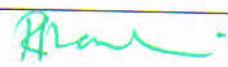
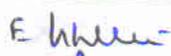
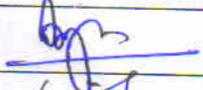
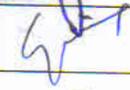


UG BOARD OF STUDIES

Minutes of the meeting of the board of studies in B.Com commerce (UG) held at 10.30 a.m. on 16/03/2023 at D.B.Jain college, Chennai -97.

Members Present:

S.NO	MEMBERS PRESENT	SIGNATURE
1	Dr.C Mekkal Roy (Chairman - BOS)	
2	Dr.K.Shanti (University Nominee)	
3	Dr. G.Ravi (Subject Expert)	
4	Dr.E. Viswanathan	
5	Mr.K.K.Ashok (Industrial Representative)	
6	Dr M.Ezhilarasi	
7	Mrs. K.E.Deepa	

The chairman welcomed the members and informed them of the activities of the department. Then the agenda for the meeting was taken up for discussion. After detailed discussion the following resolutions were unanimously passed.

Agenda

- 1.To consider the revision of syllabus for certain subjects offered by TANSDCHE
- 2.To consider the change of subjects from one semester to another semester.

The board of studies decided to revise the syllabus and change the subjects by incorporating TANSICHE syllabus to the existing one.

The candidates shall choose any one of the elective subjects offered by TANSICHE based on their choice from the respective semesters.

Resolved that the change of subjects from one semester to another from the previous board of studies is to be approved.

Skill enhancement courses, foundation courses and ability enhancement courses were incorporated in the syllabus instructed by TANSICHE

s.no	Semester	subject	Deletion	Addition
1	I	Business communication	Unit – III Agency correspondence	Unit – III Letter of correspondence Marine and Fire insurance
2	II	Business Environment	Unit-I Deleted	Unit-I An introduction meaningdefinition- objectives-scope and features –types of environments – internal,external,micro and macro environment – strategic decision making – over-view of environmental factors
3	II	International trade	Unit –II Leon tiff's paradoxinternational trade and economic growth theory – immiserating growth theory	Unit-II Virtual trade mission-cross industry collaborationelastic logistics Unit-III Trade flows of G7 economics.
4	III	Business Mathematics and statistics	Unit-V Deleted	Unit-V Numerical methodsinterpolation methods-Finite differences- Newton's forward and backward method-lagrange's method
5	IV	Principles of marketing	Unit-V Basic understanding of E-marketing – Etailing- consumerismMarket research -MIS and marketing regulation	Unit-V Virtual marketing – meaning- advantages and Disadvantages-green marketing –meaning – advantages and disadvantages
6	V	Banking Law and Practice	Unit-1 Phases Development, payment banks and small banks . Unit-IV Cheques payable to fictitious person –	Unit-V Virtual banking – meaningneed for and importance of current scenario

			Endorsement by Legal representative – Negotiation bank – effect of endorsement.	
7	V	Auditing and corporate governance	Unit-II Cash and trade transaction- verification and valuation of assets and liabilities	UNIT-II Objective – vouching vs routine checking-voucher- types of voucher
8	V	Office management of secretarial practice	UNIT-II Office building-office layout-re-layout-open and private office-new trends in office layout- office lighting-types of lighting system	UNIT-I Skills requirement for office jobs UNITS-II Location of office building preparation and significance of office layout- Designing and benefits of lighting system

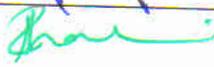
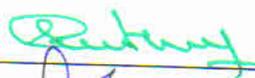
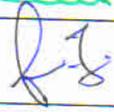
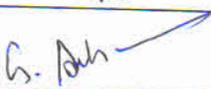
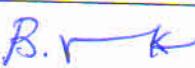
DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

DEPARTMENT OF INFORMATION SYSTEM MANAGEMENT

Thoraipakkam, Chennai-600097

Minutes of Meeting

Minutes of board of studies meeting for B. Com-Information System and Management-UG under the autonomous scheme held at 11. 00 am on 16. 03..2023 Thursday at Principal office Board Room, Dhanraj Baid College Chennai 600 097.

S. No	Name	Signature
1	Dr. G.KALPANA (Chairman-BOS)	
2	Dr. R.SHANTHI (University Nominee)	
3	Dr. J SENTHILKUMAR (Subject Expert)	
4	Mr. KAVISHESH THAMARA (Industrial Expert Cum Alumni)	
5	Mr.J.POOVARAGHAVAN	
6	Mr. G.ANBALAGAN	
7	Mr.B.VENKATACHALAM	
8	Mrs.S.SUDHA	

The Chairman accorded a warm welcome to all the members of the Board of Studies. As per the Agenda of the meeting, the following are the points discussed and resolutions made.

The Committee considered and recommended the following changes may be made in the revise syllabi for B. Com Information System and Management Course.

1. The board of studies decided to revise the syllabus and change the subjects by incorporating TANSCHÉ syllabus to the existing one.

2. 75% Syllabus accepted from TANSICHE B.Com. (ISM) Syllabus from the academic year 2023-2024.
3. **Recommended the following changes of subjects offered by TANSICHE**
 - a. Introduced Elective I - Computer Fundamentals by replacing Elective-I Python Programming and Lab
 - b. Introduced Elective II - Digital marketing by replacing Elective-II Office Automation and Lab
4. The following Skill development courses and foundation courses are incorporated in the curriculum.

Semester	Skill Enhancement Course	Subject Introduce
I	Foundation Course	Office Automation Lab
I	Section 1	HTML
II	Section 2	HTML Lab
II	Section 3	NAAN MUDHALVAN- Language Proficiency for Employability- Effective English
III	Section 4	Quantitative Aptitude
III	Section 5	Python Programming
IV	Section 6	Python Programming Lab
IV	Section 7	NAAN MUDHALVAN -Digital Skills for Employability- Office Fundamentals
VI	Part IV	NAAN MUDHALVAN -Digital Banking, Logistics and Audit Essentials

S.no	Semester	Subject	Deletion	Addition
1	V	Banking Law and Practice	<p>Unit-1 Phases Development, Payment Banks and small banks.</p> <p>Unit-II Sukhmoy committee 1985, Narasimhan Committee- I&II –Short term and long term interest rates, Impact of Savings and borrowings.</p> <p>Unit-IV Cheque payable to fictitious person- Endorsement by Legal representative – Negotiation bank –effect of endorsement.</p>	<p>Unit –V</p> <p>Virtual banking- meaning need for and importance of current scenario.</p>
2	V	Auditing and Corporate Governance	<p>Unit –II</p> <p>Cash and trade transaction –verification and valuation of assets and liabilities.</p>	<p>Unit –II</p> <p>Objectives – Vouching vs Routine checking – Voucher – Types of vouchers.</p>

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

DEPARTMENT OF COMPUTER APPLICATIONS

Thorai[pakkam, Chennai-600097

Minutes of Meeting

Minutes of board of studies meeting for B. Com-Computer Applications-UG under the autonomous scheme held at 11. 00 am on 16. 03..2023 Thursday at Principal Office Board Room, Dhanraj Baid College Chennai 600 097.

S. No	Name	Signature
1	Dr. K RAJASEKARAN (Chairman-BOS)	K. Rajasekaran
2	Dr. R. SHANTHI University Nominee)	R. Shanthi
3	Dr. J SENTHILKUMAR (Subject Expert)	J. Senthil Kumar
4	Mr. KAVISHESH THAMARA (Industrial Expert Cum Alumni)	K. Kavishesh
5	Dr. M MEGALA	M. Megala
6	Mr. VIJAY M	V. Vijay M
7	Mrs. PARIMALAKANTHI T	P. Parimalakanthi T
8	Mrs. JENIFER AMALI B	J. Jennifer Amali B

The Chairman accorded a warm welcome to all the members of the Board of Studies. As per the Agenda of the meeting, the following are the points discussed and resolutions made.

The Committee considered and recommended the following changes may be made in the revise syllabi for B. Com Computer Application Course.

1. The board of studies decided to revise the syllabus and change the subjects by incorporating TANSCHHE syllabus to the existing one.

2. 75% Syllabus accepted from TANSCHÉ B.Com. Computer Application Syllabus from the academic year 2023-2024.
3. **Recommended the following changes of subjects offered by TANSCHÉ**
 - a. Introduced Elective I - Computer Fundamentals by replacing Elective-I Python Programming and Lab
 - b. Introduced Elective II - Digital marketing by replacing Elective-II Office Automation and Lab
4. The following Skill development courses and foundation courses are incorporated in the curriculum.

Semester	Skill Enhancement Course	Subject Introduce
I	Foundation Course	Office Automation Lab
I	Section 1	HTML
II	Section 2	HTML Lab
II	Section 3	NAAN MUDHALVAN- Language Proficiency for Employability- Effective English
III	Section 4	Quantitative Aptitude
III	Section 5	Python Programming
IV	Section 6	Python Programming Lab
IV	Section 7	NAAN MUDHALVAN -Digital Skills for Employability- Office Fundamentals
VI	Part IV	NAAN MUDHALVAN -Digital Banking, Logistics and Audit Essentials

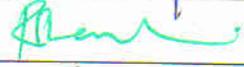
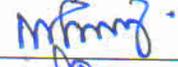
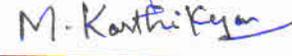
s.no	Semester	subject	Deletion	Addition
1	III	Business Mathematics and statistics	Unit-V Deleted	Unit-V Numerical methods interpolation methods-Finite differences-Newton's forward and backward method-LaGrange's method

2	V	Banking Law and Practice	<p>Unit-1 Phases Development, payment banks and small banks</p> <p>Unit-II Sukhmoy committee 1985, Narasimhan Committee-I&II – short-term and long-term interest rates Impact of Savings and borrowings.</p> <p>Unit-IV Cheque payable to fictitious person – Endorsement by Legal representative – Negotiation bank – effect of endorsement.</p>	<p>Unit-V Virtual banking – meaning need for and importance of current scenario</p>
3	V	Auditing and corporate Governance	<p>Unit-II Cash and trade transactions- verification and valuation of assets and liabilities</p>	<p>Unit-II Objectives-Vouching vs routine checking –voucher Types of vouchers.</p>

DEPARTMENT OF B.COM ACCOUNTING AND FINANCE
UG BOARD OF STUDIES
MINUTES OF MEETING

Minutes of the meeting of the board of studies in B. Com Accounting & finance (UG) under the autonomous scheme held at 10.30 a.m. on 16/03/2023 at D.B.Jain college, Chennai -97.

Members Present:

S.NO	MEMBERS	SIGNATURE
1	Dr.M.Megala	
2	Dr.R.Shanthi	
3	Dr.Ravi G	
4	Mr.Kavishesh Thamara	
5	Dr.K.Rajasekaran	
6	Mr. Vijay .M	
7	Dr.Vidhya .T.S	
8	Mr.Karthikeyan M	

The chairman welcomed the members and informed them of the activities of the department. Then the agenda for the meeting was taken up for discussion. After detailed discussion the following resolutions were unanimously passed.

Agenda

- 1.To consider the revision of syllabus for certain subjects offered by TANSICHE
- 2.To consider the change of subjects from one semester to another semester.

The board of studies decided to revise the syllabus and change the subjects by incorporating TANSICHE syllabus to the existing one.

The candidates shall choose any one of the elective subjects offered by TANSICHE based on their choice from the respective semesters.

Resolved that the change of subjects from one semester to another from the previous board of studies is to be approved.

Skill enhancement courses and foundation courses were incorporated in the syllabus instructed by TANSICHE

Semester	Skill Enhancement Course	Subject Introduce
I	Sec-1	HTML
I	Foundation Course	Campus To Corporate
II	Sec-2	Html Lab
II	Sec-3	Naan Mudhalvan
III	Sec-4	Quantitative Aptitude
III	Sec-5	Consumer Protection And Rights
IV	Sec-6	Project Methodology
IV	Sec-7	Naan Mudhalvan
V		Naan Mudhalvan

s.no	Semester	subject	Deletion	Addition
1	I	Business communication	Unit – III Agency correspondence	Unit – III Letter of correspondence Marine and Fire insurance
2	IV	Principles of marketing	Unit-V Basic understanding of E-marketing – E-tailing- consumerism Market research -MIS and marketing regulation	Unit-V Virtual marketing – meaning- advantages and Disadvantages-green marketing –meaning – advantages and disadvantages
3	III	Business Mathematics and statistics	Unit-V Deleted	Unit-V Numerical methods interpolation methods-Finite differences-Newton's forward and backward method- LaGrange's method

4	V	Banking Law and Practice	<p>Unit-1 Phases Development, payment banks and small banks</p> <p>Unit-II Sukhmoy committee 1985, Narasimhan Committee-I&II – short-term and long-term interest rates Impact of Savings and borrowings.</p> <p>Unit-IV Cheque payable to fictitious person – Endorsement by Legal representative – Negotiation bank – effect of endorsement.</p>	<p>Unit-V Virtual banking –meaning need for and importance of current scenario</p>
5	V	Auditing and corporate Governance	<p>Unit-II Cash and trade transactions- verification and valuation of assets and liabilities</p>	<p>Unit-II Objectives-Vouching vs routine checking –voucher Types of vouchers.</p>

Minutes of the Board of Studies Meeting

Board of Studies Meeting for the Course UG Foundation English was held on 08.05.2023 at 2.00 p.m. in Dhanraj Baid Jain College (Autonomous), Thoraipakkam, Chennai.

Members Present

1. Mrs.J.Benita Selvakumari, Chairman BOS, Head, Dept. of English, D.B.Jain College, Chennai – 600 097.
2. Dr.R.Azhagarsan, University Nominee, Professor, Dept. of English, University of Madras, Chennai – 600 005.
3. Dr.K.Thiyagarajan – Subject Expert, HOD, Dept. of English, Sir Theagaraya College, Chennai – 600 021.
4. Mr.K.Balaji - Alumni, Govt. Higher Secondary School, Perungudi, Chennai – 600096.
5. Mrs.R.Smitha Mary, Dept. of English, D.B.Jain College, Chennai – 600 097.
6. Mr.M.Kavithamizh, Dept. of English, D.B.Jain College, Chennai – 600 097.
7. Mr.M.Ratheesh, Dept. of English, D.B.Jain College, Chennai – 600 097.
8. Miss.M.Arockya Merlin, Dept. of English, D.B.Jain College, Chennai – 600 097.

Agenda

Introduction of New Syllabus for all UG Foundation English with effect from 2023-2024 onwards.

Resolutions

1. Resolved to Introduce New syllabus of all UG Courses on Foundation English.
2. Resolved to ^{follow} retain 90% of existing syllabus from the academic year 2023 – 2024 onwards, according to TANSCHÉ. J. Btr.

Signature

1. Mrs.J.Benita Selvakumari - J. Btr.
2. Dr.R.Azhagarsan - [Signature] 8/5/2023
3. Dr.K.Thiyagarajan - [Signature] 8/5/2023
4. Mr.K.Balaji - [Signature] 8/5/2023
5. Mrs.R.Smitha Mary - R.S - M 8/5/2023
6. Mr.M.Kavithamizh - H. [Signature] 8/5/23
7. Mr.M.Ratheesh - M. Rathesh 8/5/23
8. Miss.M.Arockya Merlin - M. Arockya Merlin 8/5/23



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

Thuraiyakkam, Chennai – 600097.

Owned and Managed by Tamil Nadu Educational and medical
Foundation

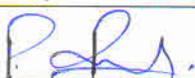
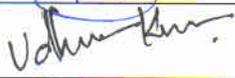
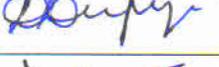
Approved by Government of Tamil Nadu

Affiliated to University of Madras : Re-Accredited with "B+" Grade
By NAAC



DEPARTMENT OF CORPORATE SECRETARYSHIP

Minutes of board of studies meeting for UG & PG under the autonomous scheme held at 11.00 am on 28.02.2023 Tuesday at Dhanraj Baid College Chennai 600 097.

S. No	Name	Signature
1	Dr.V.Ganakumari	 28.02.2023.
2	Dr.S.Ganapathy	
3	Mr. P. Rajesh Kumar	
4	Mr.M.Udhaya Kumar	
5	Dr. R. Lavanya	
6	Dr. G. Kalpana	
7	Mrs. D. Devipriya	
8	Dr. A. Muruganantham	

The Chairman accorded a warm welcome to all the members of the Board of Studies. As per the Agenda of the meeting, the following are the points discussed and resolutions made.

The Committee considered and recommended the following changes may be made in the revise syllabi

for B. Com CORPORATE SECRETARYSHIP Course.

FIRST YEAR - SEMESTER I

The following subjects are introduced in Semester 1'

1. Marketing Management - CORE 2
2. International Trade – ALLIED
3. Modern Advertisement - Non Major
4. Personality Development - Soft Skill

In financial accounting, UNIT 5 Accounting for Non-Profit Organization is added instead of rectification errors and bank reconciliation statement.

FIRST YEAR - SEMESTER II

The following subjects are introduced in Semester 2;

1. Digital Consumerism (Non Major)
2. English for Communication (Soft Skill)

Business communication (Allied) named as Correspondence in business is added in semester 2 for 1st year.

SECOND YEAR - SEMESTER III

The following subjects are introduced in Semester 3;

1. Business Management (Allied)
2. Professional Communication Skills (Soft Skill)

SECOND YEAR - SEMESTER IV

In Semester IV the following subjects are introduced;

1. Auditing (Elective)
2. Digital Literacy Skills (Soft Skill)

THIRD YEAR - SEMESTER V

In semester V New subjects are Added

1. GST and Custom Duty (Core)
2. Customer Relationship Management

THIRD YEAR - SEMESTER VI

In semester VI New subjects are Added

1. E – Commerce (Elective)

for M. Com CORPORATE SECRETARYSHIP Course.

FIRST YEAR - SEMESTER I

The following subjects are introduced in Semester 1'

1. Advanced Management theory – CORE I
2. Advanced Accounting and Accounting Standards – CORE II
3. Secretarial Practice – CORE III
4. E – Commerce in Business – CORE IV
5. Management Information System – ELECTIVE I
6. Developing Life Skills – SOFT SKILL

FIRST YEAR - SEMESTER II

In semester II the following subjects are modified

1. Corporate Accounting I & II is reframed as Advanced Corporate Accounting – CORE V
2. Corporate Financial Management is modified as Financial Management – CORE VI
3. The Contract Labour Act 1970 is included in Labour & Industrial Law – CORE VII
4. Human Resource Management, International Business and Managerial Economics are included as PART III – ELECTIVE II.
5. Customer Relationship Management is added as PART IV – EDC I
6. Leadership is added as Soft Skill
7. Digital Marketing is introduced as Self Study Course (SSC)

SECOND YEAR - SEMESTER III

1. Advanced Cost Accounting is modified as Applied Costing. – CORE VIII
2. Investment and Portfolio Management is added – CORE IX
3. Business Regulatory Framework is added – CORE X
4. Strategic Management is added – PART III ELECTIVE III
5. Professional Ethics is included as Soft Skill.
6. Internship is included

SECOND YEAR - SEMESTER IV

1. Management Accounting is reframe as Accounting for Managerial Decision – CORE XII.
2. Corporate Governance and Business Ethics is included – CORE XIII
3. Research Methodology 1 & 2 are combined as Research Methodology – CORE XIV
4. Income Tax 1 & 2 are modified as Income Tax Assessment – PART III ELECTIVE IV
5. Marketing Management, Service Marketing and Financial Services are added as PART III ELECTIVE V.
6. Interview Skills is included as Soft Skill

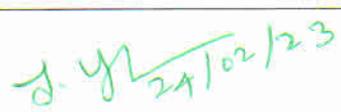
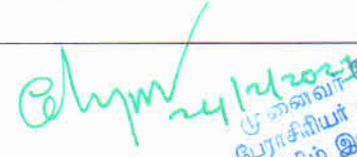
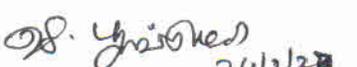
SUGGESTIONS

- G Possibility of introducing 'Corporate Governance & Ethics' in future.
- G To learn the practical exposure of Shares / Securities, a new subject may be introduced viz., 'Securities Law' in future.

The meeting ended with vote of thanks by Dr. R. Lavanya.

Board of Studies in Tamil (UG)

Meeting of Board of Studies in **Tamil (UG)** under Autonomous stream held at 10.00 a.m.
24.02.2023 at D.B.Jain College.

Sl.No.	Members Present	Signature
1.	Prof.J.Usha - Chairman - BOS	 24/02/23
2.	Dr.G.Palani, University Nominee	 24/02/2023
3.	Dr.M.Murthi - Subject Expert	 24/02/2023 DR. M. MURTHI ASSO. PROFESSOR & HEAD DEPT. OF TAMIL GURU NANAK COLLEGE (AUTONOMOUS)
4.	Mr.E.Gopala Kannan - Alumni	E. Gobalakannan (Alumni)
5.	Dr.R.Ranitha	 24/02/23
6.	Dr.A.Adilakshmi	 24/02/23
7.	Dr.E.Selvakumar	 24/2/2023
8.	Dr.S. Poonguzhali	 24/2/23

கா. பழனி
முனைவர்
பொருள்
தமிழ்
சென்னை - 600 005.

Minutes of the Meeting of the Board of Studies in Tamil held on 24-02-2023 at
10:00 am at Dhanraj Baid Jain College.

1. Prof. J.Usha, Chairman, BOS - J. Usha
2. Dr. G. Palani - G. Palani
3. Dr. M. Murthi - M. Murthi
4. E. Gobalakannan - E. Gobalakannan
5. Dr. R.Ranitha - R. Ranitha
6. Dr. A. Adilakshmi - A. Adilakshmi 24/02/23
7. Dr. E. Selvakumar - E. Selvakumar 24/2/2023
8. Dr. S. Poonguzhali - S. Poonguzhali 24/2/23

Resolutions of the Board of Studies of Tamil

1. 2017-2018 ஆம் கல்வியாண்டில் நடைமுறையில் இருந்த பாடத்திட்டதிற்குப் பதிலாக 2023-2024 ஆம் கல்வியாண்டில் புதிய பாடத்திட்டத்தை நடைமுறைப்படுத்துவது என்று முடிவு செய்யப்பட்டது.
2. தன்ராஜ் பெய்த் ஜெயின் கல்லூரி, தமிழ்துறை பேராசிரியர்கள் தேர்ந்தெடுத்த 2023-2024 ஆம் கல்வியாண்டிற்கான இளங்கலைப் பொதுத்தமிழ் பாடத்திட்டம் சென்னைப் பல்கலைக்கழகப் பாடத் திட்டத்தையே அடியொற்றி இருப்பதால், சென்னைப் பல்கலைக்கழக இளங்கலைப் பொதுத்தமிழ் பாடத்திட்டத்தை அப்படியே பயன்படுத்திக் கொள்ளலாம் என பரிந்துரைக்கப் படுகின்றது.
3. 2019-2020, 2020-2021, 2021-2022, 2022-2023 ஆம் கல்வியாண்டில் தமிழை மொழிப்பாடமாகப் பயின்று தமிழ்த் தேர்வில் தவறியவர்களுக்கு அவர்களுக்குரிய பாடத்திட்டத்திலேயே தேர்வு எழுதுவதற்கு 2023-2024 ஆம் கல்வி ஆண்டு வரை வாய்ப்பு அளிக்கப்படும். இந்த வாய்ப்பைப் பயன்படுத்தத் தவறியவர்களுக்கு 2023-2024 ஆம் கல்வி ஆண்டுக்குரிய பாடத்திட்டமே நடைமுறைப்படுத்தப்படும்.
4. 2019-2020 ஆம் கல்வி ஆண்டிற்கு முன்னர் தமிழை மொழிப்பாடமாகப் பயின்று தமிழ்த் தேர்வுகளில் தவறியவர்களுக்கு 2023-2024 ஆம் கல்வி ஆண்டிற்குரிய பாடத்திட்டமே நடைமுறைப்படுத்தப்படும்.

DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

Jothi Nagar, Thoraipakkam, Chennai – 600 097

Co- educational Jain Minority Institution

Managed by Tamil Nadu Educational and Medical Foundation, Approved by Government of Tamil Nadu
Affiliated to University of Madras: Re- Accredited by NACC with 'B+' Grade



Department of Management Studies (BBA)

Minutes of Board of Studies Meeting for BBA (UG) under the
Autonomous Scheme held at **11.00 AM** on **17/02/2023** at
Dhanraj Baid Jain College, Chennai.

S.NO	NAME	SIGNATURE
1.	Dr.A.Narmadha (Chairman – BOS)	
2.	Dr.Khaja Sharif (University Nominee)	
3.	Dr.P.Rasool Begum (Subject Expert)	
4.	Mr.R.Prithiviraj (Industrial Expert)	
5.	Mr.R.Mahesh Kumar (Alumni)	
6.	Mr.J.Poovaraghavan	
7.	Mr.G.Anbalagan	
8.	Mrs.S.Sudha,	

The Chairman accorded a warm welcome to all the members of the Board of Studies. As per the Agenda of the meeting, the following are the points which were discussed and resolutions made.

The Committee considered and recommended the following changes may be made in the revise syllabi for BBA Course.

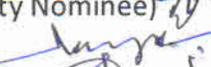
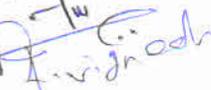
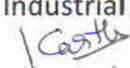
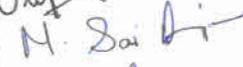
1. The board of studies decided to revise the syllabus and change the subjects by incorporating TANSCHÉ syllabus to the existing one.
2. 75% Syllabus accepted from TANSCHÉ BBA Syllabus from the academic year 2023-2024.
3. The following Skill development courses and foundation courses are incorporated in the curriculum.

Semester	Skill Enhancement Course	Subject Introduce
I	Foundation Course	Managerial Communication
I	Section 1	Basics of Event Management
II	Section 2	Managerial Skill Development
II	Section 3	Business Etiquette and Corporate Grooming
III	Section 4	Computer Applications in Business
III	Section 5	Entrepreneurial Skill New Venture Management
IV	Section 6	Tally
IV	Section 7	Intellectual Property Rights

Minutes of Board of Studies Meeting B.Sc Visual Communication (UG)

Under the Autonomous Scheme Held at 11.00 am on 25-07-2022 at Dhanraj Baid Jain College.

Members present:

1. Dr.T.R. Gopalakrishnan (University Nominee) 
2. Dr.Elangovan.R (Subject Expert) 
3. Mr.M.Naresh Kumar (Chairman) 
4. Mr.R.Vignesh (Alumni & Industrial Expert) 
5. Mr.V.Karthik (Member) 
6. Mr.M.Vignesh (Member) 
7. Mr.Sai Ramanujam (Member) 
8. Mr.S.Ganesh Kumar (Member) 

The meeting of the Visual Communication department was conducted on **25-07-2022** at 11.40 am in the department Lab. Following activities and events were discussed and considered for the current semester at the meeting.

- It was decided to add Video Editing as a mandatory paper instead of Project Phase -I in the fifth semester- With immediate effect .
- Project Phase -I & Project Phase -II to be combined as one paper - Project Phase-I in which the student will undergo Internship in any Media Organization based on his/her area of interest- With immediate effect.
- The University nominee suggested that the entire syllabus to be revamped in due course based on LOCF Syllabus with suggestions and support with University of Madras.

DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

Department of Visual Communication

We have decided to revise and update the current syllabus which was last revised in the academic year 2019 - 2020. we have decided to include mandatory practical subject instead of Project Phase-I in the Fifth Semester. The details of the paper has been mentioned below.

Subject Title : **Video Editing**

Learning Outcome :

1. To Plan, design, and create digital video projects incorporating graphic and audio elements.
2. To Transfer and capture digital video and audio from various cameras and external devices.
3. To Edit and compress video for use in various delivery modes of digital media using standard digital video editing software.
4. To Evaluate digital video projects, identify items for improvement, and implement changes.

Syllabus

Unit 1

System Configuration, Editing Software's Version, Linear & Non Linear Techniques & Software Platform.

Unit 2

Video Formats , Basic cutting and Pasting , Tools , Short Cuts.

Unit 2

Multi cam Editing, Rhythm Cut & Arrangement of Television Program Inserts like Text ,logo, Scroll News Text etc.

Unit 3

Image Editing: Color Correction, Transitions & Filters.

Unit 4

Promo, Teaser, Movie Editing Techniques.

Unit 5

Short Film Editing, Different Types of Editing Cuts, Color Correction, Video-Audio Synchronizing, Using Video Filters, Transition.

Reference

1. *Herbert Zettl (2012). Television Production Handbook, First Edition, Wadsworth Learning, UK*
2. *Gerald Millerson (2009). Television Production, First Edition, Focal Press, UK*
3. *Jim Owens (2012). Television Production, First Edition, Focal Press, UK*
4. *Andrew Utterback (2007). Studio Television Production and Directing, First Edition, Focal Press, UK*