

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS)

UJIRE-574 240

DAKSHINA KANNADA, KARNATAKA STATE

(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)

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Meeting - I DEPARTMENT OF COMMERCE Proceedings of BOS meeting

Date: 02-11-2022

Time: 10:30 AM

Venue: Discussion Room.

AGENDA No.	AGENDA
Agenda 1 SDMCU/UG COM-BOS/2022-23/01/01	Reading the minutes of the previous BOS meeting and action taken report
Agenda 2 SDMCU/UG COM-BOS/2022-23/01/02	Revision and Approval of the NEP syllabus: a) Highlighting the issues of Gender Equity, Human Values, Environment, Professional Ethics b) Highlighting the Local, National and Global issues in the courses c) Incorporating skill components
Agenda 3 SDMCU/UG COM-BOS/2022-23/01/03	Revision and Approval of OE/SEC/AECC/VAC courses if any a) Identifying the issues of Gender Equity, Human Values, Environment, Professional Ethics b) Identifying the Local, National and Global issues in the courses c) Identifying skill /employability components
Agenda 4 SDMCU/UG COM-BOS/2022-23/01/04	Review of results of previous even semester exams and other achievements, feedback of the Department/Stakeholders if any
Agenda 5 SDMCU/UG COM-BOS/2022-23/01/05	Finalizing the list of examiners

Agenda 6 SDMCU/UG COM-BOS/2022-23/01/06	Any other matter
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Members Present:

Sl No	Name and address	Designation
1.	Prof. Venu Gopal, Department of Commerce, BasudevSomani College, Kuvempu Nagara, Mysore	Subject Expert
2.	CA Rana Pratap, Fellow Chartered Accountant, Bangalore	Post Graduate meritorious, Alumni.
3.	Dr. Ravi M N, Assistant Professor, Dept. of Commerce, Govt. First Grade College, Vamadapadav	University Nominee
4.	Dr. Rathnavathi K, Assistant Professor, HOD of Commerce, SDM College (Autonomous), Ujire	Chairperson
5.	Dr. P.N. UdayaChandra, Principal, SDM College (Autonomous), Ujire	Principal
6.	Ms. Shakunthala, Assistant Professor & Dean Department of Commerce, SDM College (Autonomous), Ujire	Dean
7.	Ms. Malini Anchan, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
8.	Dr. Laxminarayana K.S. Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
9.	Ms. Vinutha D.M. Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
10.	Mr. Bhanu Prakash B.E Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
11.	Ms. Fathima Safira, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
12.	Mr. Harish Shetty, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
13.	Mr. Prasad Kumar Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member

14.	Mr. Suman Jain Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
15.	Ms. Deekshitha Kumari Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
16.	Mr. SachinHebbar Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
17.	Ms. Pavithra U K Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
18.	Ms. Sowmya Kumari, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
19.	Ms. Aparna, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
20.	Ms. Ashwini Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member
21.	MsAkshatha Jain Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Member

Members Not Present:

Sl No	Name and address	Designation
1	Mamatha P R., Associate professor, Kamala Nehru college for women, Shimoga	Subject Expert
2	Mr. Sandesh S.N., Assistant Vice President, Kotak Mahindra Life Insurance, Hubli – Dharwad	Representation from Industry

The Chairperson welcomed the members and presented the agenda.

Agenda 1

Reading the minutes of the previous BOS meeting held on 28-05-2022 and action taken report

The Chairperson read out the minutes of the previous meeting and action taken report. The following actions were taken based on the suggestions given by the members

Suggestion 1

Discussed to follow the syllabus reviewed in workshop conducted by MUCTA

Action Taken

Same is followed

Suggestion 2

Decided to delete the retired and relieved staff from BOE

Action Taken

BOE is revised

The Board approved the agenda and action taken report

Agenda 2

Revision and Approval of the NEP syllabus:

- a) Highlighting the issues of Gender Equity, Human Values, Environment, Professional Ethics
- b) Highlighting the Local, National and Global issues in the courses
- c) Incorporating skill components

The draft of the syllabus developed based on university syllabus and the feedback collected from the stakeholders was reviewed. The members noted all the components stated in the agenda and made the following decisions after considering the suggestions

- To list out the topics related Gender equity, Human values, environment, Professional ethics; highlighting the local and national and Global issues and skill/employability components in the syllabus.
- Decided to maintain Record books for activities to be done for Internal Assessment

The Board approved the syllabus with the modifications suggested.

Further the board reviewed the number of courses highlighting employability and skill enhancement

Number of courses focusing on employability and skill development are as given below

- Number of courses focusing employability-3
- Number of courses focusing skill development-16

It was decided to change the syllabus of Human Resource Management and Secretarial Management

Human Resource Management - Module No. 4: Word Processing is replaced by Training and Development and Module No. 5: MSWord interface is replaced by Performance Appraisal.

It was resolved to teach Word processing and MS Word Interface separately under the course “Computer Applications”

Secretarial Management - Module No. 4: INKSCAPE replaced by File Management and Module No. 5: INKSCAPE EXERCISES is to be replaced by Secretarial Services

It was resolved to teach INKSCAPE and INKSCAPE EXERCISES separately under the course “Computer Applications”

The agenda was approved

Agenda 3

Revision and Approval of OE/SEC/AECC/VAC courses if any

- a) Identifying the issues of Gender Equity, Human Values, Environment, Professional Ethics
- b) Identifying the Local, National and Global issues in the courses
- c) Identifying skill /employability components

Topics concerned with different issues in OE/SEC/AECC/VAC papers (Add rows if required)

SI No	Components	Code, Number Name of the Paper and Unit	Topic
1	Gender issues	Business Ethics, Unit-III	Ethics in HRM
2	Human values	Advertising Skills - Unit V	Ethical Values in advertsinig
		Business Ethics - Unit III	Consumer Ethics
3	Professional ethics	Advertising Skills - Unit V	Social, ethical and legal aspects of advertsing in India
		Business Ethics, Unit- II	Peofessionalism and Professional ethics code
4	Environment	Accounting for everyone unit -V	Annual Report on CSR
		Business Ethics, Unit -V	Globalization on Indian corporate and social culture
6	National issues	Entrepreneurship Skills, Unit - II	PMMY - MUDRA Loan
		Accounting for everyone unit -IV	BSE, NSE, Annual report

7	Global issues	Buisness Ethics Unit - V	International codes of Business Conduct
8	Skill components	Advertising Skills - Unit III	Preparing ads for different media
		Accounting for everyone-III	Accounting equations
		Business Ethics, Unit - III & IV	Marketing Ethics and Ethical issues in Information Technology
		Entrepreneurial Skills, Unit III	Ways to set up an enterprise
9	Employability components	Advertising Skills - Unit V	Advertising Agency
		Entrepreneurship Skills, Unit - I	Need of becoming entrepreneur
		Entrepreneurship Skills, Unit - II	Government institutions/schemes promoting entrepreneurs
		Business Ethics, Unit - II & IV	Corporate code of ethics
		Entrepreneurship Skills, Unit - III	Setting up of an Enterprise

Agenda 4

Review of results of previous even semester exams and other achievements, feedback of the Department/Stakeholders if any. The chairman presented the details about best practices of the department such as, simulation experiment, practical presentations, JPG programme, Lab in Cab and Alumni attachment programme etc.

Agenda 5

Review and approval of the list of Examiners

The draft list of examiners was presented for approval. The list is updated based on the following suggestion by the members.

Names of the retired faculty members are replaced by new members

Revised list is approved.

Agenda 5

- Chairperson briefed the members about the activities conducted in the last academic year
- It was discussed and resolved to have Excel and Tally courses as value added course for CBCS syllabus

Meeting concluded with vote of Thanks

Sd/-
Dr. Rathnavathi K
(B.O.S Chairperson)

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Meeting - I

DEPARTMENT OF COMMERCE

Proceedings of BOS meeting

Date: 19-08-2023

Time: 10:00 AM

Venue: Seminar Hall II (Online Mode)

AGENDA No.	AGENDA
Agenda 1 SDMCU/UG COM-BOS/2022-23/02/01	Reading the minutes of the previous BOS meeting and action taken report
Agenda 2 SDMCU/UG COM-BOS/2022-23/02/02	Revision and Approval of the V & VI Semester NEP syllabus
Agenda 3 SDMCU/UG COM-BOS/2022-23/02/03	Revision and Approval of OE/SEC/AECC/VAC courses if any
Agenda 4 SDMCU/UG COM-BOS/2022-23/02/04	Review of results of previous even semester exams, achievements and feedback of the department
Agenda 5 SDMCU/UG COM-BOS/2022-23/02/05	Finalizing the list of examiners
Agenda 6 SDMCU/UG COM-BOS/2022-23/02/06	Any other matter

Members Present:

Sl No	Name and address	Designation
1.	Dr Rathnavathi K., Assistant Professor, S.D.M. College (Autonomous) Ujire	Chairperson

2.	Mamatha P R., Associate professor, Kamala Nehru college for women, Shimoga	Subject Expert
3.	Mr. Sandesh S.N., Assistant Vice President, Kotak Mahindra Life Insurance, Hubli – Dharwad	Representation from Industry
4.	CA Rana Pratap, Fellow Chartered Accountant, Bangalore	Meritorious, Alumni.
5.	Dr. Ravi M N, Assistant Professor, Dept. of Commerce, Govt. First Grade College, Vamadapadav	University Nominee
6.	Dr. P.N. UdayaChandra, Principal, SDM College (Autonomous), Ujire	Internal Member
7.	Ms. Shakunthala, Assistant Professor & Dean Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
8.	Ms. Malini Anchan, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
9.	Dr. Laxminarayana K.S. Assistant Professor, Dept.of Commerce, SDM College (Autonomous), Ujire	Internal Member
10.	Ms. Vinutha D.M. Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
11.	Mr. Bhanu Prakash B.E Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
12.	Ms. Fathima Safira, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
13.	Mr. Harish Shetty, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
14.	Mr. Prasad Kumar Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
15.	Mr. Suman Jain Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
16.	Ms. Deekshitha Kumari Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member

17.	Mr. Sachin Hebbar Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
18.	Ms. Pavithra U K Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
19.	Ms. Sowmya Kumari, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
20.	Ms. Aparna, Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
21.	Ms. Ashwini Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member
22.	Ms Akshatha Jain Assistant Professor, Department of Commerce, SDM College (Autonomous), Ujire	Internal Member

Members Not Present:

Sl No	Name and address	Designation
1	Prof. Venugopal, Department of Commerce, Basudev Somani College, Kuvempu Nagara, Mysore	Subject Expert

The Chairperson welcomed the members and placed the agenda before the board for deliberations. The deliberations of the meeting were as given below.

Agenda 1

Reading the minutes of the previous BOS meeting held on 02-11-2022 and action taken report

The Chairperson read out the minutes of the previous meeting and action taken report. The following actions were taken based on the suggestions given by the members

Suggestion 1: Re-structure the syllabus of Income Tax Law and Practice I ,II, III & IV to overcome the uneven distribution of modules.

Action Taken: Modified the syllabus as per the suggestion

Suggestion 2: Replacement of Word Processing and MS Word Interface by Training and Development and Performance Appraisal

Action Taken:Replacements were made.

The board approved the agenda and noted the actions taken

Agenda 2

Revision and Approval of the V & VI Semester NEP syllabus

The draft of the syllabus developed based on Mangalore University syllabus (NEP) and the feedback collected from the stakeholders was reviewed. The members observed all the components stated and made the following suggestions:

Suggestion 1: To follow Revised syllabus of GST - Vocational Course (B.Com. - General) which is sent for university approval.

Suggestion 2: Add Sections 44A and 44 AD in Module No 1 of Direct Tax II (VI Semester) of B.Com.- Office Management & Secretarial Practice

Suggestion 3: Practical classes on Tally ERP.9 with GST (V Semester B.Com. Office Management and Secretarial Practice) have to be conducted.

Suggestion 4: Goods and Services Tax Course is taken as Vocational Course for V Semester (B.Com. - General)

The Board approved the syllabus with the modifications suggested

Agenda 3

Revision and Approval of OE/SEC/AECC/VAC courses if any

The board reviewed the syllabus of Discipline Specific Electives and approved the syllabus and question pattern of all the courses.

Discipline Specific Electives offered by the department for are:

Sl. No	Cour seCode	Accounting	Cour seCode	Finance	Cour seCode	Marketing	Cour seCode	HumanRe sources
1	A1	Indian Accounting Standards -I	F1	Financial Institutions and Markets	M1	Retail Management	H1	Human Resources Development
2	A2	Indian Accounti	F2	Investmen t	M2	Customer Relationsh	H2	CulturalD iversity

		ng Standards -2		Managem ent		ip Managem ent		at Work Place
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Agenda 4

Review of results of previous even semester exams, achievements and feedback of the department.

The chairperson presented before the board:

- The results of even semesters 2022-23
- Staff and Students' achievements in academic year 2022-23
- Feedback collected from students

The members expressed their satisfaction about the overall performance of the students in the examination and staff for their active participation in research. The efforts of the department in organizing studentcentered activities were appreciated. The board also approved the feedback report collected from outgoing students.

The agenda was approved.

Agenda 5

Review and approval of the list of Examiners

The existing list of examiners was presented and later modified as per the suggestions by the members.

Sl.No	Name removed from the list	Reason
1	Mr Devi Prasad	Discontinued his service from the academics and Designated as Special Officer to J.D.
2	Dr PN Udayachandra	Retired from Service
3	Ms Shakuntala	Shifted to Department of Business Administration

The board approved the modified list of examiners

Agenda 6

Any other matter

It was discussed and suggested that:

- GST online courses - students can enroll for 30 hours Online Course on GST Practicals offered by MUCTA.
- CS Coaching classes to be continued
- CA coaching classes to be started in 2023-24

The Board approved the agenda

The meeting was concluded with the vote of thanks by Ms Malini Anchan, Internal member of BOS.

Sd/-
Dr Rathnavathi K
BoS Chairperson