



Board of Studies - Academic Year 2023-24

Date: 23.06.2023

Department of Corporate Secretaryship

Minutes of the Meeting

The Department of Corporate Secretaryship has conducted the Board of Studies meeting for the Academic year 2023 - 2024 on 3rd June 2023 at 1.00pm.

The meeting constituted the following members:

Sl. No	Name and Designation of the BOS Members	
1.	Dr. Prabha Rajagopalan Associate Professor and Head	Chairperson (HOD)
2.	Dr. M.R. Anuradha Head Department of Corporate Secretaryship Valliammal College For women, Chennai.	University Nominee
3.	Dr. C. Senthilkumar Professor and Head Department of Commerce Dr. MGR Educational & Research Institution University	Subject Expert 1 ❖ (outside the Parent University)
4.	Dr. S. Vennila Shree Professor and Head Department of Commerce Vel's Institute of Technology and Advanced studies, Chennai	Subject Expert 2 ❖ (outside the Parent University)
5.	Ms. CS Jayashree Iyer Practising Company Secretary, Insolvency Professional and Registered Valuer	Industry/Corporate Expert
6.	CA Aditya Venkatraman Practicing Chartered Accountant	Alumni
7.	Mr. Premkumar.D Assistant Professor	Senior Internal Faculty/ Experts for Special courses from outside Autonomous Colleges

Internal Faculty Members:

1. Dr. K. Kalpanadevi, Assistant Professor
2. Mr. M. Balaji, Assistant Professor
3. Dr. A. Karthick, Assistant Professor
4. Mr. B. Franklin Edburg, Assistant Professor
5. Dr. R. Vasudevan, Assistant Professor
6. Dr. R. K. Gopinath, Assistant Professor
7. Ms. P. Janaki, Assistant Professor
8. Ms. P. Jeyanthi, Assistant Professor
9. Ms. R. Indumathi, Assistant Professor
10. Dr. P. M. Ramesh Kumar, Assistant Professor
11. Ms. R. Udhaya Shankari, Assistant Professor
12. Dr. Lakshmi Preethi, Assistant Professor
13. Ms. R. Nirmala, Assistant Professor
14. Mr. R. Sathyanarayanan, Assistant Professor
15. Dr. Vinayagamorthy, Assistant Professor

The Board Passed the Resolution to Incorporate the following modifications in the Syllabus effective from the Academic Year 2023-2024 onwards.

Semester 1: (Applicable for the Candidates Admitted from the Academic Year 2023-2024)

A. Revision in Syllabus (Theory & Practical) - Mention Addition/Deletion of the Content with Justification* for the same.

1. Core Paper I - Financial Accounting - Theory - BRS to Acquire Addition skill set mandated in the banking industry. Investment Account - deletion - to be offered in semester II being relevant
2. Core Paper - II - NIL
3. Allied Paper - I - NIL

B. Introduction of New Courses- Mention the New Courses Introduced for the Semester, the Category under which Introduced (For Example: Employability, Skill Enhancement, Entrepreneurship, Open Elective, Extra disciplinary, etc.) with Justification*

1. Economics for Finance - Employability.
2. To gain proficiency for competitive exams.

C. Introduction of Value Added Courses- mention the Name of the Value Added Course, Number of Hours, credits, method of Assessment and the agency with whom MOU has been Signed for the same.

1. Value added Course to be consulted and approved by the agency/ Industry, 32 hours 2 credits (student who complete the course shall be awarded 2 credits as per the recommendation of the chair person. Evaluation and assessment by the external agency to be decided.

D. Project /Internship/Field work/Industrial Visit - Mention the nature of Project/Internship/ Field work/Industrial Visit Number of Days, Credits, Method of Assessment, Distribution of Marks (CIA & ESE)

1.NIL

E. Revision in Syllabus and or introduction of New Courses for Allied Papers/Open elective/NME offered to Other Departments.

a. Revision in Syllabus -Mention the Name of the Course, departments to which offered, addition/deletion in Syllabus, credits with Justification*.

b. Introduction of New Courses -Mention the Name of the Course, departments to which offered, credits with Justification*.

NIL

F. Any other Changes (relating to ratio of distribution of marks between theory & Problems), Shifting of Courses between Semesters.

Business Economics of Semester IV Replaced with Economics for Finance of Semester I

Semester 2: (Applicable for the Candidates Admitted from the Academic Year 2023-2024)

A. Revision in Syllabus (Theory & Practical) - Mention Addition/Deletion of the Content with Justification* for the same.

1. Core Paper III - Financial Accounting -II- Addition Theory and numerical, Topics relevant for the Industry

B. Introduction of New Courses- Mention the New Courses Introduced for the Semester, the Category under which Introduced (For Example: Employability, Skill Enhancement, Entrepreneurship, Open Elective, Extra disciplinary, etc.) with Justification*

1.NIL

C. Introduction of Value Added Courses- mention the Name of the Value Added Course, Number of Hours, credits, method of Assessment and the agency with whom MOU has been Signed for the same.

1.NIL

D. Project /Internship/Field work/Industrial Visit - Mention the nature of Project/Internship/ Field work/Industrial Visit Number of Days, Credits, Method of Assessment, Distribution of Marks (CIA & ESE)

1.NIL

E. Revision in Syllabus and or introduction of New Courses for Allied Papers/Open elective/NME offered to Other Departments.

a. Revision in Syllabus -Mention the Name of the Course, departments to which offered, addition/deletion in Syllabus, credits with Justification*.

b. Introduction of New Courses -Mention the Name of the Course, departments to which offered, credits with Justification*.

NIL

F. Any other Changes (relating to ratio of distribution of marks between theory & Problems) , Shifting of Courses between Semesters.

Semester 3: (Applicable for the Candidates Admitted from the Academic Year 2022-2023)

A. Revision in Syllabus (Theory & Practical) - Mention Addition/Deletion of the Content with Justification* for the same.

1. Core Paper V - Corporate Accounting -I Addition- Employee Stock Purchase scheme currently in vogue in corporate field

B. Introduction of New Courses- Mention the New Courses Introduced for the Semester, the Category under which Introduced (For Example: Employability, Skill Enhancement, Entrepreneurship, Open Elective, Extra disciplinary, etc.) with Justification*

1.NIL

C. Introduction of Value Added Courses- mention the Name of the Value Added Course, Number of Hours, credits, method of Assessment and the agency with whom MOU has been Signed for the same.

1. Same as mentioned in Semester I

D. Project /Internship/Field work/Industrial Visit - Ment on the nature of Project/Internship/ Field work/Industrial Visit Number of Days, Credits, Method of Assessment, Distribution of Marks (CIA & ESE)

1.NIL

E. Revision in Syllabus and or introduction of New Courses for Allied Papers/Open elective/NME offered to Other Departments.

a. Revision in Syllabus -Mention the Name of the Course, departments to which offered, addition/deletion in Syllabus, credits with Justification*.

b. Introduction of New Courses -Mention the Name of the Course, departments to which offered, credits with Justification*.

NIL

F. Any other Changes (relating to ratio of distribution of marks between theory & Problems) , Shifting of Courses between Semesters.

NIL

Semester 4: (Applicable for the Candidates Admitted from the Academic Year 2022-2023)

A. Revision in Syllabus (Theory & Practical) - Mention Addition/Deletion of the Content with Justification* for the same.

1. Core Paper VII - Corporate accounting II [Theory and Numerical] Mandated in banking industry domain specific in Industry relevant

B. Introduction of New Courses- Mention the New Courses Introduced for the Semester, the Category under which Introduced (For Example: Employability, Skill Enhancement, Entrepreneurship, Open Elective, Extra disciplinary, etc.) with Justification*

1. Banking and Financial Services – Employability gain practical knowledge and match industry expectation

2. Economics for finance (Same as Semester -I)

C. Introduction of Value Added Courses- mention the Name of the Value Added Course, Number of Hours, credits, method of Assessment and the agency with whom MOU has been Signed for the same.

1. NIL

D. Project /Internship/Field work/Industrial Visit - Mention the nature of Project/Internship/ Field work/Industrial Visit Number of Days, Credits, Method of Assessment, Distribution of Marks (CIA & ESE)

1. NIL

E. Revision in Syllabus and or introduction of New Courses for Allied Papers/Open elective/NME offered to Other Departments.

a. Revision in Syllabus -Mention the Name of the Course, departments to which offered, addition/deletion in Syllabus, credits with Justification*.

b. Introduction of New Courses -Mention the Name of the Course, departments to which offered, credits with Justification*.

NIL

F. Any other Changes (relating to ratio of distribution of marks between theory & Problems) , Shifting of Courses between Semesters.

Business Economics replaced and offered as Economics for Finance

Semester 5: (Applicable for the Candidates Admitted from the Academic Year 2021-2022)

A. Revision in Syllabus (Theory & Practical) - Mention Addition/Deletion of the Content with Justification* for the same.

1. Core Paper IX. – Management Accounting, Theory and Numerical to match industry expectations and enhance skill set for application and decision making

2. Core Paper XII. business law & Ethical – Theory competition Act 2002 currently in vogue in corporate field Income Tax Theory Law and practice -I (Same as Semester 6)

B. Introduction of New Courses- Mention the New Courses Introduced for the Semester, the Category under which Introduced (For Example: Employability, Skill Enhancement, Entrepreneurship, Open Elective, Extra disciplinary, etc.) with Justification*

1. Auditing and Assurance – Employability And Skill Enhancement

2. To Gain practical knowledge in professional field Income Tax Law and Practice -I (same as Semester 6)

C. Introduction of Value Added Courses- mention the Name of the Value Added Course, Number of Hours, credits, method of Assessment and the agency with whom MOU has been Signed for the same.

1. Data Analytics and Systems Applications and Products in data processing. 32 hours, 2 credits (external Agency), TVS Training & Services, Chennai MOU - N.L

D. Project /Internship/Field work/Industrial Visit - Mention the nature of Project/Internship/ Field work/Industrial Visit Number of Days, Credits, Method of Assessment, Distribution of Marks (CIA & ESE)

1. NIL

E. Revision in Syllabus and or introduction of New Courses for Allied Papers/Open elective/NME offered to Other Departments.

a. Revision in Syllabus -Mention the Name of the Course, departments to which offered, addition/deletion in Syllabus, credits with Justification*.

b. Introduction of New Courses -Mention the Name of the Course, departments to which offered, credits with Justification*.

NIL

F. Any other Changes (relating to ratio of distribution of marks between theory & Problems) , Shifting of Courses between Semesters.

NIL

Semester 6: (Applicable for the Candidates Admitted from the Academic Year 2021-2022)

A. Revision in Syllabus (Theory & Practical) - Mention Addition/Deletion of the Content with Justification* for the same.

1. Core Paper XV - GST & Customs Law - To update the syllabus and meet the recent amendments and notifications by the recent amendments & notifications by the GST Council

B. Introduction of New Courses- Mention the New Courses Introduced for the Semester, the Category under which Introduced (For Example: Employability, Skill Enhancement, Entrepreneurship, Open Elective, Extra disciplinary, etc.) with Justification*

1. Income Tax Law Theory law and practice -II Employment & Skill Enhancement based on the Feedback from faculty and Students that contents all voluminous as Combined course in teaching and learning

C. Introduction of Value Added Courses- mention the Name of the Value Added Course, Number of Hours, credits, method of Assessment and the agency with whom MOU has been Signed for the same.

1. NIL

D. Project /Internship/Field work/Industrial Visit - Mention the nature of Project/Internship/ Field work/Industrial Visit Number of Days, Credits, Method of Assessment, Distribution of Marks (CIA & ESE)

1. Project cum Institutional training / Internship for 30 days [Manufacturing companies chartered accountant firm/ company secretary firm- credits 5. CIA - 50 Marks, ESE -50 Marks (Internal faculty cum guide - External expert)

E. Revision in Syllabus and or introduction of New Courses for Allied Papers/Open elective/NME offered to Other Departments.

a. Revision in Syllabus -Mention the Name of the Course, departments to which offered, addition/deletion in Syllabus, credits with Justification*.

b. Introduction of New Courses -Mention the Name of the Course, departments to which offered, credits with Justification*.

F. Any other Changes (relating to ratio of distribution of marks between theory & Problems) Shifting of Courses between Semesters.

Percentage of revision carried out in the Syllabus for the Academic year 2023-2024: 26%

Formula to Calculate Percentage of Revision:

No. of Units in which Syllabus Revision has been incorporated in all courses of the Programme

x 100

Total No. of Units in all Courses of the Programme

Please Note:

- > For New Courses Introduced - No. of Units in which Syllabus revision has been incorporated can be counted as 5.
- * Justification can be in the form of Feedback received from Stakeholders.
- For Semesters in which no Change has been carried out it may be mentioned as NIL
- ❖ Deemed Universities can be considered

Sl. No.	Name and Designation	BOS Members	Signature
1.	Dr. Prabha Rajagopalan Associate Professor and Head	Chairperson (HOD)	
2.	Dr. M.R. Anuradha Head Department of Corporate Secretaryship Valliammal College For women, Chennai.	University Nominee	
3.	Dr. C. Senthilkumar Professor and Head Department of Commerce Dr. MGR Educational & Research Institution University	Subject Expert 1 (outside from the parent University)	 Dr. C. SENTHILKUMAR Head Department of Commerce Dr. MGR Educational and Research Institution University (Decl. Under Sec (3) of UGC Act 1956) Madhavayagi, Chennai - 600 095
4.	Dr. S. Vennila Shree Professor and Head Department of Commerce Vel's Institute of Technology and Advanced studies, Chennai	Subject Expert 2 (outside from the parent University)	 Dr. S. VENNILA SHREE, B.Com., M.Phil., M.Ed., Ph.D. Professor & Head, Research Supervisor, & Com (Corporate Secretaryship) Department of Commerce, Vel's Institute of Science, Technology and Advanced Studies (VITAS), Valluvarpettai, Chennai - 600117
5.	Ms. CS Jayashree Iyer Practising Company Secretary, Insolvency Professional and Registered Valuer	Industry/Corporate Expert	

6.	CA Aditya Venkatraman Practicing Chartered Accountant	Alumni	<i>(Signature)</i>
7.	Mr. Premkumar.D Assistant Professor	Senior Internal Faculty/ Experts for Special courses from outside Autonomous Colleges	<i>P.P.P.</i>
8	Dr. K. Kalpanadevi Assistant Professor	Internal Faculty	<i>(Signature)</i>
9	Mr. M. Balaji Assistant Professor	Internal Faculty	<i>(Signature)</i>
10	Dr. A. Karthik Assistant Professor	Internal Faculty	<i>A.K.</i>
10	Mr. B. Franklin Edburg Assistant Professor	Internal Faculty	<i>(Signature)</i>
11	Dr. R. Vasudevan Assistant Professor	Internal Faculty	<i>R. Vasudevan</i>
12	Dr. R. K. Gopinath Assistant Professor	Internal Faculty	<i>(Signature)</i>
13	Ms. P. Janaki Assistant Professor	Internal Faculty	<i>(Signature)</i>
14	Ms. P. Jeyanthi Assistant Professor	Internal Faculty	<i>(Signature)</i>
15	Ms. R. Indumathi Assistant Professor	Internal Faculty	<i>R. Indumathi</i>
16	Dr. P. M. Ramesh Kumar Assistant Professor	Internal Faculty	<i>(Signature)</i>
17	Ms. R. Udhaya Shankari Assistant Professor	Internal Faculty	<i>R. Udhaya Shankari</i>
18	Dr. Lakshmi Preethi, U Assistant Professor	Internal Faculty	<i>(Signature)</i>
19	Ms. R. Nirmla Assistant Professor	Internal Faculty	<i>(Signature)</i>
20	Mr. R. Sathyanarayanan Assistant Professor	Internal Faculty	<i>(Signature)</i>
21	Dr. Vinayagamorthy Assistant Professor	Internal Faculty	<i>(Signature)</i>

Counter signed by

(Signature)
BOS Chairperson

(Signature)
Academic Council-
Member Secretary

(Signature)
Principal