

Minutes of Meeting of Board of Studies for Department of BBA

School of Management

University of Engineering & Management, Jaipur held on 09th July, 2026 at 11:00 AM.

Board Room Academic Block I

Members Present

1. Prof. Rajesh Solanki, Chief Juror, Quality Circle Forum of India (QCFI), Jaipur Chapter - External Expert.
2. Prof. (Dr.) Anil Mehta, Professor, Banasthali Vidyapeeth, Retd. Head of Department (BADM), University of Rajasthan, Jaipur – External Expert
3. Prof. Manoj Meshram, Chairman, QCFI, Jaipur Chapter, Rajasthan Region - External Expert.
4. Prof. Dr. Preeti Sharma, Associate Dean of Management, School of Management, UEM Jaipur.
5. Dr. Rahul Sharma, Professor & MBA Head, School of Management, UEM Jaipur.
6. Mr. Sourav Banerjee, Assistant Professor & BBA Head, School of Management, UEM Jaipur
7. Dr. Manisha Singh, Associate Professor, School of Management, UEM Jaipur.
8. Dr. Pawan Sharma, Associate Professor, School of Management, UEM Jaipur
9. Dr. J.N. Singh, Associate Professor, School of Management, UEM Jaipur
10. Dr. Sweta Pareek, Associate Professor, School of Management, UEM Jaipur.
11. Ms. Rishita Das, Assistant Professor, School of Management, UEM Jaipur
12. Mr. Rhythm Mukherjee, Assistant Professor, School of Management, UEM Jaipur
13. Mr. Sourav Chakraborty, Assistant Professor, School of Management, UEM Jaipur
14. Ms. Risha Sharma, Assistant Professor, School of Management, UEM Jaipur
15. Mr. Sayak Acharjee, Assistant Professor, School of Management, UEM Jaipur

Mr. Sourav Banerjee, Chairman, BOS welcomed all the members of Board of Studies before commencement of the meeting. Thereafter, the agenda points of the meeting of Board of Studies were taken up for discussion.

Discussed Points

1. Negotiation Skills (BBA – Third Semester)

Discussion:

- It was observed that the subject *Negotiation Skills* may be merged with another suitable subject to avoid overlap in course content.

Action:

- The curriculum committee shall examine the possibility of integrating the subject with a related paper.

2. Curriculum Revisions – BBABB303

Discussion:

The following revisions were recommended for **BBABB303**:

- In **Unit I**, *Introduction to Labour Law* should replace *Employment*.
- In **Unit II**, *Conditions and Warranties* should replace *Warranties and Product Liability*.
- In **Unit III**, *Corporate Governance* should be incorporated.
- In the Human Resource Management section, *Job Enlargement* and *Job Enrichment* should be included along with *Job Analysis*.

Action:

- The syllabus shall be revised accordingly before implementation.

3. CO–PO Mapping

Discussion:

- CO–PO mapping should be incorporated in both the syllabus and lesson plans for BBA programmes to strengthen outcome-based education.

Action:

- Departments shall update all academic documents to include CO–PO mapping.
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4. Professional Development Initiatives

Discussion:

- Students enrolled in professional programmes should complete at least one NPTEL Local Chapter course.
- The benefits of the University's phygital learning approach were discussed.
- The importance of integrating additional professional certification opportunities with classroom learning was emphasized.

Action:

- Departments shall motivate students to actively participate in such certification programmes.
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5. Total Quality Management (TQM)

Discussion:

- The importance of Total Quality Management, particularly in the service sector, was discussed.
- It was suggested that greater emphasis on quality management concepts should be incorporated in both BBA and MBA curricula.

Action:

- Faculty members shall review the curriculum to strengthen the coverage of Total Quality Management concepts.
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6. Operations Management and Supply Chain Management

Discussion:

- The existing curriculum in Operations Management and Supply Chain Management was reviewed.
- The need to strengthen practical and industry-oriented learning components in these subjects was discussed.

Action:

- Faculty members shall identify suitable practical activities and industry examples for inclusion in the courses.

7. Communication Skills

Discussion:

- The Board observed that communication-related subjects are currently more theoretical in nature.
- Greater emphasis should be placed on practical communication exercises and experiential learning.

Action:

- Communication courses shall incorporate more practical sessions, activities, and classroom exercises.

8. Teamwork and Quality Circle

Discussion:

- Students should be provided with more opportunities to work in teams to develop collaboration and interpersonal skills.
- The concept of Quality Circles was discussed as an effective method of developing analytical and problem-solving abilities.
- It was suggested that Quality Circle training be introduced through role plays, group tasks, and real-life problem-solving activities.
- Separate emphasis should be given to Quality Management within the curriculum.

Action:

- Departments shall explore the inclusion of Quality Circle activities and practical team-based exercises in suitable courses.

9. Student Speech Activities

Discussion:

- Extempore speeches and student presentations have recently been incorporated to improve students' confidence, communication skills, and motivation.
- It was suggested that video recordings of student speeches should be maintained to monitor individual progress and provide constructive feedback.

Action:

- Faculty members shall conduct regular speech activities and maintain records for performance evaluation and continuous improvement.

Conclusion

The Board appreciated the constructive suggestions made during the meeting and unanimously agreed to implement the recommended curriculum revisions and academic improvements. Faculty members were entrusted with the responsibility of updating the syllabus, lesson plans, Course Outcome mappings, and related academic documents before the commencement of the next academic session.

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

The meeting was adjourned at 2:00 PM.

Minutes Prepared by:

Ms. Rishita Das

Assistant Professor

School of Management

University of Engineering & Management, Jaipur

Attendance Sheet for Meeting of Board of Studies for Department of BBA

School of Management

University of Engineering & Management, Jaipur

09th July, 2026 at 10:30 AM. Board Room, Academic Block I

S.No.	Name	Designation	Signature
1	Prof. (Dr.) Preeti Sharma	Professor & Associate Dean, School of Management, UEM Jaipur	Preeti
2	Mr. Sourav Banerjee	HOD& Assistant Professor, UEM Jaipur (Chair Person)	Sourav
3	Dr. Manisha Singh	Associate Professor, UEM Jaipur (Member)	Manisha
4	Dr. Pawan Sharma	Associate Professor, UEM Jaipur (Member)	Pawan
5	Dr. Sweta Pareek	Associate Professor, UEM Jaipur (Member)	Sweta
6	Dr. Rahul Sharma	Professor, UEM Jaipur (Member)	Rahul
7	Dr. J.N. Singh	Associate Professor, UEM Jaipur (Member)	J.N. Singh
8	Ms. Rishita Das	Assistant Professor, UEM Jaipur (Member)	Rishita Das
9	Mr. Rhythm Mukherjee	Assistant Professor, UEM Jaipur (Member)	Rhythm
10	Mr. Sourav Chakraborty	Assistant Professor, UEM Jaipur (Member)	Sourav Chakraborty
11	Mr. Sayak Acharjee	Assistant Professor, UEM Jaipur (Member)	Sayak Acharjee
12	Prof. Dr. Anil Mehta	Professor, Management Studies, Banasthali Vidhyapith, Jaipur (External Expert)	Anil Mehta
13	Prof. Rajesh Solanki	Chief Juror, QCFL, Jaipur Chapter, Rajasthan Region (External Expert)	Rajesh Solanki
14	Prof. Manoj Meshram	Chairman, QCFL, Jaipur Chapter, Rajasthan Region (External Expert)	Manoj Meshram