

C. ABDUL HAKEEM COLLEGE






(AUTONOMOUS)

SELF STUDY REPORT

ALL SUPPORTING DOCUMENTS URL <https://cahc.edu.in/igac/ssr2/>

INSTRUCTION

NOTE: The following colors **Yellow, Orange, Pink, Green and Skyblue** used as highlighter in Board of Studies scanned documents are given below

Revision	
Feedback	
Certificate Course	
New Courses	
Curriculum Structure	

All the departments Board of Studies scanned documents year-wise can be found in the below mentioned URLs: <https://cahc.edu.in/academics>

DEPARTMENTS	Web Link
BOTANY	https://cahc.edu.in/botany
BUSINESS ADMINISTRATION	https://cahc.edu.in/business-administration
CHEMISTRY	https://cahc.edu.in/chemistry
COMMERCE	https://cahc.edu.in/commerce
COMPUTER APPLICATIONS	https://cahc.edu.in/computer-applications
COMPUTER SCIENCE	https://cahc.edu.in/computer-science
CORPORATE SECRETARYSHIP	https://cahc.edu.in/corporate-secretaryship
ECONOMICS	https://cahc.edu.in/economics
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DEPARTMENT OF BUSINESS ADMINISTRATION
MINUTES OF THE BOARD OF STUDIES MEETING
2015-2016

Agenda

Revision of syllabi for I and II Semester of UG.

Minutes of the Meeting

The Board of Studies meeting was held on 04.04.2015 at 2.30 p.m. in Autonomous Board Room, C.Abdul Hakeem College (Autonomous) Melvisharam. The following board members were present.

S.No.	Name
1	Dr. P. Mohamed Vaseem , Chairman & H.O.D in Business Administration
2	Dr. S.A. Sajid Principal
3	Mr. S. Athiqur Rahman Assistant Professor
4	Dr. V. Abrar Ahmed Assistant Professor
5	Mr. M Athaullah Basha (University Nominee) Associate Professor Islamiah College (Autonomous), Vaniyambadi
6	Prof. Gnana Sekaran Assistant Professor
7.	Dr. Beulah Suresh (Academic Council Nominee) Associate Professor Auxilium College, Vellore
8.	Prof M. Mohammed Nihal Assistant Professor
9.	Prof K.N. Jaffer Sadique Assistant Professor

It was unanimously resolved by the members to **revise** the I year BBA syllabus. The chairman of the board suggested updating the following courses offered.

Prof Athaullah Basha, proposed to include Abraham Maslows and Herzbergs theory of motivation in Organizational behavior. He also suggested to remove Debenture and issue of debenture in Financial Accounting.

Dr. S.A. Sajid, Principal has suggested to remove Ratio to Moving average method in time series in Unit IV.

Dr. Beulah Suresh suggested to include Industrial Estates and District Industries Centre in Unit III of Business Organization.

Dr P. Mohamd Vaseem, chairman, suggested to include Organizational Effectiveness and indicator of Organizational effectiveness in Unit V

The board of members have discussed and approved the aforementioned changes and proposed for approval to academic council.

P. Mohd Vaseem

Board Members

- | | | |
|-------------------------------|---|----------------------|
| 1. Dr. S. Abdul Sajid | - | Jagw. S |
| 2. Prof. M. Athallah Basha | - | M. Athallah Basha |
| 3. Dr. Beulah Suresh | - | Beulah Suresh |
| 4. Prof. Gnana Sekaran | - | G. S. |
| 5. Prof. P. Mohamed Vasum | - | P. Moham |
| 6. Prof. S. Athiqur Rahman | - | S. Athiqur Rahman |
| 7. Dr. V. Abrar Ahmed | - | V. Abrar Ahmed |
| 8. Prof. M. Mohamed Nihal | - | M. Mohamed Nihal |
| 9. Prof. K. N. Jaffer Sadique | - | K. N. Jaffer Sadique |



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MELVISHARAM – 632 509

DEPARTMENT OF BUSINESS ADMINISTRATION MINUTES OF THE BOARD OF STUDIES MEETING 2016-2017

Agenda

1. Revision/Modifications of the existing courses for III and IV Semester.
2. Ratification of Curriculum ^{Structure} for the Batch 2015-2016.
3. Approval for the introduction of new courses and Interdisciplinary courses.

Minutes of the Meeting

The Board of Studies meeting was held on 07.03.2106 at 2.30 p.m. in Autonomous Board Room, C. Abdul Hakeem College (Autonomous) Melvisharam. The following board members were present.

S.No.	Name
1	Dr. P. Mohamed Vaseem. Chairman & H.O.D in Business Administration
2	Dr. S.A. Sajid Principal
3	Mr.S .Athiqur Rahman Assistant Professor
4	Dr. V. Abrar Ahmed Assistant Professor
5	Prof M. Irshad Ahmed Assistant Professor
6	Prof. K. Mohammed Ibrahim Assistant Professor
7	Mr. S.M. Mohammed Sharique Assistant Professor
8	Mr. A.Obaidulah Assistant Professor
9	Prof. K. MD. Edrees Assistant Professor
10	Mr. M Athaullah Basha (University Nominee) Associate Professor Islamiah College (Autonomous), Vaniyambadi
11	Dr. Beulah Suresh (Academic Council Nominee) Associate Professor, Auxilium College
12.	Prof. Gnana Sekaran Assistant Professor
13.	Prof M. Mohammed Nihal Assistant Pofessor
14.	Prof K.N. Jaffer Sadique Assistant Professor

It was unanimously resolved by the members to revise the II BBA syllabus. The following modifications were made in the courses offered;

Prof M. Athaulah Basha, suggested to include Labor Variances in standard costing in Unit V Management Accounting II.

Prof. Baskaran suggested to remove Work Measurement Techniques in Producti management as he felt that the syllabus was heavy.

It has been decided to rearrange the contents of the course "Management Accounting (Major)" to bring in Greater Uniformity as advised by Dr. S Abdul Sajid.

Dr. S Abdul Sajid, Principal suggested to include Departmentation and span of Control Management Concept.

The board members felt that the same syllabus is more relevant to the Students, hence changes has been Made in Management Accounting-I.

In Business Communication, Preparation of Agenda and Minutes and Annual Reports has be include on the suggestion given by subject expert Prof. Athallah, due to its importance.

Prof. A. Obaidullah has suggested to include Latest Technology in CRM, Call Centre Proce in Unit -V in Customer Relationship Management

Dr. P. Mohamed Vaseem suggested to include Zero Base Budget, NVP, and Labour varian in management Accounting -II.

Dr. Beula Suresh Suggested to include Humanistic Aspects of TQM, ZD (Zero Defec Programme, JIT (Just In Time) in Total Quality Management, for enhancing the knowledge of th Students.

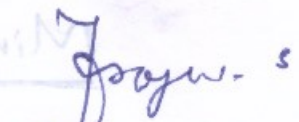
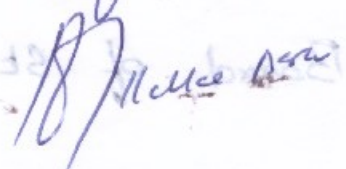
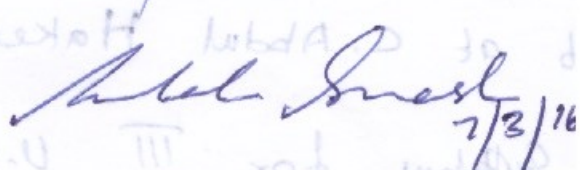
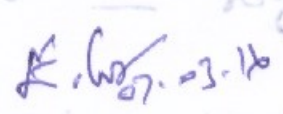
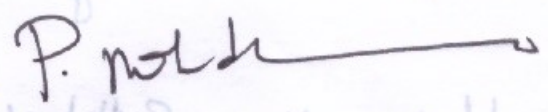
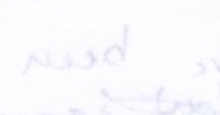
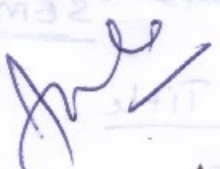
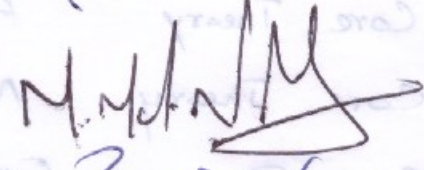
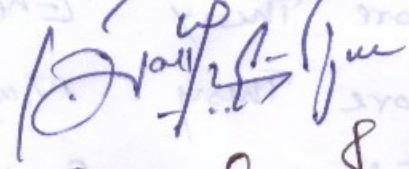
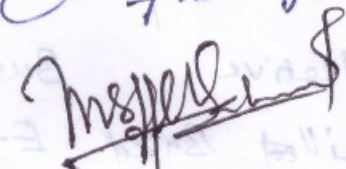
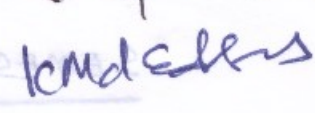

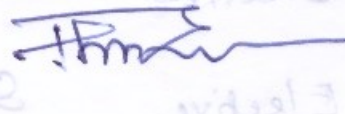
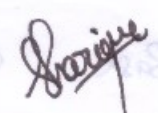
The board of members have discussed and approved the aforementioned changes and proposed f approval to academic council.

The course structure of the B.B.A offered from 2015-2016, which clearly Indicate course credits/electives, was ratified and submitted for approval to academic council.

The following courses were newly introduced based on the recommendation of members; Operatio Research and Research Methodology.

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Board Members :-

- ① Dr. S. A. Sajid - 
- ② Prof. M. Athaullah Bashe - 
- ③ Dr. Beulah Suresh -  7/3/16
- ④ Prof. Gnana Sekaran -  27.03.16
- ⑤ Prof. P. Mohamed Vaseem - 
- ⑥ Prof. S. Athiqur Rahman - 
- ⑦ Dr. V. Abrar Ahmed - 
- ⑧ Prof. M. Nihal Ahmed - 
- ⑨ Prof. K. N. Jaffer Saadique - 
- ⑩ Prof. M. Irshad Ahmed - 
- ⑪ Prof. K. Md. Edrees - 
- ⑫ Prof. A. Obaidullah - 
- ⑬ Prof. K. Md. Ibrahim - 
- ⑭ Prof. S. Md. Sharique - 



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DEPARTMENT OF BUSINESS ADMINISTRATION
MINUTES OF THE BOARD OF STUDIES MEETING
2017-2018

Agenda

1. **Revision**/Modifications of the existing courses.
2. Approval for the **introduction of new courses.**

Minutes of the Meeting

The Board of Studies meeting was held on 20.04.2017 at 2.30 p.m. in Autonomous Board Room, C. Abdul Hakeem College (Autonomous) Melvisharam. The following board members were present.

S.No.	Name
1	Dr.P.Mohamed Vaseem. Chairman & H.O.D in Business Administration
2	Dr. S.A. Sajid Principal
3	Prof K.MD. Edrees Assistant Professor
4	Dr. V. Abrar Ahmed Assistant Professor
5	Mr. P.L. Shamveel Ahmed Assistant Professor
6	Mr. S.M. Mohammed Sharique Assistant Professor
7	Prof . Haja Assistant Professor
8	Mr. M Athaullah Basha (University Nominee) Associate Professor Islamiah College (Autonomous), Vaniyambadi
9	Dr. Beulah Suresh (Academic Council Nominee) Assistant Professor Auxilium College

The board has revised the following courses based on the suggestions from stakeholders;

Dr. P. Mohamed Vaseem chairman suggested to include operating cycle method, Credit and Collection Policies in Unit -III in Financial Management.

Dr. S.A. Sajid principal suggested to include New Product Development Process in Unit-III and also Suggested to include Advertisement Copy, Advertisement Budget in Unit-V in Marketing Management.

Dr. Beulah Suresh Academic Council Nominee suggested to include Premium Bonus System of Halsey, Rowan Computation of Machine Hour Rate in Unit -V in Cost Accounting.

Prof. P.L. Shamveel Ahmed Boar Member propose to include Small Scale Entrepreneur in Unit-II and also suggested to add Project Life Cycle , Taxation benefits to SSI. In Entrepreneurial Development.

Prof K.Md .Edrees Board member suggested to include Quasi Contract in Unit-II in Business law

The course Services Marketing Tourism Services, Marketing Mix for tourism, tour operator, travel agents have been included on the suggestion given by subject expert Prof. Athaullah sir for making it relevant to the current situation.

The following is the courses that were newly introduced based on the recommendation of members of Board of Studies. Introduction to Information Technology MS Office Lab, Introduction to Multimedia and SQL, Practical-II Photoshop and SQL Lab.

The board of members have discussed and approved the aforementioned changes and proposed for approval to academic council.

Dr. P. Mohamed Vaseem, has proposed verbal words of gratitude and invited all the members for lunch.

P. Moh Vaseem

Board Members

- ① Dr. S. A. Sa'id - *Present*
- ② Dr. Prof. Bhanu Karan (University Nominee) - *Absent*
- ③ Prof. M. Athaullah Basha - *Absent*
- ④ Dr. Beulah Suresh - *Absent*
- ⑤ Mr. S. Mohammed Jibran - *Absent*
- ⑥ Prof. P. Mohammed Vaseem - *Present*
- ⑦ Prof. P. L. Shamveel Ahmed - *Present*
- ⑧ Dr. V. Abrar Ahmed - *Present*
- ⑨ Prof. K. Md Edrees - *Present*
- ⑩ Prof. S. Mohamed Sharique - *Present*
- ⑪ Prof. Haja. S - *Present*

12. Extension Account - Accounting

11. Skill Based Paper - IV - Photography & 3D Lab

10. Elective Paper - III - Service Marketing

9. Elective Paper - II - Introduction to Multimedia and 3D Lab

8. Main Paper - II - Industrial Relations and Labour Laws

7. Main Paper - I - Cost Accounting