Bachelor Of Business Administration:2018-19

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	

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

(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 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.
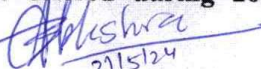
(Annexure-3)

List of new courses in curriculum of 2nd 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)

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Bachelor Of Business Administration:2018-19

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.

(Annexure-6)

The BOS confirmed the same.

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.

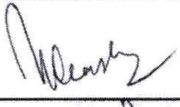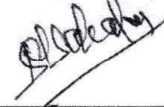**DATE: 08/05/2018**

Chairperson

31/5/24

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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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Registrar, UMU for kind information
All members of the BOS

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Master of Business Administration:2018-19

USHA MARTIN UNIVERSITY

FACULTY OF BUSINESS MANAGEMENT & COMMERCE

DEPARTMENT OF BUSINESS MANAGEMENT

Ref. UMU/FBMC/BM/2018/01   Date: 05/05/2018

Minutes of the Board of Studies (BOS) meeting of the Department of Business Management for the MBA programme held on 05th May 2018 at 1.00 PM in the Conference Room.

Dr. Anupama Verma (HOD), Department of Business Management, chairs the meeting of BOS for the MBA Programme and welcomes all the experts and members of BOS.

The members are:

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)

Item No. 1: To confirm the minutes of the meeting of the Board of Studies held on 25th July 2017.

(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 25th July 2017

(Annexure-2)

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Master of Business Administration:2018-19

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

Item No.3: To consider and adopt the New course curriculum for 2ⁿᵈ year of the MBA programme for the MBA 2017-19 batch.

(Annexure-3)

Based on the UGC guidelines, the BOS members recommended the 2ⁿᵈ year course curriculum of the MBA Programme for the 2017-19 batch i.e. 2018 AY as mentioned in Annexure 3.

New Course for MBA Third Semester (2018-19)		
GENERAL SUBJECTS		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBA-3001	Business Environment	3
MBA-3002	Decision Support System & Management Information System	3
MBA-3003	Business Legislation	3
MBA-3004	Summer Training Project	3

FINANCIAL MANAGEMENT		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBAF-3001	Security Analysis and Portfolio Management	3
MBAF-3002	Capital Budgeting	3
MBAF-3003	Financial Institution and Market	3
MBAF-3004	Capital Marketing and Regulatory Frame Work	3

MARKETING MANAGEMENT		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBAM-3001	Consumer Behaviour	3
MBAM-3002	Advertising Management	3
MBAM-3003	Service Marketing	3
MBAM-3004	International Marketing	3

HUMAN RESOURCE MANAGEMENT		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBAH-3001	Industrial Relations & Collective Bargaining	3
MBAH-3002	Compensation Management	3
MBAH-3003	Strategic Training & Development	3
MBAH-3004	HRD	3

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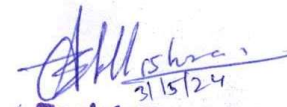
Master of Business Administration:2018-19

GENERAL SUBJECTS		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBA-4001	Corporate Evolution & Strategic Management	3
MBA-4002	Project Study (equivalent to two papers or 200 marks)	6

FINANCIAL MANAGEMENT		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBAF-4001	Financial Derivative	3
MBAF-4002	Corporate Valuation and Merger	3

MARKETING MANAGEMENT		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBAM-4001	Logistics and Supply Chain Management	3
MBAM-4002	Brand Management	3

HUMAN RESOURCE MANAGEMENT		
SUBJECT CODE	SUBJECT NAME	CREDITS
MBAH-4001	Organisational Development	3
MBAH-4003	Cross Culture and Global HRM	3

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Master of Business Administration:2018-19

Item No. 4: To consider New Course for the MBA programme for the MBA 2018-20 batch.

(Annexure-4)

BOS members approved the New course to be introduced in the curriculum of the MBA Programme after considering the suggestions from the various stakeholders such as teaching faculty, parents, students, industry experts etc.

New Course introduced for MBA programme for MBA 2018-20 Batch	
COURSE CODE	COURSE NAME
MBA 1006	Business ethics

Item no.5: To discuss the SIP / Research Project submission timeline for the MBA Programme.

(Annexure- 5)

BOS members approved the suggestion of fixing the timeline for the SIP (3rd Semester)/ Research Project (4th Semester) submission timeline for the MBA programme.

Item no. 6: To discuss the SIP/ Research Project submission evaluation system for MBA programme.

(Annexure-6)

BOS Members approved the suggestion of SIP(3rd Semester) / Final Research Project (4th Semester) submission evaluation system.

Item no. 7: To discuss and finalise the Vision, Mission and PEOs of department.

(Annexure-7)

The vision and mission of the department formulated by the apex committee were presented, discussed and approved by the BOS members which will be taken up by the Academic Council.

Item no.8: To discuss and finalise the POs and PSOs for the MBA Program.

(Annexure-8)

BOS members approved the POs and PSOs for the MBA Program to be taken to the Academic Council.

Item no. 9: To adopt the Ordinance with suggested changes

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The members confirmed the Ordinance

Item No. 10: To appraise the members on Value Added courses offered by the department during the Academic year.

(Annexure-9)

The members of BoS confirmed the same.

Item No. 11: To consider and implement the qualitative initiatives as per the directions of IQAC.

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

Item No. 12: To consider and implement the input recommended by esteemed members of BOS.
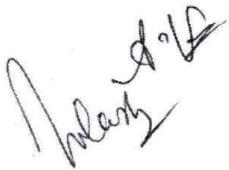
The members of BoS recommended adopting the input recommended by the academic forum.

The meeting ended with thanks to all the members.

Chairperson(HOD)

DATE: 05/05/2018

The following members attended the meeting:

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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CC: Vice Chancellor for the kind information
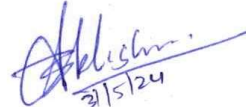PVC, Registrar,　　　All members of the BOS

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Abstract of BOS Meeting of BCA Program for 2018-19AY

Faculty of Computing and Information Technology

Minutes of meeting of Board of studies held on 6th June 2018

Ref. UMU/FCIT/2018/01   Date: 06/06/2018

A meeting with members of the Board of Studies (BoS) of the Faculty of Computing and Information Technology was held on 06-06-2018 at 1.00 pm to review the course curriculum/ syllabus of **BCA program** to be effective from 2018-19 AY

The following members attended the meeting:

1. Dr. Sharmistha Roy   Chairperson
2. Dr.Abhijit Mustafi-   External Academic Expert
3. Mr. Amitabha Bhattacharjee- External Industry Expert (Joint GM, IT Services, MECON Ltd.)
4. All internal faculty members of the department present on that day

The chairperson of the Board of Studies (BoS) welcomed all of the members and thanked the external expert for their time. The items were covered according to the agenda.

Item No. 1: To confirm the minutes of the meeting of Board of Studies held on 4th August 2017.

(Annexure-1)

The BoS members confirmed the minutes.

Item No. 2: To report the action taken on the minutes of Board of Studies held on 4th August 2017.

(Annexure-2)

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

Item No.3: To discuss the vision and mission of the Faculty of Computing and Information Technology

(Annexure-3)

The members of BOS have approved the vision and mission of the Faculty of Computing and Information Technology mentioned in Annexure 3.

Item No.4: To discuss and finalise the PEOs, POs and PSOs for the BCA Program

(Annexure-3)

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The members of BOS have BOS has approved the PEOs, POs and PSOs for the BCA Program mentioned in Annexure 3.

Item No. 5: To consider and adopt the Syllabus of New Core courses offered in 2nd year of BCA program for 2017 batch.

Based on the UGC guidelines & CBCS course structure, the BOS members recommended the 2nd year course curriculum of BCA 2017 batch as mentioned in Annexure 4. The core courses offered in 3rd & 4th semesters are mentioned below.

New Core Courses offered in 2nd year of BCA program for 2017 batch	
	Courses offered in 2018-19 AY
Semester Third:	Computer System Architecture (BCA-CC301)
	Computer System Architecture Lab (BCA-CP301)
	Operating System (BCA-CC302)
	Operating System Lab (BCA-CP302)
	Computer Networks (BCA-CC303)
	Computer Networks Lab (BCA-CP303)
Semester Fourth:	Design and Analysis of Algorithms (BCA-CC401)
	Design and Analysis of Algorithms Lab (BCA-CP402)
	Software Engineering (BCA-CC402)
	Software Engineering Lab (BCA-CP402)
	Database Management Systems (BCA-CC403)
	Database Management Systems Lab (BCA-CP403)

BoS members recommended adopting the curriculum/ syllabus of 2nd year of the BCA program as mentioned in Annexure 4.

(Annexure 4)

Item No. 6: To consider and adopt the Syllabus of New Elective courses (GEC & SEC) to be offered in BCA for 2017 batch.

New General Elective Courses (GEC) to be offered for BCA, 2017 batch during 2018-19 AY

1. BCA-GE003- Statistics (Cr 6)
2. BCA-GE004- Operational Research (Cr 6)
3. BCA-GE006- E-Commerce (Cr 6)

New Skill Enhancement Courses (SEC) to be offered for BCA, 2017 batch during 2018-19 AY

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1. HTML Programming (BCA-SEC001)
2. HTML Programming Lab (BCA-SEP001)
3. Programming in Python (BCA-SEC002)
4. Programming in Python Lab (BCA-SEP002)
5. Android Programming (BCA-SEC003)
6. Android Programming Lab (BCA-SEP003)

The syllabus/ curriculum of the elective courses are attached in Annexure 5.

(Annexure-5)

Item No. 7: To consider and adopt the revision of courses offered in 1st year of BCA program for 2018 batch.

Based on the feedback analysis and action taken report, the External Academic members of Board of Studies recommended revision of the courses in 1st year courses of BCA for 2018 batch:

Revision of courses in 1st year of BCA program for 2018 batch

The BoS recommended adopting the curriculum of BCA as approved earlier with changes in the following course(s).

Revision in course curriculum of 1st year of BCA for 2018-19 AY.	
Course Code & Name	**Module/ Topics (Added/ Deleted)**
1st semester Course Name & Code: **(Programming Fundamentals using C- BCA-CC101)**	**The following module has been added to the existing syllabus** **Derived Data Types (Structures and Unions):** Limitation of array. Need of derived data types (structure and union). Basic difference between implementation of structure and union. Declaration of structure and union. Accessing data members of structure and union. Initialization of data members of structure and union. Passing and returning structure to / from the function. Nesting of structure. Structure with union as a member. Union with structure as a member.
1st semester Course Name & Code: **(Programming Fundamentals using C Lab- BCA-CP101)**	**Following programs added in the existing syllabus:** 1. Write a program to create a structure 'STUDENT' with the attributes Roll, Name, Gender and Marks in 5 different subjects. Take input the values of a student and display them. 2. Write a program to create a structure 'STUDENT' with the attributes Roll, Name, Gender and Marks in 5 different subjects. Take input the values for 5 students and display them. 3. Write a program to define a structure 'EMPLOYEE' having data members name, address, age and salary. Take the data for n employees in an array and find the average salary.

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

(Annexure-8)

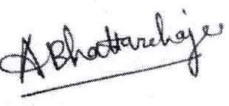**Item No. 10: To consider and implement the input recommended by the Academic forum.**

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

The external experts of the BoS committee authorized the other person of BoS for any kind of revision/change if needed.

The meeting ended with thanks to all the members.

Chairperson
Computing & IT,
UMU, Angara, Ranchi-835103

Date: 06-06-2018

Members with Signature

1. Dr. Sharmistha Roy (Chairperson)
2. Dr. Abhijit Mustafi (External Academic Expert)
3. Mr. Amitabha Bhattacharjee (External Industry Expert (Joint GM, IT Services, MECON Ltd.))

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- Pro-Vice Chancellor, UMU for kind information
- Registrar, UMU for kind information
- All members of the BOS

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B.COM(H)-2018-19

USHA MARTIN UNIVERSITY

Faculty of Business management and commerce
Department of Commerce
Minutes of meeting of Board of studies held on 5ᵗʰ August 2018
at 1.00 PM in the conference room

Ref. UMU/FBMC/DC/2018/01   **Date: 05/08/2018**

A meeting of the Board of Studies (BOS) of the Department of Commerce was held on 05/08/2018 at 1.00 pm to review the course curriculum of B.COM(H) program to be effective from 2018-19 AY

The following members attended the meeting:

1. Dr. Anupama Verma   Chairperson
2. Dr. Vikash Bhargava   Internal subject Expert
3. Dr.Saroj ranjan   External Academic Expert
4. Mr. Ajay Kumar-   External Industry Expert (HR Manager,Outlook)
5. All internal faculty members of the department present on that day

The chairperson of the Board of Studies (BoS) welcomed all of the members and thanked the external expert for their time. The items were covered according to the agenda.

Item No. 1: To confirm the minutes of the meeting of Board of Studies held on 5th August 2017.

(Annexure-1)

The BoS members confirmed the minutes.

Item No. 2: To discuss and finalize the adoption of New B.COM(H) 2018 syllabus as per the CBCS guidelines to be offered in 2019-20 AY

The members of Board of Studies noted the action taken on the decision on the previous Meeting and expressed its appreciation for the efforts. Suggestion of adoption of the BCOM (H) syllabus as per the CBCS guidelines.

(Annexure-2)

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List of new courses in curriculum of B.COM (H) 2018-19 AY.		
	Addition	
Semester first:	BCOM101	Business Communication
	BCOM102	Financial Accounting
	BCOM103	Business Law
	BCOM104	Micro Economics
Semester Second:	BCOM201	Environmental Studies
	BCOM202	Principles of Management
	BCOM203	Company Laws
	BCOM204	Macro Economics

Item 3: To decide about the assessment criteria for the New B.COM(H) program.

The members of BOS has also discussed and decided the assessment system to be of 40% and 60%. It was decided that the continuous assessment or the Mid-term will be of 40% and end term will be 60% as per the department ordinance.

The Assessment is of *40 marks* and will be of the following form:

Mid-Semester: 25 marks
Assignment: 15 marks
Attendance: 5 marks

The Members of BoS have recommended the curriculum/ syllabus of the elective courses to be offered in 2018-19 AY as attached in Annexure 3.

Item 4: To discuss and finalise the End term question paper format.

The question paper of end term will be in the format of 100 marks whose composition is mentioned below. The question paper will be of 2 sections that is Section A and section B. Section A will consist of Part I of 20 Multiple Choice Questions of 20 marks and Part II of 5 short answer questions of 20 marks. Section B will be consist of long answers of 60 marks as per the department ordinance.

The members of BoS confirmed the same.

Item No. 5: To discuss and finalise the PEOs, PO and PSO for the New Bcom(H) Program

(Annexure-3)

The members of BOS has approved the PO and PSO for the BCOM(H) Program mentioned in Annexure II

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ItemNo.6. The members of BoS recommended adopting the quality initiatives suggested by IQAC.

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

The members of BoS recommended adopting the inputs recommend by academic forum. The members of BoS authorized the other member of BoS for any kind of revision/change if needed.

The meetin

Members with Signature

1. Dr. Anupama Verma   Chairperson
2 Dr. Vikash Bhargava   Internal subject Expert
3.Dr.Saroj ranjan   External Academic Expert
4. Mr. Ajay Kumar-   External Industry Expert (HR Manager,Outlook)
5. All internal faculty members of the department present on that day

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Pro-Vice Chancellor, UMU for kind information
Registrar, UMU for kind information
All members of the BOS

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BA_English (H) (2018-19)

USHA MARTIN UNIVERSITY

Department of English
Faculty of Humanities & Social Sciences

Minutes of the meeting of the Board of Studies, Department of English
held on 24ᵗʰ October 2018

Ref. UMU/FHSS/DE/2018/02   Date: 24/10/2018

A meeting of the Board of Studies(BoS) of the Department of English was held on 24-10-2018 at 11.00 am in offline mode to **review the course curriculum of the BA English (Hons) program to be effective from 2018-19 AY.**

The following members were present
1.   Dr. Prakash Chandra Panda   Chairperson
2.   Dr. S.K. Tripathy   External Member
3.   All internal faculty members of the department present on that day

The chairperson of the Board of Studies (BoS) welcomed all of the members and thanked the external expert for his time. The items were covered according to the agenda.

Item No. 1: To confirm the minutes of the meeting of the Board of Studies held on 22ᵗʰ July 2018.

Members of the BoS confirmed the minutes as circulated.

(Annexure-1)

Item No. 2: To report the action taken on the minutes of the Board of Studies held on 22nd July 2018.

The BoS members noted the action taken on the decision in the previous meeting and expressed its appreciation for the efforts.

(Annexure-2)

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Item No. 3: To consider and adopt the syllabus of the New courses offered in 1st year of BA in English of the 2018 batch to be effective from 2018-19 AY.

Based on the guidelines provided by UGC, the external academic expert along with other members of BoS recommended the following courses to be offered in the 1st year of the BA in English program. The detailed course curriculum is mentioned in Annexure 3.
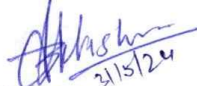
List of New Courses offered in 1st year (First & Second semesters) of BA English for 2018 batch w.e.f 2018-19 AY	
	Courses offered in 2018-19 AY
Semester I	British Poetry and Drama: 14th to 17h Century BAENG/101 European Classical Literature BAENG/102 Academic Writing and Composition BAENG/103 Environmental Studies BAENG/104
Semester II	Indian Writing in English BAENG/201 Indian Classical Literature BAENG/202 Language & Linguistics BAENG/203 Basics of Communication Skill BAENG/204

(Annexure-3)

The members of BoS approved the same.

Item No. 4: To discuss the vision and mission of the Department of English under the Faculty of Humanities and Social Sciences

The members of BoS have approved the vision and mission of the Department of English.

(Annexure-4)

Registrar
कुल सचिव
Usha Martin University
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची—835103

BA_English (H) (2018-19)

Item No. 5: To consider and implement the inputs of the qualitative initiative as per the directions of IQAC.

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

Item No. 6: To consider and implement the input recommended by the Academic forum.

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

The external expert/s of the BoS committee authorized the other person of BoS for any kind of revision/change if needed.

The meeting ended with thanks to all the members.

Date: 24-10-2018

*BOS Chairperson*head
Department of English
UMU, Angara, Ranchi-835103

The following members were present

1. Dr. Prakash Chandra Panda   Chairperson
2. Dr. S.K. Tripathy   External Member
3. All internal faculty members of the department present on that day

Copy To:
- Vice Chancellor, UMU for kind information
- Pro-Vice Chancellor, UMU for kind information
- Registrar, UMU for kind information
- All members of the BOS

Registrar
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