



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

(Re-accredited by NAAC at "A" grade with CGPA 3.61 out of 4)

BOS Meeting Minutes

Department of

Business Administration

2020-21



Sri Dharmasthala Manjunatheshwara College

(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

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DEPARTMENT OF BUSINESS ADMINISTRATION

Proceedings of BOS meeting

Date: 14-08-2020
Time: 2.30 p.m.
Venue: Google meet platform.

AGENDA NO	AGENDA
Agenda 1 SDMCU/BBA-BOS/2020-21/01/01	Reading the minutes of the previous BOS meeting and action taken report
Agenda 2 SDMCU/ BBA -BOS/2020-21/01/02	Review and Approval of the Syllabus
Agenda 3 SDMCU/ BBA -BOS/2020-21/01/03	Approval for the Additional Elective papers
Agenda 4 SDMCU/ BBA -BOS/2020-21/01/04	Approval for the Value Added (Certificate) Courses.
Agenda 5 SDMCU/ BBA -BOS/2020-21/01/05	Approval for the Revised List of Examiners
Agenda 6 SDMCU/ BBA -BOS/2020-21/01/06	Any other matters

Members

Sl. No.	Name & Address	Role
1.	Prof. AjoyKombrabail, Head Department of Business Administration	Chairperson



SDM College (Autonomous) Ujire



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2.	Dr. Deviprabha, Head Department of Commerce St.Agnes College Mangalore	University Nominee
3.	Mr. Ramesh K G,Dean Strategic Planning Sahyadri Institute of Management Adyar Mangalore	Subject Expert
4.	Mr.GirishMadla, Associate Professor, Sahyadri Institute of Management Adyar Mangalore	Subject Expert
5.	Mr. Sujith B N, Industry Associate, Honeywell Technologies Bangalore	Industrial Representative
6.	Ms. BhagyashreeAneesh, Assistant Professor AumDatta Sai Deep, Tilakwadi Belagavi	Alumnae
7.	Ms. DeekshithaKumari, Assistant Professor, Department of Business Administration	Member
8.	Dr. P. N. Udayachandra, Associate Professor Head of the Department of Commerce SDM College (Autonomous) Ujire	Member
9.	Mr. GurudathShenoy, Assistant Professor, Department of Business Administration, SDMC Ujire	Member
10.	Mr. Shreyas B, Assistant Professor, Department of Business Administration, SDMC Ujire	Member
11.	Mr. Sharaschandra K S, Assistant Professor, Department of Business Administration, SDMC Ujire	Member

The Chairperson welcomed the BOS members & placed the agenda before the board for deliberations. The deliberations are as given below.





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Agenda 1

Reading the minutes of the previous meeting and action taken report

The Chairperson read out the minutes of the previous meeting held on 15/06/2019 and the action taken report.

Suggestion – To shift Investment Management paper from V Semester to III semester & Income Tax paper from III semester to V Semester

Action Taken

The above suggestion is implemented

The board approved the agenda & noted the action taken.

Agenda 2

Review and approval of the Syllabus

The syllabus developed by the department was placed before the board for approval and it was reviewed and approved by the board with the following suggestions.

1. To list out the skill components like filing individual IT return forms etc.
2. To include global strategies affecting MNC's in subjects like principles of Management and Organization behavior.
3. To include presentation & convincing skills in subjects like Marketing and Advertising.

In the background of state wise common syllabus and New Education Policy, complete revision of syllabus is not undertaken.

Board identified and highlighted the 1.skill enhancement, 2.entrepreneurship and 3.employability skill orientated papers which are thought in current syllabus

Number of courses focusing on employability, entrepreneurship and skill development are as given below



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Number of courses focusing Employability = 08

The courses are

1. Business organization,
2. Business environment & entrepreneurship,
3. Financial accounting I to 5,
4. Investment Management, Organization behaviour
5. Auditing,
6. Advertising & media management
7. Company law,
8. Business law,
9. Income Tax 1 & 2

Number of courses focusing skill enhancement = 06

The courses are

1. Principles of Management,
2. Organization behaviour,
3. Marketing Management,
4. Executive communication,
5. Investment Management ,
6. Advertising & Management

Number of courses focusing Entrepreneurship=08

The courses are

1. Principles of Management,
2. Business organization,
3. Organization behaviour
4. Income Tax 1 & 2,
5. Financial accounting 1 to 5,
6. Cost & management accounting
7. Advertising & media management,
8. Company law,
9. Business law

and no new subjects were introduced in this academic year.

The board approved the revised syllabus with the modifications suggested. (Annexure 1)



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Agenda 3

Approval for the additional elective papers

As per the CBCS structure the institutions are expected to broaden the elective options to students. The autonomous status of the institution has provided ample opportunities to design syllabus and offer suitable elective courses. The Department has developed 12 elective courses to enable expanded scope, to enable to new discipline, to provide support to the discipline of study and to nurture learners' proficiency and skill. The draft syllabus of elective courses was presented for approval.

The members reviewed the syllabus of following elective Courses:

1. Executive Development & Soft Skill (To develop basic soft skill among the students)
2. Human Resource Development (Familiarizing Students with basic concept of HRD)
3. Agricultural Marketing (Understanding agricultural marketing strategies in rural areas)
4. Business Ethics (To prepare students to explore opportunities in the light of Business Ethics)
5. Sales Management (Understanding different sales strategies used by Organizations/Salesforce)
6. Services Marketing (To Familiarize students to the concept of Service)
7. Corporate Governance (To familiarize the students about Various Governance aspects)
8. Managerial Skills (Understanding the importance of managerial skills in organization)
9. Export Management (Understanding Export Procedure & Documentation)
10. Banking Practice (To provide adequate basic practical banking system)
11. Business Management Process (To Understand in detail basic functions of Management)
12. Public Relations (Familiarizing Students with effectiveness of Public relations)

The Board approved the syllabus of all the above courses and agenda.



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Agenda 4

Approval for the value added (Certificate) Courses.

As an Institution Policy, it was decided to offer courses on Skill enhancement and Employability, the department has designed 03 value added courses. The chairman presented the draft syllabus for approval.

The members reviewed the syllabus of the following courses.

1. Retail Management
2. Personal Finance Management
3. Consumer Behavior

The Board approved the syllabus of all the above courses without any modifications.

Agenda 5

Approval for the Revised List of Examiners

The list of examiners was presented for approval. The list is updated based on the following suggestions by the members.

1. The Removal of Dr. UmeshMaiyya Associate professor Dr. G Shankar Government first grade college Ajjarkadu Udupi is removed, as he is superannuated.
2. Appointment of Mr. Prasanna Kumar T Assistant professor SDM College of business management Mangalore

Revised list is approved. (Annexure 2)

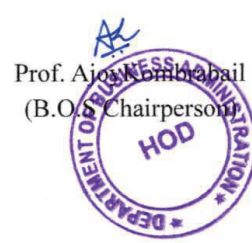
Agenda 6

Any other matter

The chairperson presented the innovative practices of the Department.

The members appreciated the department for its innovative activities

The meeting concluded with the vote of thanks.



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BOS Meeting Minutes

Department of

Business Administration

2020-21



DEPARTMENT OF BUSINESS ADMINISTRATION

Proceedings of BOS meeting

Date: 30-04-2021

Time: 3.00 PM

Venue: SDMC, Ujire (In virtual mode)

AGENDA NO.	AGENDA
Agenda 1 SDMCU/BBA-BOS/2020-21/02/01	Reading the minutes of the previous BOS meeting and Action Taken Report
Agenda 2 SDMCU/BBA-BOS/2020-21/02/02	Review of results and brief report of the department activities
Agenda 3 SDMCU/BBA-BOS/2020-21/02/03	Revision/Modification of syllabus / Question paper pattern
Agenda 4 SDMCU/BBA-BOS/2020-21/02/04	Introduction of MOOC's related to the emerging areas in Elective/Value added courses
Agenda 5 SDMCU/BBA-BOS/2020-21/02/05	SWAYAM integrated chapters/Units
Agenda 6 SDMCU/BBA-BOS/2020-21/02/06	Finalizing the list of examiners
Agenda 7 SDMCU/BBA-BOS/2020-21/02/07	Approval for the question bank & software generated question papers for term end exams
Agenda 8 SDMCU/BBA-BOS/2020-21/02/08	Any other matter





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Members

Sl.No	Name & Address	Role
1.	Dr. Rakesh.T. S, Head, Assistant Professor, Department of Business Management SDM College (Autonomous), Ujire –Cell no: 7353670407	Chairman
2.	Mr. Ramesh K.G. Dean Strategic Planning Sahyadri Institute of Management Adyar, Mangaluru, M: 9900143112 Email: dean.sp@sahyadri.edu.in	Subject Experts
3.	Mr. Girish Madla Associate Professor Sahyadri Institute of Management Adyar, Mangaluru, M: 8660706306 Email: girish.mba@sahyadri.edu.in	Subject Experts
4.	Dr. Devi Prabha Associate Professor of Commerce St Agnes College (Autonomous), Mangalore. Email: deviprabha@stagnescollege.edu.in	University Nominee
5.	Mr. Sujith B. N., S/o Nanayya B. M. Theralu Village & Post, Virajpet Taluk South Kodagu - 571249 M: 9741009611,Email: bnsujith@gmail.com	Representation from Industry
6.	Ms. BhagyashriAneesh, Assistant Professor AumDatta Sai Deep, Plot No. 14, 3 rd Cross Dwaraka Nagar, Chougulewadi, Tilakwadi BELAGAVI – 06, M: 9632627086	Post Graduate meritorious, Alumni.



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	Email: bhagyashriyaji@gmail.com	
7.	Dr. P. N. Udayachandra, Associate Professor, HOD of Commerce, SDM College, Ujire	Internal members
8.	Mr. GurudathShenoy, Assistant Professor Dept. of Business Administration SDM College, Ujire	Internal members
9.	Mr. Shreyas B. Assistant Professor Dept. of Business Administration SDM College, Ujire	Internal members
10.	Mr. Sharaschandra K.S Assistant Professor Dept. of Business Administration SDM College, Ujire	Internal members
11.	Ms. DeekshithaKumari Assistant Professor Dept. of Business Administration SDM College, Ujire	Internal members

The Chairperson welcomed the members & presented the agenda before the board for deliberations. The deliberations of the meeting are as given below.



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Agenda 1

Reading the minutes of the previous meeting and action taken report

The chairperson read out the minutes of the previous meeting held on 29-April-2021 and action taken report. The following actions were taken based on suggestions given by the members

Suggestion –Offering the Investment Management subject in the three semester and Income tax in the fifth semester

Action taken

It was decided to offer the Investment Management subject in the three semesters and Income tax in the fifth semester as suggested by the board members in the previous meeting.

The board approved the agenda and noted the action taken.

Agenda 2

Review of results and brief report of the department activities

Board reviewed the results of Odd semester (I Sem – 59.04% and III sem – 72.13%, and V Sem - 74.24% results achieved by the department) and department activities report.

The board noted the report and suggested improving the first year students' performance by taking care of their needs.

Agenda 3

Review of Syllabus

The chairperson presented the revised syllabus for the suggestions and approval of the following changes made in the syllabus.

1. Export Management subject were replaced with Income Tax II
2. In Financial Accounting I Chapter 5-Accounting for Special Transaction was deleted.
3. In Financial Accounting II Chapter 6-Hire Purchase and Instalment System were deleted

Board reviewed the changes made in the syllabus and approved for implementation from the academic year 2021 -22.



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The chairman also highlighted the subjects which are thought in the current year syllabus based on the three aspects 1.skill development, 2.entrepreneurship and 3.employability skill
Board identified and highlighted the 1.skill enhancement, 2.entrepreneurship and 3.employability skill orientated papers which are thought in current syllabus
Number of courses focusing on employability, entrepreneurship and skill development are as given below

Number of courses focusing Employability = 08

The courses are

1. Business organization,
2. Business environment & entrepreneurship,
3. Financial accounting I to 5,
4. Investment Management, Organization behaviour
5. Auditing,
6. Advertising & media management
7. Company law,
8. Business law,
9. Income Tax 1 & 2

Number of courses focusing skill enhancement = 06

The courses are

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6. Advertising & Management

Number of courses focusing Entrepreneurship=08

The courses are

1. Principles of Management,
2. Business organization,
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4. Income Tax 1 & 2,
5. Financial accounting 1 to 5,
6. Cost & management accounting
7. Advertising & media management,
8. Company law,
9. Business law

and no new subjects were introduced in this academic year.

The board approved the syllabus with modifications suggested (Annexure 1).

Agenda 4

Introduction of MOOC's related to the emerging areas in Elective/Value added

Placed the list of MOOC's courses shortlisted by the department in front of the board for approval

The Board approved the list and suggested to include few more courses which suits to Business Administration courses. The list is enclosed (Annexure II)

Agenda 5

SWAYAM integrated chapters/Units

Placed the list of SWAYAM integrated courses shortlisted by the department in front of the board for approval

The Board looked after the list and approved the same.

The list is enclosed (Annexure III)

Agenda 6

Review of examiners

Chairperson placed the list of external panel of examiners and internal panel of examiners to set and evaluate the papers. Board looks into the list of internal and external examiners for both theory papers and particle papers.

The revised list is approved (Annexure IV)

Agenda 7

Approval for the question bank & software generated question papers for term end exams



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In view of promoting technology-based evaluation system, Chairman briefed the members regarding software generated question papers based on paper-wise question banks and he sought the approval to generate question papers for term end examinations


Resolution: It is resolved to approve the question bank prepared by the department and to give permission to BoE Chairman to add/edit/delete and generate question papers from EERPMS for term end examinations.

The Board approved the agenda

Agenda 8

Any other matters

The meeting concluded with a vote of thanks.



Dr. Rakesh.T.S
(B.O.S. Chairperson)
