

DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD

MINUTES OF THE BOARD OF STUDIES MEETING HELD ON APRIL 20, 2017 AT 2:30 PM IN THE DEPARTMENT'S BOARDROOM.

The following members were present:

1. Dr. Reshma Nasreen (Member & chairperson)
2. Prof. P. Vigneswara Ilavarasan, IIT, Delhi (Co-opted Member)
3. Mr. S.N. Haque (Member)
4. Dr. Sadaf Siraj (Member)
5. Mrs. Noria Farooqui (Member)
6. Mr Shahid P Khan (Special Invitee)

The following agenda items were thoroughly discussed and resolved:

Item no. 1/2/ (2017): To consider the revision of BBA Syllabi: Laddering and overhauling of the complete syllabi.

Resolution 2(2017)/1: Following issues were deliberated and resolved.

1. The byelaws must comprise of a template for quick reference of Core and Elective papers and remove allocation of marks if mentioned in any syllabus.
2. Paper on Principles of management instead of Business Organization
3. References of all syllabi must be in the APA format and yearly up gradation must be done to enhance the quality of the subject.
4. Titles of the units must be removed to bring uniformity and also limit the objectives of the course in the form of bullets; maximum up to 3 points.
5. In the paper Business Statistics C-05 the syllabus must be divided into four units and the fifth unit must be application based.
6. In the paper Cost Accounting C-08 the objectives and the content must be reconsidered to avoid ambiguity.
7. In C-09 HRM there is an overlapping of syllabus with business law and therefore more of Human Resource management content should be added. The BBA course has a separate paper on Business law.
8. The paper C-12 Management Ethics and Governance must be renamed as Business Ethics and Corporate Governance.
9. The paper on Business Research Methodology must be renamed as Business Research Methods.
10. In the paper Marketing Management MM-2 of Semester 2, component of service marketing must be included because Service Management papers are offered as Elective from semester 3 onwards.

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11. The references for MM -1 should be different from the references of MM-2, however in books like Kotler, chapters can be mentioned.

12. In the paper Quantitative Techniques for Managers C-17 references are missing so they have to be added.

13. The paper on Office management BBA-C-20 has to be removed from core and Business communication P-02 will be brought in that place and instead of Business Communication in Skill Enhancement Course we may put something on digital economy, social media and business management etc.

14. The paper on IBM BBA-M-105 to be converted into International Marketing which also includes changes in the content of the syllabus along with referencing.

15. The paper Entrepreneurship and Small Business BBA-E-01 is renamed as Small Business and Entrepreneurship.

16. The paper Computer in Management BBA-P-03 to be replaced by a paper on Digital Economy and has to be developed.

17. The Maximum attempt for Backlog is decided as 3 attempts only.

Item no. 1/2/ (2017): To consider the Modification & Updation of MBA syllabus.

Resolution 2(2017)/1: Following were the issues that were deliberated and resolved.

1. It was deliberated that the UGC norms with respect to minimum credit requirements for MBA be revisited & possibility of reducing the number of credits from present 128 to 96 be explored in light of the fact that premium Institutes like IIMs & IITs have lesser credit requirement at the Post Graduate level.

2. It was opined that Production and Operations Management be floated as Minor Elective and papers viz. Supply Chain Management, Econometrics, Project management & Material Management be included in the basket of choices.

3. In terms of Laddering of papers it was suggested that Operation Research be included in the II Semester in place of OM.

4. Minor Modification in the nomenclature of papers like Business Research Methodology (Renamed as Business Research Methods) and Strategic Brand management (Renamed as Brand Management) was suggested.

5. It was reiterated that Contemporary and sought after papers like Technology Management, Innovation Management, Critical Thinking, Digital Economy etc. be included in the curricula.

Item no. 1/2/ (2017): To consider Revision in the promotion criterion for BBA:

Resolution 2(2017)/1: Following were the issues deliberated and resolved

1. It was resolved that instead of 45% minimum passing marks 40%.

2. A student shall be promoted to semester – II from semester – I if he/ she passes (secure at least 40% marks) in all the papers prescribed in semester – I.

3. No student shall be promoted to BBA Semester-III (Second year) if he/she fails in more than four

papers of BBA Semester-I Examinations and semester II examination. A student who fails in more than four papers of semester – I and II, shall seek re-admission in semester-I in the next academic session as a regular student.

4. No student shall be promoted to BBA Semester-V Third Year) if he/she fails in more than four papers of BBA Semester- III & Semester IV Examinations.

5. After the declaration of the semester-IV results, if a student has any paper uncleared of any semester, he/ she will have to reappear in these papers in concerned semester in next academic year as an ex-student along with the next batch.

6. Span Period :

A student must complete all the requirements of BBA degree within a period of five years from his/ her admission. In a genuine case, if only dissertation is left to be cleared, permission may be granted to submit it even beyond the period of five years with prior approval of the Vice Chancellor.

The meeting ended with a vote of thanks to the chair.

Reshma Nasreen

(Dr. Reshma Nasreen)

(Chairperson)

HoD, Management

Copy for information to:

1. Dean, School of Management & Business Studies
2. Prof. P. Vigneswara Ilavarasan, IIT, Delhi (Co-opted Member) *sent through e-mail Reshma Nasreen.*
3. Mr. S.N. Haque (Member)
4. Dr. Sadaf Siraj (Member) *25/10/17*
5. Mrs. Noria Farooqui (Member) *Noria 25/5*
6. Mr. Shahid P. Khan (Special Invitee) *25/5*

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DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT AND BUSINESS STUDIES

JAMIA HAMDARD

MINUTES OF THE FACULTY MEETING HELD ON 27.10.2017

A Faculty Meeting was held on 27th October 2017 under the chairmanship of Dr. Reshma Nasreen, HoD, Department of Management. The following faculty members attended the meeting:

1. Dr. Reshma Nasreen, Chairperson
2. Dr. Syed Nadimul Haque
3. Dr. Sana Beg
4. Mr. S.P. Khan
5. Dr. Shahnawaz Abidin
6. Dr. Noria Farooqui
7. Dr. Nudrat Moini Rahman
8. Dr. Sadaf Siraj
9. Dr. Syeedun Nisa
10. Dr. Fakhra Naeem
11. Mr. Tafheem Bashir
12. Ms. Ayisha Shaikh
13. Dr. M.U. Khan
14. Mr. Kapil Matta
15. Ms. Alka Sanjeev
16. Dr. Sna Farooqi

The main points of the meeting are as follows:

1. **Perusal of updated bye-laws**
 - 1.1 Updated bye-laws were shown to all the faculty members present. These have been circulated amongst all the faculty members.
 - 1.2 The faculty members were asked to give their final recommendations on the bye-laws by Monday (30.10.2017) afternoon.
 - 1.3 It was also disclosed that Operations management as a minor specialization will be introduced from the next academic session.
 - 1.4 It was also emphasized by the HoD that in the updated bye-laws the pass percentage for BBA students has been changed from 45% to 40%.
2. **Proposal to start part-time PhD**
 - 2.1 The move was welcomed by the faculty members as it would give a boost to academia-industry interface.
 - 2.2 The course tenure, fee and minimum qualifications were discussed and deliberated upon in the meeting.
3. **Planning for the next semester**
 - 3.1 Subject allocation for the even semester was finalised and faculty deficit identified.

- 3.2 It was decided that the faculty members taking PhD classes will be henceforth taking 12 hrs teaching and the remaining 4 hrs will be constituted of dissertation projects load.
- 3.3 Class allocation for all the respective batches was also finalized in the meeting.
4. **Examination Schedule**
- 4.1 Examination schedule for MBA and BBA for the current semester was finalized. Dr. Noria Farooqui has been made Examination in-charge. She will be assisted by Dr M. U. Khan and Mr Kapil Matta.
- 4.2 It was stated that for BBA students since non CBCS and CBCS students need different paper codes the same should be intimated to the Controller of Examinations.
- 4.3 It was decided in the meeting that the tentative date sheet for the Semester End Examination will be displayed by the end of October.
- 4.4 The faculty members were asked to submit the End term examination papers by the second week of November as well.
- 4.5 The invigilation duties too will be intimated to the faculty members beforehand.
5. **Any other items**
- 5.1 **MBA –Distance learning mode:** Prof S. H. Ansari, Director, DODI had asked the opinion of the department regarding starting of MBA (General) through distance mode. The Chairperson of the meeting cited the concern raised by Prof. Abad Ahmad on the proposal of introduction of MBA through Distance learning mode, in the 31st Academic Council Meeting wherein he had "advised a strict word of caution" against running MBA in regular and distance mode from the same university. The members present also raised their apprehensions against this move. It was felt that the brand equity of regular degree would be diluted as the industry would hardly differentiate between the two.
- 5.2 It was agreed to in the meeting that the Standardized format for BBA & MBA dissertation will be deliberated on in the next Staff Council Meeting.

The meeting concluded with a vote of thanks to the chair.

Reshma Nasreen
(Dr Reshma Nasreen)
HoD

Copy to:
All faculty members

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M. U. Khan
Kapil Matta

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Speeder

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DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD

MINUTES OF THE BOARD OF STUDIES MEETING HELD ON OCTOBER,
30, 2017 AT 3:30 PM IN THE DEPARTMENT'S BOARDROOM.

The following members were present:

1. Dr. Reshma Nasreen (Member & chairperson)
2. Prof. Ali A. Firdausi (Member)
3. Prof. P. Vigneswara Ilavarasan, IIT, Delhi (Co-opted Member)
4. Dr. S.N. Haque (Member)
5. Dr. Sana Beg (Member)
6. Dr. Sadaf Siraj (Special Invitee)

The following agenda items were thoroughly discussed and resolved:

Item no. 2/1/ (2017): To consider the updation & revision of BBA & MBA bye laws

1(2017)/2: Following issues were deliberated and resolved.

Revisions for BBA

1. The byelaws must comprise of a template for quick reference of Core and Elective papers and remove allocation of marks if mentioned in any syllabus.
2. Paper on Principles of management instead of Business Organization
3. References of all syllabi must be in the APA format and yearly up gradation must be done to enhance the quality of the subject.
4. Titles of the units must be removed to bring uniformity and also limit the objectives of the course in the form of bullets; maximum up to 3 points.
5. In the paper Business Statistics C-05 the syllabus must be divided into four units and the fifth unit must be application based.
6. In the paper Cost Accounting C-08 the objectives and the content must be reconsidered to avoid ambiguity.
7. In C-09 HRM there is an overlapping of syllabus with business law and therefore more of Human Resource management content should be added. The BBA course has a separate paper on Business law.
8. The paper C-12 Management Ethics and Governance must be renamed as Business Ethics and Corporate Governance.

Reshma.

Ali A. Firdausi

S.N. Haque

P. Vigneswara Ilavarasan

Sana Beg

Sadaf Siraj

9. The paper on Business Research Methodology must be renamed as Business Research Methods.

10. In the paper Marketing Management MM-2 of Semester 2, component of service marketing must be included because Service Management papers are offered as Elective from semester 3 onwards.

11. The references for MM -1 should be different from the references of MM-2, however in books like Kotler, chapters can be mentioned.

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16. The paper Computer in Management BBA-P-03 to be replaced by a paper on Digital Economy and has to be developed.

17. The Maximum attempt for Backlog is decided as 3 attempts only.

Revisions for MBA

1. It was deliberated that the UGC norms with respect to minimum credit requirements for MBA be revisited & possibility of reducing the number of credits from present 128 to 96 be explored in light of the fact that premium Institutes like IIMs & IITs have lesser credit requirement at the Post Graduate level.

2. It was opined that Production and Operations Management be floated as Minor Elective and papers viz. Supply Chain Management, Econometrics, Project management & Material Management be included in the basket of choices.

3. In terms of Laddering of papers it was suggested that Operation Research be included in the II Semester in place of OM.

4. Minor Modification in the nomenclature of papers like Business Research Methodology (Renamed as Business Research Methods) and Strategic Brand management (Renamed as Brand Management) was suggested.

Reshmi







5. It was reiterated that Contemporary and sought after papers like Technology Management, Innovation Management, Critical Thinking, Digital Economy etc. be included in the curricula.

Item no. 2/2/ (2017: To consider the modalities for Part Time Ph D.

Resolution 2(2017)/2: Following were the issues that were deliberated and resolved.

All existing academic regulations for full time Ph D (Jamia Hamdard Ph. d Bylaws, 2016) will be applicable to part-time Ph D students. However for the part time Ph d programme the additional requirements would be as follows:

1. The minimum eligibility would be a two years Master's degree with at least 55% marks or equivalent grade and a work experience of minimum 2 years.
2. Short listing of the applicants would be on the following criteria
 - i. Academic Credentials
 - ii. Work Experience
 - iii. Research publications
3. The minimum duration of the Part Time Ph. D will be Three years and six months
4. The fees Structure would be same as the full time programme

The meeting ended with a vote of thanks to the chair.

Reshma Nasreen
(Dr. Reshma Nasreen)
(Chairperson)
HoD, Management

Copy for information to:

1. Prof. Ali A. Firdausi, Dean, School of Management & Business Studies (Member)
2. Prof. P. Vigneswara Ilavarasan, IIT, Delhi (Co-opted Member)
3. Dr. S.N. Haque (Member)
4. Dr Sana Beg (Member)
5. Mr. Shahid P. Khan (Member)
6. Dr. Sadaf Siraj (Special Invitee)

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SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD

MINUTES OF THE SCHOOLBOARD MEETING HELD ON NOVEMBER, 1,
2017 AT 10:30 PM IN THE DEPARTMENT'S BOARDROOM.

The following members were present:

1. Prof. V. Venkata Ramana (Co-opted Member)
2. Prof A.K.Puri (Co-opted Member)
3. Prof Afrozul Haque (Internal Member)
4. Prof S.S.Anand ((Internal Member)
5. Dr Shibu John (Member)
6. Dr Reshma Nasreen (Member)
7. Prof A.A. Firdausi (Member & Chairperson)

At the onset of the meeting, Prof Raman congratulated prof Firdausi for becoming the first chairman of the School Board. Further the members thanked the Hon'ble Vice Chancellor, for nominating them to the school board.

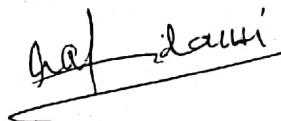
The following agenda items were discussed and resolved:

Department of Management

Item no. 1/1/ (2017): Revision and updation of BBA Syllabi.

Resolution. 1/1/ (2017):

1. **All the subjects offered were aligned in the following format:**
 - a) Course Objective for the learning outcomes in all papers.
 - b) Uniformity in Units: Each course to be distributed in five units with relevant cases and application exercises.
 - c) Reference of all syllabi in prescribed APA format.
 - d) Sequencing of subjects according to their gradual complexity.
2. **Change in Nomenclature to make the program more contemporary and relevant**
 - a) From Management Ethics and Governance(C-12) to Business Ethics and Corporate Governance (Semester III)
 - b) From Business Research Methodology(C-13) to Business Research Methods (Semester-4)
 - c) From International Business Marketing (BBA-M-105) to International Marketing elective I-Generic)
 - d) From Entrepreneurship and Small Business (E-01) to Small Business Entrepreneurship (elective II-Minor)
3. **Introduction of new subjects in place of existing subjects as follows:**
 - a) Principles of Management will replace Business Organization(C-01)-Semester I
 - b) Digital economy will replace Computers in Management ((Elective-3 SEC)
 - c) HR options in Elective -I as follows;



Human Resource Management

BBA-H-101	Performance and Compensation Management is replaced by Performance Management
BBA-H-102	Labour welfare law is replaced by Maintenance of Human Resources
BBA-H-103	Industrial Relations is replaced by Industrial Relation and Trade Union
BBA-H-104	International HRM is replaced by Compensation Management
BBA-H-105	Strategic Human Resource Management replaced by Labour Legislations

Item 2/1/ (2017): Modification & Updation of MBA syllabus:

Resolution. 2/1/ (2017):

- Production and Operations Management be floated as Minor Specialization along with International Business and Information Technology for MBA (G) Program
- Updation of all courses offered approved.
- Nomenclature Change of two subjects viz Business Research Methodology to Business Research Methods (Semester II) and Strategic Brand Management to Brand Management (Semester-III) approved.

Item 3/1/ (2017): Revision in the promotion criterion for BBA

Resolution. 3/1/ (2017): The Board approved the minimum passing marks of 40% instead of 45%. Maximum attempt for Backlog is decided as 3 attempts only.

Item 4/1/ (2017): Part-time PhD Programme

Resolution. 4/1/ (2017): In principle the proposal to start part time PhD was approved in the school. The detailed modalities for the school to be worked out by a three-member committee under the aegis of Dean, SMBS. Broadly the following addition to the Jamia Hamdard PhD byewlas 2016 was proposed by the board members for consideration

All existing academic regulations for full time Ph D (Jamia Hamdard Ph.D Bylaws, 2016) will be applicable to part-time Ph.D students. However for the part time Ph.D programme the additional requirements would be as follows:

- The minimum eligibility would be a two years Master's degree with at least 55% marks or equivalent grade and a work experience of minimum five years post PG.
- Short listing of the applicants would be on the following criteria
 - Academic Credentials
 - Work Experience
 - Research Publications and articles
- The minimum duration of the Part Time Ph. D will be Three years.
- The fees Structure would be same as applicable in full time programme of the School.

Majid Hussain

Reporting Items 1 & 2 Perused and noted (Agenda for the meeting of School board enclosed)

Department of Health & Hospital Management

The school board has approved the minutes of both Board of Study meetings conducted on 25th January 2017 and 26th May 2017. The members appreciated the efforts of the department to start the new MBA program in Insurance. While discussing the agenda, the members had following observation and suggestions

Item 5/1/ (2017): Approval of the bylaw and syllabus for newly launched MBA program in Insurance (from the academic year 2017 – 2018).

Resolution. 5/1/ (2017) - Currently MBA Insurance is offered in collaboration with Asean Institute of Insurance and Risk Management (AIIRM), but the department should be self sufficient to run the program in future. It was further suggested, that the scope of this course must be expanded to attract wider range of desirous students.

Item 6/1/ (2017). Updating the syllabus of MBA Health / Hospital Management and MBA Pharmaceutical Management program.

Resolution. 6/1/ (2017): Members have approved the up-dation of the syllabus of MBA Health / Hospital Management and MBA Pharmaceutical Management program. The members also approved the reduction of two papers in the fourth semester, provided we follow the minimum teaching hour required for a MBA program. HoD informed the members that we are teaching 1260 hrs in four semesters (excluding Summer Internship and Dissertation work), which is more than the prescribed norms by UGC/ AICTE.

Item 7/1/ (2017): Modification in general guidelines with reference to Promotional criteria, supplementary examination and simplifying the codes (for papers)

Resolution. 7/1/ (2017): - School board also approved changes in general guidelines like promotion criteria, provision of supplementary examination for those students who have appeared

Prof. J. J. J.

in the fourth semester (minutes of BOS enclosed). The members of the board have suggested that paper codes should be uniform for Open University Electives as it will be reflecting in all the bylaws of all the Schools of University.

Any other items:

1. Members of the School Board appreciated the efforts of the department to organize the International Conference in Health Financing on 19th – 21st January 2018. The topic of the conference is very relevant as the country is struggling to provide basic healthcare to the public
2. Examiners and date sheet for the semester examination Nov- December 2017 is finalized and approved for all programs of the School
3. HoD briefed the members of the board regarding the PhD. Bylaw 2016. As per the bylaw the department has constituted the Student Research Advisory Committee (SRAC) for following PhD. Students to monitor their research work
 - a. Mr. Aiju. S.
 - b. Ms. Vaishali Deshmukh
 - c. Mr. Jwaad A. Khan
 - d. Md. Danish Chishti
 - e. Mr. Faheem Ahmad
 - f. Ms. Kanishka Sethi
 - g. Ms. Rubina Bano
 - h. Ms. Smriti Chawla
 - i. Ms. Khushboo Bhasin
 - j. Ms. Rani Jaiswal
 - k. Ms. Priyanka Indoria
 - l. Mr. Mansoor Ahmad
 - m. Yuvika Sumbly

The meeting concluded with vote of thanks to all the members



Prof. Ali. A. Firdausi
Dean, SMBS

Copy to

1. Secretary, Academic Council
2. All members

**DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD**

October 29, 2018

**Minutes of the 2nd Board of Studies Meeting held on October 29, 2018 at 10:30.a.m. in the
Department of Management.**

The following members were present:

1. Prof. Kotaru Ravi Sankar (Co-opted Member)
2. Prof. Khalid Azam (Special Invitee)
3. Dr. Reshma Nasreen (Chairperson and Member)
4. Dr. Syed Nadimul Haque (Member)
5. Dr. Sana Beg (Member)
6. Mr. Shahid Perwez Khan (Member)

Following agenda items were discussed and approved:

Item no. 1. : To consider the Introduction of Major / Minor specializations.

Resolution no. 1. : Following were deliberated and resolved.

- a) Operations Management as a Major.

MBA 3rd Semester:

- a) E-commerce (MBA-GE-OM-01) ✓
- b) Supply chain Management (MBA-GE-OM-02)
- c) Project Management (MBA-GE-OM-03)
- d) Enterprise Resource Planning (MBA-GE-OM-04)
- e) Business Process Re-engineering (MBA-GE-OM-05)
- f) Technology and Innovation (MBA-GE-OM-06) ✓
- g) Total Quality Management (MBA-GE-OM-07) ✓

Note: MBA-GE-OM-01, MBA-GE-OM-02 and MBA-GE-OM-03 are in the minor basket. Previously the following papers were in this group.

1. Planning & Control of Operations(old)/Operations Management (MBA-GE-OT-01)
2. Inventory Management (MBA-GE-OT-02)
3. Maintenance Management (MBA-GE-OT-03)

MBA 4th Semester:

- a) Advanced Operations Research (MBA-GE-OM-08)
- b) Service Operations Management (MBA-GE-OM-09)
- c) Supply chain Analytics (MBA-GE-OM-10)
- d) Business Analytics (MBA-GE-OM-11)
- e) Operations Strategy (MBA-GE-OM-12)
- f) Production Planning and Control (MBA-GE-OM-13)
- b) Banking and Risk Management as a sub component.

M. A. Qureshi

Reshma
29/10/18

Khalid Azam

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29/10/18

Addition of papers:

MBA 3rd Semester:

- a) Bank Management (MBA-GE-FM-13).
- b) Corporate Tax Management (MBA-GE-FM-14).
- c) Behavioural Finance. (MBA-GE-FM-15).

MBA 4th Semester:

- a) Bank Technology Management (MBA-GE-FM-16).
- b) Financial Econometrics. (MBA-GE-FM-17).
- c) Islamic Banking and Finance. (MBA-GE-FM-18).
- d) Credit Management. (MBA-GE-FM-19).
- e) Treasury Management. (MBA-GE-FM-20)
- f) Bank Risk Management. (MBA-GE-FM-21)
- g) Retail Banking (MBA-GE-FM-22)

Note: It was resolved that following papers would be discontinued:

1. Corporate Restructuring (MBA-GE-FM 08).
2. Business Taxation & International Corporate Taxation (MBA-GE-FM 10).

Item no. 2. : To consider the Updation of syllabus and change in nomenclature of BBA/MBA:

Resolution no. 2. : Following were deliberated and resolved.

- a) Internet Marketing. (MBA-GE-IT-02)
- b) Financial Risk Management. (MBA-GE-FM-03)
- c) Financial Engineering. (MBA-GE-FM-12)
- d) Wealth Management. (MBA-GE-FM-09)
- e) IT Management & Application. (MBA-GE-IT-01)
- f) Management of Financial Institutions & Services (MBA-GE- FM 01) to be removed from Finance Minor 3rd Semester. In its place Financial Statement Analysis (MBA-GE-FM-04) has been put in the minor basket. The nomenclature of Management of Financial Institutions & Services has been shortened to Management of Financial Services.
- g) International Corporate Finance (MBA-GE-FM05) renamed as International Financial Management.
- h) Operations Management and Quantitative Techniques (MBA-CG-205) replaced by Operations Management, the code will remain the same.
- i) Taxation Law (BBA-C-18) to be renamed as Income Tax. The syllabus has been updated.
- j) Indirect Taxes (BBA-E-02) to be renamed as Goods and Services Tax.
- k) Legal Environment of Business (BBA-E-06) has been added in elective-2 (minor basket).

M. Chelvi A.P.
Keshava
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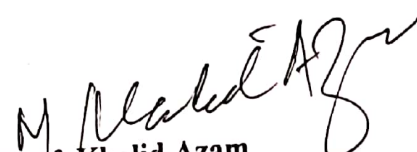
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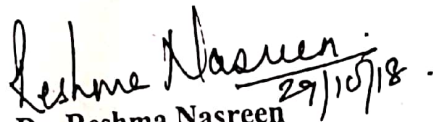
Item no. 3. : Any other item.


- a) In the 2nd year it was proposed that a couple of integrated subjects should be included which would be common for all specializations.
- b) It was observed that some subjects may be assigned 2 credits so that students can be exposed to more options.
- c) IT Management as a minor specialization may be phased out gradually.
- d) It was observed that the CBCS system should be revisited as per UGC's latest guidelines. Accordingly, the subjects may be shifted.

The meeting ended with a vote of thanks.



Prof. Kotaru Ravi Sankar
(Co-opted Member)


Prof. Khalid Azam
(Special Invitee)


Dr. Reshma Nasreen
(Chairperson and Member)


Dr. Syed Nadimul Haque
(Member)


Dr. Sana Beg
(Member)


Mr. Shahid Pervez Khan
(Member)

**DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD**

August 27, 2020

Minutes of Board of Studies (BOS) (online) meeting held on 27/08/2020 (Thursday) at 3:00. p.m. of the Department of Management.

The following members were present:

1. Prof. Mohammad Khalid Azam (Co-opted member)
2. Prof. Amirul Hasan Ansari (Co-opted Member)
3. Dr. Syed Nadimul Haque (Chairperson and Member)
4. Prof. (Dr.) Reshma Nasreen (Member)
5. Dr. Md. Shahnawaz Abdin (Member)
6. Dr. Syeedun Nisa (Member)
7. Dr. Noria Farooqui (Special Invitee)

Following agenda items were discussed and approved:

Item no. 1. : Revision of BBA Syllabus.

Resolution :

Following recommendations were noted and have been duly endorsed for incorporation in the BBA and Integrated MBA bylaws 2020 of the Department of Management:

1. All the paper codes of all semester have been changed from "C" to "F" i.e. BBA-C-01 will be changed to BBA-F-01 and so on.
2. All the paper codes of Generic Course have been changed from "E" to "G" i.e. BBA-E-01 will be changed to BBA-G-01 and so on.
3. All the paper codes of Skill Enhancement Course have been changed from "P" to "S" i.e. BBA-P-01 will be changed to BBA-S-01 and so on.
4. Environmental Management in 1st semester will be changed to Business Communication.
5. All the paper codes of Elective-1 (specializations) have added with "D" (discipline specific) i.e. BBA-F-01 will be changed to BBA-DF-101 and BBA-M-101 will be changed to BBA-DM-101 and so on.
6. A paper Consumer Behaviour has been shifted from Generic to Elective-1 (Marketing Specialization).
7. In Elective-2 Generic Course a paper Consumer Behaviour has been changed to Environmental Management.
8. In Elective-3 Skill Enhancement Course, following changes has been made:
 1. Paper Office Management will be changed to Computer Basics and Office Management.
 2. Paper Business Communication has been transferred to Foundation group.
 3. Paper Computer Fundamentals merged with Office Management.

Item no. 2. : Any other item.

1. In MBA (General) 3rd semester, the Operation Management nomenclature has been changed to Digital Transformation in Operation Management.
2. In Ph.D. Foundation Course syllabus of paper Consumer Behaviour has been updated.
3. The syllabus was revised and updated across all courses in BBA, MBA, and Ph.D. Management for the academic year 2020.

The meeting ended with a vote of thanks.

(Under quarantine)

Prof. Mohammad Khalid Azam
(Co-opted Member)



Dr. Syed Nadimul Haque
(Chairperson and Member)



Dr. Md. Shahnawaz Abdin
(Member)



Dr. Noria Farooqui
(Special Invitee)

Amirul Hasan Ansari
27/08/20

Prof. Amirul Hasan Ansari
(Co-opted Member)

Reshma Nasreen
27/08/20

Prof. (Dr.) Reshma Nasreen
(Member)

Syedun Nisa
28/8/2020

Dr. Syeedun Nisa
(Member)

DEPARTMENT OF MANAGEMENT, SMBS
JAMIA HAMDARD
NEW DELHI – 110062

August 5, 2021

Subject: Minutes of the Meeting of the Board of Studies (BoS)

An Online Board of Studies (BoS) meeting of the Department of Management, School of Management & Business Studies, Jamia Hamdard, New Delhi was held on August 5, 2021 (Thursday) at 3:00 p.m. Following members attended the meeting:

Dr. S.N.Haque (Head of Department and Chairman of BoS)
Prof. Mohammad Khalid Azam (Co-opted member)
Prof. Amirul Hasan Ansari (Co-opted Member)
Prof. (Dr.) Reshma Nasreen (Member)
Dr. Md. Shahnawaz Abdin (Member)
Dr. Syeedun Nisa (Member)
Dr. Noria Farooqui (Special Invitee)
Dr. Nudrat Moin. Rahman (Special Invitee)
Dr. Matloob Ullah Khan (Special Invitee)

The following agenda items were discussed and approved. The same is presented in the form of the minutes of the BoS Meeting.

Item no. 1. : Approval of the syllabus of 3rd, 4th, 5th and, 6th semester of B.Com (H), in the Department of Management, SMBS, Jamia Hamdard.

The Members of the BoS reviewed the syllabus of B.Com (Hons) - 3rd, 4th, 5th and 6th semesters and after thorough deliberations it was unanimously resolved that the course structure is in accordance with the UGC Guidelines/CBCS Pattern.

The members duly approved the same.
(Annexure A attached).

Item no. 2. Introduction of detailed syllabi and, Perusal of remaining papers of the third semester and 4th semester (in the Specialization of Entrepreneurship in MBA)

- a. Since the proposed Specialization of Entrepreneurship, consisted of nine papers and their respective syllabi, the committee favored the decision to give this specialization as a major as well as minor option in the III Sem and IV Sem along with other specializations.
- b. All the nine papers and their respective syllabi were approved by the committee for Entrepreneurship specialization hereafter.
- c. A proposed change in the nomenclature of three papers was made, and was approved by the committee.

The members duly approved the same. (Annexure B attached).

Page 1 of 2

Mohammad Khalid Azam
Mohammad Khalid Azam

Reshma

Amirul Hasan Ansari

S. Abdin
Syedun Nisa

Nuria Farooqui
Nudrat Moin. Rahman

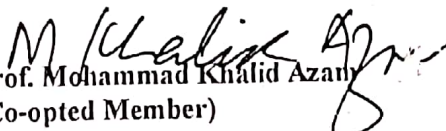
Item no. 3. Introduction of a new paper on personality development (BBA (I)-S-04) from the Skill Enhancement paper in place of Dissertation for BBA and BBA MBA Integrated.

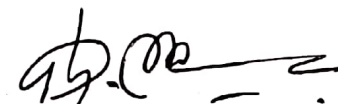
It was resolved that the new subject in place of dissertation will be Personality Development which is picked from the Skill enhancement basket bearing the code of BBA-S-04 AND BBA(I)-S-04 for BBA and BBA-MBA INTEGRATED respectively. This paper shall bear the same code that is BBA-S-04 AND BBA (I)-S-04 for BBA and BBA-MBA INTEGRATED respectively. However, the dissertation will remain as an option (As paper number BBA-F-23 AND BBA(I)-F-23 FOR BBA and BBA/MBA integrated respectively) but students will be encouraged to take up Personality development paper as it is more employable and practical. The members duly approved the same. (Annexure C attached).

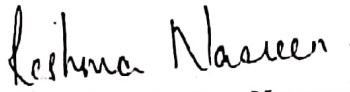
Item no. 4. : Any other items with the permission of the Chair.

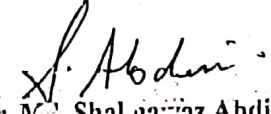
The Board of Studies duly approved the Panel of Experts for Selection Process.

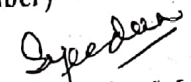
The meeting ended with vote of thanks.

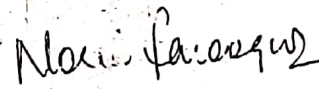

Prof. Mohammad Khalid Azam
(Co-opted Member)

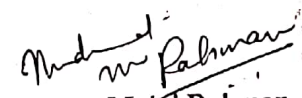

Prof. Amirul Hasan Ansari
(Co-opted member)

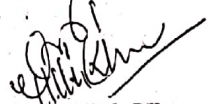

Prof. (Dr.) Reshma Nasreen
(Member)

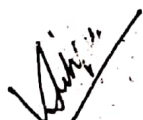

Dr. M.S. Shalimaz Abdin (Member)


Dr. Syeedun Nisa (Member)


Dr. Noria Farooqui (Special Invitee)


Dr. Nudrat Moimi Rahman
(Special Invitee)


Dr. Matloob Ullah Khan
(Special Invitee)


Dr. S.N.Haque
(Head of Department and Chairman of BoS)

DEPARTMENT OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD

18 FEB 2021

Minutes of Board of Studies (BOS) (online) meeting held on 18 Feb 2021
(Thursday) at 11:30 am of the Department of Hotel Management & Catering
Technology

The following members were present:

1. Dr. Nimit Ranjan Chaudhary, Jamia Milia Islamia (Co-Opted Member)
2. Dr. Ashish Dahiya, MDU Rohtak, (Co-Opted Member)
3. Prof. Farhan J Ahmad (Member)
4. Dr. Kulsum Jan (Special Invitee)
5. Dr. Abhishek Kumar (Member)
6. Ms. Riya Yadav (Member)
7. Prof. Shibu John, Dean, SMBS (Chairperson)

Following agenda items were discussed and approved:

Item No. 1 Rephrasing the Nomenclature of course name from Bachelor of Hotel Management with Food Processing to Bachelor of Hotel Management.

Resolution: The name of the course from Bachelor of Hotel Management with Food Processing should be changed according to UGC or AICTE Guidelines. Accordingly, it was decided by the members to follow UGC Guidelines and rename the program As Bachelor of Hotel Management (BHM). Other norms of UGS also need to be followed like no. of faculties, infrastructure, labs for practical, etc.

It is was also suggested by the members that the same course nomenclature may be used for existing batches, if it is permitted.

Item No. 2 General Discussion

Resolution: We discussed about adopting UGC guidelines in toto for upcoming BHM Course batches.

- 1) Members opined that Non-Credit courses, soft skills, foreign language can also be included in the curriculum.
- 2) Members also proposed that teaching hours should not be more than 25 hrs. per week. Remaining hours should be consumed in non credit/ practical courses.
- 3) Food Processing related content/subjects should be removed.
- 4) In the light of above, the syllabus was modified in the below table:

S. No	Existing Points	Revised Points
1	Course Name: Bachelor of Hotel Management (BHM)/ B.Voc in Hotel Management with Food Processing	Bachelor of Hotel Management (BHM)
2	Duration of Course: 4Years/ 3Years	4 Years
3	The present course has designed based on the bits and pieces from AICTE, Sector Skill Development Council (SSDC) and National Skill Development Council (NSDC)	Course shall adhere to regulations, rules, and regulations of UGC.
4	05 Weeks industrial Training in Semester 2, Semester 4 and 14 weeks Industrial training in Semester 7.	Replaced with 22 Weeks Industrial Training in Semester 3 and On The job Training (OJT) in Semester 8 of 22 weeks as per the UGC guidelines.
5	Course is inter-Disciplinary in nature, Department of Food Technology, will have one week of Industrial Visits in every semester.	Course structure as per UGC Guidelines
6	Promotion Criteria- <ol style="list-style-type: none"> 1) Student shall be promoted to semester 2 if he/she passes (secure at least 40% marks) in at least 6 subjects prescribed in semester 2) No students shall be promoted to semester 3, if he/she fails in more than 8 papers of semester1 and semester2. 3) No Students shall be promoted to semester 4, if he/she fails in 	Promotion Criteria: We have adopted promotion criteria in toto from Jamia Hamdard Guidelines. Student shall be promoted to next semester if he/she will pass at least 40% of the total no. of subjects in each semester.

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	<p>more than 6 papers of semester 1, semester 2, semester 3.</p> <p>4) No Students shall be promoted to Semester 5 unless he/she fails in more than 6 Papers of Semester, 1,2,3,4,5.</p>	
7	Span Period: Any extension of the span period will be required Dean and Vice Chancellor approval for further clearance.	As per the Jamia Hamdard Guidelines.
8	<p>No. of Credits: Total: 236</p>	<p>No. of Credits: Total: 165</p>
9	<p>Food processing Subjects:</p> <p>1) Bakery & Confectionary (Theory, Practical & OJT)</p> <p>2) Processing of Meat & Poultry Products (Theory, Practical & 01 Week Industrial Training)</p> <p>3) Fruit & Vegetable Drying/ Dehydration (Theory, Practical, 01 week industrial training)</p> <p>4) Fish & Sea Food Processing (Theory, Practical, 01 Week Industrial Training)</p> <p>5) Dairy Technology (Theory, Practical, 01 Week Industrial Training)</p>	These subjects from food processing removed in new Course curriculum
10	Programme structure offers Open Elective and Professional Elective in Semester 8. Students must select any one from professional elective and open elective.	<p>Programme Structure offers 04 Types of courses:</p> <ol style="list-style-type: none"> 1. Discipline Specific Core Courses (DSC)- From Semester 1 to Semester 7 2. Discipline Specific Elective Courses (DSE)- Any One in Semester 4, Any Two in semester 5, Any Two in


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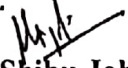
		<p>semester 6, Any Two in semester 7</p> <p>3. Skill Enhancement Course (SEC)- Course offering two subjects in semester 1, 1 subject in semester 2, 1 subject in semester 3, 1 subject in Semester 7</p> <p>4. Ability Enhancement Compulsory Course (AECC)- Mandatory Course offering 1 subject in semester 1, 1 subject in semester 2, 1 subject in semester 4</p>
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Meeting Ends with Vote of Thanks.



Dr. Nimit Ranjan Chaudhary
 (Co-Opted Member)


Prof. Farhan Ahmad (Member)


Dr. Abhishek Kumar (Member)


Prof. Shibu John
 Dean, SMBS

Dr. Ashish Dahiya,
 (Co-Opted Member)


Dr. Kulsum Jan (Special Invitee)


Ms. Riya Yadav (Member)

**DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD**

**MINUTES OF THE MEETING OF THE BOARD OF STUDIES MEETING HELD ON
MAY 4, 2018 AT 11:30 AM AT THE DEPARTMENT OF MANGEMENT**

The following faculty members were present:

1. Dr. Reshma Nasreen	Chairperson
2. Prof. J P Upadhyay	Co-opted Member
3. Dr Syed Nadimul Haque	Member
4. Dr Sana Beg	Member
5. Mr. Shahid Parvez Khan	Member
6. Dr Shahnawaz Abidin	Special Invitee
7. Dr. Syeedun Nisa	Special Invitee
8. Dr Noria Farooqui	Special Invitee
9. Dr. Sadaf Siraj	Special Invitee
10. Dr. Nudrat Moini	Special Invitee

The following agenda items were thoroughly discussed and resolved:

Item no. 1/1/ (2018): To consider the inclusion of a basket of additional elective choices in the Ph. D Foundation Coursework:

Resolution 1(2018)/1: After an extensive deliberation amongst the members there was a consensus on including a basket of additional elective papers keeping in vlew their growing demand as emerging area of research. It was decided to include the following elective papers:

- i. Contemporary trends in International Business – DRM-EG-01
- ii. Food & Agri Business Management- DRM-EG-02
- iii. Development Economics - DRM-EG-03
- iv. Emerging trends in Sustainable Business Research- DRM-EG-04
- v. Entrepreneurial Research- DRM-EG-05

Reshma Nasreen

It was also suggested that new elective papers may be introduced as per the contemporary Research trends & requirements.

Item no.2/1/ (2018): Updation of Syllabus of BBA/MBA

Resolution 1 (2018)/2: The syllabus of the following papers were updated and were duly approved by members:

- i. Digital Economy – BBA- P-03
- ii. Organizational Behaviour – BBA-C-07
- iii. Indirect Taxes – BBA-E-02
- iv. Business Research Methods- BBA-C-13
- v. Financial Statement Analysis- MBA-FM-04

Swagat *Nudrat Moini* *Reshma Nasreen* *Syedun Nisa* *Shahnawaz Abidin* *Sadaf Siraj* *Noria Farooqui*

Item no. 3/1/ (2018): Any other Item

- a) Revised promotional Criteria for BBA
- b) Correction in the Span Period for BBA
- c) Revision in Paper Codes of MBA
- d) Revision in Paper Codes of BBA

Resolution 1 (2018)/3:

- a) After the declaration of Semester VI results, If a student has any paper uncleared of any semester, He/She will have to reappear in these papers in concerned semester (odd with odd and Even with Even semester Examination) In next academic year as an Ex Student along with the next Batch. While taking readmission in II & III year, the candidate can give the backlogs of Even semester with even semester examination and Odd semester with odd semester examination.
- b) Correction in span period for BBA from 5 to 6 years. In case the Dissertation is not cleared the span period may go beyond 6 years with prior approval of the Vice Chancellor.

c) Revision in the paper codes of MBA General

S. No.	Paper Code	Paper Name
1.	MBA-OUE-18	CSR & Corporate Governance.
2.	MBA-OUE-23	Advanced Marketing Research & Data Analytics
3.	MBA-OUE-24	Legal Aspects of Business. (MBA-OUE-208 in old 2015 bylaws.

- d) The paper code BBA-C-20 is assigned to Business Communication-2 for 2015-18 batch. Hereafter, BBA-C-20 will be project work for batches starting 2016 onwards. Consequently for the forthcoming batches, Business Communication is added in the Elective-3 basket as with the paper code BBA-P-06.

Dr. Reshma Nasreen

Reshma Nasreen

Prof. J. P. Upadhyay

J. P. Upadhyay

Dr. Syed Nadimul Haque

Syed Nadimul Haque

Dr. Sana Beg

Sana Beg

Mr. Shahid Parvez Khan

Shahid Parvez Khan

Dr. Shahnawaz Abidin

Shahnawaz Abidin

Dr. Syeedun Nisa

Syedun Nisa

Dr. Noria Farooqui

Noria Farooqui

Dr. Sadaf Siraj

Sadaf Siraj

Dr. Nudrat Moini Rahman

Nudrat Moini Rahman

**DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD**

September 30, 2019

**Minutes of Board of Studies (BOS) meeting held on 30/09/2019 (Monday) at 10:30. a.m.
in the Department of Management.**

The following members were present:

1. Prof. J.P. Upadhyay (Co-opted member)
2. Prof. Kotaru Ravi Sankar (Co-opted Member)
3. Prof. (Dr.) Reshma Nasreen (Chairperson and Member)
4. Dr. Syed Nadimul Haque (Member)
5. Dr. Sana Beg (Member)
6. Mr. Shahid Perwez Khan (Member)

Following agenda items were discussed and approved:

Item no. 1. : To consider the Inclusion of the recommendation of AC-34 (24) of the Academic Council dated 7.6.2018 regarding examinations in the Department bylaws (2018).

Resolution no. 1.

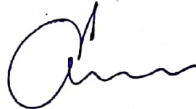
Recommendations of AC-34 (24) of the Academic council dated 07.06.2018 were noted and have been duly endorsed for incorporation in the bylaws 2019 of MBA and BBA programmes of the Department of Management.

Item no. 2. : To consider the approval of the byelaws of Integrated-MBA (BBA+MBA)

Resolution no. 2.

All the BOS members unanimously resolved to have a common course structure for BBA (regular) and Integrated MBA (Semester I to VI). However syllabus from Semester VII to Semester X may be different from MBA (G) and subjects based on field practicum and industry interface may be included in the course structure, which would be finalised and passed in the next BOS.

Further, it was resolved that only those students who complete all the courses upto first four semesters would be eligible to continue in Integrated MBA. Besides, it was further resolved that the Integrated MBA should have an exit option after the completion of 3 years, in the light of the existing regulations mandated by regulatory bodies and other reputed B-Schools.




30/9/19


30/9/19


Reshma



Item no. 3. : To consider the approval of Prof. Chandra K. Jaggi as co-guide in the Department.

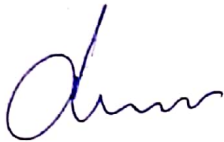
Resolution no. 3.

The BOS approved the appointment of Prof. C.K. Jaggi as a co-guide of Mr. Haider Ali, Ph.D. scholar in the Department.

Item no. 4. : Any other item.

1. The BOS members have approved the alignment of SODL-BBA course with the full time BBA course offered by the Department of Management.
2. The BOS members opined that the University should offer admissions to Ph.D. Candidates who have qualified the NET examination of the UGC as is the practice in other Universities.


The meeting ended with a vote of thanks.



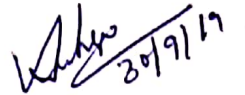
**Prof. J.P. Upadhyay
(Co-opted Member)**



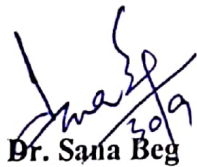
**Prof. Kotaru Ravi Sankar
(Co-opted Member)**



**Prof. (Dr.) Reshma Nasreen
(Chairperson and Member)**



**Dr. Syed Nadimul Haque
(Member)**



**Dr. Sana Beg
(Member)**



**Mr. Shahid Perwez Khan
(Member)**