1.3.2: Number of value-added courses for imparting transferable and life skills offered during last five years

1.3.2: Number of value-added courses for imparting transferable and life skills offered during last five years

Contents

1] Any additional information

List of the value-added courses imparting transferable and life skills offered in last five years

(2017-22)

List of the value-added courses imparting transferable and life skills offered in last five years

Sr. No.	Value-added Course Name	Course Code (if any)	Year of Introduction
1	Oracle: Database Design and Programming with SQL	—	2017-18
2	CCNA Routing and Switching: Routing and Switching Essentials	—	2017-18
3	CCNA Routing and Switching: Introduction to Networks	—	2017-18
4	CCNA Routing and Switching: Scaling Networks	—	2018-19
5	CCNA Routing and Switching: Connecting Networks	—	2018-19
6	CCNAv7: Introduction to Networks	—	2021-22
7	Networking Essentials	—	2021-22
8	Coursera: Linux Server Management and Security	—	2021-22
9	Coursera: HTML,CSS and Javascript for Web Devlopers	—	2021-22
10	Microsoft Azure AI Fundamentals	—	2021-22
11	MTA: Introduction to Programming using HTML and CSS	—	2021-22
12	MTA: Introduction to Programming using Java	—	2021-22
13	MTA: Software Development Fundamentals	98-361	2021-22
14	Field Training-I (Surveying)	—	2017-18
15	Cricket Tournament	—	2018-19
16	Football tournament	—	2021-22
17	Field Training-I (HWRM)	—	2021-22
18	Preparation & Interpretation of Structural Drawing at Field in Structural Engineering	—	2018-19
19	Pavement Structural Health Evaluation by Benkelman Beam Field Test	—	2018-19
20	Analysis & Interpretation of Field Test in Geotechnical Engineering	—	2018-19
21	Structural Health Assessment and its Remedies	—	2019-20
22	Recent Developments in the Concrete Technologies: Sustainability of Modern and Hybrid Composites	—	2020-21
23	Transforming the Knowledge of the Eruptive Concrete Technologies for Sustainable Habitats to the Civil	—	2021-22

	Engineering Graduates		
24	Hardware Academy	—	2021-22
25	Lyx for Technical Report Writing	—	2019-20
26	MATLAB Simulation for Electrical Engineering	—	2021-22
27	CAD Club - Solid Modelling	—	2018-19
28	Basic & Electro Pneumatics Course	—	2018-19
29	Basic and Electro Hydraulics Course	—	2018-19
30	CNC programming	—	2019-20
31	VMC programming	—	2019-20
32	Basics of PLC	—	2019-20
33	Sensorics and Mechatronics Course	—	2019-20
34	Design Integrated course by Avesha	—	2019-20
35	Numerical Methods using MATLAB	—	2018-19
36	Smart Manufacturing	—	2018-19
37	Robotics and AI	—	2019-20
38	Hands on Practice - Openfoam	—	2019-20
39	Hands on Practice - Open foam	—	2019-20
40	SIG-Working in Teams, Change Management and Goal Settings	—	2018-19
41	Waste to Wealth by Vermicomposting	—	2019-20
42	Industrial Effluent Analysis	—	2020-21
43	Advanced Approaches for Sustainable Environmental Management (AASEM-2021)	—	2021-22
44	Coursera Courses - Exploratory Data Analysis with MATLAB & Renewable Energy Technology Fundamentals	—	2021-22
45	Five days Short Term Training Programme on Domains of Academia: Research & Teaching Learning	—	2021-22
46	Design and Analysis of Vermicompost System	—	2018-19
47	Rapid Casting, Automation and Simulation	—	2018-19
48	Electrical & ECU based System Testing	—	2018-19
49	CNC Programming	—	2019-20

50	VMC Programming	—	2019-20
51	Penumatic: Hands-on	—	2021-22
52	CCNA: Switching, Routing, and Wireless Essentials	—	2018-19
53	Mobile Computing with Cisco (Specialization with 4 certification)	MCCisco	2020-21
54	AWS Academy Cloud Foundation	ACF	2021-22
55	Mean stack value added course for Node and Angular JS	—	2019-20
56	Python Programming	—	2019-20
57	Frolic 1	—	2019-20
58	Cisco Networking Academy	—	2020-21
59	Frolic 2	—	2020-21
60	Frolic 3	—	2021-22
61	Introduction to Cyber Security	—	2021-22
62	Mental Toughness Certification Program	MTCP4429	2019-20
63	MILAP Coursera- 1. Interview Research and Preparation & Writing Winning Resumes, 2. Cover Letters	—	2021-22
64	MILAP Coursera 1. General Chemistry: Concept Development and Application, 2. Introduction to Thermodynamics: Transferring Energy from Here to There	—	2021-22
65	MILAP Coursera Introduction to Molecular Spectroscopy	—	2020-21
66	Circuit Design and Fabrication	—	2017-18
67	MILAP Coursera- Astronomy: Exploring Time and Space	—	2019-20
68	MILAP Coursera- Solar Photovoltaics: Fundamentals, Technology, and Application	—	2019-20
69	MILAP Coursera - "Financial Markets"	—	2021-22
70	Corporate Etiquette	—	2017-18
71	Corporate Correspondence	—	2017-18
72	Personal Finance	—	2018-19
73	SPSS	—	2018-19
74	Fundamental of Stock Market	—	2017-18
75	Entrepreneurship	—	2017-18
76	Personal Tax Planning	—	2017-18

77	Advanced Excel	—	2017-18
78	Tally	—	2018-19
79	Export Documentation	—	2018-19
80	Six Sigma	—	2017-18
81	Digital Marketing	—	2017-18
82	Advanced Corporate Communication	—	2017-18
83	Advanced Excel Certification Course	—	2017-18
84	Programming & Coding	—	2021-22
85	AWS	—	2018-19
86	iOS Application Development (Level -1)	—	2018-19
87	Game Development	—	2018-19
88	iOS Application Development (Level – 2)	—	2019-20
89	Social Media Marketing	—	2019-20
90	Tally	—	2020-21
91	WordPress and Joomla	—	2021-22
92	Bootstrap	—	2021-22
93	Ethical Hacking	—	2021-22
94	Blockchain Technology	—	2021-22
95	Remedial English I	—	2018-19
96	Remedial English II	—	2018-19
97	Critical Thinking & Argumentative Skills	10CR0101	2018-19
98	Moot Court Training	10BC0206	2018-19
99	Internship (NGO)	10BC0207	2018-19
100	Basics of French Language French- I	10SL0301	2019-20
101	Internship (Lower Court 1)	10BC0308	2019-20
102	Basics of French Language French- II	10SL0401	2019-20
103	Internship (Lower Court 2)	10BC0407	2019-20

104	Legal Writing	10BB0506	2020-21
105	Internship (High Court 1)	10BB0507	2020-21
106	Internship (High Court 2)	10FL0607	2020-21
107	Drafting, Pleading and Conveyance (Clinical Course II)	10FL0702	2021-22
108	Alternative Dispute Resolution (Clinical Course III)	10FL0704	2021-22
109	Internship (Supreme Court/Law Firm/Corporate House 1)	10FL0706	2021-22
110	Public Interest Lawyering, Legal Aid & Para Legal Services (Clinical Course IV)	10FL0805	2021-22
111	Internship (Supreme Court/Law Firm/Corporate House 2)	10FL0806	2021-22
112	International Criminal Law	—	2021-22
113	Negotiation Fundamentals	—	2021-22
114	MILAP Coursera - 1. A Guide to Healthcare Innovation: Principles and Practice & 2. Medical Emergencies: Airway, Breathing, andCirculation	—	2021-22
115	MILPA Coursera - 1. Career 911: Future Job in Medicine and 2. Healthcare and Pharmaceutical and Medical Device Innovations	—	2021-22
116	Fundamentals of Computer Application	—	2021-22
117	Yoga	—	2021-22
118	MILAP Coursera - 1. The Addicted Brain, 2. Positive Psychiatry and Mental Health	—	2021-22

Registrar
Marwadi University

Marwadi University

Minutes of 14th Meeting of Academic Council

Date: 20th April, 2021   **Time: 11:00AM**   **Mode: Google Meet–Online.**

The 14th meeting of Academic Council of Marwadi University was held on 20th April, 2021 at 11:00AM through online mode. Following members of Academic Council were present in the meeting;

1.	Dr. Sandeep Sancheti	Provost (Vice-Chancellor)
2.	Mr. Naresh Jadeja	Registrar
3.	Dr. Deepak Garg	Head, Computer Science and Engineering, Bennett University
4.	Mr. Deepak Mathur	Director, IEEE Region 10 (Asia-Pacific Region) and former Chief General Manager, ONGC.
5.	Dr. Rajendrasinh Jadeja	Dean, Faculty of Engineering & Technology
6.	Dr. Ramdevsinh Jhala	Controller of Examinations
7.	Dr. Sarang Pande	Principal, Faculty of PG Studies & Research
8.	Dr. Rajesh Patel	Principal, MEFGI Diploma Studies
9.	Dr. Sunil Jakhoria	Dean, Faculty of Business Management & Liberal Studies
10.	Dr. R. Sridaran	Dean, Faculty of Computer Applications
11.	Dr. Rhishikesh Dave	Dean, Faculty of Law
12.	Dr. Vicky Jain	Vice-Principal, Faculty of Science
13.	Dr. Jayesh Parmar	Principal, Faculty of Physiotherapy
14.	Dr. Lalji Baldaniya	Principal, Faculty of Pharmacy
15.	Prof. Bijoykumar Bordoloi	Principal, Faculty of Architecture & Institute of Design
16.	Head of the Department	Faculties of Marwadi University

Leave of absence was granted to:

1.	Dr. Anil Roy	Professor & IQAC Director at DAIICT, Gandhinagar.

Mr. Naresh Jadeja, Registrar-Marwadi University, welcomed and greeted well-being of each member due to the ongoing COVID-19 pandemic.

Mr. Jadeja, informed and introduced members about joining of Dr. Sandeep Sancheti, as the Provost (Vice-Chancellor) of Marwadi University on 1st March, 2021. Members were oriented with the rich academic & administrative experience which Dr. Sandeep Sancheti has brought-in to Marwadi University, while steering as Director of 7 National Institutes of Technology, President of Manipal University, Vice-Chancellor of SRM Institute of Science and Technology and President-Association of Indian Universities.

Dr. Sandeep Sancheti, Provost (Vice-Chancellor) Marwadi University, presided over the meeting and welcomed all the distinguished members of Academic Council. It was informed that, the Head of the Departments of Faculties at Marwadi University were also invited to be part and

witness the proceedings of Academic Council. This was aimed to create future leaders as well as to orient them with the policies decisions and disseminating the information in the Department with an aim to achieve goals.

Few protocols to be followed during the meeting were shared and informed to all the members that;

- The presenter of agenda item shall share gist of item proposed, before the discussion of agenda item begins
- The agenda items have been defined in the structured form which shall be followed in future meetings. The item number with (A) shall denote approval of minutes of the meeting, (B) shall denote action taken report on previous meeting decisions which will substantiated with proofs, (C) shall denote reporting/ratification, (D) shall denote discussions and decisions and (E) shall denote extra items.

Dr. Sandeep Sancheti, Provost then requested Mr. Naresh Jadeja, Registrar to present the agenda items, which are as follows;

Item No.	Agenda	Description
14AC(A)1	Confirmation of minutes of the meeting of Academic Council no. 13	No comments/observations were received from any of the members. **Resolution** RESOLVED that, the minutes of the meeting held on 22nd September, 2020 be confirmed.
14AC(B)2	Action taken report on meeting of Academic Council no. 13	Action taken report on the resolutions of the said Academic Council meeting was placed before the members for consideration and was requested to accept. **Resolution** RESOLVED that, the actions taken on the decisions of the meeting of Academic Council held on 22nd September, 2020 be accepted.
14AC(C)3	Approval of Ph.D Supervisors	Applications were invited from faculty members to be Ph.D supervisors and based upon evaluation following number of Ph.D Supervisors have been identified for the Year 2021. * 90 Ph.D supervisors as compared to 68 last Year. * 8 Co-supervisors, identified as external members. It was suggested that, to simplify the process of evaluation of Ph.D supervisor, it may be mandated that when a Ph.D qualified faculty member joins the Institute, he/she may be deemed qualified as Ph.D supervisor. **Resolution** RESOLVED that, the list of identified Ph.D supervisors as presented and reported shall be accepted and approved for the Year 2021.

14AC(C)4	Result Passing Committee	To avoid grievances and to have clarity on the proposed results, faculty wise Result Passing Committee was proposed to be constituted. Frequency of meeting shall be on the overall result of a semester/year which will require production of mark-sheet/grade sheet. Composition of the committee along with the functions was presented to the members for consideration and approval. **Resolution** RESOLVED that, faculty wise Result Passing Committee shall be implemented from Academic Year 2021-22. Further amendments if required, shall be updated from time to time.
14AC(C)5	Establishment of University Ethics Committee	It was proposed that Ethics Committee for Human Research (ECHR) may be established to implement and ensure a quality and consistent ethical review mechanism for health and biomedical research involving human participants. Composition and the proposed committee members were shared with the members present in the meeting. It was suggested that, a member representation from the Industry may be included in the proposed Ethics Committee. It was informed that, the Institute shall apply to Central Drugs Standard Control Organization (CDSCO) for registering Ethics committee. **Resolution** RESOLVED that, the proposed Ethics Committee for Human Research (ECHR) may be established at the University level and an application shall be made to Central Drugs Standard Control Organization (CDSCO) for its registration.
14AC(C)6	Academic Calendar: 2020-21 (Even Semester)	Academic Calendar for Even Semester 2020-21 was shared and presented to the members for information and knowledge. The calendar stated starting date and the term end date for the semester for each of the Institutes and its branches. **Resolution** RESOLVED that, the Academic Calendar as presented stands approved and the same shall be shared with all the stakeholders.
14AC(C)7	Examination results: Winter 2020.	Examinations result for Winter-2020 session which was held through online mode was presented by the Controller of Examinations for information of members present.

		Resolution Result analysis shared was noted by the members present.
14AC(C)8	MoUs for Information:	Brief about recent MoUs established by Marwadi University was shared with the members present for information. Details such purpose of collaboration, benefits to students, faculties & the institute was shared along with the validity of each of the MoU. **Resolution** The details shared were noted by the members present. Further, RESOLVED that, MoU committee shall be formed for approval and administering of MoUs. It shall also prepare gist of MoUs for information to all Departments once it is entered into.
14AC(C)9	IQAC approvals and minutes of the meeting: 19th Jan, 2021 * IUCEE Annual Membership Renewal	Recommendation on approval of annual membership charges of Rs. 75,000/- for IUCEE was put-up by IQAC. The merits of its membership were presented and the Academic Council was requested to consider and approve for its payment. **Resolution** RESOLVED that, as recommended by IQAC, the annual membership charges of IUCEE is approved.
14AC(C)10	Board of Studies approvals for syllabus.	**(a) Faculty of Computer Applications** Dr. R Sridaran, Dean-Faculty of Computer Applications shared the proceedings and recommendations of Board of Studies meeting held on 06/02/2021 & 10/04/2021. The recommendations and approvals requested from Academic Council were as below; * Syllabus Revision – BCA (Sem. 5 & 6) * Syllabus Design – BCA (Hons.) (Sem. 7 & 8) *Syllabus Restructuring – MCA under Marwadi University **Resolution** RESOLVED that the recommendations as suggested by Board of Studies of Faculty of Computer Applications shall be accepted and approved for implementation w.e.f Academic Year 2021-22. **(b) Faculty of Law** Dr. Rhishikesh Dave, Dean-Faculty of Law shared the proceedings and recommendations of Board of Studies meeting held on 13/02/2021 and the members present were requested to consider and approve the changes & corrections.

		Resolution RESOLVED that the recommendations as suggested by Board of Studies of Faculty of Law shall be accepted and approved for implementation w.e.f Academic Year 2021-22.
14AC(C)11	New ICT Initiatives: AI Compass, Field Internship Module	Details on ICT Initiatives undertaken by Marwadi University, such as Student Performance Card: AI Card Concept and Field Internship Module were shared with the members for information. It described the purpose and usefulness of these initiatives for enabling & strengthening teaching-learning practices. It was suggested that, the concept of AI Compass should be shared with other Institute's in the state of Gujarat. Marwadi University should showcase these practices and position itself as a leader in the market and may explore commercial viability also. With regard to Field Internship module, it was recommended that Future collaborations with the companies by the faculty member should be explored as the database on number of companies is available. Further it was suggested that, Field Internship module may be linked with Faculty Industry Immersion Program for capturing the data. Interest of students should also be considered and should be captured **Resolution** RESOLVED that the suggestions shared may be incorporated in the proposed modules before its operationalization.
14AC(C)12	Approval of GoG for commencing B.Sc. (Hons.) Agriculture program	It was presented that, on 01/01/2021 the Agriculture Department, Govt. of Gujarat has given its approval to Marwadi University for starting B.Sc. (Hons.) Agriculture program with an intake of 60 students. It was also shared that, commencement of said program is already approved by 3rd Academic Council dated 22/12/2016 vide item no. 4, however same was being put-up for information and the said program shall be offered from Academic Year 2021-22. **Resolution** Information shared was noted by the members.
14AC(D)13	Finalization of Marwadi University Vision & Mission	The members were informed about the process followed which included involvement of all stakeholders, adoption of Prof. Jim Collins framework and inviting opinions & surveys of employees before finalizing the Vision & Mission of Marwadi University.

		It was suggested that, Gujarati and Hindi version may be developed. It was also suggested and recommended that Vision & Mission thus finalized may be explained with the expectations from each of the staff members at the University. The Core Values may be simplified for clearer understanding of each of the members in the University. **Resolution** RESOLVED that, the suggestions shared may be noted for further changes and updation. Further, the Vision & Mission as presented may be recommended and presented to the Board of Governance for its approval and implementation. Following the approval of Vision and Mission, it was agreed to prepare a "Strategic Plan" for Marwadi University.
14AC(D)14	Revision of Ph.D regulations	In line with the UGC guidelines, revised regulations for Ph.D program was proposed for discussions. The regulations stated the revision in minimum eligibility criteria as 55% instead of 60%, inclusion of more sectors in research program and adding of Grievance Redressal were presented to the members for consideration and its approval. **Resolution** RESOLVED that the revised regulation for Ph.D program shall be implemented with effect from Academic Year 2021-22.
14AC(D)15	Formation of Research Advisory Council, its role & responsibilities.	It was proposed that University Research Council and Departmental Research Committee shall be constituted at the Central and Departmental levels for Research Planning, Promotion and Review of research activities. The members were informed with the objectives, constitution, nomination of members, roles & responsibilities and frequency of the meeting. It was suggested and recommended that engagement with the society through open house may be included for promotion of research and project activities which Marwadi University undertakes **Resolution** RESOLVED that, the University Research Council, Departmental Research Committee and Student Research Committee shall come into effect from Academic Year 2021-22. Further, the existing Research Council shall be merged with the University Research Council.
14AC(D)16	Revised incentive	The implementation of existing incentive policy have seen

	policy for research & publications	some challenges, hence revised incentive policy for research & publications were proposed for discussion and consideration. Objective of the proposed scheme is to motive faculty members to undertake quality research, consultancy, publications and to recognize faculty members. It was suggested that book chapter may also be included along with the reference book under the category of publications. **Resolution** RESOLVED that, the Incentive policy for research & publications as presented shall be accepted for implementation from Academic Year 2021-22. It shall also be recommended to be presented in the Board of Governance for its approval.
14AC(D)17	Constitution of faculty board.	It was proposed that every Faculty of Marwadi University will have a Faculty Board which shall coordinate and complement Board of Studies and Academic Council of the University with a focus on improving, strengthening, sharing of best practices and its implementation across the faculty. The detailed powers & functions, composition, tenure and frequency of meeting were presented to the members present for consideration and its approval. It was suggested and shared that a minimum of 1 meeting should be arranged once in a semester. **Resolution** RESOLVED that the proposed Faculty Board shall be constituted and implemented at each Faculty from Academic Year 2021-22.
14AC(D)18	Marwadi University Graduate Attributes	The proposed Marwadi University Graduate Attributes post discussions and deliberations with the Deans & Principals was shared and presented to the members for approval and consideration. It was shared and suggested that the description of each of the attributes shall be discipline and program specific which shall be based upon mapping of program outcomes. **Resolution** RESOLVED that the Graduate Attributes of Marwadi University and its definition as presented shall be accepted and approved. The list of finalized Graduate Attributes has been attached as Appendix-I. Further, the description of each of the attribute shall be discipline specific based upon mapping of program outcomes.
14AC(D)19	Guidelines for	To frame the guidelines for award of honorary degree, a

	award of Honorary Degree	committee was appointed to share suggestions and recommendations. The proposed guidelines were presented to the members present in the meeting. It was suggested that nominations should not be limited only to Science, Technology, Humanities and Social Sciences candidatures from other subjects/domain should also be invited. With regard to Committee members for Hon. Doctorate Degree, it was shared that external members are generally not part of the committee. Further, it was suggested that the entire process of Honorary Degree should be least complicated with less processes, hence the guidelines for award of Honorary Degree may be revisited. **Resolution** RESOLVED that, the guidelines may be revisited with an approach to simplify it with few regulations and processes.
14AC(D)20	Faculty Industry Immersion Program (FIIP)	To have collaborative and real world learning experiences for faculty members, it was proposed to start Faculty Industry Immersion Program. It shall act as a bridge between industry & academia to bring in expertise, know the problems of the industry and bring in those examples in teaching-learning practices. It was informed that every year 5% faculty members shall undergo industry immersion program either during the summer/winter breaks. It was suggested that the faculty members should be encouraged to opt for different industries rather than focusing on specific industry. It was also suggested that projects from the industry may be brought-in from the companies for our students, undertake community projects and also converting these projects into products. Upon completion of Industry Immersion Program, the faculty member shall submit a report and also present a workshop for the faculty members in the institute to share the take-aways from the program. **Resolution** RESOLVED that the Faculty Industry Immersion Program shall be implemented at all the Faculties of MU.
14AC(D)21	Policy for encouraging and promoting industry association membership with institute	Realizing the importance of professional and industry membership and to encourage faculty members to be a member of professional body it was proposed to introduce policy for promoting industry association membership. It was informed that under this policy the institute on an annual basis shall contribute Rs. 5,000/- or actual membership fees whichever is less towards fees for one

		membership body for the faculty members. It shall be ensured that the professional body should be registered and functioning as a public body. The intent of application shall be verified and put-up to Faculty Board of the Institute for its approval. **Resolution** RESOLVED that the policy for encouraging and promoting industry association membership shall be accepted for implementation from Academic Year 2021-22 and will be recommended to the Board of Governance for its approval.
14AC(D)22	Partnership proposal with coursera	It was shared that the Coursera had offered free licenses to Marwadi University to access courses on its learning platform which was beneficial for our faculties & students during the pandemic time. It was proposed that, the contents may be taken from Coursera and the faculty member can complement in their teachings. Faculty members may be encouraged take courses from for upgrading themselves and also placement skills related courses may be undertaken by students for value addition. Looking upon these features it was proposed that the institute can collaborate & partner with Coursera and offer courses in a mix mode. It was suggested that, 90% of total students in the institute should atleast take one course from coursera and this mandate should be applicable to all institutes. The faculty member should also undertake one course in any domain during the Academic Year. **Resolution** RESOLVED that, the partnership proposal with Coursera shall be accepted for implementation from upcoming Academic Year and will be recommended to the Board of Governance for its approval. Further, students & faculty members shall undertake atleast one course from Coursera. Licenses will be used in sharing mode during the given period.
14AC(D)23	Proposal for introduction of new Courses/Branches	* Proposal to start B.Sc (IT) from Academic Year 2021-22 Looking upon current admission trend in the region, it was proposed to start B.Sc. (IT) program. Detailed teaching scheme and syllabus was presented to the members present for consideration and approval. It was suggested that as Science field has lot of computational components, a thought may be worked upon

		integrating below branches with computers. * B.Sc (Physics & Computers) * B.Sc (Maths & Computers) * B.Sc (Chemistry & Computers) **Resolution** RESOLVED that, the proposed B.Sc. (IT) program may be accepted and shall be recommended to Board of Governance for its approval.
14AC(D)24	Inviting new members to Academic Council & Board of Studies	To bring in more diversity & transparency it was proposed that student & faculty representation in Academic Council may be invited through nominations. 1 student each from UG & PG with overall best CGPA and 2 faculty member each in the cadre of Assistant & Associate Professor on rotational basis may be nominated. Students will be the part of meetings, excepting the matters related to student results & disciplinary concerns. It was also suggested that base of external members may also be increased to 6 in numbers. **Resolution** RESOLVED that the proposed student & faculty representation in Academic Council & Board of Studies shall be approved and nominations may be invited.
14AC(E)25	Extra Agenda Items	**(a) NCC as general elective course** It was presented that UGC has issued guidelines dated 15/04/2021 with regard to introduction of NCC as general elective course. The guidelines stated credits allocated, institutional training syllabus and the details of NCC state directorates. It was also informed that Institute has a Wing of NCC with 50 Cadets strength in Boys as well as in Girls. **Resolution** RESOLVED that NCC as general elective course shall be accepted and approved for implementation from upcoming Academic Year and follow the structure as submitted to UGC by NCC. --- **(b) DASA Scheme 2021** It was presented that Marwadi University shall participate in DASA scheme 2021 announced by Ministry of Education, Govt. of India which focuses on admissions to various UG and PG programs of premier Institutes of India under the DASA (Direct Admission of Students Abroad) scheme. It

| | | was shared that it has been one of the finest schemes of Govt. of India and participation of the Institute was highly recommended. |
| | | **Resolution**
RESOLVED that the proposal for participation in DASA Scheme 2021 shall be accepted and Marwadi University shall apply for its participation as announced by Ministry of Education, Govt. of India. Further, the proposal will be recommended to the Board of Governance for its approval. |

Meeting ended with the concluding remarks of Prof. (Dr.) Sandeep Sancheti, Provost (Vice-Chancellor) & Chairperson of Academic Council that, participation and expressing opinions in the meetings are welcomed and encouraged. The Chairperson also shared with the members that if they come across new ideas and observation worth pursuing, the same may be communicated to the Registrar in form of proposed agenda note for the Academic Council meeting.

(signed digitally)

Prof. (Dr.) Sandeep Sancheti
Provost (Vice-Chancellor)

Mr. Naresh Jadeja
Registar

APPENDIX-I

Graduate Attributes' (GA) Definitions and Descriptions at Marwadi University

Graduate attribute (preamble)	Definition (succinct statement to describe GA)	Description of the attributes
1.Digitally Vibrant:	An ability to effective use of ICT (Information communication Technology) tools for teaching, training and research.	1) Enthusiastic about using ICT systems and devices. 2) Utilize popular software tools in their profession-al. 3) Handy with advanced software tools related to their disciplines. 4) High-level of researching, developing, and designing ICT tools; 5) Consulting, integrating, and installing ICT supported applications; 6) Maintaining, administrating, supporting, and servicing ICT systems.
2.Responsible Citizen with environment Consciousness	Understand social responsibility and show sensitivity towards environmental concerns. Nurse a sense of promoting environment conservation and involved in the sustainable practices. Uphold legal, ethical and socioeconomic values.	1) Use knowledge of cross-disciplines to produce solutions with a sense of responsibility towards environment and society. 2) Understands the interaction of engineering with Economic issues 3) Environmental concern must always be thought out in proposing solution of the any simple or complex problem. 4) Thinks of green energy and least waste producing solutions. 5) Know how to bridge the importance, environmental, social, cultural, legal and economic factors. 6) Follows codes and regulation in the process of the development of a solution. 7) Accepts failures in their design/solution and attempts again with introducing necessary correction. 8) Seeks clearances from the authorities or ethical committees if requires.
3.Competent Professional	Engage in professional activity for the social and environmental benefits by providing solutions to complex problems.	1) Shows awareness of professional/technical associations in engineering 2) Shows explicit understanding of professional values of engineering/management/medical. 3) Understands the duty their discipline in society. 4) Produces sustainable and economic solutions to complex societal and ecological problems.
4.Problem solving abilities	An ability to incorporate suitable knowledge and mould that for solving complicated problems.	1) Determines type of problems in the discipline. 2) Identify the concepts and principles are relevant to the solution. 3) Invest significant time and effort to go thorough

		research procedure towards to the solution.
5.Design/Development of solutions	Design and develop solutions for societal and ecological problems with due attention to public health and safety preserving environmental diversity.	1) Device a process to solve complex or open-ended problem the discipline. 2) Breaks down the complex problem into sub-problems 3) Consider health and safety risks in the solution. 4) Handy with software/hardware tools and techniques in support to their design.
6.Effective communicator	Articulation in language and for general purpose verbal communication besides theoretical and practical scientific concepts.	1) Understands and processes documents and prepare it by following an acceptable structure with appropriate table, graphs, and linguistic aptness. 2) Delivers a fluid oral presentation 3) Listens carefully and responds to questions.
7.Learnability	Ability of learning with understanding using different strategies, approaches, and patterns the new and existing knowledge of concept of cross-disciplines.	1) Sets goals and strategies learning resources. 2) Manages own learning in changing conditions 3) Cultivates scientific temper. 4) Engages in self-study on topics of interest 5) Enthusiasts on tracking on new research coming their disciplines and subsequently updates themselves in aim to produce better and solutions.
8.Ability to work in team	Utilize interpersonal and interpersonal skills in organizing or participating in a work that involves other team members to work on separate tasks to accomplish a larger one.	1) Participate in group discussion and joint decision making based on reasons and logic. 2) Demonstrates initiative and motivate others to work jointly. 3) Functions well in multi-disciplinary teams 4) Contributes a significant share of work in the group
9.Multitasking	Capacity of performing multiple tasks while managing time, resources and strength.	1) Works towards finding solutions of the some existing problem while exercising main task, 2) Explore next for next solutions of the related problems. 3) Supports in multiple projects being carrying out in organization given their expertise and background knowledge. 4) Proposed solutions multi-dimensional and diverse solutions to the problems requiring knowledge of more than one disciplines.
10.Leadership	Ability to assess situation and make decision in a way to influence and inspire others to participate and contribute in completion of a task.	1) Interests in professing new idea and shows conviction in realizing this by taking others on board and channeling their capacities. 2) Skilled with convincing others in believe in the outcomes of the ideas by laying out well-planned blueprint. 3) Composed with emotions and shows resilience when fails. 4) Leads cross-disciplinary projects and delegate work on to members based on their skills.

Marwadi University

Faculty of Liberal Studies

Second Board of Studies Meeting in Bachelor of Commerce
(BOS- Commerce)

Minutes

Chaired by:	Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies
Date:	10th August' 2017
Time:	3:25 PM - 6:40 PM
Venue:	BOARD ROOM-3rd Floor

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria,
Professor & Dean, Faculty of Business Management and Faculty of Liberal Studies

Dr. Sanjay Bhayani,
Professor, Department of Business Management, Saurashtra University, Rajkot.

Dr. Hitesh Shukla,
Professor, Deptt. of Business Management, Saurashtra University, Rajkot.

Dr. Suneet Saxena,
Professor, Faculty of Liberal Studies

Dr. M. Srinivas Rao,
Professor, Faculty of Management Studies

Dr. Kapil Shrimal,
Assistant Professor & Programme Coordinator B.Com and BBA(FM) FOLS

Dr. Monica Verma,
Assistant Professor and Member Secretary BoS

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Agenda for discussion and approval:

Item No.BOS/02/01:   *To confirm the minutes of 1st meeting of BOS held on 13.08.2016.*

The minutes of 1st BOS meeting held on 13.08.2016 were reviewed and confirmed as there were no comments from members.

Item No. BOS/02/02:   *To report the action taken, where necessary, on the various decisions taken by the BOS in its 1st meeting held on 13.08.2016*

The Board noted the action taken, where necessary, on the various decisions taken in its 1st meeting held on 13.08.2016. The Board also expressed its satisfaction on the action taken report on the various decisions taken in its 1st meeting held on 13.08.2016.

Item No. BOS/02/03:   **Bachelor of Commerce -** *Approval of syllabus for 2nd year i.e. semester III & IV for the batch of 2016-19 and 2017-20.*

B.com programme was introduced in the academic year 2016-2017. The Curricula, Syllabi and Scheme of examination for the introduction of the courses offered in Semesters III and IV for the candidates admitted in the B. Com Programme during the academic year 2016-2017 and 2017-18 was presented to the board members for deliberation and approval.

Conclusion:

The syllabi of semester III and IV were discussed and **approved** without any major changes. The same to be implemented for academic year 2017- 18 with a suggestion to do formatting. It was resolved as under:

"Resolved that all the syllabi for each course stands approved and are recommended for presentation to the Academic Council. *Annexure -1*

Item No. BOS/02/04: :   **Bachelor of Commerce (2017-20)**

      a) *Approval of revision in Programme structure of 1st Year i.e., Semester I & II.*
      b) *Approval of 1st Year syllabus after changes i.e., semester I & II*

The revision in 1st year curricula, Syllabi and Scheme of examinations for the candidates admitted in the B.Com Programme during the academic year 2017-2018 presented to the members for discussion and approval. The details of the same are as follows:

Revision in Programme structure of 1st Year i.e. Semester I & II
for the candidates admitted in the B.Com Programme during the academic year 2017-2018

Comparative

	Old/Existing			New/ Revised	
Subject Code	Subject Name	Credits	Subject Code	Subject Name	Credits
			Semester I		
04LS0101	Communication Skills-I	4	04LS1102	Principles of Management	4
04LS0102	Principles of Management	4	04LS1103	Micro Economics	4
04LS0103	Micro Economics	4	04BC0101	Financial Accounting- I	4
04LS0105	Fundamentals of Accounting	4	04BC0102	Business Mathematics	4
04LS0106	Business Mathematics	4	04LS1107	Computer Essentials	4
04LS0107	Computer Essentials		04CR0101	Career Readiness Programme**	2
				Elective (any one)	
			04SL0102	Reading and Writing for Business***	2
			04SL0103	Speaking and Presentation Skills***	2
			Semester II		
04LS0201	Communication Skills-II	4	04LS1203	Macro Economics	4
04LS0203	Macro Economics	4	04BC0205	Business Statistics	4
04LS0205	Statistics in Business	4	04BC0201	Financial Accounting- II	4
04LS0207	Financial Accounting - II	4	04BC0208	Business Environment	4
04LS0208	Business Environment	4	04LS1209	Fundamentals of Human Resource Management	4
04LS0209	Fundamentals of Human Resource Management	4	04LS0212	Applications of Spreadsheet***	2
04LS0210	Career Readiness Programme	2		Elective (any one)	
		4	04SL0152	English for Workplace***	2
			04SL0153	English through Films***	2

Note:

1. * courses discontinued
2. ** shifted to semester I
3. *** courses introduced

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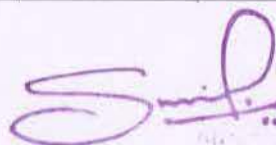
Introduction of New Courses

4. Reason for Introduction of New Courses — Batch: 2017-2019

Course Name	Feedback from stakeholders	Rational	Action to be taken
Reading and Writing for Business (RWB) Speaking and Presentation Skills (SPS) English for Workplace (EW) English through Films (ETF)	Recommendation from the Communication Department of the University.	To make learning of English easy and interesting. Give scholars coming from varied background to learn English the way it suits them and focus on what they lack. For eg., a student already has good written English but is not good in presentation then such a student can opt for course of SPS rather than RWB.	RWB & SPS to be offered as elective course in semester-I EW & ETF to be offered as elective course in semester-II
Applications of Spreadsheet	Suggestion from Programme coordinator	Most of the job openings require spreadsheet and word-processing software skills. Knowledge of excel will help Organize data in an easy-to-navigate way, Do basic **and** complex mathematical functions, Analyze data and make forecasting predictions and many more things	To be offered as core course in semester-II

5. Details of the new courses introduced:

Name of the Programme	Name of the Course	Semester	Batch	Year of Introduction

B.Com	Reading and Writing for Business	I	2017-20	2017-18
	Speaking and Presentation Skills	I	2017-20	2017-18
	English for Workplace	II	2017-20	2017-18
	English through Films	II	2017-20	2017-18
	Applications of Spreadsheet	II	2017-20	2017-18

Revision in the syllabus of the course

Reason for Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken
Principles of Management	The subject faculty was of opinion that the existing course is covering topics already read by the student in 12th std. and there are no advance level topics.	Will help student to learn over and above the knowledge he/she already has.	Principles of Management course revised
Micro Economics	Faculty felt the need to add few topics that were not there	Essential to be known at the UG level.	Micro Economics course revised
Fundamentals of Accounting	Faculty feedback to make the course content relevant to the B.Com programme	Essential to be known by a commerce graduate.	Fundamentals of Accounting course revised and renamed as "Financial Accounting- I"
Computer Essentials	Faculty feedback to remove theoretical component and add more of MS office.	Impart greater skills that help in employability	Computer Essentials course revised
Business Mathematics	Faculty feedback to remove few topics as the course was too lengthy to deliver in allotted sessions.	Will impart greater clarity and make learning effective	Business Mathematics course revised

Macro Economics	Faculty felt the need to add few topics that were not there.	Essential to be known at the UG level.	Macro Economics course revised
Statistics in Business	Faculty feedback to incorporate topics relevant at UG level	differentiate it from the PG course	course revised and named as "Business Statistics"
Financial Accounting - II	Recommended by faculty in light of revision in semester -1 course "Fundamentals of Accounting"	Revision in "Fundamentals of Accounting" necessitated the revision.	Financial Accounting – II course revised
Business Environment	Faculty feedback as some of the acts & topics were overlapping/ repeated in other subject or not at all	Greater coverage during the entire programme.	Business Environment course revised
Fundamentals of Human Resource Management	Faculty feedback to remove theoretical component.	Impart greater skills that help in employability	E-Commerce course revised

Details of the courses revised

Name of the Programme	Course Name		Semester	Batch
	From	To		
B.Com	Principles of Management - 04LS0102 (Compulsory)	Principles of Management - 04LS1102 (Compulsory)	1	2017-20
	Micro Economics- 04LS0103 (Compulsory)	Micro Economics- 04LS1103 (Compulsory)	1	2017-20
	Fundamentals of Accounting- 04LS0105 (Compulsory)	Financial Accounting- I - 04BC0101 (Compulsory)	1	2017-20
	Computer Essentials - 04LS0107 (Compulsory)	Computer Essentials - 04LS1107 (Compulsory)	1	2017-20
	Business Mathematics - 04LS0106 (Compulsory)	Business Mathematics - 04BC0102 (Compulsory)	1	2017-20

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	Macro Economics- 04LS0203 (Compulsory)	Macro Economics - 04LS1203 (Compulsory)	2	2017-20
	Statistics in Business - 04LS0205 (Compulsory)	Business Statistics- 04BC0205 (Compulsory)	2	2017-20
	Financial Accounting – II - 04LS0207 (Compulsory)	Financial Accounting – II 04BC0201 (Compulsory)	2	2017-20
	Business Environment - 04LS0208 (Compulsory)	Business Environment - 04BC0208 (Compulsory)	2	2017-20
	Fundamentals of Human Resource Management - 04LS0209 (Compulsory)	Fundamentals of Human Resource Management - 04LS1209 (Compulsory)	2	2017-20

Revision & shifting from one semester to other

Reason for Shifting & Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken
Career Readiness Programme	Proposed by programme coordinator and reviewed in the PAC meeting	Shifting of the course is required for the program structure.	Career Readiness Programme course revised and shifted.

Details of the courses shifted

Course Name	Semester		Batch	Year of Introduction
	From	To		
Career Readiness Programme	II	I	2017-20	2017-18

Courses Discontinued

Course Name	Feedback from stakeholders	Rational	Action to be taken
Discontinue course on Communication Skills in semester 1 & 2	PAC	To incorporate courses- Reading and Writing for Business, Speaking and Presentation Skills, English for Workplace and English through Films in the programme structure.	Discontinue from batch of 2017-20.

Conclusion:

The board deliberated on the proposal. The introduction of courses designed to make learning of English effective -Reading and Writing for Business, Speaking and Presentation Skills, English for Workplace and English through Films. Similarly, the inclusion of courses Applications of Spreadsheet, the members felt that the programme catered to the current market needs and offer industry specific skills accordingly it was resolved as under:

"Resolved that all the *revision in course structure of 1st Year BBA(H) programme, courses,* syllabi and teaching and evaluation scheme for each course stands approved and is recommended for presentation to the Academic Council." (Annexure 2- *Approved syllabi of 1st Year i.e., semester I, &II)*

Item No. BOS/02/05: To consider and approve courses of teaching and syllabi of non-Credit courses in addition to the courses included in the Programme Structure of B.Com.

The Board was informed that based on the feedback from the industry experts, the PAC proposed certification courses which a student has to complete in addition to the regular courses included in the programme structure of B.Com. These courses are incorporated to enhance the skills and abilities of the scholars. These courses are applicable from the batch of 2016 -19 for B.Com. Following courses were proposed:

a) Fundamental of Stock Market   Semester I
b) Entrepreneurship   Semester II
c) Personal Tax Planning   Semester III
d) Advanced Excel   Semester IV
e) Tally   Semester V

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The board reviewed the proposed courses and the syllabi. After due deliberation approved the same and resolved:

"Resolved that all the six *course titles and the* syllabi stand approved and is recommended for presentation to the Academic Council." Annexure 3

Item No.BOS/02/06:   *To consider and approve PEO, PLO and PSO of* Bachelor of Commerce applicable from the batch of 2016-19

The Proposed Programme Educational Objectives, Programme Learning Outcomes and Programme Specific outcomes were presented before the board. The members were informed that the feedback from the industry, faculty and students was taken before finalizing the PEOs, POs and PSOs for B.Com.

PROGRAM EDUCATIONAL OBJECTIVES (PEOS)

PEO1: To be able to make judgments and take decisions based on the analysis and evaluation of information for formulating responses to problems, including real-life problems.

PEO2: To develop an ability to work effectively as team members and leaders in multidisciplinary teams.

PEO3: To develop strong communication and interpersonal skills, broad domain knowledge, and an understanding of multicultural and global perspectives.

PEO4: To develop an understanding of the ethical choices inherent in the commerce profession.

PEO5: To develop professional integrity and humanitarian values to fulfill the wider societal concerns through engagement/extending the professional knowledge to community service/ projects.

PROGRAM LEARNING OUTCOMES (PLOS)

PLO1: To develop an ability to apply fundamental and specialized knowledge of commerce, accounting economics, and management for the solution of complex business problems.

PLO2 To be able to select and apply appropriate tools and techniques, resources, and modern business activities while being aware of their limitations.

PLO3: To embrace and practice constitutional, humanistic, ethical, and moral values in life, including universal human values of truth, righteous conduct, peace, love, nonviolence, scientific temper, and citizenship values.

PLO4: To develop an ability to demonstrate knowledge of business solutions, contemporary issues, and their implications on societal and environmental contexts, leading to sustainable development

PLO5: To apply ethical principles and commit to professional ethics, responsibilities, and business practice norms.

PLO6: To embrace a capability to lead a diverse team to accomplish common group tasks and goals

PLO7: To develop the capability to effectively communicate in writing and orally the constructs and methodologies adopted for the studies undertaken relating to the chosen fields of learning.

PLO8: To recognize the need for, and prepare for life-long learning in the broadest context of technological change, to acclimate themselves to a dynamic work environment.

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PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO 1: To demonstrate an understanding of the multi-dimensionality of the business environment to predict the character of the future business environment.

PSO 2: To be able to implement appropriate decisions in all areas of business management, especially accounting, finance, marketing, auditing, and, corporate governance.

PSO 3: To develop broad-based business skills and knowledge, as well as general and specific capabilities to meet the current and future national and global business, industry, and economic expectations.

The Board reviewed the proposed PEOs, POs and PSOs and approved the same for B. Com. And resolved:

"Resolve that *Item No.BOS/02/06 is approved and is recommended to be presented to the Academic Council"* Annexure 4

Item No. BOS/02/07: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2016-17 at 40%, have been achieved.
Since the CO attainment is 66.67% which is well above the target, a revised target of 42% for CO attainment was proposed by PAC.
The Board noted the attainment levels for year 2016-17 and after due deliberations approved that CO attainment targets for year 2017-18 be set at 42%.
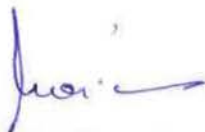
Resolved to approve Item No. BOS/02/07 and recommend the same to the Academic Council.

Item No. BOS/02/08: : Stakeholders Feedback

The Board was informed that the changes in the Programme Structure have been undertake base on the feedback collected by PAC from industry, academia experts, faculty, students and the alumni. The feedbacks received were incorporated in the curriculum.

The Board noted with satisfaction the feedback received and their incorporation in curriculum.

There being no other business, the meeting ended with a vote of thanks to all present.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

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Faculty of Liberal Studies

Third Board of Studies Meeting in Bachelor of Commerce
(BOS- Commerce)

Minutes

Chaired by:	Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies
Date:	Saturday 26th May 2018
Time:	3:00 PM – 5:30 PM
Venue:	BOARD ROOM-3rd Floor

The attendees:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Member, External Academia
Dr. Monica Verma Assistant Professor	Member Secretary
MS. Khushboo Ganatra, Assistant Professor & Programme Coordinator B. Com and B.Com(H)	Member
Mr. Rakesh Patel, Chief Consultant, SUMS Corpsolution and RAIN Group	Special Invitee
Dr. M.Srinivasa Rao, Professor, Faculty of Management Studies	Special Invitee

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The leave of absence was granted to:

Dr. H.C. Sardar,   Special Invitee
Professor,
Sheth Damodardas School of Commerce, Gujarat University.

Dr. Hitesh Shukala,   Member, External Academia
Professor, Deptt. of Business Management, Saurashtra
University, Rajkot.

Prof. Sunil Kumar Jakhoria, Chairman, BOS and Dean Faculty of Liberal Studies Chaired the meeting and welcomed all the members to the third BOS meeting. The Chairman further expressed special thanks to Dr. Sanjay Bhayani and Mr. Rakesh Patel for sparing the time from their busy schedule to attend the meeting.

After that the agenda items were taken up and the Board decided/ recommended as under: -

Item No.BOS/03/01: To confirm the minutes of 2nd meeting of BOS held on 10.08.2017.

The minutes of 2nd BOS meeting held on 10.08.2017 were reviewed and confirmed as there were no comments from members.

Item No.BOS/03/02:   **To report the action taken, where necessary, on the various decisions taken by the BOS in its 2nd meeting held on 10.08.2017**

The Board noted the action taken, where necessary, on the various decisions taken in its 2nd meeting held on 10.08.2017. The Board also expressed its satisfaction on the action taken report on the various decisions taken in its 2nd meeting held on 10.08.2017.

Item No.BOS/03/03:   **To consider and approve the syllabus   for 3rd year i.e., semester V & VI of Bachelor of Commerce (2016-19) & (2017-20)**

The Board went through the scheme and syllabus of 3rd year *i.e., semester V & VI.* Their suggestions are noted as given below:

a) Add Credit at the top of each syllabus
b) Use curriculum in place of Syllabus and Course in place of Subject as proposed by UGC.
c) Insert details regarding Elective and Specialization courses ie., CBCS to be incorporated in all the Programmes.
d) Try and incorporate learning outcome in each unit

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e) Bifurcate the course content into Theory and Practical.

f) Add specific case studies, List of speakers, Projects, skill imparted or to be imparted.

"Resolved that the syllabus as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes". Annexure 1

Item No. BOS/03/04: a) *To consider and approve Introduction of New Programme* Bachelor of Commerce (Honours)

b) To consider and approve pogramme structure, teaching and evaluation scheme, and credit distribution.

c) To consider and approve syllabus of 1ˢᵗ year i.e. semester -1 & semester- II

Based on the feedback received from the students, industry and alumni the Programme Assessment Committee (PAC) approved and recommended the introduction of 3year **Bachelor of Commerce (Honours) [B.Com(Hons)].** The programme details were presented to the board members for their suggestions and approval.
Their suggestions are noted as given below:

a) Add Credit at the top of each syllabus

b) Use curriculum in place of Syllabus and Course in place of Subject as proposed by UGC.

c) Insert details regarding Elective and Specialization courses ie., CBCS to be incorporated in all the Programmes.

d) Try and incorporate learning outcome in each unit

e) Bifurcate the course content into Theory and Practical.

f) Add specific case studies, List of speakers, Projects, skill imparted or to be imparted.

g) Change the subject name Audit to Auditing

"Resolved that the syllabus as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes". Annexure 2(a),2(b)& 2(c).

Item No.BOS/03/05:   *To consider and approve PEO, PLO and PSO of* Bachelor of Commerce and *Bachelor* of Commerce (Honours)

The Proposed Programme Educational Objectives, Programme Learning Outcomes and Programme Specific outcomes were presented before the board. The members were informed that the feedback from the industry, faculty and students was taken before finalizing the PEOs, POs and PSOs for B. Com (H) .

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PROGRAM EDUCATIONAL OBJECTIVES (PEOS)

PEO1: To be able to make judgments and take decisions based on the analysis and evaluation of information for formulating responses to problems, including real-life problems.

PEO2: To develop an ability to work effectively as team members and leaders in multidisciplinary teams.

PEO3: To develop strong communication and interpersonal skills, broad domain knowledge, and an understanding of multicultural and global perspectives.

PEO4: To develop an understanding of the ethical choices inherent in the commerce profession.

PEO5: To develop professional integrity and humanitarian values to fulfill the wider societal concerns through engagement/extending the professional knowledge to community service/ projects.

PROGRAM LEARNING OUTCOMES (PLOS)

PLO1: To develop an ability to apply fundamental and specialized knowledge of commerce, accounting economics, and management for the solution of complex business problems.

PLO2 To be able to select and apply appropriate tools and techniques, resources, and modern business activities while being aware of their limitations.

PLO3: To embrace and practice constitutional, humanistic, ethical, and moral values in life, including universal human values of truth, righteous conduct, peace, love, nonviolence, scientific temper, and citizenship values.

PLO4: To develop an ability to demonstrate knowledge of business solutions, contemporary issues, and their implications on societal and environmental contexts, leading to sustainable development

PLO5: To apply ethical principles and commit to professional ethics, responsibilities, and business practice norms.

PLO6: To embrace a capability to lead a diverse team to accomplish common group tasks and goals

PLO7: To develop the capability to effectively communicate in writing and orally the constructs and methodologies adopted for the studies undertaken relating to the chosen fields of learning.

PLO8: To recognize the need for, and prepare for life-long learning in the broadest context of technological change, to acclimate themselves to a dynamic work environment.

PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO 1: To demonstrate an understanding of the multi-dimensionality of the business environment to predict the character of the future business environment.

PSO 2: To be able to implement appropriate decisions in all areas of business management, especially accounting, finance, marketing, auditing, and, corporate governance.

PSO 3: To develop broad-based business skills and knowledge, as well as general and specific capabilities to meet the current and future national and global business, industry, and economic expectations.

The Board reviewed the proposed PEOs, POs and PSOs and approved the same for B. Com (Hons). And resolved:

"Resolve **that *Item No.BOS/03/05 is approved and is recommended to be presented to the Academic Council"* Annexure 3

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Item No. BOS/03/06: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2017-18 at 42%, have been achieved.

Since the CO attainment for B.Com is well above the target, a revised target of 44% for CO attainment was proposed by PAC.

The Board noted the attainment levels for year 2017-18 and after due deliberations approved that CO attainment targets for year 2018-19 be set at 44% for both B.Com and B.Com (Hons).

Resolved that Item No. BOS/03/06 is approved and recommend the same to the Academic Council.

Item No. BOS/03/07: : Stakeholders Feedback

The Board was informed that the new programme B. Com (H) and the Programme Structure have been framed after take in account the feedback collected by PAC from industry, academia experts, faculty, students and the alumni. The feedbacks received were incorporated in the curriculum. The Board noted with satisfaction the feedback received and their incorporation in curriculum.

There being no other matter, the meeting was concluded with a vote of thanks to the chair.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

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Marwadi University

Faculty of Liberal Studies

Fourth Board of Studies Meeting in Bachelor of Commerce
(BOS- Commerce)

Minutes

Chaired by: Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies
Date: Saturday 15th June 2019
Time: 3:00 PM - 6:00 PM
Venue: BOARD ROOM-3rd Floor

Minutes of the Fourth Board of Studies in Commerce, Faculty of Liberal Studies held on 15th June, 2019 at 03.00 p.m. in the Board Room-3rd Floor Marwadi Campus.

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Member, External Academia
Dr. Hitesh Shukla, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Member, External Academia
Dr. Monica Verma Assistant Professor	Member Secretary
MS. Khushboo Ganatra Assistant Professor & Programme Coordinator B. Com and B.Com(H)	Member

Prof. Sunil Kumar Jakhoria, Dean Faculty of Liberal Studies Chaired the meeting and welcomed the members for attending the 4ᵗʰ BOS meeting. He expressed his special thanks to Dr. Sanjay Bhayani and Dr. Hitesh Shukla for their valuable presence. He also briefed the BoS about the progress of the Faculty.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed.

Item No.BOS/04/01: *To confirm the minutes of 3rd meeting of BOS held on 26ᵗʰ May'2018.*

The minutes of 3rd BOS meeting held on 26ᵗʰ May, 2018 were circulated among the BOS members. Since no comment has been received, this BOS has approved the minutes of the 3rd BOS meeting.

Item No.BOS/04/02: *To report the action taken, where necessary, on the various decisions taken by the BOS in its 3rd meeting held on 26.05.2018*

As part of the action taken on the resolutions of Third BOS meeting the members were informed that actions have been take on all the suggestions except bifurcate the course content into Theory and Practical and incorporating learning outcome in each unit; which is in process. The Board noted the action taken, where necessary, on the various decisions taken in its 3rd meeting held on 26.**05.2018 and** expressed their satisfaction on the action taken report on the various decisions taken in its 3rd meeting.

Item No.BOS/04/03 : *To consider and approve syllabus for 2nd and 3rd year i.e. semester III,IV,V & VI of Bachelor of Commerce (Honours)*

The BOS discussed the item and approved the syllabuses of semester and resolved as under:

"Resolved that the semester III,IV,V & VI syllabus stands approved and is recommended for presentation to the Academic Council". *Annexure I*

Item No.BOS/04/04: *To consider and approve Introduction of Money, Banking and Exchange as a elective course in semester –I in B.Com for the students admitted in academic session 2019-20*

The introduction of the course was presented to the members for discussion and approval. The details of the same are as follows:

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Reason for Introduction of New Courses — Batch: 2019-22

Course Name	Feedback from stakeholders	Rational	Action to be taken
Money, Banking and Exchange	Dr. Monica Verma suggested this course and the PAC deliberated and recommended to be presented to Board of Studies	To make the commerce graduates have a in-depth understanding of evolution, types, various standards of money along how its exchange values are fixed	To be introduced as elective course in semester -1

The board deliberated on the proposal and resolved as under:

"Resolved that the suggested course stand approved to be offered as elective and is recommended for presentation to the Academic Council". Annexure II

Item No.BOS/04/05:   *To consider and approve revision in the course content of Tally ERP 9(04BC0507) in B.Com semester-V*

The members were presented with details of revision in the syllabus of the course *Tally ERP 9*. The details are as follows:

Reason for Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken
Tally ERP 9. (04BC0507) in B.Com semester -5	The subject faculty recommended the revision as the existing course content was too elementary and there is need to expand the content. And to use updated and latest version of tally that adds up the latest updates of the accounts or taxation policy like removing VAT and introducing GST.	Will help student to acquire more understanding of tally and have hands on latest version so as to be market ready	Tally ERP 9. course revised (*04BC1507*)

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	The suggestion was deliberated by PAC and accepted for presentation to the BoS		

Details of the course revised

Course Name	Semester	Batch	Year of Revision
Tally ERP 9. (*04BC1507*)	V	2017-20	2019-20

The BOS reviewed the item and resolved as under:

"Resolved that the suggested modification stand approved and is recommended for presentation to the Academic Council". Annexure III

Item No. BOS/04/06: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2018-19 at 44%, have been achieved.

Since the CO attainment of B.Com and B.Com (Hons) are well above the target, a revised target of 46% for CO attainment was proposed by PAC.

The Board noted the attainment levels for year 2018-19 and after due deliberations approved that CO attainment targets for year 2019-20 be set at 46%.

Resolved that Item No. BOS/04/06 is approved and recommend the same to the Academic Council.

Item No. BOS/04/07: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated as shown in the following table

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Suggestion	Action Taken
To introduce a course Money, Banking and Exchange	Introduced as elective in semester 1
The Course Tally ERP 9 shouldkeep on evolving as per the latest Developments.	Course content modified according to the suggestions received

The Board noted with satisfaction the suggestions received and actions taken on them.

The meeting was concluded with a vote of thanks to the chair.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Marwadi University
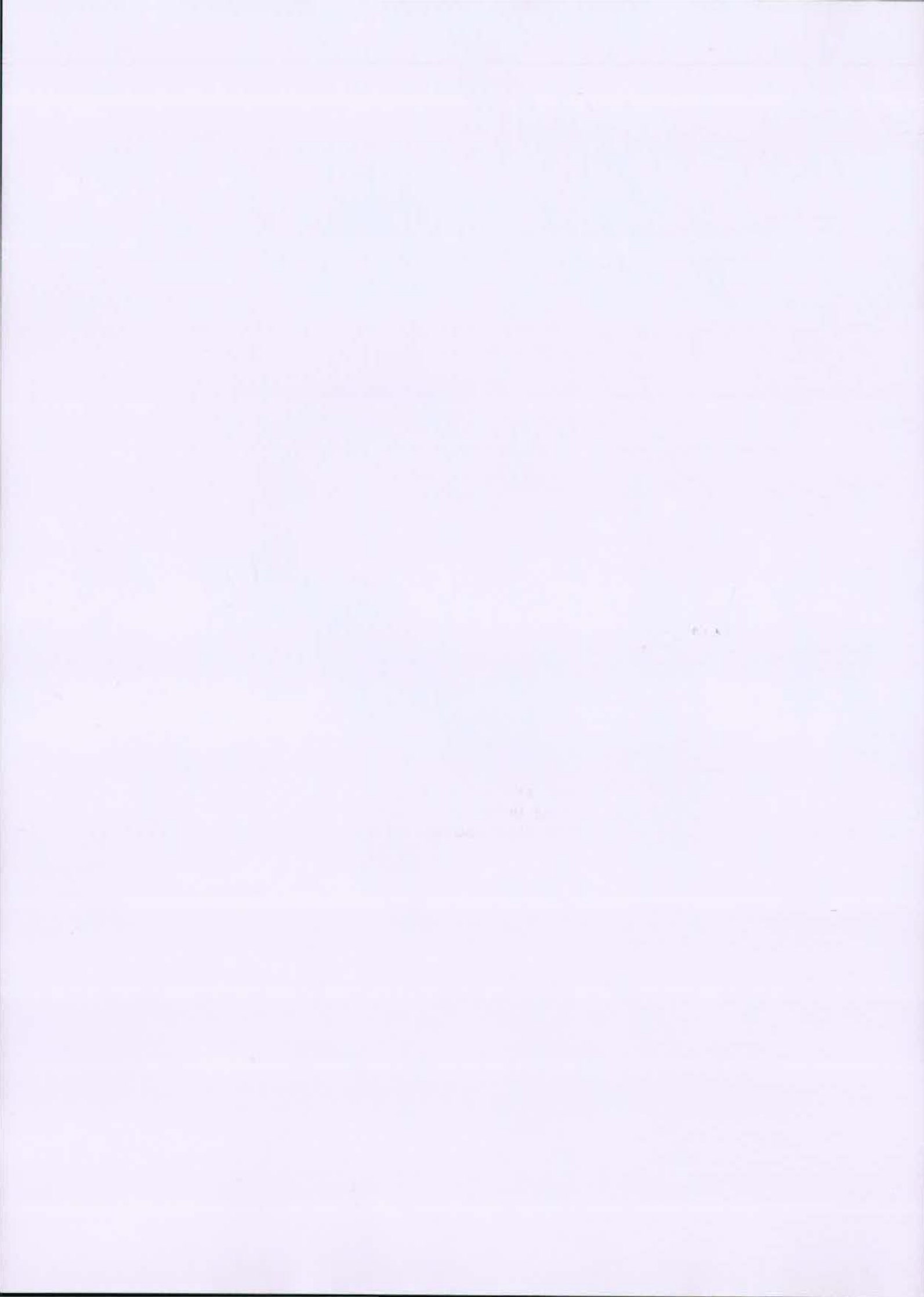
Faculty of Liberal Studies

Fifth Board of Studies in Bachelor of Commerce
(BOS –Commerce)

Minutes of the Fifth Board of Studies in Commerce, Faculty of Liberal Studies held on Saturday 5th September 2020|4:00 PM - 5:30 PM | Venue – Google Meet: meet.google.com/wjs-pakz-oc

Convener of Meeting   Dean, Faculty of Liberal Studies

In the Chair :   Dean, Faculty of Liberal Studies

The attendees:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	In-Chair
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Expert, External Academia
Dr. Hitesh Shukala, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Expert, External Academia
Dr. Tarun Sharma, DGM- Strategy, Dalmia Cement Bharat Ltd., New Delhi	Expert, External Industry
Mr. Ketan Gandhi, CEO, KgGuruji.com, Pune.	Expert, External Industry
Dr. Dhiresh Kulshrestha, Associate Professor	Member, Internal
Dr. Prasanta Chatterjee Biswas, Associate Professor	Member, Internal
Dr. Monica Verma, Associate Professor	Member, Internal & BOS Coordinator
Mr. Jitendra Patoliya Assistant Professor & Programme Coordinator, B.Com and	Member, Internal

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B.Com (H)	
Mr. Ruturaj Doshi, Assistant Professor & Academic Coordinator	Member, Internal

The leave of absence was granted to:

Dr. H.C. Sardar, Professor,Sheth Damodardas School of Commerce , Gujarat University.	Expert, External Academia

At the outset, Prof. Sunil Kumar Jakhoria, Dean Faculty of Liberal Studies and chairman to the Board Of Studies warmly welcomed all the members for attending the 5th meeting of the Board Of Studies in Commerce . The Chairman appreciated the interest and the presence of external members Dr. Sanjay Bhayani and Dr. Hitesh Shukla, who have been a constant support and a source of encouragement to the faculty over the past years. He also introduced the two new members , Dr. Tarun Sharma and Mr. Ketan Gandhi and thanked them for accepting to be on the board and sparing the time from their busy schedule to attend the meeting. The Chair made a brief presentation on the various programmes run under the Faculty of Liberal Studies, the syllabus updation process adopted by the Faculty and about the progress of the Faculty.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed :

Item No.BOS/05/01:　　　***To confirm the minutes of 4nd meeting of BOS held on 15.06.2019.***

The Board Considered and confirmed the minutes of 4th BOS meeting held on 15.06.2019 as there were no comments from members.

Item No.BOS/05/02 :　　　***To report the action taken, where necessary, on the various decisions taken by the BOS in its 2nd meeting held on 15.06.2019.***

The Board noted the action taken, where necessary, on the various decisions taken in its 4th meeting held on *15.06.2019*. The Board also expressed its satisfaction on the action taken report on the various decisions taken in its 2nd meeting held on *15.06.2019*.

Item No.BOS/05/03:　　　***Items pertaining to B.Com programme***

Item No.BOS/05/03i :　　　*To consider and approve an additional text book in course titled "Business Environment" (04BC0208) in semester-2 of　B.Com programme.*

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The Board considered the suggested change and found that the book "Economic Environment Of Business" authored by M. Adhikari published by Sultan chand & Sons is good and should be added to the list of existing text books as additional text.

"Resolved that the addition book to be added to the list of text book as noted above **stands approved and is recommended for presentation to the Academic Council after incorporating the changes.**
(Annexure-IA and IB)

Item No.BOS/05/03ii :   *To consider and approve the removal of topic Intermediary financial institutions and non-intermediary financial institutions from unit-2 of the course titled "Indian Financial System" (04BC0306) semester-2 of B.Com*

The Board considered the suggested change and found it appropriate.

"Resolved that the change as noted above **stands approved and is recommended for presentation to the Academic Council after incorporating the changes**
(Annexure-IIA and IIB)

Item No. BOS/05/04: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2019-20 at 46%, have been achieved.
Since the CO attainment is well above the target, a revised target of 48% for CO attainment was proposed by PAC.
The Board noted the attainment levels for year 2019-20 and after due deliberations approved that CO attainment targets for year 2020-21 be set at 48%.
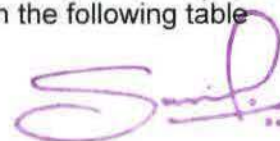
Resolved that Item No. BOS/05/04 is approved and recommend the same to the Academic Council.

Item No. BOS/05/05: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated as shown in the following table

Dean
Faculty of Liberal Studies
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Rajkot - 360003, Gujarat

Suggestion	Action Taken
To introduce an additional text book in course titled "Business Environment" (04BC0208) in semester-2 of B.Com programme.	The book "Economic Environment Of Business" authored by M. Adhikari published by Sultan chand & Sons added to the list of existing text books as additional text.
Modification in course IFS(04BC0306) semester-2 of B.Com	Course content modified according to the suggestions received

The Board noted with satisfaction the suggestions received and actions taken on them.

The meeting was concluded with a vote of thanks to the chair and all the members.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Marwadi University

Faculty of Liberal Studies

Sixth Board of Studies Meeting in Bachelor of Commerce
(BOS- Commerce)

Minutes

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Chaired by:	Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies
Date:	Monday 28th June, 2021
Time:	04.00 p.m. to 6:00pm
Venue:	Virtual mode via Google link: meet.google.com/xzh-ebkx-dbh

Minutes of the Sixth combined Board of Studies meeting of Commerce, Faculty of Liberal Studies.

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Hitesh Shukla, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Tarun Sharma, DGM-Strategy, Dalmia Cement Bharat Ltd., New Delhi.	Expert External -Industry
Mr. Ketan Gandhi, CEO, KgGuruji.com, Pune.	Expert External –Industry
Dr. Dhiresh Kulshrestha, Associate Professor	Member, Internal
Dr. Prasanta Chatterjee Biswas,	Member, Internal

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Associate Professor

Dr. Monica Verma,   Member, Internal & BoS
Associate Professor   Secretary

Mr. Jitendra Patoliya,   Member, Internal
Assistant Professor and Program Coordinator B.com & B.com
(Hons)

The leave of absence was granted to:

Dr. H.C Sardar,   Expert External -Academia
Professor, Sheth Damodardas School of Commerce, Gujrat
University

Prof. Sunil Kumar Jakhoria, Dean Faculty of Liberal Studies and chairman to Board of Studies meeting welcomed all the members for attending the 6th BOS meeting in Bachelors of commerce. The Chairman further expressed special thanks to Dr. Sanjay Bhayani and Dr. Hitesh Shukla, who have been a constant support to the faculty over the past years. He also valued Dr. Tarun Sharma and Mr. Ketan Gandhi, for the interest shown by them and sparing the time from their busy schedule to attend the meeting. The Chair, informed the members that now onwards there will be increase in the frequency of BOS meetings i.e., it will be scheduled every six months and the constitution of the BoS will include a representative from students and a alumni. He also briefed the members that the revision in the curriculum of the UG programmes namely B.Com and B.Com(Hons) has been done considering a) the feedback from the students, faculty ,industry and alumni b) to rationalize the courses c) decrease the emphasis on pen and paper evaluation d) add specializations e) revising the course outcomes in light of blooms taxonomy f) provide skill enhancement courses to state a few. He briefed about the process adopted to draft the Curriculum and the syllabi.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed.

Item No.BOS/06/01:   ***To take note and confirm the minutes of the 5th BOS meeting of Commerce held on 5th September'20***

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The minutes of the 5th BOS meeting of Commerce held on 5th September'20 was approved by chairman and mailed to the members on 11th September'21. Since there was no comment from any member, the proceedings were confirmed as correctly recorded and following resolution was passed unanimously.

Dean
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Resolved that the minutes of the meeting of Board of Studies of Commerce held on 5th September'20 be and hereby confirmed as a true record of the proceedings as no comments have been received from any member.

Item No.BOS/06/02: *To report the action taken, where necessary, on the various decisions taken by the BOS in its 5th BOS meeting held on 5th September'20*

As part of the action taken on the resolutions of 5th BOS meeting the members were informed that all the agenda items were approved without any qualification.

The Board noted the same .

Item No.BOS/06/03: *Items for Reporting/Information*

Nothing was brought up under this agenda item

Item No.BOS/06/04(i): *To consider and approve revised Curriculum for B. Com Three Years program to be implemented from academic year 2021-22.*

Mr. Jitendra Patoliya, Programme coordinator B. Com briefed the members regarding the need for revising the curriculum/ programme structure of B.Com. and the changes made in comparison to the previous curriculum. He presented and explained the revised curriculum/ programme structure to the members.The members were informed that the new curriculum has following salient features :

   i) Elective courses to be offered from semester 1 to 4. The number of electives increase in comparison to the previous curriculum
   ii) Introduction of three specializations namely Accounting and Auditing, Finance and Taxation and Marketing. In the previous curriculum no specialization was offered.
   iii) Introduction of Courses on skill enhancement and certification courses.

Course Category		Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6
Core Course	CC	16	12	16	20	8	8
General Elective	GE	4	4	4	4		
Skill Enhancement	SEC		4			4	2
Ability Enhancement	AEC	2	4	2			
Domain Specific	DS					8	4

Project	P							4
University Elective	UE	2	2	2	2			
Total Programme Credits	**138**	**24**	**26**	**24**	**26**	**20**	**18**

The members were further informed that:

i)   as in the earlier years the students will continue to take noncredit courses intended to enhance skills and abilities namely; Fundamental of Stock Market in semester 1, Entrepreneurship in semester 2, Personal Tax Planning in semester 3, Advanced Excel in semester 4, Tally in semester 5 and Export Documentation in semester 6 along with the credit courses.

ii)   from the academic year 2021 students will be offered a two-credit university open elective in semester 1,2,3 and 4.

The members made the following observations

Dr. Sanjaya Bhayani brought to the notice that course titled " Principles of Marketing" should be offered as a compulsory course instead as a elective as it will aid student learning of course titled Fundamentals of Digital marketing' which is offered as compulsory course. Dr. Bhayani advised to refer the Model curriculum of UGC and make the changes wherever possible. Here too Dr. Bhayani retorted that if not all certain courses should be identified were in flexibility is given to the faculty to evaluate the student at the end of the course rather sticking to a fixed way of evaluation. Mr. Ketan Gandhi suggested that if possible now or later team work based evaluation should be implemented as it will assist students in their job because when student join industry most of the work is team work . The suggestions were well taken and it was decided that Mr. Patolia along with the team should deliberate and incorporate the changes suggested by Dr. Bhayani and wherever possible make the changes in evaluation scheme. It was resolved as under:

"Resolved that the revised course structure stands approved and is recommended for presentation to the Academic Council". Annexure 1

Item No.BOS/06/04(ii):   *To consider and approve syllabi of all six semesters as per Revised Curriculum for B.Com Three Years program implemented from academic year 2021-22.*

The Board went through the syllabi and approved it to be applicable w.e.f 2021 and resolved as under:

"Resolved that the syllabus stands approved and is recommended for presentation to the Academic Council". Annexure 2

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Item No.BOS/06/05(i):   *To consider and approve revised Curriculum for B.Com(Hons) Three Years program implemented from academic year 2021-22.*

Mr. Jitendra Patoliya, Programme coordinator B. Com (Hons) presented to the members the revised programme structure and the changes made in comparison to the previous curriculum. The members were informed that the new curriculum has following salient features:

   i)   Introduction of elective courses to be offered from semester 1 to 4.

   ii) Introduction of seven specializations

   iii) Introduction of Courses on skill enhancement and certification courses.

The observations and recommendations of the members are recorded as below:

Dr. Sanjay Bhayani expressed his opinion that, if possible, the teaching should be more practical oriented /hands-on as our students are strong in theory but have very little practical exposure; this is also emphasized in new National Education Policy (NEP). For which he suggested that for a 4-credit course there should be 3 theory classes and 1 completely practical/ field visit session. All the suggestions were well taken and it was decided that the appropriate team should deliberate and look into the possibility of incorporating the suggestion taking into account all the feasibility.

"Resolved that the revised course structure stands approved and is recommended for presentation to the Academic Council". Annexure 3

Item No.BOS/06/05(ii):   *To Consider and approve syllabi of all six semesters as per Revised Curriculum for B.Com(Hons) Three Years program implemented from academic year 2021-22.*

The Board went through the syllabi and approved it to be applicable w.e.f 2021 and resolved as under:

"Resolved that the syllabus stands approved and is recommended for presentation to the Academic Council". Annexure 4

Item No. BOS/06/06:   *Discussion on Programme Outcome and Course Outcome attainment*

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2020-21 at 48%, have been achieved.

Since the CO attainment is well above the target, a revised target of 50% for CO attainment was proposed by PAC.

The Board noted the attainment levels for year 2020-21 and after due deliberations approved

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that CO attainment targets for year 2021-22 be set at 50%.

Resolved that Item No. BOS/06/06 is approved and recommend the same to the Academic Council.

Item No. BOS/06/07: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated and accordingly the programe structure has been revised.

The Board noted with satisfaction the suggestions received and actions taken on them.

The meeting concluded with a vote of thanks to the chair and all the members.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Marwadi University

Faculty of Management Studies

Seventh Board of Studies Meeting in Bachelor of Commerce
(BOS-Commerce)

Minutes

Chaired by: Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Management Studies

Date: 27-12-2021

Time: 4:00pm -6:10pm

Venue: Virtual mode via Google link: meet.google.com/mzw-szya-orb

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Hitesh Shukla, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Tarun Sharma, DGM-Strategy, Dalmia Cement Bharat Ltd., New Delhi.	Expert External -Industry
Mr. Ketan Gandhi, CEO, KgGuruji.com, Pune.	Expert External –Industry
Dr. Prasanta Chatterjee Biswas, Associate Professor	Member, Internal
Dr. Monica Verma, Associate Professor	Member, Internal & BoS Secretary
Mr. Jitendra Patoliya, Assistant Professor and Program Coordinator B.com & B.com (Hons)	Member, Internal

On confirming the presence of members and the quorum being present, the chairman commenced the meeting.

Prior to commencement of agenda, Prof. Sunil Kumar Jakhoria, chairman, Board of Studies welcomed all the members to the 7th combined BOS meeting of Bachelors of Commerce and expressed special thanks to Dr. Sanjay Bhayani and Dr. Hitesh Shukla, Dr. Tarun Sharma and Mr. Ketan Gandhi, for attending the meeting.

Agenda under Discussion:

The agenda items listed were taken up for discussion and the following resolutions were passed.

Item No.BOS/07/01:   *To confirm the minutes of the previous BOS meeting held on 28th June'21*

The minutes of the 6th BOS meeting of Commerce held on 28th June'21 was mailed to the members on 24th July'21. Confirmation for the same was received from all the members by 27th July'21, the minutes were confirmed.

Item No.BOS/07/02:   *To report the action taken, where necessary, on the various decisions taken by the BOS in its 6th BOS meeting held on 28th June'21*

As part of the action taken on the resolutions of 6th BOS meeting the members were informed that the action has been taken on all the matters as below:

Sr. No	Suggestions	Action Taken
1	Reference to the UGC Model Curriculum for B.Com to align the proposed curriculum of B.Com & B.Com (Hons)	**Noted and completed** The concerned people referred the UGC model curriculum and found that most of the courses mentioned there are already in the proposed Curriculum. It was decided that few of the courses which are there in UGC model curriculum but not in our curriculum can be added to the list of general electives.
2	To make "Principles of Marketing" as a compulsory course instead of an elective.	**Noted and completed** After deliberation following was decided: a) Principles of Marketing to be offered as compulsory course in semester III b) The course titled Business Environment in semester III be shifted to semester I. c) Business Statistics-I and Business Statistics-II currently proposed as

		compulsory courses in semester I and II respectively should be combined and offered in semester II as Business Statistics. d) In place of general elective course Principles of Marketing which is now made a compulsory course (refer point (a) above), Money, Banking and Exchange can be offered as an elective. e) Replace General Elective "Environmental Studies" with course titled "Tourism and Travel Management" (adopted from UGC model curriculum).
3	To incorporate team work based evaluation	**Noted and completed** Following courses were identified; where team based evaluation is to be done. • Tourism and Travel Management • Indian Economy • Public Finance • Procedures & Practices in EXIM Mgmt
4	Faculty should have liberty to decide Evaluation Scheme.	**The members were informed that we already have provision for the same, which are as follows:** **a)** Faculty in all the courses offered in a programme have complete autonomy to decide the evaluation scheme for 50 % (internals) of the total marks and; **b)** in courses identified as departmental courses the faculty has complete autonomy to decide evaluation scheme for whole 100%

The Board noted the action taken, and expressed their satisfaction on the action taken report.

Item No.BOS/07/03:   **Items for Reporting/Information**

1) Henceforth, Faculty of Business Management and Faculty of Liberal Studies are merged and will be known as Faculty of Management Studies.

2) In the 6 th BoS the FOLS decided on offering Open elective of 2 credits across 1 st to 4 th semester of all the Under Graduate courses ie., B.Com and B.Com(H). The same was reflected in the programme structure and the same was presented in 6 th BoS meeting. However, later at the university level it was decided that the Open Electives shall be of 3 credits and offered in 3 rd and 4 th semester. As a result, the subsequent changes in the Programme structure of B.Com and B.Com(H) are being informed to all the board members. **Annexure-I**
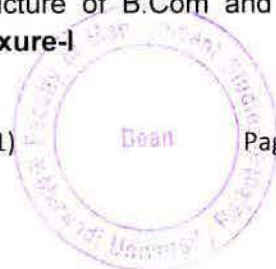
Item No.BOS/07/04: To consider and approve syllabus and teaching scheme of University Open Elective to be offered by FMS.

Dr. Sunil Kumar Jakhoria informed and explained to the board members that university (keeping in line with one of the major proposals of NEP to offer greater flexibility in courses offered to the students) has decided to introduce University open electives, a concept approved by the Academic Council. A student has to choose 2 electives during the entire duration of their programme and those electives will be deemed as university wide open elective. To begin with, these electives will be offered in under graduate programmes and later extended to Post Graduate programmes. A pool of such university electives will be created where every department in the university will contribute. In addition, courses like music, NCC, sports, performing arts etc. are also to be included. These courses will be available to the students other that the department/ faculty offering it. As a common guideline these courses shall not be too technical in nature, there is no lab component and there is no pre- requisite to the course. The Faculty of Management Studies, to begin with will offer nine courses, four in management and five in commerce.

The courses and teaching and evaluation were presented before the members for discussion and approval:

Course Title	Course code	Credits	Contact Hours
Understanding Financial Statements	04OP0001	3	36 hr
Tax Planning for Individuals	04OP0002	3	36 hr
Fundamentals of Personal Finance	04OP0003	3	36 hr
Basics Of Accounting	04OP0004	3	36 hr
Tally for Beginners	04OP0005	3	36 hr

And the evaluation scheme for each course shall be:

	Component	Weightage
A	Continuous Evaluation Component (Assignments / Quizzes /Class Participation etc.)	20% (C.S.E)
B	Internal Assessment	30% (I.A.)
C	End-Semester Examination	50% (External assessment)

Following comments and suggestion were received:

1) Course titled "Understanding Financial Statements", "Tax Planning For Individuals" and "Fundamentals of Personal Finance" were appreciated by the members and approved.

2) In the Course titled "Basics Of Accounting" it was suggested to include basic element of cost as it would of great use to people who run a business or inclined to setup. It was further suggested that accounting concepts and conventions can be removed and an additional unit covering basics of the cost and cost sheet may be added.

3) In the Course titled "Tally for Beginners" concern was raised by a member regarding the viability of offering this course to students who do not have the basic knowledge of accounting.

It was informed that this course was being offered at the request of the engineering students, who during interaction on various occasion expressed their desire for this course.

Conclusion:

The suggestions were discussed and the **changes were accepted and approved**. It was resolved as under:

"Resolved that all the syllabi and teaching and evaluation scheme for each course stands approved and are recommended for presentation to the Academic Council".
Annexure-II

Item No. BOS/07/05: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2021-22 at 50%, have been achieved.

PAC proposed the CO attainment target for academic year 2022-23 at 50%.

The Board noted the attainment levels for year 2021-22 and after due deliberations approved that CO attainment targets for year 2022-23 be set at 50%.

Resolved that Item No. BOS/07/05 is approved and recommend the same to the Academic Council.

Item No. BOS/07/06: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts on the syllabi and curriculum. The Board was further informed that the suggestions/feedback received were incorporated.

The Board noted with satisfaction the suggestions received and actions taken on them.

Vote of Thanks

After discussion on the agenda the Dean FMS informed the members about the progress made by the faculty and the university; and decision by the University for the academic development of faculty and over all research environment since the last BOS.

There being no other business, the meeting ended with a vote of thanks to all present.

(Dr. Monica Verma)
Member Secretary BOS.
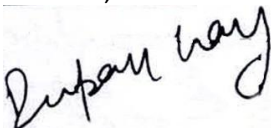
(Dr. Sunil Kumar Jakhoria)
Chairman.

Minutes of Meeting

Date: 28-04-2017		Meeting No: 02	
Start Time: 12:00 PM	End Time: 01:00 PM		Total Time: 1 Hour
Agenda – 1	Review of curriculum structure of Information Technology UG Program.		
Resolution	● 2nd-year courses should be branch specific and as needed for core fundamentals of the branch.		
Agenda – 2	Review of syllabus contents proposed for new courses.		
Resolution	● 3rd Semester and 4th Semester course content were discussed. ● Lab-based learning should be adapted for subjects like OODP for better clarification and understanding of concepts. ● Mini project should be introduced for 2nd-year students to get used to Object Oriented languages and teamwork.		
Agenda – 3	Value-added courses like Oracle and Cisco Certification to be offered to the students.		

Resolution	● The following certification courses are to be offered.
	  1. Oracle: Database Design and Programming with SQL.
	  2. Cisco: CCNA - Introduction to networks.		

Agenda – 4	Courses can be introduced that focus on employability / entrepreneurship / skill development.		

Resolution	● The following courses are to be offered.
	  1. Reading and Writing for Technology
	  2. Speaking and Presentation Skills
	  3. Business Benchmark		

Agenda – 5	Suggestions on making the curriculum inclined toward industrial integration.		
Resolution	● Need to put effort into the soft skills of students so they will be ready to face industry challenges as well. ● Bloom's Taxonomy should be taken care of while designing practicals for every subject. ● Web Technology and .NET Technology should be in separate semesters.		

Agenda – 6	Any special points/advice by the members of the Board of Studies.
Resolution	- Department electives should be offered in higher semesters instead of 5th Sem so they can choose which is interest-based. - Computer Graphics can be included while on the other hand Image processing can be offered as Department Elective in next semester. - Motivate students for Self-Learning and encourage them for Summer internships. - Faculty and students must use textbooks and reference books from reputed publication houses.

Meeting Attended By: External Experts

1. Dr. Deepk Garg,
   Professor, Bennett University

2. Dr. Amit Ganatra,
   Dean, Charusat

3. Dr. Apurva Shah,
   Professor, MS University

Meeting Attended By: Marwadi University

1. Prof. Jay B. Teraiya

2. Dr. Nitul Dutta

3. Dr. Ashish Kumar Srivastava

4. Prof. Sunil Soni

5. Dr. Amit Lathigara

Minutes of Meeting

Date: 13-04-2018		Meeting No: 03	
Start Time: 10:00 AM	End Time: 03:00 PM		Total Time: 5 Hours
Presented by	Dr. Sunil Soni		

Agenda – 1	**Review of curriculum structure of Information Technology UG Program.**
Resolution	- Discussion for the syllabus redesign process according to CBCS. - Subject distribution is according to categories like UC, UE, IE, PC, and PE. Subject groups are based on programs where they will learn the same set of subjects but in different semesters. - A category like Faculty Core has to be formed to accommodate subjects that are industry and society needs. - University Electives will be offered in lower semesters whereas Program Electives will be offered in higher semesters. - University Electives can be like Ethics, Positive Psychology, etc.

Agenda – 2	**Review of syllabus contents proposed for new courses.**
Resolution	5th Semester and 6th Semester course content were discussed. - Linux Administration should be included in the Information Technology Department. - Program Electives (from higher semester) are offered in such a way students can choose their specialization from domains like Programming, Security, Data Science, IoT, etc.

Agenda – 3	**Revision of syllabus content.**
Resolution	The following subjects are revised based on the feedback given by the stakeholders (Industry Member and Faculty Members) 1. Differential And Integral Calculus 2. Matrix Algebra And Vector Calculus 3. Statistical And Numerical Methods

Agenda – 4	**Value-added courses like Oracle and Cisco Certification to be offered to the students.**
Resolution	The following certification courses are to be offered. 1. Oracle: Database Design and Programming with SQL. 2. Cisco: CCNA - Switching, Routing, and Wireless Essentials.

Agenda – 5	**Courses can be introduced that focus on employability/entrepreneurship/skill development.**

Resolution	● The following courses are to be offered. 1. Design Thinking and Problem Solving Skills
Agenda – 6	**Suggestions on making the curriculum inclined toward industrial integration.**
Resolution	● Programing subjects are evaluated based on Projects. The same will be applicable to other subjects. Subjects must be taught and evaluated based on active learning. ● One or two courses should be taught through Independent Study during Program. (Learning-to-Learn) Self-learning platforms like SWAYAM must be encouraged. ● Students can take courses in other Universities or from MOOCs as well. Credit transfer for Course Certification outside the campus but relevant to Course Structure.
Agenda – 7	**Any special points/advice by the members of the Board of Studies.**
Resolution	● Focus on subjects like Critical Thinking, Creative Thinking, Finance for Engineers, Law for Engineers, General and Professional Ethics, World Culture, Community Services, English Literature, etc. ● For the 8th Semester, students must have the freedom to go for Industry Project or Technical Learning within the campus.
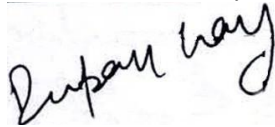
Meeting Attended By: External Experts	Meeting Attended By: Marwadi University
1. Dr. Ketan Kotecha, Provost, Parul University	1. Dr. R. B. Jadeja
2. Dr. Deepk Garg, Professor, Bennett University	2. Prof. Jay B. Teraiya
3. Dr. Amit Ganatra, Dean, Charusat	3. Dr. Amit Lathigara
4. Dr. Apurva Shah, Professor, MS University	4. Dr. Nitul Datta
	5. Dr. Sunil Soni
	6. Prof. Ashish Rever
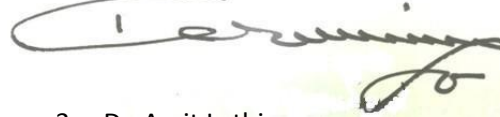
Minutes of Meeting

Date: 14-07-2019		Meeting No: 04	
Start Time: 09:00 AM	End Time: 12:00 PM		Total Time: 3 Hours
Presented by	Dr. Sunil Soni		

Agenda – 1	**Review of curriculum structure of Information Technology UG Program.**
Resolution	• Syllabus scrutiny against Course Outcomes and their significance to Bloom's Taxonomy Levels. Few modifications will be been done in COs according to which it will be mapped with Bloom's Taxonomy. • Content of 010E1302 and 010E1303 is revised.
Agenda – 2	**Review of syllabus contents proposed for new courses.**
Resolution	• 7th Semester and 8th Semester course content were discussed. • Program Electives (in higher semester) should be offered in such a way that students can choose their specialization from domains like Development, Security, Data Science, IoT, etc. Elective groups have been fine-tuned to get aligned with Specialization. • Subject Names and Subject Codes have to be aligned based on their elective groups. Elective groups are already fine-tuned as per the suggestion. • In the final semester, students must have the freedom to go for Industry projects or Technical Learning within the campus.
Agenda – 3	**Value-added courses like Oracle and Cisco Certification to be offered to the students.**

Resolution	• The following certification courses are to be offered.
	    1. Oracle: Database Design and Programming with SQL.
	    2. Cisco: CCNA - Enterprise Networking, Security and Automation.
	    3. Cisco: CCNA - Introduction to Network.

Agenda – 4	**Courses can be introduced that focus on employability/entrepreneurship/skill development.**

Resolution	• The following courses are to be offered.
	    1. Advanced Web Technologies
	    2. Internet of Things
	    3. Machine Learning

Agenda – 5	**Any special points/advice by the members of the Board of Studies.**

Resolution	• Higher levels of Bloom's Taxonomy should be targeted in the subjects of higher semesters.

Meeting Attended By: External Experts

1. Dr. A. Rajnikanth

2. Prof. Santosh Chapaneri

Meeting Attended By: Marwadi University

1. Dr. R. B. Jadeja

2. Dr. Nitul Datta

3. Dr. Amit Lathigara

4. Dr. Sunil Soni

5. Prof. Jay B. Teraiya

6. Prof. Krunal Vaghela

Minutes of Meeting

Date: 20-06-2020		Meeting No: 05	
Start Time: 10:00 AM	End Time: 01:00 PM		Total Time: 3 Hours
Presented by	Dr. Krunal Vaghela		
Agenda – 1	Review of curriculum structure of Information Technology UG Program.		
Resolution	• Syllabus scrutiny against course outcomes and their significance in Bloom's Taxonomy Levels. Few modifications will be done in COs accordingly, which will be mapped with Bloom's Taxonomy. • Bloom's Taxonomy should be taken care of while designing practicals for every subject.		
Agenda – 2	Review of syllabus contents proposed for new courses.		
Resolution	• It was decided to keep 4 credits for the Major Project-I subject offered in the 7th Semester, so the credit for the Major Project-I subject is changed to 4. • Programming subjects shall be evaluated based on mini projects. Subjects must be taught using Active learning.		
Agenda – 3	Value-added courses like Oracle and Cisco Certification to be offered to the students.		

Resolution	• The following certification courses are to be offered.
	  1. Oracle: Database Design and Programming with SQL.
	  2. Cisco: CCNA - Introduction to Network.
	  3. Cisco: CCNA - Switching, Routing, and Wireless Essentials.		

Agenda – 4	Suggestions on making the curriculum inclined toward industrial integration.		
Resolution	• For the 8th Semester, students are allowed to go for an Industry project / Technical Learning / Internship. • Separate credits should be allocated for MOOC Course Enrolment. It is encouraged for each student to enroll in either Udemy, Udacity, Coursera, etc to earn this credit. Students can take courses in other Universities or from MOOCs as well. Credit transfer for Course Certification outside the campus but relevant to Course Structure.		
Agenda – 5	Any special points/advice by the members of the Board of Studies.		

Resolution	● Innovative learning techniques and online tools should be used by the faculties since the Covid-19 pandemic has created an online teaching/learning environment. Tools for polling, word cloud, attendance, etc can be used by faculties.

Note: Meeting was scheduled virtually on Google Meet.

Meeting Attended By: External Experts	Meeting Attended By: Marwadi University
1. Dr. Sridhar Swaminathan, Bennett University	1. Dr. R. B. Jadeja
2. Mr. Santosh Champaneri, St. Francis Institute of Technology, Mumbai	2. Prof. Jay B. Teraiya
3. Dr. Jayakumar S., Member Founding Team, Rinanu Semiconductor LLP, Bangalore	3. Dr. Krunal Vaghela
	4. Dr. Nitul Dutta
	5. Dr. Madhu Shukla
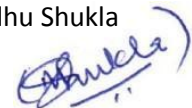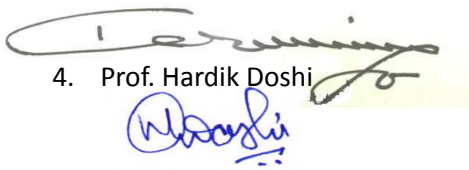
Minutes of Meeting

Date: 03-07-2021		Meeting No: 06	
Start Time: 11:00 AM	End Time: 12:30 PM		Total Time: 1 Hour 30 Mins
Presented by	Prof. (Dr.) Krunal Vaghela		
Agenda – 1	Review of Department for Academic Year 2020-21		
Resolution	• The laboratory conduction in the field of Information Technology Engineering was quite easy compared to other branches. • The teaching & learning process in online mode during the pandemic was appreciated.		
Agenda – 2	Teaching Scheme of Semester-I & Semester-II as per new UGC/AICTE Guidelines		

Resolution	• Course credits for engineering courses need to be revised to 160 credits as per the guidelines provided by UGC/AICTE.
	 • Semester-I and Semester-II teaching schemes are redesigned as per revised AICTE guidelines.
	 • Teaching hours for students can be kept around 23 hours per week.
	 • Subjects with end-semester exams should not be more than 5 per semester.
	 • The contact hours for laboratory sessions can be increased to make students proficient in the industry.
	 • New Subjects 01GS0103 - Indian Constitution (Semester-I) and 01MA0104 - Linear Algebra (Semester-II) were introduced.
	 • Based on the feedback from stakeholders (Industry members, Faculty Members, Students, and Alumni), the 01CE0102 - Computer Workshop syllabus has been revised.
	 • Based on the feedback from stakeholders (Industry members, Faculty Members, Students, and Alumni), the 01CE1101 - Computer Programming syllabus has been scaled-down.
	 • 01CE1303 - Object Oriented Design and Programming is offered in the 2nd Semester with subject code 01CE0103 from A.Y. 2021-22.
	 • NCC is introduced with a teaching scheme of 1-hour theory and 2-hour laboratory for 2 credit courses in Semester-I and Semester-II.
	 • The student who opts for NCC will be given exemption from below mentioned courses.
	     1. Value Education (Semester-I)
	     2. Indian Constitution (Semester-I)
	     3. Physical Education/Sports/Yoga (Semester-I)
	     4. Professional Ethics (Semester-II)		

Agenda – 3	Introducing Creativity, Problem Solving and Innovation as a University Elective Subject
Resolution	● Creativity, Problem Solving and Innovation subject is to be offered in the 4th, 6th, or 8th semester where interested students can choose as university elective course for 2 credits, that focus on skill development.

Agenda – 4	Value-added courses like Oracle and Cisco Certification to be offered to the students.
Resolution	● The following certification courses are to be offered. 1. Oracle: Database Programming with SQL. 2. Cisco: CCNA - Introduction to Network. 3. Cisco: CCNA - Switching, Routing, and Wireless Essentials. 4. Microsoft: Introduction to Java Programming 5. Microsoft: Software Development Fundamentals 6. AWS: AWS Academy Cloud Foundation 7. Coursera: Linux Server Management and Security 8. Coursera: HTML, CSS, and JavaScript for Web Developers

Agenda – 5	Feedback from Members of Board of Studies
Resolution	● introducing NCC / NSS as a subject in the curriculum is appreciated. ● Students can have the flexibility to earn more credits during the semester based on the subjects offered. ● It was suggested to manage subjects with a maximum of 4 credits taking the syllabus of the subjects in consideration. ● Shifting of 01CE1303 - Object Oriented Design and Programming from Semester-3 to Semester-2 were recommendable.

Note: Meeting was scheduled virtually on Google Meet.

Meeting Attended By: External Experts	Meeting Attended By: Marwadi University
1. Dr. Madhuri Bhavsar	1. Prof. (Dr.) R. B. Jadeja
	2. Prof.(Dr.) Krunal Vaghela
2. Mr. Savan Anjaria	
	3. Prof. Jay Teraiya
3. Mr. Parthrajsinh Jadeja	4. Prof. Hardik Doshi

Faculty of Business Management
Board of Studies
Minutes of Meeting
13 August 2016

The first meeting of Board of Studies of FoBM was held on 13 August 2016 at 3 PM in Board Room, 3rd Floor, Marwadi University.

The following members attended the meeting:

Dr. Suneet Saxena	Chairperson
Dr. Sanjay Bhayani	External Member
Dr. Hanuman Prasad	External Member
Dr. Hitesh Shukla	External Member
Dr. Kapil Shrimal	Internal Member
Dr. Monica Verma	Internal Member

Dr. Pratapsinh Chauhan was granted leave of absence.

Dr. Suneet Saxena, Dean, Faculty of Business Management chaired the meeting and welcomed the members. He introduced the members on the Board of Studies for FoBM and expressed his special thanks to Dr. Sanjay Bhayani, Dr. Hanuman Prasad and Dr. Hitesh Shukla for their valuable presence.

He informed the Board that the Programme Assessment Committee (PAC) has submitted the Program Structure for MBA and its curriculum.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed.

Item No. 1: Program Structure of MBA for the Batch 2016-2018

The Proposed Program Structure for MBA was presented to the Board. The Board was informed that feedback from industry and academic experts were taken before finalizing the proposed program structure for MBA.

The Board reviewed the proposed program structure and noted that courses like Entrepreneurship and Managing Start-ups, Export Import Policy Procedure & Documentation, E-commerce have been introduced which are the need of the hour.

The Board also noted with satisfaction that a proper blend of core, specialization, projects and elective subjects has been maintained in the proposed program structure.

The Board after due deliberations approved the Program Structure and Teaching Evaluation scheme of MBA Program for the Batch 2016-2018. (Annexure 1)

Resolved to approve item no 1 and recommend the same to the Academic Council.

Dean
Faculty of Business Management
Marwadi University
Rajkot - 360003, Gujarat

Item No. 2: Non-credit courses in addition to the courses included in the program structure. (Add On Certification Courses)

The Board was informed that based on the feedback received from industry experts, the PAC has proposed a number of add on certification courses to be offered to students in addition to the courses under the formal credit system. The following courses were proposed:

- Advanced Corporate Communication of 16 hours duration
- Advanced Excel Certification of 32 hours duration
- Six Sigma of 30 hours duration
- Digital Marketing of 20 hours

Following modifications were suggested:

— Dr Hanuman Prasad suggested that the duration of Advanced Corporate Communication may be increased to around 30 hours to provide students a platform to practice corporate communication ultimately making them employment ready. He also suggested to increase the duration of Digital Marketing to approximately 35 hours to give maximum benefits to students.

— Dr. Sanjay Bhayani suggested that these add on certification courses should be made available to students across the two years duration of program in such a form that one such course is offered in each semester.

The Board reviewed the proposed add-on certification courses and after due deliberations approved the following:

- Advanced Corporate Communication of 30 hours duration in semester 1
- Advanced Excel Certification of 32 hours duration in semester 2
- Six Sigma of 30 hours duration in semester 3
- Digital Marketing of 36 hours in semester 4

Resolved to approve item no 2 and recommend the same to the Academic Council.

Item No. 3: Syllabus of MBA Courses and Add on Certification Courses

The detailed syllabi of courses approved for the Program Structure of MBA and the Add on Certification Courses were presented.

Following modifications were suggested:

- Dr. Hitesh Shukla suggested that for the course titled "Accounting for Managers", books authored by S. N. Maheshwari & S. K. Maheshwari and P. Tulsian may be shifted to reference books and those by R. Narayan Swami and Ambrish Gupta may be taken as Textbooks.
- Dr. Sanjay Bhayani suggested that for course "Managerial Communication", language lab should be included and the books authored by Asha Kaul and Crafting of Letters by Monipally may be included in the list of books.
- Dr. Sanjay Bhayani suggested that for Course "Research Methodology, the topic – IT in Research, should be included in unit V.

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Rajkot - 360003, Gujarat

- Dr. Hitesh Shukla suggested that Economic Value Added (EVA) and Market Value Added (MVA) methods of valuation of Business should be included for "Financial Management"
- Dr. Hanuman Prasad suggested that the content for Advanced Corporate Communication and Digital Marketing should be expanded to meet the requirement of 30 hours and 36 hours respectively as approved in item 2.

The Board reviewed the proposed syllabus of MBA and Add on Certificate courses and approved it after incorporating the modifications suggested. **(Annexure 2)**

Resolved to approve item no 3 and recommend the same to the Academic Council.

Item No 4: Proposed attainment for Course Outcomes

Based on the recommendation of PAC, the CO attainment target for the year 2016-17 was proposed to be set to 50%.

The Board reviewed the suggestion and after due deliberation approved the same.

Resolved to approve item no 4 and recommend the same to the Academic Council.

Item No 5: Feedback from Stakeholders

The Board was informed that the PAC had collected feedback from industry and academic experts before finalizing the proposed program structure. The Board was further informed that the suggestions/feedback received were incorporated in the curriculum as shown in the following table.
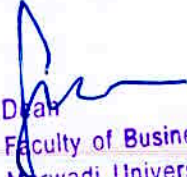
Suggestion:	Action Taken
More choice of specializations should be provided to students	Choice of Five specializations in the Program Structure
The curriculum should also emphasise on inculcating entrepreneurial skills in addition to making the students employment ready.	Course Entrepreneurship and Managing Start-ups included in the Program as an elective course
Courses catering to 21st century skill set	Add on courses for Communication, Excel, Digital marketing proposed as Add on Certification Courses in addition to E-commerce as a specialisation elective.
Students should be encouraged to take up internships	Compulsory Summer Internship Program of 8 credits included.

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Rajkot - 360003, Gujarat

The Board noted with satisfaction the feedback received and their incorporation in the curriculum. It further advised that such consultative approach should continue to keep the syllabus updated all times.

The meeting was concluded with a vote of thanks to all the members present.

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Marwadi University
Rajkot - 360003, Gujarat

Dr Suneet Saxena
Dean
Faculty of Business Management

Minutes of 4th Meeting of Board of Studies

Faculty of Business Management

Date: 15 June 2019

Time: 3:00 PM

Venue: Board Room, 3rd Floor, Marwadi University

The fourth meeting of Board of Studies of FoBM was held on 15 June 2019 at 3:00 PM in Central Board Room of Marwadi University.

The following members were present in the meeting:

Dr. Sunil Jakhoria Professor & Dean, Faculty of Business Management	Chairperson
Dr. Sanjay Bhayani Professor, Department of Business Management, Saurashtra University	External Member
Dr. Hitesh Shukla, Professor, Department of Business Management, Saurshtra University	External Member
Dr. M Srinivasa Rao	Internal Member
Dr. Monica Verma	Member Secretary

Special Invitees to the 4th Board of Studies Meeting as below:

Mr. Chetan Bhojani Founder, Add Value Consultants, Rajkot	Special Invitee
Dr. Meeta Mandaviya	Special Invitee
Mr. Paras Rughani	Special Invitee
Ms. Khushboo Ganatra	Special Invitee
Dr. Muthukumar Servai	Special Invitee

Dr. Sunil Jakhoria, Dean, Faculty of Business Management chaired the meeting and welcomed the members to the 4th BOS meeting of FoBM. He expressed his special thanks to Dr. Sanjay Bhayani, Dr Hitesh Shukla and Mr. Chetan Bhojani for sparing the time from their busy schedule to attend the meeting.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed.

Marwadi University

Item No. 1: To confirm the minutes of the 3rd BOS Meeting held on 26th May 2018.

The minutes of the 3rd BOS Meeting held on 26 May 2018 were circulated among the members of the Board. Since no comments were received, Board approved and confirmed the minutes of the 3rd BOS meeting

Item No. 2: To report the action taken, where necessary, on the various decisions taken by the BOS in its 3rd meeting held on 26 May 2018.

The Board noted the action taken, where necessary, on the various decisions taken in the 3rd BOS meeting held on 26 May 2018. The Board also expressed its satisfaction on the action taken report on the various decisions taken in its 3rd meeting held on 26 May 2018.

Item No. 3: Introduction of a New Program; Master of Business Administration (Business Analytics)

The Board was informed that the suggestion given by Dr. Sanjay Bhayani during the 3rd BOS meeting to start new program focused on domain specific skills was taken up and it is proposed to start the program Master of Business Administration (Business Analytics). The proposed program structure submitted by PAC for MBA (BA) was presented and explained in detail. The Board was informed that the contents have been designed considering the various aspects and need of the industry based on the feedback received by them.

The Board reviewed the proposed program structure and noted that the program has good blend of core, specialisation and domain specific courses along with opportunity for internship. Board appreciated the inclusion of skill-oriented courses keeping in view the Skill India Mission.

The Board after due deliberations approved the proposed Program Structure and Teaching and Evaluation Scheme of MBA (BA) program for the Batch 2019-2021. (Annexure 1).

Resolved to approve item no 3 and recommend the same to the Academic Council.

4th BOS Meeting – 5/6/2019

Minutes of Meeting

Item No. 4: PEO, PO and PSO for MBA (Business Analytics)

The proposed Program Educational Objectives, Program Outcomes and Program Specific Outcomes were presented to the Board. The Board was informed that feedback from industry experts and faculty were taken before finalizing the proposed PEO, PO and PSO for MBA (Business Analytics). The Board was informed that the PEO and PO of MBA and MBA (Business Analytics) are same keeping in view the Vision and Mission of FoBM. The PSO's applicable for MBA (Business Analytics) were presented and deliberated.

The Board reviewed the proposed PEO, PO and PSO and approved the same for MBA (BA) Program. (Annexure 2)

Resolved to approve item no. 4 and recommend the same to the Academic Council.

Item No. 5: Syllabus of MBA (Business Analytics) Courses

The Board went through the syllabi of courses approved for the Program Structure of MBA (Business Analytics). After due deliberation the syllabi of all courses to be offered to Batch 2019-2021 were approved by the Board. (Annexure 3)

Resolved to approve item no. 5 and recommend the same to the Academic Council.

Item No. 6: Introduction of a New Program; 3 years Master of Business Administration (Executive)

The Board was informed that many working executives who want to pursue higher studies are not able to join MBA program in FoBM because of the time constraints. Keeping that in view and based on the feedback received from industry, a 3 years MBA (Executive) program is proposed to be introduced. The Board was informed that the content of the Program is kept similar to that of MBA but the classes for MBA (Executive) are proposed to be held during weekends only. The proposed program structure submitted by PAC was presented.

The Board reviewed the proposed program structure and Dr. Hitesh Shukla suggested that since this program is designed keeping in view the requirements of working professionals, a course on Case Study Applications may be introduced.

After due deliberations the Board approved the program structure after incorporating the suggested modifications. (Annexure 4)

Resolved to approve item no. 6 and recommend the same to the Academic Council.

Item No. 7: PEO, PO and PSO for MBA (Executive)

The Board was informed that the PEO, PO and PSO of MBA and MBA (Executive) kept to be the same as the objectives and outcomes of both the programs are same. The major difference is kept in the delivery of the content.

The board reviewed the proposal and after due deliberations approved the same. (Annexure 5)

Resolved to approve item no. 7 and recommend the same to the Academic Council.

Item No. 8: Syllabus of MBA (Executive) Courses

The proposed syllabi of new courses in addition to those of MBA program were presented and the Board after due deliberations approved the same. (Annexure 6)

Resolved to approve item no. 8 and recommend the same to the Academic Council.

Item No. 9: Add on Certification Courses

9.1 Addition of Programming and Coding as Add on Certification Course for MBA

The Board was informed that on the basis of feedback received from industry experts, it is proposed to introduce add on certification course on Programming and Coding. The duration of the course is proposed to be 30 hours.

Dean

4th BOS Meeting – 5/6/2019

Minutes of Meeting

The Board reviewed the proposal and it was suggested by Mr. Chetan Bhojani that Six Sigma course in semester 3 may be replaced with Programming and Coding instead of adding one more add on course in the courses being offered currently.

The Board after due deliberations approved the replacement of Six Sigma Course with Programming and Coding in semester 3 of MBA. The syllabus of the course was approved by the Board. (Annexure 7)

Resolved to approve item no. 9.1 and recommend the same to the Academic Council.

9.2 Add on Certification Course for MBA (BA)

The Program Assessment Committee recommended introduction of add on courses for MBA (BA) catering to the general and specific needs of the industry. The Board was informed that the addition of Add on Certification Courses in MBA has been well received and looking at the benefit accrued to the students the following courses are proposed to be offered to MBA (BA)

- Cyber Security of 30 hours duration
- Tableau & Power BI of 30 hours duration
- Programming and Coding of 30 hours duration
- Digital Marketing of 36 hours duration
- R-Studio of 12 hours duration
- MATLAB of 12 hours duration
- SPSS of 12 hours duration
- Advanced Excel of 12 hours duration

The Board reviewed the proposed Add on Certification Courses. Dr. Hitesh Shukla suggested to offer combination of two courses in each semester - one of longer duration and other of short duration.

The Board noted the suggestion and approved the Add on Value Certification Course as follows:

- Semester 1: Cyber Security of 30 hours duration and Advanced Excel of 12 hours duration

4th BOS Meeting – 5/6/2019

Dean

Minutes of Meeting

- Semester 2: Tableau & Power BI of 30 hours duration and SPSS of 12 hours duration
- Semester 3: Programming and Coding of 30 hours duration and R-Studio of 12 hours duration
- Semester 4: Digital Marketing of 36 hours duration and MATLAB of 12 hours duration

The Board was also presented with the detailed syllabi of the Add on Certification Courses and after due deliberation same were approved.

Resolved to approve item no. 9.1 and recommend the same to the Academic Council.

Item No. 10: Discontinuing the courses of MBA (a) Management Process and Organisation Behaviour (03BM0108) and (b) Human Value and Professional Ethics (03BM0113)

The Board was informed that a feedback was received to consider bifurcating the course titled – Management Process and Organisation Behaviour into two namely Principles of Management and Organisation Behaviour as the syllabus was too lengthy to be completed in the allotted number of sessions. Based on this feedback the PAC has recommended to discontinue MPOB (03BM0108).

The Board was also informed that feedback was also received to reduce the content of Human Value and Professional Ethics as many of the topics were repeated in Business Ethics and Corporate Governance. Keeping in view the repetitive content, the PAC recommended removal of the course Human Value and Professional Ethics (03BM0113) from the program structure.

The Board reviewed both the proposals and approved to discontinue Management Process and Organisation Behaviour (03BM0108) and (b) Human Value and Professional Ethics (03BM0113).

Resolved to approve item no. 10 and recommend the same to the Academic Council.

Item No. 11: To change the course titled Report on Industrial Study Tour (RSIT) (03BM0114 and 03BM0215) in semester 1 and 2 of MBA from credit to non-credit course.

The Board was informed that the objective of the course was to provide exposure to industrial units and not to evaluate them on their report writing skills and hence it was proposed that the course Report on Industrial Study Tour be converted to a non-credit course.

The Board reviewed the proposal and after due deliberations approved to convert RSIT to a non-credit course.

Resolved to approve item no. 11 and recommend the same to the Academic Council.

Item No. 12: To consider and approve the courses (a) Organisation Behaviour and (b) Principles of Management and their syllabi.

The Board was presented with the syllabi for (a) Organisation Behaviour and (b) Principles of Management. After reviewing and deliberating on the syllabi, the Board approved both the courses and syllabi. (Annexure 8)

Resolved to approve item no. 12 and recommend the same to the Academic Council.

Item No. 13: Revision in existing courses (a) Accounting for Managers (03BM1101), (b) International Marketing (03BM1319) and (c) Financial Derivatives and Risk Management (03BM0409) of MBA

The Board was informed that based on the feedback received from Faculty the PAC recommended revision in the course content of the courses (a) Accounting for Managers (03BM1101), (b) International Marketing (03BM1319) and (c) Financial Derivatives and Risk Management (03BM0409) of MBA.

4th BOS Meeting – 5/6/2019

Minutes of Meeting

The Board reviewed all the revised syllabi. Dr. Hitesh Shukla suggested that to make the distribution of content even, Introduction to Financial Accounting should be spread across two modules for the course Accounting for Managers (03BM1101). Dr. Sanjay Bhayani suggested that for International Marketing (03BM1319) the title of unit V may be modified to Contemporary Issues as the content on Counter trade and Grey Marketing has been proposed to be added.

After due deliberations, the Board approved the revisions in (a) Accounting for Managers (03BM1101), (b) International Marketing (03BM1319) and (c) Financial Derivatives and Risk Management (03BM0409) of MBA after incorporating the suggestions received from the external experts. (Annexure 9)

Resolved to approve item no. 13 and recommend the same to the Academic Council.

Item No 14: Attainment of Course Outcomes

The Board was informed that the target for CO attainment was set to be 52% and the same was achieved.

Since the CO attainment set at 52% was achieved, a revised target of 54% for CO attainment was proposed by PAC.

The Board noted the attainment levels for year 2018-19 and after due deliberations approved that CO attainment targets for year 2019-20 be set at 54%.

Resolved to approve item no 14 and recommend the same to the Academic Council.

Item No 15: Feedback from Stakeholders

The Board was informed that the PAC had collected feedback from students, industry and academic experts for the designing of PEO, PO and PSOs of MBA (Business Analytics) as well as for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated in the PEO, PO, PSO and the curriculum as shown in the following table. Dean

4th BOS Meeting – 5/6/2019

Minutes of Meeting
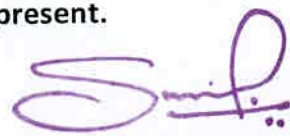
Suggestion	Action Taken
Changes in PEO, PO and PSO of MBA and MBA (BA) should be evident in the PSO as the MBA (BA) program is a domain focused program.	Based on the Feedback received from all stakeholders, the changes in the Program Specific Outcomes have been made
Keeping in view the growth of the field of Programming and Coding, a skill enhancement add on course should be provided to students	Add on Certification course on Programming and Coding introduced.
Some modifications in the delivery of MBA program should be done to make it suitable for working professionals to enroll in MBA	New Program- MBA (Executive) introduced
Course content for MPOB is too much to be covered in the sessions allotted	The course was split into two separate courses – Principles of Management and Organisation Behaviour
During Industrial Tours, students feel a pressure of collecting information for writing the report for RSIT and because of that they do not focus on the practical aspects of working in organizations	RSIT has been converted to a non-credit course.
New Standards of Accounting as and when announced should be included in the course Accounting for Managers	Revisions in syllabus done
International Marketing is an amalgamation of both International Business and Marketing hence proper balance of topics related to these fields should be maintained in the course syllabus	Revision in the syllabus done

The Board noted with satisfaction the suggestions received and actions taken on them.

The meeting concluded with a vote of thanks to all the members present.

Dr. Monica Verma

Member Secretary

Dr. Sunil Kumar Jakhoria

Chairperson & Dean

Marwadi University
Faculty of Computer Applications
Minutes of the Board of Studies Meeting Dated on 18-6-2016

Members present:

Prof. B. V. Buddhdev
Dr. Dilip Ahalpara
Dr. Parag Rughani
Prof. Hardik Joshi
Dr. R. Sridaran
Dr. Divyakant Meva
Prof. Sunil Bajeja

The first meeting of Board of Studies (BOS), Faculty of Computer Applications, Marwadi University was held on 18-6-2016 at 10:30 a.m. for the following agenda chaired by Prof. B. V. Buddhdev.

BOS meeting Agenda

1. Ordinance – Admission , Exam, detention, backlog policy
2. Teaching scheme
3. Examination pattern
4. CBCS to be implemented or not?
5. Continuous Evaluation scheme
6. Duration of up-gradation of syllabus
7. Finalization of Sem – I syllabus of BCA
8. Frequency of BOS meetings
9. PO-PSO approval for BCA
10. Proposal for value added courses

Initially Dr. R. Sridran, Dean, Faculty of Computer Applications, Marwadi University welcomed all the members present for BOS meeting. He gave introduction to all the members present in the meeting. He gave brief introduction about the industry experts connected with syllabus preparation.

After initial introduction of members, Dean, Dr. R. Sridaran requested Chair person Prof. Buddhdev to take over the session with agenda.

(1) Ordinance - Admissions, Exam, detention, Backlog Policy

Intakes :

(1)   BCA - 60

It was suggested by all the members that BCA of Marwadi University should have its own identity. They have suggested to create syllabus in such a way that it should mould the student into an IT professionals.

In Admission process - it was decided to give admission directly this year and it is also suggested that from next year merit based admissions can be introduced.

It was also finalized the eligibility criteria of all the three courses mentioned above.

It was also suggested that Diploma holders in computer engineering should be added to eligibility criteria for BCA.

Eligibility Criteria for all the three courses have been finalized.

Detention and backlog policy will be as per the other courses of Marwadi University.

(2) Teaching Scheme

The teaching scheme for first semester of all the three courses have been finalized.

(3) Examination pattern

In examination pattern was decided as follows :
        60 Marks - External Examination (Written Test)
        20 Marks - Internal
        20 Marks - Continuous Evaluation System

(4) CBCS Implementation or not ?

After a long discussion it was suggested by members that if syllabus is capable enough to give electives in all semesters then only CBCS can be implemented as well as all the electives must be offered every year. At the end it was decided that CBCS will not be implemented right now. In future the committee will decide for the same. Right now instead of CBCS, Continuous Evaluation System will be implemented.

(5) Continuous Evaluation Scheme :

It was decided by all the members present that CES scheme will be followed for all the three proposed courses.

(6) Duration of Upgradation of Syllabus

It was decided that syllabus will be upgraded only after 3 years. i.e. after the students of one batch should successfully complete their journey.

(7) Finalization of Sem - 1 Syllabus of BCA

Syllabus of Sem - 1 for all the subjects of BCA have been finalized by respected members.

(8) Frequency of BOS meeting:

It was decided that BOS meeting will be held as under:

(1) One major meeting - once in a year

(2) Two minor meetings - twice in a year.

(9) BCA Program Outcomes(PO) – Program Specific Outcomes (PSO) approval

For BCA :

Programme Outcomes:

Sr.No	Detail	Revised Blooms' Taxonomy Domain
PO1	To Understand the essentials of basics of computer applications.	Understand
PO2	Study of solving complex problems by comparing various approaches.	Evaluate
PO3	To design an application software for real life problems for key application areas.	H.O.T.S.
PO4	To define effective ways of communication, presentation and documentation.	Remember
PO5	Function effectively as an individual or as a member or leader in the project team.	Analyse
PO6	Learn traditional v/s modern approaches in software development.	Evaluate
PO7	To develop the foundation for higher studies in the field of computer applications.	Apply
PO8	To help students understand the industry practices through experimental learning.	Understand

PSO (Programme Specific Outcomes):
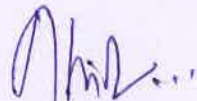
Sr no	Program Specific Outcomes (PSO)
PSO 1	Students can identify and formulate problems and make the decisions using problem solving approach.
PSO 2	Students learn different programming languages like C, Java, Android, etc.
PSO 3	Students acquire knowledge and skill to analyze and develop software, websites and mobile applications for successful career, entrepreneurship and higher studies.

Marwadi University

(10) Proposal for value added course

Considering the syllabus structure and market needs, the following value added courses are suggested to be executed for students based on need base.

1. IoS application development – Level 1 (BCA)
2. Social media marketing (BCA)

Dr. R. SRIDARAN
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Marwadi University
Faculty of Computer Applications
Minutes of the Board of Studies Meeting Dated on 10-6-2017

Members present:

Dr. R. Sridaran – Chairman
Dr. Dilip Ahalpara
Dr. Priya Swaminarayan
Dr. Parag Rughani
Prof. Hardik Joshi
Dr. Sunil Bajeja
Prof. Ashwin Dobariya

The third meeting of Board of Studies (BOS), Faculty of Computer Applications, Marwadi University was held on 10-6-2017 at 11:00 a.m. for the following agenda chaired by Dr. R. Sridaran.

BOS meeting
Agenda

1. Frequency of BOS Meetings
2. Finalization of Sem - 3 and 4 Syllabus of BCA
3. Proposal for value added courses – updates

(1) Initially Dr. R. Sridran, Dean, Faculty of Computer Applications, Marwadi University welcomed all the members present for BOS meeting. After the initial introduction, Dr. R. Sridaran has declared that the frequency of the BOS meeting hereafter will be once in every year.

(2) The syllabus of papers pertaining to Sem - 3 and 4 of BCA have been widely discussed and following are the comments received from the members.

I.   BCA Sem - 3

Sr. No.	Subject Code	Subject	Changes Suggested
1	05BC0301	Computer Oriented Numerical Methods.	Applications of each chapter required to
2	05BC0302	Financial Accounting and Management	
3	05BC0303	System Analysis and Design	As per the suggestions
4	05BC0304	Object Oriented Programming using C++	No of units should be reduced to 6

5	05BC0305	Data Base Management System - 2	The whole syllabus should be re-designed by focusing on Distributed

II. BCA Sem - 4

Sr. No.	Subject Code	Subject	Changes Suggested
1	05BC0401	Statistical Methods	
2	05BC0402	Enterprise Resource Planning	
3	05BC0403	Operating Systems	Book of Sumitaba Das has been added
4	05BC0404	Core Java	
5	05BC0405	Mini Project using C++	

Note: All the syllabi should consist of max 6 units and with standerd formatting.

All members of BOS agreed upon teaching scheme and syllabus of BCA.

It was assured from the Chairman side to implement the above changes within a week's time and send the same to BOS members for final approval.
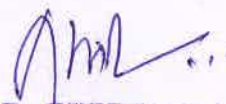
At the end of meeting all members have thanked Chair person Dr. R. Sridaran.

(3) Proposal for value added courses - updates

Considering various feedbacks given by members of BoS and other stake holders, the following value added courses suggested to be added in addition to existing value added courses.

1. Amazon Web Services (AWS) (BCA)
2. Game application development using Unity (BCA)

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Minutes of the BOS Meeting dated on 12-05-2018

The fifth meeting of Board of Studies (BOS) of Faculty of Computer Applications, Marwadi University, chaired by Dr. R. Sridaran, was held on 12-05-2018 at 11:00 a.m.

Members Present:

- Dr. R. Sridaran – Chair
- Dr. R. Murugesan – Member
- Prof. Hardik Joshi – Member
- Dr. Sunil Bajeja – Co-chair
- Dr. Divyakant Meva – Member

BOS meeting Agenda:

1. Approval for BCA Sem. - 5 and 6 Syllabus
2. Discussion and suggestions for new value added courses
3. Feedback analysis and suggested actions
4. Updates in value added courses

Minutes:

At the outset, Dr. R. Sridaran, Dean, Faculty of Computer Applications and chair of the BOS, welcomed all the members present and members gave their formal self-introduction.

Further, the members verified the changes suggested in the previous meeting of BOS and approved the Syllabus of BCA Sem. – 5 and BCA Sem. – 6.

As per the feedback of students and requirement of IT industry, the following value addition courses are proposed in addition to existing courses.

Sr no	Name of the course
1	Social Media Marketing
2	Designing Tools
3	Dreamweaver & Webhosting

Feedback analysis and suggested actions

Pl find the annexure - 1 for the feedback from various stakeholders and suggested actions.

Feedback analysis and suggested actions

- For more details on feedback analysis and suggested actions, please refer annexure 1.

Updates in Value added courses

Considering various feedbacks given by members of BoS and other stake holders, the following value added courses suggested to be added in addition to existing value added courses.

1. IoS application development (Level – 2) (BCA)

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Annexure - 1

Actions taken based on stakeholders' feedback

Sr no	Stakeholder	Suggestions	Actions taken
1	Teachers	1. Introduce subjects like Information security and Open source tools	1. Considering suggestion, Information security has been added as a part of curriculum of BCA – 6
2	Employers	1. Introduction of subjects like cyber security, information security, etc. in curriculum 2. Introduce a subject on Software Quality Assurance in syllabus	1. Considering suggestion 2, subject of software testing has been added in the curriculum of BCA

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Minutes of the BOS Meeting dated on 09-03-2019

The seventh meeting of Board of Studies (BOS) of Faculty of Computer Applications, Marwadi University, chaired by Dr. R. Sridaran, was held on 09-03-2019 at 11:00 a.m. at MSFL, Ahmedabad.

Members Present:

- Dr. R. Sridaran – Chair
- Dr. Sunil Bajeja – Co-chair Dr. R.
- Murugesan – MemberProf. Hardik
- Joshi – MemberDr. Parvez Faruki –
- Member
- Mr. Nitin Bawsay – Invited MemberDr.
- Divyakant Meva – Member

BOS meeting Agenda:

1) Revised syllabus for BCA programs for Sem – 1 and Sem – 2 (As per CBCS)
2) Value addition courses
3) Feedback analysis and suggested actions

Minutes:

At the outset, Dr. R. Sridaran, Dean Faculty of Computer Applications and chair of the BOS, welcomed all the members present. He also introduced the new BoS members and thanked the entire team for providing outstanding contribution so far.

Dr. Sunil Bajeja briefed the proposed revised subject list of BCA program for semester 1 & 2 to the members. Following suggestions were made by members;

- A. Environmental Science and Hazard/Disaster management can be given as an audit course as per the UGC norms. Internal faculty committee will do needful in this regards.
- B. To add mobile technologies like iOS and Android in the last semesters i.e. sem. – 6

Members have suggested to introduce elective subjects in Semester 5 and 6.
[ref.: Annexure A for approved subjects]

Value addition courses

As per the feedback of students and requirement of IT industry, the following value addition courses are proposed in addition to existing courses.

Sr no	Name of the course
1	Tally

Feedback analysis and suggested actions

Pl find the annexure - B for the feedback from various stakeholders and suggested actions.At the end of the meeting the Chair, Dr. R. Sridaran thanked all the members.

Annexure – A:

Approved Subjects for BCA Sem. 1 and 2

BCA SEM. – 1

1) Communication Skill – 1
2) Fundamentals of Mathematics – 1
3) Computer Organization and Architecture
4) Programming in C – 1
5) Internet & HTMLBCA

SEM. – 2

1) Fundamentals of Mathematics – 2
2) System Analysis and Design
3) Programming in C – 2
4) Database Management System – 1

Annexure – B

Suggestions and actions taken based on Feedback analysis

Sr no	Stakeholder	Suggestions	Actions taken
1	Teachers	1. To add minor projects 2. To add elective subjects	1. Suggestion – 1, 2 has been positively accepted and incorporated in syllabus design

2	Employers	1. To add PHP and its allied frameworks like Laravel, Magento and Codeignitor 2. Adding open source database tools and technologies	1. Considering suggestion – 1, laravel is added in the syllabus 2. As a part of curriculum, it has been consider to used MySQL for database subjects.

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MoMof the 9ᵗʰBoS Meeting of FoCA

Dt.: 06-02-2021

The ninth meeting of Board of Studies (BOS) of Faculty of Computer Applications, Marwadi University, chaired by Dr. R. Sridaran, was conducted on 06-02-2021at 10:30 a.m. through online meeting application Google Meet (Meeting Link: meet.google.com/iko-gmjy-iqo).

Members Participated:

- Dr. R. Sridaran – Chair
- Dr. Sunil Bajeja – Co-chair
- Dr.DivyakantMeva- Member
- Dr.Ram Murugesan – Member
- Dr.VipinTyagi – Member
- Dr.PritiSajja – Member
- Dr.ParvezFaruki – Member
- Prof. Hardik Joshi – Member
- Mr. Pranav Vaishnav – Invited Industry Expert

Agenda:

1. BCA Semester 5 & 6 - Syllabus Revision
2. Introduction to new program - MSc (Cyber Security and Cyber Law) and subject details
3. PO-PSO approval for MSc (Cyber Security and Cyber Law)
4. Suggestions on Value added courses
5. Feedback analysis and action taken

Dt.: 06-02-2021

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MoMof the 9ᵗʰBoS Meeting of FoCA

Minutes:

At the outset, Dr. R. Sridaran, Dean Faculty of Computer Applications and chair of the BOS, welcomed all the members present. He also introduced the existing BoS members and thanked the entire team for providing outstanding contribution so far. He then requested Dr. Sunil Bajeja, co-chair to introduce the new member from the industry, Mr. Pranav Vaishnav.

Agenda: 1: BCA Semester 5 & 6 - Syllabus Revision:

Dr. Sunil Bajeja briefed the proposed revised syllabi of BCA program for semester 5&6and to the members. He presented the subject list and details regarding the discussion and changes suggested by the BoS members are as follows:

- **BCA Sem. – 5:**

Sr. No.	Existing Subjects	Proposed Subjects	Description
1	Advanced Java	Management Information System	
2	Foundations of Networking	Software Testing	
3	Object Oriented Analysis and Design	Elective – 1 Subject	
4	Web Application Using PHP/ My SQL	Elective – 2 Subject	

- **BCA Sem. – 6:**

Sr. No.	Existing Subjects	Proposed Subjects	Description
1	Information Security	Cloud Computing Foundation	
2	Programming with Python	Cyber Security	Dr.ParvezFaruki suggested to add ethical hacking related fundamentals in the theory part of the subject
3	Software Testing	Elective – 1 Subject (Which is been selected by the students in Sem. 5)	
4	User Defined Project	Elective – 2 Subject (Which is been selected by the students in Sem. 5)	

Instead of offering 4 core subjects as per the old teaching scheme, considering the current IT trend, the 4 specialization tracks were proposed for the students, from which they can select 2 tracks and have through knowledge through-out their 5ᵗʰ and 6ᵗʰ semester. The four proposed and approved tracks are as follows;

Track No	Elective Track Title	Subject offered in Sem. 5	Subject offered in Sem. 6	Remarks
1	Data Science	Data Analysis using R	Python programming	

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MoMof the 9ᵗʰBoS Meeting of FoCA

2	Web Development	PHP	Laravel	The members suggested to keep subject titles as "Web Application Development Part – 1" in sem. 5 and "Web Application Development Part – 2" in Sem. 6 under this elective.
3	Graphics	Computer Graphics	Image Processing	
4	Mobile	Android	Game Application Development	The members suggested to change the title of subject in Sem. – 5 from "Android" to "Android Development"

Apart from above suggestion, Dr. Ram Murugesan suggested to mention specialization tracks somewhere in BCA students' mark-sheet in order to add value to the degree and get enhanced employment opportunities.

Agenda: 2: Introduction to new program - MSc (cyber Security and Cyber Law) and subject details :

Dr. Sunil Bajeja proposed the revised syllabus of M.Sc. (Cyber Security and Cyber Law)[M.Sc. (CS & CL)]. Providing justification for the proposal, he explained that the students tend to show interest in learning only Cyber Security related subject during the tenure of specialization studies; keeping this in mind, a special lab for cyber security has also been established and the syllabus is proposed.

Semester – 1 subject list		Semester – 2 subject list	
Subject Code	Subject Name	SubjectCode	Subject Name
05CS1101	Applied Mathematics	05CS1201	Design Analysis and Algorithm
05CS1102	Cryptography	05CS1202	Information and Network Security
05CS1103	System Programming	05CS1203	Ethical Hacking
05CS1104	System Security	05CS1204	Network Forensics
05CS1105	Security Governance	05CS1205	Cloud Architecture and Security
05MS0104	Library & Information Resources	05MS0204	Library & Information Resources
05MS0105	Sports & Yoga	05MS0205	Sports & Yoga

Agenda: 3: PO (Programme Outcomes)-PSO (Programme Specific Outcomes) approval for MSc (Cyber Security and Cyber Law)

For MSc (Cyber Security and Cyber Law) :

Programme Outcomes:

Programme Outcomes No.	Programme Outcomes	Bloom's level
PO 1	An ability to apply knowledge of mathematics, science, and Computer Science	Apply
PO 2	An ability to design and conduct experiments, as well as to analyze and interpret data	H.O.T.S.
PO 3	An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability	Evaluation
PO 4	An ability to function on multidisciplinary teams	Analyze
PO 5	An ability to identify, formulates, and solves computer science problems	H.O.T.S.
PO 6	An understanding of professional and ethical responsibility	Understand
PO 7	An ability to communicate effectively	Apply
PO 8	The broad education necessary to understand the impact of computer solutions in a global, economic, environmental, and societal context	Understand
PO 9	Recognition of the need for, and an ability to engage in life-long learning	Analyze
PO 10	A knowledge of contemporary issues,	Remember
PO 11	An ability to use the techniques, skills, and modern software tools necessary for developing practice.	Apply

PSO (Programme Specific Outcomes):

Sr.No	Programme Specific Outcomes
PSO 1	Analyze, classify and evaluate the computer network, its performance and information security needs of an organization.
PSO 2	Assess cyber-security risk management policies in order to adequately protect an organization's critical information and assets.
PSO 3	Measure the performance of security systems within an enterprise-level information system. Troubleshoot, maintain and update an enterprise-level information security system.

Agenda: 4: Suggestions on value added courses

Considering suggestions from various stakeholders and members of BoS, here are the value added courses added to be rolled out for students of various courses in addition to existing courses:

1. WordPress and Joomla, Bootstrap (BCA)
2. Blockchain Technology and Ethical Hacking (MSc Cyber Security and Cyber Law)
3. Programming Foundations with JavaScript, HTML and CSS (either to be offered by institute or to be offered as MOOC)

Agenda: 5: Feedback analysis and action taken

Suggestions and actions taken based on Feedback analysis

Sr no	Stakeholder	Suggestions	Actions taken
1	Teachers	1. Add some project related subjects	1. Projects have been considered and will be offered as a part of Operations workout
2	Employers	1. Introduction of elective courses in final year considering IT industry needs 2. Adding subjects of communication and professional ethics	1. Electives have been added in the curriculum for final semester students.

The members requested to share the detail syllabi of BCA Sem. 5 & 6, once it is prepared. So that they will go through and suggest improvements.

At the end of the meeting the Chair, Dr. R. Sridaran thanked all the members.

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Minutes of the Meeting

Meeting Date | 25/09/2020   Time | 3:30 PM onwards   Mode | Google Meet

| Meeting Called by   Dr. Subhanshu Goyal, Chairman, BoS, Department of Mathematics, MU
| Type of Meeting   BoS Meeting
| Attendees   Dr. Subhanshu Goyal, Dr. Gautam Hathiwala,
                        Dr. Ajay Kr. Shukla, Dr. Jyotindra Prajapati (BoS Experts)
                        Dr. Vicky Jain (Vice-Principal, FoS)
                        Dr. Sarang Pande (Dean, FoPG)
| Chaired by   Dr. Subhanshu Goyal

The 7th Board of Studies (BoS) meeting of the Department of Mathematics was held on 25/09/2020 in online mode. All the BoS experts (External & Internal) members were present in the meeting, including Dr. Vicky Jain (Vice-Principal, FoS) & Dr. Sarang Pande (Dean, FoPG) . The list of experts and members present has been enclosed as Annexure I.

The Chairman BoS, Dr. Subhanshu Goyal, welcomed all the members and experts of the BoS present in the meeting.

Agenda for the Meeting was taken up as below:

Agenda 1.   **To review and finalize the syllabi of M.Sc. Mathematics (All Semesters)**

Proceedings: Committee members put their innovative ideas, views, suggestions, which resulted to fruitful discussion for necessary revisions, that were required in the syllabus of all the subjects of M.Sc. Mathematics.In the meeting, discussions were held between the HoD and the BoS experts regarding the necessary revisions in the syllabi of certain subjects, the need of changing the names of few subjects, merging of subjects wherever necessary, need of introducing new subjects, re-ordering of chapters in the syllabus, uniformity regarding number of reference books for each subject.

Dr. Subhanshu Goyal discussed with the BoS experts about all the necessary changes/suggestions that had been implemented or incorporated by him after consultations with department faculties, on the recommendation of BoS experts and, therefore, they (BoS Experts) were being given the overview of the content of the syllabus of all subjects after the implementation of those recommendations.

Agenda 2. Approval of Value-added courses for M.Sc. Mathematics.

Proceedings: After consulting with the department faculties, Dr. Subhanshu Goyal suggested the BOS members regarding the introduction of some value-added courses in M.Sc. Mathematics curriculum. In this regard, the BOS members approved the Mental Toughness Certification program as well as Coursera courses for M.Sc. Mathematics programme as value-added courses.

Agenda 3. To **review the syllabus of Applied Mathematics for Electrical Engineering (01MA0303) B.Tech. (EE) (Sem-3)**

Proceedings: The syllabus for Applied Mathematics for Electrical Engineering (EE) was finalized.

Agenda 4. **CO – PO Attainment of M.Sc.**

Proceedings: Dr. Subhanshu Goyal informed the BoS experts that, the CO – PO attainment of M.Sc. Sem III – IV (batch 2017 - 19), M.Sc. I – IV (batch 2018 – 20), and M.Sc. Sem I – II (batch 2019 – 21) was satisfactory and well above the anticipated target. Dr. Subhanshu Goyal informed that necessary steps would be taken at department level to cover the CO attainment of those subjects, which were lagging behind, and make sure that it would at least rise by 2%. Also a target of CO-PO attainment of 64% was made for M.Sc. Sem III & IV (batch 2019 – 21). Since there is a revision of subjects, BOS members suggested to keep the CO-PO attainment target of 55% for M.Sc. Sem I&II (batch 2020-22). All the members agreed to the suggestion.

Agenda 5. **Others**

Proceedings: Apart from revision of syllabi, few reference books were suggested by the experts.

Dr. Vicky Jain and Dr. Sarang Pande affirmed with the recommendations given by BOS experts. The meeting ended with a vote of thanks by Dr. Subhanshu Goyal to the BOS experts and members for providing their valuable time for reviewing the syllabus of all subjects of M.Sc. Mathematics and giving valuable suggestions wherever necessary.

Marwadi University

Minutes of the Meeting

Semester 1: Justification

1. Revision in the Course

No.	Old Code	Subject Name		Subject Name	New Code
1	02MA0401	Complex Analysis		Complex Analysis	02MA1401
	• Dr. Jignesh Chauhan, the subject faculty reshuffled the topics of the content, to maintain the consistency.				
2	02MA0403	Optimization Techniques		Optimization Techniques	02MA1403
	• As per the suggestions of Dr. Vishal Bhatt, faculty at Dept. of Mathematics, contents of NET/Gate syllabus are included. • Dr. Subhanshu Goyal, was of the opinion that there were many applications of Queuing theory in science and engineering, and so Unit II (Replacement Models) was replaced by Queuing Theory. • As per the suggestions of Dr. Jyotindra Prajapati, based on the current research and applications in science, engineering, business and social sciences, some modern optimization methods i.e. Genetic Algorithms and Ant Colony Optimization are included.				
3	02MA0405	Topology		Topology	02MA1405
	• As per the recommendations of Dr. Minakshi Biswas Hathiwala, faculty at Dept. of Mathematics, reshuffling of the topics is done for maintaining the consistency. • Dr. Ajay Shukla suggested to add some topics to almost every unit which are required to understand the other course contents. • Dr. Ajay Shukla and Dr. Jyotindra Prajapati suggested that topics on applications of topological spaces should be added in 2nd unit to keep the application point of view of the subject. • With the consensus of external experts, units were renamed with more suitable titles.				

2. New Subject added to Syllabus

No	Code	Subject Name
1	02MA0406	Predicate Calculus and Graph Theory
	• As per the suggestions by Dr. Minal Shukla, faculty at Dept. of Mathematics, to incorporate logical reasoning, which would be useful for various competitive examinations. • As suggested by Dr. Subhanshu Goyal, algorithmic aspects need to be included such that they would be applicable in computer science. • As per the advice of Dr. Jyotindra Prajapati, need to incorporate the traditional graph theory knowledge and analysis of simple graphs that model simple and complex systems.		

2	02MA0407	Introduction to Measure Theory
	• Dr. Gautam Hathiwala, faculty at Dept. of Mathematics did the reshuffling of the topics for maintaining the consistency. • According to the subject faculty, Dr. Gautam Hathiwala, the current title is not in congruence with the contents of the course, so title of the course has been changed.	

3. Subject Removed from Previous Syllabus

No.	Code	Subject Name	Justification
	02MA0402	Graph Theory	• After the discussions of all the department faculties, old syllabus had many topics that were from UG Syllabus and contents were not sufficient for PG Course.
	02MA0404	Real Analysis-I	• According to the subject faculty, Dr. Gautam Hathiwala, the current title is not in congruence with the contents of the course. The BoS committee experts affirmed the same.

Semester 2: Justification

1. Revision in the Course

No.	Old Code	Subject Name		Subject Name	New Code
1	02MA0451	Abstract Algebra		Abstract Algebra	02MA1451
	• Dr. Minakshi Biswas Hathiwala did the reshuffling of the topics for maintaining the consistency. • According to the external BoS expert Dr. Ajay Shukla, the course contents are lengthy so few topics has been deleted. • As per discussion of Dr. Minakshi Biswas Hathiwala with other department faculties, few topics have been added to almost every unit which are required to understand the other course contents. • It was decided unanimously by department faculties, that for uniformity, the content of the syllabus is made divided in five units instead of four with more suitable titles.				
2	02MA0453	Numerical Analysis with MATLAB Programming		Numerical Analysis with MATLAB Programming	02MA1453

	• According to Dr. Subhanshu Goyal, most of the topics of the subjects are covered in UG level (B.Sc.), and so they are either removed or replaced by other topics suitable for PG levels. • As per the suggestions of Dr. Jyotindra Prajapati, to cover the contents of NET syllabus and the applications of Numerical Interpolation in Science and Engineering, some related topics are included in Unit IV. • According to the BoS experts, as well as Dr. Subhanshu Goyal, exposure of students to Curve Fitting is important, as it has many scientific and engineering applications.				
3	02MA0454	Number Theory		Number Theory	02MA0454
	• As per the feedback of students, after the consultations with department faculties, no change in the syllabus is done.				

2. New Subject added to Syllabus

No	Code	Subject Name
1	02MA0456	Partial Differential Equations
	• As per the advice of Dr. Jignesh Chauhan and Mr. Vishal Bhatt, the department faculties, the course of Partial Differential Equations is important for students, as it is one of the main subjects for NET/GATE and GSET or any other competitive exams. • The BoS committee experts affirmed the above mentioned point and added that it has many scientific and Engineering Applications.	
2	02MA0457	Lebesgue Measure and Integration Theory
	• Dr. Gautam Hathiwala and Dr. Minakshi Biswas Hathiwala, the Dept. faculties reshuffled the topics for maintaining the consistency in the flow of contents. • According to the BoS committee experts, the contents of the course is almost about Measure Theory and Integration Theory related to Lebesgue measure. Therefore it was unanimously decided to change the name of the subject.	

3. Subject Removed from Previous Syllabus

No.	Code	Subject Name	Justification
1	02MA0452	Differential Equations	According to Dr. Jignesh Chauhan, and BoS expert Dr. Jyotindra Prajapati, the course contents were not enough for PG level.
2	02MA0455	Real Analysis-II	According to Dr. Gautam Hathiwala and Dr. Jyotindra Prajapati, the current title is not in congruence with the contents of the course.

Semester 3: Justification

Minutes of the Meeting

1. Revision in the Course

No.	Old Code	Subject Name		Subject Name	New Code
1	02MA0501	Calculus of Variation and Integral Equations		Calculus of Variation and Integral Equations	02MA1501
		• Dr. Jignesh Chauhan, after having consulted with Dr. Gautam Hathiwala, did the reshuffling of the topics for maintaining the consistency. • As per the advice of Dr. Jyotindra Prajapati, many basic contents of Calculus of Variation were missing in the old syllabus, and so some important topics have been included. • It was unanimously agreed by department faculties and BoS committee experts that for uniformity, that the syllabus is divided into five units instead of four. First unit is divided into two units by including certain new topics.			
2	02MA0503	Financial Mathematics		Financial Mathematics	02MA1503
		• As per the suggestions of Dr. Jyotindra Prajapati since all the required preliminaries of the subject were not there in the old syllabus, it was necessary that some important topics related to the subject are included in the new syllabus.			
3	02MA0504	Linear Algebra		Linear Algebra	02MA1504
		• Dr. Gautam Hathiwala did the reshuffling of the topics for maintaining the consistency. • As per the suggestions of the alumni students, the preliminaries of vector spaces are included in the content.			

2. New Subject added to Syllabus

No	Code	Subject Name
1	02MA0506	Classical Mechanics and Relativity
		• According to the department faculties, Classical Mechanics will be a useful course at the master's level. • As per the suggestions of Dr. Ajay Shukla contents related to NET syllabus have been included.
2	02MA0507	Mathematical Statistics
		• According to Dr. Subhanshu Goyal, it is important to impart awareness on the conceptual framework of statistics across diverse fields, and provide practical training on the applications of statistical analysis. • As per the alumnus feed-back, it was important to meet the challenges at the national level competitive examinations like CSIR NET, and so the contents had to be relevant with the current needs.

Minutes of the Meeting

	•	Dr. Ajay Shukla and Dr. Jyotindra Prajapati advised to cater the needs of stakeholders to get placements in industries and institutions.

3. Subject Removed from Previous Syllabus

No.	Code	Subject Name	Justification
1	02MA0502	Classical Mechanics	• According to Dr. Jignesh Chauhan & Dr. Minakshi Biswas Hathiwala, the course contents were not enough for PG level.
2	02MA0505	Special Functions-I	• As per the suggestions of Dr. Jignesh Chauhan, the course contents were not enough for PG level. • According to Dr. Jignesh Chauhan, first unit i.e. Fourier Transform and its Applications is already in the curriculum of UG level i.e. Integral Transform.

Semester 4: Justification

1. Revision in the Course

No.	Old Code	Subject Name		Subject Name	New Code
1	02MA0551	Functional Analysis		Functional Analysis	02MA1551
	• As per the suggestions put forth by Dr. Gautam Hathiwala, in order to study Normed Spaces and Inner Product Spaces, it is necessary to have general idea about concepts related to Metric Spaces. • To maintain the consistency in the flow of contents of all the units, necessary ordering of the contents has been done. • Dr. Gautam Hathiwala affirmed that one of the important theorems i.e. Banach Fixed Point Theorem should be included in the last unit of the syllabus.				
2	02MA0553	Image Processing and Fuzzy Logic using MATLAB		Image Processing and Fuzzy Logic using MATLAB	02MA1553
	• Keeping in mind the interest of our stakeholders, as per the suggestions given by Dr. Subhanshu Goyal, few theoretical topics are removed and some new topics are included to get the better understanding of the existing contents.				
3	02MA0554	Differential Geometry		Differential Geometry	02MA1554
	• As per discussions with Dr. Jignesh Chauhan and Mr. Vishal Bhatt, Dr. Minakshi Biswas Hathiwala, reshuffled the topics for maintaining the consistency of the flow of contents.				

	• It was unanimously decided that for uniformity, the syllabus content is divided into five units instead of four.	
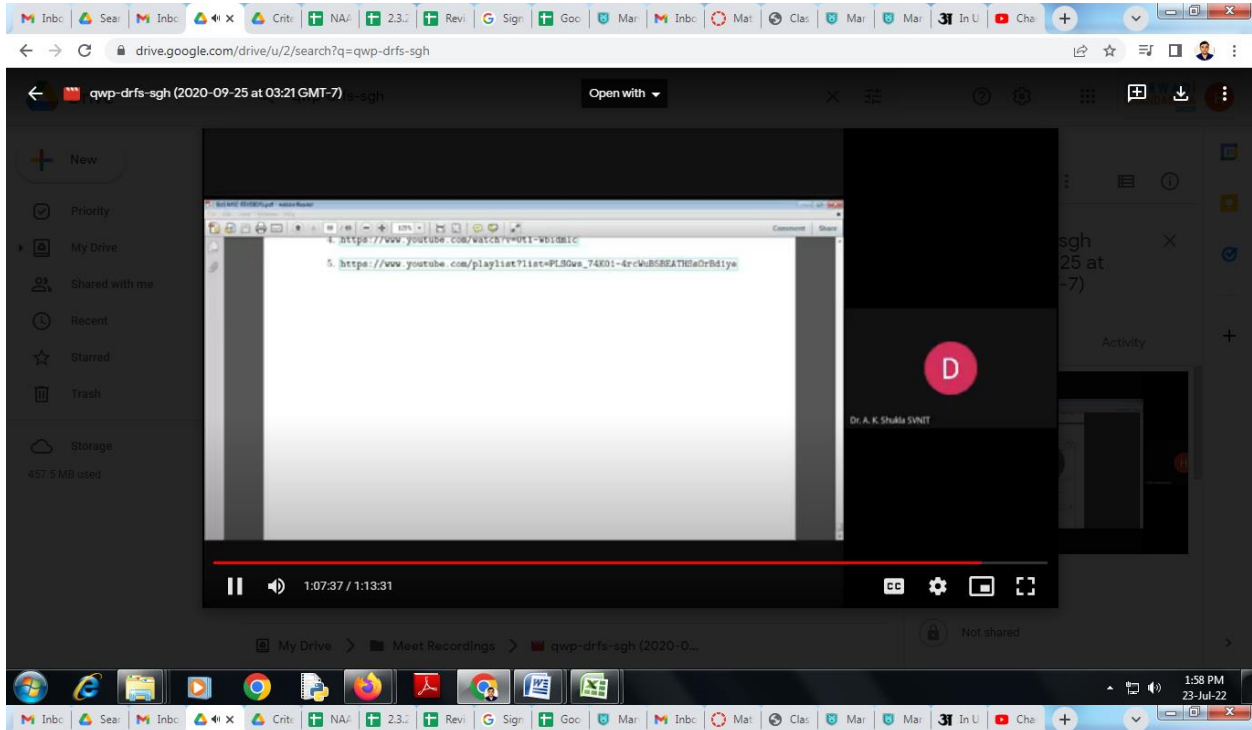
2. New Subject added to Syllabus

No	Code	Subject Name
1	02MA0556	Mathematical Modelling and Simulation
	• With the advice from Dr. Ajay Shukla & Dr. Jyotindra Prajapati, it was unanimously decided to introduce this subject for better understanding of the fundamental principles of mathematical modelling, and simulation of complex systems using different computational softwares.	
2	02MA0557	Special Functions and Integral Transforms
	• As per the suggestions of Dr. Jignesh Chauhan, Special Functions and Integral Transforms is the main specialization course. Students could get an opportunity to study in any of the three parts i.e. Special Function, Polynomial or Integral Transform. • The BoS committee members affirmed by adding that from application point of view, the applications of integral transform arises in many engineering problems, whereas special function arises in modelling of real world problems.	

3. Subject Removed from Previous Syllabus

No.	Code	Subject Name	Justification
1	02MA0552	Special Theory of Relativity	• As per the observations made by Dr. Jignesh Chauhan & Dr. Minakshi Biswas Hathiwala, the contents in the syllabus were less than expected.
2	02MA0555	Special Functions-II	• According to Dr. Jignesh Chauhan, the faculty at Department of Mathematics, the course contents were not enough for PG level. The BoS committee experts agreed with this point of view. • According to Dr. Jignesh Chauhan, the first unit i.e./ Fourier Transform and its applications is already in the curriculum of one of the subjects at UG level.

Marwadi University

Minutes of the Meeting

To,   Date: 25th September, 2020

The Registrar,
Marwadi University,
Rajkot, Gujarat – 360 003

Sub: Attendance sheet of 7th Board of Studies (BOS) meeting (online) for Department of Mathematics, Faculty of Science

Dear Sir,

Please find herewith attendance sheet of Committee members:

Name of Committee Member	Designation & Affiliation	Signature
Dr. Subhanshu Goyal **Chairman**	Head, Department of Mathematics, Marwadi University, Rajkot.	*Subhanshu Goyal*
Dr. Ajay K. Shukla **External Member** (M) 98791 09964	Professor, Department of Mathematics and Humanities, SVNIT, Surat.	Online
Dr. J.C. Prajapati **External Member** (M) 7486876250	Associate Professor, Department of Mathematics Sardar Patel University, Vidyanagar	Online
Dr. Sarang Pande	Dean, FoPG Marwadi University, Rajkot.	*Pande*
Dr. Vicky Jain	Vice Principal, FoS Marwadi University, Rajkot.	*Vicky*

Subhanshu Goyal

Dr. Subhanshu Goyal
Chairman, BOS, Mathematics
Marwadi University, Rajkot.

Marwadi
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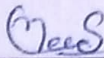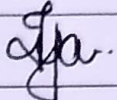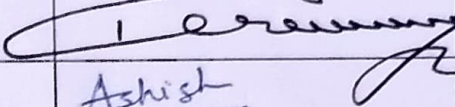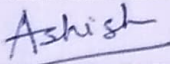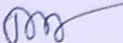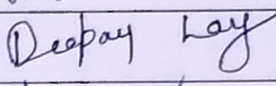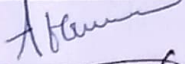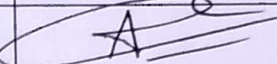
Minutes of Meeting

Date: 28/04/2017		Meeting No: 02	
Start Time: 11.00 AM	End Time: 12:00 PM		Total Time: 1 Hour
Presented by	Prof. Jay B. Teraiya		

Section - A	Action taken based on previous meeting
Agenda No.	Agenda
1	Review of Vision & Mission of Computer Engineering Department
Action Taken	No further action is required.
2	Review of Program Outcome (PO) for B. Tech Computer Engineering
Action Taken	No further action is required.
3	Review of Program Specific Outcome (PSO) of Computer Engineering Department
Action Taken	No further action is required.
4	Review of curriculum structure of computer Engineering UG Program
Action Taken	No further action is required.
5	Review of syllabus contents proposed
Action Taken	Introduction of Value-added courses in curriculum and collaboration with Oracle Academy and Cisco Networking Academy.
6	Discussion on Program Outcome and Course Outcome attainment
Action Taken	Course attainment target for all the courses is set as per discussion in previous meeting.
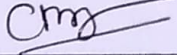
Section – B	Agenda for discussion
Agenda – 1	Review of curriculum structure of 2nd & 3rd year B. Tech. Computer Engineering Program
Discussion & Resolution	2nd & 3rd year courses are branch specific and as needed for core fundamentals of branch. - Department elective are offered in higher semester so that students can choose based on their interest. List of elective subjects are mentioned in teaching scheme. - Professional Ethics course is added in curriculum for professional development of student's lifelong learning. - Teaching scheme of 2nd & 3rd year are attached in Annexure I. - More value-added course adds in curriculum for better industry skill and technical learning.
Agenda – 2	Review of syllabus contents proposed
Discussion & Resolution	- Courses having focusing on employability, entrepreneurship and skill development is well defined. List of courses are attached in Annexure II. - Lab based learning should be adapted for subjects like OODP for better clarification and understanding of concepts. - Mini project should be introduced for 2nd year students to get used to with object-oriented languages and teamwork.
Agenda – 3	==Introduction of Value-added courses in curriculum==
Discussion & Resolution	- Value added course integrated with Oracle Academy and Cisco Networking Academy. - Value added courses focusing on Database Management System and Computer Network are added in - Oracle: Database Design and Programming with SQL - CCNA Routing and Switching: Introduction to Networks - CCNA: Switching, Routing, and Wireless Essentials - CCNA: Enterprise Networking, Security, and Automation - CCNA: Introduction to Networks
Agenda – 4	Revision in syllabus of Engineering Mathematics -I, Engineering Mathematics -II & Statistical and Numerical Methods.
Discussion & Resolution	- Course names need revision. - Content revision is required based on feedback of stockholders. Annexure II – Feedback.

Agenda – 5	Discussion and approval of M. Tech. in Computer Engineering – Cyber Security, Teaching scheme and detailed syllabus of Sem-I & Sem-II.
Discussion & Resolution	- M.Tech. program should be offered as computer engineering with minor/major in cyber security. - New Program M. Tech in Computer Engineering – Cyber security is introduced in this Academic year. - Teaching schemes for M. Tech Computer Engineering – cyber security is proposed & detailed syllabus of 1st and 2nd semester are designed. Teaching scheme of 1st & 2nd semester are attached in Annexure III. - Departmental electives are given in all semesters to provide flexibility in the curriculum. - PO and PSO of M. Tech Computer Engineering – Cyber Security Department attached in Annexure IV.

Agenda – 6	Discussion on course outcome attainment
Discussion & Resolution	- Attainment level achieved by the department has been discussed and revision of attainment level has been suggested by committee member. - Detail information on Course Outcome is attached in Annexure - V.

Agenda – 7	Any special points/advises by members of board of studies
Discussion & Resolution	- Faculty and students must use textbooks and reference books from reputed publication house. - Need to put efforts on soft skills of students so they will be ready to face industry challenges as well. - Good Practice of value-added courses in curriculum with collaboration industries. - More value-added courses add to curriculum for final year students' benefit in placement and higher studies.

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Meeting Attendees:

Sr.	Expert Name	Expert Signature
1.	Dr. Nitul Dutta	
2.	Dr. R. B. Jadeja	
3.	Prof. Jay B. Teraiya	
4.	Dr. Ashish Kumar Srivastava	
5.	Dr. Nishant Doshi	
6.	Dr. Deepak Garg	
7.	Dr. Amit Ganatra	
8.	Dr. Apurva Shah	

Invite Member:

Sr.	Expert Name	Expert Signature
1.	Dr. Amit Lathigara	

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Annexure I

Teaching and Examination Scheme of B. Tech. - COMPUTER ENGINEERING – Semester – III

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CE0301	DATA STRUCTURE	4	0	2	5	50	30	20	25	25	150
01CE0302	DATABASE MANAGEMENT SYSTEM	3	0	2	5	50	30	20	25	25	150
01CE0303	OBJECT ORIENTED DESIGN AND PROGRAMMING	3	0	2	5	50	30	20	25	25	150
01GS0301	ENGINEERING MANAGEMENT	2	0	0	2	50	30	20	0	0	100
01IT0301	DATA COMMUNICATION AND NETWORKING	3	0	2	4	50	30	20	25	25	150
01MA0231	DISCRETE MATHEMATICS AND GRAPH THEORY	4	2	0	5	50	30	20	25	25	150

Teaching and Examination Scheme of B. Tech. - COMPUTER ENGINEERING – Semester – IV

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CE0401	OPERATING SYSTEM	4	0	2	5	50	30	20	25	25	150
01CE0402	COMPUTER ORGANIZATION AND ARCHITECTURE	3	2	0	4	50	30	20	25	25	150
01CE0403	OBJECT ORIENTED PROGRAMMING WITH JAVA	4	0	2	5	50	30	20	25	25	150
01CE0404	MINI PROJECT	0	0	2	1	0	0	0	50	50	100
01IT0401	COMPUTER NETWORK	4	0	2	5	50	30	20	25	25	150
01MA0281	STATISTICAL & NUMERICAL METHODS	4	2	0	5	50	30	20	25	25	150

Faculty of Technology
Computer Engineering
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Teaching and Examination Scheme of B. Tech. - COMPUTER ENGINEERING – Semester – V

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CE0501	MICROPROCESSOR FUNDAMENTALS & PROGRAMMING	3	0	2	4	50	30	20	25	25	150
01CE0502	ADVANCED JAVA PROGRAMMING	4	0	2	5	50	30	20	25	25	150
01CE0503	DESIGN AND ANALYSIS OF ALGORITHM	4	0	2	5	50	30	20	25	25	150
01CE0504	THEORY OF AUTOMATA AND FORMAL LANGUAGES	3	0	0	3	50	30	20	0	0	100
01CE0508	REVERSE ENGINEERING	0	0	2	1	0	0	0	25	25	50
01IT0502	SEMINAR	0	0	2	1	0	0	0	25	25	50
01CE05XX	DEPARTMENT ELECTIVE -1	4	0	2	5	50	30	20	25	25	150

Department Elective – 1

1)01IT0503 - Advanced Computer Network

2)01CE0506 - Distributed Operating Systems

3)01CE0507 - Image Processing

Teaching and Examination Scheme of B. Tech. - COMPUTER ENGINEERING – Semester – VI

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CE0601	COMPILER DESIGN	3	0	2	4	50	30	20	25	25	150
01CE0602	.NET TECHNOLOGIES	4	0	2	5	50	30	20	25	25	150
01CE06XX	DEPARTMENT ELECTIVE – 2	4	0	2	5	50	30	20	25	25	150
01CE0606	DESIGN ENGINEERING AND PROJECT MANAGEMENT	0	0	2	1	0	0	0	25	25	50
01CR0501	BUSINESS BENCHMARK	1	0	0	1	0	0	0	50	50	100
01IT0601	SOFTWARE ENGINEERING	3	0	2	4	50	30	20	25	25	150
01IT0602	WEB TECHNOLOGY	3	0	2	4	50	30	20	25	25	150

Department Elective – 2
1) 01CE0603 - Computer Security
2) 01CE0604 - Cyber Security
3) 01CE0605 - Network Security

Annexure III

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – I

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY0101	MATHEMATICAL FOUNDATIONS FOR CYBER SECURITY	4	0	0	4	50	30	20	0	0	100
01CY0102	ADVANCE NETWORK SECURITY	3	0	2	4	50	30	20	25	25	150
01CY0103	INFORMATION SECURITY RISK ASSESSMENT AND ASSURANCE	3	0	2	4	50	30	20	25	25	150
01CY0104	ETHICAL HACKING	0	0	4	2	0	0	0	25	25	50
01CY0108	CYBER LAWS AND SECURITY POLICIES	3	0	2	4	50	30	20	25	25	150
01CY0109	OPEN ELECTIVE – I										0
01ES0111	OPEN ELECTIVE - II(E- WASTE MANAGEMENT)	3	0	2	4	50	30	20	0	0	100

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – II

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY0201	THEORY OF MODERN CRYPTOGRAPHY	3	0	2	4	50	30	20	25	25	150
01CY0202	SECURITY & PRIVACY ISSUES IN INTERNET OF THINGS	3	0	2	4	50	30	20	25	25	150
01CY0203	WEB APPLICATION & PENETRATION TESTING	3	0	2	4	50	30	20	25	25	150
01CY0204	INTELLECTUAL PROPERTY RIGHTS	4	0	0	4	50	30	20	0	25	125
01CY0205	SEMINAR	0	4	0	2	0	30	20	25	25	100
01CY0207	MALWARE ANALYSIS & NETWORK SECURITY	3	0	2	4	50	30	20	25	25	150

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Annexure IV

Program Outcomes (PO) & Program Specific Outcomes (PSO) of M. Tech – Computer Engineering – Cyber Security

PO1	Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
PO2	Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
PO3	Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
PO4	Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
PO5	Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
PO6	The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
PO7	Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
PO8	Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
PO9	Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
PO10	Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
PO11	Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
PO12	Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.
PSO1	Students shall demonstrate Research skills, the knowledge and competence in the analysis, design and development of computer-based systems addressing industrial and social issues.
PSO2	Students shall have competence to take research challenges associated with future technological issues associated with security, wearable devices, augmented reality, Internet of Anything etc.

Annexure V

Attainment of Course Outcomes:

Attainment levels of Course Outcomes for the category of courses is set at the following levels based on the suggestions by committee members:

Course Category	Target level of Attainment for the Course Outcome
Program Core	55
Program Elective Course	60
General Courses - University Core (GN-UC)	50
General Courses - University Elective (GN-UE)	50
Basic Science Courses - University Core (BS-UC)	50
Engineering Science Courses - University Core (ES-UC)	50

Minutes of Meeting

Date: 13/04/2018			Meeting No: 03	
Start Time: 10:00 AM	End Time: 11:00 AM		Total Time: 1 Hour	
Presented by	Dr. Amit Lathigara			

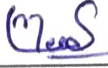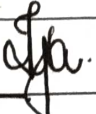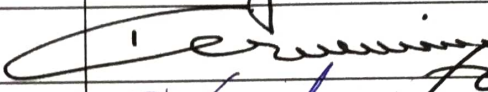| Section - A	Action taken on previous meeting
Agenda No.	Agenda
1	Review of curriculum structure of 2nd & 3rd year B. Tech. Computer Engineering Program
Action Taken	No further action is required.
2	Review of syllabus contents proposed
Action Taken	No further action is required.
3	Introduction of Value-added courses in curriculum
Action Taken	Value-added courses add to final year curriculum and collaboration with Amazon Web Services and Cisco Networking Academy.
4	Revision in syllabus of Engineering Mathematics -I, Engineering Mathematics -II & Statistical and Numerical Methods.
Action Taken	As per the agenda, syllabus of Engineering Mathematics -I, Engineering Mathematics -II and Statistical and Numerical Methods are revised, also Engineering Mathematics -I, Engineering Mathematics -II are renamed to Differential and Integral Calculus and Matrix Algebra and Vector Calculus respective.
5	Discussion and approval of M. Tech. in Computer Engineering – Cyber Security, Teaching scheme and detailed syllabus of Sem-I & Sem-II.
Action Taken	No further action is required.
6	Discussion on course outcome attainment
Action Taken	Course attainment target for all the courses is set as per discussion in previous meeting.
7	Any special points/advises by members of board of studies
Action Taken	No further action is required.

Section – B	Discussion Points
Agenda – 1	**Review of curriculum structure of 4th year B.Tech. Computer Engineering Program**
Discussion & Resolution	• Subject distribution is according to categories like UC, UE, IE, PC and PE. Subjects' groups are based on programs where they will learn same set of subjects but in different semesters. • Department electives are offered in final year so that students can choose based on their interest. List of elective subjects are mentioned in teaching scheme. • For 8th semester, students must have freedom to go for industry project or technical learning within campus. • Teaching scheme of 7th & 8th semesters are attached in Annexure I.
Agenda – 2	**Review and Revision of syllabus contents proposed**
Discussion & Resolution	• Programming subjects are evaluated based on projects. Same will be applicable for other subjects. Subjects must be taught and evaluated based on active learning. • Design thinking and problem-solving and Human centric design approach courses are added in semester III and semester IV respectively to have experience on problem solving skill and project-based learning.
Agenda – 3	**Inclusion of state of art topics and contents suitable to the current and futuristic learning and development paradigms for the graduates.**
Discussion & Resolution	• One or two courses should be taught through independent study during program. (Learning to learn) self-learning platforms like SWAYAM must be encouraged. • Learning and Development department would be offering Special purpose training and Special interest group programs designed for the overall development of the student. • In place of Career Readiness Program, course of Value Education is introduced.
Agenda – 4	**Discussion on Value Added Course**
Discussion & Resolution	• Value added course integrated with Amazon Web Services and Cisco Networking Academy. • Value added courses focusing on Cloud Computing and Mobile Computing. • Get Connected • Mobility Fundamentals • Packet Tracer 103 • AWS: AWS Academy Cloud Foundation

Agenda – 5	Discussion and approval of M. Tech. in Computer Engineering – Cyber Security, Teaching scheme and detailed syllabus of Sem-III & Sem-IV
Discussion & Resolution	• Teaching schemes for M. Tech Computer Engineering is proposed & detailed syllabus of 3rd and 4th semester are designed. • Teaching scheme of 3rd & 4th semesters are attached in Annexure II. • For the 3rd Semester, students are allowed to go for Industry project / Technical Learning / Internship within Campus.
•	
Agenda – 6	Discussion on course outcome attainment
Discussion & Resolution	• Attainment level achieved by the department has been discussed and revision of attainment level has been suggested by committee member. • Detail information on Course Outcome is attached in Annexure - III.

Meeting Attendees:

Sr.	Expert Name	Expert Signature
1.	Dr. Amit Lathigara	
2.	Dr. R. B. Jadeja	
3.	Dr. Nitul Dutta	
4.	Prof. Jay B. Teraiya	
5.	Dr. Ashish Kumar Srivastava	
6.	Prof. Ashish Revar	
7.	Dr. Ketan Kotecha	
8.	Dr. Deepak Garg	
9.	Dr. Amit Ganatra	
10.	Dr. Apurva Shah	

Annexure I

Teaching and Examination Scheme of B. Tech. - COMPUTER ENGINEERING – Semester – VII

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CE0701	MOBILE COMPUTING	3	0	2	4	50	30	20	25	25	150
01CE0702	ARTIFICIAL INTELLIGENCE	4	0	2	5	50	30	20	25	25	150
01IT0701	ADVANCED WEB TECHNOLOGIES	3	0	2	4	50	30	20	25	25	150
01CE07XX	DEPARTMENT ELECTIVE - 3	4	0	2	5	50	30	20	25	25	150
01CE07XX	DEPARTMENT ELECTIVE - 4	4	0	2	5	50	30	20	25	25	150
01IT0703	MAJOR PROJECT - 1	0	0	2	1	0	0	0	50	50	100

DEPARTMENT ELECTIVE – 3
1) 01CE0703 - IOS PROGRAMMING
2) 01CE0704 - ANDROID PROGRAMMING
3) 01CE0705 - PROGRAMMING WITH PYTHON
4) 01CE0706 - ADVANCED .NET TECHNOLOGIES

DEPARTMENT ELECTIVE – 4
1) 01CE0707 - DATA MINING AND INFORMATION RETRIEVAL
2) 01CE0708 - SOFTWARE ARCHITECTURE
3) 01CE0709 - COMPUTATIONAL INTELLIGENCE

Marwadi University

Faculty of Technology
Computer Engineering
Minutes of Meeting - Board of Studies A.Y. 2018-19

Teaching and Examination Scheme of B. Tech. - COMPUTER ENGINEERING – Semester – VIII

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CE08XX	DEPARTMENT ELECTIVE – 5	4	0	2	5	50	30	20	25	25	150
01CE08XX	DEPARTMENT ELECTIVE - 6	4	0	2	5	50	30	20	25	25	150
01IT0801	MAJOR PROJECT – II	0	0	18	9	0	0	0	200	200	400

DEPARTMENT ELECTIVE - 5
1) 01CE0801 - NATURAL LANGUAGE PROCESSING
2) 01CE0802 - BIG DATA AND ANALYTICS
3) 01CE0803 - CLOUD COMPUTING

DEPARTMENT ELECTIVE – 6
1) 01CE0804 - MACHINE LEARNING
2) 01CE0805 - BUSINESS INTELLIGENCE
3) 01CE0806 - INTERNET OF THINGS

Annexure II

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – III

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY0301	CYBER FORENSICS AND INCIDENT RESPONSE	3	0	2	4	50	30	20	25	25	150
01CY0302	DISSERTATION I	0	0	22	11	0	30	20	100	150	300
01CY0306	INFORMATION SECURITY MANAGEMENT SYSTEM	3	0	2	4	50	30	20	25	25	150
01SL0301	COMMUNICATION SKILLS AND TECHNICAL WRITING	0	2	2	0	0	30	20	25	25	100

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – IV

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY0401	DISSERTATION II	0	0	34	17	0	0	0	150	250	400

<center>Annexure III</center>

Attainment of Course Outcomes:

Attainment levels of Course Outcomes for the category of courses is set at the following levels based on the suggestions by committee members:

1) B.Tech. – Computer Engineering

Course Category	Target level of Attainment for the Course Outcome
Program Core	57
Program Elective Course	62
General Courses - University Core (GN-UC)	50
General Courses - University Elective (GN-UE)	50
Basic Science Courses - University Core (BS-UC)	50
Engineering Science Courses - University Core (ES-UC)	50

2) M.Tech. – Computer Engineering – Cyber Security

Course Category	Target level of Attainment for the Course Outcome
Program Core	55
Program Elective Course	60
General Courses - University Core (GN-UC)	50
General Courses - University Elective (GN-UE)	50
Basic Science Courses - University Core (BS-UC)	50
Engineering Science Courses - University Core (ES-UC)	50

Minutes of Meeting

Date: 14/07/2019		Meeting No: 04	
Start Time: 09:00 AM	End Time: 10:30 AM	Total Time: 1.5 Hours	
Presented by	Dr. Amit Lathigara		
Section - A	Action taken on previous BoS meeting		
Agenda No.	Agenda		
1	Review of curriculum structure of 4th year B.Tech. Computer Engineering Program		
Action Taken	No further action is required.		
2	Review and Revision of syllabus contents proposed		
Action Taken	No further action is required.		
3	Inclusion of state of art topics and contents suitable to the current and futuristic learning and development paradigms for the graduates.		
Action Taken	No further action is required.		
4	Discussion on Value Added Course		
Action Taken	No further action is required.		
5	Discussion and approval of M. Tech. in Computer Engineering – Cyber Security, Teaching scheme and detailed syllabus of Sem-III & Sem-IV		
Action Taken	No further action is required.		
6	Discussion on course outcome attainment		
Action Taken	Course attainment target for all the courses is set as per discussion in previous meeting.		

Section – B	Discussion Points
Agenda – 1	Review of curriculum structure of computer Engineering UG Program
Discussion & Resolution	• Syllabus scrutiny against Course Outcomes and their significance to Bloom's Taxonomy Levels. Few modifications will be been done in COs according to which it will be mapped with Bloom's Taxonomy.
Agenda – 2	Review of syllabus contents proposed
Discussion & Resolution	• Subject names and subject codes have to be aligned based on their elective groups. Elective groups are already fine-tuned as per the suggestion. • Content of 01CE1302 and 01CE1303 are revised. • There is need of revised in credit of Major Project - I of 7th semester as only 1 credit allocated to subject.
Agenda – 3	Suggestions or making the curriculum inclined toward industrial integration
Discussion & Resolution	• Program electives should be offered in such way that student can choose his/her specialization from domains like development, security, data science, IOT etc. • In final semester, students must have freedom to go for industry project or technical learning within campus.
Agenda – 4	Discussion on course outcome attainment
Discussion & Resolution	• Attainment level achieved by the department has been discussed and revision of attainment level has been suggested by committee member. • Detail information on Course Outcome is attached in Annexure - I.
Agenda – 5	Any special points/advises by members of board of studies
Discussion & Resolution	• Higher levels of bloom's taxonomy should be targeted in the subjects of higher semesters.

Meeting Attendees:

Sr.	Expert Name	Expert Signature
1.	Dr. Amit Lathigara	
2.	Dr. R. B. Jadeja	
3.	Dr. Nitul Dutta	
4.	Dr. Sunil Soni	
5.	Prof. Jay B. Teraiya	
6.	Prof. Krunal Vaghela	
7.	Prof. Santosh Chapaneri	
8.	Dr. Rajnikanth Aluvalu	

Marwadi University

Annexure I

Attainment of Course Outcomes:

Attainment levels of Course Outcomes for the category of courses is set at the following levels based on the suggestions by committee members:

1) B.Tech. – Computer Engineering

Course Category	Target level of Attainment for the Course Outcome
Program Core	57
Program Elective Course	62
General Courses - University Core (GN-UC)	52
General Courses - University Elective (GN-UE)	52
Basic Science Courses - University Core (BS-UC)	52
Engineering Science Courses - University Core (ES-UC)	52

2) M.Tech. – Computer Engineering – Cyber Security

Course Category	Target level of Attainment for the Course Outcome
Program Core	57
Program Elective Course	62
General Courses - University Core (GN-UC)	52
General Courses - University Elective (GN-UE)	52
Basic Science Courses - University Core (BS-UC)	52
Engineering Science Courses - University Core (ES-UC)	52

Minutes of Meeting

Date: 20/06/2020		Meeting No: 05	
Start Time: 10:00 AM	End Time: 01:00 PM	Total Time: 3 Hours	
Presented by	Dr. Nitul Dutta		

Section - A	Action taken on previous BoS meeting
1	Review of curriculum structure of computer Engineering UG Program
Action Taken	No further action is required.
2	Review of syllabus contents proposed
Action Taken	The Credit for Major Project - I is revised to 4 credits based on the feedback of committee members.
3	Suggestions on making the curriculum inclined toward industrial integration
Action Taken	No further action is required.
4	Discussion on course outcome attainment
Action Taken	Course attainment target for all the courses is set as per discussion in previous meeting.
5	Any special points/advises by members of board of studies
Action Taken	No further action is required.
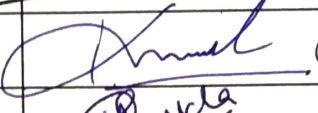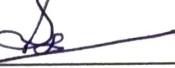
Section – B	Discussion Points
Agenda – 1	Review of curriculum structure of computer Engineering UG Program
Discussion & Resolution	• Contact hours for students should ideally be 26 to 30 hours per week.
Agenda – 2	Review of syllabus contents proposed
Discussion & Resolution	• Syllabus scrutiny against course outcomes and their significance to bloom's taxonomy levels. • Separate credits should be allocated for MOOC course enrolment. It is encouraged for each student to enrol in either Udemy, Udacity, Coursera, etc. to earn this credit.
Agenda – 3	Inclusion of state of art topics and contents suitable to the current and futuristic learning and development paradigms for the graduates
Discussion & Resolution	• Programming subject shall be evaluated based on mini projects. Subject must be taught using active learning. • Innovative learning techniques and online tools should be used by the faculties since the covid-19 pandemic has created online teaching / learning environment.
Agenda – 4	Discussion on Value-Added Course
Discussion & Resolution	• Value added course integrated with Coursera. • Value added courses focusing on Design and Analysis of Algorithm. • Coursera: Algorithmic Toolbox
Agenda – 5	Discussion on course outcome attainment
Discussion & Resolution	• Attainment level achieved by the department has been discussed and revision of attainment level has been suggested by committee member. • Detail information on Course Outcome is attached in Annexure - III.
Agenda – 6	Discussion and approval of M. Tech. in Computer Engineering, Teaching scheme and detailed syllabus of Sem-I & Sem-II.
Discussion & Resolution	• New Program M. Tech in Computer Engineering is introduced in this Academic year. • Teaching schemes for M. Tech Computer Engineering is proposed & detailed syllabus of 1st and 2nd semester are designed and attached in Annexure - I. • Departmental electives are given in all semesters to provide flexibility in the curriculum.

	• Content revision is required in CLSP & MFCS Subjects based on feedback of stockholders. Annexure II – Feedback.

Marwadi University

Meeting Attendees:

Sr.	Expert Name	Expert Signature
1.	Dr. Nitul Dutta	
2.	Dr. R. B. Jadeja	
3.	Prof. Jay B. Teraiya	
4.	Prof. Krunal Vaghela	
5.	Dr. Madhu Shukla	
6.	Dr. Sridhar Swaminathan	
7.	Prof. Santosh Champaneri	
8.	Dr. Jayakumar S.	

Annexure I

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – I

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CO1101	MATHEMATICAL FOUNDATION	4	0	0	4	50	30	20	0	25	125
01CY0102	ADVANCE NETWORK SECURITY	3	0	2	4	50	30	20	25	25	150
01CY0103	INFORMATION SECURITY RISK ASSESSMENT AND ASSURANCE	3	0	2	4	50	30	20	25	25	150
01CY0104	ETHICAL HACKING	0	0	4	2	0	0	0	25	25	50
01CY1108	CYBER LAWS AND SECURITY POLICIES	3	2	0	4	50	30	20	25	25	150
01ES1111	E- WASTE MANAGEMENT	3	0	0	3	50	30	20	0	0	100

Marwadi University

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – II

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY0201	THEORY OF MODERN CRYPTOGRAPHY	3	0	2	4	50	30	20	25	25	150
01CY0202	SECURITY & PRIVACY ISSUES IN INTERNET OF THINGS	3	0	2	4	50	30	20	25	25	150
01CY0203	WEB APPLICATION & PENETRATION TESTING	3	0	2	4	50	30	20	25	25	150
01CY0204	INTELLECTUAL PROPERTY RIGHTS	4	0	0	4	50	30	20	0	25	125
01CY0205	SEMINAR	0	4	0	2	0	30	20	25	25	100
01CY0207	MALWARE ANALYSIS & NETWORK SECURITY	3	0	2	4	50	30	20	25	25	150

Annexure III

Attainment of Course Outcomes:

Attainment levels of Course Outcomes for the category of courses is set at the following levels based on the suggestions by committee members:

1) B.Tech. – Computer Engineering

Course Category	Target level of Attainment for the Course Outcome
Program Core	57
Program Elective Course	62
General Courses - University Core (GN-UC)	52
General Courses - University Elective (GN-UE)	52
Basic Science Courses - University Core (BS-UC)	52
Engineering Science Courses - University Core (ES-UC)	52

2) M.Tech. – Computer Engineering – Cyber Security

Course Category	Target level of Attainment for the Course Outcome
Program Core	55
Program Elective Course	60
General Courses - University Core (GN-UC)	50
General Courses - University Elective (GN-UE)	50
Basic Science Courses - University Core (BS-UC)	50
Engineering Science Courses - University Core (ES-UC)	50

3) M. Tech. – Computer Engineering

Course Category	Target level of Attainment for the Course Outcome
Program Core	55
Program Elective Course	60

Minutes of Meeting

Date: 03/07/2021		Meeting No: 06	
Start Time: 11.00 AM	End Time: 12:30 PM		Total Time: 1.5 Hours
Presented by	Prof. Hardik A. Doshi		
Section - A	Action taken on previous BoS meeting		
1	Review of curriculum structure of computer Engineering UG Program		
Action Taken	No further action is required.		
2	Review of syllabus contents proposed		
Action Taken	No further action is required.		
3	Inclusion of state of art topics and contents suitable to the current and futuristic learning and development paradigms for the graduates		
Action Taken	No further action is required.		
4	Discussion on Value-Added Course		
Action Taken	No further action is required.		
5	Discussion on course outcome attainment		
Action Taken	Course attainment target for all the courses is set as per discussion previous meeting.		
6	Discussion and approval of M. Tech. in Computer Engineering, Teaching scheme and detailed syllabus of Sem-I & Sem-II.		
Action Taken	No further action is required.		

Section – B	Discussion Points
Agenda – 1	Review of Computer Engineering Department for Academic Year 2020-21
Discussion & Resolution	• The laboratory conduction in the field of computer engineering was quite easy compared to other branches during pandemic time. • The teaching & learning process in online mode during the pandemic was appreciated.
Agenda – 2	Teaching Scheme of Semester - I & Semester - II as per new UGC/AICTE Guidelines
Discussion & Resolution	• Course credits for engineering courses need to be revised to 160 credits as per the guidelines provided by UGC/AICTE. • Semester – I and Semester – II teaching schemes are redesigned as per revised AICTE guidelines. • Teaching hours for students can be kept around 23 hours per week. • Subjects with end semester exams should not be more than 5 per semester. • The contact hours for laboratory sessions can be increased to make student proficient for industry. • Revision in syllabus of 01CE0102 - Computer Workshop and 01CE0101 - Computer Programming is approved. • 01CE1303 - Object Oriented Design and Programming is offered in 2nd Semester from A.Y. 2021-22 • NCC is introduced with teaching scheme of 1 hour theory and 2 hours laboratory for 2 credit courses in Semester – I and Semester – II. • Teaching scheme of 1st & 2nd semester are attached in Annexure I.
Agenda – 3	Introducing Creativity, Problem Solving and Innovation
Discussion & Resolution	• Creativity, Problem Solving and Innovation subject is to be offered in 4th semester.
Agenda – 4	Discussion on Value Added Course
Discussion & Resolution	• Value added course integrated with Microsoft and Coursera. • Value added courses focusing on Operating System and Web Technology. • Coursera: Linux Server Management and Security • Coursera: HTML, CSS, and JavaScript for Web Developers • Microsoft: Introduction to Java Programming • Microsoft: Software Development Fundamentals • Microsoft: Microsoft Azure AI Fundamentals • Microsoft: Windows Server Administration Fundamentals • Microsoft: Introduction to Programming using HTML and CSS

Agenda – 5	Discussion and approval of M. Tech. in Computer Engineering, Teaching scheme and detailed syllabus of Sem-III & Sem-IV.
Discussion & Resolution	• Teaching schemes for M. Tech Computer Engineering is proposed & detailed syllabus of 3rd and 4th semester are designed. • For the 3rd Semester, students are allowed to go for Industry project / Technical Learning / Internship within Campus. • Teaching scheme of 3rd & 4th semester are attached in Annexure II.

Agenda – 6	Discussion on course outcome attainment
Discussion & Resolution	• Attainment level achieved by the department has been discussed and revision of attainment level has been suggested by committee member. • Detail information on Course Outcome is attached in Annexure - III.

Agenda – 7	Feedback from Members of Board of Studies
Discussion & Resolution	• Introducing NCC / NSS as subject in curriculum is appreciated. • The students can have flexibility to earn more credits during the semester based on the subjects offered. • It was suggested to manage subjects with maximum 4 credits taking syllabus of the subjects in consideration. • Shifting of 01CE1303 - Object Oriented Design and Programming from Semester – 3 to Semester – 2 was recommendable.

Note: Meeting was scheduled virtually on Google Meet.

Meeting Attendees:

Sr.	Expert Name	Expert Signature
1.	Prof. Hardik A. Doshi	
2.	Dr. R. B. Jadeja	
3.	Dr. Nitul Dutta	
4.	Dr. Krunal Vaghela	
5.	Prof. Jay B. Teraiya	
6.	Dr B. Amutha	
7.	Dr. Madhuri Bhavsar	
8.	Dr. Atul Negi	
9.	Dr. Jayakumar S.	

Invite Member:

Sr.	Expert Name	Expert Signature
1.	Mr. Parthrajsinh Jadeja	

Annexure I

B.Tech. Computer Engineering Semester – I (Year – I)

Subject Code	Subject Name	Type	Teaching Scheme (Hours)			Credits	Evaluation Scheme						Total Marks
			Theory	Tutorial	Practical		Theory Marks			Tutorial/ Practical Marks			
							ESE(E)	IA	CSE	VIVA(V)	Term Work (TW)		
01MA2101	Differential and Integral Calculus	BSC	3	2	0	5	50	30	20	25	25	150
01EE1101	Basics of Electrical & Electronics Engineering	ESC	4	0	2	5	50	30	20	25	25	150
01CE1101	Computer Programming	ESC	4	0	2	5	50	30	20	25	25	150
01GS1101	Engineering Physics	BSC	3	0	2	4	50	30	20	25	25	150
01CR1103	Value Education	MC	2	0	0	0	00	00	00	50	50	100
01CE1102	Computer Workshop	LC	0	0	2	1	00	00	00	25	25	50
01GS0103	Indian constitution	MC	1	0	0	0	00	00	00	00	00	00
	Total		**17**	**2**	**8**	**20**	**200**	**120**	**80**	**175**	**175**	**750**
01AU0101	NCC-1	27 hrs. / week	1	0	2	2	00	00	00	00	00	00

- 3 hrs. NCC work will be for students who opt for NCC
- 2 extra credits for NCC course will be given to the students who opt this subject

Marwadi University

Faculty of Technology
Computer Engineering
B.Tech. Teaching and Examination Scheme A.Y. 2021-22

B.Tech. Computer Engineering Semester – II (Year – I)

Subject Code	Subject Name	Type	Teaching Scheme (Hours)				Evaluation Scheme						
			Theory	Tutorial	Practical	Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
							ESE(E)	IA	CSE	VIVA(V)	Term Work (TW)	
01MA0104	Linear Algebra	BSC	3	2	0	5	50	30	20	25	25	150
01CE0103	Object Oriented Design and Programming	PCC	4	0	2	5	50	30	20	25	25	150
01ME1103	Engineering Drawings	ESC	2	0	4	4	50	30	20	25	25	150
01EC0102	Digital Electronics	ESC	3	0	2	4	50	30	20	25	25	150
01SL0102 / 01SL0103	Reading and Writing for Technology /Speaking and Presentation Skills	HSMC	2	0	0	2	00	30	20	25	25	100
01EN1101	Basics of Environmental Studies	MC	2	0	0	0	50	30	20	00	00	100
01CR0104	Professional Ethics	MC	1	0	0	0	00	00	00	50	50	100
	Total		17	2	8	20	250	180	120	175	175	900
01AU0102	NCC-2		1	0	2	2	00	00	00	00	00	00

Total: 27 hrs. / week

- 3 hrs. NCC work will be for students who opt for NCC
- 2 extra credits for NCC course will be given to the students who opt this subject

Marwadi University

Annexure II

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – III

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY0301	CYBER FORENSICS AND INCIDENT RESPONSE	3	0	2	4	50	30	20	25	25	150
01CY0306	INFORMATION SECURITY MANAGEMENT SYSTEM	3	0	2	4	50	30	20	25	25	150
01CY1302	DISSERTATION-1	0	0	22	11	0	80	20	100	100	300
01SL0301	COMMUNICATION SKILLS AND TECHNICAL WRITING	0	2	2	0	0	30	20	25	25	100

Teaching and Examination Scheme of M. Tech. – Computer Engineering – Cyber Security - Semester – IV

Subject Code	Subject Name	Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
		Theory	Tutorial	Practical		ESE	IA	CSE	Viva	Term Work	
01CY1401	DISSERTATION II	0	0	34	17	0	80	20	150	150	400

Annexure III

Attainment of Course Outcomes:

Attainment levels of Course Outcomes for the category of courses is set at the following levels based on the suggestions by committee members:

1) B.Tech. – Computer Engineering

Course Category	Target level of Attainment for the Course Outcome
Professional Core Courses (PCC)	57
Professional Elective Courses (PEC)	62
Basic Science Courses (BSC)	52
Engineering Science Courses (ESC)	52
Humanities and Social Sciences including Management Courses (HSMC)	52
Open Elective Courses (OEC)	52
Laboratory Course (LC)	52
Mandatory Courses (MC)	52

2) M.Tech. – Computer Engineering – Cyber Security

Course Category	Target level of Attainment for the Course Outcome
Professional Core Courses (PCC)	60
Professional Elective Courses (PEC)	65
Basic Science Courses (BSC)	55
Engineering Science Courses (ESC)	55
Humanities and Social Sciences including Management Courses (HSMC)	55
Open Elective Courses (OEC)	55
Laboratory Course (LC)	55
Mandatory Courses (MC)	55

3) M. Tech. – Computer Engineering

Course Category	Target level of Attainment for the Course Outcome
Professional Core Courses (PCC)	57
Professional Elective Courses (PEC)	62

Date: 28/05/2019		**Meeting No:** 01	
Start Time: 11:00 AM	**End Time:** 1:00 PM	**Total Time:** 2 Hours	
Chaired by	Dr. Sarang Pande		

Agenda – 1	**Welcome of Board of Studies Member**
Resolution	The Chairman BOS, Dr. Sarang Pande, welcomed all the members and experts of the BOS present in the meeting. Committee members put their innovative ideas, views, suggestions and fruitful discussion for the syllabus.
Agenda – 2	**Discussion on Vision, Mission, Program Outcomes (PO), Programs Specific Outcomes (PSO) & Course Outcomes (CO) for 1st Year PG and UG (starting from next academic year).**
Resolution	The department established Mission and Vision (Annexure – II). As per laid out procedure for syllabus design by Marwadi University, stakeholders like Industrial experts, subject experts from other institute were consulted. Also syllabus of AICTE model curriculum, GATE syllabus and syllabus of various renowned institute/university was considered & a draft was presented in department meeting. Department had presented PSO & PO as prescribed by NBA and course structure for 1st year subjects of PG. The PO presented are in line with OBE implementation and as suggested by various accreditation agencies/councils. PO and PSO were finalized as per the attachment (Annexure III).
Agenda – 3	**Discussions and Suggestions on starting new PG program in Electrical Engineering.**
Resolution	Discussion carried out on introducing the new PG program in electrical engineering. Head of department suggested the first specialization of Power Electronics and Electric Drives as per the current trends in the industry and industry expert also agrees with the suggestion. Reports from FAME-I, FAME-II, Global EV outlook report 2019 were discussed and so, specialization of Electric vehicle was proposed while keeping the future trends and development and possible employment opportunities which may be created locally and globally.

Agenda – 4	**To discuss and approve the overall teaching scheme of Post-Graduation Programme to be offered by Marwadi University in Electrical Engineering.**
Resolution	Teaching schemes of Master of Technology Electrical Engineering with specialization "Electric Vehicle" & "Power Electronics & Electric Drive" are discussed and finalized. Alterations of few titles and credit hours are suggested and updated among syllabus.
Agenda – 5	**Discussion on faculty feedback.**
Resolution	As per the faculty feedback received the faculties have proposed syllabus/ change in syllabus which discussed in BOS meeting and following resolution were made. After due discussion & incorporation of suggestions from BOS members.
Agenda – 6	**To discuss and approve the syllabus of Sem-1 and Sem-2 of Master of Technology (Electrical Engineering) Program.**
Resolution	Syllabus of all subjects are discussed and updated. Alterations of few topics, books and elective subjects are suggested and updated among syllabus as per the feedback/comments by the industry experts.
Agenda – 7	<mark>**Value Added Course, Co-Curricular, Extra Curricular activity and skill development course.**</mark>
Resolution	Discussion to regularly conduct Co-Curricular, Extra Curricular activity considering the skill course, few workshops/Seminar/Trainings should be provided to improve the soft skills, software used in industries & other programs helping students to improve the employability/Skill Development/ Entrepreneurship. Marwadi University has separate vertical in the form of Learning & Development centre so their program like Special Interest Group (SIG), SPT & soft skills related program should be offered similarly. Department can offer Hardware academy, courses on PLC SCADA automation, energy audit, Renewable energy source, Latex (For report writing), Software (i.e. MATLAB) related training & Electric Vehicle (EV) etc. looking to the current & future trends in industry.
Agenda – 8	**Implementation of Choice Based Credit System and non-credit courses.**
Resolution	The BOS member discussed the 'implementation of Choice Based Credit System (CBCS) and adoption of Credit and Grading system' from the session 2019-20 for PG Program'.

Note: Meeting was scheduled physically at MB350.	
Meeting Attended By: External Experts	**Meeting Attended By: Internal Experts**
1. Dr. Vivek Pandya 2. Mr. Dinesh Kapadiya 3. Dr Ranjan Behera	1. Dr. Sarang Pande 2. Dr Rajesh Patel 3. Dr Jignesh Makwana 4. Mr. Amit Ved 5. Prof. Nishant Kothari

From:
Dr. Jignesh Makwana
Associate Professor,
Department of Electrical
Marwadi University,
Rajkot, Gujarat – 360 003

Annexure – I

Date: 28th May, 2019
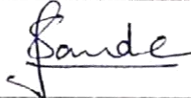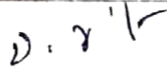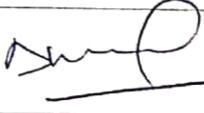
To,
The Registrar,
Marwadi University,
Rajkot, Gujarat – 360 003

Sub: Attendance sheet of 1st Board of Studies (BOS) meeting for Post graduate program, Electrical Engineering department, Faculty of PG Studies, Marwadi University

Dear Sir,
Please find herewith attendance sheet of Committee members:

Name of Committee Member	Designation & Affiliation	Signature
Prof.(Dr.) Sarang Pande **Chairman** (M) 757301280	Professor & Dean, PG Studies, Marwadi University	*Pande*
Prof.(Dr.) Vivek Pandya **External Member** (M)9824225220	Professor, EE Department School of Technology Pandit Dindayal Petroleum University	—
Mr. Dinesh Kapadiya **External Member** (M)9712910816	Self Employed, Retd. General Manager, Hitachi Hirel Power Electronics Pvt. Ltd. Gandhinagar.	*D. Y'r*
Dr. Rajesh Patel **Internal Member** (M)9601260123	Professor, Head, Electrical Engineering. Department, FOE, MEFGI	—
Dr. Jignesh A. Makwana **Internal Member** (M) 8141879821	Associate Professor, EED, PG Studies. Marwadi University	*(sign)*
Mr. Amit Ved **Internal Member** (M) 9925148051	Associate Professor, & Head, Electrical Engineering. Department., FOT, MEFGI	*(sign)*
Mr. ~~Papankumar Trivedi~~ Nishant Kotmqv Internal Member (M)~~98794 19806~~ 9998174241	Sr. Assistant Professor, & Head, EE(PG) ~~Power electronic & Electrical drives,~~ FOPG, MEFGI	*(sign)*

(signature)

Dr. Jignesh Makwana
Program Coordinator, EED, PG Studies
Marwadi University, Rajkot.

Annexure – II

Department Vision: -

To contribute in improving living quality by developing responsible, technical skilled, creative and industry ready Electrical Engineers in the global context.

Department Mission: -

1. To provide pleasant learning environment, platform to strengthen the skills and expand the interest of graduates

2. To develop individual research and thinking power to understand and solve society's and industry's problems related to electrical and electronics systems.

3. To encourage and provide support to be an entrepreneur by arranging idea sharing sessions with business mentors and motivating them to discover new opportunities including becoming Energy Auditor, Energy Manager and Consulting Engineer.

4. Inculcating attitudes, values, morals and vision that will prepare students for lifetime continued learning and leadership in their chosen careers.

Annexure - III

The Program Outcomes (PO) & Program Specific Outcomes (PSO) are as follows -

PO1	Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
PO2	Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
PO3	Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
PO4	Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
PO5	Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
PO6	The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice
PO7	Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
PO8	Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
PO9	Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
PO10	Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
PO11	Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
PO12	Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

The Program Specific Outcomes (PSO) for UG Program are as follows –

PSO1	Students shall have knowledge and skills in Electrical and Electronics fields so as to grasp engineering trade-offs, analyse, design, and synthesize data and technical concepts to form products and solutions for the real life problems.
PSO2	Students shall have competence to take challenges associated with future technological issues associated with green energy, energy harvesters, energy conservators, energy cells, ocean energy, smart grid, wire-less energy transmission etc.

The Program Specific Outcomes (PSO) for PG Program are as follows –

PSO1	Ability to design, develop and troubleshoot major components of electric vehicle
PSO2	Acquire skills for the design and control of power electronics-based solutions for energy efficiency in industrial and residential applications

MoMof the 9th BoS Meeting of FoCA

Dt.: 06-02-2021

The ninth meeting of Board of Studies (BOS) of Faculty of Computer Applications, Marwadi University, chaired by Dr. R. Sridaran, was conducted on 06-02-2021at 10:30 a.m. through online meeting application Google Meet (Meeting Link: meet.google.com/iko-gmjy-iqo).

Members Participated:

- Dr. R. Sridaran – Chair
- Dr. Sunil Bajeja – Co-chair
- Dr.DivyakantMeva- Member
- Dr.Ram Murugesan – Member
- Dr.VipinTyagi – Member
- Dr.PritiSajja – Member
- Dr.ParvezFaruki – Member
- Prof. Hardik Joshi – Member
- Mr. Pranav Vaishnav – Invited Industry Expert

Agenda:

1. BCA Semester 5 & 6 - Syllabus Revision
2. Introduction to new program - MSc (Cyber Security and Cyber Law) and subject details
3. PO-PSO approval for MSc (Cyber Security and Cyber Law)
4. Suggestions on Value added courses
5. Feedback analysis and action taken

FoCA
Faculty of
Computer
Applications

Marwadi
University

MoMof the 9ᵗʰBoS Meeting of FoCA

Minutes:

At the outset, Dr. R. Sridaran, Dean Faculty of Computer Applications and chair of the BOS, welcomed all the members present. He also introduced the existing BoS members and thanked the entire team for providing outstanding contribution so far. He then requested Dr. Sunil Bajeja, co-chair to introduce the new member from the industry, Mr. Pranav Vaishnav.

Agenda: 1: BCA Semester 5 & 6 - Syllabus Revision:

Dr. Sunil Bajeja briefed the proposed revised syllabi of BCA program for semester 5&6and to the members. He presented the subject list and details regarding the discussion and changes suggested by the BoS members are as follows:

- **BCA Sem. – 5:**

Sr. No.	Existing Subjects	Proposed Subjects	Description
1	Advanced Java	Management Information System	
2	Foundations of Networking	Software Testing	
3	Object Oriented Analysis and Design	Elective – 1 Subject	
4	Web Application Using PHP/ My SQL	Elective – 2 Subject	

- **BCA Sem. – 6:**

Sr. No.	Existing Subjects	Proposed Subjects	Description
1	Information Security	Cloud Computing Foundation	
2	Programming with Python	Cyber Security	Dr.ParvezFaruki suggested to add ethical hacking related fundamentals in the theory part of the subject
3	Software Testing	Elective – 1 Subject (Which is been selected by the students in Sem. 5)	
4	User Defined Project	Elective – 2 Subject (Which is been selected by the students in Sem. 5)	

Instead of offering 4 core subjects as per the old teaching scheme, considering the current IT trend, the 4 specialization tracks were proposed for the students, from which they can select 2 tracks and have through knowledge through-out their 5ᵗʰ and 6ᵗʰ semester. The four proposed and approved tracks are as follows;

Track No	Elective Track Title	Subject offered in Sem. 5	Subject offered in Sem. 6	Remarks
1	Data Science	Data Analysis using R	Python programming	

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MoMof the 9thBoS Meeting of FoCA

2	Web Development	PHP	Laravel	The members suggested to keep subject titles as "Web Application Development Part – 1" in sem. 5 and "Web Application Development Part – 2" in Sem. 6 under this elective.
3	Graphics	Computer Graphics	Image Processing	
4	Mobile	Android	Game Application Development	The members suggested to change the title of subject in Sem. – 5 from "Android" to "Android Development"

Apart from above suggestion, Dr. Ram Murugesan suggested to mention specialization tracks somewhere in BCA students' mark-sheet in order to add value to the degree and get enhanced employment opportunities.

Agenda: 2: Introduction to new program - MSc (cyber Security and Cyber Law) and subject details :

Dr. Sunil Bajeja proposed the revised syllabus of M.Sc. (Cyber Security and Cyber Law)[M.Sc. (CS & CL)]. Providing justification for the proposal, he explained that the students tend to show interest in learning only Cyber Security related subject during the tenure of specialization studies; keeping this in mind, a special lab for cyber security has also been established and the syllabus is proposed.

Semester – 1 subject list		Semester – 2 subject list	
Subject Code	Subject Name	SubjectCode	Subject Name
05CS1101	Applied Mathematics	05CS1201	Design Analysis and Algorithm
05CS1102	Cryptography	05CS1202	Information and Network Security
05CS1103	System Programming	05CS1203	Ethical Hacking
05CS1104	System Security	05CS1204	Network Forensics
05CS1105	Security Governance	05CS1205	Cloud Architecture and Security
05MS0104	Library & Information Resources	05MS0204	Library & Information Resources
05MS0105	Sports & Yoga	05MS0205	Sports & Yoga

Agenda: 3: PO (Programme Outcomes)-PSO (Programme Specific Outcomes) approval for MSc (Cyber Security and Cyber Law)

For MSc (Cyber Security and Cyber Law) :

Programme Outcomes:

Programme Outcomes No.	Programme Outcomes	Bloom's level
PO 1	An ability to apply knowledge of mathematics, science, and Computer Science	Apply
PO 2	An ability to design and conduct experiments, as well as to analyze and interpret data	H.O.T.S.
PO 3	An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability	Evaluation
PO 4	An ability to function on multidisciplinary teams	Analyze
PO 5	An ability to identify, formulates, and solves computer science problems	H.O.T.S.
PO 6	An understanding of professional and ethical responsibility	Understand
PO 7	An ability to communicate effectively	Apply
PO 8	The broad education necessary to understand the impact of computer solutions in a global, economic, environmental, and societal context	Understand
PO 9	Recognition of the need for, and an ability to engage in life-long learning	Analyze
PO 10	A knowledge of contemporary issues,	Remember
PO 11	An ability to use the techniques, skills, and modern software tools necessary for developing practice.	Apply

PSO (Programme Specific Outcomes):

Sr.No	Programme Specific Outcomes
PSO 1	Analyze, classify and evaluate the computer network, its performance and information security needs of an organization.
PSO 2	Assess cyber-security risk management policies in order to adequately protect an organization's critical information and assets.
PSO 3	Measure the performance of security systems within an enterprise-level information system. Troubleshoot, maintain and update an enterprise-level information security system.

Agenda: 4: Suggestions on value added courses

Considering suggestions from various stakeholders and members of BoS, here are the value added courses added to be rolled out for students of various courses in addition to existing courses:

1. WordPress and Joomla, Bootstrap (BCA)
2. Blockchain Technology and Ethical Hacking (MSc Cyber Security and Cyber Law)
3. Programming Foundations with JavaScript, HTML and CSS (either to be offered by institute or to be offered as MOOC)

Agenda: 5: Feedback analysis and action taken

Suggestions and actions taken based on Feedback analysis

Sr no	Stakeholder	Suggestions	Actions taken
1	Teachers	1. Add some project related subjects	1. Projects have been considered and will be offered as a part of Operations workout
2	Employers	1. Introduction of elective courses in final year considering IT industry needs 2. Adding subjects of communication and professional ethics	1. Electives have been added in the curriculum for final semester students.

The members requested to share the detail syllabi of BCA Sem. 5 & 6, once it is prepared. So that they will go through and suggest improvements.

At the end of the meeting the Chair, Dr. R. Sridaran thanked all the members.

Dr. R. SRIDARAN
DEAN,
FACULTY OF COMPUTER APPLICATIONS,
MARWADI UNIVERSITY,
RAJKOT - 360003
GUJARAT STATE,

Minutes of Meeting

Date: 13/05/2017		Meeting No: 02	
Start Time: 10.30 AM	End Time: 02:30 PM		Total Time: 3 Hours
Presented by	Dr. Tarak Vora		

Agenda – 1	**Welcome of Board of Studies Member**
Resolutions	• Dr. Tarak Vora, Professor & Head, Civil Engineering Department welcomed all the distinguished BoS Members. BoS Member: Dr. B. J. Shah, Principal, Government Engineering College, Modasa; BoS Member: Dr. S. V. Deo, Associate Professor, NIT, Raipur; BoS Member-Industry Expert: Er. Manish Doshi, Structural Consultant, Rajkot, BoS • Introduction of invited BoS Member was given by Dr. Tarak Vora to all BoS members. Internal BoS Member: Dr. Ankur Bhogayata, Associate Professor & Head; Dr. Chirag Patel, Associate Professor. • All the invited members were welcomed by all BoS Members. • All the faculty members present in the BoS-02 were welcomed by Dr. Tarak Vora.

Agenda – 2	**Appointment of Member Secretory**
Resolutions	Dr. Siddharth Shah was appointed as member secretory for the BoS.

Agenda – 3	**Confirmation of Minutes of Meeting and action taken report on decisions/suggestions of the previous BoS.**
Resolutions	The minutes of previous meeting no. 01 held on 06/06/2016 were already circulated to all members. Dr. B. J. Shah and Dr. S. V. Deo accept the minutes of meeting. Since there is no major comment from any member, the chairman requested to accept the minutes.

Agenda – 4	**Review of Civil Engineering Department for Academic Year 2016-17**
Resolutions	• Dr. Ankur Bhogayata gave a brief presentation on various activities related to academics, teaching learning methodology, student participation in technical and non-technical events, students and faculty achievements during A. Y. 2016-17. • Since B. Tech Civil Engineering program had started in A.Y 2016-17 so students have pass out from first year only. • In the first year, courses are common for all branches of engineering and curriculum was designed in such a way that in all subjects students can learn

	practical approach with number of experimentations in labs and also improve their various skills.
Agenda – 5	**Teaching Scheme of B. Tech. in Civil Engineering and detailed syllabus of Sem-3 & Sem-4.**
Resolutions	- Semester – 3 and Semester – 4 teaching schemes and detailed syllabus are presented and approved in BoS meeting with gross agreement of all member present. - Teaching and evaluation scheme for second year is courses are finalized and reported for the final approval. - Course structure for third and fourth year of B. Tech Civil Engineering Program was finalized and present in BoS. - The course structure in terms of credits and academic level should be mapped with learning level according Bloom's Taxonomy for all semesters. - Introduction of Software Application in Civil Engineering (I to IV) is recommended in semester 3 to 6 which will be improve software skills of students. - Following subjects are introduced in semester 3 and 4.

Semester	Subject Code	Subject Title
3	01MA0201	Engineering Maths-III
	01CI0301	Mechanics of Solids
	01CI0302	Building Planning & Drawing
	01CI0303	Surveying
	01CI0304	Fluid Mechanics
	01CI0305	Software Applications in Civil Engineering-I
	01CR0301	Career Readiness Programme
4	01VE400	Entrepreneurship & Engineering Ethics
	01CI0401	Civil Engineering Materials & Construction
	01CI0402	Structural Analysis-1
	01CI0403	Basics of Geology & Geotechnical Engineering
	01CI0404	Advanced Surveying
	01CI0405	Concrete Technology
	01CI0406	Software Applications in Civil Engineering-II

Agenda – 6	Discussion and approval of minor changes in syllabus.
Resolutions	Skill based elective courses 1) Reading and Writing for Technology and 2) Speaking and Presentation skills are introduced in place of communication skill course in 1st year courses.

Subject Code	Subject Title	
01SL0102	Reading and Writing for Technology	
01SL0103	Speaking and Presentation Skills	

Agenda – 7	Discussion and approval of skill-based/ humanity-based courses in the coming year.
Resolutions	• In each semester humanity or skill based course are introduced viz. career readiness program, entrepreneurship engineering & ethics, business benchmark.
Agenda – 8	Discussion on feedback received from students, faculties, parents, alumni and employers regarding teaching-learning process in order to review and design the syllabus.
Resolutions	• Syllabus of A.Y 2016-17 have been discussed with the stakeholders of the department including student/faculty/employee/alumni/parents and necessary inputs are collected from them for academic provision in new semester courses.
Agenda – 9	Any other matter with the permission of the Chair.
	Couse outcomes for all the courses of 1st and 2nd year, Program outcomes and Program-specific outcome was discussed in detail. The following highlights were discussed/appreciated by the members. • All course outcomes of each subject should map effectively with respective program outcomes and program-specific outcomes. • First year Course attainment is less than 50% which is not achieved as per target attainment. Modification in teaching-learning process is suggested.

Note: Meeting was scheduled physically at MB062.

Meeting Attended By: External Experts	**Meeting Attended By: Marwadi University**
1. Dr. B. J. Shah 2. Dr. S. V. Deo **Meeting Attended By: Industry Expert** 1. Er. Manish Doshi	1. Dr. Tarak Vora 2. Dr. Ankur Bhogayata 3. Dr. Siddharth Shah 4. Dr. Chirag Patel

Sr. No.	Name	Designation	Sign
1	Dr. Shirish V. Deo	Member – BOS	Deo 13.5.17
2	Dr. B. J. Shah	Member – BOS	
3	Mr. Manish V. Doshi	Member – BOS	
4	Dr. Ankur Bhogayata	Member – BOS	
5	Dr. Tarak Vora	Member – BOS	
6	Dr. Siddharth Shah	Member – BOS	
7	Dr. Chiragbhai Patel	Member – BOS	

Minutes of Meeting

Date: 07/04/2018		Meeting No: 03	
Start Time: 10.30 AM	End Time: 01:30 PM		Total Time: 3 Hours
Presented by	Dr. Tarak Vora		

Agenda – 1	**Welcome of Board of Studies Member**
Resolutions	• Dr. Tarak Vora, Professor & Head, Civil Engineering Department welcomed all the distinguished BoS Members. Introduction of invited BoS Member was given by Dr. Tarak Vora to all BoS members. BoS Member: Dr. B. J. Shah, Principal, Government Engineering College, Modasa; BoS Member: Dr. S. V. Deo, Associate Professor, NIT, Raipur; BoS Member-Industry Expert: Er. Manish Doshi, Structural Consultant, Rajkot, BoS Invited BoS Member: Dr. A.K. Varma, Professor & Head, BVM Engineering College, V.V.Nagar; Dr. Yogesh Shah, Associate Professor, IITRAM, Ahmedabad Internal BoS Member: Dr. Ankur Bhogayata, Associate Professor & Head; Dr. Siddharth Shah, Professor & Head; Prof. Mazhar Dhankot, Assistant Professor • All the invited members were welcomed by all BoS Members. • All the faculty members present in the BoS-03 were welcomed by Dr. Tarak Vora.

Agenda – 2	**Confirmation of Minutes of Meeting and action taken report on decisions/suggestions of the previous BoS.**
Resolutions	The minutes of previous meeting no. 02 held on 13/05/2017 were already circulated to all members. Dr. B. J. Shah and Dr. S. V. Deo accept the minutes of meeting. Since there is no major comment from any member, the chairman requested to accept the minutes.

Agenda – 3	**Review of Civil Engineering Department for Academic Year 2017-18**
Resolutions	• Dr. Ankur Bhogayata gave a brief presentation on various departmental activities related to academic performance of student, student and faculty achievements, participation in FDP/STTP/Workshop and other national level technical and non-technical events A. Y. 2017-18. • MU-Fest event is organized in year 2017-18. Majority students have participated in various technical and non-technical events.
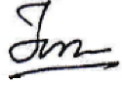
Agenda – 4	Teaching Scheme of B. Tech. in Civil Engineering and detailed syllabus of Sem-5 & Sem-6.
Resolutions	• Semester – 5 and Semester – 6 teaching schemes and detailed syllabus are presented and approved in BoS meeting. • Teaching and examination scheme for the third year is courses are finalized and reported for the final approval. • Course structure for the fourth year of the B. Tech Civil Engineering Program was finalized and presented in BoS. • Introduction of mini project named Project-based community services (I to IV) is introduced in semester 3 to 6. • Department professional electives are offered in semester 5 as per different specializations. • Following subjects are introduced in semester 5 and 6.

Semester	Subject Code	Subject Title
5	01CI0501	Hydrology and Water Resource Management
	01CI0502	Structural Analysis - II
	01CI0503	Highway Engineering
	01CI0504	Environmental Engineering
	01CI0505	Software Applications in Civil Engineering - III
	01CI0506	Project Based on Community Services - III
	01CR0501	Business Benchmark
	01CI0507	Environmental Pollution
	01CI0508	Disaster Management
	01CI0509	Traffic Engineering
6	01CI0601	Transportation Engineering
	01CI0602	Elementary Design of Structures
	01CI0603	Advanced Geotechnical Engineering
	01CI0604	Professional Practice & Valuation
	01CI0605	Construction Technology & Safety Engineering
	01CI0606	Software Applications in Civil Engineering - IV
	01CI0607	Project Based on Community Services - IV
	01CI0608	Energy Science & Engineering

Agenda – 5	Discussion and approval of M. Tech. in Civil Engineering teaching scheme and detailed syllabus of Sem-I & Sem-II.
Resolutions	• New Program M.Tech in Civil Engineering with Specialization in Structural Engineering, Transportation Engineering and Geotechnical Engineering is introduced in this Academic year.

- Teaching schemes for M. tech Civil Engineering is proposed & detailed syllabus of 1st and 2nd semester are designed.
- Departmental electives are given in all semesters to provide flexibility in the curriculum.
- Following subjects are introduced in semester 1 and 2.

Semester	Subject Code	Subject Title
1	01VE0101	Research and Communication skills
	01ST0101	Advanced Concrete Design
	01ST0102	Advanced Structural Analysis
	01ST0104	Analytical and Numerical Methods for Civil Engineering
	01ST0103	Material Testing & Evaluation
	01ST0105	Advanced Solid Mechanics
	01TR0101	Urban Transportation system planning
	01TR0102	Traffic Engineering
	01TR0103	Rail Transport Management system Planning & Design
	01TR0104	Transportation System Management
	01TR0105	Environmental Impact Assessment of Transportation project
	01GT0102	Advanced Soil Mechanics
	01GT0103	Advanced Foundation Engineering
	01GT0105	Pavement engineering
	01GT0106	Rock mechanics
2	01ST0201	Advanced Steel Design
	01ST0202	Earthquake Engineering & Structural Dynamics
	01ST0203	Design of Tall Structures
	01ST0206	Mini Project-1 (Structural Design)
	01ST0204	Repair and Retrofitting of the Structures
	01ST0205	Structural Optimization
	01TR0201	Pavement Design
	01TR0202	Road Safety Audit
	01TR0203	Traffic flow theory & Simulation
	01TR0204	Mini Project-1
	01TR0205	Advances in pavement materials and construction
	01GT0201	Ground Improvement Technique
	01GT0202	Soil Dynamics & Earthquake engineering
	01GT0203	FEM in Geotechnical Engineering
	01GT0204	Geosynthetic and its Applications
	01GT0205	Geospatial techniques
	01GT0206	Earth & Rockfill dams

Agenda – 6	Discussion and approval of minor changes in syllabus of various courses of UG
Resolutions	- In place of Engineering Mathematics-1 & Engineering Mathematics-II, the course of Differential and Integral Calculus (DAIC) and Matrix Algebra and Vector Calculus (MAVC) are implemented - In place of Career Readiness Program, Revised course of Value Education is introduced - As per the feedback received by the students in the previous academic year, more practical subjects are introduced. The revised courses, Material Testing & Evaluations (MTE), Advanced Surveying & Geomatics (AS&G), and Software Application in Civil Engineering-II (SACE-II). - The subject name was suggested to be changed for Maths-3 with Applied Differential Equations (ADE). - The course Entrepreneurship & Engineering Ethics is revised as Profession Ethics in 4th semester.
Agenda – 7	Discussion and approval of proposed open elective courses
Resolutions	Open elective subject Energy Science and Engineering is proposed in semester 6.
Agenda –8	Discussion and approval of proposed value-added courses
Resolutions	- Learning and Development department would be offering SPT and SIG programs designed for the overall development of the student. - Onsite training on Field Testing in Geotechnical Engineering to be given to students.
Agenda – 9	Discussion on feedback received from students, faculties, parents, alumni, and employers regarding the teaching-learning process in order to review and design the syllabus.
Resolutions	Syllabus of A.Y 2017-18 have been discussed with the stakeholders of the department including student/faculty/employee/alumni/parents and necessary inputs are collected from them for academic provision in courses.
Agenda – 10	Any other matter with the permission of the Chair.
Resolutions	Couse outcomes for all the courses of 1st and 2nd year, Program outcomes and Program-specific outcome was discussed in detail. The following highlights were discussed/appreciated by the members.

	• Course attainment for A.Y 2017-18 is analyzed. As a result of the analysis, in all the semesters the course attainment is more than the target attainment. • More electives based on specialization should be offered in the final year curriculum. • Field training/ Internship/ Project should be included in the final year courses.

Note: The meeting was scheduled physically at MB062.

Meeting Attended By: External Experts	Meeting Attended By: Marwadi University
1. Dr. B. J. Shah 2. Dr. S. V. Deo **Meeting Attended By: Industry Expert** 1. Er. Manish Doshi	1. Dr. Tarak Vora 2. Dr. Ankur Bhogayata 3. Dr. Siddharth Shah 4. Prof. Mazhar Dhankot
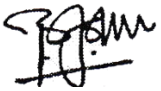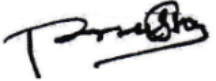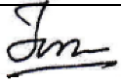
Sr. No.	Name	Designation	Sign
1	Dr. Shirish V. Deo	Member – BOS	
2	Dr. B. J. Shah	Member – BOS	
3	Mr. Manish V. Doshi	Member – BOS	
4	Dr. Ankur Bhogayata	Member – BOS	
5	Dr. Tarak Vora	Member – BOS	
6	Dr. Siddharth Shah	Member – BOS	
7	Prof. Mazhar Dhankot	Member – BOS	

Minutes of Meeting

Date: 24/05/2019		**Meeting No:** 04
Start Time: 10.30 AM	**End Time:** 01:00 PM	**Total Time:** 2.5 Hours
Presented by	Dr. Tarak Vora	

Agenda – 1	**Welcome of Board of Studies Member**
Resolutions	• Dr. Tarak Vora, Professor & Head, Civil Engineering Department welcomed all the distinguished BoS Members. BoS Member: Dr. B. J. Shah, Principal, Government Engineering College, Modasa; BoS Member: Dr. S. V. Deo, Associate Professor, NIT, Raipur; BoS Member-Industry Expert: Er. Jayant Lakhlani, Veteran Structural Consultant, Rajkot, BoS Member-Alumni: Er. Harsh Sanghvi. • Introduction of invited BoS Member was given by Dr. Tarak Vora to all BoS members. Invited BoS Member: Dr. A.K. Varma, Professor & Head, BVM Engineering College, V.V.Nagar; Dr. Yogesh Shah, Associate Professor, IITRAM, Ahmedabad • All the invited members were welcomed by all BoS Members. • All the faculty members present in the BoS-04 were welcomed by Dr. Tarak Vora.
Agenda – 2	**Appointment of Member Secretory**
Resolutions	Prof. Kunal P. Shukla was appointed as member secretory for the BoS.
Agenda – 3	**Confirmation of Minutes of Meeting and action taken report on decisions/suggestions of the previous BoS.**
Resolutions	The minutes of previous meeting no. 03 held on 07/04/2018 were already circulated to all members. Since there was no comment from any member, the chairman requested to accept the minutes. Dr. B. J. Shah proposed the minutes to be accepted. Dr. S. V. Deo gave acceptance subsequently. The minutes were then accepted.
Agenda – 4	**Review of Civil Engineering Department for Academic Year 2018-19**
Resolutions	• Dr. Tarak Vora gave a brief presentation on various activities related to academics, student development, faculty development, research and consultancy done by the department during A. Y. 2018-19.
Agenda – 5	**Teaching Scheme of B. Tech. in Civil Engineering and detailed syllabus of Sem-VII & Sem-VIII.**

Resolutions	• Semester – VII and Semester – VIII teaching schemes are designed and proposed.

Subject Code	Subject Title
01CI0701	Design of Concrete Structure
01CI0702	Irrigation Engineering
01CI0703	Construction Project Management
01CI0704	Project - I
01CI0705	Earthquake Engineering
01CI0706	Smart Cities
01CI0707	Modern Transportation Systems
01CI0708	Environment Impact Assessment
01CI0801	Foundation Engineering
01CI0802	Design of Steel Structure
01CI0803	Project - II
01CI0804	Advanced Structural Analysis
01CI0805	Rehabilitation & Retrofitting of Structures
01CI0806	Bridge Engineering
01CI0807	Solid Waste Management
01CI0808	Sustainable Building Technologies
01CI0809	Prestressed Concrete Technology
01CI0810	Infrastructure Engineering & Management
01CI0811	Design of Formwork
01CI0812	Masonry Structures

Agenda – 6	**Teaching Scheme of M. Tech. in Civil Engineering and detailed syllabus of Sem-III & Sem-IV.**
Resolutions	• M.Tech in Civil Engineering with Specialization in Structural Engineering, Geotechnical Engineering and Transportation Engineering, Semester – III and Semester – VI teaching schemes are designed and proposed. • The number of Program Elective Courses are offered to give more liberty to students to gain knowledge as per their choice.

Subject Code	Subject Title
01ST0301	Major Project -1
01ST0302	Seminar
01ST0303	Analysis of Laminated Composite Plates
01ST0304	Design of Prestressed Concrete Structures
01TR0303	Airport System Planning and Design
01TR0304	Transportation Facility Design
01GT0301	Environmental Geotechniques
01ST0401	Major Project -2
01ST0402	Seminar
01ST0403	Fracture Mechanics of Concrete Structures
01ST0404	Design of Plates and Shells

	01TR0403	Soft Computing Techniques	
	01TR0404	Pavement Management System	
	01GT0401	Soil Structure Interaction	

Agenda – 7	**Discussion and approval of proposed value-added courses**
Resolutions	• Various STTP/ Workshop/ FDPs are planned for upcoming academic year. • SPT and SIG are planned for each semester by L&D department. • Field Testing Training is proposed for UG and PG students. • Software hands on training is proposed to BOS member at various level of students based on the application of software. • Students will participate in different technical and non-technical national events.

Agenda – 8	**Discussion on feedback received from the students, faculties, parents and industry experts regarding teaching learning process in order to review and design the syllabus.**
Resolutions	• Teaching scheme and detailed syllabus are proposed in A.Y. 2018-19 have been discussed with the stakeholders of the department including student/faculty/employee/alumni/parents and necessary inputs are collected from them for academic improvisation.

Agenda – 9	**Any other matter with permission of the Chair.**
Resolutions	• Course outcomes of final year subjects are presented with its mapping with PO and PSO. • Course attainment for A.Y 2018-19 is analyzed. As a result of analysis, the average attainment of all the courses of 2018-19 year is not attained compared to target attainment. The Course outcome which are not attained for each subjects, for that changes in methodology in teaching-learning process is suggested. • As per the suggestion of the BOS members, The subject based site visit for majority subjects should be increase.

Note: Meeting was scheduled at MB050-Departmental library.

Meeting Attended By: External Experts
1. Dr. B. J. Shah
2. Dr. S. V. Deo

Meeting Attended By: Industry Expert
1. Mr. Manish Doshi

Meeting Attended By: Marwadi University
1. Dr. Tarak Vora
2. Dr. Ankur Bhogayata
3. Dr. Siddharth Shah

Sr. No.	Name	Designation	Sign
1	Dr. Shirish V. Deo	Member – BOS	
2	Dr. B. J. Shah	Member – BOS	
3	Mr. Manish V. Doshi	Member – BOS	
4	Dr. Ankur Bhogayata	Member – BOS	
5	Dr. Tarak Vora	Member – BOS	
6	Dr. Siddharth Shah	Member – BOS	

Minutes of Meeting

Date: 04/05/2020		Meeting No: 05	
Start Time: 10.30 AM	End Time: 01:30 PM	Total Time: 3.0 Hours	
Presented by	Dr. Tarak Vora		

Agenda – 1	Welcome of Board of Studies Member
Resolutions	• Dr. Tarak Vora, Professor & Head, Civil Engineering Department welcomed all the distinguished BoS Members. BoS Member: Dr. B. J. Shah, Principal, Government Engineering College, Modasa; BoS Member: Dr. S. V. Deo, Associate Professor, NIT, Raipur; BoS Member-Industry Expert: Er. Manish Doshi, Veteran Structural Consultant, Rajkot. • Introduction of invited BoS Member was given by Dr. Tarak Vora to all BoS members. Invited BoS Member: Dr. A.K. Varma, Professor & Head, BVM Engineering College, V.V.Nagar, Dr. Yogesh Shah, Associate Professor, IITRAM, Ahmedabad • All the invited members were welcomed by all BoS Members. • All the faculty members present in the BoS-05 were welcomed by Dr. Tarak Vora.

Agenda – 2	Appointment of Member Secretory
Resolutions	• Prof. Amit Thoriya was appointed as member secretory for the BoS.

Agenda – 3	Confirmation of Minutes of Meeting and action taken report on decisions/suggestions of the previous BoS.
Resolutions	• The minutes of previous meeting no. 04 held on 24/05/2019 were already circulated to all members. Since there was no comment from any member, the chairman requested to accept the minutes. Dr. B. J. Shah proposed the minutes to be accepted. Dr. S. V. Deo and Dr. Yogesh Shah gave acceptance subsequently. The minutes were then accepted.

Agenda – 4	Review of Civil Engineering Department for Academic Year 2019-20
Resolutions	• Dr. Tarak Vora gave a brief presentation on various activities related to academics, student development, faculty development, research and consultancy done by the department during A. Y. 2019-20. • The teaching & learning process adopted in online mode during the pandemic is appreciated by reviewing syllabus coverage and student feedback.

	• Demonstration of experimentation in online mode in various labs is appreciated specifically.
Agenda – 5	**Discussion and approval of minor changes in syllabus of various courses of UG & PG.**
Resolutions	• Following are the minor changes was proposed and approved by BoS Members M.Tech Civil Engineering (Structural Engineering)

Subject Code	Subject Title	Remarks
01ST1101	Advanced Concrete Design	Basics of Foundation Design, IS Code Provisions, Types & Suitability of Different Types of Foundations, Design of Eccentric Isolated Column Footing, Design of Combined Footing, Design of Strap
01GT1104	Application of Numerical & Statistical Methods in Civil Engineering.	Solution of Linear systems and hypothesis testing has been added
01ST1202	Structural Dynamics	Response of Single Degree of Freedom Systems, MDOF and recent advances.
01ST1203	Design of Tall Structures	Composite Structures has been added
01ST1204	Structural Health Monitoring & Retrofitting of Structures	Methods of SHM has been intrtoduced

Agenda – 6	**Discussion and approval of proposed value-added courses**
Resolutions	• One value added course will be offered by MU-IIR center based on research activities. • Various faculty development programs, Short term Training programs and workshops are planned for students and faculties.
Agenda – 7	**Discussion and approval for inclusion of new MOOC courses proposed by the faculty.**

Resolutions	Two MOOC courses from COURSERA are proposed to the students of 4th and 6th semester. Syllabus of the course is mapped with the content of the MOOC course. Learning of the content shall be done through MOOC and evaluation will be done by the subject faculty.

Semester	Subject code-Name	MOOC Course Title	Content mapped (%)
1	Reading and Writing for technology / Speaking and Presentation skill	Communication skills for Engineering scholars	30%
4	Professional Ethics	Ethics, Technology and Engineering	25%

Agenda – 8	**Discussion on feedback received from students, faculties, parents, alumni and employers regarding teaching learning process in order to review and design the syllabus.**
	Teaching scheme proposed in A.Y. 2016-17 have been discussed with the stakeholders of the department including student / faculty / employee / alumni / parents and necessary inputs are collected from them for academic improvisation.

Agenda – 9	**Any other matter with permission of the Chair.**
	Average CO-PO attainment was achived abd

Then, the forum was kept open for the discussion and suggestion. Following highlights were discussed/appreciated by the members.

- The teaching scheme should allow multiple entry and exit, like after third year students may get Diploma by default.
- Credit transfer/exchange facility should be given.
- Additional options to earn extra credit in form of honors in degree can be offered to meritorious students.
- Additional option to earn minor degrees can be given to meritorious students.
- Practical assignment shall be given to the students so that the gap as per industry requirement can be filled.
- Introduction of NCC/NSS as a course in curriculum is appreciated.

Note: Meeting was scheduled virtually on Google Meet.

Meeting Attended By: External Experts 1. Dr. B. J. Shah 2. Dr. S. V. Deo 3. Dr. A. K. Verma 4. Dr. Yogesh Shah **Meeting Attended By: Industry Expert** 1. Er. Manish Doshi **Meeting Attended By: Alumni Member** 1. Er. Harsh Sanghvi	**Meeting Attended By: Marwadi University** 1. Dr. Tarak Vora 2. Dr. Ankur Bhogayata 3. Dr. Siddharth Shah 4. Prof. Amit Thoriya

Sr. No	Name	Designation	Sign
1.	Dr. Tarak Vora	Chairman – BoS Committee HoD	Present - Online
2.	Dr. Ankur Bhogayata	Member – BoS Asso. Prof.	Present - Online
3.	Prof. Amit Thoriya	Member – BoS Assi. Prof.	Present - Online
4.	Dr. B. J. Shah	Member – BoS External Member	Present - Online
5.	Dr. Shirish V. Deo	Member – BoS External Member	Present - Online
6.	Er. Manish Doshi	Member – BoS Industrial Member	Present - Online
7.	Er. Harsh Sanghvi	Member – BoS Alumni Member	Present - Online
8.	Dr. Siddharth Shah	Invitee Professor	Present - Online
9.	Dr. A. K. Varma	Invitee External Member (Geotechnical Engineering)	Present - Online
10.	Dr. Yogesh Shah	Invitee External Member (Transportation Engineering)	Present - Online

Minutes of Meeting

Date: 29/06/2021		Meeting No: 06	
Start Time: 11.00 AM	End Time: 02:30 PM		Total Time: 3.5 Hours
Presented by	Dr. Tarak Vora		

Agenda – 1	**Welcome of Board of Studies Member**
Resolutions	• Dr. Tarak Vora, Professor & Head, Civil Engineering Department welcomed all the distinguished BoS Members. BoS Member: Dr. B. J. Shah, Principal, Government Engineering College, Modasa; BoS Member: Dr. S. V. Deo, Associate Professor, NIT, Raipur; BoS Member-Industry Expert: Er. Jayant Lakhlani, Veteran Structural Consultant, Rajkot, BoS Member-Alumni: Er. Harsh Sanghvi. • Introduction of invited BoS Member was given by Dr. Tarak Vora to all BoS members. Invited BoS Member: Dr. A.K. Varma, Professor & Head, BVM Engineering College, V.V.Nagar; Dr. Yogesh Shah, Associate Professor, IITRAM, Ahmedabad • All the invited members were welcomed by all BoS Members. • All the faculty members present in the BoS-06 were welcomed by Dr. Tarak Vora.
Agenda – 2	**Appointment of Member Secretory**
Resolutions	Prof. Amit Thoriya was appointed as member secretory for the BoS.
Agenda – 3	**Confirmation of Minutes of Meeting and action taken report on decisions/suggestions of the previous BoS.**
Resolutions	The minutes of previous meeting no. 05 held on 04/05/2020 were already circulated to all members. Since there was no comment from any member, the chairman requested to accept the minutes. Dr. B. J. Shah proposed the minutes to be accepted. Dr. S. V. Deo gave acceptance subsequently. The minutes were then accepted.
Agenda – 4	**Review of Civil Engineering Department for Academic Year 2020-21**
Resolutions	• Dr. Tarak Vora gave a brief presentation on various activities related to academics, student development, faculty development, research and consultancy done by the department during A. Y. 2020-21. • The teaching & learning process adopted in online mode during the pandemic is appreciated by reviewing syllabus coverage and student feedback.

	• Demonstration of experimentation in online mode in various labs is appreciated specifically.
Agenda – 5	**Teaching Scheme of B. Tech. in Civil Engineering and detailed syllabus of Sem-I & Sem-II.**

Resolutions	• Semester – I and Semester – II teaching schemes are redesigned as per revised AICTE guidelines. Total credit offered to the students is 160 in place of 183 as per previous teaching scheme.
	• Number of Program Elective Courses and Open Elective Courses are increased to give more liberty to students to gain knowledge as per their choice.
	• Either project or field/industry training is to be given in final semester.
	• NCC is introduced with teaching scheme of 1 hour theory and 2 hours laboratory for 2 credit course in Semester – I and Semester – II.
	• The student who opt for NCC will be given exemption from below mentioned courses.
	    o Value Education – Semester – I
	    o Indian Constitution – Semester – I
	    o Physical Education/Sports/Yoga - Semester – I
	    o Professional Ethics – Semester – II

Subject Code	Subject Title
01MA2101	Differential and Integral Calculus
01CI1101	Elements of Civil Engineering
01ME1101	Elements of Mechanical Engineering
01GS2101	Engineering Physics
01SL0102/ 01SL0103	Reading writing for Technology/ Speaking & Presentation Skills
01EN1101	Basics of Environmental Studies
01CR1103	Value Education
01GS0103	Indian Constitution
01AU0101	NCC-1
01MA0103	Matrix Algebra and Vector Space
01CE1101	Computer Programming
01ME1102	Engineering Graphics
01EE1101	Basics of Electrical & Electronics Engineering
01ME1104	Workshop
01PY0101	Physical Education/Sports/Yoga
01AU0102	NCC-2

Agenda – 6	Teaching Scheme of M. Tech. Civil Engineering (Structural Engineering) and detailed syllabus of Sem-I & Sem-II.
Resolutions	• Semester – I and Semester – II teaching schemes are redesigned as per revised AICTE guidelines. • Total course credits for Civil Engineering Course to be revised to 68 credits as per the guidelines provided by AICTE. • Number of Program Elective Courses and Open Elective Courses are increased to give more liberty to students to gain knowledge as per their choice.

Subject Code	Subject Title
01ST2101	Advanced Concrete Design
01ST1102	Advanced Structural Analysis
01ST1106	Computer Application in Structural Engineering-I
01ST1107	Material Testing Lab
01ST1108	Application of Numerical & Statistical Methods in Structural Engineering
01ST1109	Optimization Techniques
01ST1110	Advanced Solid Mechanics
01ST1111	Design of Prestressed Concrete Structures
01ST1112	Design of Masonry Structures
01ST1113	Design of Bridge
01ST1201	Advanced Steel Design
01ST2202	Structural Dynamics
01ST1207	Computer Application in Structural Engineering-II
01ST1208	Experimental Techniques in Structural Engineering
01ST1209	Design of Tall Structures
01ST1210	Blast Resistant Design of Structure
01ST1211	Advanced Design of Foundation
01ST1212	Structural Health Monitoring & Retrofitting of Structures
01ST1213	Design of Offshore Structures
01ST1214	Design of Fiber Reinforced Composite Structures
01ST1215	Design of Industrial Structures
01SL1210	Research Methodology & IPR

Agenda – 7	Teaching Scheme of M. Tech. Civil Engineering (Transportation Engineering)and detailed syllabus of Sem-I & Sem-II.
Resolutions	• Semester – I and Semester – II teaching schemes are redesigned as per revised AICTE guidelines.

- Total course credits for Civil Engineering Course to be revised to around 68 credits as per the guidelines provided by UGC/AICTE.
- Number of Program Elective Courses and Open Elective Courses are increased to give more liberty to students to gain knowledge as per their choice.

Subject Code	Subject Title
01TR0106	Urban Mass Transit System
01TR2102	Traffic Engineering
01TR0107	Traffic Engineering Field Studies
01TR0108	Computer Aided Design in Transportation Engineering
01TR0109	Application of Numerical & Statistical Methods in Transportation Engineering
01TR0110	Economics and Evaluation of Transportation Projects
01TR1103	Rail Transportation System Planning and Design
01TR0111	Highway Geometric Design
01TR0112	Planning , Design and construction of Rural Roads
01TR1105	Environment Impact Assessment of Transportation Project
01TR1201	Pavement Design & Maintenance
01TR1202	Road Safety Audit
01TR0207	Pavement Engineering Lab - Flexible pavement
01TR0208	Pavement Engineering Lab - Rigid pavement
01TR1203	Traffic Flow Theory
01TR0209	Transportation System Management
01TR0210	Public Transportation Planning
01TR0211	Transportation Facility Design
01TR1205	Advance Highway Material and Construction
01TR0212	Regional and Mass Transportation System Planning
01SL1210	Research Methodology & IPR

Agenda – 8	**Teaching Scheme of M. Tech. Civil Engineering (Geotechnical Engineering) and detailed syllabus of Sem-I & Sem-II.**
Resolutions	• Semester – I and Semester – II teaching schemes are redesigned as per revised AICTE guidelines. • Total course credits for Civil Engineering Course to be revised to around 68 credits as per the guidelines provided by UGC/AICTE. • Number of Program Elective Courses and Open Elective Courses are increased to give more liberty to students to gain knowledge as per their choice.

Subject Code	Subject Title
01GT1102	Advanced Soil Mechanics
01GT1103	Advanced Foundation Engineering
01GT1107	Lab - I (Soil Mechanics)
01GT1108	Lab - II (Highway Material Testing)
01GT2104	Application of Numerical & Statistical Methods in Geotechnical Engineering
01GT0109	Critical Soil Mechanics
01GT0110	Unsaturated Soil Mechanics
01GT1105	Pavement Engineering
01GT1106	Rock Mechanics
01GT0111	Offshore Geotechnical Engineering
01GT1201	Ground Improvement Technique
01GT1202	Soil Dynamics & Earthquake engineering
01GT0207	lab - III (Sub Surface Investigation)
01GT0208	lab - IV (Computer Application in Geotehnical Engineering)
01SL1210	Research methodology and IPR
01GT1206	Earth & Rockfill dams
01GT0209	Earth Retaining Structures
01GT0210	Subsurface Investigation and Instrumentation
01GT1204	Geosynthetics and Its Application
01GT0211	Forensic Geotechnical Engineering

Agenda – 9	Discussion and approval of minor changes in syllabus of various courses of UG & PG.

- Reframing of syllabus of Mathematics is done and it is proposed in four parts upto 4th semester.
- Revision in syllabus of 01CI0101–Elements of Civil Engineering is approved.

Subject Code	Subject Title	Remarks
01CI1101	Elements of Civil Engineering	Brief introduction of the development of smart cities and construction projects added in module - 1.
01MA2101	Differential and Integral Calculus	Vector differential calculus and Vector Integral

		calculus are changed from semester 2 to semester 1.
01MA0103	Matrix Algebra and Vector Space	Vector calculus and the Application of linear algebra using MATLAB are added in course.

M.Tech Civil Engineering (Structural Engineering)

Subject Code	Subject Title	Remarks
01ST1102	Advanced Structural Analysis	Numerical Integration and formation of stiffness matrix for local and global axis are added in content.
01ST1107	Material Testing Lab	List of experiments are added in course
01ST1108	Application of Numerical & Statistical Methods in Structural Engineering	Finite difference method , probability and distribution and solution of ordinary differential equation are added in course content
01ST1109	Optimization Techniques	Optimization technique Structural engineering application is added in the content.
01ST1110	Advanced Solid Mechanics	Few topics related to stress-strain analysis and theory of elasticity application are added.
01ST1201	Advanced Steel Design	Design of hollow steel section and pre-engineered building are added.
01ST1203	Design of Tall Structures	Use of commercially available software added.
01ST1212	Structural Health Monitoring & Retrofitting of Structures	Structural Assessment and Retrofitting are added.
01SL1210	Research Methodology & IPR	Research methodology and skills module is modified.

M.Tech Civil Engineering (Transportation Engineering)

Subject Code	Subject Title	Remarks
01TR0109	Application of Numerical & Statistical Methods in Geotechnical Engineering	Finite difference method, probability and distribution are added in course content
01SL1210	Research Methodology & IPR	Research methodology and skills module is modified.

M.Tech Civil Engineering (Geotechnical Engineering)

Subject Code	Subject Title	Remarks
01GT1103	Advanced Foundation Engineering	Design of Special foundations has been removed
01GT2104	Application of Numerical & Statistical Methods in Geotechnical Engineering	Registration and statistical data analysis has been introduced.
01GT1105	Rock Mechanics	Stress-strain relationship of the Rock has been introduced along with RMR rating.
01GT1202	Soil Dynamics & Earthquake engineering	Dynamic properties of soil and analysis of SDOF system was introduced.
01GT1206	Earth & Rockfill dams	Graphical method of earthfill dam was introduced
01GT1204	Geosynthetics and Its Application	Experimentations on Geosynthetics has been introduced.
01SL1210	Research Methodology & IPR	Research methodology and skills module is modified.

Agenda – 10	Discussion and approval of proposed open elective courses
	• Each department will be offering one open elective subject as per need of industry/society which can be opted by the student of other department only.

	- For B.Tech Civil Engineering, As proposed in the teaching scheme, student have to opt any two such open elective subjects and have to complete within 3rd to 6th semester. Students are given choice to select any subject offered from any department from the university other than its own department. - For M.Tech Civil Engineering, student have to choose 2 audit course and one open elective subjects within 1st to 4th semester.
Agenda – 11	Discussion and approval of proposed value-added courses
	- Learning and Development department would be offering SPT and SIG programs designed for the overall development of the student. - Software training on ETABS to be done with collaboration with CADD Center, Rajkot to the students. - Software training on Civil 3D is done with collaboration with CADD Center, Rajkot to the students. - Onsite training on Field Testing in Geotechnical Engineering to be given to students.
Agenda – 12	Discussion and approval for inclusion of new MOOC courses proposed by the faculty.
	Two MOOC courses from COURSERA are proposed to the students of 4th and 6th semester. Syllabus of the course is mapped with the content of the MOOC course. Learning of the content shall be done through MOOC and evaluation will be done by the subject faculty. <table><tr><td>Semester</td><td>Subject code-Name</td><td>MOOC Course Title</td><td>Content mapped (%)</td></tr><tr><td>4</td><td>Creativity & Problem Solving</td><td>Innovation through design: Think, Make, break and repeat</td><td>20%</td></tr><tr><td>6</td><td>Energy Science & Engineering</td><td>Renewable energy technology fundamentals</td><td>20%</td></tr></table>

Agenda – 13	Discussion on feedback received from students, faculties, parents, alumni and employers regarding teaching learning process in order to review and design the syllabus.
Resolutions	Teaching scheme proposed in A.Y. 2016-17 and revised Teaching Scheme to be proposed in A.Y. 2021-22 have been discussed with the stakeholders of the department including student/faculty/employee/alumni/parents and necessary inputs are collected from them for academic improvisation.
Agenda – 14	Any other matter with permission of the Chair.
	CO-PO attainment was discussed in detail with expert by the chair. As a result of discussion, it is proposed to float detailed rubrics for the evaluation covering students of all the levels. Then, the forum was kept open for the discussion and suggestion. Following highlights were discussed/appreciated by the members. • The teaching scheme should allow multiple entry and exit, like after third year students may get Diploma by default. • Credit transfer/exchange facility should be given. • Additional options to earn extra credit in form of honors in degree can be offered to meritorious students. • Additional option to earn minor degrees can be given to meritorious students. • Practical assignment shall be given to the students so that the gap as per industry requirement can be filled. • Introduction of NCC/NSS as a course in curriculum is appreciated.

Note: Meeting was scheduled virtually on Google Meet and physically at MB050-Departmental library.

Meeting Attended By: External Experts
1. Dr. B. J. Shah
2. Dr. S. V. Deo
3. Dr. A. K. Verma
4. Dr. Yogesh Shah

Meeting Attended By: Industry Expert
1. Er. Jayant Lakhlani

Meeting Attended By: Alumni Member
1. Er. Harsh Sanghvi

Meeting Attended By: Marwadi University
1. Dr. Tarak Vora
2. Dr. Ankur Bhogayata
3. Dr. Siddharth Shah

Sr. No	Name	Designation	Sign
1.	Dr. Tarak Vora	Chairman – BoS Committee HoD	
2.	Dr. Ankur Bhogayata	Member – BoS Asso. Prof.	
3.	Prof. Amit Thoriya	Member – BoS Assi. Prof.	Present - Online
4.	Dr. B. J. Shah	Member – BoS External Member	Present - Online
5.	Dr. Shirish V. Deo	Member – BoS External Member	Present - Online
6.	Er. Mandeep Shah	Member – BoS Industrial Member	Absent
7.	Er. Harsh Sanghvi	Member – BoS Alumni Member	Present - Online
8.	Dr. Siddharth Shah	Invitee Professor	Present - Online
9.	Dr. A. K. Varma	Invitee External Member (Geotechnical Engineering)	Present - Online
10.	Dr. Yogesh Shah	Invitee External Member (Transportation Engineering)	Present - Online
11.	Mr. Jayant Lakhalani	Invitee Industrial Member	Present - Online

Marwadi University

Faculty of Liberal Studies

Second Board of Studies Meeting in Bachelor of Business Administration (BOS- BBA)

Minutes

Chaired by: Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies

Date: 10th August' 2017

Time: 3:25 PM - 6:40 PM

Venue: BOARD ROOM-3rd Floor

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria,
Professor & Dean, Faculty of Business Management and Faculty of Liberal Studies

Dr. Sanjay Bhayani,
Professor, Department of Business Management, Saurashtra University, Rajkot.

Dr. Hitesh Shukla,
Professor, Deptt. of Business Management, Saurashtra University, Rajkot.

Dr. Suneet Saxena,
Professor, Faculty of Management Studies

Dr. M. Srinivas Rao,
Professor, Faculty of Management Studies

Dr. Kapil Shrimal,
Assistant Professor, FOLS and Program Coordinator B. Com & BBA(FM)

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Prof. Paras Rughani,
Assistant Professor and Program Coordinator BBA(H)

Prof. Amar Vijay Gandhi,
Assistant Professor and Program Coordinator BBA.

Dr. Monica Verma,
Assistant Professor and Member Secretary BoS

Agenda for discussion and approval:

Item No.BOS/02/01:To confirm the minutes of 1st meeting of BOS held on 13.08.2016.

The minutes of 1st BOS meeting held on 13.08.2016 were reviewed and confirmed as there were no comments from members.

Item No. BOS/02/02:   *To report the action taken, where necessary, on the various decisions taken by the BOS in its 1st meeting held on 13.08.2016*

The Board noted the action taken, where necessary, on the various decisions taken in its 1st meeting held on 13.08.2016. The Board also expressed its satisfaction on the action taken report on the various decisions taken in its 1st meeting held on 13.08.2016.

Item No. BOS/02/03: a) To consider and approve Introduction of New Programme Bachelor of Business Administration in Financial Markets
b) To consider and approve pogramme structure, teaching and evaluation scheme, and credit distribution.
c) To consider and approve syllabus of 1ˢᵗ year i.e. semester -1 & 2

Based on the feedback received from the students, industry and alumni the Programme Assessment Committee (PAC) approved and recommended the introduction of 3year **Bachelor of Business Administration in Financial Markets [BBA(FM)]**. The programme details were presented to the board members for their suggestions and approval.

Conclusion:

The board reviewed and discussed the programme structure, teaching and evaluation scheme, and the syllabi of semester 1 and 2. The members suggested developing a similar course for the post graduate level. The board approved the introduction of the new programme **Bachelor of Business Administration in Financial Markets**. It was resolved as under:

"Resolved that the new program titled "Bachelor of Business Administration in Financial Markets", with 3years duration, intake of 60 students and to be introduced from academic year 2017- 18 stands approved and is recommended for presentation to the Academic Council.

Programme details are provided in- Annexure-1(a); Programme structure, teaching and evaluation scheme, and credit distribution- Annexure-1(b) and Syllabus of 1st year i.e., semester -1 & semester- II - Annexure-1(c)

Item No. BOS/02/04:	**Bachelor of Business Administration (Honours)** - *Approval of syllabus for 2nd year i.e., semester III & IV for the batch of 2016-19 and 2017-20*

BBA(H) programme was introduced in the academic year 2016-2017. The Curricula, Syllabi and Scheme of examination for the introduction of the courses offered in Semesters III and IV for the candidates admitted in the BBA(H) Programme during the academic year 2016-2017 was presented to the board members for deliberation and approval.

Conclusion:

The syllabi of semester III and IV were discussed and **approved**. The same to be implemented for academic year 2017- 18. It was resolved as under:

"Resolved that all the syllabi for each course stands approved and are recommended for presentation to the Academic Council. *Annexure -2*

Item No. BOS/02/05:	**Bachelor of Business Administration** - *Approval of syllabus for 2nd year i.e., semester III & IV for the batch of 2016-19 and 2017-20*

BBA programme was introduced in the academic year 2016-2017. The Curricula, Syllabi and Scheme of examination for the introduction of the courses offered in Semesters III and IV for the candidates

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admitted in the BBA Programme during the academic year 2016-2017 was presented to the board members for deliberation and approval.

Conclusion:

The syllabi of semester III and IV were discussed and **approved**. The same to be implemented for academic year 2017- 18 . It was resolved as under:

"Resolved that all the syllabi for each course stands approved and are recommended for presentation to the Academic Council. *Annexure -3*

Item No. BOS/02/06: :   Bachelor of Business Administration (Honors) (2017-20)

   a) *Approval of revision in course structure of 1ˢᵗ Year i.e., Semester I & II.*
   b) *Approval of 1ˢᵗ Year syllabus after changes i.e., semester I & II*

The revision in 1ˢᵗ year curricula, Syllabi and Scheme of examinations for the candidates admitted in the BBA(H) Programme during the academic year 2017-2018 presented to the members for discussion and approval. The details of the same are as follows:

Revision in Programme structure of 1ˢᵗ Year i.e. Semester I & II
for the candidates admitted in the BBA(H) Programme during the academic year 2017-2018

Comparative

Old/Existing			New/ Revised		
Subject Code	Subject Name	Credits	Subject Code	Subject Name	Credits
Semester I					
04LS0101	Communication Skills-I*	4	04LS1102	Principles of Management	4
04LS0102	Principles of Management	4	04LS1103	Micro Economics	4
04LS0103	Micro Economics	4	04LS1104	Business Organizations & Structures	4
04LS0104	Business Organizations& Structures	4	04LS1105	Fundamentals of Accounting	4
04LS0105	Fundamentals of Accounting	4	04CR0101	Career Readiness Programme**	2
	Electives	4	04BH0101	Tally ERP 9.0**	4

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04LS0106	Business Mathematics	4	04BB0106	Mathematics for Business	4
04LS0107	Computer Essentials	4	04LS1107	Computer Essentials	4
			04SL0102	Reading and Writing for Business***	2
			04SL0103	Speaking and Presentation Skills***	2

Semester II

04LS0201	Communication Skills-II*	4	04LS1202	Cost Accounting	4
04LS0202	Cost Accounting	4	04LS1203	Macro Economics	4
04LS0203	Macro Economics	4	04LS1204	Organizational Behaviour	4
04LS0204	Organizational Behaviour	4	04LS0205	Statistics in Business	4
04LS0205	Statistics in Business	4	04LS1206	E-Commerce	4
04LS0206	E-Commerce	4	04LS0212	Applications of Spreadsheet***	2
04LS0210	Career Readiness Programme **	2	04BH0201	Corporate Communication & Etiquette***	2
04LS0211	Tally ERP 9**	4	04SL0152	English for Workplace***	2
			04SL0153	English through Films***	2

Note:

1. * Courses discontinued
2. ** shifted to semester I
3. *** courses introduced

Introduction of New Courses

Reason for Introduction of New Courses — Batch: 2017-2019

Course Name	Feedback from stakeholders	Rational	Action to be taken
Reading and Writing for Business (RWB)	Recommendation from the Communication Department of the University.	To make learning of English easy and interesting. Give scholars coming from varied background to learn English the way it suits them and focus on what they lack. For eg., a student already has good written English but is not good in	RWB & SPS to be offered as elective course in semester-I
Speaking and Presentation Skills (SPS)			
English for Workplace (EW)			EW & ETF to be offered as elective course in semester-II
English through Films (ETF)			

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		presentation then such a student can opt for course of SPS rather than RWB.	
Applications of Spreadsheet	Suggestion from Programme coordinator	Most of the job openings require spreadsheet and word-processing software skills. Knowledge of excel will help Organize data in an easy-to-navigate way, Do basic **and** complex mathematical functions, Analyze data and make forecasting predictions and many more things	To be offered as core course in semester-II
Corporate Communication & Etiquette	Suggestion from Programme coordinator	Corporate Communication & etiquette training is useful for teaching graduates to act in ways that will create a positive public image and help build a company's brand. It gives confidence too.	To be offered as Value added course in semester-II

Details of the new courses introduced:

Name of the Programme	Name of the Course	Semester	Batch	Year of Introduction
BBA(Hons)	Reading and Writing for Business	I	2017-20	2017-18
	Speaking and Presentation Skills	I	2017-20	2017-18

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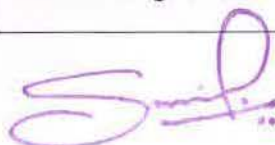
	English for Workplace	II	2017-20	2017-18
	English through Films	II	2017-20	2017-18
	Applications of Spreadsheet	II	2017-20	2017-18
	Corporate Communication & Etiquette	II	2017-20	2017-18

Revision in the syllabus of the course

Reason for Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken
Principles of Management	The subject faculty was of opinion that the existing course is covering topics already read by the student in 12th std. and there are no advance level topics.	Will help student to learn over and above the knowledge he/she already has.	Principles of Management course revised
Micro Economics	Faculty felt the need to add few topics that were not there	Essential to be known at the UG level.	Micro Economics course revised
Business Organizations & Structures	Faculty feedback. The course was too basic and need was felt to add topics giving students knowledge of contemporary business organizations	Important to understand the changed and new for of business organizations.	Business Organizations & Structures course revised
Fundamentals of Accounting	Faculty feedback to make the course content relevant to the BBA programme	Student of business administration need to acquite different set of knowledge when compared to commerce graduate.	Fundamentals of Accounting course revised

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Computer Essentials	Faculty feedback to remove theoretical component and add more of MS office.	Impart greater skills that help in employability	Computer Essentials course revised
Cost Accounting	Faculty feedback to make the course content relevant to the BBA programme. And the course was too lengthy to be completed in allotted time.	Student of business administration need to acquire different set of knowledge when compared to commerce graduate.	Cost Accounting course revised
Macro Economics	Faculty felt the need to add few topics that were not there.	Essential to be known at the UG level.	Macro Economics course revised
Organizational Behaviour	Faculty feedback to incorporate topics relevant at UG level	differentiate it from the PG course	Organizational Behaviour course revised
E-Commerce	Faculty feedback to remove theoretical component.	Impart greater skills that help in employability	E-Commerce course revised

Revision & shifting from one semester to other

Reason for Shifting & Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken
Career Readiness Programme	Proposed by programme coordinator and reviewed in the PAC meeting	Shifting of the course is required for the program structure.	Career Readiness Programme course revised and shifted.
Tally ERP 9.0	Proposed by programme coordinator and reviewed in the PAC meeting	Shifting of the course is required so the students while learning basic accounting can apply it in	Tally ERP 9.0 shifted without any revision.

		computerized form.	

Details of the courses shifted

Course Name	Semester		Batch	Year of Introduction
	From	To		
Career Readiness Programme	II	I	2017-20	2017-18
Tally ERP 9.0	II	I	2017-20	2017-18

Courses Discontinued

Course Name	Feedback from stakeholders	Rational	Action to be taken
Discontinue course on Communication Skills in semester 1 & 2	PAC	To incorporate courses- Reading and Writing for Business, Speaking and Presentation Skills, English for Workplace and English through Films in the programme structure.	Discontinue from batch of 2017-20.

Conclusion:

The board deliberated on the proposal. The introduction of courses designed to make learning of English effective -Reading and Writing for Business, Speaking and Presentation Skills, English for Workplace and English through Films. Similarly, the inclusion of courses like Tally ERP 9.0, Applications of Spreadsheet, Corporate Communication & Etiquette, Fundamentals of Digital Marketing etc., were applauded as the members felt that the programme catered to the current market needs and offer industry specific skills accordingly it was resolved as under:

"Resolved that all the *revision in course structure of 1st Year BBA(H) programme, courses,* syllabi and teaching and evaluation scheme for each course stands approved and is recommended for presentation to the Academic Council."

(Annexure 4- *Approved syllabi of 1st Year i.e., semester I, &II)*

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Item No. BOS/02/07: **Bachelor of Business Administration (2017-20)**

> a) *Approval of revision in course structure of 1st Year i.e., Semester I & II.*
>
> b) *Approval of 1st Year syllabus after changes i.e., semester I & II*

The revision in 1st year curricula, Syllabi and Scheme of examinations for the candidates admitted in the BBA Programme during the academic year 2017-2018 presented to the members for discussion and approval.

Revision in course structure of 1st Year i.e., Semester I & II
for the candidates admitted in the BBA Programme during the academic year 2017-2018

Comparative

Old/Existing			New/ Revised		
Subject Code	Subject Name	Credits	Subject Code	Subject Name	Credits
		Semester I			
04LS0101	Communication Skills-I*	4	04LS1102	Principles of Management	4
04LS0102	Principles of Management	4	04LS1103	Micro Economics	4
04LS0103	Micro Economics	4	04LS1104	Business Organizations & Structures	4
04LS0104	Business Organizations& Structures	4	04LS1105	Fundamentals of Accounting	4
04LS0105	Fundamentals of Accounting	4	04CR0101	Career Readiness Programme**	2
	Electives				
04LS0106	Business Mathematics	4	04BB0106	Mathematics for Business	4
04LS0107	Computer Essentials	4	04LS1107	Computer Essentials	4
			04SL0102	Reading and Writing for Business***	2
			04SL0103	Speaking and Presentation Skills***	2
		Semester II			
04LS0201	Communication Skills-II*	4	04LS1202	Cost Accounting	4

04LS0202	Cost Accounting	4	04LS1203	Macro Economics	4
04LS0203	Macro Economics	4	04LS1204	Organizational Behaviour	4
04LS0204	Organizational Behaviour	4	04LS0205	Statistics in Business	4
04LS0205	Statistics in Business	4	04LS1206	E-Commerce	4
04LS0206	E-Commerce	4	04LS0212	Applications of Spreadsheet***	2
04LS0210	Career Readiness Programme **	2			
		4	04SL0152	English for Workplace***	2
			04SL0153	English through Films***	2

Note:

1. * courses discontinued
2. ** shifted to semester I
3. *** courses introduced

Introduction of New Courses

Reason for Introduction of New Courses — Batch: 2017-2019

Course Name	Feedback from stakeholders	Rational	Action to be taken
Reading and Writing for Business (RWB) Speaking and Presentation Skills (SPS) English for Workplace (EW) English through Films (ETF)	Recommendation from the Communication Department of the university.	To make learning of English easy and interesting. Give scholars coming from varied background to learn English the way it suits them and focus on what they lack. For eg., a student already has good written English but is not good in presentation then such a student can opt for course of SPS rather than RWB.	RWB &SPS to be offered as elective course in semester-I EW & ETF to be offered as elective course in semester-II
Applications of Spreadsheet	Suggestion from	Most of the job openings require	To be offered as core course in

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	Programme coordinator	spreadsheet and word-processing software skills. Knowledge of excel will help Organize data in an easy-to-navigate way, Do basic **and** complex mathematical functions, Analyze data and make forecasting predictions and many more things	semester-II

Details of the new courses introduced:

Name of the Programme	Name of the Course	Semester	Batch	Year of Introduction
BBA	Reading and Writing for Business	I	2017-20	2017-18
	Speaking and Presentation Skills	I	2017-20	2017-18
	English for Workplace	II	2017-20	2017-18
	English through Films	II	2017-20	2017-18
	Applications of Spreadsheet	II	2017-20	2017-18

Revision in the syllabus of the course

Reason for Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken

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Principles of Management	The faculty as it was opinioned that the existing course is covering topics already read by the student in 12th . there are no advance level topics.	Will help student to learn over and above the knowledge he/she already has.	Principles of Management course revised
Micro Economics	Faculty felt the need to add few topics that were not there	Essential to be known at the UG level.	Micro Economics course revised
Business Organizations & Structures	Faculty feedback. The course was too basic and need was felt to add topics giving students knowledge of contemporary business organizations	Important to understand the changed and new for of business organizations.	Business Organizations & Structures course revised
Fundamentals of Accounting	Faculty feedback to make the course content relevant to the BBA programme	Student of business administration need to acquite different set of knowledge when compared to commerce graduate.	Fundamentals of Accounting course revised
Computer Essentials	Faculty feedback to remove theoretical component and add more of MS office.	Impart greater skills that help in employability	Computer Essentials course revised
Cost Accounting	Faculty feedback to make the course content relevant to the BBA programme. And the course was too lengthy to be completed in allotted time.	Student of business administration need to acquire different set of knowledge when compared to commerce graduate.	Cost Accounting course revised
Macro Economics	Faculty felt the need to add few topics that were not there.	Essential to be known at the UG level.	Macro Economics course revised
Organizational Behaviour	Faculty feedback to	differentiate it from	Organizational

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	incorporate topics relevant at UG level	the PG course	Behaviour course revised
E-Commerce	Faculty feedback to remove theoretical component.	Impart greater skills that help in employability	E-Commerce course revised

Revision & shifting from one semester to other

Reason for Shifting & Revision

Course Name	Feedback from stakeholders	Rational	Action to be taken
Career Readiness Programme	As reviewed in the Department meeting	Shifting of the course is required for the program structure.	Career Readiness Programme course revised and shifted.

Details of the courses shifted

Course Name	Semester		Batch	Year of Introduction
	From	To		
Career Readiness Programme	II	I	2017-20	2017-18

Courses Discontinued

Course Name	Feedback from stakeholders	Rational	Action to be taken
Discontinue course on Communication Skills in semester 1 & 2	PAC	To incorporate courses- Reading and Writing for Business, Speaking and Presentation Skills, English for Workplace and English through Films in the programme structure.	Discontinue from batch of 2017-20.

Conclusion:

The board deliberated on the proposal.

The Members reviewed the periodical updation of the course syllabi that offer industry specific skills. The introduction of courses designed to make learning of English effective -Reading and Writing for Business, Speaking and Presentation Skills, English for Workplace and English through Films. Similarly, the inclusion of course Applications of Spreadsheet, Fundamentals of Digital Marketing, etc., were applauded as the members felt that the programme catered to the current market needs and accordingly it was resolved as under:

"Resolved that all the *revision in course structure of 1ˢᵗ Year BBA* courses, syllabi and teaching and evaluation scheme for each course stands approved and is recommended for presentation to the Academic Council."

(Annexure 5- *Approved syllabi of 1ˢᵗ Year i.e., semester I, &II*)

Item No. BOS/02/08: **Non-Credit courses in addition to the courses included in the Programme Structure of BBA, BBA(Hons) and BBA(FM).**

The Board was informed that based on the feedback from the industry experts, the PAC proposed certification courses which a student has to complete in addition to the regular courses included in the programme structure of BBA, BBA(H) and BBA(FM). These courses are incorporated to enhance the skills and abilities of the scholars. These courses are applicable from the batch of 2016 -19 for BBA and BBA(H) Following courses were proposed:

a) Corporate Etiquettes   Semester III
b) Corporate Correspondence   Semester IV
c) Personal Finance   Semester V
d) SPSS   Semester VI

The board reviewed the proposed courses and after due deliberation approved the same and resolved:

"Resolved that all the four *course titles and the* syllabi stand approved and is recommended for presentation to the Academic Council."
Annexure 6

Item No.BOS/02/09: *To consider and approve PEO, PO and PSO of Bachelor of Business Administration (BBA), Bachelor of Business Administration*

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(Honours) (BBA(H)) and Bachelor of Business Administration (Financial Markets) (BBA(FM)).

The Proposed Programme Educational Objectives, Programme Outcomes and Programme Specific outcomes were presented before the board. The members were informed that the feedback from the industry, faculty and students was taken before finalizing the PEOs, POs and PSOs for BBA, BBA(H) and BBA(FM). The same are presented as below:

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

PEO 1: To provide knowledge in the management discipline with an understanding of its applicability in business decision-making for positive social impact.

PEO 2: To comprehend the challenges and opportunities of leading and working in inclusive and diverse teams and environments.

PEO 3: To be able to identify, analyze and recommend appropriate actions given international influences, issues, and situations at the industry, business, and individual levels

PEO 4: To demonstrate an understanding and appreciation of ethical principles at both the personal and professional levels.

PEO 5: To engage in life-long learning through research adopting contemporary modes of learning.

PROGRAM LEARNING OUTCOMES (PLOs)

PLO 1: To define, analyze, and devise solutions for structured and unstructured business problems and issues using cohesive and logical reasoning methods.

PLO2: To demonstrate competence in domestic and global business through the study of major disciplines within the fields of business.

PLO3: To develop an ability to function effectively as an individual and as a member or leader in diverse teams and multidisciplinary settings.

PLO4: To demonstrate comprehensive knowledge and understanding of various areas of management

PLO5: To be able to demonstrate domain-specific skills to solve critical issues of the concerned domain.

PLO6: To recognize the need for, and have the ability to engage in independent and lifelong learning.

PLO7: To train the students as efficient managers equipped with innovation, rationality, and application-oriented decision-making in the context of the ever-changing business environment.

PLO8: To understand the impact of the professional solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO 1: To be able to gain an understanding, of the legal, financial, marketing, production & operational activities of the business.

PSO2: To be able to demonstrate the ability to develop models/frameworks to reflect critically on a specific business context.

PSO3: To be able to apply their theoretical learnings in the business setting and achieve maximum industry exposure through live projects, internships, and workshops.

The Board reviewed the proposed PEOs, Pos and PSOs and approved the same for BBA, BBA(H) and BBA(FM). And resolved:

"Resolve that *Item No.BOS/02/09 is approved (to be applicable from batch of 2016-19 for BBA and BBA(H)) and is recommended to be presented to the Academic Council"* Annexure 7

Item No. BOS/02/10: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2016-17 at 40%, have been achieved.

Since the CO attainment for BBA and BBA(H) is well above the target, a revised target of 42% for CO attainment was proposed by PAC.

The Board noted the attainment levels for year 2016-17 and after due deliberations approved that CO attainment targets for year 2017-18 be set at 42%.

Resolved to approve and recommend the same to the Academic Council.

Item No. BOS/02/11: Stakeholders Feedback

The Board was informed that the new programme BBA(FM) and the Programme Structure have been framed after take in account the feedback collected by PAC from industry, academia experts, faculty, students and the alumni. The revision in the courses has also been done taking into account the feedback of the stakeholders.

The Board noted with satisfaction the suggestions received and actions taken on them.

There being no other business, the meeting ended with a vote of thanks to all present.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

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Marwadi University

Faculty of Liberal Studies

Third Board of Studies Meeting in Bachelor of Business Administration (BOS- BBA)

Minutes

Chaired by: Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies

Date: Saturday 26th May 2018

Time: 4:00 PM - 5:00 PM

Venue: BOA
RD ROOM-3rd Floor

The attendees:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Member, External Academia
Mr. Murali Prashad, Managing Director, Head Hunt HR Consultants Pvt Ltd.	Special Invitee
Dr. M.Srinivasa Rao Professor.	Special Invitee
Prof. Paras Rughani, Assistant Professor and Program Coordinator BBA(H)	Special Invitee
Dr. Alpesh Gajera Assistant Professor and Program Coordinator BBA(FM)	Special Invitee
Dr. Monica Verma, Assistant Professor and Member Secretary BoS	Member Secretary

The leave of absence was granted to:

Dr. Karunesh Saxena,   Special Invitee
Director, Faculty of Management Studies, Mohanlal Sukhadia
University, Udaipur.

Dr. Hitesh Shukala,   Member, External
Professor, Deptt. of Business Management, Saurashtra   Academia
University, Rajkot.

Prof. Sunil Kumar Jakhoria, Chairman BOS and Dean, Faculty of Liberal Studies Chaired the meeting and welcomed all the members to the third BOS meeting. The Chairman further expressed special thanks to Dr. Sanjay Bhayani and Mr. Murali Prashad for sparing the time from their busy schedule to attend the meeting.

After that the agenda items were taken up and the Board decided/ recommended as under: -

Item No.BOS/03/01: To confirm the minutes of 2nd meeting of BOS held on 10.08.2017.

The minutes of 2nd BOS meeting held on 10.08.2017 were reviewed and confirmed as there were no comments from members.

Item No. BOS/03/02:   To report the action taken, where necessary, on the various decisions taken by the BOS in its 2nd meeting held on 10.08.2017

The Board noted the action taken, where necessary, on the various decisions taken in its 2nd meeting held on **10.08.2017**. And expressed its satisfaction on the action taken report on the various decisions taken in its 2nd meeting held on **10.08.2017**.

Item No.BOS/03/03:   To consider and approve the syllabi of 3rd year i.e., semester V & VI of Bachelor of Business Administration for batch of 2016-19 and 2017-20

The Board went through the scheme and syllabus of 3rd year i.e., semester V & VI. Their suggestions are noted as given below:

a) Add Credit at the top of each syllabus
b) Use curriculum in place of Syllabus and Course in place of Subject as proposed by UGC.
c) Insert details regarding Elective and Specialization courses i.e., CBCS to be incorporated in all the Programmes.
d) Try and incorporate learning outcome in each unit
e) Bifurcate the course content into Theory and Practical.
f) Add specific case studies, List of speakers, Projects, skill imparted or to be imparted.

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"Resolved that the syllabus as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes", Annexure 1

Item No.BOS/03/04:   *To consider and approve the syllabi of 3rd year i.e., semester V & VI of Bachelor of Business Administration (Hons) for batch of 2016-19 and 2017-20*

The Board went through the scheme and syllabus of 3rd year *i.e., semester V & VI*. Their suggestions are noted as given below:

a) Add Credit at the top of each syllabus

b) Use curriculum in place of Syllabus and Course in place of Subject as proposed by UGC.

c) Insert details regarding Elective and Specialization courses ie., CBCS to be incorporated in all the Programmes.

d) Try and incorporate learning outcome in each unit

e) Bifurcate the course content into Theory and Practical.

f) Add specific case studies, List of speakers, Projects, skill imparted or to be imparted.

g) Change the names of the course's social media marketing to Digital Marketing as the course name does not justify the content. and Recruitment and selection to Talent Hunt

"Resolved that the syllabus as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes" Annexure 2

Item No.BOS/03/05:   *To consider and approve the syllabus for 2nd year i.e., semester III & IV of Bachelor of Business Administration (Financial Markets)- (2017-20)*

The Board went through the scheme and syllabus of 2nd year *i.e., semester III & IV*. Their suggestions are noted as given below:

a) Add Credit at the top of each syllabus

b) Use curriculum in place of Syllabus and Course in place of Subject as proposed by UGC.

c) Insert details regarding Elective and Specialization courses i.e., CBCS to be incorporated in all the Programmes.

d) Try and incorporate learning outcome in each unit

e) Bifurcate the course content into Theory and Practical.

f) Add specific case studies, List of speakers, Projects, skill imparted or to be imparted.

g) Change the names of the course's social media marketing to Digital Marketing as the course name does not justify the content. and Recruitment and selection to Talent Hunt

"Resolved that the syllabus as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes". Annexure 3

Item No. BOS/03/06: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2017-18 at 42%, have been achieved.

Since the CO attainment is well above the target, a revised target of 44% for CO attainment was proposed by PAC.

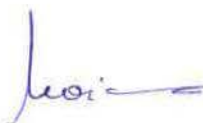The Board noted the attainment levels for year 2017-18 and after due deliberations approved that CO attainment targets for year 2018-19 be set at 44%.

Resolved that Item No. BOS/03/06 is approved and recommend the same to the Academic Council.

Item No. BOS/03/07: : Stakeholders Feedback

The Board was informed that all the courses content has been designed base on the feedback collected by PAC from industry, academia experts, faculty, students and the alumni. The feedbacks received were incorporated in the curriculum.

The Board noted with satisfaction the feedback received and their incorporation in curriculum.

There being no other matter, the meeting was concluded with a vote of thanks to the chair and the members present.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

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Faculty of Liberal Studies

Fourth Board of Studies Meeting in Bachelor of Business Administration
(BOS- BBA)

Minutes

Chaired by:	Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies
Date:	Saturday 15th June 2019
Time:	3:00 PM - 6:00 PM
Venue:	BOARD ROOM-3rd Floor

Minutes of the Fourth Board of Studies in BBA, Faculty of Liberal Studies held on 15th June, 2019 at 03.00 p.m. in the Board Room-3rd Floor Marwadi Campus.

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management.	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Member, External Academia
Dr. Hitesh Shukla, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Member, External Academia
Dr. M.Srinivasa Rao, Professor, Faculty of Management Studies	Member
Prof. Paras Rughani, Assistant Professor and Program Coordinator BBA(H) & BBA(FM)	Member
Dr. Monica Verma Assistant Professor and Member Secretary BoS	Member Secretary

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Prof. Sunil Kumar Jakhoria, Dean, Faculty of Liberal Studies Chaired the meeting and welcomed the members for attending the 4th BOS meeting. The Chairman further expressed special thanks to Dr. Sanjay Bhayani and Dr. Hitesh Shukla for their valuable presence. He also briefed them about the progress of the faculty.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed.

Item No.BOS/04/01: *To confirm the minutes of 3rd meeting of BOS held on 26th May'2018.*

The minutes of 3rd BOS meeting held on 26th May, 2018 were circulated among the BOS members. Since no comment were received, the BOS approved the minutes of the 3rd BOS meeting.

Item No.BOS/04/02: *To report the action taken, where necessary, on the various decisions taken by the BOS in its 3rd meeting held on 26.05.2018*

As part of the action taken on the resolutions of Third BOS meeting the members were informed that actions have been take on all the suggestions except bifurcate the course content into Theory and Practical and incorporating learning outcome in each unit; which is in process. The Board noted the action taken, where necessary, on the various decisions taken in its 3rd meeting held on 26.05.2018 and expressed their satisfaction.

Item No.BOS/04/03: *To consider and approve introduction of course titled "Career Readiness Program", its syllabus and scheme of evaluation in semester V of BBA (Financial Markets)*

The members were informed about the introduction of 2 credit course titled *"Career Readiness Program"* to prepare the students for industry. The course title and syllabus were presented to the members for their suggestions and approval. The details are as follows:

Comparative

Existing			Revised		
Course Code	Course Name	Credits	Course Code	Course Name	Credits
04BB0503	Project Management	4	04BB0503	Project Management	4
04BF0501	Business and Corporate	4	04BF0501	Business and Corporate	4

	Laws				Laws	
04BF0502	Foundation of Financial Mathematics	4	04BF0502	Foundation of Financial Mathematics	4
04BF0503	Management Information Systems	4	04BF0503	Management Information Systems	4
04BF0504	Wealth Management	4	04BF0504	Wealth Management	4
04BF0505	Derivative Market Operations	4	04BF0505	Derivative Market Operations	4
04BF0506	Summer Internship Project	2	04BF0506	Summer Internship Project	2
			04CR0501	Career Readiness Program	2
	Total semester Credits	**26**		**Total semester Credits**	**28**

Reason for Introduction of New Courses — Batch: 2017-2019

Course Name	Feedback from stakeholders	Rational	Action to be taken
Career Readiness Programme	Proposed by programme coordinator and reviewed in the Programme Academic Committee meeting	As in the entire programme structure there was no such course in offering	To be offered as ability enhancement course in semester V

Details of the new courses introduced:

Name of the Programme	Name of the Course	Semester	Batch	Year of Introduction
BBA(FM)	Career Readiness Programme	V	2017-20	2019-20

The BOS discussed the item and expressed its satisfaction and finally resolved as under:

"Resolved that the course title, syllabus, scheme of evaluation and subsequent changes in the credits of semester – V of BBA (Financial Markets) stand approved and is recommended for presentation to the Academic Council". Annexure -1

Item No.BOS/04/04:   *To consider and approve syllabus of semester V & VI of BBA (Financial Markets)*

The BOS discussed the item and approved the syllabuses of semester V&VI and resolved as under:

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"Resolved that the semester V & VI syllabus stands approved and is recommended for presentation to the Academic Council". Annexure 2

Item No.BOS/04/05: *To consider and approve introduction of two new specializations namely; Banking & Insurance, International Business in BBA(Hons); and the courses of reading in the same and their course content.*

The Members were briefed about the proposal to introduce two new specializations namely; Banking & Insurance, International Business to the students admitted in 2017-18 w.e.f. 2019 to BBA(Hons) students and the courses to be taught in each of the specialization.

Introduction of New Specialization & Courses of teaching in each

Reason for Introduction of New Specializations & courses for teaching — Batch: 2017-2019 w.e.f. 2019

Specialization Name	Feedback from stakeholders	Rational	Action to be taken
International Business	Industry, Students and Faculty; and deliberation at PAC	To provide students with the skills and experience needed to advance careers in foreign trade and impart knowledge to expand business overseas.	Introduced as specialization from the batch of 2017-20 w.e.f. 2019
Banking & Insurance	Industry, Students and Faculty; and deliberation at PAC	To provide students with the skills and experience needed to advance careers in the fast-growing finance industry.	Introduced as specialization from the batch of 2017-20 w.e.f. 2019

Details of the new courses introduced in each specialization:

Name of the Programme & Specialization	Name of the Course	Semester	Course Credit	Batch	Year of Introduction

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BBA(Hons)& International Business	International Marketing	V	4	2017-20	2019-20
	International Human Resource Management	V	4	2017-20	2019-20
	Fundamentals of International Business	V	3	2017-20	2019-20
	International Supply Chain Management	VI	4	2017-20	2019-20
	International Trade Finance & Forex Risk Management	VI	3	2017-20	2019-20
BBA(Hons) & Banking & Insurance	Modern Banking Theory & Practices	V	4	2017-20	2019-20
	Financial Analysis & Risk Management in Banks	V	4	2017-20	2019-20
	Fundamentals of Operational Banking	V	3	2017-20	2019-20
	Rural Banking and Micro Finance	VI	4	2017-20	2019-20
	Investment Banking & Insurance	VI	3	2017-20	2019-20

The BOS reviewed the proposed specializations, courses of teaching and syllabi. Same was approved and resolved as under

"Resolved that the new specializations and the course of teaching along with the syllabi stand approved and is recommended for presentation to the Academic Council". Annexure 3

Item No.BOS/04/06:   *To consider and approve revision in the course content of Tally ERP 9. (04BH0101) in semester-5 of BBA(Hons)*

The members were presented with details of revision in the syllabus of the course *Tally ERP 9.* The details are as follows:

Reason for Revision

Course Name	Feedback from	Rational	Action to be

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	stakeholders		taken
Tally ERP 9. (04BH0101) in BBA(Hons)	The subject faculty recommended the revision as the existing course content was too elementary and there is need to expand the content. And to use updated and latest version of tally that adds up the latest updates of the accounts or taxation policy like removing VAT and introducing GST. The suggestion was deliberated by PAC and accepted for presentation to the BoS	Will help student to acquire more understanding of tally and have hands on latest version so as to be market ready	Tally ERP 9. course revised

Details of the courses revised

Course Name	Semester	Batch	Year of Revision
Tally ERP 9. (04BH10101)	I	2019-22	2019-20

The BOS reviewed the item and resolved as under:

"Resolved that the suggested modification stand approved and is recommended for presentation to the Academic Council". Annexure 4

Item No.BOS/04/07:   *To consider and approve Converting Corporate Communication & Etiquette (04BH0201) from credit to non-credit course in BBA(Hons)*

The board was informed that the course titled *"Corporate Communication & Etiquette (04BH0201)"* was taught as a 2-credit course in semester 2 of BBA(H) but there is recommendation to convert it into a non-credit certification course for students admitted in 2019-20.

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Course Name	Feedback from stakeholders	Rational	Action to be taken
Corporate Communication & Etiquette (04BH0201) in BBA(Hons)	The Learning and Development department recommended converting it into a certificate course and it should be delivered in a form of workshop to make it effective rather as a regular course. The suggestion was deliberated by PAC and accepted for presentation to the BoS	It will be more effective and the expected outcomes can be attained.	Convert Corporate Communication & Etiquette (04BH0201) from credit to non- credit course.

The BOS reviewed and approved the recommendation of converting course title "Corporate Communication & Etiquette (04BH0201)" from credit to non-credit course w.e.f., 2019 and resolved as under

Resolved that the suggested change stand approved and is recommended for presentation to the Academic Council". Annexure 5

Item No.BOS/04/08:   *To consider and approve introduction of course titled "Understanding of Corporate Financial Statements" and its syllabus in BBA & BBA(Hons) semester V*

The members were informed that course titled "Understanding of Corporate Financial Statements" will replace the courses titled Brand India: From Local to Global (04BB0504) in semester V of BBA & BBA(Hons) for the students admitted in 2019-20.

Course Name	Feedback from stakeholders	Rational	Action to be taken
Understanding of Corporate Financial Statements in semester V of BBA and BBA(Hons). (For students admitted in	Programme coordinator as it was observed that in the entire programme of BBA and BBA(H) there was no course which acquainted the students to corporate	Will help students to understand and interpret the corporate financial statements.	"Understanding of Corporate Financial Statements" to replace "Brand India: From

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| 2019-20) | final statements and their analysis. The suggestion was deliberated by Programme Academic Committee (PAC) and accepted. PAC recommended for presentation to the BoS | | Local to Global" from academic year 2021 |

Details of the changes:

| Programme Name | Change | | Semester | Batch | Year of Introduction |
	From	To			
BBA & BBA(H)	Brand India: From Local to Global	Understanding of Corporate Financial Statements	V	2019-22	2019

The BOS discussed the item and approved it to be applicable on students admitted in 2019-20 w.e.f. 2021 and resolved as under:

"Resolved that the new course titled Understanding of Corporate Financial Statements and its syllabus stand approved and is recommended for presentation to the Academic Council". Annexure 6

Item No.BOS/04/09:   *To consider and approve Discontinuing the courses titled Brand India: From Local to Global (04BB0504) in semester V of BBA & BBA(Hons) for the students admitted in 2019-20*

The members were informed about the Reasons for discontinuation:

Course Name	Feedback from stakeholders	Rational	Action to be taken
Brand India: From Local to Global (04BB0504) in semester V of BBA and BBA(Hons). (For students admitted in 2019-20)	Programme coordinator and course faculties observed that despite being a good course the delivery and assessment of the course was difficult. The UG students were unable to comprehend the essence of the	Will be more suitable to be delivered to Post graduate students as they will understand the relevance of the course.	"Brand India: From Local to Global" discontinued from 2021

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	course. The suggestion was deliberated by PAC and accepted for presentation to the BoS		

Details of changes:

Programme Name	Course Name	Semester	Batch	Year of Discontinuation
BBA & BBA(H)	Brand India: From Local to Global	V	2019-22	2021

The BOS reviewed and approved that the courses titled "Brand India: From Local to Global" (04BB0504) in semester V to be discontinued and resolved:

"Resolved that Item No.BOS/04/09 stand approved and is recommended for presentation to the Academic Council". Annexure 7

Item No.BOS/04/10:   *Any other item with permission of the chair.*
Modification in course titled Entrepreneurship (04BB0405) in semester-IV taught in BBA and BBA(Hons)

The members were informed that the university has entered into MOU with Center for Entrepreneurship Development, Gandhinagar. And propose to modify the course content of course titled Entrepreneurship(04BB0405) in semester-IV taught in BBA and BBA(Hons) according to Introducing Entrepreneurship Development Program Module II offered by Center for Entrepreneurship Development

Under this agenda item the BOS discussed and approved the proposed revision and resolved as under
"Resolved that the suggested modification stand approved and is recommended for presentation to the Academic Council". Annexure 8

Item No. BOS/04/11:   **Discussion on Programme Outcome and Course Outcome attainment**

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2018-19 at 44%, have been achieved.
Since the CO attainment is well above the target, a revised target of 46% for CO attainment was proposed by PAC.
The Board noted the attainment levels for year 2018-19 and after due deliberations approved that CO attainment targets for year 2019-20 be set at 46%.

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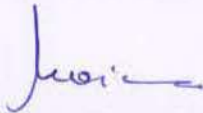
Resolved that Item No. BOS/04/11 is approved and recommend the same to the Academic Council.

Item No. BOS/04/12 : **Stakeholders Feedback**

The Board was informed that the PAC had collected feedback from students, industry and academic experts for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated the same have been detailed in above agenda items.

The Board noted with satisfaction the suggestions received and actions taken on them.

The meeting concluded with a vote of thanks to the chair and the members present.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

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Marwadi University

Faculty of Liberal Studies

Fifth Board of Studies in Bachelor of Business Administration (BOS -BBA)

Minutes of the Fifth combined Board of Studies in BBA and Commerce, Faculty of Liberal Studies held on Saturday 5th September 2020|4:00 PM - 5:30 PM | Venue – Google Meet: meet.google.com/wjs-pakz-oc

Convener of Meeting   Dean, Faculty of Liberal Studies

In the Chair :   Dean, Faculty of Liberal Studies

The attendees:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management	In-Chair
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Expert, External Academia
Dr. Hitesh Shukala, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Expert, External Academia
Dr. Tarun Sharma, DGM- Strategy, Dalmia Cement Bharat Ltd., New Delhi	Expert, External Industry
Mr. Ketan Gandhi, CEO, KgGuruji.com, Pune.	Expert, External Industry
Dr. Dhiresh Kulshrestha, Associate Professor	Member, Internal
Dr. Prasanta Chatterjee Biswas, Associate Professor	Member, Internal
Dr. Monica Verma, Associate Professor	Member, Internal & BOS Coordinator
Dr. Kiran Kumar Agarwal, Associate Professor & Programme Coordinator BBA	Member, Internal
Mr. Paras Rughani Assistant Professor & Programme Coordinator, BBA(H) and BBA(FM)	Member, Internal
Mr. Ruturaj Doshi, Assistant Professor & Academic Coordinator	Member, Internal

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The leave of absence was granted to:

Dr. H.C. Sardar, Professor,Sheth Damodardas School of Commerce , Gujarat University.	Expert, External Academia

At the outset, Prof. Sunil Kumar Jakhoria, Dean (Faculty of Business Management & Faculty of Liberal Studies) and chairman to the Board Of Studies warmly welcomed all the members for attending the 5th combined meeting of the Board Of Studies in Bachelors Of Business Administration. The Chairman appreciated the interest and the presence of external members Dr. Sanjay Bhayani, Dr. Hitesh Shukla, who have been a constant support and a source of encouragement to the faculty over the past years. He also introduced the two new members, Dr. Tarun Sharma and Mr. Ketan Gandhi and thanked them for accepting to be on the board and sparing the time from their busy schedule to attend the meeting. The Chair made a brief presentation on the various programmes run under the Faculty of Liberal Studies, the syllabus updation process adopted by the Faculty and about the progress of the Faculty.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed :

Item No.BOS/05/01:   *To confirm the minutes of 4nd meeting of BOS held on 15.06.2019.*

The Board Considered and confirmed the minutes of 4th BOS meeting held on 15.06.2019 as there were no comments from members.

Item No.BOS/05/02:   *To report the action taken, where necessary, on the various decisions taken by the BOS in its 2nd meeting held on 15.06.2019.*

The Board noted the action taken, where necessary, on the various decisions taken in its 4th meeting held on *15.06.2019*. The Board also expressed its satisfaction on the action taken report on the various decisions taken in its 2nd meeting held on *15.06.2019*.

Item No.BOS/05/03:   **All agenda items pertaining to BBA and BBA(H) programme**

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Item No.BOS/05/03i :   *To consider and approve re -allocation of the sessions in course titled "Management of Services" (04BB0406) in semester-4 of BBA and BBA(H) programme.*

The Board considered the suggested change and found it appropriate and positive.

"Resolved that the changes as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes
(Annexure-IA and IB)

Item No.BOS/05/03ii :   *To consider and approve an additional text book in course titled "Management of Services" (04BB0406) in semester-4 of BBA and BBA(H) programme.*

The Board considered the suggested change and found that the book "Service Marketing" authored by Rajendra Nargundkar published by McGraw is good and should be added to the list of existing two text books as additional text.

"Resolved that the addition book to be added to the list of text book as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes
(Annexure-IA and IB)

Item No.BOS/05/03iii :   *To consider and approve change in evaluation scheme for course titled "Applications of Spreadsheet" course code 04LS0212 semester-2 BBA and BBA(H) .*

The Board went through the scheme of evaluation and found that the changes in the form of online   multiple choice question for mid-term and; practical and viva for Marwadi University final exam is a positive change.

"Resolved that the changes in the evaluation as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes
(Annexure-IIA and IIB)

Item No.BOS/05/04:   **All agenda items pertaining to BBA(FM) programme**

Item No.BOS/05/04i: *To consider and approve the Removal of topic Value-Credit- Analysis in Unit -5 of the course titled "Financial*

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statement Analysis" course code 04BF0205 semester-2 of BBA(FM)

The Board considered the suggested change and found it appropriate.

"Resolved that the change as noted above stands approved and is recommended for presentation to the Academic Council after incorporating the changes
(Annexure-IIIA and IIIB)

Item No.BOS/05/04ii::   *To consider and approve a typing error in unit 5 of the course titled Modern Banking Operations And Services" subject code 04BB0404 of BBA(FM) Global Packet Radio Services to General Packet Radio Services*

The Board approved the minor change of the correction in unit 5 of the course titled Modern Banking Operations And Services" subject code 04BB0404 taught in semester -4 of BBA(FM) Global Packet Radio Services to General Packet Radio Services

"Resolved that the above change stands approved and is recommended for presentation to the Academic Council after incorporating the changes
(Annexure-IVA and IVB)

Item No. BOS/04/05: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2019-20 at 46%, have been achieved.
Since the CO attainment is well above the target, a revised target of 48% for CO attainment was proposed by PAC.
The Board noted the attainment levels for year 2019-20 and after due deliberations approved that CO attainment targets for year 2020-21 be set at 48%.

Resolved that Item No. BOS/04/05 is approved and recommend the same to the Academic Council.
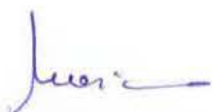
Item No. BOS/04/06: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated as shown in above agenda items.

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The Board noted with satisfaction the suggestions received and actions taken on them.

The meeting was concluded with a vote of thanks to the chair and all the members.

(Dr. Monica Verma)
Member Secretary BOS.

(Dr. Sunil Kumar Jakhoria)
Chairman

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Marwadi University

Faculty of Liberal Studies

Sixth Board of Studies meeting in Bachelor of Business Administration (BOS-BBA)

Minutes

Chaired by:	Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies
Date:	28-06-2021
Time:	4:00pm -6:00pm
Venue:	Virtual mode via Google link: meet.google.com/xzh-ebkx-dbh

Minutes of the Sixth combined Board of Studies meeting of Bachelor of Business Administration, Faculty of Liberal Studies.

The attendees:

The following members attended the meeting:

Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Liberal Studies and Faculty of Business Management.	Chairperson
Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Hitesh Shukla, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Tarun Sharma, DGM-Strategy, Dalmia Cement Bharat Ltd., New Delhi.	Expert External -Industry
Mr. Ketan Gandhi, CEO, KgGuruji.com, Pune.	Expert External –Industry
Dr. Dhiresh Kulshrestha, Associate Professor	Member, Internal
Dr. Prasanta Chatterjee Biswas, Associate Professor	Member, Internal
Dr. Monica Verma, Associate Professor	Member, Internal & BoS Secretary

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Dr. Kiran Kumar Agarwal,
Associate Professor and Program Coordinator BBA

Member, Internal

Mr. Paras Rughani,
Assistant Professor and Program Coordinator BBA (Hons) &
BBA(FM)

Member, Internal

On confirming the presence of members and the quorum being present, the chairman commenced the meeting.

Prior to commencement of agenda, Prof. Sunil Kumar Jakhoria, chairman to Board of Studies welcomed all the members to the 6th combined BOS meeting of Bachelors of Business Administration. The Chairman further expressed special thanks to Dr. Sanjay Bhayani and Dr. Hitesh Shukla, Dr. Tarun Sharma and Mr. Ketan Gandhi, for attending the meeting. The Chair informed the members that now onwards the board of studies meeting will be scheduled twice in a year. He briefed the members that the revision in the curriculum of all the UG programmes namely BBA, BBA(Hons) and BBA(FM), has been done with a view a) to rationalize and streamline the common courses b) to emphasize on application-based assessment c) to offer more choices and specialization d) revising the course outcomes in light of blooms taxonomy e) provide skill enhancement courses. He also briefed about the process adopted to draft the Curriculum and the syllabi.

Agenda under Discussion:

After that the agenda items listed were taken up for discussion and the following resolutions were passed.

Item No.BOS/06/01:	*To confirm the minutes of the previous combined BOS meeting of BBA and Commerce.*

The minutes of the 5th combined BOS meeting of BBA and Commerce held on 5th September'20 was approved by chairman and mailed to the members on 11th September'20. Since no comments were received from any member, the minutes were confirmed.

Item No.BOS/06/02:	*To report the action taken, where necessary, on the various decisions taken by the BOS in its 5th BOS meeting held on 5th September'20*

As part of the action taken on the resolutions of 5th BOS meeting the members were informed that the action has been taken on all the matters as below:

Agenda item	Action Taken

Bachelor of Business Administration & **Bachelor of Business Administration (Honors)**
    i)   *Re allocation of the sessions in "Management of Services" in semester-4*
   ii)   *Recommendation of additional text book in "Management of Services" in semester-4*
  iii)   *Change in evaluation for course titled "Applications of*
	Completed

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Spreadsheet" semester-2 BBA and BBA(H)	
Bachelor of Business Administration (Financial Markets) i) *Removal of topic Value-Credit- Analysis in Unit -5of the course titled financial statement Analysis semester-2* ii) *Correction of Global Packet Radio Services to General Packet Radio Services*	Completed

The Board noted the action taken, and expressed their satisfaction on the action taken report.

Item No.BOS/06/03:	***Items for Reporting/Information***

No agenda item for information.

Item No.BOS/06/04(i):	***To consider and approve revised Programme Structure for BBA Three Years program to be implemented from academic year 2021-22.***

The members were briefed regarding the need for revising the curriculum/ programme structure of BBA. Dr. Kiran Agarwal, Programme coordinator BBA presented to the members the revised programme structure and the changes made in comparison to the previous curriculum. The members were informed that the new curriculum offers greater number of course choice in the form of General electives and specializations. The members were informed that as in the earlier years the students will continue to take noncredit courses intended to enhance skills and abilities namely; Corporate Etiquettes in semester 3, Corporate Correspondence in semester 4, Personal Finance in semester 5 and SPSS in semester 6 along with the credit courses. The members were also informed that from the academic year 2021 students will be offered a two-credit university open elective in semester 1,2,3 and 4.

Courses Shifted

Following suggestion were received:

1) To offer course on a) Service marketing or service operations; b) innovation
2) To offer flexibility to the faculty in evaluation of the student.
3) To implement team work-based assessment.
4) If possible French language should be offered in more than one semester as one semester teaching is too less to learn a language.
5) If possible, for a 4-credit course there should be 3 theory classes and 1 practical/ field visit session so that the students have a greater practical exposure.

Conclusion:

The suggestions were discussed and the change 1) was **accepted and approved** and the programme coordinator was advised to deliberate on feasibility of including suggestion 2 to 5 and come up with suggestions in next BoS. It was resolved as under:

"Resolved that the revised Programme structure stands approved and is recommended for presentation to the Academic Council. (Annexure-I)

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Item No.BOS/06/04(ii):　　　　　*To consider and approve syllabi of all six semesters as per Revised Curriculum for BBA Three Years program to be implemented from academic year 2021-22.*

The Board went through the syllabi and approved it to be applicable w.e.f batch of 2021-22 and resolved as under:

"Resolved that the syllabi stand approved and is recommended for presentation to the Academic Council". (Annexure-II)

Item No.BOS/06/05(i):　　　　　*To consider and approve revised Programme Structure for BBA (Hons) Three Years program to be implemented from academic year 2021-22.*

Mr. Paras Rugani, Programme coordinator BBA(Hons) presented to the members the revised programme structure and the changes made in comparison to the previous curriculum. The members were informed that the new curriculum offers greater number of course choice in the form of General electives and specializations. The students will be offered eight credit certification courses during the three years programme and eight specializations to choose from. The members were informed that as in the earlier years the students will continue to take noncredit courses intended to enhance skills and abilities namely; Corporate Etiquettes in semester 3, Corporate Correspondence in semester 4, Personal Finance in semester 5 and SPSS in semester 6 along with the credit courses. The members were also informed that from the academic year 2021 students will be offered a two-credit university open elective in semester 1,2,3 and 4.

Following suggestion were received:
1) To offer course on Service marketing or service operations; b) innovation and C) Total Quality Management
2) To offer flexibility to the faculty in evaluation of the student.
3) To implement team work based assessment.
4) If possible French language should be offered in more than one semester as one semester teaching is too less to learn a language.
5) If possible for a 4 credit course there should be 3 theory classes and 1 practical/ field visit session so that the students have a greater practical exposure.

Conclusion:

The suggestions were discussed and the change 1) was **accepted and approved** and the programme coordinator was advised to deliberate on feasibility of including suggestion 2 to 5 and come up with suggestions in next BoS. It was resolved as under:

"Resolved that the revised Programme structure stands approved and is recommended for presentation to the Academic Council". (Annexure-III)

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Item No.BOS/06/05(ii):   *To Consider and approve syllabi of all six semesters as per Revised Curriculum for BBA(Hons) Three Years program to be implemented from academic year 2021-22.*

The Board went through the syllabi and approved it to be applicable w.e.f batch of 2021-22 and resolved as under:

"Resolved that the syllabi stands approved and is recommended for presentation to the Academic Council". (Annexure-IV)

Item No.BOS/06/05(iii):   *To consider and approve a) offering additional specializations namely; Digital Marketing, Entrepreneurship and Logistics Management, b) the course of reading and c) the syllabi for BBA(Hons) batch of 2019-22 Three Years program.*

The details are as follows:

Specialization Name	Course Name	Semester	Batch	Year of Introduction
Logistics	Inventory Management	V	2019-22	2021
	Warehousing, Distribution & Transportation Management	V	2019-22	2021
	Packaging Management	V	2019-22	2021
	IT in Logistics Management	VI	2019-22	2022
	International Logistics	VI	2019-22	2022
Digital Marketing	Essentials of Digital Marketing	V	2019-22	2021
	Applications of SEO, SEM & Web Analytics	V	2019-22	2021
	Website Development	V	2019-22	2021
	Contemporary Practices of Digital Marketing	VI	2019-22	2022
	Social Media Marketing	VI	2019-22	2022
Entrepreneurship	Innovation & Start-Up Management	V	2019-22	2021
	Social Entrepreneurship and Corporate Entrepreneurship	V	2019-22	2021
	Fundamentals of International Business	V	2019-22	2021
	Legal Aspects of Startups and IPR	VI	2019-22	2022
	Funding for Start-Ups	VI	2019-22	2022

The Board considered and approved the three new specializations namely, Digital Marketing, Entrepreneurship and Logistics Management, the five course of reading in each specialization and the syllabi for the same to be offered for the batch of 2019-22 i.e., w.e.f. 2021.

"Resolved that the proposed specializations along with courses of reading and the syllabi stands approved. It is recommended for presentation to the Academic Council". (Annexure-V)

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Item No.BOS/06/06(i):   *To consider and approve revised Programme Structure for BBA(FM) Three Years program to be implemented from academic year 2021-22.*

Mr. Paras Rugani, Programme coordinator BBA(FM) presented to the members the revised programme structure and the changes made in comparison to the previous curriculum. The students will be offered eight credit courses of NCFM during the three years programme. The members were informed that as in the earlier years the students will continue to take noncredit courses intended to enhance skills and abilities namely; Corporate Etiquettes in semester 3, Corporate Correspondence in semester 4, Personal Finance in semester 5 and SPSS in semester 6 along with the credit courses. The members were also informed that from the academic year 2021 students will be offered a two-credit university open elective in semester 1,2,3 and 4.

Following suggestion were received:

1) To offer course on Financial Behaviour.
2) If possible, for a 4-credit course there should be 3 theory classes and 1 practical/field visit session so that the students have a greater practical exposure.

Conclusion:

The suggestions were discussed and the programme coordinator was advised to deliberate on feasibility of including the same and come up with suggestions in next BoS. It was resolved as under:

"Resolved that the revised programme structure stands approved and is recommended for presentation to the Academic Council. (Annexure-VI)

Item No.BOS/06/06(ii):   *To consider and approve syllabi of all six semesters as per Revised Curriculum for BBA(FM) Three Years program to be implemented from academic year 2021-22.*

The Board went through the syllabi and approved it to be applicable w.e.f batch of 2021-22 and resolved as under:

"Resolved that the syllabi stand approved and is recommended for presentation to the Academic Council". (Annexure-VII)

Item No. BOS/06/07: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2020-21 at 48%, have been achieved.
Since the CO attainment is well above the target, a revised target of 50% for CO attainment

was proposed by PAC.

The Board noted the attainment levels for year 2021-22 and after due deliberations approved that CO attainment targets for year 2021-22 be set at 50%.

Resolved that Item No. BOS/06/07 is approved and recommend the same to the Academic Council.

Item No. BOS/06/08: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts for curriculum development. The Board was further informed that the suggestions/feedback received were incorporated and accordingly the programe structure has been revised.

The Board noted with satisfaction the suggestions received and actions taken on them.

Vote of Thanks

There being no other business, the meeting ended at 6:10 pm with a vote of thanks to the chair.

(Dr. Monica Verma)
Member Secretary BoS.

(Dr. Sunil Kumar Jakhoria)
Chairperson

Dean
Faculty of Liberal Studies
Marwadi University
Rajkot - 360003, Gujarat

Marwadi University

Faculty of Management Studies

Seventh Board of Studies meeting in Bachelor of Business Administration (BOS-BBA)

Minutes

|	
Chaired by:	Dr. Sunil Kumar Jakhoria, Professor & Dean, Faculty of Management Studies
Date:	27-12-2021
Time:	4:00pm -6:10pm
Venue:	Virtual mode via Google link: meet.google.com/mzw-szya-orb

The attendees:

The following members attended the meeting:

Dr. Sanjay Bhayani, Professor, Department of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Hitesh Shukla, Professor, Deptt. of Business Management, Saurashtra University, Rajkot.	Expert External -Academia
Dr. Tarun Sharma, DGM-Strategy, Dalmia Cement Bharat Ltd., New Delhi.	Expert External -Industry
Mr. Ketan Gandhi, CEO, KgGuruji.com, Pune.	Expert External –Industry
Dr. Prasanta Chatterjee Biswas, Associate Professor	Member, Internal
Dr. Monica Verma, Associate Professor	Member, Internal & BoS Secretary
Dr. Kiran Kumar Agarwal, Associate Professor and Program Coordinator BBA	Member, Internal
Mr. Paras Rughani, Assistant Professor and Program Coordinator BBA(H) & BBA(FM)	Member, Internal

On confirming the presence of members and the quorum being present, the chairman commenced the meeting.
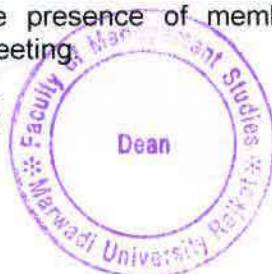
Prior to commencement of agenda, Prof. Sunil Kumar Jakhoria, chairman, Board of Studies welcomed all the members to the 7th BOS meeting of Bachelors of Business Administration and expressed special thanks to Dr. Sanjay Bhayani and Dr. Hitesh Shukla, Dr. Tarun Sharma and Mr. Ketan Gandhi, for attending the meeting.

After that, the agenda items listed were taken up for discussion and the following resolutions were passed.

Agenda under Discussion:

Item No.BOS/07/01:   *To confirm the minutes of the previous combined BOS meeting of BBA and Commerce.*

The minutes of the 6th combined BoS meeting of BBA and Commerce held on 28th June'21 was approved by chairman and mailed to the members on 24th July'21. Confirmation for same was received from all the members by 27th July'21, the minutes were confirmed.

Item No.BOS/07/02:   *To report the action taken, where necessary, on the various decisions taken by the BOS in its 6th BOS meeting held on 28th June'21*

As part of the action taken on the resolutions of 6th BOS meeting the members were informed that the action has been taken on all the matters as below:

Sr. No	Suggestions	Action Taken
1	To incorporate course on a) Service marketing or Service operations b) Total Quality Management c) Innovation	**Noted and completed** After deliberation following was decided: a) Course titled 'Management of services' to be offered as elective in semester 4 to BBA, BBA(H) and BBA(FM) b) Unit on innovation added to the course titled Start – up Management. After incorporating the change, the new title of the course is 'Innovations and Start-up Management.'
2	To offer course in French language in more than one semester.	Noted as valid suggestion and referred to Subject Review committee. At present it is being deliberated upon.
3	Faculty should have liberty to decide Evaluation Scheme.	**The members were informed that we already have provision for the same, which are as follows:** a) Faculty in all the courses offered in a programme have complete autonomy to decide the evaluation scheme for 50 %

		(internals) of the total marks and; b) in courses identified as departmental courses the faculty has complete autonomy to decide evaluation scheme for whole 100%

The Board noted the action taken, and expressed their satisfaction on the action taken report.

Item No.BOS/07/03:   ***Items for Reporting/Information***

1) Henceforth, Faculty of Business Management and Faculty of Liberal Studies are merged and will be known as Faculty of Management Studies (FMS).
2) In the 6th BoS the FMS decided on offering Open elective of 2 credits across 1st to 4th semester of all the Under Graduate courses ie., BBA, BBA(H) and BBA (FM),. The same was reflected in the programme structure of all the programmes and the same was presented in 6th BoS meeting. However, later at the university level it was decided that the Open Electives shall be of 3 credits and offered in 3rd and 4th semester. As a result, the subsequent changes in the Programme structure of BBA, BBA(H) and BBA (FM) are being informed to all the board members. **Annexure-I**

Item No.BOS/07/04:   ***Changes in the course of teaching in semester V of Entrepreneurship** specialization and **course of teaching in semester VI of Digital** Marketing specialization. And their respective syllabuses.*

The members were informed that in the 6th BoS it was approved that in BBA(Hons) programmed :

   i)   In semester 5 course titled "International Business Procedures" with course code 04BH0506 will be the common course to be offered in Entrepreneurship and International Business specialization.
   ii)   Similarly, in semester -6 course titled "Social Media Marketing" with course code 04BH1603 will be the common course for teaching in Marketing and Digital Marketing specialization.

But the central examination department was of the opinion that same course cannot be offered in two specializations because there will be some administrative issues. This was deliberated by respective subject area committees and the Programme Academic committee; and finally decided that hence forth:
   a) In Semester- 5
      i)   Course titled "Fundamentals of International Business" with course code 04BH0504 will be taught in International Business specialization; and
      ii) Course titled "International Business Procedures" with course code 04BH0506 will be taught in Entrepreneurship specialization
   b) In Semester- 6
      i)   Course titled "Social Media Marketing" with course code 04BH1603 will be taught in Marketing specialization

ii) Course titled "Marketing Through Social Media Platforms" with course code 04BH0609 will be taught in Digital Marketing specialization

Details of the changes are as follows:

Programme Name	Specialization	Change		Semester	Batch
		From	To		
BBA(H)	International Business	Fundamentals of International Business (04BH0504)	Fundamentals of International Business (04BH0504)	V	2021-24
	Entrepreneurship	Fundamentals of International Business (04BH0504)	International Business Procedures (04BH0506)	V	2021-24
	Marketing	Social Media Marketing (04BH1603)	Social Media Marketing (04BH1603)	VI	2021-24
	Digital Marketing	Social Media Marketing (04BH1603)	Marketing Through Social Media Platforms (04BH0609)	VI	2021-24

The members reviewed and approved the proposed changes and the syllabuses of "International Business Procedures" and "Marketing Through Social Media Platforms". It was resolved:

"Resolved that *Item No.BOS/07/04* stands approved and are recommended for presentation to the Academic Council". Annexure-II

Item No.BOS/07/05:   *To consider and approve syllabus and teaching scheme of University Open Elective to be offered by FMS*

Dr. Sunil Kumar Jakhoria informed and explained to the board members that university (keeping in line with one of the major proposals of NEP to offer greater flexibility in courses offered to the students) has decided to introduce University open electives, a concept approved by the Academic Council. The student on commencement of 3rd semester has to choose 2 electives during the entire duration of his/her programme and those electives will be deemed as university wide open elective. To begin with, these electives will be offered in under graduate programmes and later extended to Post Graduate programmes. A pool of such university electives will be

created where every department in the university will contribute. In addition, courses like music, NCC, sports, performing arts etc. are also to be included. These courses will be available to the students other that the department/ faculty offering it. As a common guideline these courses shall not be too technical in nature, there is no lab component and there is no pre- requisite to the course. The Faculty of Management Studies, to begin with will offer nine courses, four in management and five in commerce.

The courses and teaching and evaluation were presented before the members for discussion and approval:

Course Title	Course code	Credits	Contact Hours
Entrepreneurship	04OP0006	3	36 hr
Digital Marketing	04OP0007	3	36 hr
Data Analysis using Spreadsheet	04OP0008	3	36 hr
Basics of Supply Chain Management	04OP0009	3	36 hr

And the evaluation scheme for each course shall be:

	Component	Weightage
A	Continuous Evaluation Component (Assignments / Quizzes /Class Participation etc.)	20% (C.S.E)
B	Internal Assessment	30% (I.A.)
C	End-Semester Examination	50% (External assessment)

Following comments and suggestion were received:
1) Course titled "Entrepreneurship", "Tax Planning for Individuals" and "Basics of Supply Chain Management" were approved by the members.
2) In the Course titled "Digital Marketing" more teaching hour should be allocated to unit 3 as the topic to be dealt in the unit have great potential for skilling and employability.
3) In the Course titled "Data Analysis using Spreadsheet" solver and Pivot table should be mentioned in unit -1 for greater clarity during course delivery.

Conclusion:

The suggestions were discussed and the **changes were accepted and approved**. It was resolved as under:

"Resolved that all the syllabi and teaching and evaluation scheme for each course stands approved and are recommended for presentation to the Academic Council".
Annexure-III

Item No. BOS/07/06: Discussion on Programme Outcome and Course Outcome attainment

The Board was informed that an analysis of CO attainment revealed that the targets set for the academic year 2021-22 at 50%, have been achieved.

PAC proposed the CO attainment target for academic year 2022-23 at 50%.

The Board noted the attainment levels for year 2021-22 and after due deliberations approved that CO attainment targets for year 2022-23 be set at 50%.

Resolved that Item No. BOS/07/06 is approved and recommend the same to the Academic Council.

Item No. BOS/07/07: : Stakeholders Feedback

The Board was informed that the PAC had collected feedback from students, industry and academic experts on the syllabi and curriculum. The Board was further informed that the suggestions/feedback received were incorporated.

The Board noted with satisfaction the suggestions received and actions taken on them.

Vote of Thanks

After discussion on the agenda Dr. Sunil Kumar Jakhoria informed the members about the progress made by the faculty and the university; and decision by the University for the academic development of faculty and over all research environment since the last BOS.

There being no other business, the meeting ended with a vote of thanks to all present.

(Dr. Monica Verma)
Member Secretary BoS.

(Dr. Sunil Kumar Jakhoria)
Chairperson

Board of Studies held on 25th May 2019 for approval of B.Sc. and M.Sc. Microbiology course syllabus to be implemented from coming academic term in Marwadi University

Minutes of Meeting

- Meeting initiated at 11:00 PM by **Dr. Gaurav Sanghvi**(chairperson), **Dr. Ujwalkumar Trivedi** (Head of the Department of Biotechnology) and **Dr. Vaibhav Mehta** (Principal, Faculty of Science, Marwadi University) in presence of external committee members: **Dr. Satya. P. Singh** (Head of Bioscience Department, Saurashtra University, Rajkot), **Dr. Neepa Pandhi** (Head of Microbiology Department, Shree M & N Virani Science College, Rajkot),**Dr. Mehul Jivrajani** (Scientist, Beckman Coulter Diagnostics, Bangalore) and internal committee members of Microbiology Department (Marwadi University, Rajkot) : **Dr. Mahendrapalsingh Rajput** and **Dr. Krishna Joshi**.

Following are the suggestions by BoS members and changes incorporated in M.Sc. Biotechnology syllabus.

Suggestions by external BoS members	Changes made in the syllabus
Prof. S. P. Singh 1. Removal of Physics subject and addition of Botany and Zoology subject in B.Sc. 2. Addition of the English subject in M.Sc. 3. Addition of more *In silico* tools in practical to design cloning. 4. Addition of Seminar subject.	1. Fundamental Biology-I and II added in B.Sc. semester 1 and 2 respectively as per recommendation from external expert. The subjects introduced have relevance in employability and skill development. 2. Added Paper effective communication skills in semester 1 and semester 3. The introduced subject has relevance in employability and skill development (Annexure 1). 3. Added appropriate Bioinformatics practicals in Biostatistics and bioinformatics paper. 4. Added seminar in M.Sc. semester 3.
Prof. Neepa Pandhi 1. Addition of Elective papers in Semester M.Sc. 2. Addition of credit for seminar and Industrial visit. 3. As first batch is added the bachelor's degree, it is recommended to add the alumni feedback for the curriculum enrichment. 4. Course attainment analysis and recommendation.	1. Food and dairy Microbiology and Pharmaceutical microbiology subjects added as electives in semester along with three core papers. The introduced subject has relevance in employability and skill development (Annexure 1). 2. Seminar subject added in the M.Sc. semester 3. 3. Alumni feedback will be taken for the curriculum related changes. Already for Masters the food microbiology subject in M.Sc. semester 3 is added as elective.

	4. Set course attainment level for the year 18-19 (52%) was attained. As per the recommendation of subject and industrial expert, the course attainment for bachelors and masters course is set to be 54%.
Dr. Mehul Jivrajani 1. Addition of paper medical Microbiology. 2. Value added courses relevant for overall development in M.Sc. programme need to be incorporated as already implemented in B.Sc. programme.	1. Added of paper Medical Microbiology in semester VI. 2. Non credit value added course named Mental toughness programme and other online courses is introduced.

Approval of the syllabus of B.Sc. and M.Sc. Microbiology as per the suggestions of BoS Members

Sr. No	Committee Member's	Affiliation	Signature
1	Dr. Gaurav Sanghvi Chairperson	Assistant Professor, Department of Microbiology, Marwadi University, Rajkot. Email id: gaurav.sanghvi@marwadieducation.edu.in	
2	Prof. S. P. Singh External Member	Professor and Head, Department of Biosciences, Saurashtra University, Rajkot (Gujarat) Email: satyapsingh@yahoo.com	
3	Dr. Neepa Pandhi External Member	Professor and Head Department of Microbiology Shree M & N Virani Science College, Rajkot. Email:neepa.pandhi@gmail.com	
4	Dr. Mehul Jivrajani External Member	Junior Scientist, Beckman Coulter Diagnostics, Bangalore. Email: mehjiv@gmail.com	
5	Dr. Vaibhav Mehta Internal member	Principal, Faculty of Science Marwadi Education Foundation, Rajkot. Email: vaibhav.mehta@marwadieducation.edu.in	
6	Dr. Ujwalkumar Trivedi Internal Member	Head, Department of Biotechnology, Marwadi University, Rajkot. Email id: ujwalkumar.trivedi@marwadieducation.edu.in	
7	Dr. Krishna Joshi Internal Member	Assistant Professor, Department of Microbiology, Marwadi University, Rajkot. Email id: krishnak.joshi@marwadieducation.edu.in	
7	Dr. Mahendrapalsingh Rajput Internal Member	Assistant Professor, Department of Microbiology, Marwadi University, Rajkot. Mob.: +91-9824821768 Email id: mahendrapalsingh.rajput@marwadieducation.edu.in	

Annexure 1

Sr. No	Course name	Course code	semester	Year of introduction
1.	Effective Communication Skills - I	02SL0103	I	2019-20
2.	Seminar-1	02MB0455	I	2019-20
3.	Food and Dairy Microbiology	02MB051	III	2019-20
4.	Effective Communication Skills - II	02SL0501	III	2020-21

* The highlighted subjects are relevance in employability and skill development