

MINUTES BOOK

BOARD OF STUDIES

(SYLLABUS REVISION

— II REVISION)

(2017-18)

Syllabus Revision Meeting

Date : 5th June, 2017

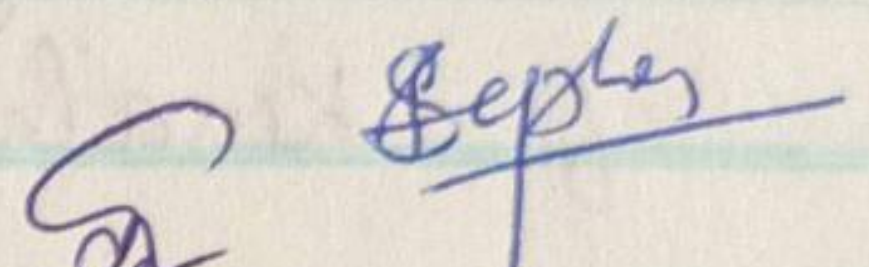
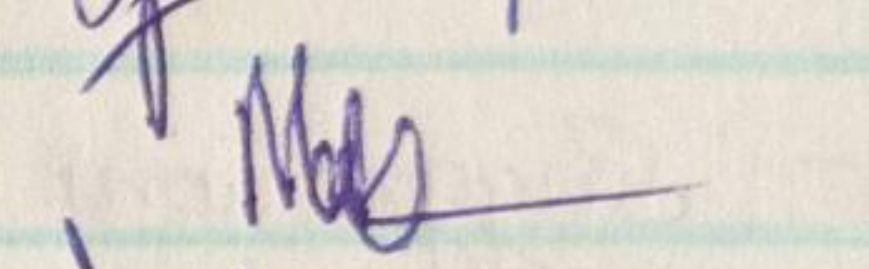
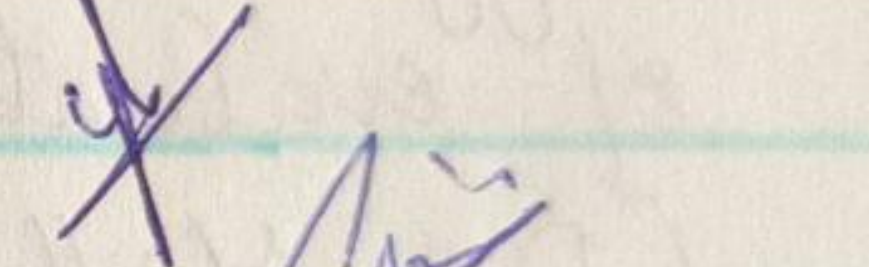
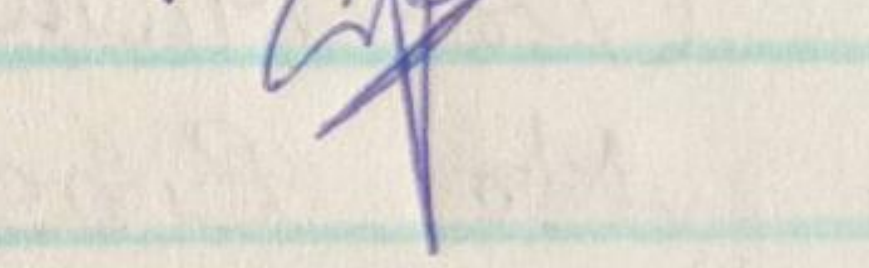
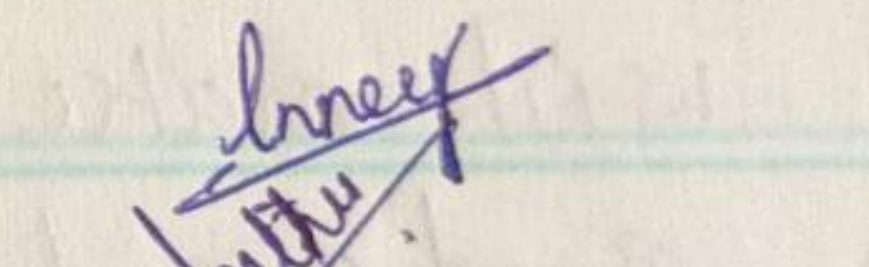
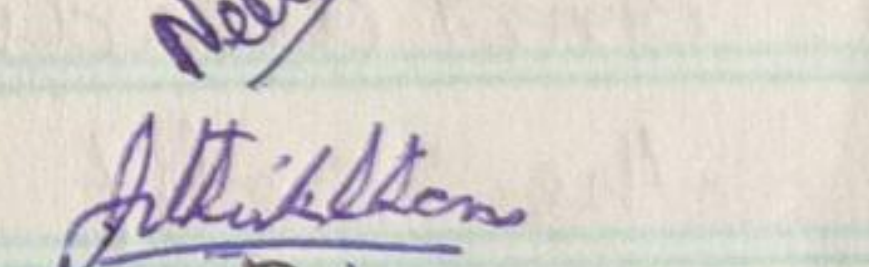
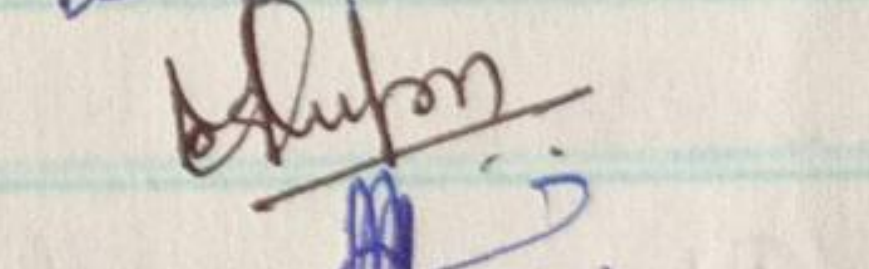
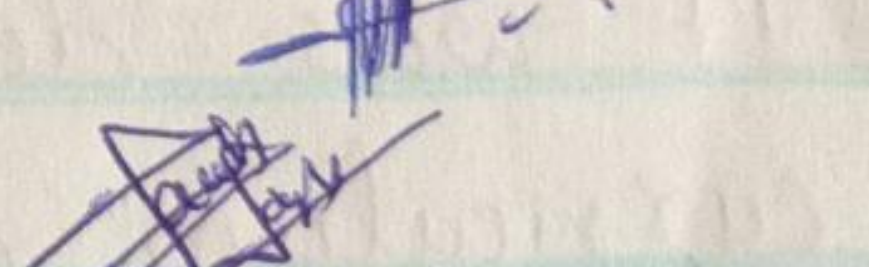
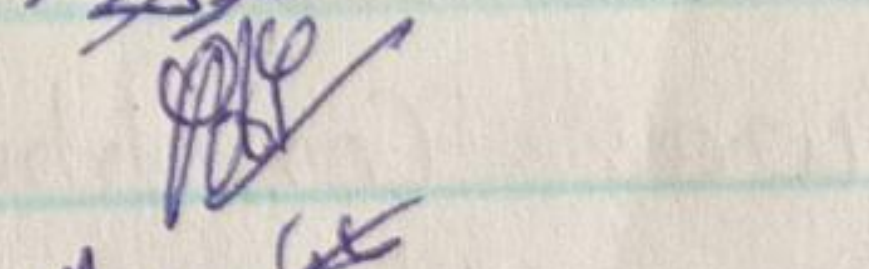
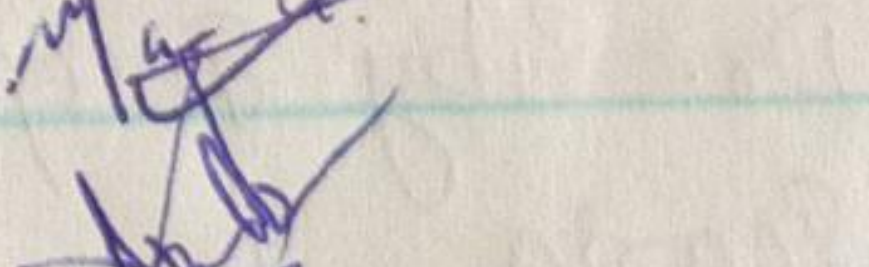
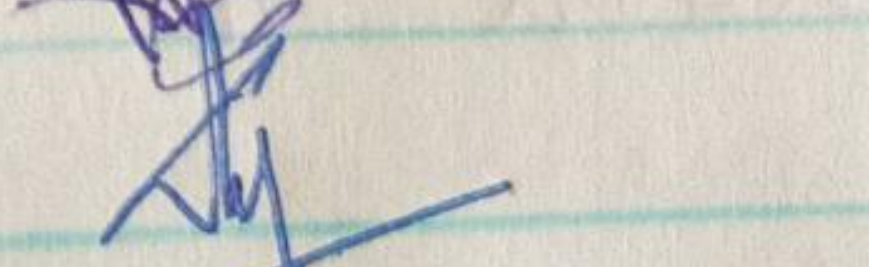
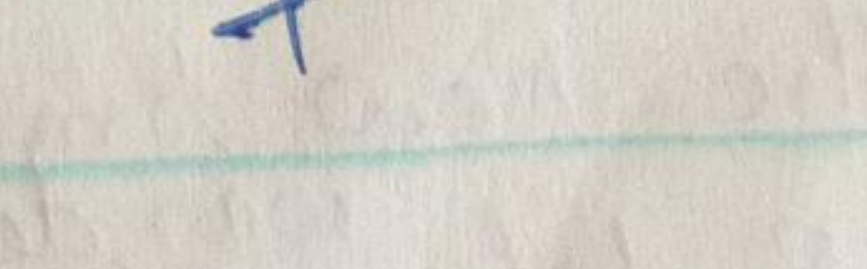
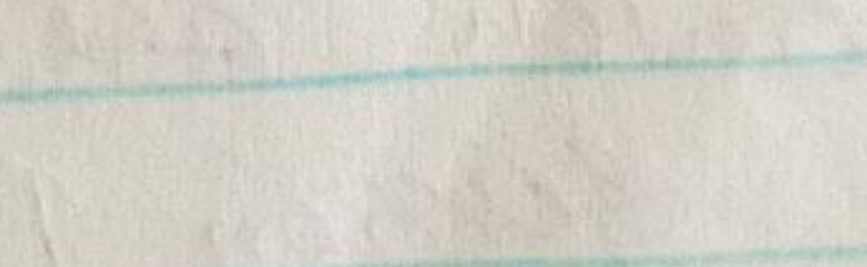
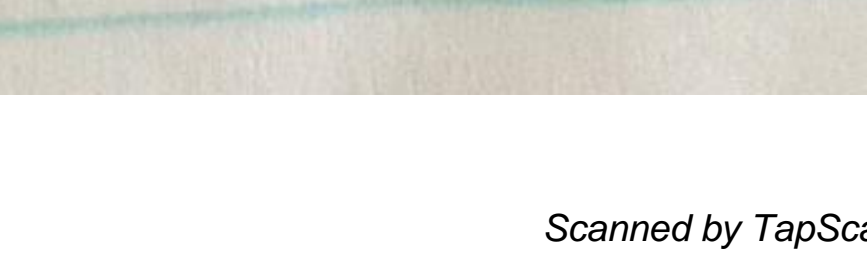
Venue : Marketing Room.

Time : 10.30 am.

Members Present

1. Dr. Stephen Mathews.
2. Dr. Siby Joseph.
3. Dr. Mathew Joseph.
4. Dr. Joychen Manuel
5. Mr. Sony Joseph.
6. Mr. Binsai Sebastian.
7. Ms. Anney Chacko.
8. Ms. Neethu Jose.
9. Mr. Jithin K. Thomas.
10. Ms. Meshim B Joseph.
11. Mr. Cris Abraham K
12. Mr. Jacob Toju.
13. Mr. Jeffin Joseph.
14. Mr. Maurice Jason Pelim
15. Mr. Vinesh Scaria.
16. Ms. Lovely Salim.

Signature

- The meeting started with a silent Prayer.
- Dr. Stephen Mathews, Director, BIMS welcomed the faculty Members.
- Dr. Mathew Joseph, Chairman, BOS started the session by introducing the scheme and syllabus of Kerala Technological University (KTU)
- Suggestions were made to follow the credit system of evaluation for the programme. BOS Committee (Dr. Mathew Joseph, Mrs. Merlin B. Joseph, Mr. Binsai Sebastian, Mr. Maurice Jason Peter) will make a study on the scope, advantages ~~and~~ disadvantages and practicality of implementing the credit system at BIMS
- It was decided to make Soft Skills a part of curriculum during first two semesters. A Committee was constituted ~~for the~~ including Dr. Stephen Mathews, Dr. Siby Joseph, Ms. Lovely Salim and Mr. Vinish Searia to discuss on the soft skills and MSD syllabus
- The new timings of sessions for the 23rd & 22nd Batch ^{was decided} ~~and~~ as follows.

Session 1	-	9.00 am	-	10.15 am
2	-	10.20 am	-	11.35 am
3	-	11.40 am	-	12.55 pm
4	-	1.55 pm	-	2.55 pm
5	-	3.00 pm	-	4.00 pm
6	-	4.15 pm	-	5.30 pm.

- The following subjects were suggested for the first and second semesters and the faculty committee assigned for presenting the proposed syllabus for the same are as follows.

First Semester

Subjects:

Faculty Responsible.

- | | |
|-----------------------------------|---|
| 1. Accounting For Management | Mr. Sony Joseph &
Mr. Maurice Jason Peter |
| 2. Business and society | Ms. Anney Chacko &
Mr. Jacob Toju, |
| 3. Entrepreneurship | Dr. Stephen Mathews.
Ms. Neethu Jose.
Mr. Cris Abraham. |
| 4. Legal Environment of Business. | Dr. Babu Micheal &
Fr. Sijimon & Srampick |
| 5. Managerial Communication | Mr. Binsai Sebastian
Mr. Cris Abraham K. |
| 6. Managerial Economics. | Dr. Siby Joseph K.
Mr. Jithin K. Thomas. |
| 7. Quantitative Techniques. | Dr. Joychen Manue
Mrs. Meslin B Josep |

8. Organisation Behaviour.

Dr. Mathew Joseph.
Mr. Jeffin Joseph.

9. Soft Skills.

Mrs. Lovely Salim.
Mr. Vinish Scaria.

Second Semester

Subjects.

Faculty Responsible

1. Business Research Methods.

Ms. Anney Chacko.
Mr. Jithin K. Thomas.
Mr. Jacob Poju.

2. Financial Management

Mr. Sony Joseph.
Mr. Jithin K. Thomas.

3. Marketing Management

Mr. Binsai Sebastian.
Mr. Cris Abraham K.

4. Human Resource Management

Dr. Babu Micheal
Dr. Sijimon G. Sramprickal

5. Operations Management

Dr. Mathew Joseph.
Mr. Jeffin Joseph.

6. Management Information
System

Mr. Maurice Jason Peters
Ms. Neethu Jose.

7. Operations Research.

Dr. Joychen Manuel
Ms. Merlin B. Joseph.

8. Leadership Ethics and Accountability

Dr. Siby Joseph K.
Mr. Jacob Toju.

9. Soft Skills.

Mrs. Lovely Salim.
Mr. Vinish scassa.

The following Courses were suggested for the third and fourth semesters.

Third Semester

1. International Business.

Mr. Jithin Joseph

2. ~~Business Analytics.~~
(Common)

Dr. Siby Joseph K.

2. Business Analytics.
(Common)

Mr. Jithin K Thom
Mrs. Neethu Jose.

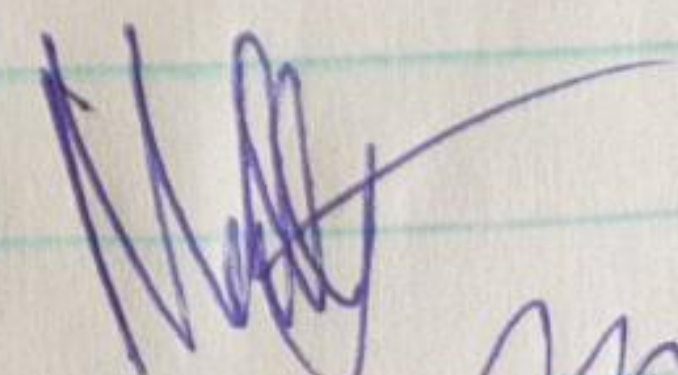
3. Fourth Semester

1. Strategic Management
(Common)

Dr. Mathew Joseph
Dr. Stephen Mathew

The meeting here by concluded at 1.00pm.

← ————— →


Mathew Joseph

Syllabus Revision Meeting

Date - 7th November 2017


Venue - Marketing Room.

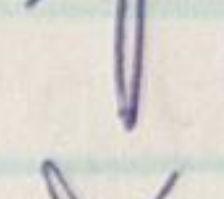
Time - 10.00 am.


Members Present

Signature

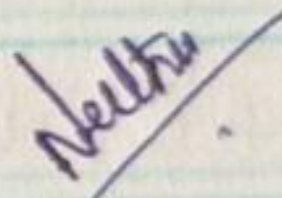
1. Dr. Stephen Mathews.
2. Dr. Siby Joseph K
3. Dr. Mathew Joseph.
4. Dr. Joychen Manuel.
5. Dr. Babu Michael.
6. Mr. Sony Joseph.
7. Mr. Binsai Sebastian.
8. Mrs. Neethu Jose.
9. Mr. Jithin K Thomas.
10. Mrs. Merlin B Joseph
11. Mr. Prais Abraham K.
12. Mr. Jacob Joju.
13. Mr. Jeffin Joseph.
14. Fr. Sijimon G Sampickal.
15. Mr. Vinish scaria.

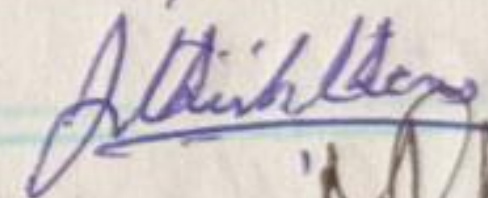
 Steph

 Siby

 Mathew

 Joychen

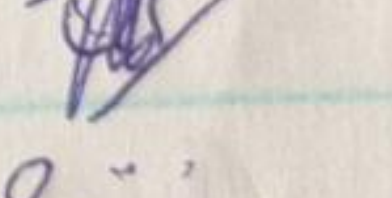
 Babu

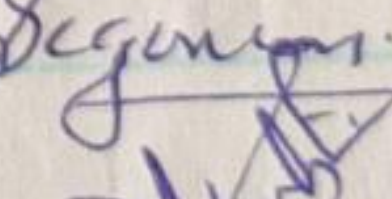
 Sony

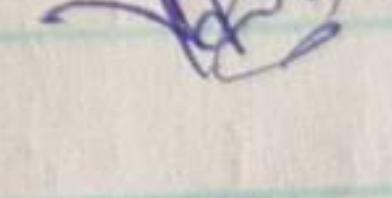
 Binsai

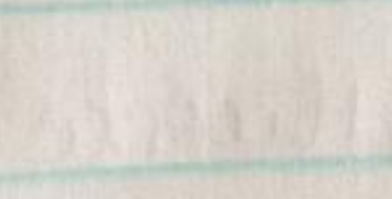
 Neethu

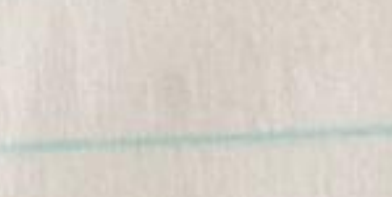
 Jithin

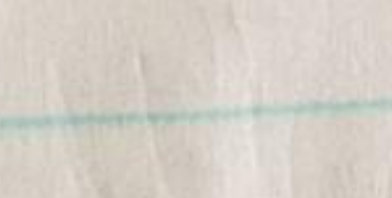
 Merlin

 Prais

 Jacob

 Jeffin

 Sijimon G

 Vinish

- The meeting started with a silent prayer.
- Dr. Stephen Mathews, Director BIMS welcomed the gathering.
- Dr. Mathew Joseph, chairman, BOS, started the session by introducing the proposals for the scheme.
- It was decided not to adopt the credit ~~for~~ system of evaluation but to continue with the current system (Marks system) of evaluation.
- Discussions were made on the following areas and the decision made were as follows:

a) PATTERN OF QUESTIONS

~~Ques~~ Questions shall be set to assess knowledge acquired, application of knowledge in life situations, critical evaluation of knowledge and the ability to synthesize knowledge.

The ~~o~~

The Question setter shall ensure that questions covering all skills are set. He/she shall also submit a detailed scheme of evaluation along with the question paper.

A Question paper shall be a judicious mix of short answer type (3 marks), short essay type (5 marks)

and long essay type (10 marks).

For In-Sem Examinations.

Total Marks : 40

Duration : 2 hours.

Part A (3 marks each) - choose 5 from 6 Questions (15 marks).

Part B (5 marks each) - choose 3 from 4 questions (15 marks).

Part C (10 marks each) - choose 1 from 2 questions. (10 marks).

- The First Insem Exam should contain Questions Preferably from the first half of the syllabus and the second In-sem exam should contain questions only from the remaining half of the syllabus.

- If any alteration is made by the faculty concerned the exact positions should be communicated to the students at the start of the semester.

For End-Sem Exams

Total Marks : 60

Duration : 3 hours.

Part A (3 marks) - Choose 5 from 6 Questions (15 marks)

Part B (5 marks) - Choose 5 from 6 Questions (25 marks)

Part C (10 marks) - Choose 1 from 2 Questions (10 marks)

Part D (10 marks) - choose 1 compulsory question based on application (10 marks).

The end semester examination should contain questions with equal importance to all units in the syllabus.

b) LIST OF ELECTIVES

It was decided to retain the existing 5 elective.

1. Marketing Management
2. Financial "
3. Human Resource "
4. Production and operations Management.
5. Informations Systems.

c. LIST OF COURSES OF MBA PROGRAMME

[Viva Voce to be conducted at the end of Second and Fourth Semesters.

- First Semester - no change in the subjects.
- Second Semester - Environment management & Business Ethics and Corporate Governance to be replaced by Business Research Methods and Business and Society.
- Third Semester - Included Business Analysis instead of Research Methodology.
- Fourth Semester - No change in subjects.
- Provision for retest need to be given for students.

with medical or other genuine reasons.

- MSD Monitoring Committee should pass the MSD marks before publishing the same.
- MSD marks should be published along with the internal marks of other subjects of the concerned & respective semesters.

List of Subjects

First Semester

Faculty Responsible
For Syllabus.

1. [Accounting For Management . Mr. Sony Joseph.
Mr. Maurice Jason P.
2. Management Innovation
and Entrepreneurship Mr. Cois Abraham K.
Mrs. Anney Chalco.
Dr. Stephen Mathews.
3. IT in Business. Mr. Jethin Joseph
Mrs. Neethu Jose.
4. Legal Environment of Business Mr. Babu Michael
Fr. Sijimon G. Srampickal
5. Managerial Communication Mr. Cois Abraham K
Mr. Binsai Sebastian.
6. ~~to~~ Managerial Economics. Dr. Siby Joseph
Mr. Jithin K Thomas.
7. Organisation Behaviour Dr. Mathew Joseph.
Mr. Jacob Joju.

8. Quantitative Techniques.

Dr. Joychen Manuel
Mrs. Merlin B Joseph

9. MSD

Mrs. Lovely Salim
Mr. Vinish Scaria

Total Marks :- 800

Second Semester

Subjects

Faculty / Responsible.

1. Business Research Methods
+ Mr. Jithin K Thomas
Mrs. Anney Chacko
Mr. Jacob Toju.
2. Financial Management
Mr. Maurice J Peters
Mr. Sony Joseph.
3. Marketing Management
Mr. Cris Abraham K
Mr. Binsai Sebastian
4. Human Resource Management
Dr. Babu Michael
Fr. Simon G. Szampick
5. Operation Management
Dr. Mathew Joseph.
Mr. Jeffin Joseph.
6. Management Informations
Systems.
Mr. Maurice J Peters
Mrs. Neethu Jose.
7. Operations Research.
Dr. Joychen Manuel
Mrs. Merlin B Joseph

8. Business and society Dr. Jacob Siby Joseph
Mr. Jacob Joju.
9. Viva-voce. (First & second subjects).
10. MSD. Mrs. Lovely Salim.
Mr. Vinish scaria.

Total Marks - 900

Third Semester

1. International Business Dr. Siby Joseph &
Mr. Jeffin Joseph.
2. Business Analytics Mr. Jithin K Thomas
Mrs. Neethu Jose.

Elective Major - 4 papers.

Elective Minor - 2 papers.

Organisation Study and Internship

MSD.

Total Marks - 900

Fourth Semester

1. Strategic Management]

Dr. Stephen Mathews
Dr. Mathew Joseph

Elective Major — 2 papers.

Elective Minor — 1 paper.

Project work.

Comprehensive Viva Voce (3rd & 4th Semester subjects).

MSD

Total Marks — 700

Total Marks (4 semesters) — 3500

d) DISTRIBUTION OF INTERNAL ASSESSMENT MARKS.

The distribution of internal assessment marks will be based on following 5 criteria.

1. In-Semester Examinations. (20 Marks)
 - Two Exams need to be conducted.
 2. Case Analysis/Quiz/Discussion. (5 marks)
 - The students will be assessed based on their active and valuable contribution in discussions and quiz, which facilitates classroom learning.
 - Case Analysis - The students will be assessed on their competencies such as ability to incorporate theory into the case analysis and its practical relevance.
 3. Assignments and Seminars (5 marks)
 - Assignments and seminars - the students will be assessed on their ability to incorporate relevant research outcomes through library research or from online journals/database such as EBSCO, Emerald, Proquest. etc into assignments and presentations.
 4. Practical Oriented Study (5 marks)
 - A practical oriented study should be undertaken for each course on a component/unit based on the syllabus.
 5. Class Participation/attendance (5 Marks).
- Total - 40 Marks.

= Students

1. In semester Exam (Two)	— 20 marks
2. Case Analysis / Quiz / Discussions	— 5 marks
3. Practical oriented study	— 5 marks
4. Assignments / Seminars	— 5 marks
5. Class Participation / Attendance	— 5 marks
Total	<u>40 Marks</u>

— Students who have failed in the internal of any subjects can attend the external examination of the same, but he has to repeat the internal with the concerned faculty and need to secure a separate minimum pass mark for the same course to be declared as pass in the subject.

5. Managerial Skill Development (MSD)

A Detailed Syllabus of the MSD Course is to be prepared by the MSD Committee.

— BOS suggested the following External Experts for the review of Syllabus in the respective areas.

1. Dr. Biju M K , — Operations and Systems
Assistant Professor
School of Management and Business studies.
M G University, Kottayam
2. Dr. E M Afsal — Finance & Accounting
Asst. Professor,
School of Management & Business studies
MG University, Kottayam.
3. Dr. Mavoothu. D — Human Resource Mgt.
Professor
School of Management Studies, CVSAT
4. Dr. Johnny Johnson — Marketing Management.
Asst. Professor
School of Mgt & Business studies
MG, University, Kottayam
5. Dr. Siby Zacharias — General Management.
Associate Professor
School of Mgt & Business studies
M G Uty, Kottayam

- A Subcommittee meeting need to be conducted ^{including} along with the above mentioned External Experts in the respective areas for an holistic review of the Syllabi during the 3rd and 4th week of November, 2017

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BOARD OF STUDIES - SUB COMMITTEE MEETING

For OPERATIONS AND SYSTEMS

DATE :- 15th NOVEMBER 2017

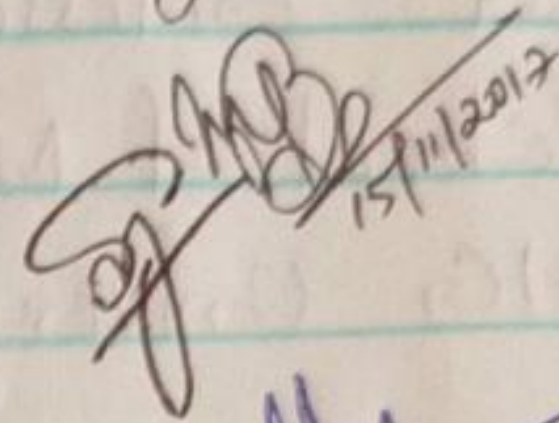
VENUE :- Syndicate ROOM, BIMS

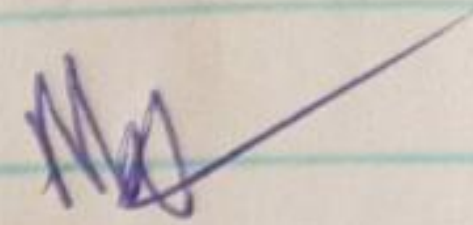
Time :- 10:00 am

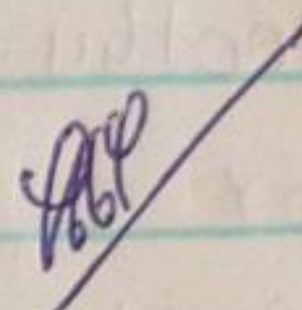
MEMBERS PRESENT

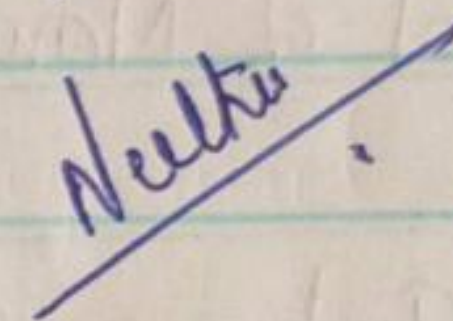
1. Dr. Biju M K
2. Dr. Siby Joseph.
3. Dr. Mathew Joseph.
4. Mr. Jeffin Joseph.
5. Mrs. Neethu Jose.
6. Mrs. MERLIN B Joseph.

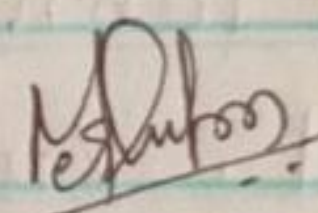
Signature

 15/11/2017









- Dr. Stephen Mathews, Director, BIMS welcomed Dr. Biju MK to the meeting

- The Meeting started with the discussions of various operations area papers followed by Information and Systems paper.

- operations Management - Second Semester (common paper) was Syllabus was discussed first.

- The Details of the subjects and the corresponding suggestions made are as follows.

4 The Following changes were suggested in the various modules of different papers.

1. OPERATIONS MANAGEMENT

— Common Paper, Second Semester.

The following topics were suggested to be included in the Suitable Modules.

— EOQ, EBQ, (Add)

— Operations planning and control need to be changed to production planning and control.

— MRP II (Add)

Reference — Include Books by Indian Authors including ~~like~~ B. Mahadevan.

Specialis

2. Specialisation Papers — Operations

2. Supply chain Management

Module 1 — SCM Vs Logistics (Add)

Module 2 — Basics of SCOR, CPFR, APS

Module #4 — Basic Inventory concepts, RFID
— Product availability

Module 5 — Remove development of SC & Manuf.
— Add Future of SC — Lean, Agile, Green.

3. Total Quality Management

- Add
- Module 2 - Kaizen, 5S, Quality circles.
 3 - Poka-yoke, CMM
 4 - Replace 'Quality System, Quality Measurement System with Quality Management System (QMS)
 V - Cases in TQM
 - Introduction to Industry specific Certifications

4. Service Operations Management

Module IV - Add SERVQUAL & SERVPERF

5. Purchase and Materials Management

Module 1 - KANBAN (Add).

3 - 5R's.

6. Innovation and Technology Management

Module V - Technology Mgt in Indian Context,
 - R&D
 - Technology Forecasting
 - Technology Transfer and Support.

References - Include V K Narayan's Book.

7. Maintenance Management

Include the following topics in suitable Module -
 - Spare parts Management
 - Replacement Models.

- Planning for overhauling or Shutdown.
- HR in Maintenance.

8. Management Information Systems

- Common paper, Second Semester
- Module 1 - Programmed and Non programmed decision making (add).

9. Information Technology in Business.

- Common Paper, First Semester.
- Module 3 - Cloud computing - Types, deployment Methods.
- Introduction to Internet of Things. (add)
- Module 5 - VLOOKUP & HLOOKUPS (add)

10. Replace the Subject 'Global operations and Logistics Management' with 'Shipping and ocean Logistics Management.'

11. Replace the Subject Lean Manufacturing with 'world class Manufacturing.'

X ————— X

BOARD OF STUDIES - SUB COMMITTEE MEETING
FOR FINANCE AND ACCOUNTING

DATE : 15th NOVEMBER 2017

VENUE : MARKETING ROOM

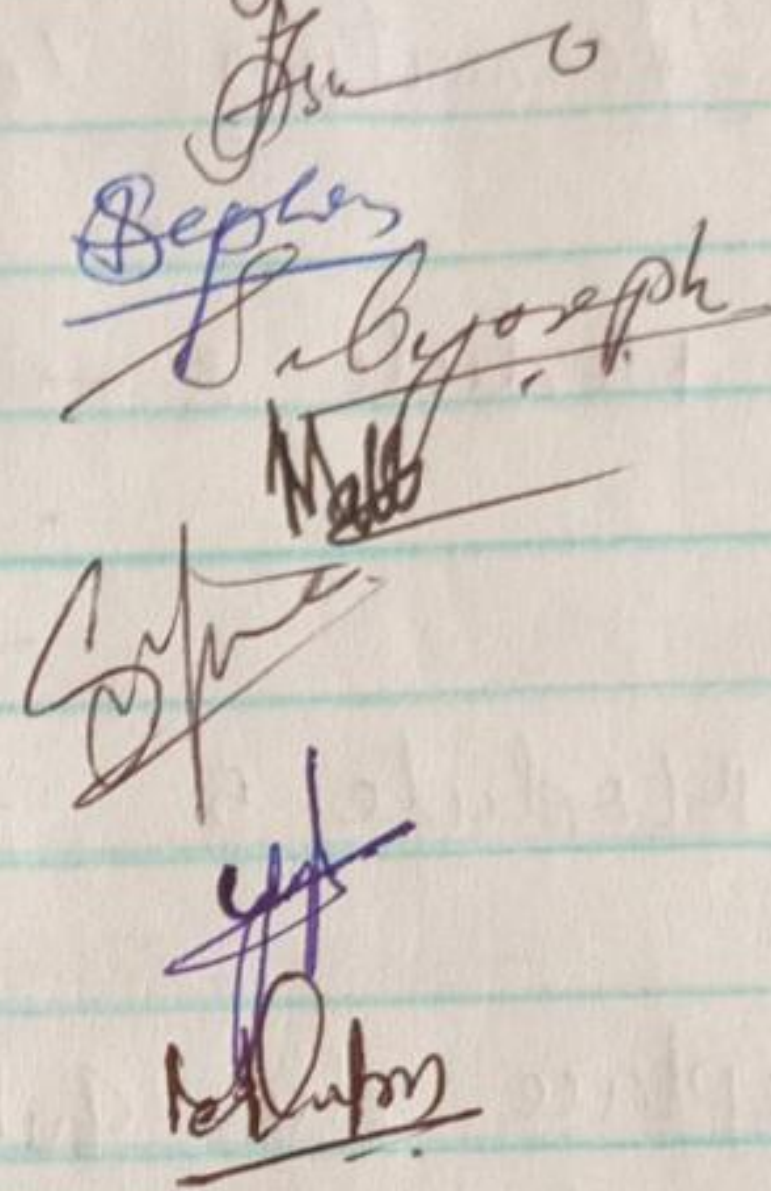
Time : 10:30 am

Mr.

MEMBERS PRESENT

1. Dr. E M Afsal.
2. Dr. Stephen Mathews.
3. Dr. Siby Joseph.
4. Dr. Mathew Joseph.
5. Mr. Sony Joseph
5. Dr. Toychen Manuel
6. Mrs. Merlin B Joseph
- 7.

Signature



- Dr. Stephen Mathews, Director, BIMS welcomed Dr. E M Afsal to the meeting.

- The meeting started with the discussions on various subjects in the area of Finance and Accounting.

- The discussions started with Accounting for Managers - Common paper, First Semester.

- The list of the papers discussed and the suggestions made on the same are as follows: detailed below

1. Accounting For Managers

— Common Paper, First Semester.

- Module 1 — Trends in Accounting (to Add).
- An Overview of IFRS — Recent developments in ~~an~~ Accounting to be included in suitable Unit.
- References — Include the book ~~is~~ authored by M C Shukla.

2. Financial Management

— Common Papers, Second Semester.

- Introduction to Capital Market to be changed to Introduction to Financial Market.
- Add Capital Market, and money market.
- References — Include ~~the~~ book authored by Dr. S N Maheswari & Dr. M.P Sharma.

Specialisations — Finance.

3. Bank Management

Module 1 — Small Banking, Microfinance.
 — Recent Trends in Internet Banking } Add

Module 2 — Need to Rework including CRM.

Modul 1 — Banking System in India is enough.
 — word History need to be deleted.

4. Financial Derivatives and Risk Management.

- Include 'Option Pricing Models' in the Suitable Module.

5. International Finance.

Module 5 - FII

- Fund transfer Technologies } Add.

~~Add~~ Add Role of DIP to opportunities and challenges in FDI.

6. Management of Financial Services

~~Module~~
~~Unit III~~

Add the following topics to Suitable Modules

- Payment Gateways. }

- Online Fund Transfer. }

- Mobile wallets }

- Credit Rating Agencies.

- Stages of venture Capital Financing need to be changed to new forms of Startup

7. Security Analysis and Portfolio Management

- Add Behavioural Finance - as a separate
Separate Bullet point.

8. Strategic Financial Management.

- In References Strategic Management Books need to be incorporated.

9. Tax Management

- Module II & III need to be clubbed.
- Module V - change the module name to Corporate Tax Management.

10. Working Capital Management

Module I need to be switched with Module II.

11. Insurance Management

- ⊙ Module II - Non life Insurance (Add)
 - Playens in life and Non life Insurance.
- Add Introduction to actuarial science.
- ~~Add~~ ^{check} Valuation - Balance Sheet.
- Add Trends in Insurance.

12. Project Management

- Objective need to be re modified with Finance angle.
- Add Project Finance to module-3.
- Modules need to be modified with finance angle.

The word 'References' need to be Replaced with 'Suggested Books' in all Syllabus. Syllabi

Dr. Mathew Joseph, Chairman BOS thanked Mr. Expressed Vote of Thanks.

BOARD OF STUDIES - SUB COMMITTEE MEETING
- HUMAN RESOURCE MANAGEMENT

DATE : 17th NOVEMBER 2017

VENUE : SYNDICATE ROOM

TIME : 10.30 am

MEMBERS PRESENT

Signature

1. Dr. MAVOOTHU D
2. Dr. Siby Joseph.
3. Dr. BABU MICHAEL
4. Dr. Mathew Joseph.
5. Mrs. Merlin B Joseph.
6. Fr. Sijimon G Srampickal

2-1
of
C. J.

Md
Auton

Sijimon G

- Dr. Mathew Joseph, Chairman BOS welcomed Dr. Mavoothu D to the meeting.
- The meeting started with discussion on revising HRM & Syllabus followed by the discussion on Specialisation papers on HRM.
- The List of Syllabi discussed and the suggestions made on the same are as follows:

1. HUMAN RESOURCE MANAGEMENT

- Common Paper, Second Semester.

- Objectives need to be reframed based on the Learning outcomes of the paper for all the subjects.

- The word 'Objectives' can be replaced with 'Learning Outcomes'.

- Module 1
- Include Introduction to Human Capital Management to Evolution of HRM.
 - Replace the remaining topics with:
 - ✓ Approaches to HRM
 - ✓ Strategic nature of HRM - Links b/w HR and corporate strategy
 - ✓ changing nature of workplace - Diversity, telecommunity, flexitime, contract workers, casual workers, parttime workers etc.

- Module 2
- change unit title to 'Sourcing'
 - Add HRP
 - Remove Job Evaluation
 - Add Affirmative actions in recruitment & Selection for inclusion.
 - Induction (Add)
 - only ~~Recruitment~~ include the work recruitment and selection.

- Module 3
- change the unit title to 'Development'
 - Add Training Process
 - Add Cross Cultural Training - Value, Religion & Language.

- Module 4
- Change the unit title to 'Engagement and Maintenance'
 - Include Job evaluation,
 - worklife space and workplace privacy
 - Employee engagement.

- HRIS, HR Analytics and Metrics
- workplace spirituality
- Artificial intelligence and ^{robotic} workplace
- change to wages, salary and compensation
- Remove QWL

- Module 5 - Include Functions of IR Managers
- HR during M&A - Precautions, implications and strategies
 - sexual harassment in workplace.
 - IR in Gig and sharing economy.

Reference - Include the book 'Deenzo & Robbins, Personnel/ Human Resource Mgt, PHI

Specialisation Papers

2. ORGANISATIONAL CHANGE MANAGEMENT AND DEVELOPMENT

- Module 5 - Change BPR Vs TQM to BPR, TQM and disruptive strategies

3. PERFORMANCE MANAGEMENT

* Module 2 - Add HR score card

Module 4 - Add Performance Management and compensation

Module 5 - Add Virtual Performance Management
- current trends and issues in Performance Management.

4. REWARD MANAGEMENT

Module 1 — Change unit title to 'Philosophy and concept of Reward.'
 — add to wage differentials + its justifications.

Module 2 — Change unit title to 'Compensation Policy'.
 — Change ILO to 'Role of ILO in wage policies'.

Module 3 — Add macro and micro economics of labour market.

Module 4 — change VRS to Severance pay

Module 5 — change Downsizing to 'Downsizing and reward management'.

5. INDUSTRIAL RELATIONS

Module 1 — Change unit title to 'Industrial Relations perspectives'.
 — Add 'Other IR approaches' to 'Danlop's IR Systems'
 — Add comparative IR
 — Remove Approaches to IR

Module 2 — change unit title to 'Union Mgt'.

- Add Golden Handshake, VRS, Reemployment, out placements to strike.
- Add 'Essentials to TU Act 1928
- Add productivity Bargaining and gain sharing.

Module 4 - Replace the entire module of Social Security with the following

Title - Employee Empowerment

- Industrial Peace and ILO
- IR Policy
- Recommendations of II National Commission on Labour
- ~~IR and~~

Module 5 - Change unit title to 'Current and Emerging Trends'.

- Add - IR & Technological change
- New Trends in IR.
- Link b/n Corporate governance, CSR and IR.

6. TRAINING AND DEVELOPMENT

Module 1 - Change unit title to Introduction to T&D

- Add Approaches to training
- ~~Add~~ ^{change} OD & Training to OD & MD.
- Add Learning Theories and its principles

Module 2 - Change unit title to 'T&D Needs'

- Add Training Process
- Cost Benefit Analysis of Training
- Training strategies
- ~~For~~ Training Needs for small Enterprises (Optional)

Module 4 — Change unit title to 'Training and development Delivery.'

— Add corporate universities

— Add Issues and challenges of Training evaluation

— Add Transfer of Training.

— No changes were suggested for other syllabi of other subjects in HR Specialisation are.

— Dr. Mathew Joseph, Chairman, BOS proposed the Vote of Thanks.

X ————— X

DATE : 20th NOVEMBER 2017

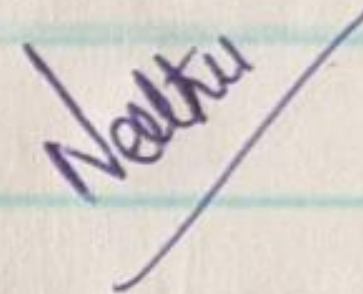
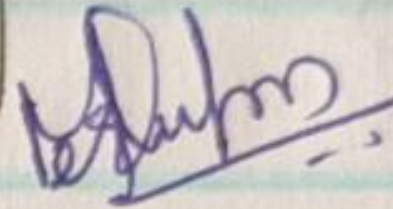
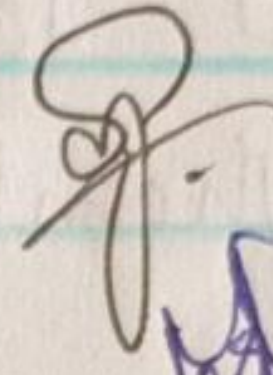
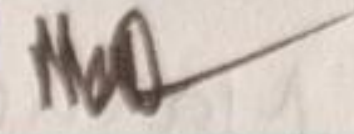
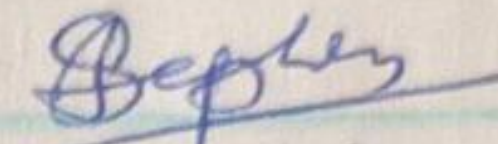
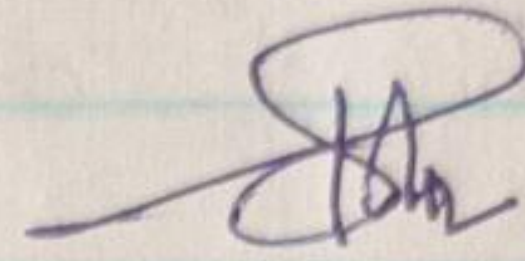
VENUE : SYNDICATE ROOM.

TIME : 10:00 am

MEMBERS PRESENT

Signature

1. Dr. Johny Joseph Johnson
2. Dr. Stephen Mathews.
3. Dr. Mathew Joseph.
4. Dr. Siby Joseph.
5. Mrs. Madlin B. Joseph.
6. Mr. Chris Abraham K.
7. Mr. Binsai Sebastian.
8. Mrs. Neethu Ma'am.



- The ~~meeting~~ Dr. Stephen Mathews, Director BIMS welcomed Dr. Johny Joseph to the meeting.
- The meeting started with the discussion on the syllabus of Marketing Mgt and other subjects in the ~~area~~ specialisation area of marketing Mgt.
- The list of subjects discussed and the correspond suggestions made are as follows:-

1. Marketing Management

- Common Paper, Second Semester.

Unit 1 - Add Marketing Process Steps
Corporate level Marketing Strategies

Unit 2 - Add Competitive Strategies for Market Leaders

Relocate the topic 'Challenges, Followers and niches' to Unit 5.

Add Phases of Segmentation

Add Marketing Research basis before market segmentation.

Add 'Cognitive dissonance' as part of Consumer buying decision process.

Add Corporate level marketing Strategies

Unit 3 - Change product Strategies

Unit 4 - Add Pricing Methods.

Vertical marketing System to marketing Channels.

Unit 5 - Add promotion mix to concept and process of IMC.

- Add Social marketing, rural marketing and green marketing to Emerging trends in marketing.

- Add 'USP' to a suitable Module.

- Case studies should be discussed after each Unit

- Mention cases before References.

Specialisation Papers - Marketing

1. Product and Brand Management

Unit 1 - Change 'Product Mix & line strategies' to 'product Mix strategies'.
- Add Role of product Managers.

Unit 2 - Re Delete consumer analysis.

Unit 3 - Replace 'New product Failure' with 'New product Success and Failures'.

Unit 4 - Change 'Role of Brand Ambassadors' to 'Celebrity Endorsements'.
- Brand Equity should be given more weight.
- Add Types of brands and branding.
- CBB has to be ~~expla~~ given in detail.

Unit 5 - Add Brand identity and Identity Problem.

3. Consumer Behaviour

- Rephrase the 3rd objective.

Unit 1 - Include 'Demographics' to market Segmentation.
- Delete Consumer Motivation Theories.

Unit 2 - change 'Org: Decision Making' to 'Business Decision Making'.

- Add Models of consumer decisions-making to other models.

Unit 3: ^{Reframe} ~~change~~ the title of the unit.

4. Business to Business Marketing

Unit 1 - Change 'Demand for Industrial goods' to 'Scope for industrial goods'.

Unit 2 - Reframe 'Models of buying behaviour' to a better word.

Unit 3 - Delete Product revitalization

5. Sales and Distribution Mgt

Unit 1 - Change 'Theories of Sales' to 'Theories of Selling'.

- Add Buying Situation.

- Add Concepts of Marketing potential, Sales potential and market demand.

Unit 2 - Put Recruitment and Selection in one Bullet point

- Put Motivating Sales Force as a separate Bullet point.

Unit 3 - Add Sales territory design.

- Add 'Routing and Scheduling' to

- 'Assignment of Sales personnel to territories.'

6. Integrated Marketing Communication

Unit 2 - Add 5 m's

- Add 'Measurement' to 'creative brief and appeal'.
- Add Importance of TAM.

Unit 3 - Add Structure of Ad Agency, selection of agency and various parts in agency structure.

Unit 5 - Add Future of IMC - AR, Chatbox, Touch points.

7. Services Marketing

Unit 1 - ^{Change} ~~Add~~ *Difference between goods and Service Marketing' to 'Goods Service Continuum'.

Unit 2 - Specify Industry in 'Managing demand Supply and Capacity - Tourism & Medicine.'
- Add Service encounter - Moment of Truth.

Unit 3 - Add 'people, Process & physical Evidence' to 'Service Marketing Mix'.

Unit 4 - ^A ~~Measuring~~ Add Holstat to 'Measuring Service quality'.

Unit 5 -

8. Marketing Research

Unit 1 - Add Marketing Research Analytin.

Unit 2 - Add steps in Research.
- Delete - Proposal, limitations.

Unit 3 - Change Title to 'Research Design'.
- Add Classification of Research design.
- Delete Data Collection.
- Add Basic, Comparative and non Comparative scales to Measurement scales.
- Delete Data Collection Methods.

Unit 4 - Add Univariate, Bivariate and multivariate to data Analysis tool.
- Delete Hypothesis Testing.
- Add ~~to~~ Software packages for Data Analysis - SPSS and R.
- Delete Case studies in Marketing Research
- Add Report writing format.

Unit 5 - Change Title to 'Areas of Marketing Research in Business'.
- Add Documentation and referencing
- APA, CMS, MCA.
- Add Market Research agencies,
Structure of MR Agencies
• Position and roles in MR org.

- Dr. Stephen Mathews, Director, BIMS • express
Vote of Thanks.

x. ————— x


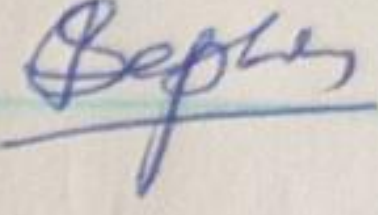
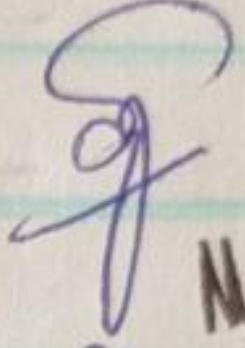
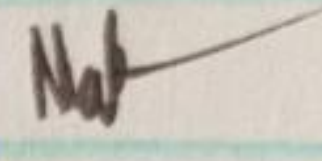
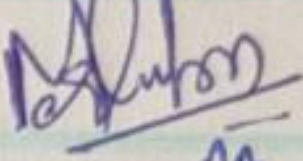
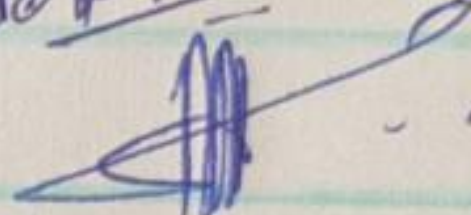
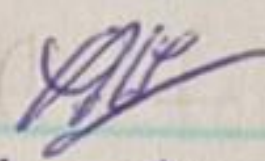
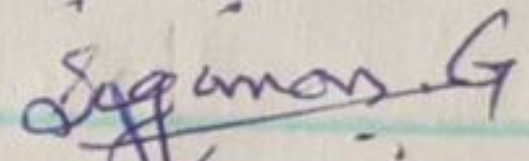
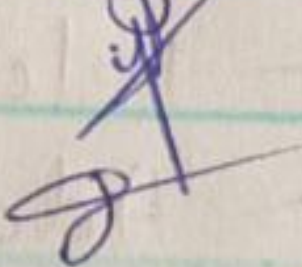
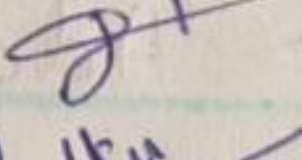
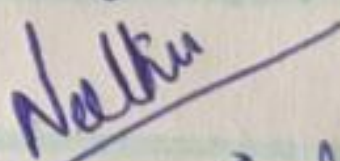
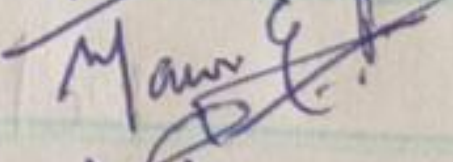
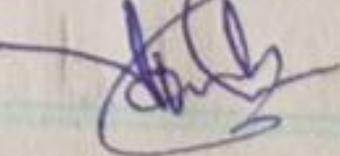
BOARD OF STUDIES - SUB COMMITTEE MEETING
- GENERAL MANAGEMENT

DATE - 23rd NOVEMBER 2017
VENUE - Syndicate Room
TIME - 10:30 am

Members Present.

Signature

1. Dr. Siby Zacharias.
2. Dr. Stephen Mathews.
3. Dr. Siby Joseph K.
4. Dr. Mathew Joseph.
5. Mrs. Merlin B. Joseph.
6. Mr. Cris Abraham K.
7. Mr. Jeffin Joseph.
8. Fr. Sijimon G Szampickal
9. Dr. Joychen Manuel.
10. Mr. Jithin K Thomas.
11. Mrs. Neethu Jose
12. Mr. Maurice J Pelin
13. Mr. Vinish Scaria.

- Dr, Stephen Mathews, Director, BIMS, welcomed Dr. Siby Zacharias to the meeting.

- The meeting started with the discussion of the first semester syllabi followed by the other semester.

- The details of the syllabi discussed and suggestions made are as given below.

1. MANAGEMENT, INNOVATION AND ENTREPRENEURSHIP

- Change the name of the Subject to 'Management and Entrepreneurship Development'.
- ~~Avoid the concept of~~
- Reduce the topic innovation to the area of Entrepreneurship as its introduction.

Unit 1 - change Functions of Mgt to 'Business functions of Management'.

- Add 'Administrative' to Evolution of Mgt'.
- Put 'Dynamic, Engagement, Knowledge Mgt, Mgt 2.0 as a separate bullet with the key point 'Contemporary thoughts in Mgt'.

Unit 2

- change span of ~~to~~ Mgt to 'span of Mgt/control'.
- change Line & Staff to 'Line-Staff - Authority Functional Authority - Relationship'.
- Add the ~~new~~ subpoints Network, virtual, learning org to Contemporary Business Structures.
- ~~shift~~ put MBO to Unit 3.

Unit 3

- Add MBWA, and MBE to MBO
- change Direct & Vs preventive control to 'Types of Control'.

Unit 4 & 5

~~Revised~~ Rework Unit 4 & 5.

- Remove innovation
- give more weightage to Entrepreneurship.

References

- Add Shumpeter's Book.
- Add Gary Hamel : Management 2.0.
- Add an Indian Author's Book.

2. MANAGERIAL COMMUNICATION

Unit 2 - Add Case analysis (Optional)

Unit 3 - Change 'Body Language' to
'Kinesics - Proxemics - Chronemics - Paralanguage -
Sign language'.

Unit 4 - change unit title to 'Public Relations'
- change Negotiations to 'Conflict and
Negotiation'.

Unit 5 - Add Content writing basis to
Social media.
- Add Video Conferencing to Blog/Vlog...
- Add online and offline to Resume
Preparation

3. MANAGERIAL ECONOMICS

- Add Business Life Cycle in the suitable unit.
- ~~No changes suggested for the ~~the~~ Units.~~

Reference

- Add Samuelson's Book
- Add Diwethi's Book.

4. ORGANISATIONAL BEHAVIOUR.

Unit 1 - Add Type B Personality to Type A Personality.

- Add Sensation to Perception.
- In Job Satisfaction - Change influence on behaviour to Measurements.
- Change unit title to 'Individual Factors'

Unit 2 - Change Unit title to 'Behavioural Factors'

- Add 'Porter Lawler' to Motivations
- Change FIROB to unit 3

- Switch Unit 3 and 4 mutually.

i.e Unit 3 - Leadership & Power

Unit 4 - Group Behaviour.

Unit 4

- Put Hawthorne Studies as separate bullet point

Unit 5

- Put JOHARI Window as a ~~se~~ separate Bullet point

SECOND SEMESTER

5. BUSINESS AND SOCIETY

Unit 1 - In Ethical Theories - give sub points of the Teleological and deontological Theories.

~~Course~~

Unit 4

- Add Carbon Credit.

Unit 2

- Add Indian Vs Western Ethos.

~~- Add~~ Unit 5

Add Social Audit.

~~Club~~ Add 3 P's to Sustainable & development.

6. BUSINESS'S RESEARCH METHODS

- Add 'objectivity' in a suitable Module. (Unit)

Unit 4

- Add Concepts of 'SEM' to multivariate Statistical Techniques.
- Add the word 'Basic Concepts of' to Multivariate Statistical Techniques'.

Unit 5

Remove 'Research applications in functional areas of Management'.

Reference

- Remove CR Kotari
- Add one more Book.

THIRD SEMESTER

7. INTERNATIONAL BUSINESS

- Rephrase 3rd objective.

Unit 3 - Add PPP, Interest Rate Theories to
- Exchange Rate Theories.

Unit 4

- Add BOP - Types of Accounts.

Unit 5

- Remove Social Responsibility in Business.
- Add International Credit Rating ~~Agencies~~
Agencies. - overview. (Optional)

References

- Add Rao's Book.

FOURTH SEMESTER

8. STRATEGIC MANAGEMENT

Unit 3

- Add Grand Strategies to Types of Strategies.
- Add SPACE, GE Matrix, Hofer's to Portfolio Analysis.

Unit 2

- Add SWOT Analysis
- Add KPI to KRA

Unit 5

- Remove National Competitive Advantage.
- Add Garbage Bin Strategy.
- Remove Transnational and International
Strategy. (Optional)

- Change Global Strategic alliances to Global Strategy - Alliances

Reference

- Reduce the no: of references to books.

~~Dr. Mathew Joseph, Chairman, BGS expressed
Vote of Thanks.~~

~~The meeting hereby concluded.~~

~~X~~ ~~X~~

LEGAL ENVIRONMENT OF BUSINESS

- First ~~st~~ semester.

Unit 1

Add Fundamental Rights, Duties, Directive principles of state policy

Add Pr: of Natural Justice.

Unit 2

'Indians

Change title to 'Companies Act'

Add year 2013 to Indian Companies Act.

Add Sale of Goods Act.

Unit 5

Add Competition Act - 2002

Add Amendments to Intellectual Property.

Add GST (Optional) fundamental Concepts.

Add ^{IT Act 2000} ~~Cyber Laws~~ (optional)

Add Right to Information Act overview.

Unit 4

Remove diff: b/n various negotiable Instruments.
Add Types to Negotiable Instruments.
change title to Partnership, Negotiable Instruments
and Sale of Goods Act.

Dr. Mathew Joseph, Chairman, BOS expressed
vote of Thanks.

The meeting hereby Concluded

X ————— X

EXTERNAL BOARD OF STUDIES MEETING

DATE :- 15th December 2017

VENUE :- Syndicate Room.

TIME :- 10:30 am.



Berchmans

INSTITUTE OF MANAGEMENT STUDIES

St. Berchmans College

Autonomous

Changanacherry, Kerala

Board of Studies Meeting of MBA Department

SB College, Changanassery

Date : - 15/12/2017

Venue:-Syndicate Room, BIMS, SB College

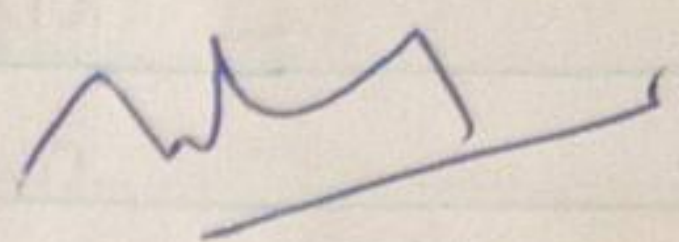
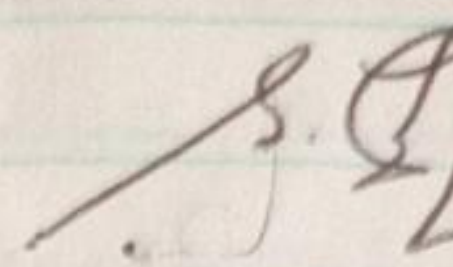
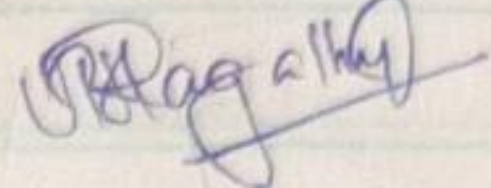
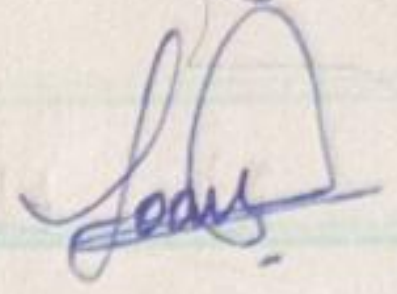
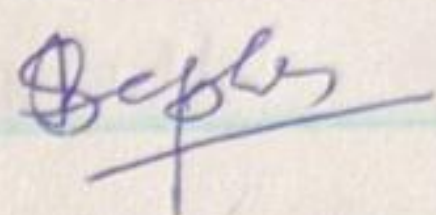
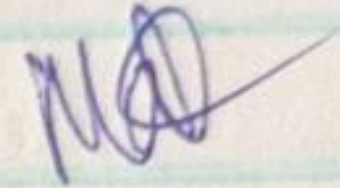
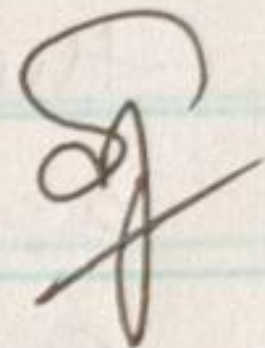
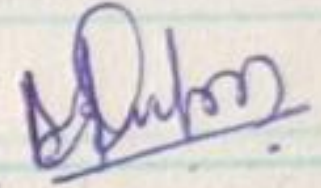
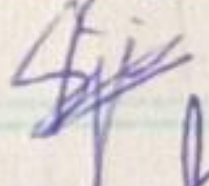
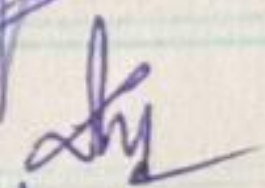
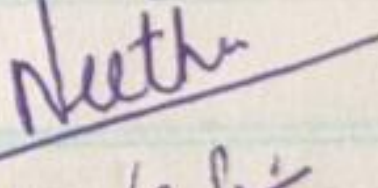
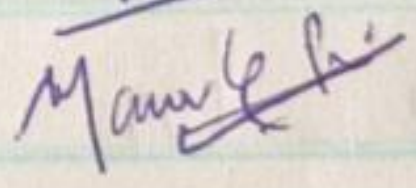

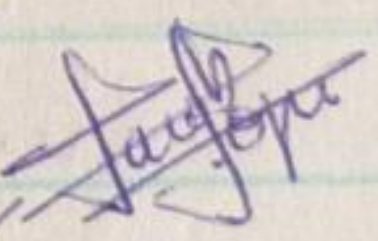
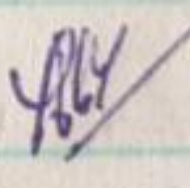
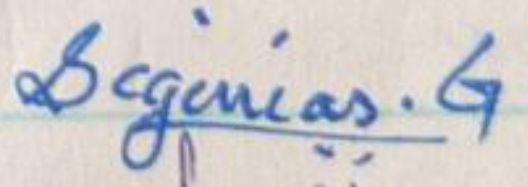
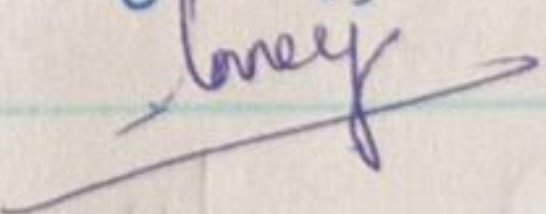
Time : - 10.30 am

AGENDA

1. Prayer
2. Welcome Address-Dr. Mathew Joseph, Chairman, BOS
3. Minutes of the last Board of Studies Meeting
4. Presidential Address-Dr. Stephen Mathew, Director, BIMS
5. Presentation of revised Scheme and Syllabus - Ms. Merlin B Joseph
6. Discussion on revised MBA Scheme and Syllabus
7. Concluding remarks:-External members
8. Concluding remarks:-Dr. Siby Joseph K, HOD, BIMS
9. AOB
10. Vote of Thanks-Mrs. Merlin B Joseph, Faculty, BIMS

MEMBERS PRESENT

SIGNATURE

- | | |
|----------------------------------|---|
| 1. Dr. Ananthakuttan B. Unnithan |  |
| 2. Dr. Siby Zacharias |  |
| 3. Dr. Jagathy Raj V. P | 
Dr. Jagathy |
| 4. Mr. Louis Mathews |  |
| 5. Dr. Stephen Mathews |  |
| 6. Dr. Mathew Joseph |  |
| 7. Dr. Siby Joseph K |  |
| 8. Mrs. Merlin B Joseph |  |
| 9. Mr. Sony Joseph |  |
| 10. Mrs. Lovely Salim |  |
| 11. Mrs. Neethu Jose |  |
| 12. Mr. Maurice Jason Peters |  |
| 13. Dr. Joychen Manuel |  |
| 14. Mr. Jacob Toju |  |
| 15. Mr. Jeffin Joseph |  |
| 16. Fr. Sijimon G Prampickal |  |
| 17. Mrs. Anney Chacko |  |

- The meeting started with a silent prayer.
- Dr. Mathew Joseph, Chairman, BOS welcomed the gathering.

- Ms. Merlin B Joseph, Secretary, BOS presented the minutes of previous Board of Studies meeting.
- Dr. Stephen Mathews, Director, BMS delivered the presidential Address.
- Ms. Merlin B. Joseph presented the revised scheme to the BOS panel (External) for their suggestions and recommendations.
- The following suggestions were given by the external BOS panel on various aspects of the scheme. The details are as given below:-

- a) In Preamble 'The revised Curriculum' need to be replaced as 'The curriculum'.
- b) In 2. Programme and Duration
Total of 480 Contact hours - can be shown with bifurcations ~~as~~ as lecture session, practical orientations, etc. Industry interactions etc.
- c) In List of Courses of MBA Programme.
The papers 'Information Technology in Business' can be thought of replaced with any other papers.
'MIE' & OB also can be revised to a new ~~or a~~ ~~co~~ subject ~~or~~
MIE can be split into two papers

giving more focus for Entrepreneurship.

In Second Semester 'Business and Society' should also include Environmental focus as it is mandatory to have a paper on Environmental Mgt. management.

In third semester 'Business analytics' can be included with subject area specialisation papers. If given as common paper then general orientation should be focus with applications in functional areas.

In HRM Specialisation 'Reward Management' can be renamed as 'Compensation Management'.

d) In 10. Scheme of Examination & Results

~~10+5~~ class participation

Internal evaluation marks - a minimum of 2 categories out of the mentioned one should be adopted in the category of assignments (Case analysis / Quiz / Discussions / assignment / Seminars / Practical orientation study etc)

e) In 13. End semester Question paper.

In part 'C' decision should be made on how to include Case Studies in the question paper. As the suggested question paper has part C with 2 out of 3 questions to be.

it is attempted. It would be practically illogical to give options for cases.

The meeting ~~has~~ concluded at 12:30 pm.

X ←————— X

Syllabus Revision Meeting

Date : 07 - November - 2018
Venue : Marketing Room.
Time : 10:30 am.

Members Present

Signature

1. Dr. Stephen Mathews -
2. Dr. Siby Joseph.
3. Dr. Joychen Manuel.
4. Mr. Sony Joseph.
5. Mrs. Anney Chacko.
6. Mrs. Neethu Jose.
7. Mrs. Merlin B. Joseph.
8. Mr. Jithin K Thomas.
9. Dr. Cris Abraham K
10. Mr. Jeffin Joseph.
11. Mr. Maurice Jason Peters.
12. Dr. Sonia Mathew.
13. Mr. Vinish scaria.
14. Mr. Binsai Sebastian.

Steph

Siby

Joychen

Sony

Anney

Neethu

Merlin

Jithin

Cris

Jeffin

Maurice

Sonia

Vinish

Binsai

- The meeting started with a silent prayer.

- The scheme of the proposed scheme was presented by the BOS secretary to the faculty members for further discussions.

- The following are the suggestions given and discuss decision made by the fac meeting.

a) In 2. programme & duration - 2.2 - 'The candidate has to finish the course within 5 years from date of joining' has to be replaced by '2 years from the completion of the course at the institute.'

b) In 4. Admission Procedure.
The % of weightage for Tests score, group discussion and personal interview need to be changed according to the criteria of MG University norms.

c) In ~~first~~ 6. List of courses of MBA Programme
In first semester the following changes are made.

(i) Information Technology for Business is removed and the practical training and evaluation of the technical skills is included in the semester.

(ii) 'Managerial Communication' is removed and the practical training and evaluation of the communication - written - presentation skills is focused in the semester by the introduction of a new paper.

(iii) 'Management, Innovation, & Entrepreneurship' is split into two papers as 'Management, Theory and Practice' and 'Entrepreneurship and Innovation' Development.

(iv) A new paper called 'Management Skill Development' is introduced to give focus on the technical, communication and related skill development.

It is decided to be practical orientation paper in which students should be give hands on experience on developing the above mentioned skills. The ~~ex~~ examination should also include practicals to ~~be~~ evaluate the skills. The bifurcation of marks for theory and practicals should be decided by the concerned faculty of team for the subject.

In Second Semester

~~But~~ The newly proposed subject name has ~~be~~ ~~the~~ 'Business and society' has been changed to 'Environment and Business Ethics'.

- d) It was decided to proposed to start a new specialisation stream on 'Entrepreneurship' Development' as a minor specialisation.
- e) Existing 'MSD' needs to be totally revamped. The concerned faculty team need to discuss further on the same.
- f) For 'Business Analytics' in the third semester it was decided to follow the KJW syllabus.
- g) 10. Scheme of Examination and results -
Distribution of internal assessment as follows.
- | | | |
|---|-------|-----------|
| 1. In sem examinations | — | 20 marks. |
| 2. Attendance & class participation | — | 5 marks. |
| 3. Case analysis & Discussions / Quiz /
written assignments / seminars / Practical orientation -
Study → Any Two is mandatory | — | 15 marks |
| (Any 1) | Total | 40 marks |

h) In 13. End semester Question paper format.

It was decided to follow the current question paper pattern of 6 questions of 10 marks each.

g) The new allocation of faculty to the subjects was decided as follows.

First Semester

Subject

Faculty Team

- | | |
|---|---|
| 1. Accounting For Managers | - Mr. Sony Joseph and
Mr. Maurice Jason Peters |
| 2. Quantitative Techniques | - Dr. Joyeher Manuel
- Mrs. Merlin B. Joseph. |
| 3. Management Theory &
Practice | - Dr. Binsai Sebastian
Dr. Cris Abraham K. |
| 4. Mgt Skill Development | - Dr. Cris Abraham K
Mrs. Neethu Jose. |
| 5. Legal Environment of
Business | - Dr. Babu Micheal.
Fr. Sijimon G Szempick |
| 6. Managerial Economics | - Dr. Sibiy Joseph &
Mr. Jeffin Joseph. |
| 7. Entrepreneurship &
Innovation Development | - Mrs. Anney chacko
- Mr. Titlum K Thomas. |
| 8. Organisation Behaviour | - Dr. Mathew Joseph &
New Dr. Sonia Mathew. |

Second Semester

Subject

Faculty Team-

1. Business Research Methodology - Mrs. Anney Chacko.
Mr. Jeffin Joseph.
Mrs. Merlin B. Joseph.
2. Environment and Business Ethics - Dr. Siby Joseph &
Dr. Sonia Mathew
3. Financial Management - Mr. Sony Joseph.
Mr. Jithun K Thomas.
4. Human Resource Mgt - Dr. Babu Micheal
Fr. Sijimon G. Sampickal.
5. Mgt Informations Systems - Mrs. Neethu Jose
Mr. Maurice J petrus
6. Marketing Mgt - Mr. Binsai Sebastian
Dr. Cos Abraham K.
7. Operations Management - Dr. Mathew Joseph.
Mr. Jeffin Joseph.
8. Operations Research. - Dr. Joyches Manuel.
Mrs. Merlin B. Joseph.

It was decided to complete the syllabus of first and second semester by 9th November 2018 and save the changes to the common document shared to the group.

The Next Meeting scheduled for 9th November 2018.

The Meeting hereby concluded.

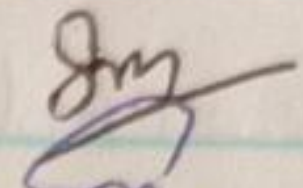
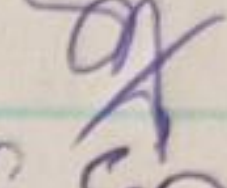
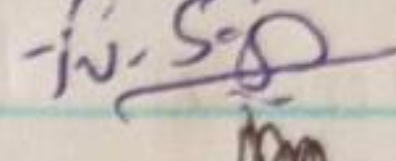
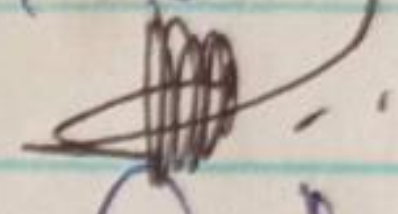
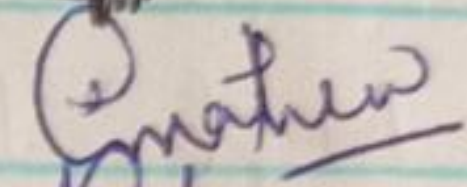
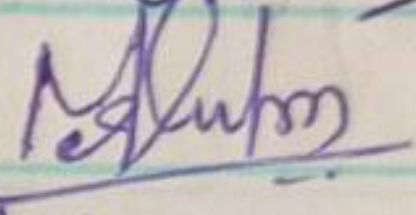
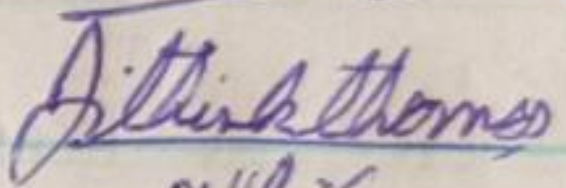
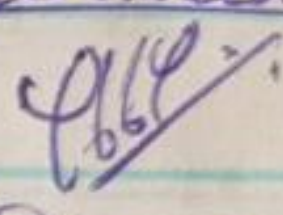
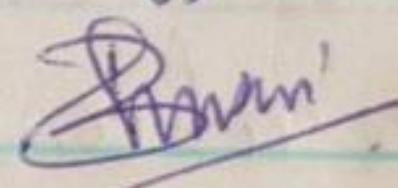
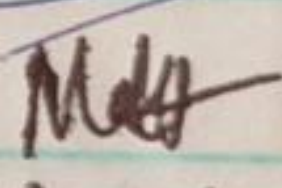
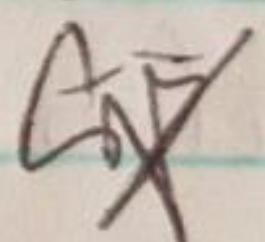

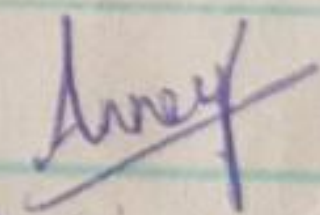
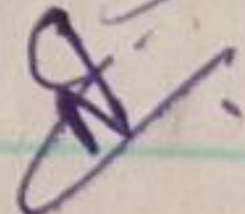
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Syllabus Revision Meeting

Date :- 9-Nov-2018
Venue :- Marketing Room
Time :- 10:30 am

Members Present

Signature

1. Dr. Stephen Mathews. 
2. Dr. Siby Joseph. 
3. Fr. Sijimon G Sarampikal. 
4. Dr. Cris Abraham K. 
5. Dr. Sonia Mathew. 
6. Mrs. Meslin B. Joseph 
7. Mr. Jithin K Thomas 
8. Mr. Jeffin Joseph. 
9. Mr. Binsai Sebastian 
10. Dr. Mathew Joseph. 
11. Mr. Sony Joseph. 
12. Dr. Joychen Manuel. 
13. Mrs. Anney Chacko. 
14. Mrs. Neethu Jose. 

- The meeting started with a silent prayer.

- The meeting of the presentation and the discussion of the corrected scheme and the syllabi of first and second semester was made to the faculty team by the secretary of BOS.

The following are the discussions made during the meeting

- In Programme duration - 2.1
It was decided to retain 16 hrs of instructional week per semester.
- The new subject expert from outside the Parent university was decided as
 - Dr. Element Sudhakar
Professor & Head
Kannaya University Business School.
Coimbatore.
 - Dr. Mavoothu D.
Professor
School of Management Studies.
CUSAT
- The Alumni Representative was decided as
Ms. Vinita Tayan.
Manager - Training
SB Global Educational Resources Pvt Ltd.
- In 3. Eligibility For Admission.
The eligibility criterion for admissions were changed to aggregate 55% marks for science & Technology, 50% for other subjects and 55% for Masters.
- In 4. Admission Procedure.
The weightage for Test, GD and Personal

Interview is changed to 70%, 15% and 15% respectively according to M.G. university criterion.

• In list of Courses of MBA Procedure
In First Semester -

- ~~The~~ The name of the paper 'Accounting for management' shall be changed ~~base~~ if a need is felt by the concerned faculty team for the paper.

- The name of the subject 'Quantitative Techniques' is changed to 'Business Statistics'.

- The name of the paper 'Managerial Skill Development' is changed to '~~to~~ ^{Managerial} Business Communication and Technology'.

- The guidelines for OS and internship in the third semester need to be updated.

- ~~8~~ ^{Ten} elective papers need to be ~~add~~ introduced to the new elective stream 'Entrepreneurship'.

- The name of the ~~etc~~ HR elective paper 'Reward Management' is changed to 'Compensation Management'.

- In Internal assessment marks criteria. In the assignment category 'Atleast two' is

changed to 'at least three'

The following are the syllabus that needs a final approval by the concerned faculty team for final presentation of the syllabus.

- ① Entrepreneurship and Business Ethics.
~~Business Communication and Technology.~~
- ② Managerial Economics.
- ③ Organisational Behaviour.
- ④ Accounting for Mgt.
- ⑤ Entrepreneurship Development.
- ⑥ Mgt Theory & Practice
- ⑦ Managerial Communication and Technology.
- ⑧ Financial Mgt
- ⑨ Mgt Information Systems
- ⑩ Marketing Mgt

- It was decided to remove the option for improvement of Marks for students who have passed for a subject as per the MG Uly rule. Only ~~be~~ an opportunity for supplementary examination may be give ~~for~~ ^{to} the students.

- It was decided to conduct a review ~~and~~ and follow up meeting of the scheme and Syllabus ~~at~~ on 13 - November 2018.

- The meeting hereby concluded.

α ————— α

Syllabus Meeting Revision Meeting

Date : 13 - Nov - 2018
Venue : Marketing Room.
Time : 10:30 am.

Member Present

Signature

- | | |
|----------------------------|-------------------------|
| 1. Dr. Stephen Mathews. | <u>Sm</u> |
| 2. Dr. Siby Joseph. | <u>Sj</u> |
| 3. Dr. Mathew Joseph. | <u>MJ</u> |
| 4. Dr. Joychen Manuel. | <u>JM</u> |
| 5. Mr. Sony Joseph. | <u>SJ</u> |
| 6. Mrs. Lovely Salim. | <u>LS</u> |
| 7. Dr. Babu Micheal. | <u>BM</u> |
| 8. Fr. Sijimon G Soampical | <u>Fr. Sij</u> |
| 9. Mr. Maurice J Peters. | <u>Maurice J Peters</u> |
| 10. Mrs. Merlin B. Joseph | <u>Melvin</u> |
| 11. Mr. Jithin K Thomas | <u>Jithin K Thomas</u> |
| 12. Mrs. Neethu Jose | <u>NJ</u> |
| 13. Dr. Sonia Mathew. | <u>S Mathew</u> |

- The meeting started with a silent prayer.
- The final presentation of the MBA scheme and the syllabus of First and second Semester papers and the common papers of the third and fourth semester was made for the approval of the faculty members.

- It was decided to continue with the 'mark' system of evaluation for MBA unlike the grade system for other PG courses.
- Clarification regarding improvement and Supplementary Examinations for students need to be taken from Controller of examinations before submitting the scheme to the external board of studies members.
- A presentation of managerial skill development programme syllabus was made by Mrs. Lovely Salim. and suggestions were made by the faculty members regarding the improvement of syllabus. It was suggested to focus mention the outcomes of the programmes from a managerial and practical perspective.
- ~~The copy the sugges-~~
- ~~The faculty were assigned the specialisation papers for the~~
- It was decided to complete the updation and of revision of the syllabi of all the subjects including the specialisation papers by 14-November 2018 evening.
- The meeting hereby concluded.

Syllabus Revision Meeting

Date : 14 - Nov - 2018
Venue : Marketing Room
Time : 10:30 am.

Members Present

Signature

1. Dr. Stephen Mathews.
2. Dr. Siby Joseph.
3. Dr. Mathew Joseph.
4. Fr. Sijimon G. Srampickal.
5. Dr. Cris Abraham.
6. Mr. Maurice J Peters
7. Mrs. Meslin B. Joseph.
8. Mrs. Lovely Salim.
9. Mrs. Neethu Jose
10. Dr. Joychen Manuel.
11. Dr. Babu Micheal.
12. Dr. Siby Joseph.
13. Anney Chacko
14. Sony Joseph

Sm
Sj
Nb
Fr. S. J.
Cris

Maurice Peters

Meslin

Lovely

Neethu

Joychen

Babu

Siby

Anney

Sony

- The meeting started with a silent prayer.

- A presentation of ~~all~~ the papers of ~~a~~ all four semesters and the specialisation papers on Finance, Marketing, operations, HR, and Systems was made ~~for~~ to the faculty Council.

For First Semester the Syllabi for Entrepreneurship Development was finalised.

For second semester the Syllabi all the papers were finalised.

The Syllabi of the common papers in third and fourth semester were finalised.

~~The specialisation papers's Syll~~

The Syllabi of the Specialisation papers in Finance, Marketing, Human Resource, operations, and Information Systems were finalise.

The 10 subjects for the specialisation in Entrepreneurship were fixed and accepted in the meeting. The syllabus of the same is yet to be prepared by the concerned faculty team

- Mr. Jithin K Thomas and Mrs. Anney chacko.

- It was decided to give an '*' sign to the three specialisation Streams

- ① operations and Supply chain Mgt.
- ② Information Systems
- ③ Entrepreneurship

It was also decided to mention that these specialisations will be offered only as minors subject to the demand for the subject.

- It was decided to conduct the External Members BOS Meeting on 22 - NOV - 2018, Wednesday at 10.30 am.

~~The meeting Her~~

- All the pending syllabi of papers were supposed to be completed on or before 15th November 2017. So that they can be sent to the external panel members for review before the conduct of the meeting.

The meeting hereby concluded.

X ————— X

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EXTERNAL BOARD OF STUDIES MEETING

DATE : 27 - Nov - 2018
VENUE : Marketing Room
TIME : 10:30 am



Berchmans

INSTITUTE OF MANAGEMENT STUDIES

St. Berchmans College Autonomous

Changanacherry, Kerala

Board of Studies Meeting of MBA Department

SB College, Changanassery

Date : - 27/11/2018

Venue: - Marketing Room, BIMS, SB College

Time : - 10.30 am

AGENDA

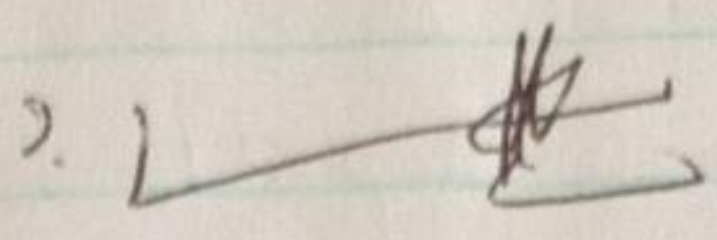
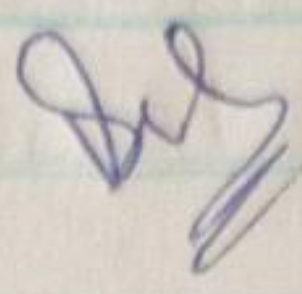
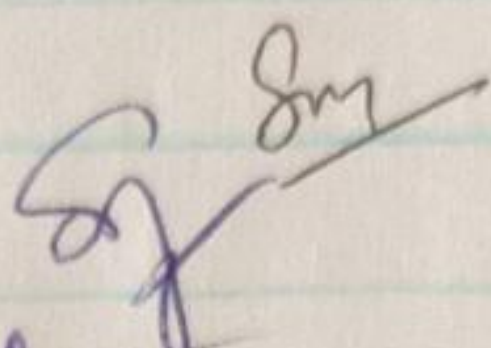
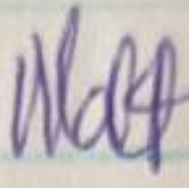
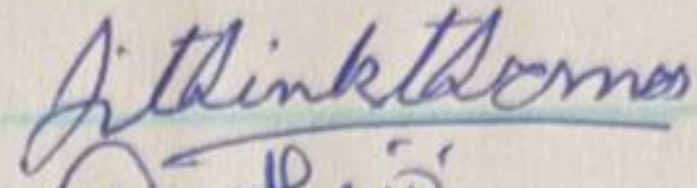
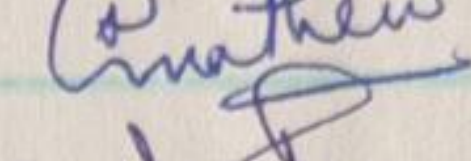

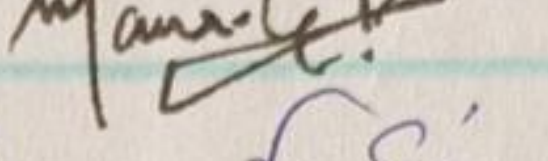
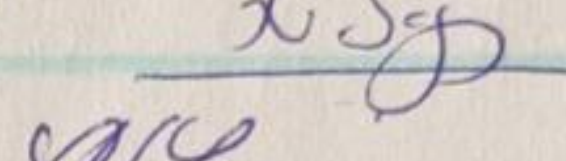
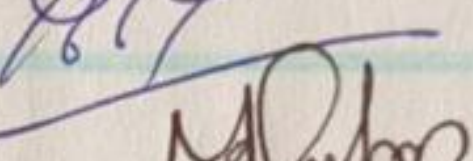
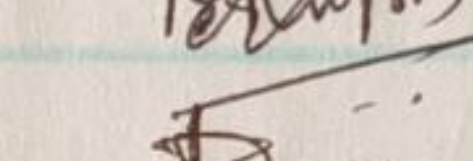

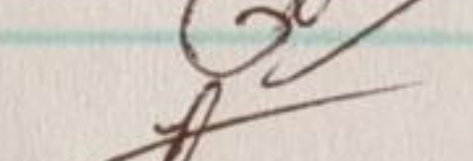
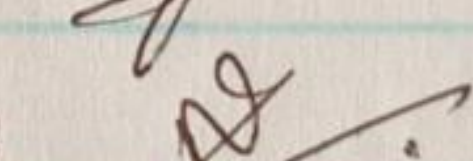
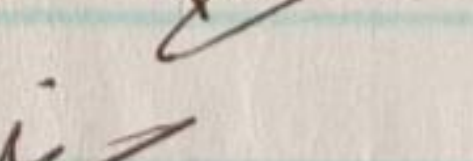
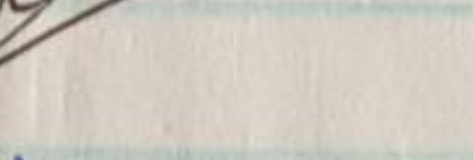
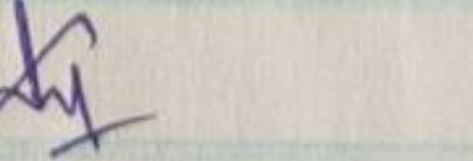
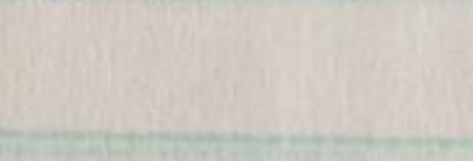
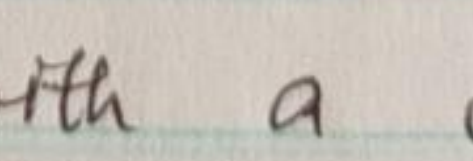
1. Prayer
2. Welcome Address - Dr. Mathew Joseph, Chairman, BOS
3. Minutes of the last Board of Studies Meeting
4. Presidential Address - Dr. Stephen Mathew, Director, BIMS
5. Presentation of revised Scheme and Syllabus - Mrs. Merlin B Joseph
6. Discussion on revised MBA Scheme and Syllabus
7. Concluding Remarks - External members
8. Passing the minutes of the Meeting - Dr. Siby Joseph K, HOD, BIMS
9. Vote of Thanks - Mrs. Merlin B Joseph, Faculty, BIMS

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Changanassery, Kottayam, Kerala, India - 686101, Tel: 0481-2411471, 9961399619, Fax: 91-481-2401472
E-mail: mail@sbmba.in, info@sbmba.in, Web: www.sbmba.in

MEMBERS PRESENT

SIGNATURE

- 1. Dr. Mavooth D 
- 2. Ms. Vinitha J 
- 3. Dr. Stephen Mathews 
- 4. Dr. Siby Joseph K 
- 5. Dr. Mathew Joseph 
- 6. Jithin K. Thomas 
- 7. Dr. Sonia Mathew 
- 8. Vinish Sasina 
- 9. Maurice S. Peters 
- 10. Fr. Sijimon. G. Sranpical 
- 11. Jeffin Joseph 
- 12. Merlin. B. Joseph 
- 13. Mr. Binsai Sebastians 
- 14. Dr. Babu Micheal 
- 15. Dr. Joycher Mund 
- 16. Ms. Neethu Jose 
- 17. Sony Joseph 
- 18. Arney Chacko 
- 19. Lovely Salins 

- The meeting started with a silent prayer.

- Dr. Mathew Joseph, Chairman, BOS welcomed the gathering.

- Mrs. Merlin. B. Joseph, Secretary, BOS read the minutes of the last BOS meeting.

- Dr. Stephen Mathews, Director, BINS delivered the

Presidential address.

- The secretary, BOS presented the revised Scheme and syllabus to the board for the review, suggestions and approval.

- The following are the suggestions made by the external panel members regarding the Scheme and syllabus.

a) Dr. Mavooth D suggested to reduce the time for publishing the results of the end sem examinations. Also it was suggested to publish the results online in the institute's website.

b) In Second Semester, the subject name 'Environment and Business ethics' may be considered to be renamed to 'Indian Ethos and Business Ethics'. One module can include Indian ethos.

c) In fourth Semester the internal marks for the project (80 marks) may be bifurcated into subcriteria as Research Methodology, Data collection, analysis, presentation etc.

d) In Finance Specialisation, new and current subjects may be introduced in future.

e) Marketing Analytics, Finance Analytics and HR analytics papers may be introduced in their respective elective areas in future.

- f.) In 8.4, it was suggested to remove 'Project need to be done in an ~~org~~ nationally or internationally reputed organisation' to 'Any organisations including social organisations'.
- g.) In 8.5, In deciding the allocation of the specialisation paper - it was suggested to include that the 'decision on the same will be final based on the decision of the faculty Council'.
- h.) 'Management Skill Development' need to be handled by a team of faculty.
- i.) In 10.1, 'The second In-semester exam ~~need~~ need to be based on third, fourth and fifth module'.
- j.) In 14, 'The Examination Monitoring cell' should be renamed as 'Examination Monitoring and Grievance Redressal cell'.
- k.) All references should be in a standardized format -
- l.) Mrs. Vinita J suggested to include the concept of 'Attuning the mindset' into MSD so as to align the attitude of students to accept the management career.
- m.) it was also suggested to decide based on the discussion in the internal faculty members.

of BOS to decide whether to go with
70:15:15 ratio ~~or~~ or 80:10:10 ratio
for admission process. • Test : GD : PI
~~of~~ of admission process.

The meeting hereby concluded.

x ————— x