**ACADEMIC AUDIT (DEC 2015)**

**Department Of Commerce**

**Sacred Heart College (Autonomous), Tirupattur, Vellore Dist**

**ACADEMIC AUDIT REPORT (December 2015)**

**DEPARTMENT OF COMMERCE**

1. **Introduction**

* **Composition of the Academic Audit Panel**

The following people are nominated as part of the Audit Panel for the Department of Commerce-

1. Dr. A. Marcus

Dean of Commerce

Loyola College (Autonomous)

Sterling road, Nungambakkam,

Chennai-600 034.

1. Dr. J. Shanmugananda Vadivel

Head, Department of Commerce

SNR Sons College,

Coimbatore- 641 006.

1. CA. T. Pothi Madhavan

Chartered Accountant

B2. Elcanso Building

No 10, Casa Major Road

Egmore

Chennai-600 008.

* **Schedule of Academic Audit Meetings**

The audit has started on 10.12.2015 at 4.00 pm and concluded on 11.12.2015 at 3.00 pm. The process of audit plan are as follows -

* **Day -1**
  + **4.00 pm –** A meeting was organized in the Principal’s Office with the members of the panel and with the members of the Department of Commerce. Rev. Dr. D. Maria Antony Raj welcomed the members and briefed about the purpose of the meeting and handed over the IQAC booklet consisting of the syllabus and other information, along with the self evaluation file to the panel members.
  + **5.00 pm** **to 6.20 pm**– The panel members commenced the Academic Audit work, by visiting the shift II classes of Commerce in the order of II M.Com, I M.Com and the III, II and I year B.Com classes respectively.

1. **Milestone of the Department (Annexure-II)**
2. **Faculty Profile (Annexure-III)**
3. **Students’ Profile (Annexure-IV)**
4. **Curriculum (Annexure-V)**
5. **Evaluation of the courses (Annexure-VI)**
6. **Research and Consultancy (Annexure-VII)**
7. **Infrastructure facilities (Annexure-VIII)**
8. **Outcome of the students Meeting** 
   1. **Shift I - (Annexure-IXA)**
   2. **Shift II - (Annexure-IXB)**
9. **Outcome of the faculty meeting (Annexure-X)**
10. **Overall Assessment (Annexure-XI)**
11. **Suggestions (Annexure-XII)**
12. **Conclusion**

The Panel members were given all the relevant information and the required support in conduct of the Academic Audit, effectively. Interaction was conducted with staff and students of both the shifts and their opinions were recorded and documented. In general, both the management and the department show high level interest in the overall development of the students, which is revealed by the infrastructure and gadgets provided and the books, periodical and journals funded by the management. The library is well equipped by e-resources and current journals, which is worth mentioning.

As a concluding remark, the panel members complete their assessment and audit process with complete satisfaction.

**ACADEMIC AUDIT REPORT**

**MILESTONE OF THE DEPARTMENT**

**(ANNEXURE-II)**

**HISTORY OF THE DEPARTMENT**

The Department of Commerce was established in the year 1972 and is functioning for the past 45 years efficiently, catering to the needs of students all over from Tamil Nadu especially to the students from the Vellore and neibouring districts. The Department has 500 students and 5 full time faculty members and offers Undergraduate (B.Com.) Postgraduate (M.Com.) and Research programs M. Phil introduced in the Academic Year 2007-2008 and the department was recognized to start PhD. Program in 2011 by Thiruvalluvar University, Vellore.

**Mission**

* To adopt the Mission of the Institution
* To develop the students as job providers and job seekers
* To make students responsible and responsive to the needs of the society
* To Make students aspire to become Professionals like Chartered Accountants, Cost and Management Accountant, Company Secretaries and so on.

**Vision**

Designing the curriculum bearing in mind the present day needs, capacities and aspirations of the rural and first generation learners by honing their skills, making them employable by corporate and global bodies, to stand by ethical values and to espouse the social cause.

**Objectives**

1. To impart updated commerce education to suit national interests.
2. To motivate students aspire to become Professionals (Charted Accountants etc.) and Entrepreneurs.
3. To uphold the dignity of commerce education through ethical behavior and to avoid unnecessary profiteering.
4. To ensure holistic growth of students by conducting conferences, academic competitions and sports activities at regular intervals.

To serve the society without considering anything in return.

**Courses offered by the Department**

B. Com. (Shift I & Shift II)

M. Com. (Shift II)

M. Phil.

Ph. D.

**ACADEMIC AUDIT REPORT**

**(ANNEXURE-III)**

**Faculty Information (Shift-I)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of the Faculty** | **Designation** | **Qualification** | **Specialization** | **Date of Joining** | **Teaching Experience in Years** | **DOB** | **Age** | **Sex** |
| 1 | Dr. K. A. Maria John Joseph | Associate Professor and Head | M Com, M.Phil, PGDBA, PGDMM, Ph.D, NET Qualified. | Marketing,  Business Management,  Taxation | 22.06.98 | 26 | 25.07.1966 | 50 | Male |
| 2 | Dr. K. Antony Baskaran | Associate Professor | M Com, M.Phil, B,Ed, PGDPM, Ph.D, | Human Resource, Marketing | 22.12.99 | 22 | 13.04.1966 | 50 | Male |
| 3 | Rev. Dr. D. Maria Antony Raj | Associate Professor | M.Com, M.Phil, Ph.D. | Cost Accounting | 29.07.06 | 15 | 28.02.1966 | 50 | Male |
| 4 | Dr. S. Hariharan | Assistant Professor | M.Com, M.Phil, Ph.D, MBA, NET Qualified. | Financial Accounting | 18.06.15 | 11 | 11.07.1981 | 34 | Male |
| 5 | Dr. G. Prakash Raj | Assistant Professor | M.Com, Ph.D, MBA, NET Qualified. | Financial Management | 18.06.15 | 11.5 | 27.06.1978 | 37 | Male |

**ACADEMIC AUDIT REPORT**

**CURRICULUM (ANNEXURE-V)**

**Appreciation**

- Unitization is carried uniformly and balanced in almost all the papers;

- Text books and Reference books are aptly quoted for all the subjects;

- There is a good sequence in the arrangement of chapters in all the papers.

**To Clarify**

**B. Com**

**Semester I**

1. C-112- Accounts paper –Average Due Date chapter can be replaced;
2. C-113-Business Organisation – Unit V – Corporate Governance, Social Audit chapters need to be incorporated to make the paper comprehensive;

**Semester II**

1. C-212 – Financial Accounting (I)- Accounting Standard chapter could be shifted to Unit V;
2. C-213 – IBS- Debit card chapter could be shifted to Unit V;

**Semester IV**

1. C-419-Business Management – Staffing chapter is important, but not incorporated;

**Allied Paper**

1. II BA Economics – Principles of Accounting – Too heavy, Non-Trading Organisation chapter may be removed; (Subject code no. is missing);
2. II BA Economics – Elements of Cost Accounting – What is the relevance of teaching this paper to the BA Economics students; Marginal costing need not be there;
3. II BCA – Financial Accounting – Average Due Date chapter could be replaced with some other relevant chapter;
4. BCA – Cost and Management Accounting – Overhead chapter is missing; without that costing study will be incomplete;

**Semester V**

1. Advanced Corporate Accounting syllabus is heavy;

**Semester VI**

1. Income Tax Syllabus – Assessment Procedure chapter could be shifted to VI Semester Income Tax syllabus and Profits and Gain chapter could be brought forward to Semester V Income Tax syllabus;

**Major Elective**

1. Basic Accounting and Correspondence – To which class students, it is offered?

**M.Com -** Syllabi are comprehensively framed for all the semesters.

**M.Phil**

- Paper on ‘General Skills on Teaching and Learning’ – is good and appreciable;

- Syllabus for specialization papers are not found in the document;

- Preferable three area papers syllabi should be given -

- Human Resource Management

- Financial Management

- Marketing Management/Entrepreneurial Development

**ACADEMIC AUDIT REPORT**

**EVALUATION OF THE COURSES**

**(ANNEXURE-VI)**

**Question Paper Pattern for theory papers**

The question paper shall have three sections with the maximum of 75 marks for three hours with the following break-up.

Section- A shall contain 10 short answer questions without choice drawn from all the units on the basis of minimum two from each unit. Each question shall carry two marks. (10 x 2 = 20)

Section- B shall contain 5 either or questions drawn from all the 5 units. Each question shall carry 5 marks. (5 x 5 = 25)

Section- C shall contain 5 questions drawn one each from the 5 units. 3 Questions out of 5 are to be answered. Each question shall carry 10 marks. (3 x 10= 30)

**Question paper pattern for Accounts papers**

The question paper shall have three sections with the maximum of 75 marks for three hours with the following break-up.

Section-A shall contain 10 short answer questions without choice drawn from all the units on the basis of minimum two from each unit. Out of ten questions five shall be problem oriented and the other five shall be theory questions. Each question shall carry 2 marks. (10x 2 = 20)

Section- B shall contain 5 either or questions drawn from all the five units. Two questions in any five of the five should have one theory. Each question shall carry 5 marks. (5 x 5 = 25)

Section- C shall contain five question drawn one each from the five units. All the questions are problems. Three questions out of five are to be answered each carrying ten marks. (3 x 10 = 30)

It was resolved to adopt 25 marks for Internal Assessment and 75 marks for the end semester examination. The break – up of the internal marks components is as follows:

Test – 15 Marks

Attendance – 5 Marks

Assignment / Seminar / Online test – 5 Marks.

**ACADEMIC AUDIT REPORT**

**RESEARCH AND CONSULTANCY**

**(ANNEXURE-VII)**

**Research Projects Applied for (UGC-MRP)**

**Title of the Proposal**

|  |  |
| --- | --- |
| **Title of the proposal** | **Name of the Staff** |
| The impact of group based micro-finance schemes on rural households in Vellore District | Dr. K. A. Maria John Joseph |
| The role of the women Selh Help Groups in promoting financial inclusion among rural women | Dr. G. Prakash Raj |
| The impact of online shopping on consumer buying behaviour in Vellore City | Dr. S. Hariharan |

**ACADEMIC AUDIT REPORT**

**INFRASTRUCTURE FACILITIES**

**(ANNEXURE-VIII)**

1. Total class rooms – 6 numbers
2. Books available for commerce in library – 5,509
3. Journals and periodicals
   1. Indian journals – 13
   2. Foreign journals – Nil
4. LCD Projectors – 5 numbers
5. Over-head Projector – 1 number

- The infrastructure provided for the given students’ strength is good .

**ACADEMIC AUDIT REPORT**

**BASED ON THE INTERACTION WITH**

**THE SHIFT I B.COM STUDENTS**

**(ANNEXURE-IXA)**

**CURRICULUM (SYLLABUS)**

* Syllabus is voluminous; (I-B.Com);
* Job orientation should be given to the students; (I-B.Com)
* Department accounts chapter is not there in the syllabus; (III-B.Com)
* Comparing to other college syllabus, ours is need to be improved; (III-B.Com)

**TEACHING METHOD**

* Interaction among the students and staff need to be more; (I-B.Com)
* Reference need to be made about side happenings; (II-B.Com)
* Teaching of main subject is good; but not the papers on value based education; (II-B.Com)
* Allied paper teaching is not good; (II-B.Com)
* Computer lab staff is too strict, allot only one hour; (II-B.Com)
* Teaching and Learning is good; (III-B.Com)
* Skill based paper offered taught, is not upto the mark; (III-B.Com)
* Teaching is made only in theory and not in practice; (III-B.Com)
* Online teaching, modern gadgets need to increased; (III-B.Com)

**EVALUATION METHOD**

* In Tamil paper, there are 39 failures; Revaluation is charged Rs. 500; (II-B.Com)
* Paper valuation should be fair and proper; too strict and many fail; (II-B.Com)
* Some staff giving in semester exam, based on marks of the internal test marks; (II-B.Com)
* Online mark allotment is there, but how they value is not known to students; (II-B.Com)
* Revaluation is partial; (II-B.Com)
* In some particular papers taken by a senior staff, he always give lower marks in all the semesters of his teaching; (III-B.Com)

**OTHER ISSUES**

* Infrastructure is not there (overhead projector); (I-B.Com)
* Practical computer lab is not available for the commerce students; (I-B.Com)
* Placement assistance/job orientation need to be provided; (III-B.Com)
* Only two programs are conducted; more programs need to be conducted; (III-B.Com)

**ACADEMIC AUDIT REPORT**

**BASED ON THE INTERACTION WITH SHIFT II STUDENTS**

**(ANNEXURE-IXB)**

**M. PHIL COMMERCE STUDENTS**

* Information sharing is good and faculties are well informed;
* Library facility is excellent ;
* Professors should inform about e-resources available;
* External lectures should be encouraged and arranged
* SPSS training should be arranged;
* Orientation for Net/Slet exams should be given;
* Worship should be conducted;
* Articles presented by the commerce faculties should be made available to the scholars;
* M.Phil Viva conducted like that of a PhD viva is well appreciated by the students.

**UG AND PG COMMERCE STUDENTS**

**CURRICULUM (SYLLABUS)**

1. ‘Marketing Management’ is only taught as a unit; should be made as a full fledged syllabus (II - M. Com);
2. ‘Organisational Behaviour’ paper taught is too general and vague (I-M.Com);
3. Advanced Accounting has to be taught; the current syllabus is too simple, need to be upgraded (III-B.Com);
4. Company Law taught is based on old Act; Reference should be made to new amendments, but not done (II-B.Com);
5. Income Tax papers should be given access to online way of filling form/filing etc (II - M. Com)
6. Skill development paper is there, but not taught (II-B.Com);
7. Some papers are not required (Allied); they should be removed; instead ‘Banking papers’ should be introduced to support for their future job prospects (II-B.Com);
8. No on-line way of teaching is done for some papers (tally) (II - M. Com);
9. Syllabus is over loaded; Suggestion made to remove some papers and concentrate on competitive examination skills (example - IAS. Bank exams) (II - M. Com);
10. Syllabus to be revamped/updated/modernized/amended with new innovative ideas (I-M.Com);
11. Syllabus is good; (I-B.Com);
12. One project paper of 6 hours, could be made as 3 hours for theory and 3 hours for practicals (II - M. Com);
13. E-Learning should be incorporated (II - M. Com);
14. Project should be given to students (I-M.Com).

**TEACHING METHOD**

1. Teachers are good and they teach well; but they don’t use the modern gadgets (II - M. Com);
2. Teaching should be current and not be bookish (II - M. Com);
3. The faculties in shift I is good comparatively (III-B.Com);
4. Some of the faculties teach too fast, and they don’t repeat, gets irritated if asked so (III-B.Com);
5. Some staff explain less; teach only one problem and give ten problems as home-work (II-B.Com);
6. Staff should give importance to general knowledge and make reference with outside current affairs (II-B.Com);
7. Staff should make references about current affairs (II - M. Com);
8. The subject should be approached conceptually, which is not done by some faculties (III-B.Com);
9. Subjects too primitive; staff teach is bookish; they give blue print like plus two (I-M.Com);
10. Students should be made to talk in ‘english’ and staff should be strictly enforce it (III-B.Com);
11. Students should be made to talk in English (II-B.Com);
12. Students expect staff to teach in English, staff teach in Tamil, being first year students (I-B.Com);
13. Mugging and reproducing is encouraged rather than writing in their own words (I-M.Com);
14. No value based education (I-M.Com);
15. Interaction in class should be encouraged (III-B.Com);
16. Notes given is too much but less teaching (II-B.Com);
17. Material should not be given to the students, instead they should be asked to prepare by themselves by referring in the Library (II-B.Com);

**EVALUATION METHODS**

1. Accounts answer sheet is not served for the test/sem exam for Accounts question papers; (II - M. Com);
2. Accounts answer sheets should be given to the Accounts based question papers (III-B.Com);
3. Exam valuation is too strict; Revaluation of paper is charged Rs.500; Getting photo copy of answer sheets is charged Rs.250, not affordable to pay by the poor students; (II - M. Com)
4. College levy Rs.200 as charge for delayed collection of marks sheet (II - M. Com);
5. Odd sem exam arrears are allowed to write only once. So, to clear those arrears papers, students have to wait for one year (II - M. Com);
6. Supplementary exam fees collected is Rs.1000 (II - M. Com);
7. If not paid, Hall ticket is not issued; For absenting first day of the class, fine is collected (II - M. Com);

**OTHER ISSUES**

1. Placement is good, even then, job fair should be conducted targeting commerce department (I-M.Com);
2. Sanitation is good; time management is maintained properly (I-B.Com);
3. Hostel facility is good (I-B.Com);
4. Browsing center/Library staff - not treating students with respect (II - M. Com);
5. No separate computer lab to commerce department (II - M. Com);
6. PG students not given chance to take part in cultural programs/any celebration (II - M. Com);
7. Time given for payment of fees is too short and penalty is levied for delayed payment (II - M. Com);
8. College collects Rs. 100, but for what purpose? (II - M. Com)
9. Fee is collected one time in bulk; should be made twice in a year (I-M.Com);
10. Some 60 students had not take semester exams, as they failed to pay the fees in full, this rule should be removed (III-B.Com);
11. Fees paid once in a year, should be collected in two terms (I-B.Com);
12. Fine levy is too heavy(parking) (I-B.Com);
13. Collection of cycle fees/parking charge is heavy (I-M.Com);
14. Shift II students are not treated at par with shit II students (I-M.Com);
15. Orientation and Job Awareness program should be arranged by the college/department to give the knowledge of applying for the job and facing the interview (I-M.Com);
16. Guidance for ‘Paper/article writing’ should be given by the department and encouraged (I-M.Com);
17. Information about ‘paper writing/seminars/conferences/ from other colleges’ are not informed to the shift II classes or informed late (I-M.Com);
18. Extra-curricular activities is not given importance (III-B.Com);
19. No extra-curricular activities/programs are conducted for shift II students (II-B.Com);
20. Need to organize ‘industrial visit’ for first year also (I-B.Com);
21. Students are compelled to take course in Ignou (I-B.Com).
22. Water need to be provided in every class room (II-B.Com);
23. Common space required to be spend by the students, who come earlier to the college (II-B.Com);
24. Library visit by the students should be compelled (II-B.Com);
25. Space is a constraint for the number of students seated; (I-B.Com);
26. Projector not in the class room (I-B.Com);
27. Usage of mobile phone should be allowed to take calls for their parents at time of emergency (II-B.Com);
28. Action is taken by the faculty himself and goes to the extent of suspending the students. It should be carried out by proper channel and through Fr. Principal (III-B.Com);
29. Attendance is too strict, if the staff gets irritated-he cut the attendance (III-B.Com);
30. Staff show partiality between girls and boys students (II-B.Com);
31. No respect given to the PG students by the staff/office (I-M.Com);
32. Students treated like children; material is issued, subject knowledge given is limited (I-M.Com);
33. Mosquito nuisance is heavy (I-M.Com).

**ACADEMIC AUDIT REPORT**

**OUTCOME OF THE FACULTY MEETING WITH**

**THE COMMERCE DEPARTMENT STAFF OF SHIFT I & II**

**(ANNEXURE-X)**

**SHIFT I – STAFF MEMBERS**

* All the students are coming from rural background and most of them are first generation learners;
* Their starts from this college/department only;
* They are well oriented and aware of what they need;
* Special attention is provided to take care of the students having arrears through remedial program, which is conducted regularly;
* Curriculum and syllabus are designed with the consultation of the Board of Studies;
* All the faculties are good and cooperative, take care of the wellbeing of the students;
* Focus need to be given in learning only, than in other areas;
* English course provided by the Communication Department, is not effective; even after one full year of classes, student unable to express themselves in English;
* A separate computer lab need to be provided, exclusively to the commerce students only;
* ERP. Tally and other commerce based software coaching should be planned/given;
* The available facility is optimally utilized; corridors are used to conduct classes; but in rainy days, need alternative accommodation;
* Students lack vigour and their concentration is affected by too many programs, disrupting their studies;
* Orientation in common should be given for competitive examinations
* Online registration given for job oriented courses (given by the Maths department), disable all the students to take registration; only 5/6 students are admitted; rest are deprived; need some alternative;
* Inviting outside faculties for guest lecture is a costly affairs, and that is the reason for not arranging for it.

**SHIFT II – STAFF MEMBERS**

* + Same papers offered in shift I is not given to shift II (elective papers)
  + This disrupts the job prospects of the students;
  + 5 hours classes of HRM, International Management and Indirect Tax – are not given to the Shift II students;
  + Students need last hour should complete by 5.30;
  + Some of the departments don’t have shift II afternoon classes; those rooms could be used to run the class between 1 pm to 5.30 pm;
  + The semester answer sheets of the shift II students are valued by the shift I staff; Some times, students feel, the valuation is strict and many of them fail;
  + Economics paper is taught for four semesters, which could be reduced into two papers;
  + The time saved could be used to teach some important/relevant commerce based papers;
  + Students and staff of shift II, have developed the feeling of insecurity due to biased treatment given;
  + Double valuation of semester answer sheet is highly recommended, to avoid many failures and standardized the valuation process;
  + For Academic Audit Report and related matters, shift II staff are not consulted or called for the meeting;
  + Among the shift II staff, there is moral fear, insecurity, stress, unable to express themselves to any forum;
  + Only 50 minutes is given for a session in shift II, only academically poor students are admitted, but still the staff of shift II shows excellent result;
  + There is a feeling that the infrastructure of the college is only used by the shift I staff;

**ACADEMIC AUDIT REPORT**

**OVERALL ASSESSMENT**

**(ANNEXURE-XI)**

**Staff of Shift I**

**Appreciation**

* The staff of the department are well qualified and fully equipped for the commerce curriculum;
* All of them show personal interest in the progress and the overall development of their students;
* They update themselves with the research activities, paper presentation and taking part in the intellectual programs.

**Concern**

* There is a fear among the students in general, of victimization;
* Students expect their teachers to encourage them by motivating them in asking doubts;
* There is feeling that staff are too bookish, give only notes, not referring news of current affairs.

**Staff of Shift II**

**Appreciation**

* Staff take extra effort in overall development of the students;
* Even though, only average students are admitted, the staff members put extra effort and produce good results;
* Students have high regard for their faculties for the involvement shown towards them.

**Concern**

* Retirement benefit deductions made by the management – need to be relooked;
* Shift I staff don’t give due recognition to them;
* Also, opinion and decisions taken by the department, don’t consider the shift II staff;
* Semester paper valuation done by the shift I staff is not fair and rationale;

**Students of Shift I & II**

**Appreciation**

* Teaching and efforts taken by most of the staff members are highly commended;
* Infrastructure provided, atmosphere and the sanitary facility are good;
* Staff encourage the students to participate in other college programs;

**Concern**

* Fees collected in lumpsum, fine levied and victimization are the issues highlighted;
* Need for a separate computer lab for the commerce students – to be looked into;
* Communication class should be made effective and ensure their overall improvement.

**ACADEMIC AUDIT REPORT**

**SUGGESTIONS**

**(ANNEXURE-XII)**

**SUGGESTIONS**

* Admitting the Visually-challenged students is essential in all the courses, that favour the weightage in the NAAC evaluation;
* Arranging the guest lectures/inviting the visiting faculties from other institutions, at periodically interval – should be considered seriously;
* On-line test mark is being allotted; What is the modality framed for on-line testing?

Need to be clarified;

* Preferable to have a separate computer lab for the Commerce department to support the online learning for shift I and II, M.Phil and Phd scholars;
* Papers presented/Articles written - by the commerce faculties, should be made available in the department to motivate the students in their paper presentation/writing articles;
* If there is shortage of staff/excess hour allotted – the spare time could be used to arrange the guest lecture;
* Placement assistance/job orientation need to be provided
* Communication class conducted, should be made effective;
* Shift II commerce department need an additional faculty;
* Skill based paper offered taught, is not upto the mark, should be revamped;
* Fees and fines collected in the name of attendance, revaluation of paper, photo copy of answer sheet and parking fees fine – need to be reconsidered; (most are from poor background)
* Rs.100 collected without proper explanation, need to be reconsidered;
* SPSS training should be arranged for M.Phil and PhD scholars;
* Orientation for Net/Slet exams should be given;
* Separate department is expected by the shift II staff members;
* Shift II staff can be considered and referred for the common decisions and issues related to the commerce courses/department.

Following Practical paper is suggested for final year B.Com & M.Com students -

**PRACTICAL PAPER (E-LEARNING)**

**Unit –I- (Softwares In Accounting)**

Accounting soft wares Like, **TALLY ERP9, ACE, WINGS, PROFIT, PEACH TREE & CUSTOMISED ERP, BILLING SOFTWARE ETC.**

**Object: To know how to maintain books electronically.**

**Unit –II - (Forms under various Laws)**

**INCOME TAX ACT, COMMERCIAL TAX, SALES TAX, PF ACT, ESI ACT, COMPANIES ACT, BONUS ACT ,CENTRAL EXCISE & CUSTOMS ACT** ETC

Ex: 1.Under VAT form I,J, K, L. 2. Ex: 2.Under income tax ITR-1, 2, 3, 4,5,6,7

Ex: 3.Under Companies Act 2013 FORM INC 1,2,3,4,5,6,7,18,20,21,22,23,24 ETC

Ex 4.Under Central sales Tax , Form A, B,C , EI,EII,G, H,IJ

**Object: To know how to fill the forms under various laws.**

**Unit –III - (Knowledge about Online sites of various Acts)**

For INCOME TAX- www.incometaxindia.gov.in/[www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)

For VAT- [www.tnvat.gov.in](http://www.tnvat.gov.in), Companies act – [www.mca.gov.in](http://www.mca.gov.in)

For Central excise / customs/ Service tax- [www.aces.gov.in](http://www.aces.gov.in), For PF-www.epfindia.com

For ESIC- [www.esic.in](http://www.esic.in) , For SSI Registration [www.msmeonline.gov.in](http://www.msmeonline.gov.in)

**Object: To know how to do the online filing of forms under various laws**

**Unit-IV-(Insurance & Marketing & Banking)**

Practical knowledge about IRDA – EXAM OF IRDA, Health Insurance, CARGO insurance, fire insurance, business insurance, insurance ADVISOR/ financial advisor has a carrier.

Banking- knowledge about -Net banking, RTGS/NEFT, phone banking, mobile banking, IMPS, KYC, carrier under banking BSRB/IBPS – institute of Banking & personnel selection ,e- payments.

Marketing- Online marketing -flip cart, med plus, Amazon etc, Online share trading / Mutual funds management Excutive. Sales as a carrier, ticket booking, Promote to start a new business/ Trade( Small scale)

**Object: To be Entrepreneur, financial advisor, Marketing Executive.**

**Unit –V-(Soft Skills)**

A).Communication skills oral & written, GD, dressing sense, table etiquettes, interview facing, Knowledge about higher studies etc

B).Exams/Jobs under various sectors- Government/ private/ public sector Ex, Railways , UPSC, TNPSC , SSC,IBPS,IT SECTOR , BPO SECTOR , UGC( NET) / SLET.

**Object: To prepare a student fit for Competitive Exams**

**ACADEMIC AUDIT REPORT**

**SIGNATURES OF THE ACADEMIC PANEL MEMBERS**

**(ANNEXURE-XIV)**

**Signatures of the Academic Panel Members**

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| **S.No** | **Name of the Panel Members** | **Signatures** |
| 1 | Dr. A. Marcus, Dean of Commerce,  Sterling Road, Loyola College,  Chennai-600 034 |  |
| 2 | Dr. J. Shanmugananda Vadivel  Head, Department of Commerce,  SNR Sons College, Coimbatore- 641 006 |  |
| 3 | CA. T. Pothi Madhavan, Chartered Accountant  B2. Elcanso Building, No 10, Casa Major Road  Egmore, Chennai-600 008 |  |