

# Board of Studies, Commerce

Minutes of the First Board of Studies Meeting

held on **Wednesday 28<sup>th</sup> August, 2019**

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## Following members were present;

1. Dr. Seema Somani	HOD/Chairperson
2. Mrs. Sunita Saini	Member
3. Adv. Poonam Gupta	Member
4. Dr. Jyoti Thakur	Subject Expert
5. Dr. Khuspat Jain	Subject Expert
6. Dr. Kanchan Shridhar Fulmali	Vice Chancellor Nominee
7. Mr. Hasanali M Golwala	Industry Expert
8. Mr. Nayan Koli	Alumni
9. Mr. Rajinder Kaur	Subject Expert
10. Dr. Gajanan Wader	Principal
11. Mrs. Deepika Sharma	Vice Principal

Meeting started at 11.00 a.m. under the chairmanship of Dr. Seema Somani after self introduction

## *Agenda 1:*

### **To Intimate about Notification Regarding Autonomous Status**

The Chairperson welcomed members and presented the following documents awarding Autonomous status to the College

- Report of UGC Expert Committee appointed for evaluation.
- Approval Letter from UGC Dated 2<sup>4th</sup> June, 2019
- Approval Letter from University Dated 1 July, 2019

## *Agenda 2:*

### **To Discuss the Pattern of Revision in Syllabus undertaken uniformly by all the subject teachers.**

The Board of Studies members reviewed the change in syllabus made by the respective subject teachers related to Commerce subjects. The Chairperson intimated the members that syllabus has been revised to the extent of 5% to 10% changes. Syllabus of Post Graduate course not changed for academic year 2019-20 due to lack of time. It is kept at par with the syllabus of University of Mumbai.

## **Agenda 3:**

### **To discuss and finalize the Revision in Syllabus of subjects under Department of Commerce**

Dr. Kanchan Shridhar Fulmali, Vice Chancellor's Nominee recommended changes in the subject of B.Com - Commerce – I Introduction to business, Commerce III –Management: Functions and Challenges, Advertising I SEM III, and Commerce V- Marketing, Export Marketing- I, Commerce –I Business Environment (F.Y.B.A.F & F.Y. B.F.M.), Management II (T.Y.B.A.F.) the Board accepted the same.

Mrs. Rajinder Kaur, Assistant Professor & In-Charge Law Department recommended the changes in Business Law- I Subject for B.Com to club two units and make four modules in the syllabus. , She also finalized syllabus in S.Y.B.A.F, S.Y.B.F.M and F.Y.B.M.S, She suggested some ideas for 15 marks internal allocation for projects, viva-voce and case studies for practical exposure in the subject of Law.

Mr. Hasanali .M. Golwala, Chairman & Managing Director Golwala Group of Companies was impressed with the changes in the syllabus of export marketing.

Dr. Jyoti Thakur, Head of Department of Commerce, S.N.D.T Women’s University provided her suggestions to the Board about the introduction of elective courses in semesters to bring flexibility in the syllabus.

Mr. Nayan Koli our post graduate meritorious Alumni student also gave his suggestions to upgrade the syllabus.

After the discussions, the Board approved the revision/changes in the syllabus of following subjects for SEM I, III & V.

### B.Com.

#### Syllabus revision for the Academic Year 2019-2020 (Semester I, III & V)

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester I</b>							
1.	Commerce I Introduction to Business	Dr. Seema Somani	Module II Business Environment WTO – Functions and Objectives,  Trade blocs:  Types SAARC, ASEAN,EU, NAFTA.	Module II Business Environment  Current Trends in the World	Outdated topic	1. Strategic Planning for Corporate Ramaswamy V McMillan, New Delhi  2. Notes will be given	Practical project – • To make a business launch plan  Or • To explore effect of environmental factors on any business –  15 Marks

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester III</b>							
1.	Commerce III Management: Functions and Challenges	Dr. Seema Somani	Module IV: Directing and Controlling  Directing-Meaning, Importance and Principles	Importance of Communication, Barriers to effective Communication	Already covered in FYBCOM Business Communication	1. Management : Global Perspective –Heinz Wehrich & Harold Koontz, Tata McGraw-Hill, Publishing Co.Ltd.  2. Notes will be given	Practical project –  To visit any company and study their levels of management, their functions and skills required. 15 marks
2.	Advertising-I	Mrs. Prerna Sharma	Mod IV  Types of Guerilla Advertising,  Styles of execution of advertisements.	Trends in Advertising –  Ad spend, Ad Agencies,	Students should know the upcoming trends	1. Advertising and Promotion: An Integrated Marketing Communications Perspective George Belch and Michael Belch, 2015, 10th Edition, McGraw Hill Education.  2. Notes will be given	Projects and Presentations

S.N.	Name of the Subject	Sub ject Tea cher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester V</b>							
1.	Commerce Marketing V	Dr. See ma Som ani	Module IV: ` Key Marketing Dimensions  Problems of Rural Marketing,  Problems of Green marketing.	Module IV: ` Key Marketing Dimensions  Strategies for Effective Rural Marketing  Skill set required for effective marketing	Relevant topic is introduced.	1. Phillip Kotler. ( 2005) Marketing Management , Englewood cliffs, Prentice Hall, NJ  2. Notes will be given	Practical project – To design their own company Brand name, logo/Symbol, slogan & positioning/ service positioning strategy , Advertising medium with its budget – 15 marks
2.	Export Marketing - I	Dr. See ma Som ani	Module IV- Export Incentives and Assistance  APEDA- Meaning , Role  MPEDA Meaning , Role	Duty Exemption and Remission Schemes,  Export Advance Authorisation Scheme	Important topic	1. International Marketing and Export Management , Gerald Albaum, Edwin Duerr, Alexander Josiassen, Pearson Publications, 8th Edition, June 2016  2. Notes will be given	Practical project – Report on visit to any Export promotion/ Export related organisation – 15 marks

## B.Com (Accounting and Finance)

### Syllabus revision for the Academic Year 2019-2020 (Semester I, III & V)

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester I</b>							
1.	Commerce I Business Environment	Asst. Prof. Mrs. Sunita Saini	Entrepreneurship Development Cycle	MSMED Act 2006	To make existing topic more comprehensive	Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi	Project and viva
<b>Semester V</b>							
1.	Management Applications II	Asst. Prof. Mrs. Sunita Saini	Recent Techniques in HRM - Concept : Employees for Lease, Moon lighting by employees, Dual Career groups, Flexi time, Human Resource Accounting, Knowledge management, Virtual Organisation, Learning organisation	Motivation Factors, Leadership qualities and styles	Repeated topic. Topic covered in FC in Management – I Subject	P. Subha Rao :Personnel and HRM , Himalaya Publishing House	Project and Viva

**B.Com (Financial Markets)**

**Syllabus revision for the Academic Year 2019-2020 (Semester I, III & V)**

<b>S.N.</b>	<b>Name of the Subject</b>	<b>Subject Teacher</b>	<b>Topic Added</b>	<b>Topic Removed</b>	<b>Reason for Replacement</b>	<b>Reference for Added Topic</b>	<b>15 Internal Marks Allocation</b>
<b>Semester I</b>							
1.	Business Environment	Asst. Prof. Mrs. Archana Deepak	Entrepreneurship Development Cycle	MSMED Act 2006	To make existing topic more comprehensive	Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi	Project and viva

**Board of Studies in Commerce (Law)**

**B.Com**

**Syllabus revision for the Academic Year 2019-2020 (Semester I, III & V)**

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester III</b>							
1.	Business Law- I	Asst. Prof. Poonam Gupta	Module 5- The Negotiable Instrument Act-Sec 82,83,84	Unlawful Consideration s Sec 23 of Contract Act	Sec 82,83 and 84 shall provide awareness about discharge of liability on Notes, bills and cheque	Bare Act of Negotiable Instrument Act	Students have to draft a contract and also present on Recent amendments in Laws

**B.Com (Accounting and Finance)**

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester III</b>							
1.	Business Law - II	Asst. Prof. Poonam Gupta	Module 3Factories Act,1948- Chapter VIII- Employment of Young Children in Factory- Sec 67 to Sec71	Nil	To make students aware about legal provisions relating to employment of children in factory	Bare Act on Factories Act, 1948	Case study and Viva

**B.Com (Financial Markets)**

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester III</b>							
1.	Business Law -I	Asst. Prof. Poonam Gupta	Module 4- The Negotiable Instrument Act-Sec 82,83,84	Operational Rules of Evidence and Presumptions (Only Concept)	Sec 82,83 and 84 shall provide awareness about discharge of liability on Notes, bills and cheque	Bare Act of Negotiable Instrument Act	Students have to draft Contract

**B. M. S.**

S.N.	Name of the Subject	Subject Teacher	Topic Added	Topic Removed	Reason for Replacement	Reference for Added Topic	15 Internal Marks Allocation
<b>Semester III</b>							
1.	Business Law	Asst. Prof. Poonam Gupta	Module 3- Doctrine of Ultra-Vires, Constructive Notice, Indoor Management	Invention And its Attributes	The Doctrines will help students to understand clauses of Memorandum and Articles of Association clearly	Company Law by G.K Kapoor	Students have to draft a Contract and present on Recent Amendments

*Agenda 4:*

**To discuss and finalize the Question Paper Pattern**

The question paper pattern was discussed and finalized with 60:40 pattern, 60 marks for external assessment Semester end exam and 40 marks for internal continuous assessment consisting of a 20 marks class test, 5 marks for active participation in the class & 15 marks- Projects, Presentations etc.

*Agenda 5:*

**To approve and recommend changed syllabus to Academic Council**

Members of Board of Studies approved the revised syllabus and question paper pattern and recommended the same to be forwarded to the Academic Council for their approval.

*Agenda 6:*

**Any other matter with the permission of the chair**

Dr. Khuspat Jain, MES Class – I Gazetted Officer, Head & Associate Professor expert from other University advised the Board to introduce inter-disciplinary courses in the curriculum and to make the existing courses more job-oriented.

**Since there were no other matter for discussion the meeting was dissolved to thanks to chair.**