



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
(Accredited by NBA-AICTE, New Delhi & Accredited by NAAC with "A" Grade)  
Madagadipet, Puducherry - 605 107



## SCHOOL OF ARTS AND SCIENCE

### DEPARTMENT OF COMMERCE AND MANAGEMENT

#### Minutes of the Second Meeting of the Board of Studies (Business Administration)

The second meeting of the Board of Studies (Business Administration) was held on 9-4-2021 at 10.00 am in the Department of Commerce and Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College (Autonomous), with the Head of the Department in the Chair.

The following members were present for the BoS meeting

Sl.No	Name of the Member with Designation and official Address	MEMBERS AS PER UGC NORMS
1	<b>Dr. A. S. KANNAN</b> , Professor and Head Department of Commerce and Management School of Arts and Science SMVEC, Madagadipet-605107	Chairman
2	<b>Dr. V. Saikumari</b> , Professor and Head, Department of Management Studies, Easwari Engineering College (Autonomous), Chennai.	Subject Expert (University Nominee)
3	<b>Dr. J. Tamilselvi</b> Associate Professor Department of Business Administration Annamalai University, Chidambaram.	Subject Expert (Academic Council Nominee)
4	<b>Dr. M. Sheeba</b> Associate Professor Department of Commerce Guru Nanak College (Autonomous), Chennai.	Subject Expert (Academic Council Nominee)
5	<b>Mr. Raviganth Vignesh</b> Founder and Principal HR Consultant, Sanvi Business Solutions, Chennai.	Representative from Industry and Management Profession
6	<b>Mrs. S. Sasi</b> , Assistant Professor, Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Programme Academic Coordinator
7	<b>Mrs. S. Lakshmi Devi</b> , Assistant Professor, Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Economics Specialisation)
8	<b>Ms. M.V. Malini</b> , Assistant Professor, Department of Commerce and Management School of Arts and Science	Faculty (Law Specialisation)

	Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	
9	<b>Mr. R. Logeesh</b> , Assistant Professor, Department of Commerce and Management School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Accounting Specialisation)
10	<b>Mr. Egalite M. Francis</b> Assistant Professor Department of Mathematics Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Mathematics & Statistics Specialisation)

## Agenda of the Meeting

BoS/DCM /B.B.A.	Description of the Agenda
2.1	Welcome Address, Introduction about the Institution, Department and BoS Members
2.2	Confirmation of the Minutes of the First Meeting of the Board of Studies (B.B.A.) - The Head of the Department apprised the Board regarding the Minutes of the First Meeting of BoS and incorporation of minor modifications made in course contents.
2.3	To discuss and approve the modifications in the Curriculum Structure of the Bachelor of Business Administration (B.B.A.) programme from the AY 2020-21
2.4	To discuss and recommend the syllabi for Second Year Courses under R-20 Regulations for the Bachelor of Business Administration (B.B.A.) students admitted in the year 2020-21
2.5	To discuss and approve the courses recommended by the Departmental Advisory Committee (DAC) under the category of: <ul style="list-style-type: none"> <li>❖ Skill Enhancement Courses</li> <li>❖ Employability Enhancement Courses for all the six semesters</li> </ul>
2.6	To discuss and approve the minor modifications in the Evaluation Systems: <ul style="list-style-type: none"> <li>❖ Marks distribution for Continuous Assessment and End-Semester Examinations</li> <li>❖ Pattern of the Question Papers for Continuous Assessment Tests and End-Semester Examinations</li> </ul>
2.7	To discuss and approve the Panel of Examiners
2.8	To consider any other item with the permission of the Chair

## Minutes of the Meeting



The meeting deliberated on the items of Agenda that had been approved by the Chairman.

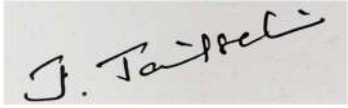




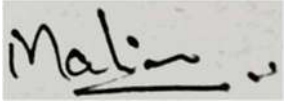

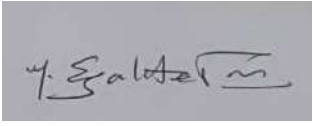
<b>Item 2.1</b>	The Chairman of the meeting formally welcomed the hon'ble members of the Board and introduced them the credentials of the Institution and of the Department. The attainments and accolades of the Institution have been briefed for the benefit of the members of the Board. The members have expressed their appreciations for the achievements of the Institution.
<b>Item 2.2</b>	Confirmation of the Minutes of the First meeting of the Board of Studies (Business Administration) held on 27-August-2020 was done by presenting the summary of suggestions made by the Board then, and the actions taken by the Department in the process of implementing those suggestions. Members have unanimously agreed to the fulfilment of the suggestions and expressed satisfaction. They suggested to include Simple Case Studies in "Principles of Management" and "Principles of Entrepreneurship".  The finalised curriculum for First Year courses is shown as <b>Annexure-I</b> .

<b>Item 2.3</b>	<p>The modified curriculum of the B.B.A. programme was presented by the Professor and Head of the Department of Commerce and Management, and same was deliberated in detail by the members of the Board. Their suggestions in this regard included:</p> <ol style="list-style-type: none"> <li>1. "Marketing Research" can be named as "Business Research" and the contents be framed accordingly.</li> <li>2. "Creativity and Innovation Management" can be included as DSE, in stead of "Insurance Principles and Practice".</li> <li>3. "Business Analytics" may be introduced replacing the course on "Resource Management Techniques".</li> </ol> <p>The revised curriculum is accordingly prepared and the same is shown as <b>Annexure-II</b>.</p>
<b>Item 2.4</b>	<p>The syllabi pertaining to the courses of the Second Year of B.B.A. programme have been presented to the members of the Board. The members had detailed discussions on the same and forwarded the following suggestions:</p> <ol style="list-style-type: none"> <li>1. Case Studies may be included in Marketing, Management Human Resources Management, and Organisational Behaviour courses.</li> <li>2. Seminar and Advanced Seminar topics are to be framed appropriately.</li> </ol> <p>The syllabi of the specified courses are modified as suggested above, and the revised syllabus is shown as <b>Annexure-III</b>.</p>
<b>Item 2.5</b>	<p>The courses prescribed as (i) Skill Enhancement courses, and (ii) Employability Enhancement courses, as approved by the Departmental Advisory Committee, are presented to the Board. The Board expressed satisfaction in having those courses in the respective category.</p>
<b>Item 2.6</b>	<p>The evaluation scheme comprising of Continuous Assessment Marks and End-Semester Marks, and the Pattern of the Question Paper that is adopted for the Continuous Assessment Tests and End-Semester Examinations as per the Regulations of the School of Arts and Science have been presented to the Board. The Board expressed satisfaction over the evaluation scheme and pattern of the question papers, and formally approved the implementation of the same.</p>
<b>Item 2.7</b>	<p>The criteria used for the selection of the panel of examiners have been presented to members of the Board and the same has been approved by the Board.</p>

The external members of the Board have expressed their appreciations to the modified structure of the curriculum, and emphatically stated that it meets the expectations of the Industry and Profession in the current scenario. The meeting was ended with vote of thanks by Dr. A.S. Kannan, the Chairman of the Board, at about 11.45 am.

The Minutes of the Second Meeting of the Board of Studies (Business Administration) held on 9-4-2021 is signed by the members who attended the meeting:

SI.No	Name of the Member with Designation and official Address	MEMBERS	Signature
1	<b>Dr. A. S. KANNAN</b> , Professor and Head Department of Commerce and Management, School of Arts and Science, SMVEC, Puducherry.	Chairman	
2	<b>Dr. V. Saikumari</b> , Professor and Head, Department of Management Studies, Easwari Engineering College (Autonomous), Chennai.	Subject Expert (University Nominee)	

3	<b>Dr. J. Tamilselvi</b> Associate Professor Department of Business Administration, Annamalai University, Chidambaram.	Subject Expert (Academic Council Nominee)	
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5	<b>Mr. Raviganth Vignesh</b> Founder and Principal HR Consultant, Sanvi Business Solutions, Chennai.	Representative from Industry	
6	<b>Mrs. S. Sasi</b> , Assistant Professor, Department of Commerce and Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College (Autonomous)	Programme Academic Coordinator	
7	<b>Mrs. S. Lakshmi Devi</b> , Assistant Professor, Department of Commerce and Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College (Autonomous)	Faculty (Economics Specialisation)	
8	<b>Ms. M.V. Malini</b> , Assistant Professor, Department of Commerce and Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College (Autonomous)	Faculty (Law Specialisation)	
9	<b>Mr. R. Logeesh</b> , Assistant Professor, Department of Commerce and Management, School of Arts and Science, Sri Manakula Vinayagar Engineering College (Autonomous)	Faculty (Accounting Specialisation)	
10	<b>Mr. Egalite M. Francis</b> Assistant Professor Department of Mathematics School of Arts and Science Sri Manakula Vinayagar Engineering College (Autonomous), Puducherry.	Faculty (Mathematics & Statistics Specialisation)	

**Dr. A.S. Kannan**  
Professor & Head  
Chairman / BoS – Busi. Admn.

**Dr. S. Muthulakshmi**  
Dean – SAS

**Dr. S. Anbumalar**  
Dean – Academics

**Dr. V.S.K. Venkatachalapathy**  
Director cum Principal  
Chairman – Academic Council