



MANAV RACHNA
vidyayantarbhava

MANAV RACHNA
UNIVERSITY

(FORMERLY MANAV RACHNA COLLEGE OF ENGINEERING
NAAC ACCREDITED 'A' GRADE INSTITUTION)

Declared as State Private University under section 2f of the UGC act, 1956

Faculty of Management and Humanities

Department Of Management and Commerce

Minutes Of Meeting of BoS

Date: 14 Apr 2020

Members Present

Prof (Dr.) Parul Jhajharia

Dr.Pragati Chauhan

Dr.Rashi Banerjee

Dr. Manmeet Bali Nag

Dr.Subodh Saluja

Dr.Animesh

Dr.Sachita Yadav

Dr.Pooja Kapoor

Ms.Srishti

External Expert

Prof (Dr.) Pradeep Suri

Chairperson of the Meeting .Dean & HOD of DMC

Associate Professor

Assistant Professor

Associate Professor

Associate Professor

Associate Professor

Associate Professor

Associate Professor

Assistant Professor

Director,DMS,DTU

P Jhajharia

Pragati

Rashi

Manmeet

Subodh

Animesh

Sachita

Pooja

Srishti

The Chairperson welcomed all the members. The Agenda of the meeting was about the revision in the current semester syllabus, conduct of online classes, online assessment in T3 exams, and online trainings/projects against internships.

Points of Discussion

Agenda Item 1. Business Environment has been introduced in the 1st semester of BBA FAA/EFB/HCM/OM as core paper. The same was approved by the external expert.

Agenda Item 2. Marketing Management has been shuffled from 2nd semester to 1st semester. It was discussed and approved.

Agenda Item 3. In line with the Government of India's vision of social distancing, it was proposed to facilitate 100% virtual and online classes. We have implemented for all the BBA students of OM, HCM, FAA and EFB online classes using Zoom and Microsoft Teams.

Agenda Item 4. In view of Covid -19, Final semester (T3) exams are going to be conducted through weekly assignments in the form of open book online exam/case let/ case study/ mini projects/surveys/quiz/google forms. It was discussed and approved by all members.

Agenda Item 5. The course Business Statistics has been proposed in the place of Quantitative Techniques of Business in the 1st semester of BBA FAA/EFB/HCM/OM which was approved.

Agenda Item 6. Electives basket has been created to be offered to BBA 5th semester students. The same is attached herewith this mail. It was shared and approved by external expert.

Agenda Item 7. Due to Lock down period, Internship to BBA 4th semester students will be considered postponed and to be conducted in 5th semester somewhere in Oct –Dec 2020, which was approved.

Agenda Item 8. 6th semester BBA HCM students will be offered the online training and learning courses equivalent to 8 Credits through course era/career edge / Udemy/academia et. al. as due to COVID-19 they will not be conducting their scheduled on the job training which was scheduled from March 2020. The same was discussed and approved.

Agenda Item 9. The syllabus of the various courses was seen by the external expert and has given his approval for revision in the current semester.

Link for Odd and Even Semester Subjects-

<https://docs.google.com/spreadsheets/d/1zrPSNkG5rvBrVeK5fk2-4Hm-iOJUAi9GGP0deoCLU7U/edit#gid=0> (ODD Semester Subjects)

https://docs.google.com/spreadsheets/d/1zB7aZDY14auBc_qMPMSRHv5hIWPEynlbtFMVFEQoUPo/edit#gid=0 (even semester subjects)

Meeting ended with thanks to the Chairperson.

Manav Rachna University
Faculty of Management and Humanities
Department of Management and Commerce

Board of Studies -Minutes of Meeting

Date: 5th July 2019

Venue: HG-14

Time: 2:00pm to 4:10 pm

Members Present

Prof (Dr.) Pradeep Kumar Suri	External BOS Member, Delhi School of Management, DTU
Prof (Dr.) Parul Jhajharia	Chairperson of the Meeting, Dean & HOD of DMC <i>P Jhajharia</i>
Dr. Pooja Kapoor	Associate Professor <i>Pooja</i>
Dr Rashi Banerjee	Assistant Professor <i>Rashi</i>
Dr. Manmeet Bali Nag	Associate Professor <i>Manmeet</i>
Dr. Subodh Saluja	Associate Professor <i>Subodh</i>

- Chairperson greeted the members and welcomed all to the meeting and introduced Dr. Pradeep Kumar Suri Professor in the area of management from Delhi Technical University. Further, the Chairperson explained to Dr. Pradeep Kumar Suri about the policy framework for BOS including CBCS, Credit System and Course Design.
- Further, BOS members have discussed about the launching of electives in BBA- FAA, Department of Management & Commerce.
- During the academic year the department is going to introduce basket of 3 electives in the area of Marketing, Human Resource, Finance & Accounting, Entrepreneurship, Law, Computer Sciences, Education & General Futuristic subjects in 5th and 6th semesters.

The revised syllabus content has been reviewed by BOS members . The external member added that the syllabus content is good and practical knowledge through In-house Lab Facility, Industry Exposure and Industry.

Points of Discussion

- Discussion happened about the course structure of BBA Operations Management, BBA Finance & Accounts BBA Healthcare Management and BBA Entrepreneurship & Family Business.
- Chairperson has elaborated in details about the approaches used to design the course structure of each course. Chairperson has explained that inputs have been taken from the Industries reputed National and International Universities to design the course structure and course curriculum.
- Discussion happened about the new session changed Program Structure of all BBA Programs with the reduced credits.
- Discussion happened about the implementation of elective courses in the fifth and sixth semester as per the revised course structure.
- The revised course curriculums of Behavioral Finance, Business Taxation, Investment Analysis & Portfolio Management, Business Statistics, Total Quality Management and Financial Derivatives have been shown to the members for approval.
- The external BOS member appreciated the course structure of each programme.
- He also appreciated the inclusion of Computer Application Paper in each and every semester.
- The department has proposed to implement fast track mode for BBA Operations Management (OM) & BBA Entrepreneurship & Family Business (EFB) in 5th and 6th semester as per the revised Course Structure .

The BOS members have approved the course structure, course content with the following suggested points:

- In-house lab facility for the students.
- Emphasis on practical orientation.
- Industry exposure and industry linkage.
- Exposure of students toward social issues.

Meeting ended with the thanks to the Chairperson.



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Manav Rachna University
Faculty of Management and Humanities
Department of Management and Commerce


Board of Studies -Minutes of Meeting

Date: January 19, 2018

Venue: HG-14

Time: 11.00 am -1.30pm

Members Present

Prof (Dr.) Sanjiv Mittal	External BOS Member, IP University
Prof (Dr.) Rajat Gera	Chairperson of the Meeting, Dean & HOD of DMC
Prof Jaideep Singh	Director, Industry Interaction, MRU
Prof Birender Prasad	Head- New Initiatives
Prof Arindam Chatterjee	Associate Professor
Dr. Pragati Chauhan	Associate Professor 

BOS - Minutes

1. The BBA Ordinance was reviewed and approved after some revisions. Revised copy is attached alongwith.
2. The Program structure and course Syllabi of MBA sports Management and MBA Real Estate Management for semester's I-IV was approved. (Copy is attached along with)
3. The Program structure and course Syllabi of BBA FAA, BBA EFB and BBA HCM for semesters I -IV was approved (**copy is attached along with**)
4. Following recommendations were made as regards BBA HCM course "Material and Inventory management" , It was suggested to rename the course as Healthcare and .Material and Inventory management" with approval of Cygnus Hospitals.
5. A discussion was held regarding BBA EFB program, It was recommended to introduce more flexibility in the program as regards attendance and make the program more project oriented with 50% courses outcome based in a semester and alternative semester to be project/internship based.

**Following is the Draft of Minutes of Meeting of Board of Studies of Department of
Management and Commerce**

Venue: HG 14
Time: 9.30 AM, April 10, 2017


Members present

BoS Members

Prof Dr Sanjiv Mittal-

Prof Jaideep Singh

Prof Birendra Prasad

Prof Pragathi Chauhan 

Prof Bindu Agrawal-Absent

Invited Faculty

Prof Dr Sudhir Sachdev

Prof Dr Pooja Kapoor 

1. The Program structure and course syllabii for MBA SPorts management and MBA Real Estate Management, Semester II was approved
2. The Revised Programs structure and Course syllabii of BBA Semester I, II and II was approved with following recommendations
 - MIS syllabus needs to be presented in detail
 - MIS may be offered in semester III and Advanced Excel may be offered in semester II
 - Operations Management may be offered in semester II for 2018 onwards
 - It was suggested to refer to curriculum of Entrepreneurship development Institute for specialized courses to be incorporated in BBA EFB
 - BC II may be removed/reduced for possible overlap with PDP in semester II
 - POM and OB may be integrated as MPOD
 - Internal Minor project may be offered in semesters I-(presentation) and II (report) for exp on life on life and story of an entrepreneur of 30-35 pages with photographs
 - For semesters II and IV -BBA EFB, Business plan competition may be assigned /Internet based project may be assigned
 - Semester V and VI, Dissertation may be included in the curriculum
 - Plant Visit may be included as part of curriculum
 - Course on technology, Innovation and Change may be incorporated in the curriculum
 - Course on International Business may be incorporated in semester III/IV
 - Course on E Business may be incorporated in Semester III/IV
 - Quizzes may be held every 2-3 sessions

-One class test of 15 marks should be held in each semester

-PDP sessions may be conducted through external experts

-FL-Languages offered may be mentioned in curriculum

Recommended for Plant visit in year 1, Summer Training in year 2 and Industry excursion in Year 3

3. The draft program structure of BBA LLB and B COM LLB was reviewed and Dr Mittal offered to give his suggestions on same later by e mail.

4. It was suggested to have at least 2 case studies (at end of each unit) in each course syllabus

5 As per UGC guidelines, syllabus of courses should be revised every three years

Manav Rachna University
Faculty of Management and Humanities
Department of Management and Commerce

Board of Studies -Minutes of Meeting

Date: 15th Oct 2016

Venue: HG-14

Time: 2:00pm to 4:10 pm

Members Present

Prof (Dr.) Sanjiv Mittal	External BOS Member, IP University
Prof (Dr.) Rajat Gera	Chairperson of the Meeting, Dean & HOD of DMC
Prof Jaideep Singh	Director, Industry Interaction, MRU
Prof Birender Prasad	Head- New Initiatives
Dr. Pooja Kapoor	Associate Professor
Dr. Pragati Chauhan	Associate Professor

The following changes were suggested in Program structure and course syllabi for BBA

1. Core courses should be of 4 credits as per UGC guidelines. Students can be given the option of completion of BBA with 125 credits out of total of 132 credits. They can be allowed to drop courses like Decision Sciences which are difficult or uninteresting
2. BBA: Project report can be submitted in semester VI for 9 credits which would include the project work undertaken in semester V
 - Minor project of semester IV can be renamed as summer internship report
 - Business communication skills I and II should be of 4 credits (3 credits lecture and 1 credit communication lab)
 - Internal/external evaluation for each course should be in ratio of 25:75 to increase objectivity which is also recommended by UGC

BBA FAA:

-International Finance & Treasury Management should be renamed as International financial management

-Management of Banks and Financial Institutions can be renamed as Banking law and practice as it will overcome the possible overlap with Management of Financial Services

-BBA EFB

-The course should have core courses such as Writing a Business Plan, Business Modelling, in each semester commencing from semester I/same was recommended for BBA HCM

-BBA HCM-

-It was recommended to refer to program structure of HCM being offered by AIIMS, Delhi and Jamia Hamdard University

-Dr Mittal agreed to send detailed suggestions on program structures of BBA FAA/EFB/HCM programs

BBA semester I syllabi:

-References should include year of publication and edition of books which should be latest

-Internationally accepted text books should be recommended .

-FOM MCH 101: Should be practice based and less theoretical/recommended to teach ideas from leading practitioners and management gurus such as Jack Welch/Peter Drucker.

-Micro economics MCH 102: "Mathematical tools for economic analysis" and other highly mathematical topics can be removed from syllabus as econometrics is not being taught at this stage hence can be misleading.

-Financial Accounting MCH 103: Text book suggested is by Khan and Jain/additional topics suggested are Indian accounting standards as per GAAP and IFRS.

-Human Resource Management MCH 104: Text book suggested is HRM by Dessler

Gary/should be more practice based in delivery through activities/exercises and mini cases

QTB MCH 105: text book and syllabus was approved/ suggestion for application orientation for exp QTB in FAA should have exercises from Finance/Its was also suggested to rename some of the courses as per program for exp QTB for Finance

-C&IS MCH 106: syllabus is not as per management courses/theory topics should be aligned with lab/recommended for MS Word/MS Excel/MS Powerpoint to be taught in theory so that students can practice the same in Lab/No need to teach MS DOS as its outdated/

-Business Comm Skills I MCH 107: Grammar was strongly approved in syll/recommended to teach etiquette in all forms of comm. in addition to E-mail etiquettes /practical exercises recommended for dept comm.formats

MBA Programs:

Core courses recommended for 4 credits as per UGC guidelines / -MBA Dual specialization semester III and IV: program structure and syllabus approved without any changes/

-MBA REM/MBA sports management semester 1: program structure and syllabus approved without any changes/-recommended for specialization courses from semester II onwards

-for MBA REM: it was suggested to explore the possibility of collaboration with CREDAI so that their certification programs on REM can be embedded in the MBA REM program to make it industry valuable