

Mahatma Education Society's  
PILLAI COLLEGE OF ARTS, COMMERCE & SCIENCE (Autonomous)  
(Affiliated to University of Mumbai)  
New Panvel

NAAC Re-Accredited 'A' Grade (3rd cycle)  
ISO 9001:2015

Date: 28<sup>th</sup> April, 2020

**DEPARTMENT OF BACHELOR OF MANAGEMENT STUDIES**  
**MINUTES OF THE BOARD OF STUDIES MEETING HELD ON 28<sup>th</sup> APRIL, 2020**

**Agenda 1: Confirmation of minutes of the meeting held on 11<sup>th</sup> January, 2020**

Minutes of the meeting held on 11<sup>th</sup> January, 2020 were read and confirmed.

**Agenda 2: Discussion of list of subjects**

Mrs. Nithya Varghese, Co-ordinator of Bachelor of Management Studies informed the members about the list of subjects for F.Y.B.M.S, S.Y.B.M.S & T.Y.B.M.S. The following suggestions were made:

- Dr. Smitha Jayaram, Mathematics BOS Chairperson suggested to shift Business Mathematics in Semester I and Business Statistics in Semester II.
- Dr. Ravi Rajam, Ex – CEO of Birla Group (Industry Representative), suggested to shift Business Research Methods and Principles of Ethical Research in Semester III and Strategic Management in Semester IV.

**Agenda 3: NAAC Requirements**

The following Criteria were discussed:

NAAC EXPECTATIONS FROM BOS

Criteria	Type	Description	Weightage
1.1.1	QLM	Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific outcomes (PSOs) and Course Outcomes (COs) of the Programmes offered by the Institution	20
1.1.2	QNM	Percentage of Programmes where syllabus revision was carried out during the last five years,	20
1.2.1	QNM	Percentage of new courses introduced of the total number of courses across all programs offered during the last five years	20
1.2.2	QNM	Percentage of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented	20
1.3.1	QLM	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, Human Values into the Curriculum	10
1.3.2	QNM	Number of value-added courses for imparting transferable and life skills offered during last five years	10

1.3.3	QNM	Average Percentage of students enrolled in the courses under 1.3.2 above	10
1.3.4	QNM	Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)	10
2.3.2	QLM	Teachers use ICT enabled tools including online resources for effective teaching and learning process	15
2.5.3	QLM	IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution	15
2.6.1	QLM	Programme outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students, Describe Course Outcomes (COs) for all courses and mechanism of communication	20
2.6.2	QLM	Attainment of program outcomes and course outcomes are evaluated by the institution	10
5.1.3	QNM	Following Capacity development and skills enhancement activities are organized for improving students capability, 1. Softskills, 2. Language and communicationskills, 3. Life skills (Yoga, physical fitness, health andhygiene), 4. Awareness of trends in technology	8
7.1.1	QLM	Measures initiated by the Institution for the promotion of gender equity during the last five years., Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc.,	5

#### **Agenda 4: Discuss & finalize F.Y.B.M.S Syllabus**

The Board of Studies members reviewed the change in syllabus made by the respective subject teachers related to Bachelor of Management Studies subjects. The Chairperson intimated the members about the proposed syllabus for F.Y.B.M.S.

After review of the proposed syllabus for F.Y.B.M.S., the Board of Studies members discussed and finalized the revision made in the syllabus with a suggestion that while designing the syllabus more focus should be on concept clearing of the subject and on practical exposure.

Dr.ArпитаShrivastav(Subject Expert), Dr. Betty Sibil (Subject Expert) and Dr. Ravi Rajum, (Industry Representative) recommended further inputs in the subjects of Fundamentals of Business Management, Introduction to Human Resource Management and Principles of Marketing.

Dr.ParveenNagpal, (Subject Expert & Vice Chancellor Nominee) recommended to reduce some topics from the subjects of Introduction to Human Resource Management and Principles of Marketing.

Mr. Jeffin Ani John, Alumni, recommended practical exposure in the subject of Environmental Sustainability and Corporate Social Responsibility.

After the discussions, the Board approved the revision/changes in the syllabus of following subjects on the condition of incorporation of further changes suggested by them-

F.Y.B.M.S (Semester I)	F.Y.B.M.S (Semester II)
Fundamentals of Business Management	Introduction to Human Resource Management
	Principles of Marketing

**Agenda 5: Discuss & finalize the Evaluation Pattern**

SEMESTER I				SEMESTER II			
SR. No.	Courses	Nature of Courses	Marking Scheme	SR. No.	Courses	Nature of Courses	Marking Scheme
PUCM S101	FUNDAMENTALS OF BUSINESS MANAGEMENT	Discipline Specific Course (DSC)	B	PUCMS 201	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	Discipline Specific Course (DSC)	B
PUCM S102	BUSINESS MATHEMATICS	Discipline Specific Course (DSC)	A	PUCMS 202	PRINCIPLES OF MARKETING	Discipline Specific Course (DSC)	B
PUCM S103	COMMERCIAL LAW	Discipline Specific Course (DSC)	B	PUCMS 203	FUNDAMENTALS OF ACCOUNTING AND FINANCE	Discipline Specific Course (DSC)	A
PUCM S104	MANAGERIAL ECONOMICS - I	Discipline Specific Course (DSC)	B	PUCMS 204	BUSINESS STATISTICS	Discipline Specific Course (DSC)	A
PUCM S105	COMMUNICATION SKILLS	Ability Enhancement Course(AEC)	A	PUCMS 205	PROFESSIONAL DEVELOPMENT SKILL	Ability Enhancement Course(AEC)	C
PUCM S106	BASIC COMPUTER SKILLS	Ability Enhancement Course (AEC)	A	PUCMS 206	E-COMMERCE	Ability Enhancement Course (AEC)	A
PUCM S107	FOUNDATION OF HUMAN SKILLS	Skill Enhancement Course (SEC) (VALUE BASED)	C	PUCMS 207	ENVIRONMENT SUSTAINABILITY AND CSR	Skill Enhancement Course (SEC) (VALUE BASED)	C

MARKING SCHEME	DIVISION OF MARKS
A	60 Marks Final Exam, 40 Marks Internal Practical
B	60 Marks Final Exam, 20 Marks Internal Exam, 20 Marks Project
C	100 marks distributed within report/case study/ project/presentation etc

It was suggested by the Board of Studies members that the marking scheme is to be decided by the subject teachers and to be kept common for Semester I and II.

**Agenda 6: 2019-20 Batch Syllabus**

The Board of Studies members recommended the chair to proceed with the revised 2019-20 syllabus till completion of the batch.

**Agenda 7: Online lectures for the A.Y. 2020-21**

The Board of Studies members recommended that S.Y.B.M.S and T.Y.B.M.S students will have online lectures through Google Classroom/Google Meet/Zoom and so on till the final Circular/Notification comes from the UGC.

**Agenda 8: Any other matter with the permission of the chair**

The following few suggestions were recommended by the Board of Studies members

- a. Concept clearing syllabus should be framed.
- b. Software to be included in the subjects.

As there was no other matter for discussion, the meeting was resolved with thanks to the BOS Members.