* Minutes of Meetings -
* Minutes of Meeting of Ist BOS Meeting
* (June,10 2015)

Minutes of Meeting of 2nd BOS Meeting

(June,10 2015)

Hereunder follow the Minutes of Second Meeting of Board of Studies held on 10/06/2015 at 10:00 am in committee room.

The following persons were present:

1. Dr. B.S. Bhatia 5. Dr. Parampal Singh

2. Sh. Sanjiv Khera 6. Prof. Amanjot Kaur Gill

3. Mr. Akash Suri 7. Prof. Harmohan Singh

4. Dr. Sukhdev Singh Dhall

The meeting was initiated with a welcome note by the chairman & thereafter the pre-circulated agenda was set in motion.

Proceedings:

1. A detailed discussion was made on the introduction of CGPA system from batch 2015-17 onwards. The house raised the point that the introduction of CGPA is subject to the broader policy as adopted by the administration of the institute specifically with respect to the proportion of core /allied/free choice courses to be offered. Special reference was made to free choice courses as it was suggested that this aspect had direct implications for number of faculty required.

It was mooted that the agenda item be firstly discussed and decided with the college administration and a policy in principle be devised for the institute. This policy framework shall then act as a reference for introduction of CGPA system in M.B.A programme.

2. The marks distribution for the paper titled “Presentation on Training Report- MBA 307” in third semester was decided as under:

Internal evaluation: 40 marks

External evaluation: 60 marks

Additionally the students shall be required to make a presentation of this report in the department.

3. The discussion related to third agenda item had following outcomes:

-Maximum marks for the paper titled “Research project Report (MBA-407)” shall be 100

- Marks distribution will be as: ---

internal: external :: 40:60

-Internal marks of 40 shall have further bifurcation as :

Synopsis presentation: 10 marks

Project progress report: 15 marks

Pre-submission presentation: 15 marks

The students shall be required to make the pre-submission presentation before the Research project evaluation committee nominated by the Head of the Department.

-The students can opt for a co-guide in case the student decides to carry out research in multi-functional area.

-External evaluation of the project shall be done by separate external examiners for separate specializations offered. In this evaluation the internal examiner (nominated by the H.O.D) shall carry out the role of facilitator.

- The synopsis presentation and pre-submission presentation shall both be time bound and shall be informed to the students suitably.

4. a) Changes proposed in the i) load allocation in the curriculum of M.BA programme and ii) content of some of the courses offered were acceptable to the house.

b) The two subjects to be offered in the respective areas of specializations in the third and fourth semester each shall be decided from the list of five subjects as mentioned in the current syllabus. This decision shall be taken by the teachers concerned taking into consideration its due relevance.

c) The marks distribution for the internal assessment of the subjects shall be as per below pattern:

Mid term tests: - 20 marks

Assignments\*/case discussions: - 10 marks

Attendance :- 4 marks

Lead role/ Participation of the students:- 6marks

\*Assignments should preferably be related to some real life industry issue.

5. The end semester examination question papers shall have:

a) maximum 50% numerical content in case of subjects which

are numerical in nature.

b) one compulsory section comprising of a caselet/small case

study carrying eight marks.

In addition to the above outcomes for agenda items, following suggestions were made by the house:

i) Greater choice be provided as regards to number of elective/free choice subjects as is emphasized by the NBA and NAAC . More faculty be hired in accomplishing this if need be.

ii) A six-point model for policy formulation for CGPA system at institute level:

a. List down courses which may be available for free choice.

b. Divide the courses for odd and even semesters.

c. Decide about the minimum number of students required for offering a specific free choice course.

d. Fix the credits for each free choice course.

e. Fix teaching hours for free choice courses before finalization of the time table at institute level.

iii) As regards the anti-Plagiarism check policy adopted by the institute for the Research project Report (MBA-407), carried out in the fourth semester, the house suggested to keep a similarity index tolerance level of zero percentage for the same except for the initial two chapters viz. a) Introduction and b) Literature Review for which the similarity index may be ignored.

**Remark:** The meeting was joined by Dr. Navdeep Kaur( Asstt. Professor, Department of Business Administration, G.N.D.E.C.) and Prof. Gurpreet Kaur Kang (Asstt. Professor, Department of Business Administration, G.N.D.E.C.) . The presence of these faculty members was required in order to explain the changes proposed in the syllabus content of the subjects taught by them, to the house against point no. 1 of agenda item 4.

The meeting ended with a vote of thanks.

1. Dr. B.S. Bhatia

2. Sh. Sanjiv Khera

3. Mr. Akash Suri

4. Dr. Sukhdev Singh

5. Dr. Parampal Singh

6. Prof. Amanjot Kaur Gill

7. Prof. Harmohan Singh Dhall

Minutes of Meeting of 3rdBOS Meeting

(August 5th 2017)

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| **Item No.1** | 1. Formal approval of the DRC (Departmental Research Committee) by BOS. **Annexure –I** 2. Approval of the Guidelines for Research Project Report (MBA-15407) by BOS as formulated and approved by DRC. **Annexure –II**   **Approved** |
| **Item No.2** | Evaluation of the Research Project Report would be done by single External examiner.  **Approved** |
| **Item No.3** | The marks distribution of the paper **“Presentation on Training Report”** (MBA-15307) in third semester would be divided into Internal (40 marks) and External (60 marks). After completion of the training, students would be required to make presentation of training report in the department. DRC would be evaluating the students. The internal marks would have the segregation of **Contents of the Report**: 20 Marks and **Presentation:** 20 marks.  **Approved** |
| **Item No.4** | Proposed format for “**Presentation on Training Report”** would be   * Introduction * Review of Literature\* * Research Methodology\* * Analysis & Discussion * Findings   **\***To discuss whether **Review of Literature** and **Research Methodology** should be a part of Training Report or not.  **Approved** |
| **Item No.5** | Approval of the list of External paper setters Annexure**-III.**  **Approved** |
| **Item No.6** | Other relevant issues related to MBA Programme.  **Approved** |

Minutes of Meeting of 4th BOS Meeting

(September 20th 2018)

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| **item No.1** | Proposed scheme for MBA programme as per AICTE norms 2018.**(Annexure-I)**  **Approved with changes** |
| **Item No.2** | Offering open electives to MBA students.  **Approved** |
| **Item No.3** | The department shall offer open electives to the students of other departments.  **Approved** |
| **Item No.4** | To introduce Ph.D in Management under self-financed scheme with effect from session 2019-20.  **Approved** but Dissented by Dr.Harmeen Soch as it is not prevalent in other universities and the college needs to meet with many requisite resources before such a strategies decision can be taken at university level. |
| **Item No.5** | Basis for Rationalization of awards in the Internal Assessment.  **Approved** (It should be followed with bell shaped probability distribution). |
| **Item No.6** | To Introduce one year Part Time Post Graduate Diploma in Management for Working Executives.  **Approved** (To introduce three (3) years part-time MBA program. It is resolved that if a candidate passes one year course he/she shall be given diploma in Management). |
| **Item No.7** | 1. To introduce full time regular three year Graduate Programs in   1. Business Administration (BBA) &   1. Commerce (B.Com).   **Approved** |