

**KRISHNA CHAITANYA DEGREE COLLEGE (A), NELLORE.
(AFFILIATED TO V.S. UNIVERSITY)**

**MINUTES OF THE MEETING OF THE BOARD OF STUDIES
(DEPARTMENT OF COMMERCE AND MANAGEMENT – UG)**

The first board of studies (BoS) meeting in the Department of Commerce and Management (UG) was held on 09-11-2025 at 03:15 PM in the College Premises under the Chairmanship of the BoS in Commerce and Management for the preparation of Course Structure, Syllabus and Model Question Papers for the Academic Year 2025-26.

The following members were present in the meeting.

1. Dr. P. Raghu Kumar – Chairman.
2. Prof. M. Venkateswarlu – Member (University Nominee).
3. Dr. M. Ravi Prasad – Member (Subject Expert from outside the parent university & nominated by Academic council).
4. Dr. P. Madhusudhan Rao – Member (Subject Expert from outside the parent university & nominated by Academic council).
5. Sri. K. Nageswara Rao – Member (Faculty of the Department).
6. Sri. S. Nagaiah – Member (Faculty of the Department).
7. Sri. P. Venkata Ramanaiah – Member (Faculty of the Department).
8. Sri. P. Nikhilesh – Member (Representative from Industry).
9. Sri. P. Rajiv – Member – (College Alumni).

Members Absent:

- Nil -

At the opening of the meeting of the BoS, Dr. P. Raghu Kumar, the Chairman of the BoS and Incharge of the Department welcomed the members and introduced the members of BoS. He requested for the approval of Course Structure, Syllabus and Model Question Papers for the Academic Year 2025-26.

Agenda

1. To finalize the I and II semesters of the R-25 Course structure and syllabus for the programs:
 1. B.Com. (Computer Applications)
 2. BBA (Business Analytics)
 3. Accounting & Systems Approaches to Management
2. To finalize the Model Question Paper.
3. Approval of Panel of Examiners.
4. Any other proposal with the permission of the Chair.

Recommendations and Suggestions:

1. In Semester-I of B.Com (Computer Applications), the syllabus in the Course "**Business Organization and Management**", was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes.

In Semester-1 of B.Com (Computer Applications), as per the BoS Members recommendation a practical paper for practical for 50 Marks had been introduced to inculcate practical knowledge to the students in the field of application. The board members also discussed the distribution of marks and it is as follows:

<i>Record – 15 Marks.</i>	} <i>Total – 50 Marks</i>
❖ <i>Written Exam – 25 Marks.</i>	
<i>Viva – Voce – 10 Marks.</i>	

❖ Credits: Theory – 3, Practical – 1, Total Credits – 4.

2. In Semester –I of BBA (Business Analytics), the syllabus in the Course "**Business Organization and Management**", was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes.
3. In Semester –I of BBA (Business Analytics), the syllabus in the Course "**Business Environment**", was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes.
4. In Semester-I of BCA the syllabus in the Course "**Accounting and Systems Approaches to Management**", was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes.
5. In Semester-II B.Com (Computer Applications), the syllabus in the Course "**Financial Accounting**", was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes. In Semester-II of B.Com (Computer Applications), as per the BoS Members recommended and introduced practical for 50 Marks. The board members also discussed the distribution of marks are as follows.

Record – 15 Marks.	} Total – 50 Marks
❖ Written Exam – 25 Marks.	
Viva – Voce – 10 Marks.	

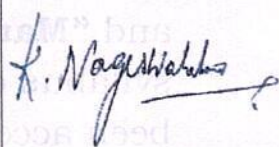
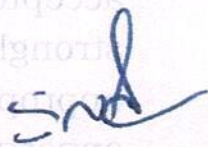
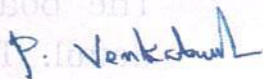
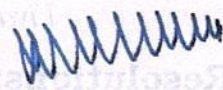
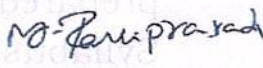
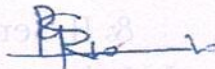
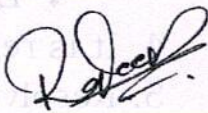
6. In Semester-II BBA (Business Analytics), the syllabus in the Course **“Managerial Economics”**, was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes.
7. In Semester-II BBA (Business Analytics), the syllabus in the Course and **“Marketing Analytics”**, was discussed in detail. The proposed syllabus of Unit – 1, Unit – II, Unit – III, Unit – IV and Unit – V had been accepted by the Board Members without any changes.
8. In BBA (Business Analytics) Programme the members of BoS accepted the proposed syllabus in different units. The members strongly recommended and to introduce **“CASE STUDIES”** at an appropriate place which helps the students in the creation of job opportunities. Hence the **“CASE STUDIES”** in BBA (Business Analytics) had been introduced for 50 Marks in the Semesters I & II. The board member also discussed the distribution of marks in detail. The distribution of marks is as follows:

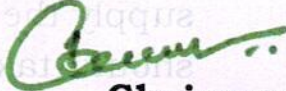
Record – 15 Marks.	} Total – 50 Marks
❖ Written Exam – 25 Marks.	
Viva – Voce – 10 Marks.	

Resolutions:

1. After careful review and discussion, the board discussed and prepared the Course Structure (for Semesters I & II) and the Syllabus (for I & II Semesters) for Commerce and Management R25.
2. The board discussed and prepared the Model Question Papers (for I & II Semesters) for Commerce and Management R25.
3. It is resolved the following with regard to the distribution of Internal and External Marks.
 - ❖ Internal Assessment : 30 Marks.
 - ❖ External Examination : 70 Marks.
4. It is resolved and approved the list of panel of examiners.
5. Resolved to suggest that the scheme of valuation should be given by the paper setter for uniform evaluation. If the paper setter fails to supply the scheme of valuation, the chairman of BoS / BoS Member should take the responsibility to prepare the scheme of valuation for uniform evaluation.
6. Resolved to request the Dean (Academics) to think about possibility for the preparation of Question Bank for the benefit of slow learners.

Members Present (Online / Offline)

S.No	Cadre in BoS	Name	Mode of attendance	Signature
1.	Chair Person	Dr.P.Raghu Kumar, Dept. of Commerce & Management, Krishna Chaitanya Degree College, Nellore	Offline	
2.	Member	Sri.K.Nageswara Rao, Dept. of Commerce & Management, Krishna Chaitanya Degree College, Nellore	Offline	
3.	Member	Sri.S.Nagaiah, Dept. of Commerce & Management, Krishna Chaitanya Degree College, Nellore	Offline	
4.	Member	Sri.P.Venkata Ramanaiah, Dept. of Commerce & Management, Krishna Chaitanya Degree College, Nellore	Offline	
5.	Member	Prof.M.Venkateswarlu, Professor, Dept. of Commerce, Sri Venkateswara University, Tirupati.	Online	
6.	Member	Dr.M.Ravi Prasad Lecturer, Dept. of Commerce, S.V.Arts College, Tirupati.	Online	
7.	Member	Dr.P.Madhusudhan Rao, Lecturer, Dept. of Commerce, S.G.S.Arts College, Tirupati.	Online	
8.	Member	Sri.P.Nikhilesh, Managing Director, PNR Bath House, Nellore.	Online	
9.	Member	Sri.P.Rajeev, Team Leader, London Stock Exchange, Bangalore.	Online	



Chairman

BoS – Commerce & Management – (UG)



KRISHNA CHAITANYA DEGREE COLLEGE (AUTONOMOUS)
(Affiliated to V.S University, Nellore)
NELLORE.

MULTIDISCIPLINARY COURSE

w.e.f. AY 2025-26

SEMESTER-II

INTRODUCTION TO SOCIAL WORK

Theory

Credits: 2

2 hrs/week

Learning Outcomes:

By successful completion of the course, students will be able to:

1. Understand the basic concepts relating to social work practice, values, principles of social work and social problems in India
2. List out different approaches of providing help to the people in need.
3. Acquaint the process of primary methods of social work
4. Get to know the skills of working with individuals, groups and communities.

SYLLABUS

Unit-I: (07hrs) Introduction to social work and concepts related to social work

Introduction to Social Work-Definition- Scope - Objectives & Functions-Social work social welfare services - social reform - Major social problems in India

Unit-II: (09Hrs) Methods of Working with Individuals and Groups

Definition-scope and importance of social case work - Principles and process of social case work - Tools and technique in social case work - Conselling skills

Unit-III: (09Hrs) Working with Communities and Field Work in social work

Community – definition–characteristics and types - Community organisation as a method of social work - Definition-objectives-principles and phases of community organization – Concepts of community development

[Handwritten signatures and names: Basu, R. S. M. Pariprasad, S. N. S. K. Nagasetha, P. Venkatesh]

References:

- a. Chowdhary. Paul. D. (1992), Introduction to Social Work. New Delhi: Atma Ram and Sons.
- b. Friedlander W A. (1955), Introduction to social welfare. New York. Prentice Hall.
- c. Government of India, (1987). Encyclopedia of Social Work in India (Set of 4 Volumes) New Delhi. Publications Division, Ministry of Information and Broadcasting.
- d. Lal Das. D.K. (2017) Practice of Social Research Social Work Perspective. Jaipur, Rawat Publications.
- e. Madan. G.R. (2009) Indian Social Problems (Volume 1 & 2). New Dethr. Alliedpublishers Private Limited.
- f. Siddiqui. H.Y. (2007) Social Group Work Jaipur: Rawat Publications.
- g. Pasty McCarthy & Carolin Hatcher, (2002). Presentation skills. The Essential Guide for Students. New Delhi, Sage Publications.
- h. Internet sources Websites on Social work methods.

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INTRODUCTION TO SOCIAL WORK
SEMESTER - II
MODEL QUESTION PAPER

Max. Marks: 50

Time: 2 hour (120 minutes)

Answer any five questions.

Each answer carries 10 marks

(05 X 10 Marks = 50 Marks)

- 1 Define the social work? Explain the Scope of social work
- 2 Discuss major social problems in India.
- 3 Explain social welfare services.
- 4 Explain the principle and process of social case work.
- 5 Define Counselling skills.
- 6 Explain tools and techniques in social case work.
- 7 Define social case work and explain the importance's of social work.
- 8 Define community? Explain the characteristics and types of community
- 9 Define community and explain the objectives and principles of communities.
- 10 Explain the concepts of community development.

A series of handwritten signatures in blue ink, likely belonging to the examiners or moderators of the question paper.