

## Minutes of Board of Studies Meeting

**Date:** July 26, 2018

**Time:** 2:00 PM onwards

**Called by:** Department of Commerce & Management, TLSU

**Attendees:** Members of BOS & Invitees

The Board of Studies Meeting of the Department of Commerce and Management was held at 2:00 PM on 26<sup>th</sup> July, 2018 (Thursday) in the Board Room at TLSU, ITC Building, ITI Tarsali Campus, Tarsali, Vadodara – 390 009 to discuss issues as per the agenda sent to the members of the Board.

The meeting was convened by the convener Dr. Anupam Mitra (Head, Commerce & Management Department) and was conducted under the Chairmanship of the Dean Academics Dr. Avani Umatt.

The following members were present during the meeting-

1. Dr. Avani Umatt – Dean Academics and Chairman of Board of Studies.
2. Dr. D. K. Chellani – Professor, Maharaja Sayajirao University, Baroda
3. Mr. Shashikant Joshi – CII Member, Director, Elmex Electric Private Limited
4. Dr. Rahul Kanagat – HOD, Professor, Dept. of HTM, COE, TLSU.
5. Dr. Ashutosh Sandhe –Associate Professor, C & M Department, TLSU
6. Dr. Manoj Sharma - Assistant Professor, C & M Department, TLSU
7. Ms. Shivangi Shukla- Academic Associate, C& M Department, TLSU
8. Dr. Anupam Mitra – Head of C & M Department, TLSU and Convener of BoS.

The following were present as Invitee to the meeting-

1. Ms. Falguni Ranadive- HOD and Assistant Professor, Department of IT, TLSU
2. Ms. Hiral Macwan- HOD and Assistant Professor, Department of Life Skills, TLSU
3. Mr. Dishank Upadhyay- HOD and Academic Associate, Department of Mechatronics, TLSU
4. Mr. Kartik Mishra- Manager, Schoolguru

The meeting started with the permission of the chair and the following were discussed –

### Item No. 1 Minutes of the 3rd Meeting of the BOS

The Minutes of last BOS meeting was presented for approval by Dr. Anupam Mitra. It was approved.

*Avani Umatt*

There was no action taken item based on the previous BOS meeting.

## Item No. 2 Revised Syllabus for B.Com and BBA

Dr. Anupam Mitra presented the new program structure of B.Com & BBA programs which includes several skills based courses. The detailed syllabus of the courses were also presented.

Below given courses are newly proposed for approval.

### For B.Com & BBA (Finance)

Sr No.	Semester-I	Semester-II	Semester-III	Semester- V	Semester-VI
1	Accounting Skills	Business Skills	Corporate Skills (B.Com)  Operational Skills (BBA-Finance)	Finance & Taxation Skills	BFSI Skills
2			Spiritual Management		

Dr. Joshi suggested that after completion of a particular module, a certificate can be given to the students and on completion of all 6 modules, graduation degree may be awarded.

Dr. Chelani & Dr. Joshi suggested that in B.Com too many subjects are there. Not a single university in Gujarat is offering a graduation program having more than 160 credits. As per the UGC norms, B.Com Honors are offered with 144 credits and Regular B.Com with 120 credits only. This university is really incorporating different skill based aspects in B.Com and BBA programs.

Dr. Anupam & Dr. Avani justified a credit allocation policy in detail with a fixed academic calendar and available time slots.

Dr. Chelani further suggested that skill based courses on Banking may be incorporated including personal banking, retail banking etc. so that banks can also be helped by the university.

Dr. Joshi appreciated Tally & Excel as a part of curriculum

### Changes in BBA syllabus.

### For BBA (Marketing)

*Dr. Anupam*

Sr No.	Semester-I	Semester-II	Semester-III	Semester- V	Semester-VI
1	Accounting Skills	Business Skills	Operational Skills	Rural Marketing	Digital Marketing
2			Spiritual Management	Marketing Skills-I	Marketing Skills-II
3					Corporate Governance & Business Ethics

- **Dr. Anupam Mitra** further proposed for an approval of newly added subjects in the BBA program.
- Separate skill based subjects were appreciated by **Dr Chelani**, who also suggested for Industry expert talks in every semester which actually departments are taking care off.
- **Dr. Chelani** is of the opinion that the syllabus is too vast and it is really good that this department is inculcating skill aspects in the curriculum.
- **Dr. Anupam Mitra** explained to the members about the unique pedagogy and collaborative teaching methodology adopted by the department, which actually reduces the burden of heavy content and syllabus to a great extent. He further presented a program structure for 2018-21 for B.Com & BBA including credit allocation, hour's distribution and assessment scheme, which is authenticated by Dr. Rahul, COE as well.
- **Dr. Anupam** also suggested for shifting OJT from 4<sup>th</sup> Semester to 6<sup>th</sup> Semester as per the employer feedback from 2019-22 batch.

The proposed changes in the program structure and syllabus of B.Com and BBA are approved by the Board.

### Item No. 3 Syllabus for HTM courses

- **Dr. Anupam Mitra** proposed revision in few courses for B.SC program of HTM department as a part of interdisciplinary courses like BFA, Entrepreneurship Development, Sales & Marketing etc.,.
- **Dr. Anupam Mitra** further presented various courses for Bachelors in Hotel Management in Work Based Learning (WBL) mode as well.
- **Dr. Chelani** appreciated the modules designed for HTM-WBL.
- **Dr. Anupam Mitra** further presented revised syllabus of different courses offered under Diploma in front office/ food production by HTM department.

*Allu*

The proposed changes in the syllabus of different courses offered by HTM department are approved by the Board.

#### **Item no 4. Online Course**

- **Dr. Anupam Mitra** presented a Certificate Course on GST in an online mode for the approval.
- **Dr. Chelani** suggested that all the topics covered are actually relevant to the present market scenario but the department must think to launch some courses related to personal banking and Insurance sector as well.
- **Dr. Chelani** further suggested that job role of an individual student will not change but he/she can certainly gain an expertise in the said field
- **Dr. Anupam** also presented the program structure and detailed syllabus of the Bachelors in Business Operations program in online mode
- **Dr. Chelani** suggested for more detailed study and hence the approval of the same remains pending.

The Proposal of GST certification has been approved by the board.

#### **Item No. 5 Empanelment for Special Entrepreneurship training with 360 degree approach for SC-ST candidates**

**Dr. Anupam Mitra** put forward the program structure, Trainee guidelines, mentor guidelines do's & Don'ts about the Special Entrepreneurship Training program and requested Dr. Manoj Sharma, Co-ordinator, for the presentation.

**Dr. Manoj Sharma** explained the different modules of the program structure and detailed contents and design of the Special Entrepreneurship Training Program to be covered in 6 months. He also explained four phases of the program i.e Entrepreneurship and Soft Skills Training, Start-up Ideation - Market Research/Study, Technical Support & Business Incubation, and Start-up Launch in detail.

**Dr. Chelani** suggested that residential program in this field for SC/ST students can be a real helpful move for the society.

The proposal of training module **for Special Entrepreneurship training with 360 degree approach for SC-ST candidates** has been accepted by the board.

**Item No. 6 Any other Item with the approval of the chairperson**

It was discussed about the possibility of B.Com in a Work Based Learning (WBL) mode.

- **Dr. Avani Umatt** raised a query regarding industry support and questioned on acceptance of such work based program by the industry.
- **Dr. Anupam Mitra** presented a rough outline of the program structure on B.Com (WBL)


First Year	Second Year	Third Year
Semester 1: 36 Credits, (6*6) 1. Financial Accounting 2. Tally-I 3. Computer skills-1 4. Compliances 5. Auditing 6. English Communications –I	Semester 3: 36 Credits 1. <b>OJT (4 days a week)</b> (24 Credit) 2. <b>Classroom (2 days a week)</b> ➤ Marketing of Financial Services (4 Credits-45 Hrs.) ➤ Financial Management (4 Credits-45 Hrs.) ➤ English Communications -II (4 Credits- 45 Hrs.)	Semester 5: 36 Credits 1. <b>OJT (5 days a week)</b> –(30 Credit) 2. <b>Classroom (1 day a week)</b> ➤ Entrepreneurship (3 Credits- 30 Hrs.) ➤ International Financial Management (3 Credits- 30 Hrs.)

*Avani Umatt*

Semester 2 :	Semester 4: 36 Credits	Semester 5: 36 Credits
36 Credits, ( 6*6)		
1. Corporate Accounting	1. OJT (4 days a week) (24 Credit)	1. OJT (5 days a week) -(30 Credit)
2. Tally-II	2. Classroom (2 days a week)	2. Classroom (1 days a week)
3. Computers Skills-II	➤ Capital Market Operations (4 Credits- 45 Hrs.)	➤ Corporate Financial Reporting (3 Credits- 30 Hrs.)
4. Taxations	➤ Banking Services Operations (4 Credits- 45 Hrs.)	➤ Security Analysis & Portfolio Management (3 Credits- 30 Hrs.)
5. Costing	➤ PD&JS-II (4 Credits- 45 Hrs.)	
6. PD&JS-I		

- **Dr. Joshi** appreciated the structure and suggested for further feasibility study before launching.

The meeting ended with thanks to the chair and to all the members and invitees.

  
**Dr. Avani Umatt**  
 Dean,  
 TeamLease Skills University,  
 Vadodara, Gujarat.