

**Kongunadu Arts and Science College (Autonomous)**  
**Coimbatore 641029**

**B.Voc in Entrepreneurship and Garment Designing**

**Minutes of the Board of Studies:**

The Board of Studies meeting was held on 29.02.2020. The Chairman welcomed and outlined the changes to be made in the following for the board approval.

Item 1. To consider change in the Curriculum, Scheme of Examination and Syllabi of UG courses and approval.

Item 2. To suggest the panel of names for appointment of examiners.

Item 3. Other academic activities in the department.

As per the suggestions and recommendations given by the Stakeholders on the above items discussed, the existing the Scheme of Curriculum / Scheme of Examination / revised Syllabi and Panel of Examiners are to be followed is annexure with implementation from the commencement of the Academic year 2020 – 2021.

The members after careful scrutiny of the changes to be made unanimously accorded approval for the proposed changes/modifications. They also resolved to authorize the Chairman of Board of Studies to place the changes/modifications now approved by the BOS before the Standing Committee on Academic affairs and Academic Council.

<b>Sem.</b>	<b>Course code</b>	<b>Name of the Course</b>	<b>Changes made</b>
I	20VEG102	C.P.2 Entrepreneurship Development	Unit IV fully revamped with the following topics: Women Entrepreneurs: Problems and Challenges - Government support to women.
III	20VEG308	C.P.8 Business Correspondence	Revamped Unit- I and the following topics included: Business Communication: Meaning –Scope of Business Communication- Importance of Effective Business Communication- Modern Communication Methods – Principles of Communication – Barriers to Communication. In Unit- II the following Topics are included: Business Letters: Need Functions - Kinds - Essentials of Effective Business Letters - Layout. The following topic is excluded: Bargaining letters Revamped Unit- III with the following topics included: Credit and Status Enquiries – Complaints and Adjustments - Collection

V	20VEG513	C.P.13 Accounting for Entrepreneurs	<p>Letters – Sales Letters – Circular Letters</p> <p>The topics were shifted from unit I to unit-II  Subsidiary books: Purchase, Purchase returns, Sales, Sales Returns - Cash book - Petty cash book. From Unit-II Bank Reconciliation statement is shifted to Unit-IV</p> <p>The following topics were removed from Unit –III. Accounting for Bills of Exchange - Recording transactions – Retiring bill under rebate – Dishonour of a bill – Renewal of bills.</p> <p>The following topics are shifted from unit-II to Unit-III- Preparation of Final Accounts – Trading Account – Profit and Loss Account and Balance sheet.</p> <p>The topics were shifted from Unit-III to unit IV- Average due date - Account current – Product method and Red ink interest methods.</p> <p>Unit V - the following topics were removed  Branch Accounts – Debtor system – Stock and Debtors system. Consignment and Joint ventures. with the following</p> <p>The following topics were shifted from unit-IV to unit- V - Depreciation – Methods of providing depreciation - Straight line method – Diminishing balance method</p>
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**Signature of the Board Members**

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KONGUNADO ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS), COLLEGE OF EXCELLENCE,  
COIMBATORE - 29

Meeting Minutes

The Board of Studies for B.Voc - Entrepreneurship and Garment Designing was held on 29.02.2020 at 2.00pm for 2020-2021 batch students

Board members

S.NO	Name	Designation	Signature
1.	R. Umamaheswari	Chairman	R. Umamaheswari 29/2/2020
2.	Dr. S. Anilmani	Subject Expert (CDF)	Dr. S. Anilmani 29/2/2020
3.	Dr. P. Karachandani	Subject Expert (Commerce)	Dr. P. Karachandani 29/2/2020
4.	Mr. Muthu Ganesh	Industriantist	Leave on Absence
5.	C. Sheeba	Member	C. Sheeba 29/2/2020
6.	M. Anaswari	Member	M. Anaswari 29/2/2020
7.	M. Sindhu	Member	M. Sindhu 29/2/2020
8.	P. Ajitha Kubani	Member	P. Ajitha Kubani 29/2/2020
9.	L. Kamatchi	Member	L. Kamatchi 29/2/2020
10.	R. Nisha	Member	R. Nisha 29/2/2020
11.	Dr. S. Rajam	Member	Dr. S. Rajam 29/2/2020
12.	Dr. M. Usharani	Member	Dr. M. Usharani 29/2/2020
13.	Rokini	Alumni	Rokini 29/2/2020