

**AGENDA – BOS MEETING TO BE HELD ON 4<sup>TH</sup> FEBRUARY 2016 AT JD HALL,  
LOYOLA COLLEGE.**

**DEPARTMENT OF CORPORATE SECRETARYSHIP, LOYOLA COLLEGE, CHENNAI –34.**

A meeting of the Board of Studies of the department of Corporate Secretaryship is convened on 4<sup>th</sup> February 2016 at JD hall, to discuss the following matters given in the Agenda:-

1. Prayer
2. Welcome address
3. Presentation of the overall template for the restructured syllabus
4. Discussion on modification of some papers
5. Approval of the syllabus for the new courses
6. Any other matter, with the approval of the Chair.
7. Concluding remarks.



COORDINATOR

**DEPARTMENT OF B. COM CORPORATE SECRETARYSHIP**

**MINUTES OF THE BOARD OF STUDIES MEETING HELD ON 4 / 2 / 16 AT 10 AM AT CONFERENCE HALL**

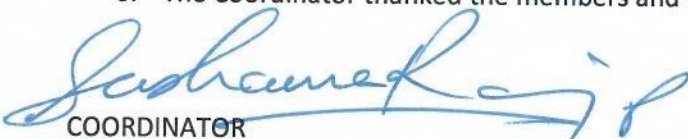
The Board of studies was constituted to discuss the syllabus of the various programs of the Department of B. COM CORPORATE SECRETARYSHIP.

The attendance of the members is hereby annexed.

1. The meeting started with a silent prayer
2. The Chair welcomed the members and gave the introductory remarks
3. The overall template was displayed to the members of the meeting.
4. On the basis of the suggestions and feedback received, there were requisitions to make few modifications to the certain papers which were presented and modified:-

S.NO.	SUBJECT MODIFIED	% OF MODIFICATION
1.	FINANCIAL ACCOUNTING	40%
2.	CORPORATE ACCOUNTING	20%
3.	COMPANY LAW - I	50%
4.	COMPANY LAW - II	50%
5.	INCOME TAX - I	50%
6.	MANAGEMENT ACCOUNTING	10%

- a. With regard to Basic concepts in Accounting and Finance, Income Tax has been suggested as unrelated and the percentage of theory and problem has to be mentioned.
  - b. Secretarial practice to be had as a major paper instead of skill based
  - c. General Laws to be titled as General Laws and Proceedings.
  - d. Strategic Management to be offered in lieu of Corporate dynamics.
5. The new papers that are to be offered in the restructured syllabus was approved by the board, the papers were:-
- a. Advance corporate accounting
  - b. General laws
  - c. Indirect tax, Goods and Services Tax
  - d. Fundamentals of investment
  - e. Financial institutions
  - f. Global business management
  - g. Global strategic management
  - h. Industrial Laws
  - i. Corporate & Economic Laws
  - j. Entrepreneurship development
  - k. Investment Management
  - l. Elements of Company Law
  - m. Legal aspects of Business
6. The Coordinator thanked the members and the meeting came to an end by 1.00 Pm.

  
COORDINATOR

DEPARTMENT OF CORPORATE SECRETARYSHIP  
LOYOLA COLLEGE  
COMPREHENSIVE CUMULATIVE REPORT – YEAR OF REVISION 2016

A questionnaire was circulated to the various stakeholders and on the basis of their feedback this REPORT is drawn:

1. Feedback from alumni:

- Requested to offer tally using financial package
- To improve employability skills
- To update syllabus structure

2. Feedback from parents:

- Felt most of the courses are adequate
- 70% of parents felt that the internships are useful
- Wanted the department to conduct more field trips

3. Feedback from faculty:

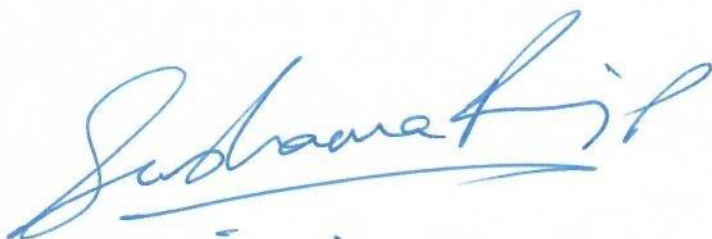
- Expressed the need to introduce new papers like advance corporate accounting & general laws for corporate secretaryship, indirect tax, gst, fundamentals of investment, financial institutions, global business management, global strategic management
- Expressed the need to introduce new papers like logistics and supply chain management, entrepreneurship, working capital management, rural marketing, consumer behaviour, indirect taxes etc.

4. Feedback from industrial experts:

- Pruning of certain papers to suit the ug level like strategic management, knowledge management, be & csr
- To update the text books
- To introduce entrepreneurship and basic paper on tax in the curriculum
- To introduce more guest lectures

5. Feedback from employers:

- Majority of the employers felt that the department should focus on the interview skills
- They wanted the syllabus to be updated with the current trend



## Action taken report

On the basis of their feedback, this action taken report is drawn:

1. The department has proposed a new paper "tally - financial package" in the third semester
2. the department proposes to inculcate field trips into the curriculum.
3. The areas of internship for both bba & corporate has been made wider, with more choices in the areas of work.
4. Corporate accounting, incometax and strategic management were pruned to suit the ug syllabus
5. Certain new papers like like advance corporate accounting & general laws for corporate secretaryship, indirect tax, gst, fundamentals of investment, financial institutions, global business management, global strategic management were introduced for corporate secretaryship students
6. Certain new papers are to be introduced like logistics and supply chain management, working capital management, rural marketing, consumer behaviour, indirect taxes etc for bba department
7. A proposal is made to revise the data of the course textbooks.
8. Entreprenship development is to be introduced to the students of bba and corporate.
9. Interview skills of students can be improved through career development sessions, which is proposed by the department.

  
Sushant K. J.

DEPARTMENT OF B. COM CORPORATE SECRETARYSHIP, LOYOLA COLLEGE  
(AUTONOMOUS), CHENNAI - 34

BOARD OF STUDIES MEETING HELD ON 4TH FEBRUARY 2016 AT 9.30 AM IN THE  
CONFERENCE HALL

S. NO	NAME	DESIGNATION	SIGNATURE
1.	PROF. DR. S. THOTHADRI	ASST. PROF, PG & RESEARCH DEPARTMENT OF COMMERCE, THE NEW COLLEGE	<i>S. Thothadri</i>
2.	PROF. V. SHANTHI	HEAD, DEPT OF DEPT. OF CORPORATE, ETHIRAJ COLLEGE	<i>V. Shanthi</i>
3.	DR. P. SUSHAMA RAJAN	COORDINATOR, DEPT OF CORPORATE, LOYOLA COLLEGE	<i>Sushama Rajan</i>
4.	PROF. ALSTON ROZARIO	DEAN OF COMMERCE AND ECONOMICS	<i>Alston Rozario</i>
5.	PROF. GEORGE	PROFESSOR	<i>George</i>
6.	PROF. ALPHONSE LIGORE	PROFESSOR	<i>Alphonse Ligore</i>
7.	PROF. REMIGIOUS	PROFESSOR	<i>Remigious</i>
8.	PROF. RAMESH KANNAN	PROFESSOR	<i>Ramesh Kannan</i>
9.	PROF. JOY SAMUEL	PROFESSOR	<i>Joy Samuel</i>
10.	PROF. PL VISALAKSHI	PROFESSOR	<i>P. Visalakshi</i>
11.	PROF. ARUN PERUMAL	PROFESSOR	<i>Arun Perumal</i>
12.	PROF. AUSTIN XAVIER	PROFESSOR	<i>Austin Xavier</i>
13.	PROF. ALEX PERIERA	PROFESSOR	<i>Alex Periera</i>
14.	PROF. ELVIS DIAS	PROFESSOR	<i>Elvis Dias</i>
15.	PROF. C. RAM KUMAR	PROFESSOR	<i>C. Ram Kumar</i>
16.	PROF. SIVACHANDER	PROFESSOR	<i>Sivachander</i>
17.	PROF. D. BABIN DHAS	PROFESSOR	<i>D. Babin Dhas</i>
18.	MR. SANJAY	INDUSTRY REPRESENTATIVE	
19.	MR. J. JAGADEESH	PROMINENT ALUMINI	<i>J. Jagadeesh</i>
20.	MR. SATHISH	STUDENT	<i>Sathish</i>
21.	MR. AKASH	STUDENT	<i>Akash</i>