



**St. Joseph's College of Commerce  
(Autonomous)**

Affiliated to Bengaluru City University

Accredited with A++ Grade by NAAC in 4<sup>th</sup> Cycle (CGPA of 3.57/4)

College with Potential for Excellence (CPE)

Ranked 93<sup>rd</sup> in NIRF 2022 by the Ministry of Education, Government of India

#163, Brigade Road, Bengaluru - 560025, Karnataka, India

**AQAR: 2021-2022**

**1.1.2 Programme- wise Syllabus Revision**

**Minutes of the Bachelor Business Administration Board of  
Studies Meeting**

St. Joseph's College of Commerce (Autonomous)



## ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

Affiliated to Bengaluru City University

No. 163, BRIGADE ROAD, BANGALORE - 560 025, KARNATAKA, INDIA

ಸಂತ ಜೋಸೆಫರ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾಲಯ ಸಂಯೋಜಿತ

163, ಬ್ರಿಗೇಡ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 025, ಕರ್ನಾಟಕ, ಭಾರತ

St. Joseph's College of Commerce

(Autonomous)

163, Brigade Road, Bangalore - 560025

Date : .....

### Minutes of BBA Board of Studies Meeting held on Tuesday, 12<sup>th</sup> October, 2021 at 11.00 AM in the Institution A.V. Room

Dr. Ruqsana Anjum, chaired the meeting.

#### Members Present:

**Internal Attendees (Offline):** Dr. Ruqsana Anjum, Dr. Augustine Amaladass, Ms. Sneha Rai, Dr. Raja Jebasingh, Dr. Poornima Vijaykumar, Mr. Ramesh Babu, Dr. Himachalopathy, Ms. Sumithra Sreenivasan, Dr. Ritty Francis, Ms. Sanjana S.I., Ms. Asha Joseph, Ms. Veenu Joy, Ms. Jhumur Roy

**Internal Attendees (Online):** Ms. Muktha Kumar

**External Attendees (Offline):** Ms. Sushma (University Nominee), Prof. Suresh Herur

**External Attendees (Online):** Mr. Milind Date, Mr. Harsh Jaju, Mr. Ankush Surana

**Student Representative:** Ms. Sameeksha Singh

**Members absent:** Dr. Nirmala Joseph, Ms. Christina Aroojis, Dr. Preemal Maria D'Souza, Dr. Deepika Joshi, Mr. Rajendra Desai, Mr. Nikhil Mathew

#### Prayer

The meeting started with a prayer led by Ms. Sanjana S.I.

#### Introduction of the Board Members.

Dr. Ruqsana Anjum, the chairperson started the meeting by extending a warm welcome to all the members of the Board of Studies. Dr. Ruqsana Anjum informed the board that the college has been re-accredited with A++ by the National Assessment and Accreditation Council in February 2021 and 74<sup>th</sup> in ranking by NIRF 2021 by the Ministry of Education, Government of India.

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Date :.....

The academic year 2021 marks the Golden Jubilee year of the establishment of St. Joseph's College of Commerce. The Times BBA Education Survey 2021, has ranked the Bachelor of Business Administration of SJCC as Number 3 in India. The chairman introduced the external members comprising of Bangalore University Nominee, Industry & Subject experts and Alumni Representative and internal members comprising of members of the faculty and student representative.

The chairperson put forth the agenda of the meeting.

### Agenda taken up for discussion:

**Agenda 1:** Passing the minutes of the Board of Studies meeting held on Friday, 26th February, 2021.

**Resolution:** The minutes of the previous Board of Studies meeting held on 26th February, 2021 was presented by Dr. Ritty Francis. Ms. Muktha Kumar proposed that the minutes be accepted and Prof. Suresh Herur seconded the same.

**Agenda 2: Discussions, Review and Implementation of proposed Programme Matrix of all the semesters and Course Matrix of first and second semester of BBA Programme as per National Education Policy Curriculum Framework.**

a. Dr. Ruqsana Anjum, the chairperson informed the board about the implementation of the curriculum framework as per National Education Policy and oriented the board on the below stated points:

- Highlights of National Education Policy
- Components of the curriculum
- Multiple entry and exit options
- Credit matrix as per National Education Policy

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b. Dr Ruqsana Anjum briefed the board members with the Programme Matrix and Course Matrix of BBA Regular as per National Education Policy. She explained to the board regarding the courses under Discipline Specific Courses, Open Elective Courses, Discipline Specific Electives, Vocational Enhancement Courses, Research Methodology, Project/Internship, Ability Enhancement Compulsory Courses, Skill Enhancement Courses (Skill Based and Value Based).

### c. Managerial Economics (Semester 1)

Ms. Sanjana S.I., presented the revised course content of Managerial Economics Course which was framed by merging the syllabus of Micro Economics and Macro Economics. Prof. Suresh Herur suggested to increase the number of teaching hours to 17 instead of 15 in Module 6. Mr. Harsh Jaju recommended incorporation of Simulation activity in Skill Development component of the course in order to make it comprehensive and in-sync with the course content.

**Resolution:** The resolution was proposed to be accepted by Dr Poornima Vijaykumar and seconded by Prof. Suresh Herur.

**Action Taken:** Proposed modifications in the course of Managerial Economics of BBA Programme incorporated in the syllabus for the academic year 2021-22.

**Agenda 3: Discussions, Review and Implementation of proposed Programme Matrix of all the semesters and Course Matrix of first and second semester of BBA (Professional - Finance and Accountancy Programme as per National Education Policy Curriculum Framework.**

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### a. Business Economics (Semester 1)

Ms. Sumithra Sreenivasan informed the board about the revisions made in the syllabus where the course is aligned with Chartered Institute of Management Accountants Syllabus. Mr. Milind Date appreciated the course content which is developed in the right spirit keeping in mind CIMA course requirement. He further suggested Inclusion of Role of Managerial Economists in Business context as a Skill Development. He further recommended incorporating production, manufacturing and service sector instead of only education sector in the Skill Development. Ms. Jhumur Roy suggested renaming Module 5 as 'Statistical Context of Business' instead of 'Econometrics Context of Business'. In response to Ms. Sushma's query, Mr. Milind Date was of the opinion that the focus is more of interpretation than computation and hence the number of hours allotted for Module 5 was justified. Mr. Harsh Jaju recommended additional reference in the form of App Based reading and supplementary reading along with the suggested books for references.

### b. Fundamentals of Ethics, Corporate Governance & Business Law

Ms. Sumithra Sreenivasan presented the revised course content of Fundamentals of Ethics, Corporate Governance & Business Law which was framed by merging the course content of Business Ethics & Corporate Governance and Business Law. Mr. Milind Date recommended renaming of Module 4 as Principles of Law of Contract instead of Principles of Contract of Law. He further appreciated the content of the syllabus as a perfect Launchpad for students' perusing CIMA and intending to appear for their Operational Case Study Exam. Mr. Ramesh Babu suggested to rename Module 5 Principles of Employment Contract instead of Principles of Contract of Employment. Dr. Himachalapathy recommended inclusion of Environmental, Social and Governance reporting from Governance point of view in Module 3. Mr. Milind Date further recommended inclusion of introduction to Business Responsibility and Sustainable Reporting (BRSR) and Organisation for Economic Co-operation and Development (OECD) Framework topics in Module 2.

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Date : .....

**Resolution:** The resolution was proposed to be accepted by Dr Poornima Vijaykumar and seconded by Prof Suresh Herur.

**Action Taken:** Proposed modifications in the courses of Business Economics and Fundamentals of Ethics, Corporate Governance & Business Law of BBA (Professional - Finance and Accountancy) Programme incorporated in the syllabus for the academic year 2021-22.

**Agenda 4: Discussions, Review and Implementation of proposed Programme Matrix of all the semesters and Course Matrix of first and second semester of BBA (Entrepreneurship) Programme as per National Education Policy Curriculum Framework.**

a. Dr Ruqsana Anjum briefed the board members with the Programme Matrix and Course Matrix of BBA Regular as per National Education Policy. She explained to the board regarding the courses under Discipline Specific Courses, Open Elective Courses, Discipline Specific Electives, Vocational Enhancement Courses, Research Methodology, Project/Internship, Ability Enhancement Compulsory Courses, Skill Enhancement Courses (Skill Based and Value Based).

**b. Managerial Economics (Semester 1)**

Ms. Sanjana S.I., presented the revised course content of Managerial Economics Course which was framed by merging the syllabus of Micro Economics and Macro Economics. Prof. Suresh Herur suggested to increase the number of teaching hours to 17 instead of 15 in Module 6. Mr Harsh Jaju recommended incorporation of Simulation activity in Skill Development component of the course in order to make it comprehensive and in-sync with the course content.

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**Resolution:** The resolution was proposed to be accepted by Dr. Poornima Vijaykumar and seconded by Prof. Suresh Herur.

**Action Taken:** Proposed modifications in the course of Managerial Economics of BBA Programme incorporated in the syllabus for the academic year 2021-22.

### Agenda 5: Approval of the Board of Examiners

Board of Examiners list for the academic year 2021-22 was presented by Dr Ruqsana Anjum. Dr. Raja Jeba Singh suggested recommendation of Board of Examiners via E-mail to the Chairperson.

**Resolution:** The resolution was proposed to be accepted by Prof Suresh Herur and seconded by Mr. Ramesh Babu.

**Action Taken:** Proposed Changes in the Board of Examiners list have been incorporated for the academic year 2021-22.

### Agenda 6: Report on Department Activities

Dr. Ruqsana Anjum presented the department activities organised during the academic year 2021-22.

### Agenda 7: Any other matter

Dr. Ruqsana Anjum briefed the Board about the Skill Enhancement Courses. Mr. Ramesh Babu suggested to rename 'Tableau' as 'Tableau for Decision Making'. He further suggested to add Machine Learning Concept in Module 4 of Management Information System (MIS). 'Financial Analytics and Control' to be renamed as per the suggestion given by Dr. Poornima Vijaykumar. The Board unanimously accepted the proposed Vocational Enhancement Courses and with regard to Open Elective courses proposed in the meeting, the Board was of the opinion that since it was already discussed and deliberated in the previous Board of Studies Meeting, it need not be discussed again.





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Date : .....

**Resolution:** The resolution was proposed to be accepted by Ms Sushma and seconded by Dr. Raja Jeba Singh.

**Action Taken:** Proposed Changes in Skill Enhancement, Vocational Enhancement and Open Elective Courses have been incorporated in the syllabus for the academic year 2021-22.

Ms. Sushma appreciated the course content of all the BBA Programmes which primarily focused on enhancing practical knowledge and holistic development of the students.

Ms. Muktha Kumar gave an overview of the process and implementation of National Education Policy Curriculum Framework and the tasks performed by the National Education Policy Taskforce Team and the Sub-Committees.

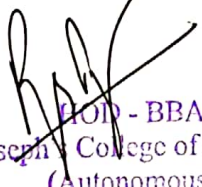
Dr. Augustin Amaladass lauded the National Education Policy Taskforce for their meticulous work.

Ms. Sameeksha Singh expressed her gratitude towards the comprehensive curriculum and the activities conducted by the Department and the Institution which has largely contributed to the holistic development of the student community. The various activities conducted by the Department has provided a vast and an enriching platform to students to showcase their interests and talents.

The meeting ended with the Chairperson, Dr Ruqsana Anjum, expressing her sincere gratitude to all the members for their presence and valuable suggestions.

The Meeting ended at 1.00 p.m.

Minutes of the Meeting recorded by Ms. Asha Joseph.

  
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Date : .....

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**Minutes of BBA Board of Studies Meeting held on Thursday, 24<sup>th</sup> March, 2022 at  
11.00 AM in the Institution Board Room**

Dr. Ruqsana Anjum, chaired the meeting.

**Members Present:**

Dr. Ruqsana Anjum, Ms. Sushma, Dr. Shubhra Rahul, Ms. Veenu Joy, Ms. Muktha, Ms. Sneha Rai, Dr. Raja Jebasingh, Dr. Poornima Vijaykumar, Dr. Preemal Maria D'Souza, Mr. Ramesh Babu, Dr. Himachalopathy, Ms. Sumithra Sreenivasan, Dr. Deepika Joshi, Dr. Ritty Francis, Ms. Sanjana S.I., Dr. Soney Mathews, Mr. Vinay Pradeep, Ms. Asha Joseph, Mr. Giridhar Naidu, Ms. Jhumur Samaddar Roy, Ms. Sameeksha Singh

**Members absent:**

Prof. Suresh Herur, Mr. Milind Date, Mr. Rajendra Desai, Mr. Nikhil Mathew, Mr. Ankush Surana, Mr. Harsh Jaju,

**Prayer**

The meeting started with a prayer led by Ms. Sanjana S.I.

**Introduction of the Board Members.**

Dr. Ruqsana Anjum, the chairperson started the meeting by extending a warm welcome to all the members of the Board of Studies. The chairman introduced the external members comprising of Bangalore University Nominee, Industry & Subject experts and Alumni Representative and internal members comprising of members of the faculty and student representative.

The chairperson put forth the agenda of the meeting.

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Date : .....

### Agenda taken up for discussion:

**Agenda 1:** Passing the minutes of the Board of Studies meeting held on Tuesday, 12<sup>th</sup> October, 2021.

**Resolution:** The minutes of the previous Board of Studies meeting held on Tuesday, 12<sup>th</sup> October, 2021 was presented by Dr. Ritty Francis. Ms. Muktha Kumar proposed that the minutes be accepted and Ms. Sneha seconded the same.

### Agenda 2:

**Discussions and Deliberations on the Programme Matrix, Course matrix & Courses of All BBA programmes as per the NEP curriculum framework.**

a. Dr Ruqsana Anjum briefed the board members with the Programme Matrix and Course Matrix of All the BBA Programmes as per National Education Policy. She explained to the board regarding change in the credits from 187 to 190 across all BBA programmes and batches (2021-2025 & 2022-2026)

#### b. Proposed Changes in BBA Regular courses (Batch 2021-2025 & 2022-2026)

**Financial Management (Semester III):** Ms. Muktha suggested incorporation of topic Risk & Uncertainty (Concept only) in module one

**Cost Accounting (Semester IV):** Dr. Soney proposed module one title to be replaced from Basic Concepts to Introduction to Cost Accounting.

**Entrepreneurship Development (Semester IV):** Dr. Ritty suggested that the topic Women Entrepreneur (profile and problems) to be replaced with Women Entrepreneur (profile and challenges) and to be shifted to the last line of the first module. The Module five title to be renamed to Business Plan Development instead of Preparing the Business Plan.

Ms. Muktha proposed that the title of Module 6 to be replaced with Entrepreneurial Support & Global Opportunities instead of Assistance for entrepreneurs & Global opportunities.

Dr. Ritty mentioned that extra reading to be termed as extended reading the publisher details for the books to be added.

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Date : .....

### c. Proposed Changes in BBA (Professional – Finance and Accountancy) courses (Batch 2021-2025 & 2022-2026)

**Marketing Management (Semester III):** Dr. Ritty suggested incorporation of all the components of PESTEL in module one. Dr. Soney suggested removal of term e.g., charities, non-governmental organisations so on from module one. Ms. Muktha and Dr. Himachalpathy Sir recommended Shifting of the concept Nature and Process of market research from module one to module two.

The Board was of the opinion that the module three should be titled as marketing mix instead of product, pricing, promotion and distribution.

The Board strongly recommended reworking on module four titled consumer behaviour and other forms of marketing. They were of the opinion that combining consumer behaviour with other forms of marketing was not appropriate and hence had to be split in two different modules.

Dr. Ritty referred that the concept post mortem marketing to be termed as post mortem in marketing.

### d. Proposed Changes in BBA (Entrepreneurship) courses (Batch 2021-2025 & 2022-2026)

**Human Resource Management (Semester III):** The board unanimously agreed that the Human Resource Management Course administered for the BBA Regular programme should also be offered to the BBA (Entrepreneurship) Programme, as the course content is concentrated and more in detail.

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**Business Opportunity Identification (Semester III):** Ms. Muktha recommended and the board unanimously agreed that the administration of the CIA for the courses stated below should be more practical, which may give a lot of exposure to the students in terms of understanding and practically implementing the concepts of the course.

Course Name	Programme	CIA Activity
Business Opportunity Identification	BBA (Entrepreneurship)	Business Plan Development
Business Modelling and Planning	BBA (Entrepreneurship)	Business Model Development
Entrepreneurship Development	BBA (Regular)	Business Plan Development

### Other Suggestions for BBA (Entrepreneurship) Programme:

Ms. Muktha suggested that the skill development for BBA (entrepreneurship) students via various activities and dedicated time in the timetable for focused teaching and learning will be of immense help and great value addition.

Ms. Sumithra was of the opinion that instead of Financial Accounting, A course on Accounting for Entrepreneurs will be more beneficial and facilitate discipline specific & enhanced learning.

**Financial Management (Semester III):** Ms. Muktha suggested incorporation of topic Risk & Uncertainty (Concept only) in module one.

**Marketing Management (Semester IV):** The board recommended rework on module 2 titled Market Segments and Consumer Behaviour Analysis for the reason both the concepts are vast and cannot be clubbed in one module & if they are clubbed in one module, then equal weightage has to be given to both the concepts covering all the dimensions of the concept.

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## ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

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ಸಂತ ಜೋಸೆಫರ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾಲಯ ಸಂಯೋಜಿತ

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Date : .....

**Dr. Himachalopathy** recommended shifting of the concept, Trends in Retail Management from module five to module six. Sir, also stated incorporation of the concept Supply Chain Management and Reverse Supply Chain Management in module 5

**Resolution:** The resolution was proposed to be accepted by Ms. Sushma and seconded by Dr. Veenu

**Action Taken:** Proposed modifications in the Courses of All BBA programmes incorporated in the syllabus for the academic year 2022-23.

### Agenda 3: Discussions and Deliberations on the Open Elective courses

Dr. Ruqsana Anjum informed the board that the pool of open electives presented will be for the below mentioned programmes;

1. Department of English and Economics
2. Department of Management and Commerce

### Open Elective courses proposed for the Department of English and Economics:

- i. Basics of Accounting:** Ms. Sushma suggested that since the course offered is for non-commerce background students, the concept of errors and rectification of errors can be removed from the proposed syllabus. Ms. Muktha suggested incorporation of Mercantile and Accrual basis under rules of accounting. Dr. Himachalopathy suggested incorporation of the concept, discount and provisions for debtors and creditors under module three.
- ii. Business Management:** The Proposed course was accepted without changes.
- iii. Essentials of Entrepreneurship:** The Board suggested incorporation of entrepreneur challenges and success stories in skill development. Dr. Soney proposed that the reference to any specific NGO can be avoided in the course syllabus.
- iv. Fundamentals of Finance:** The Proposed course was accepted without changes.

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ಮಾಹಿತಿ

**Fundamentals of Human Resource Management:** The Proposed course was accepted without changes.

- vi. **Principles of Marketing:** Dr. Himachalpathy suggested rephrasing of the concept International marketing in Module four as International Marketing v/s Global Marketing - Concept and Challenges.

### Open Elective Courses for BBA and B.Com Programmes.

The Proposed courses were already passed by the respective departments of the St. Joseph's Institution in their Board of Studies and were presented for board's consent. The open elective courses proposed for the BBA and B.Com Programmes for the academic year 2022-2023 is mentioned below.

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Sl. No.	Course Code	Course Name	Date :.....
1	UG 22 OE 011	Basic Programming Skills	
2	UG 22 OE 012	Contemporary Indian Economy	
3	UG 22 OE 013	Digital Design using HDL	
4	UG 22 OE 014	Environment and Public Health in Contemporary Society	
5	UG 22 OE 015	Environment and Sustainable Agriculture	
6	UG 22 OE 016	Foundation of Behaviour	
7	UG 22 OE 017	Globalisation and World Politics	
8	UG 22 OE 018	Human Rights	
9	UG 22 OE 019	Indian Polity Issues and Challenges	
10	UG 22 OE 020	Machine Learning using R Programming	
11	UG 22 OE 021	Office Automation	
12	UG 22 OE 022	Psychology of Health and Wellbeing	
13	UG 22 OE 023	Public Policy and Good Governance	
14	UG 22 OE 024	Public Policy in Indian Context	
15	UG 22 OE 025	Python Programming	
16	UG 22 OE 026	Sociology for Everyday Life	

The suggested pool of open elective courses was appreciated by the Board. Dr. Ruqsana Anjum proposed that UGC Swayam and Coursera courses will also be offered to the students as open elective in the forthcoming academic year 2022-2023.

**Resolution:** The resolution was proposed to be accepted by Dr. Deepika and seconded by Dr. Poornima

**Action Taken:** Proposed modifications in the Courses of open electives incorporated in the syllabus for the academic year 2022-23.

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### Agenda 4: Discussions and Deliberations on the Question Paper Pattern for Assessment and Evaluation of BBA Programmes

Date : .....

The Chair Person, Dr. Ruqsana Anjum, presented the Question Paper pattern for mid –term test (Theory & Practical) and End Semester Examination (Theory & Practical). The board suggested that the word count and the time limit can be incorporated in the blue print. With few clarifications the Board accepted the Question Paper Pattern.

**Resolution:** The resolution was proposed to be accepted by Dr. Soney and seconded by Ms. Jhumur.

**Action Taken:** Proposed Changes in Question Paper pattern for mid –term test (Theory & Practical) and End Semester Examination (Theory & Practical) will be incorporated in the academic year 2022-23.

### Agenda 4: Approval of the Board of Examiners

Board of Examiners list for the academic year 2022-23 was presented by Dr Ruqsana Anjum. The board mentioned that the recommendations will be communicated via mail to the chairperson.

**Resolution:** The resolution was proposed to be accepted by Dr. Raja Jebasingh and seconded by Ms. Sneha Rai.

**Action Taken:** Proposed Changes in the Board of Examiners list have been incorporated for the academic year 2022-23.

### Agenda 6: Report on Department Activities

Dr. Ruqsana Anjum presented the department activities organised during the academic year 2021-22.

### Agenda 7: Any other matter

Dr. Ruqsana Anjum informed the board that the open electives proposed and accepted by the board will be applicable to all the UG students (BBA & B.Com) in the academic year 2022-2023. Likewise the B.Com Department had passed Skill enhancement courses for the academic year 2022-2023 will be applicable for BBA students as well. Dr. Soney suggested rework on Teaching Hours per week (L+T+P)

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**Resolution:** The resolution was proposed to be accepted by Ms Sushma and seconded by Dr. Raja Jeba Singh.

Date :.....

**Action Taken:** The Proposed Open Elective, Skill Enhancement Courses & Teaching Hours per week have been incorporated in the syllabus for the academic year 2022-23.

Ms. Sushma appreciated the course content of all the BBA Programmes which primarily focused on enhancing practical knowledge and holistic development of the students.

Ms. Sameeksha Singh expressed her gratitude towards the comprehensive curriculum and the activities conducted by the Department and the Institution which has largely contributed to the holistic development of the student community. The various activities conducted by the Department has provided a vast and an enriching platform to students to showcase their interests and talents.

The meeting ended with the Chairperson, Dr Ruqsana Anjum, expressing her sincere gratitude to External Board Members, Principal, Vice principals, Heads of the Other departments, Members of the faculty, students & all the members for their presence and valuable suggestions.

The Meeting ended at 1.30 p.m.

Minutes of the Meeting recorded by Ms. Asha Joseph.

  
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