

JAMIA HAMDARD KANNUR CAMPUS

Kannur,

21-05-2018

The first School Board meeting was held in the office of the Director, Jamia Hamdard Kannur campus on 21-05-2018 at 10.30 p.m. to discuss various academic matters. The meeting was chaired by Dr. T.P.Mammootty, Director, Jamia Hamdard Kannur Campus.

Agenda of the Meeting:

1. To revise the eligibility criteria of B.Com program.
2. To discuss and regularize the CBCS (Choice Based Credit System) in order to give more options to students from different courses w.e.f. 2017 academic year.
3. To discuss and finalize the promotion criteria of UG programmes with special reference to the detention system.
4. To revise and update in the existing syllabi and bye-law of UG programmes(2018 Admission onwards).
5. To discuss the matters relating to the introduction of new programmes, viz. B.Com (Finance) and M.com (Finance) from the academic year 2018-19 onwards.
6. To discuss any other matters permitted by the chair.

In the meeting the following members were present:

1. Dr. T.P. Mammootty, Chairman of the School Board and Director, JamiaHamdard Kannur Campus.
2. Dr. Shibu John, Professor, School of Management and Business Studies, JamiaHamdard, New Delhi (JH representative).
3. N.M. Waheeda, Associate Professor and Head, Department of English, Sir Syed College, Taliparamba.
4. V.V. Purushothaman, Associate Professor and Head, Department of Commerce, N.A.S College, Kanhangad.
5. Devapriya E.D., Assistant Professor, Course coordinator BCA, Jamia Hamdard Kannur Campus.
6. Aswathi P., Assistant Professor, Course coordinator BA English, Jamia Hamdard Kannur Campus.



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Dr. T.P. Mammootty
DIRECTOR
JAMIA HAMDARD
OFF CAMPUS, KANNUR

7. Jaya D.Nair., Assistant Professor, Course coordinator BBA, Jamia Hamdard Kannur Campus.
8. Sameem P.M., Assistant Professor, Course coordinator B. Com., JamiaHamdard Kannur Campus.

The chairman of the committee welcomed all the esteemed members and thanked them for visiting the JH Kannur campus and attending the said meeting. The meeting started with the introduction of JamiaHamdard Campus, Kannur and its different programmes by the Director. The members have appreciated the efforts put in by Jamia Hamdard Campus to initiate various programmes. The meeting commenced with various agendas and resolved the following:

1. To revise the eligibility criteria of B.Com program:-It was discussed in the meeting that a student who has not studied accounting as one of the subjects in his/her plus two or equivalent courses, find it difficult to study the accounting and various other papers of finance in B.Com. Hence, it was resolved in the School Board Meeting that a student seeking admission to B.Com programme must have studied accounting as one of the subjects in the plus two or equivalent courses.
2. To discuss and regularize the CBCS (Choice Based Credit System) w.e.f. 2017 academic year:-As per the existing by-laws and Syllabi of all the UG programs, General Elective Courses (GE) are offered as CBCS papers. Under GE, bye-laws of different courses have listed pool of subjects in their program only. It was discussed and resolved that these General Elective Courses of different programs should be included in the byelaws of each programs, so that a student is free to choose GE papers from different courses as per his/ her choice.
3. To discuss the finalization of the promotion criteria of UG programmes with special reference to the detention system:- In this connection, it was decided that a student is promoted to second semester automatically without any restriction; the following decisions have been taken with regard to promotion from II Semester to III Semester and further for different programs.

Bachelor of Arts (English) - B.A.

- a) A student shall be promoted to semester-III if he/she has cleared at least 6 papers out of 10 papers prescribed in Semester - I and Semester - II taken together.
- b) A student shall be promoted to semester V if he/she has cleared at least 11 papers out of 18 prescribed papers for semester I, II, III and IV taken together.



- c) After the declaration of semester II & IV results, if a promoted student has any paper un-cleared of any semester he/she has to reappear in the paper in concerned semester as backlog exam.

Bachelor of Business Administration - B.B.A

- a. A student shall be promoted to semester-III if he/she has cleared at least 6 papers out of 10 papers prescribed in Semester - I and Semester - II taken together.
- b. A student shall be promoted to semester V if he/she has cleared at least 11 papers out of 18 prescribed papers for semester I, II, III and IV taken together.
- c. After the declaration of semester II & IV results, if a promoted student has any paper un-cleared of any semester he/she has to reappear in the paper in concerned semester as backlog exam.

Bachelor of Computer Application - B.C.A

- a. A student shall be promoted to semester-III if he/she has cleared at least 6 papers out of 10 papers prescribed in Semester - I and Semester - II taken together.
- b. A student shall be promoted to semester V if he/she has cleared at least 13 papers out of 22 prescribed papers for semester I, II, III and IV taken together.
- c. After the declaration of semester II & IV results, if a promoted student has any paper un-cleared of any semester he/she has to reappear in the paper in concerned semester as backlog exam.

Bachelor of Commerce (with Computer Applications) - B.Com

- a. A student shall be promoted to semester-III if he/she has cleared at least 6 papers out of 10 papers prescribed in Semester - I and Semester - II taken together.
- b. A student shall be promoted to semester V if he/she has cleared at least 12 papers out of 20 prescribed papers for semester I, II, III and IV taken together.
- c. After the declaration of semester II & IV results, if a promoted student has any paper un-cleared of any semester he/she has to reappear in the paper in concerned semester as backlog exam.



4. To revise and update in the existing syllabi & bye-laws of UG programmes:-

- a) It is decided to correct the term 'Bachelors' which was wrongly printed in the existing byelaw to 'Bachelor'.
- b) According to the existing bye-law, for UG programs admission is based on the marks of qualifying exam plus marks scored in the entrance examination. But in recent times, in Kannur Campus students are admitted on the basis of the qualifying examination marks only owing to some local reasons and some practical difficulties. So, in this meeting it is decided to admit the students based on qualifying marks only.
- c) The syllabus of different UG programs were revised in the year 2015 and the teachers have desired to update the syllabus of all the offered courses. Various suggestions of the course coordinators were discussed in the meeting in detail. The desired program wise modifications/ changes are mentioned below.

Bachelor of Arts (English) - B.A.

Jamia Hamdard Kannur Campus offers BA English Programme with 132 Credits in the existing syllabi. The Department updated the Course Structure and Syllabus in the last Board of Studies meeting held in 2015. As per the changing scenario in art and literature it has been decided to make some preferable changes in the curriculum of almost all semesters, as per the School Board Meeting. The specific details of the changes are mentioned below:

- 1) To shift the paper "BAEN 103: Studies in Poetry" to the Second Semester with Paper Code "BAEN 203".
The paper "BAEN 203: Studies in Prose" shall be shifted to First Semester with the Paper Code "BAEN 103". (The shifts are brought to maintain the logic of moving on with the curriculum from simple to difficult areas.)
- 2) "BAEN 301: Postcolonial Literatures"- To add one more module with the title 'Long Fiction' and to add the novel *The Bluest Eye* by Toni Morrison. (As the content of the paper seems to lack correspondence with the credits it holds.)
- 3) "BAEN 402: American Literature"- Module II: To substitute the Essay "House Warming" by Thoreau with "Over Soul" by Emerson. (The substituted essay proves to be an essence in the area of American Literature.)



- 4) "BAEN- DSE 1: English for Competitive Exams":
Module I -Restructuring the Content as: a) Parts of Speech; b) Types of Sentences; c) Tenses; d) Active and Passive Voice; e) Direct and Indirect Speech; f) Punctuations under the title 'Basics of Grammar' in order to bring logic in the methodology of teaching. To name the Module II as 'Basics of Vocabulary' as the lack of the title brings inconsistency.
- 5) "BAEN- DSE 4: Modern Literary Theory"- Module IV: The substitution of the existing essay "Marxism and Literature" by Edmund Wilson with the essay "From Ideology and Ideological State Apparatuses" by Louis Althusser related with the same literary theory for incorporating a far relevant one.
- 6) To add an extra paper with code and title BAEN- DSE 11: World Classics in Translation in the table "Elective I: Discipline Specific Elective (DSE)" to hike the number of choices under the category.
- The revised structure of the Programme is enclosed as Annexure-A.

Bachelor of Business Administration- B.B.A

Presently Jamia Hamdard ,Kannur campus offers BBA programme with 132 credit in the existing syllabus. In the School Board meeting held on 21/5/2018 it was decided to increase the credit from 132 to 140 by adding 2 more papers in the fifth and sixth semester. In order to match our syllabus with the syllabi of the neighbouring universities from the equilancy point of view, the school board has decided the following changes in the existing system:

- 1) To rename the paper title of the subject "Financial Accounting: Concepts and Applications "(BBA 203) to" Accounting for Managers" so as to make it more relevant as a management papers.
- 2) To include the term " a birds- eye-view only" in the module IV of the paper Legal Aspects of Business (BBA 302)
- 3) To replace module IV of the paper Business mathematics (BBA SEC 3) named as system of linear equations with "Set Theory".
- 4) To remove the term "Homogenous" from module III of the paper Business mathematics (BBA SEC 3) and add the topic "Rank of the matrix".



- 5) To add the topic “ Inventory Management” in the paper Management Science: Concepts and Applications (BBA 501).
- 6) To add the topics on Non-parametric Tests and Analysis of Variance in the IV module of the paper Quantitative Techniques for Management (BBA 103).
- 7) To rename the paper “Business research project” (BBA 601) to “ Business Research Project and Viva Voce”
- 8) To add one paper each from the list of electives -2 (DSE) in the fifth and sixth semester respectively with credit of 4 each ,so as to make the total credit from 132 to 140.
- 9) So as to enable the students to have more choices , it has been decided to add two more paper in Elective -2 Discipline specific Electives (DSE) with the subject title “Retail management” and code BBA-DSE 11 and “Banking and Insurance” with the code BBA - DSE 12.

Bachelor of Computer Application - B.C.A

Currently Jamia Hamdard ,Kannur Campus offers BCA programme with 138 credits. In the School Board meeting held on 21/5/2018 it is decided to increase the credit from 138 to 140 by adding a Mini Project in the fifth Semester. The Department revised the syllabi in the last BOS meeting which was held in 2015. To obtain the equivalency status from the reputed Universities in Kerala, the School Board suggested the following changes in the existing syllabi :

- 1) To include a Mini Project in the Fifth Semester with 2 credits .(The Universities in Kerala offers a Mini Project in BCA)
- 2) To include Commerce papers in the Skill Enhanced Compulsory (SEC) papers. The papers are
 - (i) BCA-SEC5: Fundamentals of Financial Accounting
 - (ii) BCA-SEC6: Enterepreneurship (The reputed Universities in Kerala offers Commerce papers in the BCA syllabi.)
- 3) Decided to change two Generic Elective (GE) Papers. Now in the existing BCA syllabi the papers
 - (i) BCA-GE1: Database Management Systems
 - (ii) BCA-GE4:C++ Programming are the part of the B.Com syllabi. So the Board suggested to change the papers as,
 - (i) BCA-GE1: Java Programming



(ii) BCA-GE4: Web Programming using PHP

4) Decided to include three more optional papers in the Discipline Specific Elective Course (DSE) to increase the number of optional choices of a student in this section. The newly added papers are:

(i) BCA-DSE11: Computer Graphics

(ii) BCA-DSE12: Theory of Computation

(iii) BCA-DSE13: Data Mining And Warehousing

B.Com (Computer Application)

Jamia Hamdard Kannur Campus offers B.Com (Computer Application) Programme with 132 Credits in the existing syllabi. The Course Structure and Syllabus was updated in the last BoS meeting held in 2015. As per the changing scenario in the field of commerce and management, it has been decided to make some preferable changes in the curriculum of almost all semesters as per the School Board Meeting. The specific details of the changes are mentioned below:

1) It was resolved in the School Board Meeting that a student seeking admission to B.Com programme must have studied accounting as one the subjects in the plus two or equivalent courses in order to get a student having basic knowledge in the areas of commerce.

2) Decided to remove Module V (Accounts of Banking Companies) from the paper BCM-DSE 2 : Corporate Accounting. The contents of the paper were lengthy. In order to match with the paper credit, it was decided to delete the last module.

3) Decided to rename the paper code of all papers from BCM to BCMC so as to have uniformity in the paper codes due to the introduction of B.Com with Finance Course.

(Paper code of the Core papers will start with 'BCMC', DSE papers will start with 'BCMC-DSE', SEC papers will start with 'BCMC-SEC ' and GE papers will start with 'BCMC-GE')

4) Introduced four SEC papers. One SEC paper each in the III, IV, V and VI semester (Titled as BCMC-SEC 5 : Stock Market Investment, BCMC-SEC 6 : Project Management, BCMC-SEC 7 : Computer Applications in Business and BCMC-SEC 8 : Hospitality Management). This change was made to match the total number of papers with the neighboring universities.

5) Total credits of the course enhanced to 140 from 132 on account of the introduction of four new SEC papers having the credits of 2 each. $(2 \times 4 = 8, 132 + 8 = 140)$

6) The paper titled as "Business Regulatory Framework" with the paper code BCM 402, that comes under Core Category gets shifted to DSE list with the paper code BCMC-DSE 6.



Because other universities are offering this paper as a complementary paper and not as a core paper.

- 7) Paper titled as "Computerized Accounting System" with the paper code BCM-DSE 6 is to be considered the core paper under the specialisation B.Com with Computer Application with the paper code BCMC 601, as it is one of the specialization papers of B.Com with Computer Application.
- 8) Paper titled "Income Tax Law and Practice" with code BCM-DSE4 is replaced by the paper "Human Resource Management" sustaining the same paper code (BCMC-DSE 4). Because the syllabi of neighboring universities are included the paper "Human Resource Management" as one of the core papers in all specializations of B.Com programme.
- 9) The paper BCM-DSE9: "Indian Financial System" is replaced by "Modern Banking" with the same paper code BCMC-DSE 9. This change is made to incorporate more updated information in the area of banking.
- 10) The paper code of the "Project Report and Viva Voce" gets changed as BCMC 602 instead of BCM 601. It was done to have uniformity in the paper code of specialization papers. The first paper of III, IV, V and VI semesters are specialization papers of the programme. So, as per the revision, BCMC 601 is the code assigned for the paper "Computerized Accounting System".
- 11) The sixth semester course structure comprises of one core paper, two DSE papers and one GE paper. As per the revision two core papers, one DSE paper, one SEC paper and one GE paper will be offered in the sixth semester of B.Com programme.
- 12) To shift the paper "BCM 401: Office Automation Tools to the fifth Semester with Paper Code "BCMC 501".
The paper "BCM 501: Database Management System" shall be shifted to Fourth Semester with the Paper Code "BCMC 401".
Among the four specialization papers, two papers are related to business application of computers and the remaining two papers are relates to programming. The above said change is made to offer the papers in the order of one programming paper in a semester and one paper relates to business application in the next succeeding semester.
- 13) The papers with code BCMC 301, BCMC 401, BCMC 501 and BCMC 601 are the specialization papers for B.Com with Computer Application.



5. To discuss the matters relating to the introduction of new programmes, viz. B.Com (Finance) and M.com (Finance) from the academic year 2018-19 onwards: In the meeting, the Director informed the members that Kannur Campus has not introduced any new programme after 2014. It was advised by the main campus that Jamia Hamdard Kannur Campus should expand in terms of offering new programmes systematically. Accordingly, the Director informed the members of the committee that JH Kannur campus is starting two above mentioned programs from this academic session. The committee members discussed various pros and cons of starting these programmes and finally approved the same from the coming academic session. Main highlights of the programs are mentioned below.

(a) Bachelor of Commerce (Finance):-

1. **Programme:** Bachelor of Commerce with Finance (B.Com)
2. **Number of sanctioned strength:** 60 seats
3. **Duration:** Three years, each year having two semesters. It will be a fulltime programme
4. **Total credits for the program:** 140
5. **Medium of Instruction and Examinations:** English
6. **Eligibility for Admission and Selection Criteria:**
 - A candidate seeking admission to the programme must have passed 10+2 examination or equivalent in commerce from a recognized institution with minimum 55 %.
 - Their admission will be based on the marks of qualifying examination.

(b) Master of Commerce (Finance):-

1. **Programme:** Master of Commerce (M.Com)
2. **Number of sanctioned strength:** 40 seats
3. **Duration:** Two years full time (each year having two semesters).
4. **Total credits for the program:** 80
5. **Medium of Instruction and Examinations:** English
6. **Eligibility for Admission and Selection Criteria:**

A candidate shall be eligible for admission to Master of Commerce (M.Com) Course if he/she has obtained bachelor's degree; B.Com., B.B.A (Pass or Hons.) recognized by Jamia Hamdard with a minimum of fifty percent (50%) marks.



04/06/2018

Dr. T.P. Mammoutty9
DIRECTOR
JAMIA HAMDARD