

MINUTES
OF THE
MEETING OF THE BOARD OF STUDIES

MONDAY, MARCH 18, 2019

at

MEETING ROOM
IISU Campus,
Gurukul Marg, SFS, Mansarovar, Jaipur



IIS (DEEMED TO BE UNIVERSITY), JAIPUR
IISU Campus, Gurukul Marg, S.F.S., Mansarovar,
Jaipur-302020

Minutes for the First meeting of the Board of Studies in Training and Placement held on 18.03.2019 at 1.30 p.m. at the ICG Campus, Jaipur

The following members were present:

| S.No. | Name | Designation |
|-------|--|---|
| 1. | Prof. K. S. Sharma Advisor The IIS University, Jaipur | Chairperson |
| 2. | Prof. Roopa Mathur Dean Academics, Arts and Social sciences The IIS University, Jaipur | Member |
| 3. | Dr. Shilpi Rijhwani Associate Prof. Botany The IIS University, Jaipur | Member |
| 4. | Ms. Khushbu Bhardwaj Trainer The IIS University, Jaipur | Member |
| 5. | Dr. Roopam Kothri Associate Professor- Management The IIS University, Jaipur | Member |
| 6. | Dr. Divya Mehta Placement Officer, ISIM The IIS University, Jaipur | Member |
| 7. | Dr. Preeti Agarwat Assistant Professor- Public administration The IIS University, Jaipur | Member |
| 8. | Dr. Ruchi Jain II Sr. Assistant Professor – Commerce The IIS University, Jaipur | Member |
| 9. | Dr. Shivi Saxena Placement Officer The IIS University, Jaipur | Member Secretary |
| 1. | Winfred Crawford | Certified Advanced Coach for NLP |
| 2. | Diptamoy Goswamy | Corporate Trainer and Faculty at the Institute of Chartered Accountants of India |
| 3. | Kishore Chainani | Certified Life Coach |

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The following could not attend the meeting:

| | | |
|---|------------------|--|
| 1 | Shweta Ahluwalia | Founder QUENCH The international Skills Training Academy |
|---|------------------|--|

At the outset the Advisor Prof. K.S. Sharma welcomed all the members of the BOS.

The agenda items were taken up and after considerable deliberations, following decisions were taken:

Agenda -1

To develop and approve syllabi of the Training Curriculum.

- With the help of experts, the content of syllabus was developed, discussed and approved.
- It was decided to frame separate syllabus for UG and PG semester-based programs.
- Compulsory foundation course at UG level i.e. for BBA, BCA and BA-JMC, was considered, approved and attached in Annexure-I.
- Compulsory foundation course at PG level i.e. for MBA, and MA-JMC, was considered, approved and attached in Annexure-II.

Other Proposed Suggestions by the external members

- The Six Sigma Certification for UG and PG students was proposed by Mr. Diptamoy Goswamy.
- Neuroscience as a Method of study for the proposed curriculum and train the trainer program for faculty was proposed by Mr. Kishore Chainani.
- The MA Psychology students were proposed to counsel the UG students for Goal Setting and Training Need Analysis (TNA) by Winfred Crawford.

Agenda -2

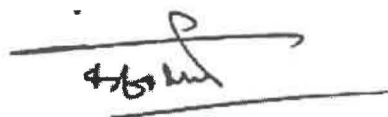
To discuss the program nomenclature.

- The nomenclature of the course was decided to be kept Learning and Development (LAD).

Agenda -3

To discuss and develop the assessment pattern and criteria

- Practical assessment method was proposed by the members as shown in Annexure-III




Agenda -4

To discuss the incorporation of credit system

- a. 2 credits are proposed to be assigned for compulsory foundation course in Learning and Development both at UG as well as at PG level.

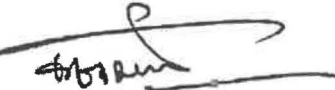
Agenda -5

Any other item with the permission of the Chair.

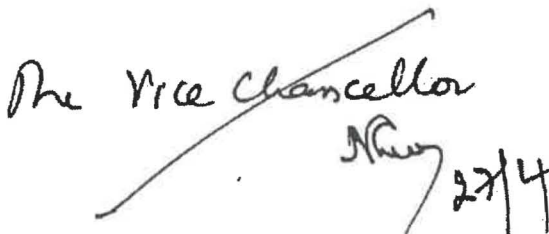
- a) The total numbers of hours considered and approved were 30 per semester per course.
- b) Major focus areas proposed were Group discussion, personal Interview and communication skills by Ms. Winfred Crawford and other Members of the group.
- c) Blog writing, Quizzes, Case study and Role plays were proposed and approved.
- d) It was also decided that a COSD program in Learning and Development may be offered leading to certificate/diploma/advanced diploma from the session 2020-2021.

The meeting ended with a vote of thanks.


Dr. Raakhi Gupta
Registrar


Prof. K. S. Sharma
Advisor


Dr. Shivi Saxena
Placement Officer

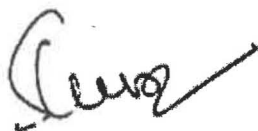

The Vice Chancellor
27/4



Board of Studies Summary

The First Meeting of BOS in Department of Training and Placement was held on 18th March 2019, at 1:30 pm at the ICG Campus, Jaipur.

1. A separate UG and PG syllabus was considered, approved and attached in Annexure- I
2. A separate PG syllabus was considered, approved and attached in Annexure- II
3. Scheme of evaluation is kept completely practical and attached in Annexure-III
4. The Six Sigma Certification course and Neuroscience method was proposed, a part of Neuroscience as Mental Models is suggested and approved in UG and PG syllabus under Self Analysis Module.
5. Major focus areas proposed were Group discussion, personal Interview and communication and the syllabus was approved with changes. Keeping the suggestion in frame, the hours for Communication and GD-PI have been increased in both UG and PG programs.
6. Compulsory foundation course for UG programs i.e. BBA and BCA and BA-JMC was considered, discussed and approved to be applicable from the next semester (July-2019-2020).
7. Compulsory foundation course for PG programs i.e. MBA and MA-JMC was considered, discussed and approved to be applicable from the next semester (July-2019-2020).
8. The experts suggested Blog writing, Quizzes, Case study and Role plays for UG and PG students, which are inculcated in syllabus under separate modules, for both the programs, as a tool of study and evaluation.
9. The total numbers of hours considered, discussed and approved were 30 per semester per semester for both UG and PG programs.



| Department | Code and Name of the paper | Semester in which it is introduced |
|------------|---|------------------------------------|
| BBA | GBBA 201B Personality Development and Communication Skills Practical GBBA 302B Entrepreneurship Practical CBBA 404 Human Resource Management Practical DBBA 502A HRD: Systems and Strategies Practical | II III IV V |
| BCA | LAD 100 Self-Analysis, Communication Skills and GD-PI LAD 200 Public Speaking, Team work and Communication Skills LAD 500 Presentation Skills, conflict and stress management LAD 600 Learning and Development – Practical | I II V VI |
| BA-JMC | LAD 100 Self-Analysis, Communication Skills and GD-PI LAD 200 Public Speaking, Team work and Communication Skills LAD 500 Presentation Skills, conflict and stress management LAD 600 Learning and Development – Practical | I II V VI |
| MBA | LAD 120 Communication Skills and Time Management LAD 220 Resume Building and GD-PI LAD 320 Social Media Networking and Presentation Skills LAD 420 Employability Skills and Team Building | I II III IV |
| MA-JMC | LAD 120 Communication Skills and Time Management LAD 220 Resume Building and GD-PI and business Etiquette LAD 320 Social Media Networking and Presentation Skills LAD 420 Employability Skills and Team Building | I II III IV |

