



RAJAH SERFOJI GOVT. COLLEGE
(Autonomous, NAAC 'A' Grade & DST-FIST College)
(Affiliated to Bharathidasan University, Tiruchirappalli)
Thanjavur – 613 005, Tamil Nadu, India.

comdept@rsgc.ac.in

BOARD OF STUDIES IN COMMERCE
MINUTES OF THE MEETING HELD ON 05th January 2021

The meeting of the Board of Studies in Commerce, for the Academic Year 2020-21, was held on 5th January 2021 at 2:00 pm at Department of Commerce, Rajah Serfoji Government College, Thanjavur-5.

The following members attended the meeting:

1	Dr. V.PUGAZHENTHI	Chairperson	Head Department of Commerce
2	Dr.A.SELVENDRAN	Subject Expert & University Nominee	Associate Professor in Commerce Govt Arts College, Trichy-22
3	Dr.A.FRANCIS VIJAYAKUMAR	Subject Expert Academic Council Nominee	Assistant Professor in Commerce St.Joseph's College (Autonomous) Trichirappalli
4	Mr.RAJAMAHESWARN	Career Guiding Alumni Member/	Chartered Accountant Ganapathi Nagar, Thanjavur
5	Mr.SATYANARAYANA	Alumni Member / Industrialist	Trinity Academy Job providers Thanjavur
6	Dr.R.P.RAMESH	Faculty Member	Assistant Professor, Dept of Commerce
7	Dr.R.KATHAIAN	Faculty Member	Assistant Professor, Dept of Commerce
8	Dr.V.BUVANESWARAN	Faculty Member	Assistant Professor, Dept of Commerce
9	Dr. R.RAJASEKARAN	Faculty Member	Assistant Professor, Dept of Commerce
10	Dr.R.SAMINATHAN,	Faculty Member	Assistant Professor, Dept of Commerce
11	Dr.C.PALANICHAMY	Faculty Member	Assistant Professor, Dept of Commerce
12	Dr.A.GOVINDARAJAN	Faculty Member	Assistant Professor, Dept of Commerce
13	Dr. R.DHARMALINGAM	Faculty Member	Assistant Professor, Dept of Commerce

Dr.V.PUGAZHENTHI, Chairperson, BoS and Head, Department of Commerce, Rajah Serfoji Government College, called the meeting to order and the following business was transacted.

- 1) Discussions for the new additions in the existing curriculum for B.Com, M.Com and M.Phil. Programmes, were made in the context of local needs and recent developments.

RESOLUTION [No.: BOS/COM/2020-21/1] Unanimously resolved to approve the changes made which will be implemented from the present academic year itself.

- 2) Discussions for the revision of the course outline of B.Com./ M.Com. Programmes incorporating the Extra Credit Courses for Advanced Learners. The Extra Credit Courses are presently in vogue for Post Graduate Programmes only and now it is extended to UG Programmes also, from the Academic year 2020-21, as resolved (Resolution No. 3) at the college council meeting held on 12.02.2020. Due ratification for the same shall be obtained from the forthcoming Academic Council in this regard. These courses are introduced to improve the knowledge base of the students in their own Discipline. These are self study courses and are optional. For UG, two Courses with extra credit and for PG, two courses with extra credit are included. There should be no standing arrears for opting Extra Credit Courses and similarly, Students are not permitted to write the course as arrear, if he / she fails in the courses with extra credit. In the 5th & 6th semesters of the UG Programmes and 3rd & 4th Semesters of the PG Programmes, these extra credit courses are to be offered. One of the Discipline Specific Major electives of the particular semester (5th & 6th semesters of the UG and 3rd & 4th Semesters of the PG), which are not opted by the candidate for the regular Study may be taken by them as extra credit course. Each Extra Credit Course will carry 4 credits each.

RESOLUTION [No.: BOS/COM/2020-21/2] Unanimously resolved to give ratification for the extension of the Extra Credit Courses for Advanced Learners which will be implemented from the present academic year itself. As it is a Part-IV self study course there will not be any internal assessment and external marks alone will be awarded. External assessment may be based on the MCQ type from the next academic year onwards. Though the already approved Major Elective Course is taken as an Extra Credit Course choice, it is suggested to float two specific Extra Credit Courses from the next Academic Year onwards.

- 3) Discussions were made exhaustively on the feedback reports of the Students regarding the Curriculum and the need for more Practical papers/ internship is understood.

RESOLUTION [No.: BOS/COM/2020-21/3] Unanimously resolved to introduce more Number of Practical papers in the curriculum which will be implemented from the Academic Year 2021-22 onwards and the proposals for the same need to be placed in the forthcoming Board of Studies.

- 4) Discussions were made about the Extra Credit accumulation and Credit transfer benefits for the B.Com. Students if they pursue Professional Course from Insurance Institute of India (III),

RESOLUTION [No.: BOS/COM/2020-21/4] Resolved to give approval for the introduction of three more major electives to the B.Com Programme (Discipline Specific Elective Course) namely,

- Principles of Insurance
- Practice of Life Insurance
- Regulations of Insurance Business

These Courses will be implemented from the Academic Year 2021-22 onwards and the contents of these electives are now unanimously approved and the attempt of offering Credit transfer benefits for the B.Com. students is appreciated.

- 5) Deliberations were made profoundly on the Credit Accumulation and Transfer through Swayam platform. According to the guidelines of UGC, the students are encouraged to avail this option of enriching their knowledge base by enrolling themselves in the Massive Open Online Courses (MOOC) in any subject of their choice provided by various portals such as SWAYAM, NPTEL etc. initiated by MHRD. This can be availed by all the students of all the semesters and there is no minimum eligibility to take up this course by UG/PG students during their period of study (3 Years/2 Years).

RESOLUTION [No.: BOS/COM/2020-21/5] unanimously resolved to suggest the extra credit accumulation option through Swayam platform and to ensure the entry for the same in the Consolidated Marksheet.

- 6) Detailed discussions were held on the Programmes proposed for financial assistance. Exploring the possibilities of employability ensuring Certificate Programmes in the field of commerce two Certificate Programmes namely 1. Certificate Course on Stock Market Trading and 2. Certificate Course on GST Practices will be introduced.

RESOLUTION [No.: BOS/COM/2020-21/6] unanimously resolved to give approval to start

1. Certificate Programme on Stock Market Trading
2. Certificate Programme on GST Practices.

And the contents of the Programmes are also given due approval. Further resolved to suggest the Academic Council to do the needful to start and continue these courses even if the RUSA finance is not available or ceases.

- 7) Discussions were made to suggest the Eligibility for the panel of examiners for April 2021.

RESOLUTION [No.: BOS/COM/2020-21/7] Unanimously resolved to suggest the examiners for April 2021 examinations in such a way that there should be a minimum of **FIVE** years of service for UG Valuation and **TEN** years of Service for PG Valuation.

The meeting ended with vote of thanks, particularly to the External Members of the Board, recollecting their valuable inputs in their tenure.

Chairman:

1 Dr. V.PUGAZHENTHI
Head Department of Commerce

Members of the Board:

2. Dr.A.SELVENDRAN- Subject Expert & University Nominee
Associate Professor in Commerce
Govt Arts College
Trichy-22

3. Dr.A.FRANCIS VIJAYAKUMAR- Subject Expert
Assistant Professor in Commerce
St.Joseph's College (Autonomous)
Trichirappalli

4. Mr. T.S.RAJAMAHESWARAN C.A.- Alumni Member /
Chartered Accountant Job provider
Ganapathi Nagar
Thanjavur

5. Mr.SATHYANARAYANA- Alumni Member / Industrialist
Trinity Academy Job provider
Thanjavur

6. Dr.R.P.RAMESH
Assistant Professor of Commerce

7. Dr.R.KATHAIAN
Assistant Professor of Commerce

8. Dr.V.BUVANESWARAN
Assistant Professor of Commerce

9. Dr. R.RAJASEKARAN
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11. Dr.C.PALANICHAMY
AU-Assistant Professor of Commerce

12. Dr.A.GOVINDARAJAN,
AU-Assistant Professor of Commerce

13. Dr. R.DHARMALINGAM
AU-Assistant Professor of Commerce

Handwritten signature in green ink: P. Pugazhenth

Handwritten signature in blue ink: A.S. Selvendran

Handwritten signature in blue ink: A.F. Francis Vijayakumar
05-01-2021

Handwritten signature in blue ink: T.S. Rajamaheswaran C.A.
05/01/2021

Handwritten signature in blue ink: S. Sathy Narayana

Handwritten signature in blue ink: R.P. Ramesh
5/1/2021

Handwritten signature in blue ink: R. Kathaian
5/1/21

Handwritten signature in blue ink: V. Buvaneshwaran
5/1/21

Handwritten signature in blue ink: R. Rajasekaran
5/1/2021

Handwritten signature in blue ink: R. Saminathan
5/1/2021

Handwritten signature in blue ink: C. Palanichamy
5/1/2021

Handwritten signature in blue ink: A. Govindarajan
5/1/21

Handwritten signature in blue ink: R. Dharmalingam
5/1/21

RAJAH SERFOJI GOVERNMENT COLLEGE (AUTONOMOUS)- THANJAVUR -05

Sl.No.	Syllabus (2018-19 Onwards)	Revision has been carried out in the Syllabus (05.01.2021)
1	<p>BANKING THEORY LAW PRACTICE (UNIT -1) Page No.2</p> <p>Definition of a Bank – Banking Functions – Agency Services and General Utility Services –Modern Banking functions – Core banking – Internet banking - Unit Banking and Branch Banking – Merits and Demerits</p>	<p>BANKING THEORY LAW PRACTICE (UNIT) Page No. 2</p> <p>Definition of a Bank – Banking Functions – Agency Services and General Utility Services –Modern Banking functions – Core banking – Internet banking - Unit Banking and Branch Banking –Merits and Demerits- Payment Banks</p>
2	<p>BUSINESS ACCOUNTING(UNIT-II) page no .9 Hire purchase accounts – Interest calculations – Default – Repossession – (Excluding HirePurchase Trading Account and Stock & debtor system) - Installment Accounts</p>	<p>BUSINESS ACCOUNTING(UNIT-II) page no .11 Hire purchase accounts – Interest calculations – Default – Repossession – (Excluding HirePurchase Trading Account and Stock & debtor system) -</p>
3	<p>COST ACCOUNTING (UNIT-V)page .no 15 Job Costing – Methods – Contract Costing – Process Costing</p>	<p>COST ACCOUNTING (UNIT-V)page .no 15 Job Costing – Methods – Contract Costing – Process Costing – Features of process costing – process losses, wastage, scrap, normal loss – abnormal loss, abnormal gain. (Excluding Inter Process).</p>
4	<p>BUSINESS ACCOUNTING (UNIT IV,V) page no .9 IV</p> <p>Letters Relating to Agency – Application for Jobs – Bank CoSespondence – CoSespondenceRelating to Exports and Imports</p> <p>Unit – V</p> <p>Drafting of Business Reports – Press Reports – Market Reports</p>	<p>BUSINESS ACCOUNTING (UNIT IV,V) page no .22</p> <p>Banking Correspondence - Introduction - correspondence with customer, Head office – Insurance-Correspondence –Life insurance- Fire insurance - Marine insurance - Relating to Exports and Imports.</p> <p>Unit – V</p> <p>Company Secretarial Correspondence – Business Report Writing -Application for Jobs-Preparation of resume- Presentations-Slide - Visual Presentation - Internet - Video conferencing and Group Discussion.</p>

5	<p>PRINCIPLES OF INSURANCE(UNIT-1)page no.19: <i>Risk Management and The Concept of Insurance and its Evolution:</i> Different types of risks - actual and consequential losses – management of risks – loss minimization techniques.The basics and nature of insurance –different classes of insurance – importance of insurance</p>	<p>PRINCIPLES OF INSURANCE(UNIT-1)page no.25</p> <p>Unit I: Risk Management and The Concept of Insurance and its Evolution: Different types of risks - actual and consequential losses – management of risks – loss minimization techniques. The basics and nature of insurance –different classes of insurance – importance of insurance</p>
6	<p>INTERNET AND E COMMERCE(UNIT-1) page no.23 : Internet, Intranet and Extranet – Meaning, Definition – Advantages - Internet Protocols – Elements of Network – Network Services – Types of Network – Network Topology / Structure of Network</p>	<p>INTERNET AND COMMERCE(UNIT-1) page no.26 : Internet, Intranet and Extranet – Meaning, Definition – Advantages - Internet Protocols – Elements of Network – Network Services – Types of Network – Network Topology / Structure of Network – Search Engine</p>
7.	<p>PRACTICE OF LIFE INSURANCE(PAGE .NO 43) Unit I: <i>Risk Management and The Concept of Insurance and its Evolution:</i> Different types of risks - actual and consequential losses – management of risks – loss minimization techniques.The basics and nature of insurance –different classes of insurance – importance of insurance</p> <p>Unit II: <i>The Business of Insurance The Insurance Market:</i> Management of risk by insurers – fixing of premiums – reinsurance and its importance for insurers - role of insurance in economic development and social security - contribution of insurance to the society.-The various constituents of the insurance market -the role of regulators</p> <p>Unit III: <i>Insurance Customers:</i></p>	<p>PRACTICE OF LIFE INSURANCE(PAGE .NO 29)</p> <p>Unit I: Practice of Life Insurance: Overview of the Indian Insurance Market - Growth of Insurance business in India - Organisational structure of the Life Insurance Corporation of India (LIC) - Postal Life Insurance - Appointment of life insurance agents and their functions - Need of an agent in life insurance selling – Appointment of agents - Remuneration to agents - Trends in life insurance distribution channels.</p> <p>Unit II: Premiums and Bonuses Applications and Acceptance Policy documents: Concept of premium - Different types of premium – Different factors considered in calculating premium - Bonus in policies - Different types of bonus in life insurance policies. Fundamentals of life insurance contracts - Principles of utmost good faith - Insurable interest - Life insurance policy application and process – Proposal form and related documents- Importance of a policy document - Format of a policy document - Policy schedule and its various components - Conditions and privileges in a policy document - Duplicate policies.</p> <p>Unit III: Premium payment, policy lapse and revival & Assignment, Nomination and Surrender of policy: Premium calculations - Surrender value and non-forfeiture options - Revival of lapsed policies and its</p>

<p>Understanding insurance customers – different customer needs -importance of customers – customer mindsets - customer satisfaction - customer behaviour at purchase point - customer behaviour when claim occurs - importance of ethical behaviour.</p> <p>Unit IV: The Insurance Contract Terminology: Terms of an insurance contract - principles which form the foundation of insurance - significance of the principle of insurable interest – the principle of indemnity - the principle of subrogation - the principle of contribution – disclosure of all relevant information - principle of utmost good faith - the relevance of proximate cause - the insurance contract-Common terms used in insurance - terms common to both life and non-life insurance.</p> <p>Unit V: Life Insurance products & General Insurance Products: Different products offered by life insurers - term plans - pure endowment plans - combinations of plans - traditional products - linked policies - annuities and group policies- features of products covering fire and allied perils - products covering marine and transit risks - products covering financial losses due to accidents - products covering financial losses due hospitalization and miscellaneous risks.</p>	<p>types - Assignment of life insurance policies - Conditional assignment - Absolute assignment - Process of Assignment - Nomination - Process of Nomination - Features of Nomination - Assignment Vs Nomination - Surrender of policies - Foreclosure of insurance policies.</p> <p>Unit IV: Policy claims: Different types of policy claims - Survival Benefits - Death Claims - Maturity Claims - Submission of Proof of title at claim processing stage - Early Claims & No nearly claims - Documents required for processing early claims - Death due to un-natural causes or accidents - Nomination - Assignment--Waiver of evidence of title - Claims Concession Clause and Extended Claims Concession Clause - Presumption of Death - Insurance Riders - Accidental Death Benefit rider</p> <p>Unit V: Plans of Life insurance: Different types of life insurance plans - Term Plan - Endowment Plan - Money Back Insurance Plan--Whole-Life Insurance Plan--Unit Linked Insurance Plans (ULIPs) - Joint Life Insurance Plans - Child Insurance Plans--Rider benefits.-- Industrial life insurance - MWP Policies. -- Key man insurance-- Health insurance - annuity plans - group insurance schemes</p>
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