



USHA MARTIN UNIVERSITY
FACULTY OF BUSINESS MANAGEMENT & COMMERCE
DEPARTMENT OF BUSINESS MANAGEMENT

Ref. UMU/FBMC/DBM/2022/02

DATE: 06/08/2022

Minutes of the Board of Studies (BOS) meeting of the Department of Business Management for the BBA programme held on 6th August 2022 at 12.30 AM in Hybrid mode.

Google Meet Link: [<https://meet.google.com/yeg-pgrf-rwy>]

Dr. Anupama Verma, HOD, Department of Business Management, chairs the meeting of BOS and welcomes all the experts and members of BOS.

The following members attended the meeting:

1.	Dr. Anupama Verma	Chair
2.	Dr. Arvind Hans	Internal Member
3.	Dr. Pranab Kumar	External Academic Expert, BIT Mesra, Lalpur (Human Resource)
4.	Mr. Sarabjeet Kaur Saini	External Industry Expert, Senior Bureau Chief, India Today

Item No. 1: To confirm the minutes of the meeting of the Board of Studies held on 17th July 2021.

(Annexure-1)

The BOS members confirmed the minutes as circulated.

Item No. 2: To report the action taken on the minutes of the Board of Studies held on 17th July 2021

The Board of Studies members noted the action taken on the decision on the previous meeting and expressed its appreciation for the efforts.

(Annexure-2)

Item No.3: To consider the course curriculum for the BBA programme of BBA 2020-23 batch (3rd Year) & 2021-24 batch (2nd year)

The members of the BOS recommended the course syllabus without any change.

Item No. 4: To discuss and finalize the course revision of the BBA Programme for the BBA 2022-25 Batch.

Human Resource Management

Courses with revision:

1. BBA-HR503, Human Resource Planning and Career Development
2. BBA-HR601, Training Development
3. BBA-HR501, Performance & Compensation Management *
4. BBA-HR602, HRD: Systems & Strategies*

(Annexure-3)

Item no 5: To discuss the issue of delay in the presentation of SIP/Project.

BOS members approved the suggestion of measures taken for the timely submission/presentation of SIP.

The students will present in front of the internal committee before coming for the final presentation/submission with a hard copy of the project report.

The respective guide is responsible for the timely presentation and submission of the project report of the students assigned to them.

The students with late submissions even after multiple reminders to be fined with Re1000/-.

Item no 6: To appraise the members value added courses for the students.

(Annexure-4)

BoS members are apprised of the Value-Added Courses (VAC) for the students.

Item No. 7: To consider and implement the qualitative initiative as per the directions of IQAC.

It was confirmed in the meeting.

DATE:06/08/2022


Chairperson
HOD

MEMBER	DESIGNATION	SIGNATURE
Dr. Anupama Verma	Chair	
Dr. Arvind Hans	Internal Member	
Dr. Pranab Kumar	External Academic Expert, BIT Mesra, Lalpur (Human Resource)	
Mr. Sarabjeet Kaur Saini	External Industry Expert, Senior Bureau Chief, India Today	

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Registrar, UMU for kind information

All members of the BOS



USHA MARTIN UNIVERSITY
FACULTY OF BUSINESS MANAGEMENT & COMMERCE
DEPARTMENT OF BUSINESS MANAGEMENT

Ref. UMU/FBMC/DBM/2021/02


Date: 17/07/ 2021

Minutes of Board of studies (BOS) meeting of Department of Business Management for the BBA programme held on 17th July 2021 at 11.00 AM at UMU Campus, Angara in Hybrid Mode.

Google Meet Link: [<https://meet.google.com/yeg-pgrf-rwy>]

Dr. Arvind Hans, HOD, Department of Business Management, Chair the meeting of BOS. The Chair welcomes all the experts and members of BOS.

The following members attended the meeting:

Dr. Arvind Hans	Chair
Dr. Dinesh Pandey	Internal Subject Expert
Dr. Bateshwar Singh	External Academic Expert (Associate Prof., Commerce Central university of Jharkhand, Ranchi)
Mr. Roshan Kumar	External Industry Expert, HDFC AMC
And All department Faculty members	

Item No. 1: To confirm the minutes of the meeting of Board of Studies held on 11th May 2020.

(Annexure-1)

The BoS members confirmed the minutes as circulated.

Item No. 2: To report the action taken on the minutes of Board of Studies held on 11th May 2020

The Board of Studies noted the action taken on the decision at the previous meeting and expressed its appreciation for the efforts. *(Annexure-2)*

Item No.3: To consider New Course added to the curriculum of BBA programme of BBA 2019-22 batch (3rd Year).

As per discussion, the members approved the adoption of New Course for the BBA program for the 2019-22 batch.

New Course Added in 5th Semester w.e.f BBA 2019-22 Batch (21-22 AY)	
Course Code	Course Name
BBA -C502	Summer Internship Project

Item no 4: To discuss and finalize the revised course of the general Courses of BBA programme for the BBA 2021-2024 Batch.

(Annexure-3)

BOS members approved the revised syllabus of general courses of BBA Programme for 2021-24 batch after considering the suggestions from external experts.

The courses considered for syllabus revision are mentioned below:

1. BBAC -102, Business Statistics
2. BBA-GE02, Business Ethics & Corporate Social Responsibility*
3. BBA -C401, Research Methodology
4. BBA-GE03, India's Diversity & Business*
5. BBA -C403, Legal Aspects of Business

Item no 5: To appraise the members Value Added Courses for the students.

(Annexure-4)

BoS members approved the Value-Added Courses (VAC) for the students.

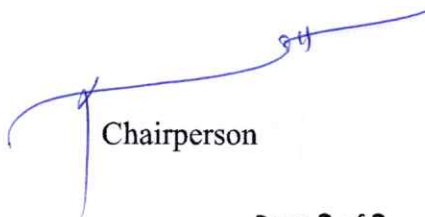
Item No. 6: To consider the implementation of the qualitative initiative as per the directions of IQAC.

The BoS recommended adopting the quality initiatives suggested by IQAC.

Item No. 7: To consider and implement the input recommended by the Academic forum.

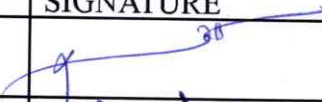


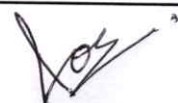
The BoS recommended adopting the input recommended by the academic forum.

DATE:17/07/2021


Chairperson

HOD

The following members along with department faculties attended the meeting:

MEMBER NAME	DESIGNATION	SIGNATURE
Dr. Arvind Hans	Chair	
Dr. Dinesh Pandey	External Academic Expert	
Dr. Bateshwar Singh	External Academic Expert (Associate Prof., Commerce Central university of Jharkhand, Ranchi)	
Mr. Roshan Kumar	External Industry Expert, HDFC AMC	

Copy to: Vice Chancellor,

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All members of the BOS



USHA MARTIN UNIVERSITY
FACULTY OF BUSINESS MANAGEMENT & COMMERCE
DEPARTMENT OF BUSINESS MANAGEMENT

Ref. UMU/FBMC/DBM/2020/02

Date:11/05/2020

Minutes of the Board of Studies (BOS) meeting of the Department of Business Management for the BBA programme held on 11th May 2020 at 11.00 AM in the Online Mode
Google Meet Link: [<https://meet.google.com/yeg-pgrf-rwy>]

Dr. Arvind Hans, HOD, Department of Business Management, Chair the meeting of BOS.
The Chair welcomes all the experts and members of BOS.

The following members attended the meeting:

1. Dr. Arvind Hans	Chair
2. Mr. Roshan Kumar	External Industry Expert, HDFC AMC
3. Dr. S N Sahdeo	External Academic Expert

Item No. 1: To confirm the minutes of the meeting of the Board of Studies held on 20th July 2019.

(Annexure-1)

The BoS confirmed the minutes as circulated.

Item No. 2: To report the action taken on the minutes of the Board of Studies held on 20th July 2019.

The Board of Studies noted the action taken on the decision at the previous meeting and expressed its appreciation for the efforts.

(Annexure-2)

Item No.3: To consider & adopt the course curriculum of the BBA programme for BBA 2018-21 Batch 3rd year and BBA 2019-22 Batch (2nd year)

Based on the UGC guidelines & CBCS course structure, the BOS recommended the 3rd-year course structure of the BBA 2018-21 batch and 2nd-year BBA 2019-22 Batch without any change.

Item no 4: To discuss the teaching modality and Internal Continuous evaluation method for the BBA program to be adopted during the COVID-19 pandemic.

The department faculty members raised concerns of the student's classes and the internal evaluation method. It was discussed that due to the pandemic, the teaching method to be adopted is online. The assignments are to be submitted in online presentation or soft copy as applicable by the respective course teachers.

Item no 5: To discuss the Summer Internship Project Modality for the BBA 2018-20 Batch students during the COVID-19 pandemic.

The BoS members advised to go for an online presentation of SIP of students of the BBA 2018-20 batch as per their specialisation to be in the online mode such as Zoom and Google Meet platforms. The department faculty to be present as expert panel members to review and evaluate the presentation of students.

Item no 6: To discuss the project submission modality to be adopted for the passing out BBA 2017-20 batch during the COVID-19 pandemic.

The presentation of Projects to be in the online mode such as Zoom and Google Meet platforms. The department faculty to be present as well as expert panel members to review and evaluate the presentation of students.

Item no 7: To appraise the members on Swayam/ MOOC courses.

BOS has approved the suggestion of providing MOOC courses to be offered to the students.

Item no 8: To discuss the end-term examination method to be adopted during the Covid-19 pandemic.

It has been discussed and finalized by the BOS members that the end-term examination will be as per the direction of the exam department keeping in view COVID-19 protocols.

Item no 9: To appraise the members on different types of workshop/career counselling sessions and Value-Added Courses for the students.

(Annexure-3)

It has been discussed and finalised by the BOS members to offer the Value-Added Courses (VAC) / workshops and career counselling sessions for the students.

Item no 10: To discuss and finalise the Course for the BBA programme for the BBA 2020-23 Batch.

The members of the Board approved the existing courses of the BBA programme to be offered for the BBA 2020-23 Batch

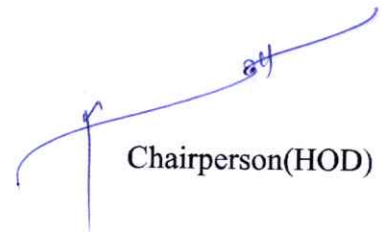
Item No. 11: To consider the implementation of the input of the qualitative initiative as per the directions of IQAC.

The BoS recommended adopting the quality initiatives suggested by IQAC.

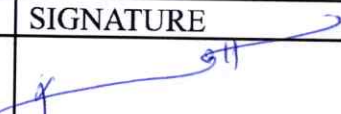

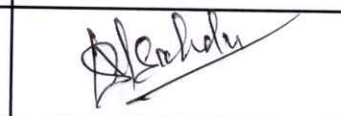
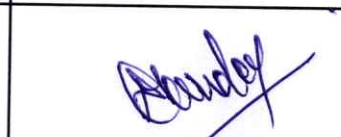
Item No. 12: To consider and implement the input recommended by the Academic forum.

The BoS recommended adopting the input recommended by the academic forum.

DATE: 11/05/2020


Chairperson(HOD)

The following members attended the meeting:

MEMBER NAME	DESIGNATION	SIGNATURE
Dr. Arvind Hans	Chair	
Mr. Roshan Kumar	External Industry Expert, HDFC AMC	
Dr. S N Sahdeo	External Academic Expert	
All internal Faculty Members of the Department present on the day		

CC: for the kind information

Vice Chancellor, PVC

Registrar / Deans/ All members of the BO



USHA MARTIN UNIVERSITY

FACULTY OF BUSINESS MANAGEMENT & COMMERCE

DEPARTMENT OF BUSINESS MANAGEMENT

Minutes of Meeting of Board of Studies held on 20th July 2019

Ref.UMU/FBMC/DOBM/2019/02

Date: 20/07/2019

Minutes of Board of studies (BOS) meeting of Department of Business Management held on 20th July 2019 at 11.00 AM in the conference room, UMU Campus, Hardag.

Head of the Department of Business Management, Dr. Anupama Verma, Chaired the meeting of BOS. The Chair welcomes all the experts and members of BOS.

The following members attended the meeting:

1. Dr. Anupama Verma	Chair
2. Dr. S N Sahdeo	External Academic Expert
3. Mr. Pritam Kumar	External Industry Expert Regional Head (HR), N.J India Pvt. Ltd

Item No. 1: To confirm the minutes of the meeting of Board of Studies held on 8th May 2018.

The BoS members confirmed the minutes as circulated.

(Annexure1)

Item No. 2: To report the action taken on the minutes of Board of Studies held on 8th May 2018

The Board of Studies members noted the action taken on the decision on the previous meeting and expressed its appreciation for the efforts.

(Annexure-2)

Item No.3: To consider New Course Syllabus of BBA programme for BBA 2017-20 batch (5th & 6th Semester).

Based on the UGC guidelines & CBCS course structure, the BOS recommended the 3rd years course syllabus of BBA 2017-20 batch mentioned in Annexure 3. The courses offered in 5th & 6th semesters are mentioned below.

(Annexure-3)

List of new courses in curriculum of 3rd year of BBA 2017-20 Batch	
Fifth Semester:	BBA -C501 Quantitative Techniques for Management
	BBA-F503 Corporate Accounting*
	BBA-M501 Consumer Behaviour*
	BBA-HR503 Human Resource Planning and Career Development*
	BBA-F501 Investment Analysis & Portfolio Management *
	BBA-M502 Advertising & Brand Management *
BBA-HR501 Performance & Compensation Management *	
Sixth Semester:	BBA -C601 Business Policy & Strategy
	BBA-F601 Investment Banking & Financial Services*
	BBA-M603 Distribution & Supply Chain Management*
	BBA-HR601 Training & Development*
	BBA-F602 Personal Finance*
	BBA-M601 International Marketing *
	BBA-HR602 HRD: Systems & Strategies*
BBA -P601 Project Report *	

Item No.4: To consider Course curriculum of BBA programme for BBA 2019-22 batch.

Based on the UGC guidelines & CBCS course structure, the BOS members recommended the adoption of revised course curriculum of the BBA program with minor changes in course syllabus. The new course structure embedded in the Ordinance approved and adopted.

Item No.5: To consider and adopt the Revised BBA Ordinance w.e.f. 2019 -22 Batch.

The BOS members recommended the adoption of revised Ordinance.

(Annexure-4)

Item no.6: To consider the Summer Internship Project in 5th Semester of BBA programme w.e.f BBA 2019 batch.

The BOS Members approve the suggestion of adding Summer Internship Project for BBA Programme in 5th Semester from BBA 2019 Batch

Item no. 7: To discuss the SIP submission timeline for the BBA Programme.

BOS members approved the suggestion of fixing the timeline for the SIP (5th Semester) submission Timeline for BBA Programme. *(Annexure- 5)*

Item no. 8: To discuss the SIP submission evaluation system for the BBA Programme.

BOS Members approved the suggestion of SIP (5th Semester) submission and evaluation system for BBA programme. *(Annexure-6)*

Item No. 8: To consider & approve the Value-Added Courses offered by the Faculty of Business Management & Commerce.

The BoS members confirmed the same. *(Annexure-7)*

Item No. 9: To consider the adoption of revised Ordinance of BBA programme.

The BOS members recommended the Ordinance for BBA Programme

Item No. 10: To consider the implementation of the qualitative initiative as per the directions of IQAC.

The BoS members recommended adopting the quality initiatives suggested by IQAC.





Item No. 11: To consider and implement the input recommended by the Academic forum.

The BoS members recommended adopting the input recommended by the academic forum.

DATE: 20/07/2019


Chairperson (HOD)

The following members attended the meeting:

MEMBER NAME	DESIGNATION	SIGNATURE
Dr. Anupama Verma	Chair	
Dr. S N Sahdeo	External Academic Expert	
Mr. Pritam Kumar	External Industry Expert Regional Head (HR), N.J India Pvt. Ltd	
All internal department faculty members present on that day		

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All members of the BOS



USHA MARTIN UNIVERSITY
FACULTY OF BUSINESS MANAGEMENT & COMMERCE
DEPARTMENT OF BUSINESS MANAGEMENT

Minutes of Meeting of Board of Studies held on 8th May 2018

Ref.UMU/FBMC/DOBM/2018/02

Date: 08/05/2018

Minutes of Board of Studies (BOS) meeting of Department of Business Management for BBA programme held on 8th May 2018 at 11.00 AM in the conference room, UMU Campus, Hardag.

Dr. Anupama Verma, HOD, Department of Business Management, Chair the meeting of BOS. The Chair welcomes all the experts and members of BOS.

The following members attended the meeting:

MEMBERS NAME	DESIGNATION
1. Dr. Anupama Verma	Chair
2. Prof.(Dr.) Madhulika Kaushik	Internal Member
3. Dr. S N Sahdeo	External Academic Expert
4. Mr. Ajay Kumar	External Industry Expert (HR Manager, Outlook)
5. All faculty members present attended the meeting	

Item No. 1: To confirm the minutes of the meeting of Board of Studies held on 22th July 2017.

The BOS members confirmed the minutes as circulated.

(Annexure-1)

Item No. 2: To report the action taken on the minutes of Board of Studies held on 22th July 2017

The Board of Studies members noted the action taken on the decision at the previous meeting and expressed its appreciation for the efforts.

(Annexure-2)

Item No.3: To consider and adopt the course syllabus of BBA programme for 2nd year of BBA 2017-20 batch.

Based on the UGC guidelines & CBCS course structure, the BOS recommended the adoption of course syllabus for the 2nd year (3rd & 4th semester) BBA of 2017-20 batch as mentioned in Annexure IV.

(Annexure-3)

List of new courses in curriculum of 2 nd year of BBA 2018-19 AY.		
	New Courses offered in 2018-19 AY	
Semester Third:	BBA -C301	Organizational Behaviour
	BBA -C302	Financial Management
	BBA -C303	Managerial Economics
	BBA-GE04	Tax Planning*
	BBA-SE04	Financial Software Package (s) *
Semester Fourth:	BBA -C401	Research Methodology
	BBA -C402	Macroeconomics
	BBA-GE01	Entrepreneurship Development*
	BBA -SE08	Data Analysis for Business Decision Making*
	BBA-C403	Legal Aspects of Business

Item No. 4: To discuss and approve the course structure and syllabi for BBA programme for BBA 2018-21 batch

As per discussion, the members approved the adoption of curriculum of the BBA program with no changes for the 1st year 2018-21 batch.

Item No. 5: To discuss the New General Elective Courses and SAE courses to be offered for 2017-20 batch in AY 2018-19(3rd & 4th Semester).

General Elective Courses to be offered during 2018-19 AY (3rd and 4th semesters)

General Elective (GE) Courses:

1. BBA-GE03 India's Diversity & Business
2. BBA-GE04 Tax Planning

Skill & Ability Enhancement:

- i. BBA- SE04 Financial Software Package (s)
- ii. BBA -SE08 Data Analysis for Business Decision Making

Item no. 6: To discuss the Project submission timeline for the BBA Programme.

(Annexure-4)

BOS members approved the suggestion of fixing the timeline for the Research Project (6th Semester) submission Timeline for BBA Programme.

Item no. 7: To discuss the Project submission evaluation system for the BBA Programme.

(Annexure-5)

BOS Members approved the suggestion of Final Research project (Final Semester) submission and evaluation system for BBA programme.

Item No. 8: To consider & approve the Value-Added Courses offered by the Faculty of Business Management & Commerce.

The BOS confirmed the same.

(Annexure-6)

Item No. 9: To consider the implement the qualitative initiative as per the directions of IQAC.


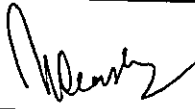


The BOS recommended adopting the quality initiatives suggested by IQAC.

Item No. 10: To consider and implement the input recommended by the Academic forum.
The BOS recommended adopting the input recommended by the academic forum.

DATE: 08/05/2018


Chairperson

Members Present:

MEMBERS NAME	DESIGNATION	SIGNATURE
1. Dr. Anupama Verma	Chair	
2. Prof.(Dr.) Madhulika Kaushik	Internal Member	
3. Dr. S N Sahdeo	External Academic Expert	
4. Mr. Ajay Kumar	External Industry Expert (HR Manager, Outlook)	

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All members of the BOS