GOVERNMENT COLLEGE (AUTONOMOUS)
RAJAMAHENDRAVARAM
(Re-Accredited by NAAC with 'A' Grade)
DEPARTMENT OF COMMERCE

BOARD OF STUDIES MEETING
ACADEMIC YEAR: 2019-20

MINUTES

The members of Board of Studies met on **30th April, 2019** at the Department of Commerce under the Chairmanship of **Dr. K. RatnaManikyam**, Lecturer In-charge at 11.00 am. to discuss the following Agenda.

AGENDA

1. Introduction of New Program B.Com (Accounting & Taxation).
2. I B.Com (admitted batch 2019-20), Course structure for all six semesters and syllabi for semester – I under CBCS.
3. II B.Com (admitted batch 2018-19), Course structure for 3,4,5,6 Semesters and syllabi for Semester –III under CBCS.
4. III B.Com (admitted batch 2017-18) Course structure for 5, 6 Semesters and syllabi for Semester –V under CBCS.
5. List of Examiners
6. CIA & SEE Proportion and split-up and Model Question Papers for admitted batch 2019-20
7. Departmental Activities
8. Ratification of CO-PO Attainment.
9. Change of Entrepreneurship (Foundation Course-5) to Foundation course -10
10. Project evaluation
11. Certificate Courses to be offered.
12. Practical's and Credits for B. Com – Computers Application Courses
13. Any other with the permission of the chair.

Minutes of the Meeting:

Agenda 1: *Introduction of New Program B.Com (Accounting & Taxation).*

Discussion: The chairperson and members of the BoS present discussed about the feasibility of introducing job oriented program for commerce undergraduation. Keeping the demand for the job oriented program from students and stakeholder, the members discussed the issue with the industrial expert and subject experts. Three programmes have been identified viz., Secretaryship, Retail Marketing and Accounting and Taxation for B.Com Programme. **Sri J. Kaleswara Rao, Chartered Accountant,** Industrial Expert expressed that the Regional industry throws lot of employment opportunities in the areas of Accounting and Taxation, for which members agreed.

The Subject Experts discussed with the BoS Members present to make the following changes in the program structure.

1. Semester-I Paper Code No: COM138 Business Organisation to be changed to Business Organisation and Management.
2. In Semester-I Paper Code No: COM269 Financial Accounting to be changed to Financial Accounting-I.
3.. In Semester-II Paper Code No: COM261 Advanced Accounting to be changed to Financial Accounting-II.
4. In Semester-III Paper Code No: COM263 Fundamentals of GST to be changed to Indirect Taxes. Similarly COM121 Corporate Accounting – I to be changed to Advanced Accounting-I
5. In Semester-IV Paper Code No: COM129 Corporate Accounting-II to be changed to Advanced Accounting-II. Similarly COM259 Principles of Management to be replaced with Fundamentals of GST.
6. In Semester-V Paper Code No: COM266 Customs Procedures and Practices to be changed to Excise, Customs Procedures and Practices. Similarly in Accounting Cluster COM271 Tally – ERP to be replaced with Tally with GST.
7. In Semester-VI Paper Code No: COM274 – International Financial Report to be replaced with Advanced Corporate Accounting.

Resolution 1: It is resolved to approve the introduction of B.Com Programme in Accounting and Taxation from 2019 -20 Academic Year onwards.

Agenda 2: *I B.com Accounting and Taxation (admitted batch 2019-20) Course structure for all six semesters and syllabi for semester - I for all 6 B. Com Programs, BBA and BA (ESC) under CBCS*

Discussion: The members present discussed about the course structure for B.Com Accounting and Taxation program and syllabus for semester -1 for all 6 B.Com Programmes, BBA and BA ESC. Dr. A.A. Annapurna, member BoS proposed the introduction of Principles of Management for Commerce Students to develop managerial skills. Sri G Appala Narasimham, member BoS proposed to introduce Business Organization (BO) in place of Business Organization and Management (BOM) and Sri B. P. Narsa Reddy, member BoS proposed Business Economics (BE) in place of Business Economics – I (BE-I) and also include Principles of Management in place of Business Economics – II (BE-II) for semester – II for B.Com – General (EM&TM). These proposals were accepted by the Chairperson and other members of BoS. The Semester-I syllabus for all courses relating to all Programs is discussed and framed as per CBCS.

Resolution2: It is resolved to approve the course Business Organization (BO) with course code: COM138 and the Syllabus for Semester-1 for B.Com general (Pg. No.   ), B.Com Computers (Pg. No.   ), B. Com Accounting and Taxation (Pg. No.   ), B. Com BIFS (Pg. No.   ) BBA (Pg. No.   ) and BA ESCommerce (Pg. No.   ) under CBCS.

Agenda 3: *II B.Com (admitted batch 2018-19) Course structure for 3,4,5,6 Semesters and syllabi for Semester –III under CBCS*

Discussion: The members present discussed about the course structure for the admitted batch 2018-19 and felt that the course structure for BIFS be strengthened by introducing Cost &Management Accountiung (CMA), Financial Institutions and Markets (FIM), financial services (FS) and Banking Regulations and Practice (BRP) with project work in semester –V and Investment Management (IM), General Insurance Practices (GIP) and Marketing of Financial Services (MFS) with Project work in Semester VI. The syllabus for the course Basics of Financial Accounting with code No: COM246 for B.Sc (MSAs) and all 5 B. Com programmes, BBA and BA ES Commerce are discussed and the members decided to continue the course structures in total as approved in BoS 2018-19. The syllabus for all courses pertaining to Semester-III is framed as per CBCS.

Resolution 3: It is Resolved to approve the course structure with the following courses and course codes for B.Com (BIFS) **(admitted batch 2018-19)** in place of those approved in BoS 2018-19 for B.Com (BIFS) **(admitted batch 2018-19)**

Sl. No.	Course Code	Course Title
1	COM 276	COST & MANAGEMENT ACCOUNTING
2	COM 277	FINANCIAL INSTITUTIONS AND MARKETS
3	COM 278	FINANCIAL SERVICES
4	COM 279	BANKING REGULATIONS & PRACTICE
5	COM 280P	PROJECT WORK
6	COM 281	INVESTMENT MANAGEMENT
7	COM 282	GENERAL INSURANCE PRACTICES
8	COM 283	MARKETING OF FINANCIAL SERVICES
9	COM 284P	PROJECT WORK

It is also resolved to approve the syllabus for Semester-III for B. Com General (Pg. No:), B. Com Computers (Pg. No:), BBA (Pg. No:), B.A. ESCommerce (Pg. No:).

Agenda 4: *III B.Com (admitted batch 2017-18) Course structure for 5, 6 Semesters and syllabi for Semester –V under CBCS*

Discussion: The members of the BoS Committee discussed about the course structure for the admitted batch 2017-18 and felt that the course structure for BIFS be strengthened in accordance to resolution 3 for BIFS admitted batch 2018-19. The members discussed the course structure for B. Com general, B. Com Computers and B. A. ES Commerce and decided to continue the approved course structures in (BoS 2018-19). The content of the syllabus for semester V is designed.

The Subject Experts discussed with the BoS Members present to make the following changes in the program structure.

1. In Semeser-III COM217- Basic Banking Theory and Insurance to be replaced with Banking Theory and Practice-COM140

2. COM280/COM284 in Semester –V/VI the following points to be mandatory in the Project Work of the Students. The Project Work should include:

   a) E-Banking Processes
   b) Digital Banking
   c) Deposits and Payments through APPs of the Banking.
   d) Banking Technology processes like RTGS and NEFT.

Resolution 4: It is resolved to approve the implementation of the content relating to B. Com BIFS admitted batch 2018-19 in resolution No. 3 to B. Com BIFS Admitted batch 2017-18 also and to approve the syllabus for Semester-V for B. Com General (Pg. No:), B. Com Computers (Pg. No:), B.A. ESCommerce (Pg. No:) under CBCS.

Agenda 5: *List of Examiners*

Discussion: The members of BoS identified subject experts and prepared the list of Examiners as well as Paper setters for Semester End Examinations

Resolution 5: It is resolved to approve the list of Examiners and Paper Setters for the Academic Year 2019-20 (refer Page No:)

Agenda 6: *CIA & SEE Proportion and split-up for admitted batch 2019-20*

Discussion: The chairperson Dr. Ratna Manikyam proposed the 50: 50 reform for continuous Internal Evaluation and Semester End Examination. The members of BoS discussed about the merits, demerits and feasibility for the implementation of (50 CIA & 50 SEE) proportion and split-up for the admitted batch 2019-20 and CIA & SEE Proportion (60:40) and split-up for the admitted batches 2018-19 and 2017-18. And pattern of question papers.

Resolution 6: It is resolved to approve the model question papers of all B. Com Courses, BBA, B. A (ESC) for the admitted batch 2019-20 for semester I that is 50 Marks for the Semester End Examinations and 50 Marks for the Continuous Internal Assessment. CIA Split-up (Refer Page No:)

And resolved to continue the 60:40 proportion for CIA & SEE for the Admitted Batches 2018-19 and 2017-18. (Refer Page No:)

Agenda 7: *Departmental Activities*

Discussion: The members of the Committee decided to organize Workshops, Seminars, Field Trips, Guest/Extension Lectures, Observation of Important Days and Internships for the Academic Year 2019-20.

Resolution 7: It is resolved to arrange and organize the Workshops, Seminars, Field Trips, Guest/Extension Lectures, Celebration of Important Days and Internships for the Academic Year 2019-20. Refer Pg. No.

Agenda 8: *Ratification of CO-PO Attainment*

Discussion: The Members of the Committee discussed the computation of CO-PO Attainment for the B.Com outgoing batch 2015-16 and also enclose the CO-PO Attainment for the Academic Year 2018-19. (Refer Page No:)

Resolution 8: It is resolved to ratify the CO-PO Attainment for the B.Com Programmes and also enclose the CO-PO Attainment for the Academic Year 2018-19. (Refer Page No:)

Agenda 9: *change of Entrepreneurship-Foundation Course-5 to Foundation course -10*

Discussion: The Members of the Committee discussed on the implementation of foundation course 5 in Semester III instead of Semester IV. As the foundation course on ICT-II is resolved by Computer Science Department to be introduced in Semester III.

Resolution 9: It is resolved to change the Foundation Course-5(Entrepreneurship) to foundation course-10 in semester - IV for B.A, B.Com & B.Sc Programmes.

Agenda 10: *Project evaluation*

Discussion: The Members of the Committee discussed about the Evaluation for the Project Work in the V &VI Semesters of B. Com – Courses and VI Semester of B.A (ESC).

Resolution10: It is resolved to continue the implementation of the Evaluation Process for the Project Work in V &VI Semesters of B. Com – Courses and VI Semester of B.A(ESC) as approved in resolution No: 12 of BoS 2018-19 (II, IV & VI Semesters) Pg. No. 04.

Agenda 11: *Certificate Courses to be offered.*

Discussion: The Members of the Committee discussed about the certificate courses to be offered for the calendar year 2020. Dr. P. Shanmukha Rao proposed income tax practices for 60 hours, Dr. B. P. N. Reddy proposed Financial Literacy for 60 hours and G. AppalaNarasimham proposed Retail Marketing. The members agreed in view of scope for enriching the students' knowledge and its applicability.

Resolution 11: It is resolved to introduce the three Certificate Courses i.e., Retail Marketing, Income Tax Practices and Financial Literacy for the Academic Year 2019-20.

Agenda 12: *Practicals and Credits for B. Com – Computers Application Courses*

Discussion: The members of the Committee along with the Chairman of the Computer Department BoS discussed about Teaching hours (4+3) and course credits (3+2) regarding B.Com-Computer Application Courses.

Resolution 12: It is resolved to approve the Resolution No. 08 of DoCS dated 29-04-2019 for B.Com Computer Application EM & TM Admitted Batch 2019-20

Agenda 13: *Any other (Field Projects/Internship/Field Visit)*

Discussion: The Members present discussed on the need and significance of the field projects/ internship/Field Visit for Commerce students and agreed upon the advantage of 30 days of internship/Field Project/ Visit to industries and business houses to have a practical exposure to real time business environment and enhance their curriculum understanding by submitting a project report based on their observations during the period of their internship.

Resolution 13: It is resolved to approve the inclusion of 30 days of Internship for B. Com (BIFS) in the V/VI Semesters course structure with 50 marks project report and 50 marks for Viva-voce with 4 credits each. And for B. Com – General, Computer Applications, BBA, B.A (ESC) & B. Com (Accounting & Taxation) Field Visit and submit report for CIA.

University Nominee	**Local Nominee/Subject Expert**	**Chairman** **Board of Studies**

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GOVERNMENT COLLEGE (AUTONOMOUS)
RAJAHMUNDRY
(Re-Accredited by NAAC with 'A' Grade)
DEPARTMENT OF COMMERCE & MANAGEMENT STUDIES

BOARD OF STUDIES MEETING
ACADEMIC YEAR: 2019-20
MINUTES

The members of Board of Studies met on **1st June, 2019** at the Principal's office, Board Room under the Chairmanship of **Dr. K. Ratna Manikyam**, Lecturer In-charge, Department of Commerce & Management Studies at 10.00 AM to discuss the following Agenda.

AGENDA

1. Introduction of New Program BBA Logistics Apprenticeship based degree programme in collaboration with Logistics Sector Skill Council (LSC) from Academic Year 2019 – 20.
2. Eligibility criteria for Admission in to BBA Logistics.
3. Course structure and syllabus for all six semesters for BBA Logistics (admitted batch 2019- 20).
4. Programme content.
5. Eligibility for award of degree.
6. Standard for pass and award of division.
7. Continuous Internal Assessment split up and Question paper pattern
8. Attendance
9. Assessment of Practical Courses
10. Examination Committee for odd and even semesters.
11. Allied courses delivery and evaluation.
12. Miscellaneous if any

Minutes of the Meeting:

Agenda 1: Introduction of New Program BBA Logistics Apprenticeship based degree programme in collaboration with logistics sector skill council (LSC) from Academic Year 2019 – 20.

Discussion: The chairperson and members of the BoS present discussed with the representatives of the Logistics Sector Skill Council (LSC) established by Ministry of Skill development and Entrepreneurship MSDE. Dr. S. Ganesan detailed about the objectives and processes of apprenticeship based skill development programme.

Resolution 1: It is resolved to approve the introduction of New Program BBA Logistics (Code: 4202) Apprenticeship based degree programme in collaboration with Logistics Sector Skill Council (LSC) from Academic Year 2019 – 20 onwards.

Agenda 2: Eligibility criteria for Admission in to BBA Logistics.

Discussion: The members present discussed about the eligibility criteria for admission into the 3 year BBA logistics Programme (Code: 4202). Members present agreed to the criteria proposed by LSC that is a passed + 2 in any groups from a recognized Board/equivalent. K.V.S.P Sastry member BoS raised the eligibility of Polytechnique diploma completed students into the programme. Prof. S. Ganesan expressed that it all depends on the policy of admissions. Dr. Sudhakar Subject expert and Academic officer cleared that Polytechnique diploma is considered equivalent to + 2.

Resolution2: It is resolved to approve the eligibility criteria for admission into BBA Logistics, that is a candidate should have passed + 2 in any group from a recognized Board/equivalent.

Agenda 3: Course structure and syllabus for all six semesters for BBA Logistics (Code:4202) for admitted batch (2019- 20).

Discussion: The member representatives from LSC placed the course structure and relating syllabus. The members discussed on its relevance. The course structure relating to language I, II and III in semesters I and III were discussed. Dr. A. A. Annapurna member proposed English for Language I and Fundamental of Accounting for Language II and Dr. B.P.N. Reddy proposed Communication skills for Language III.
Dr. K Sudhakar Rao Subject expert and Academic officer and Dr. CH. Ramakrishna Subject expert insisted on including ten mandatory Foundation Courses into the course structure.
Dr. A. A. Annapurna Member expressed that the inclusion will lead to additional burden on the students.
Prof. Ganesan and Prof. Gayatri member representatives from LSC suggested to confine the Foundation courses (FC) to odd semesters so that the students shall not be disturbed while under apprenticeship as they are treated as trainee employees during the apprenticeship and they ought to work for 8 hrs a day and sometimes even more.
The various alternatives viz., online examination for FC, inclusion of FC in odd Semesters alone, Fnally the chairperson Dr. K. Ratna Manikyam came up with the proposal to include four FCs in the odd semesters with 8 credits (2 credits per FC) in addition to the existing 192 credits for the BBA Logistics programme.
Resolution 3: It is resolved to approve the Course structure and Syllabus for Semester I and II proposed by LSC and include General English for language I, fundamentals of Accounting for Language II and Communication skills for Language III in Semester III. It is also resolved to include four FCs in to the course structure for Semester I and III with additional credits of 8 (2 credits per FC).

Semester	Course Name
Semester I	HVPE
	Environmental Studies
Semester III	ICT
	Analytical Skills

Agenda 4: Programme Content

Discussion: The members of the BoS Committee discussed about the Programme Content. Prof. Gayatri and Prof. Ganesan member representatives from LSC explained the content.

Resolution 4: It is resolved to approve the programme content with 21core courses (@ 7 per odd semesters and four foundation courses in semester I & III, 6 practical courses @ two per even semesters, 3 allied courses @ one in each even semesters and 18 months (450 days) apprenticeship training spread equally across 3 even semesters.

Agenda 5: Eligibility for award of degree.

Discussion: The members of the BoS discussed the eligibility for award of degree.

Resolution 5: It is resolved that the students shall have successfully completed all the requirements of the programme in not less than three academic years comprising of 6 semesters, passed the examinations prescribed and fulfil such other conditions prescribed there for to be eligible for award of degree.

Agenda 6: Standards for pass and award of division.

Discussion: The members of the BoS discussed on the standards for pass and award of division.

Resolution 6: It is resolved to approve the standards for pass that is a student shall secure a minimum of 50% marks in each course (CIA and SEE) and a minimum of 60% marks in each level of apprenticeship. An overall minimum 50% score in both aggregate and course wise Continuous Internal Assessment and Semester End Examination is required for pass.

It is also resolved to approve the award of division as 60% and above aggregate score will be placed under First class and 50% - 60% aggregate score will be placed under second class.

Agenda 7: Continuous Internal Assessment split up and Question paper pattern.

Discussion: The LSC member representatives and other members present discussed on the continuous Internal Assessment processes. Dr. K. Ratna Manikyam, Dr. P. Shanmukha Rao proposed to follow the same pattern of Continuous Internal Assessment as applicable for BBA and B. Com programmes and Prof. S. Ganesan and Prof. Gayatri member representatives from LSC expressed their support.

Resolution 7: It is resolved to approve the model question papers and adopt 50 marks for Continuous Internal Assessment CIA and 50 marks for Semester end examination. For CIA split Ref Pg. No.

Agenda 8: Attendance

Discussion: The Members present discussed about the attendance that shall be considered to decide the eligibility of the candidate to take up examination and complete apprenticeship.

Resolution 8: It is resolved to approve 75% minimum attendance requirement to attend Semester End Examinations and 66% minimum attendance to be eligible to pay condonation fee on genuine reasons for all odd semesters. That is as per the existing attendance regulations of Government College (Autonomous), Rajahmundry. And for Apprenticeship in even semesters the regulations of the companies where the student undergoes apprenticeship will be applicable. Ref Pg. No.

Agenda 9: Assessment of Practical Courses

Discussion: The Members of the Board discussed on the assessment of Practical Courses. Prof. Ganesan explained the process of Assessing for practical courses.

Resolution 9: It is resolved to approve the assessment of practical courses by the examination committee during its visit to the industry on the basis of record of assignments submitted by the student and viva. (Ref. Pg. No:)

Agenda 10: Examination Committee for odd and even semesters.

Discussion: The Members of the Board discussed and resolved the following.
Resolution 10: It is resolved to approve the list of examiners for odd semesters and examination committee constituted for each company allotted for apprenticeship in the even semesters. (Ref. Pg. No.)

Agenda 11: Allied courses delivery and evaluation.

Discussion: The members of the board discussed about the delivery and evaluation of Allied courses in the even semesters. Prof. S. Ganesan explained the process of delivery and evaluation of Allied Courses in even semesters

Resolution 11: It is resolved to approve the delivery and evaluation of allied courses in the even semesters on MOOCs format through web portal.

Agenda 12: Feasibility for admission into the programme for calendar year.

Discussion: With the permission of the chair Dr. A.A. Annapurna member placed the proposal for admission into the programme for calendar year. Prof. Ganesan was very much pleased and welcomed the initiation and said it was also of much advantage for industries too.

Dr CH. Ramakrishna Subject Expert expressed that by the time cream would be gone and admissions difficult in the middle of the academic year.

Prof. Gayatri suggested mean time the students (denied Admission for lack of vacancies) be opted certificate/ diploma course and absorbed into the programme proposed for calendar year.
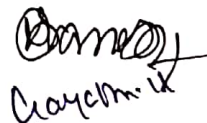
Resolution 12: It is resolved to commence the programme for the calendar year 2020 on pilot basis.

Member representatives LSC   University Nominee   Subject Expert   Chairman
                                                                                       Board of Studies

                                                     P · Uma Maheswari Devi

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