that the core papers (Principles of Insurance) were completely removed from the syllabus and they were not made ECC. Core papers E-commerce and Entrepreneurial Development were merged. She also said that the core papers were totally removed in Ayya Nadar Jaki Ammal college (ANJAAC), Sivakasi and in other Autonomous colleges also. She also added that there were no online classes and Internal and External exams for the removed papers.
- iii) Miss. I. Theanmozhi of III B.Com. Corporate Secretaryship said that since all the students are undergoing Tally, Typewriting and few students are engaged in part time jobs they find it difficult to attend the online classes in the morning.
- iv) Dr. N. Kamala, Principal, Sri Saradha College for women, also suggested to change NME from I semester to III and IV semesters for the benefit of Hindi and French students.
- v) Mr. Mahadevan suggested to merge Business Law and Company Law II in the IV semester and to rename the paper as Corporate Law. He also suggested to remove Direct Tax I and II from III and IV semesters and to replace it by theory papers. He also added to keep those papers in V and VI semesters respectively.
- vi) To include 'H' type questions (Generalized or subject wise) in the internal examinations in order to increase the percentage of meritorious students.
- vii) The Board of Studies came to an end by vote of thanks proposed by Miss. I. Theanmozhi III B.Com. Corporate Secretaryship.

Mf. Charlet  
Head

## DEPARTMENT OF B.COM. CORPORATE SECRETARYSHIP

- The meeting started with a silent prayer.
- The Chairman of the Board of Studies Dr. M. Charlet Rose Mary Vijaya introduced the board members.
- Dr. R. Ravindran, Assistant Professor delivered the Welcome Address.
- Dr. M. Charlet Rose Mary Vijaya, Head presented the minutes of the previous Board of Studies meeting.

### Agenda:

1. Minutes of the Previous Board of Studies meeting.
2. Introducing Tamil and English in Semesters III and IV.
3. Identifying courses to be merged / removed in order to introduce Tamil and English in Semesters III and IV, and making them as compulsory ECC.
4. Any other matter.

Based on the agenda, the board gave the following suggestions.




- i) To Shift the Core papers Company Law I and Direct Tax I in Semester III and Company Law II and Business Law in Semester IV to the ECC in order to implement Tamil and English.
- ii) Dr. N. Kamala, Principal, Sri Saradha College for women, also suggested to change NME from I Semester to III and IV Semesters for the benefit of Hindi and French students.
- iii) Mr. Mahadevan suggested to merge Business Law and Company Law II in the IVth semester and to rename the paper as Corporate Law. He also suggested to remove Direct Tax I and II from III and IV semesters and to replace it by theory papers. He also added to keep those papers in V and VI semesters respectively.
- iv) Miss. I. Theanmozhi of III B.Com. Corporate Secretaryship said that since all the students are undergoing Tally, Typewriting and few students are engaged in part time jobs they find it difficult to attend the online classes in the morning.
- v) To include 'H' type questions (Generalized or Subject wise) in the internal examinations in order to increase the percentage of meritorious students.
- vi) Dr. N. Kamala, Principal, Sri Saradha College for women said that the core papers (Principles of Insurance) were completely removed from the syllabus and they were not made ECC. Core papers E-commerce and Entrepreneurial Development were merged. She also said that the core papers were totally removed in Ayya Nadar Janaki Ammal college (ANJAAC), Sivakasi and in other Autonomous colleges also. She also added that there were no online classes and Internal and External exams for the removed papers.
- vii) The Board of Studies came to an end by vote of thanks proposed by Miss. I. Theanmozhi, III B.Com. Corporate Secretaryship.

N. Charlet

## BOARD OF STUDIES MEETING

### MINUTES

The board of studies meeting of the department of B.Com Corporate Secretaryship was held on 19.08.2023 in the department at 10.00 A.M. The following are the members of the board meeting.

S. No.	Name and Designation	Signature
1.	CMA CS Padmanabhan, General Manager Accounts, India Cements, Sankar Nagar, 1/42, VK Road, Meenakshipuram, Tirunelveli Junction	ABSENT
2.	CS Ram Kumar, Practising Company Secretary, Tirunelveli.	
3.	CA A. Adityan, 1/1 Mela kula Pilliyar kovil Street, Mela Kulavanigarapuram, South Bye pass road, Kurichi, Tirunelveli- 627005.	
4.	Mr.S. Rajagopal, B 36, Church Street, NGO 'B' Colony, Tirunelveli 627007.	ABSENT
5.	Dr. N. Kamala, Principal, Department of B.Com (CS), Sri Saradha College for Women, Tirunelveli.	 19/8/23.

6.	<b>Dr. M. Charlet Rose Mary Vijaya,</b> Chairman of Board of Studies, Head & Assistant Professor, Department of B.Com (CS) St. Xavier's College (Autonomous) Palayamkottai - 627002	<i>M. Charlet</i> <i>19/08/23</i>
7.	<b>r. Madona Robinson,</b> Member, Assistant professor, Department of B.Com (CS), St. Xavier's College (Autonomous) Palayamkottai – 627002	<i>M.S.</i> <i>19/8/23</i>
8.	<b>Dr. M. Rex Angeio,</b> Member, Assistant professor, Department of B.Com (CS), St. Xavier's College (Autonomous) Palayamkottai – 627002	<i>Rex Angeio</i> <i>19/08/23</i>
9.	<b>Mrs. N. Vijaya,</b> Member, Assistant professor, Department of B.Com (CS), St. Xavier's College (Autonomous) Palayamkottai – 627002	<i>N. Vijaya</i> <i>19/08/23</i>
10.	<b>Mr. Pradeep,</b> Student Representative, (III B.Com., (CS) Department of B. Com (CS), St. Xavier's College (Autonomous), Palayamkotti - 627002	<i>M. Pradeep</i>



**Department of B.Com. Corporate Secretaryship**  
**St. Xavier's College (Autonomous), Palayamkottai**

**Minutes of the Board of Studies**

The Board of Studies Meeting of the Department of B.Com. Corporate Secretaryship was held on 19.08.2023 in the department at 10.00 A.M. The meeting started with a silent prayer followed by welcome address of Mrs. Madona Robinson.

Dr. M. Charlet Rose Mary Vijaya, Head presented the minutes of the previous Board of Studies Meeting.

**Agenda of the Meeting**

1. Minutes of the Previous Board of Studies Meeting
2. Finalizing detailed Syllabus for I UG
3. Any other matter

**The following members could not attend the meeting:**

1. CMA CS Padmanabhan,  
General Manager Accounts,  
India Cements, Sankar Nagar,  
1/42, VK Road, Meenakshipuram Tirunelveli Junction.
2. Mr.S. Rajagopal,  
B 36, Church Street,  
NGO 'B' Colony,  
Tirunelveli 627007

**Based on the discussions on the agenda the following suggestions were made by the Board**

1. TANSCH I Semester Syllabus for I UG was approved by the Board.
2. The Board also approved the II Semester Programme Pattern for I UG.
3. Extra Credit Course for the III UG, Value added Course and Add on Course were also approved by the Board. (Type writing for I UG to be completed at the end of II Semester and Tally for II UG to be completed at the end of IV Semester )



4. The Board also recommended to have Diploma in Banking and Finance and any courses offered by MOOC as Certificate Courses which is optional.
5. The Board also suggested that I UG Students should register in CS Courses during the I Semester
6. It was suggested by the Board to issue B.Com Degree Certificate to the students which is equal to B.Com (Corporate Secretaryship). For this purpose the student should write a letter addressed to the Principal, get his signature and it should be forwarded by the Controller of Examinations to MS University.

The meeting ended successfully with the Vote of thanks proposed by Dr. M. Charlet Rose Mary Vijaya, Head of the Department

**The following is the approved framework of the detailed Syllabus by the Board**

### UG ARTS COURSE PATTERN

(With Effect from June 2023)

Sem	Part	Status	Sub. Code	Title of the Paper	Hrs	Cdt
I	I	Lang	23UGTL11	General Tamil-I		
	I	Lang	23UGHL11	Hindi-I		
	I	Lang	23UGFL 11	French –I	6	3
	II	Lang	23UGEL11	General English –I	6	3
	III	Core	23UCPC11	Financial Accounting	5	5
	III	Core	23UCPC12	Corporate Correspondence	5	5
	III	EC	23 UCPE11	Corporate E-Management	4	3
	IV	SEC1	23UCPN11	Logistics Management	2	2
	IV	FC	23UHER14/ 23UHEE11	Foundation Course: Religion: Catholic Doctrine/ Ethics	2	2
					30	23

II	I	Lang	23 UGTL 21	General Tamil – II		
	I	Lang	23 UGHL21	Hindi – II		
	II	Lang	23 UGFL 21	French –II	6	3
	III	Lang	23 UGEL 21	General English –II	6	3
	III	Core	23 UCPC 21	Advanced Financial Accountancy	5	5
	III	Core	23 UCPC 22	Banking and Financial Services	5	5

	IV	EC	23 UCPE 21	Elements of Insurance (NME)	4	3
	IV	SEC 2	23 UCPN 21	Every Day Banking	2	2
	IV	SEC 3	23 UHEI 21	Integrated Personality Development	2	2
					30	23
III	I	Lang	23 UGTL 31	General Tamil – III		
	I	Lang	23 UGHL 31	Hindi – III		
	II	Lang	23 UGFL 31	French –III	6	3
	III	Lang	23 UGEL 31	General English –III	6	3
	III	Core	23 UCPC 31	Company Law –I	5	5
	III	Core	23 UCPC 32	Direct Tax –I	5	5
	IV	EC	23 UCPE 31	Company Secretarial practice	4	3
	IV	SEC 4	23 UCPN 31	Life issues and Entrepreneurial Skill Development	2	2
	IV	SEC 5	23 UCPS 31	Office Management (NME)	2	2
					30	23
IV	I	Lang	23 UGTL 41	General Tamil – IV		
	I	Lang	23 UGHL 41	Hindi –IV		
	II	Lang	23 UGFL 41	French –IV	6	3
	III	Lang	23 UGE L41	General English –IV	6	3
	III	Core	23 UCPC 41	Company Law II	5	5
	III	Core	23 UCPC 42	Direct Tax –II	4	4
	IV	EC	21 UCPE 41	Business Statistics	3	3
	IV	SEC 6	23 UCPN 41	Fundamentals of E – Commerce (NME)	2	2
	IV	SEC 7	23 UCPS 41	Basics of Stock Market Operations	2	2
	IV	EVS	23 EVSE 41	Environmental Studies	2	2
					30	24
V	III	Core	23 UCPC 51	Corporate Accounting	6	5
	III	Core	23 UCPC 52	Capital Market and Securities Law	6	5
	III	Core	23 UCPC 53	Cost Accounting	6	5
	III	Core	23 UCPE 51	Business Law	5	4
	III	EC	23 UECE 52	Corporate Governance and Business ethics	5	3
	III	VE	23 DHEV 51	Human Rights and Social analysis	2	2
	IV	Internship	23UCPI 51	Internship	-	2
					30	26
VI	III	Core	23 UCPC 61	Management Accounting	6	4
	III	Core	23 UCPC 62	Auditing	6	4
	III	Core	23 UCPC 63	Indirect Taxes	6	4
	III	EC	23 UCPE 61	Entrepreneurial Development	5	3
	III	EC	23 UCPE 62	Industrial and Labour Law	5	3
	IV	SEC 8	23 UCPS 61	Professional Competency skill –(Competitive Exams)	2	2
	V	Extension		STAND	-	1

		Activities			
				30	21
			TOTAL	180	140

*M. Charlet*

**Head**  
**Department of Commerce (CS)**  
**St. Xavier's College (Autonomous)**  
**Palayamkottai - 627002.**


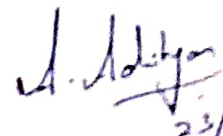
Signature of the HOD (With Seal)

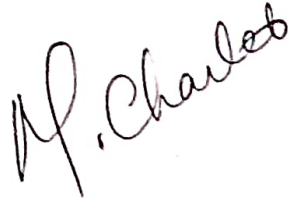

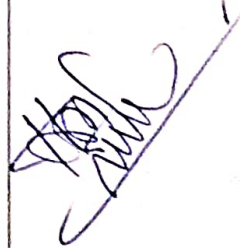
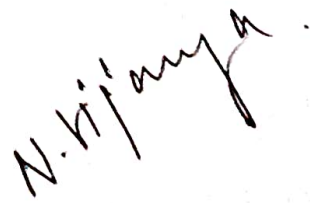
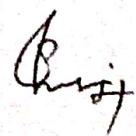


## BOARD OF STUDIES MEETING

### MINUTES

The board of studies meeting of the department of B.Com Corporate Secretaryship was held on 23.02.2024 in the department at 10.00 A.M. The following are the members of the board meeting.

S. No.	Name and Designation	Signature
1.	Dr. N. Kamala, (University Nominee) Principal, Department of B.Com (CS), Sri Saradha College for Women, Tirunelveli.	 23/2/24.
2.	CMA CS Padmanabhan, (Subject Expert) General Manager Accounts, India Cements, Sankar Nagar, 1/42, VK Road, Meenakshipuram, Tirunelveli Junction	ABSENT
3.	CS Ram Kumar, (Subject Expert) Practicing Company Secretary, Tirunelveli Cell No:9791878762.	ABSENT
4.	CA A. Adityan, (Alumnus) 1/1 Mela kula Pilliyar kovil Street, Mela Kulavanigarpuram South Bye pass road, Kurichi, Tirunelveli- 627005.	 23/02/24
5.	Mr. S. Rajagopal, (Industrialist) B 36, Church Street, NGO 'B' Colony, Tirunelveli - 627007	ABSENT

6.	<b>Dr. M. Charlet Rose Mary Vijaya,</b> Chairman of Board of Studies, Head & Assistant Professor, Department of B.Com (CS) St. Xavier's College (Autonomous) Palayamkottai - 627002	
7.	<b>Mrs. Madona Robinson,</b> Member, Assistant professor, Department of B.Com (CS), St. Xavier's College (Autonomous) Palayamkottai - 627002	
8.	<b>Dr. M. Rex Angelo,</b> Member, Assistant professor, Department of B.Com (CS), St. Xavier's College (Autonomous) Palayamkottai - 627002	
9.	<b>Dr. N. Vijaya,</b> Member, Assistant professor, Department of B.Com (CS), St. Xavier's College (Autonomous) Palayamkottai - 627002	
10.	<b>M. Sivakami,</b> Student Representative, (III B.Com., (CS) Department of B. Com (CS), St. Xavier's College (Autonomous), Palayamkotti- 627002	



**Department of B.Com. Corporate Secretaryship**  
**St. Xavier's College (Autonomous), Palayamkottai**

**Minutes of the Board of Studies**

The Board of Studies Meeting of the Department of B.Com. Corporate Secretaryship was held on 23.02.2024 in the department at 10.00 A.M. The meeting started with a silent prayer followed by welcome address of Mrs. Madona Robinson.

Dr. M. Charlet Rose Mary Vijaya, Head presented the minutes of the previous board of studies meeting.

**Agenda of the Meeting**

1. Minutes of the Previous Board of Studies Meeting
2. Finalizing Programme pattern for UG (Semesters - III, IV, V and VI)
3. Any other matter

**The following External members could not attend the meeting due to various reasons**

1. CMA CS Padmanabhan  
General Manager Accounts,  
India Cements, Sankar Nagar,  
1/42, VK Road Meenakshipuram,  
Tirunelveli junction.
2. CS Ram Kumar,  
Practicing Company Secretary, Tirunelveli,  
Cell: 9791878762.
3. Mr.S Rajagopal,  
B 36, Church Street,  
NGO 'B' Colony,  
Tirunelveli- 627007.

**Based on the agenda the Board gave the following suggestions:**

1. To have "Share Capital" and remove "And Debenture" in the title in Unit-IV. To remove "Debentures and guidelines for issue of debentures" in Unit-IV in Company Law-I in Semester III.
2. To have Unit-IV- "Filing of Return of income" as Assignment and to add "Returns" after "Due date of filing" and to have "Assessment procedure in brief" after "Revised return" in Direct Tax-I in Semester III.



3. To remove "Voting Poll" to "Secretarial regarding Poll" in Unit-IV in Company Secretarial Practices in Semester III.
4. To delete "Budgetary control, Organisation for budgetary control and office budget" in Unit-III in Office Management in Semester III.
5. To delete "Company secretary's duties" in respect of payment of dividend" in Unit-III and "Reappointment in Unit-IV in Company Law-II in Semester-IV.
6. To rename the title as "Deductions for Individuals" and to remove the words "Computation of total income" from the title in Unit-IV. To rename the title as "Computation of Total Income" in Unit-V by deleting the words "Income Tax Authorities" in Unit-V. To include "Assessment of Individuals - Computation of total income of an individual - Computation of taxable income and tax liability" in Unit-V in Direct Tax-II in Semester-IV
7. To have the title as "Correlation" in Unit-III and to remove "Regression and Linear Regression" in the title in Unit-III. To remove "Time Series" and replace it as "Regression analysis" and to have "Regression - Meaning - Linear Regression" in Unit-IV and to delete "Errors in Index numbers - Base Shifting- Splicing - Deflation- Statistical Quality Control" in Unit-V in Business Statistics in Semester-IV
8. To delete the word "Planning and essential of E- Commerce" in Unit-III and "Offence to Adjudication" in Unit-V in Fundamentals of E-Commerce in Semester-IV.
9. To delete "Institutional Segment, Valuation Debit and Valuation Price" in Unit-V in Basics of Stock Market Operations in Semester-IV.
10. To remove "Forfeiture and Reissue of shares and Underwriting of Shares" in Unit-I, "Determination and Treatment of Profit, Prior to incorporation" in Unit III and Liquidation of a Company in Unit-V. To remove the word "And liquidation" in the title in Unit-V in Corporate Accounting in Semester-V.
11. To remove "Rating Methodologies" in Unit-I, to add the word "Meaning" before Delisting of Securities in Unit-IV, and to remove the words " Appearance Before Sat", Inspection and Penalties, Internal Audit and Concurrent Audit of Depository Participants in Unit- V in Capital Market and Securities Law in Semester-V
12. To add the word "Internal Process Profit" in Unit-V in Cost Accounting in Semester-V.
13. To place the words "Void agreements to Voidable Contracts before Offer and Acceptance", and to remove the "Who are Competent" in Unit-I, to remove the words and types of Guarantee in Unit-II, to delete the word "Instrument" in Unit-III




and to remove "Consumer Redressal System to Enforcement of orders" in Unit-V in Business Law in Semester-V.

14. To replace the Project in the Place of Auditing in Semester VI
15. To have "History of GST in India" before "Models of GST", to eliminate the words in brackets and to add "Registration, Persons liable to Register and Persons not liable to Register- Accounts and Records to be Maintained and Composition levy in Unit-I, to add "Inter State Supply and Intra State Supply, Exempt Supply, Zero rated Supply, Time of Supply of Goods and Services, Value of Supply and Place of Supply after Composite and Mixed Supply in Unit-II. To delete "General audit to Punishment" in Unit- III, to replace the title "Integrated GST Act in Unit-IV as "Assessment and GST Payment" and to include "Assessment, Provisional Assessment, Assessment of unregistered Persons, Summary Assessment and Self- Assessment in Unit-IV, to remove the word "of Duty" in Unit-V in Indirect Taxes in Semester-VI.
16. To remove the term "Development Programmes" in Unit-II and to delete "Creating a Social Model, Funding Social Ventures and Challenges for the Indian Social Enterprise sector" in Unit-V In Entrepreneurial Development in Semester VI
17. To remove the words "Penalties and Procedures, Compliances under the Act" in Unit-I, "Offences, Penalties and Compliances under the Act" in Unit-II, "Penalties" in Unit-III, "Penalties and Compliances" under the Act" in Industrial and Labour Law in Semester-VI.
18. It was suggested by the Board to issue B.Com Degree Certificate to the Students which is equal to B.Com Corporate Secretaryship for this purpose the students should write the letter addressed to the Principal get his Signature and it should be forwarded by the Controller of Examination to MS University
19. The board suggested to include "H" type questions (Centralised or Subject wise) in the internal examinations in order to increase the percentage of meritorious students.

Add on Course	Type Writing	I Year
Value Added	Tally	II Year
Extra Credit Course	-	III Year

The proceedings of the board came to an end with vote of thanks proposed by Dr. M. Rex Angelo.

  
Signature of the HOD (With Seal)

**Head**  
**Department of Commerce (CS)**  
**St. Xavier's College (Autonomous)**  
**Palayamkottai - 627002.**

Dr. M. Charlet,  
Head,  
B. Com. Corporate Secretaryship,  
St. Xavier's College (Autonomous)  
Palayamkottai.

Rev. Fr. Principal,  
St. Xavier's College (Autonomous)  
Palayamkottai-

Respected Rev. Fr.,  
Subject: Inter change of Subjects  
I bring the following few  
for your kind consideration  
Subjects Sec. 6 and Sec. 7  
are typed wrongly in the  
labus book. I humbly request  
you to allow us to interchange  
these subjects and that will  
be ratified in Board of  
studies in 2025.

Thanking you,

Yours truly,  
M. Charlet

Date: 18/11/2024

Ratified  
Ramesh  
24/11/25

Ratified  
J. Aditya  
24/1/25



ang	23 UGFL 41	General Tamil - IV		
ang	23 UGFL 42	Hindi - IV		
ang	23 UGFL 43	French - IV	6	3
ang	23 UGE L 41	General English - IV	6	3
Inte	23 UCPC 41	Company Law II	5	5
Inte	23 UCPC 42	Direct Tax - II	4	4
C	23 UCPE 41	Business Statistics	3	3
EC 6	23 UCPN 41	Basis of Stock Market Operations (NME)	2	2
EC 7	23 UCPS 41	Fundamentals of E - Commerce	2	2
NS	23 EVSE 41	Environmental Studies	2	2
<b>TOTAL</b>			<b>30</b>	<b>24</b>
Inte	23 UCPC 51	Corporate Accounting	5	5
Inte	23 UCPC 52	Capital Market and Securities Law	6	5
Inte	23 UCPC 53	Cost Accounting	6	5
Inte	23 UCPE 51	Business Law	6	4
EC	23 UECE 52	Corporate Governance and Business ethics	5	3
IE	23 DEVS1	Human Rights and Social analysis	2	2
Internship	23UCPI 51	Internship	-	2
<b>TOTAL</b>			<b>30</b>	<b>25</b>
Inte	23 UCPC 61	Management Accounting	6	4
Inte	23 UCPC 62	Project	6	4
Inte	23 UCPC 63	Indirect Taxes	6	4
EC	23 UCPE 61	Entrepreneurial Development	5	3
EC	23 UCPE 62	Industrial and Labour Law	5	3
EC 8	23 UCPS 61	Professional Competency skill -(Competitive Exams)	2	2
Extension Activities		STAND	-	1
<b>TOTAL</b>			<b>30</b>	<b>21</b>
<b>TOTAL</b>			<b>180</b>	<b>140</b>
Add- on Course			-	2
Value Added Course			-	2
Extra Credit Course			-	2
<b>GRAND TOTAL</b>			<b>180</b>	<b>146</b>

*Ratified*  
*Ramade*  
*24/11/25*

*Ratified*  
*L. Aditya*  
*24/11/25*

## BOARD OF STUDIES MEETING

### MINUTES

The board of studies meeting of the department of B.Com Corporate Secretaryship was held on 24.01.2025 in the department at 10.00 A.M. The following are the members of the board meeting .

S.No	Name and Designation	Signature
1.	Dr.N. Kamala , (University Nominee) Principal, Department of B.Com (CS), Sri Saradha College For Women, Tirunelveli.	<i>Kamala</i> 24/1/25
2.	CMA CS Padmanabhan,(Subject Expert) General Manager Accounts, India Cements , Shankar Nagar , 1/42,VK Road,Meenakshipuram, Tirunelveli Junction	ABSENT
3.	CS Ram Kumar (Subject Expert) Practicing Company Secretary,Tirunelveli Cell No:9791878762	ABSENT
4.	CA A.Adityan,(Alumnus) 1/1 Mela Kulavanigarapuram South Bye pass road, Kurichi, Tirunelveli-627005.	<i>A. Adityan</i> 24.1.25
5.	Mr.S.Rajagopal,(Industrialist) B36, Church Street, NGO 'B' Colony, Tirunelveli-627007	ABSENT



6	Dr.M.Charlet Rose Mary Vijaya, Chairman of Board of Studies, Head & Assistant Professor, Department of B.Com (CS) St.Xavier's College (Autonomous) Palayamkottai - 627002	<i>M. Charlet</i> 24/01/2025
7	Dr.Madona Robinson, Member,Assistant Professor, Department of Bcom (CS), St.Xavier's College(Autonomous), Palayamkottai-627002.	<i>Madona</i> 24/1/25
8	Dr.M.Rex Angelo, Member,Assistant Professor, Department of Bcom (CS), St.Xavier's College(Autonomous), Palayamkottai-627002.	<i>[Signature]</i>
9	Dr.N.Vijaya, Member,Assistant Professor, Department of Bcom (CS), St.Xavier's College(Autonomous), Palayamkottai-627002.	<i>N.Vijanya</i> 24/1/25
10	Ashmita.K.S, Student Representative,(III B.Com.CS), St.Xavier's College (Autonomous), Palayamkottai-627002.	<i>[Signature]</i>
11	Manisha Rajalakshmi.A, Student Representative,(III B.Com.CS), St.Xavier's College (Autonomous), Palayamkottai-627002.	<i>[Signature]</i>



**Department of B.Com. Corporate Secretaryship**  
**St.Xavier's College (Autonomous), Palayamkottai**

**Minutes of the Board of Studies Meeting**

The Board of Studies Meeting of the Department of B.Com. Corporate Secretaryship was held on 24.01.2025 in the department at 10.00 A.M. The meeting started with a silent prayer followed by the welcome address of Dr.M.Rex Angelo.

Dr.M.Charlet Rose Mary Vijaya, Head presented the minutes of the previous board of studies meeting.

**Agenda of the Meeting**

- 1.Minutes of the Previous Board of Studies Meeting.
- 2.Finalizing detailed syllabus for UG & PG Programmes.
- 3.Any other matter.

**The following External members could not attend the meeting due to various reasons**

1. CMA CS Padmanabhan  
General Manager Accounts,  
India Cements,Sankar Nagar,  
1/42,VK Road,Meenakshipuram,  
Tirunelveli Junction.
2. CS Ram Kumar,  
Practicing Company Secretary,Tirunelveli,  
Cell:9791878762.
3. Mrs.S Rajagopal,  
B 36,Church Street,  
NGO 'B' Colony,  
Tirunelveli-627007.

**Based on the agenda the Board gave the following suggestions:**

1. To include the words "Services of "after Merchant Banking and to remove the words "and Management of Public Issues" and also to delete the words "Concept of Venture Capital Funds, Characteristics and. Growth of Venture Capital Funds in India" and to include "Methods of Venture Financing" and also to remove the words within brackets "Concept of Factoring,Why Favouing,Types of Factoring and Factoring Mechanisms" in Unit IV in Banking and Financial Services in Semester II
2. To add "Old Regime and New Regime" after Assessment of Individuals in Unit V in Direct Tax II in Semester IV

3. To add the words "Introduction to" before SEBI and to delete the words "Measures for Primary Market" in Unit I and "SEBI Measures for Secondary Market" in Unit II and to add the words "Meaning Only" after Delisting in Unit IV in Basics of Stock Market Operations in Semester IV.
4. To Delete the words "And GST Payment" in the heading in Unit III in Indirect Taxes in Semester VI.
5. To include "Returns, Payments and Refunds" after Self-Assessment in Unit IV in Indirect Taxes in Semester VI.
6. To have the Text Book-"Stock Market Operations written by Radha" , Margham Publications for Basics of Stock Market Operations Semester IV
7. To delete the words "Procedure in the Proceedings Before the Commissioner - Appeals" in Unit IV in Industrial and Labour Law in Semester VI.
8. To conduct "Mathematical Aptitude" classes by the Maths Department for the students in the morning.
9. It was suggested by the Board to issue B.Com. Degree Certificate to the students which is equal to B.Com. Corporate Secretaryship. For this purpose the students should write a letter addressed to the Principal, get his signature and it should be forwarded by the Controller of Examinations to MS University.
10. The Board suggested to include "H" type questions (Centralised or Subject wise) in the internal examinations in order to increase the percentage of meritorious students.

Add on Course	Type Writing	I Year
Value Added	Tally	II Year
Extra Credit Course	-	III Year

The Proceedings of the board came to an end with Vote of thanks proposed by  
Dr.M.Charlet Rose Mary Vijaya, Head.

*M. Charlet*  
Head  
Department of Commerce (C3)  
St. Xavier's College (Autonomous)  
Palayamkottai - 627002.  
Signature of the HOD (With Seal)