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Re-accredited by NAAC with 'A' Grade with CGPA 3.62/4  
Ranked 95 in College Category - 2021 under NIRF, Ministry of Education, Government of India  
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## MINUTES OF THE MEETING

A meeting of the Board of Study in BUSINESS ADMINISTRATION (UG) was held on February 20, 2023 at 3.00 PM in Administrative Block Conference Room to discuss the following agenda:

1. Reading and approving the minutes of the previous BOS meeting.
2. Action taken Report.
3. Review of Students End Semester Results.
4. **Approval of the NEP structure syllabus 1 to 5 semesters.**
5. Proposal for starting BBA with Business Analytics for the new batch.
6. Review on ERP Classes.
7. Report on Department activities
8. Approving the Panel of Examiners.
9. Student Representation
10. Any other matter

### Members present (External Members):

1. Subject experts:
    - Dr. Sudhir M, Professor, Justice K.S. Hegde Institute of Management, NMAMIT, Nitte.
    - Dr. Therese Pereira. Associate Professor of Commerce, GFGC, Kavoor.
  0. Vice Chancellor Nominee: Dr. Parameshwara. Assistant Professor, Department of Commerce. Mangalore University.
  0. Representative from industry / Corporate sector: Ashith B Hegde, Arkieva
  0. Meritorious Alumnus: Ms. Nikita Rao, Associate Manager, Withum, Bangalore
- Student Representative: Mr. Anirudh

8. Ms Claret Vinaya Pereira - Chairperson

Claret

9. Ms Arati Shanbhag

10. Dr Mamatha

Mamatha

19/11/2021

11. Mr Chethan Shettigar

Chethan

12. Mr Sonal Steevan Lobo

Sonal

13. Mr Manoj Dyson Fernandes

Manoj

14. Ms Ashitha Jane Pinto

Ashitha

15. Mr Joel Melrick Fernandes

Joel

16. Ms Preema Victorin Tauro

Preema

29/12/2021

17. Fr Felix Victor SJ

Felix

18. Ms Binni Chan

Binni



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The meeting began with prayer conducted by Fr. Felix Victor SJ, Campus Minister and welcome address delivered by Mr Manoj Fernandes.  
Ms Claret Pereira, HOD of the department introduced the faculty members, mentioned the various Department ranking achieved under national 2021 level i.e., India today-43<sup>rd</sup> rank, Week Hansa 30<sup>th</sup> rank, Outlook 35<sup>th</sup> rank. She also mentioned that there are 2 types of programs offered under BBA- BBA regular and BBA Professional ERP (First 3 Semesters and CAT/MAT Coaching in 4,5 and 6 semesters).

#### **Agenda 1: Reading and approving the minutes of the previous BOS meeting.**

Discussion/Suggestions: Ms Ashitha read the minutes of the previous BOS. The minutes were approved by Fr Felix Victor SJ and seconded by Dr. Parameshwara. Assistant Professor, Department of Commerce. Mangalore University.

#### **Agenda 2: Action taken Report.**

Discussion/Suggestions: BOS members discussed about the various initiatives introduced by the department for the purpose of student's overall development such as:

1. Improved results of students by conducting remedial classes and Peer learning.
2. Increased the number of Internships including paid internships.
3. Organised various Skill based Workshop such as mechanisms for aptitude learning, presentation on stock cards etc.
4. Introduced Certificate programmes like business etiquette etc.
5. Encouraged Alumni Engagements in various departmental activities.

#### **Agenda 3: Review of Students End Semester Results.**

Discussion: BOS members discussed about the end semester performance of the students of 1st year, 2nd year and final year in the form of graphical representation. The results of the students were displayed year wise and semester wise. Evaluation of Subject wise performance of the students was also done.

Suggestions: Rubrics Methodology can be adapted to show the performance of the students. More number of certificate programmes can be offered as elective papers were economics can be one of them.

**Agenda 4: Approval of the NEP structure syllabus 1 to 5 semesters.**

Discussion/Suggestions: As per the directives given by the State Government to implement the NEP Syllabus for the year 2021 onwards, the BOS members were of the opinion that few incorporations could be made to the existing syllabus. Semester I-IV will be incorporated in the same manner as directed by the State government. Certain changes in the syllabus of semester V needs to be done.

Resolution: The following changes were introduced into the existing NEP syllabus under Mangalore University of semester V.

<b>Title of the course</b>	<b>CHANGES MADE</b>
Production & Operations Management (DSC)	Addition of Line manufacturing and SES.
International Business (DSC)	Addition of Export Import procedure in Unit 1
Income Tax (DSC)	<u>Unit1: Introduction to tax rate and liability</u> <ul style="list-style-type: none"><li>• Addition of Capital gains, salary income, incomes from other sources, total income.</li><li>• Apply Tax Labs</li><li>• Reduce theoretical part, Agricultural income, HUF.</li></ul> <u>Unit 2: Tax free income U/S 10</u> Remove retrenchment, Voluntary retirement, LTC. <u>Other suggestions:</u> <ul style="list-style-type: none"><li>• Salary 1 &amp; 2 need to be clubbed and mention as retirement benefits.</li><li>• Under Perquisites everything need not be included</li><li>• Unit 2,3,4 can be clubbed into 1 chapter and total number of hours could be increased.</li><li>• ITR-1 to be included.</li></ul>
<b>Electives -1 (DSE-1) ( Marketing/Finance/ HRM)</b>	
1. Consumer Behaviour	<ul style="list-style-type: none"><li>• Addition of Psychological factors that influence Consumer behaviour to be added in Unit 3.</li><li>• Few concepts from Unit 3 could be avoided, as it could be taught in 6<sup>th</sup> semester under Advertising Management.</li><li>• Reference books to be changed.</li><li>• Qualitative research under consumer behaviour to be added.</li></ul>
0. Advanced Corporate Financial Management	No changed were informed
0. Compensation & Performance Management	No changed were informed
<b>Electives 2 (DSE-2) (Logistics &amp; SCM/ Retailing/ Data Analytics)</b>	
1. Freight Transport Management	<ul style="list-style-type: none"><li>• Addition of case studies under every unit</li><li>• Addition of Import Export card and analytics</li></ul>
0. Retail operations Management	<ul style="list-style-type: none"><li>• Addition of point of sales, F1 integration under unit 3.</li><li>• Addition of future of retailing under Unit 4</li><li>• Addition of stock management, inventory management.</li></ul>
0. Financial Analytics	<ul style="list-style-type: none"><li>• Addition of Data clearing under Unit 1</li><li>• Module 3 could be divide into 2 modules.</li></ul>



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	<ul style="list-style-type: none"> <li>Module 4 could be removed.</li> <li>Advance Excel and Walls Street School –YouTube channel to be added in the Skill Development Activities.</li> </ul>
Information Technology for Managers (Vocational-1)	<ul style="list-style-type: none"> <li>Title could be changed to ERP System</li> <li>Open software to be used for practical.</li> <li>Addition of database management and ERP as a module.</li> </ul>

Action taken: Changes have been approved by the BOS members.

#### Agenda 5: Proposal for starting BBA with Business Analytics for the new batch

Discussion: As per the directives provided, BBA Business Analytics in association with ISDC was proposed. This program included subjects in the form of hard-core, soft-core and open electives. It includes internship and certificate programs. Certain subjects offered to BBA regular and professional will be mandatory to this batch as well. Total 8 semester syllabus was proposed before the BOS members.

Suggestions: The BOS members were of the opinion that Pre-requisites to be checked. Students with Programming language & Maths backgrounded to be admitted.

Action taken: BOS members approved the syllabus along with the suggestions.

#### Agenda 6: Review on ERP Classes.

Discussion/ Suggestions: Mr Rojer, in-charge of Business Intelligence Lab explained the syllabus of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester. Unit 4 under semester III to be removed. The BOS members provided following suggestions:

- ERP logo need to be included.
- Companies need to be informed regarding the ERP subjects offered, which could help in the placement of students.
- Students need to maintain 100% attendance in order to get continuity in the classes.
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#### Agenda 7: Report on Department activities.

Discussion: BOS members discussed about the various departmental activities. The activities conducted are as follows:

- Department Guest Talks: Guest talk on green living, modern logistics, infrastructure, investor awareness programme, preparation for CAT/MAT, etc.
- Department Activities: Quest-2023, Underdog 2023, Brandomania – 2023, Mock Interview 2023, Campus tour, presentation of department profile and activities to PUC students, etc.
- BOS members expressed their views that with the existing NEP Question paper.



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Further BOS members appreciated the students who cleared CIMA examination and also for representing the College at District, State, National, University & International level under the category of fest, sports, training program, seminar, conference etc. Ms Claret, HOD of the department introduced the best practices and perspective plans of the department.

#### **Agenda 8: Approving the Panel of Examiners.**


Details of all the Panel of Examiners were provided to the external BOS Members and were approved by all the members.

#### **Agenda 9: Student Representation**

Mr. Anirudh put forward his views and perspectives of his classmates regarding the total curriculum of the department. He appreciated regarding the subjects, activities, programmes, examination conducted for the students.

#### **Agenda 10: Any other matter**

Discussions: BOS members expressed that faculty members need to put in efforts in their respective subjects in order to deliver the syllabus and the content in an understandable manner to each and every student. Mentoring could be introduced as an important part of the timetable.

  
H.O.D.  
Department of Business Management  
St. Aloysius College (Autonomous)  
Mangalore- 575003

Signature of HOD

