

**Minutes of Meeting of Board of Studies for School of Management - BBA**  
**University of Engineering & Management, Jaipur held on 09<sup>th</sup> July, 2024 at 11:00 AM.**  
**Board Room Academic Block I**

**Members Present**

1. Prof. Dr. Anil Metha, Professor, Management Studies, Banasthali Vidhyapith Jaipur - External Expert.
2. Prof. Dr. Preeti Sharma, Associate Dean of Management, School of Management, UEM Jaipur.
3. Mr. Sourav Banerjee, Assistant Professor & BBA Head, School of Management, UEM Jaipur
4. Dr. Rahul Sharma, Associate Professor & MBA Head, School of Management, UEM Jaipur.
5. Dr. Manisha Singh, Associate Professor, School of Management, UEM Jaipur.
6. Dr. Pawan Sharma Assistant Professor, School of Management, UEM Jaipur
7. Ms. Sweta Pareek, Assistant Professor, School of Management, UEM Jaipur.
8. Ms. Rishita Das, Research Associate, School of Management, UEM Jaipur
9. Mr. Rhythm Mukherjee, Research Associate, School of Management, UEM Jaipur

Prof. Dr. Preeti Sharma, Chairman, BOS Associate Dean, School of Management, UEM Jaipur welcomed all the members of Board of Studies before commencement of the meeting. Thereafter agenda points of the meeting of Board of Studies were taken up for discussion.

The Board of Studies of School of Management, UEM Jaipur took the following resolutions for the BBA Department:

**Discussed Points**

**1. Subject: BBADB101 Fundamentals of Digital Business & Management**

- **Discussion:** It was suggested that more topics be included in this subject to enhance the comprehensiveness of the course content.
- **Action:** Faculty to review and propose additional topics for inclusion.

## **2. Subject: Consumer Behaviour**

- **Discussion:** The subject name "consumers behaviour" should be corrected to "consumer behaviour."
- **Action:** Correction to be made in all relevant documents and course materials.

## **3. Subject: Economics of Digital Business**

- **Discussion:** It was noted that a few main headings are missing in the course content.
- **Action:** Faculty to identify and add the missing main headings.

## **4. Subject: BBABB101**

- **Discussion:** Remove "Stephen Robbins" from the list of textbooks.
- **Action:** Update the textbook list accordingly.

## **5. Subject: BBABB102**

- **Sub-topic Rearrangement:**
  - **Discussion:** Shift Sub-topic 1 to Sub-topic 4.
  - **Action:** Reorganize the sub-topics as discussed.
- **Merging Topics:**
  - **Discussion:** Barriers and difficulties in communication must be merged.
  - **Action:** Combine the topics into a single comprehensive section.

## **6. Essentials for Effective Communication:**

- **Discussion:** Merge conditions and characteristics as essentials for effective communication.
- **Action:** Revise the course content to reflect this change.

## **7. Elements of Communication:**

- **Discussion:** Elements and universal elements must be merged.
- **Action:** Update the course materials to merge these topics.

## **8. Subject: Business Communication**

- **Discussion:** All overlapping topics must be merged into one comprehensive topic.
- **Action:** Faculty to identify overlaps and merge them accordingly.
- **Deletion of Subject Noise:**
  - **Discussion:** Delete the subject noise in written communication.
  - **Action:** Remove this topic from the curriculum.

## **9. Subject: Writing Skills**

- **Discussion:** Essentials of writing skills should be the starting point of this subject.
- **Action:** Reorganize the course content to begin with the essentials of writing skills.

## **10. Subject: Marketing Communications**

- **Discussion:** Tools of marketing communications and new tools should be merged.
- **Action:** Combine these topics into a single section.

## **11. Subject: History of HRM**

- **Discussion:** Incorporate the evolution of HRM into the BBA 2nd year curriculum.
- **Action:** Update the course content to include the evolution of HRM.

## **12. Subject: Selection Process**

- **Discussion:** In the main topic "Selection," bring "Application Blank" to be the first sub-topic.
- **Action:** Reorganize the sub-topics as discussed.

## **13. Subject: Training & Development**

- **Discussion:** Add the process of training before training methods.
- **Action:** Update the course content accordingly.

## **14. Subject: Performance Appraisal**

- **Discussion:** Add traditional and modern methods of performance appraisal.
- **Action:** Incorporate these methods into the curriculum.

**15. Subject: Discipline Maintenance and Grievance Handling**

- **Discussion:** The sub-topics should be in the same order as discipline maintenance, grievance handling procedure, and industrial relations.
- **Action:** Reorganize the sub-topics to reflect this order.

**16. Subject: Human Resources Planning**

- **Discussion:** Replace "Human Resources Planning" with "Human Resources Development" in BBA 3rd year.
- **Action:** Update the subject name in the curriculum.

**17. Subject: Economics Courses**

- **Discussion:** The economics courses are too vast for the BBA program.
- **Action:** Faculty to review and streamline the course content.

**18. Subject: Mathematics**

- **Discussion:** A brief idea of mathematics should be provided in the curriculum.
- **Action:** Incorporate a basic mathematics section into the relevant subjects.

**19. Subject: BBABB303**

- **Discussion:** Consider changing the topic names for better clarity and relevance.
- **Action:** Faculty to review and propose new topic names.

**20. Subject: Materials Management**

- **Discussion:** Change the subject "Materials Management" in BBA 3rd year to "Retail Management."
- **Action:** Update the curriculum to reflect this change.

**Conclusion:** The meeting concluded with an agreement to implement the discussed changes. Faculty members were assigned the responsibility to review, update, and submit the revised course content by the next BOS meeting. The meeting was adjourned at 2pm, with the next meeting scheduled for 9<sup>th</sup> July, 2024

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**Minutes Prepared by:**

Rishita Das

Research Associate

School of Management

UEM Jaipur

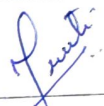
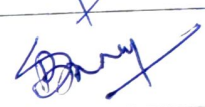
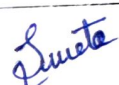


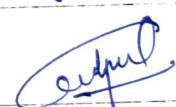
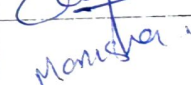
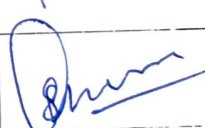

## Attendance Sheet for Meeting of Board of Studies

### School of Management

### Department of BBA

### University of Engineering & Management, Jaipur

9<sup>th</sup> July, 2024 at 11:00 AM. Board Room Academic Block I

S.no.	Name	Designation	Signature
1	Prof.(Dr.) Preeti Sharma	Associate Dean- Management, School of Management, UEM Jaipur	
2	Mr. Sourav Banerjee	HOD, Assistant Professor, UEM Jaipur (Chair Person)	
3	Ms. Sweta Pareek	Assistant Professor, UEM Jaipur (Member)	
4	Ms. Rishita Das,	Research Associate , UEM Jaipur (Member)	
5	Mr. Rhythm Mukherjee	Research Associate , UEM Jaipur (Member)	
6	Dr. Rahul Sharma	Associate Professor, UEM Jaipur (Member)	
7	Dr. Manisha Singh	Associate Professor, UEM Jaipur (Member)	
8	Dr. Pawan Sharma	Assistant Professor, UEM Jaipur (Member)	
9	Prof.. Dr..Anil Mehta	Professor Management Studies Banasthali Vidhyapith Jaipur External Expert.	
10	Dr.. Vivek Joshi	Director & CEO Express Edge External Expert.	