



**1.1 Curriculum Design and Development**  
**1.1.2 Business Administration (BBA) – Board of Studies**

Department of Business Administration ,  
St. Joseph's College (Autonomous),  
Trichirappalli-620 002

**BOS MEETING MINUTES – 18.05.2021**

**List of Members Present :**

1. Dr. M. Babu, Associate Professor, Bharathidasan School of Management., Bharathidasan University, Tiruchirappalli – 620 024 (University Representative)
2. Dr. C. Jothi Baskara Mohan, Associate Professor, Dept. of Business Administration Thiagarajan College (Autonomous). – Subject Expert
3. Mr. Santhosh Kumar Subash Chandra Bose, Director of Nvron Life Science Limited, Coimbatore – Industry Expert
4. Mr. T. Ganesh Kumar , Team Member Operations, Gurdian India Private Limited, Chennai- Alumna
5. Mrs C.F. Octovia Antony Sessammal, Head, Dept. of Business Administration, St. Joseph's College, Trichy-620002.

Other Faculty members of the Department

6. Dr. B. Augustine Arockiaraj
7. Mr. S. Arputharaj
8. Mrs.S. Clemence Jenifer
9. Dr. P. Bastin Arockiaraj
10. Mrs.P.Premakumari
11. Mr.Rinaldo de David
12. Mr.Inigo Papu Vinodhan

**Minutes of the Meeting :**


The Board of Studies Meeting to discuss the Revised Draft Syllabus for the academic year 2020-2021 was held virtually on Tuesday 18<sup>th</sup> May 2021 through our Google Staff room , which commenced around 10.00 am. After a Formal Welcome extended to the University Representative , Subject Expert , Industry Expert, Alumna and all the faculty members by the Head of the Department Mrs .Octovia Antony Sessammal , the official presentation of the revised syllabus followed. The PO's , PSO's were outlined initially followed by the detailed description of each subject , CO's , the unit wise concepts covered and the Correlation between Cos and PSO's specifically. After thorough brain-storming and academic deliberations the following views were shared by the Experts:

The Subject Expert Dr. Jothi Baskara Mohan shared his high regard for our Institution and offered his appreciation that the revised syllabus has proven the undeniable academic quality by introduction of new subjects with updated and need of the hour concepts. However he suggested that more Alumni should come forward and contribute to their junior student fraternity by way of Guest Lectures with more practical orientation of what experiences they have gained, while Congratulating the Industry Expert Mr.Subash Chandra Bose for extending his fullest co-operation in signing an MOU with our Department towards offering Internships and Project Works for our students.

The University Representative Dr.Babu congratulated the entire team of Faculty members for having drafted a very comprehensive syllabus with very many subjects newly introduced, keeping in mind the overall professional development of budding management executives and entrepreneurs. Besides this, he suggested that, Value Added courses could be offered to the students with the choice of selecting according to their own areas of interests.

The Industry Expert and the Alumna also expressed their gratitude and positive reception for improvising the previous syllabus and introducing many updated subjects like Business Analytics, Digital and Social Media Marketing, Data Analysis in Excel, Global Supply Chain Management, Start-Ups and Small Business Management , NGO Management etc. and enhancing Communication Skills among management students with two exhaustive Business Communication Papers I and II. All the faculty members were actively participated in the discussion

  
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Prof. C. F. OCTOVIA ANTONY SESSAMMAL, M.A., M.Phil., Ph.D.  
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Apart from the subject revision the experts were keen to understand how the Internship would be taken by our students, for which our HOD madam explained the present process and highlighted that both Project and Internship were compulsory for all students. They appreciated the initiative taken by the entire team of faculty members and recommended to work on Tie-ups with the alumni who are successful entrepreneurs and corporate executives to provide opportunity to their junior students in pursuing their Project work and Internship.

Finally, after both intensive and extensive discussions and deliberations by the Experts and faculty members in the Board, to promote qualitative and comprehensive syllabus revision, Dr. Augustine ArockiaRaj Proposed the Vote of Thanks, and the Meeting came to an end around 1.30 pm.


#### **Suggestions and Views received:**

1. Introduction of a simple overview about Block-Chain Technologies and Artificial Intelligence to our students in order to enhance their knowledge development on trending concepts and employability skills.
2. Reference Books stated should be of Latest Edition, at least from the year 2015 onwards and the mention of Chapters covered by respective Text Book was not required.
3. With regard to selection of MOOC Course Students should not select the same course which should be already covered under syllabus
4. Alumni should contribute to the junior students by way of Guest Lecture and conduct workshops
5. The Subject Title to Business Data Analytics, instead of Business Data Analytics in Excel.
6. To include Health Care Management, which is gaining vital significance especially during this Corona Crisis period
7. To Use the word "Text Book" instead of "Book For Study" and remove the chapters mentioned since it might vary according to the year of edition.
8. Include the concept of Business Environment exclusively under Strategic Management
9. It was suggested that the Role of DIC (District Industries Centre) could be added under the subject "Start-Ups and Small Business Management".
10. The concepts covered under the Subject "Security Analysis and Portfolio Management was heavy overload for UG Level.

#### **Actions taken on the Suggestions:**

1. Block chain technology and Artificial Intelligence to be included in the value added course in future.
2. Instructed our students to select the MOOC course which are not included in our Syllabus.
3. We are already utilizing our Alumni to conduct workshop, Guest Lectures etc and subsequently provide internship / project opportunities for our students
4. Latest edition updated for Book or study and Reference Books.
5. We retain the same Title Business Data Analysis using Excel.
6. Health Insurance added in Insurance Subject.
7. As per the instructions received from Our Dean we follow the uniformity Use the term Book for study only.
8. Business Environment topic added in the Strategic Management Subject.
9. Role of DIC added in the subject "Start-Ups and Small business management."
10. Reworked the Syllabus of "Security Analysis and Portfolio Management" to reduce inputs for students at Under Graduate Level.

  
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