

**Minutes for the 13th Meeting of the Board of Studies in Department of
Management- HRM & IB held on 18.02.2019 at 11.30 a.m.**

The following members were present:

S. No.	Name	Designation
1.	Prof. M.K. Sharma Dean, Faculty of Commerce & Management The IIS University, Jaipur	Chairperson
2.	Prof. N K Garg Professor, Department of Commerce, M D University, Rohtak	External Member (Academician)
3.	Dr. Mahima Rai The IIS University Jaipur	Member
4.	Dr. Nivedita Singh The IIS University Jaipur	Member
5.	Dr. Purnima Sharma The IIS University Jaipur	Member
6.	Dr. Varsha Choudhary The IIS University Jaipur	Member
7.	Dr. Seema Singh Rathore The IIS University Jaipur	Member
8.	Dr. Roopam Kothari The IIS University Jaipur	Member

The following could not attend the meeting:

1.	Ms. Aditi Purohit Marketing Coordinator Sigma Minerals Ltd. Jodhpur	External Member Alumnae
2.	Prof. Meera Mathur Faculty of Management Studies Mohan Lal Sukhadia University Udaipur (Rajasthan)	External Member (Academician)
3.	Mr. Ankit Peetaliya Zonal Business Manager Bennet Coleman & Co. Ltd.(Times Pro) Malviya Nagar, Jaipur	External Member (Industry Expert)



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4.	Dr. Ankita Jain The IIS University Jaipur	Member
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At the outset, the Dean Prof. M. K. Sharma welcomed all the members of the BOS.
The agenda items were taken up and after considerable deliberations, following decisions were taken:

1. The Minutes of the last meeting held on 22.02.2018 were considered and approved.
2. Credit Template and Syllabi of the following programmes commencing from the academic Session 2019-20 were considered:
 - i) MBA- Human Resource Management (HRM)
 - ii) MBA- International Business (IB)
 - iii) B.Com (Hons.)-Human Resource Management
 - iv) B.Com. (Hons.)-International Business
 - v) COSD – Diploma in Business Analytics
 - vi) COSD – Advance Diploma in Business Analytics

Following Changes were proposed and approved in BoS after due deliberations:

a) Scheme of Evaluation for Semester End Exams for MBA- Semester Based Scheme (to be applicable from Academic Session 2019-20 i.e the batch of MBA-2019-21)

External Evaluation- Theory

Scheme of Evaluation for Semester End Examination (Theory)			
Section	No. of Questions	Marks	Total Marks
Section A (MCQs)	10	1 mark each	10
Section B (Conceptual / Short Application Based Questions with internal choice from each unit)	5	4 mark each	20
Section C (Long Essay Type Question)	03(attempt ant two)	10 mark each	20
Section D (Compulsory Case Study with at least 4 questions)	01	20 mark each	20

b) Introduction of three new papers was proposed in MBA-IB semester III & IV in place of Existing papers:

Course	Existing Paper	Proposed New Paper
MBA- IB Sem III	Marketing of Services	International Logistics Management
MBA- IB	International Logistics	International HRM



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Sem IV	and Supply Chain Management	
MBA – IB Sem IV	International Marketing Strategies	International Supply Chain Management

In order to adjust the papers in the logical manner the new paper codes for MBA-IB Sem III & IV will be as follows:
Semester III

Paper Code	Title
MIB 321	International Business
MIB 322	Strategic Management
MIB 323	India's Foreign Trade Policy
MIB 324	International Marketing Management
MIB 325	International Logistics Management
MIB 326(A)*	Foreign Language-Fundamentals of French I
MIB 326(B)*	Foreign Language-Fundamentals of German I
MIB 327	Corporate Internship & Viva-Voce

Semester IV

Paper Code	Title
MIB 421	International Finance
MIB 422	Project Management
MIB 423	Export Import Documentation & Procedure
MIB 424	International HRM
MIB 425	International Supply Chain Management
MIB 426(A)*	Foreign Language-Fundamentals of French II
MIB 426(B)*	Foreign Language-Fundamentals of German II
MIB 427	Dissertation & Viva voce

c) It was proposed and further discussed that Training on statistical analysis using SPSS will be compulsorily provided to the students for 30 hrs. in the practical papers of Seminar Presentation (MHR/MIB 128 & MHR/MIB 228) and the syllabus has been designed accordingly. Similarly, 30 hrs. lab sessions under the supervision of a faculty member will be available to the student for Data Analysis & Report writing in Semester III & IV for the papers(MHR/MIB 327, MHR/MIB 427)

d) Minor changes were proposed in the papers based on discussion and the inputs received from the experts. Annexure –I



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e) Course Structure of Diploma and Advance Diploma in Business Analytics was discussed with minor changes suggested. The finalization of syllabus was subject to the further discussion in the BoS meeting of the Department of Computer science & Information Technology

3. Already approved syllabi for the following Programmes/Courses of the Academic years 2017-18 (Semesters V to VI) and academic years 2018-19 (Semesters III to VI) were considered and approved:
 - i) MBA- Human Resource Management (HRM):
 - ii) MBA- International Business (IB):
 - iii) B.Com (Hons.)-Human Resource Management:
 - iv) B.Com. (Hons.)-International Business
 - v) COSD Diploma in Business Analytics
4. The BOS Co-opted **Dr. Mahima Rai** as member of the Examiners Selection Committee for a period of one year (i.e. for the session 2019-20).
5. The Question Papers of Semester-II, IV and VI Examinations, April-May 2018 and Semesters I & III and V Examinations November-December 2018 were reviewed.
6. The Examiners' Reports for the Semester II, IV and VI Examinations, April-May 2018 and Semesters I, III and V Examinations, November-December 2018 were reviewed.

7. As per the other items with the permission of the chairperson a proposal was made to introduce the credits for Extra Curricular Activities for the students of MBA in the form of Community Engagement Services with effect from the Academic Session 2019-20. The students will undertake Community Engagement Services in each of the 4 semesters. Various guest lectures, field visits, campaigns, workshops and seminars will be organized to fulfill the objectives of this paper. At the end of each semester students will be evaluated on the basis of the project report related to the work done in the field of Community Engagement.

Paper Code / Semester	Community Engagement Activities	Credits
MHR/MIB 129 / 1	<ul style="list-style-type: none"> Community Welfare Drive: Traffic Regulation, Road safety awareness program, Blood Donation, Organic Farming, Consumer awareness, Visit of special home. Health, Hygiene & Sanitation Drive: Food and Nutrition, Concept of Balance Diet, Safe drinking water, Water borne diseases, National Health Programme, Home Nursing and First Aid. 	2

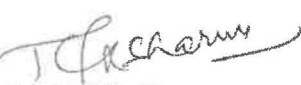


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MHR/MIB 229 / II	<ul style="list-style-type: none"> • Women Empowerment Drive: Self defense training, Vocational Training, Role of financial and support service Institutions, Women Entrepreneurship, Family Planning, Self Employment Programs. • Cleanliness Drive: Volunteering in Swatch Bharat Abhiyan, awareness program, rallies, shramdan. 	2
MHR/MIB 328 / III	<ul style="list-style-type: none"> • Rural Engagement Drive: Rural Education, Rural Sanitation, Rural Entrepreneurship, Literacy drive, Rain water harvesting, Skill India drive. • Environment Issues Drive: Environment conservation, Tree plantation camp, Slogan writing, skit and awareness campaigns for water conservation, Waste management, Solar Energy in India, Rain water harvesting. 	2
MHR/MIB 428 / IV	<ul style="list-style-type: none"> • Educational & Recreational drive: Literacy Drive, Public Speaking, Personality Development • Social Entrepreneurship drive: Identify the social issue/problem, Developing a social mission, Develop support, develop sustainable models, impact assessment. 	2

The meeting ended with a vote of thanks.


Dr. Raakhi Gupta
Registrar


Prof. M.K. Sharma
Dean, Faculty of Commerce
& Management


Dr. Roopam Kothari
Convener



**Minutes for the Thirteenth meeting of the Board of Studies in Management
Studies held on 9.02.2019 at 11:00 a.m. at the IISU Campus, Jaipur**

The following members were present:

S. No.	Name	Designation
1.	Prof. M.K. Sharma Dean, Faculty of Commerce & Management IIS (Deemed to be University) Jaipur	Chairperson
2.	Prof. Gurucharan Singh School of Management Studies Punjabi University, Patiala	External Member (Academician)
3.	Dr. Poonam Madan Associate Professor IIS (Deemed to be University) Jaipur	Member
4.	Dr. Bharti Sharma Associate Professor IIS (Deemed to be University) Jaipur	Member
5.	Dr. Ashish Khandelwal Associate Professor IIS (Deemed to be University) Jaipur	Member
6.	Dr. Chhavi Jain Sr. Assistant Professor IIS (Deemed to be University) Jaipur	Member
7.	Dr. Monika Singh Sr. Assistant Professor IIS (Deemed to be University) Jaipur	Member
8.	Dr. Neha Mathur Sr. Assistant Professor IIS (Deemed to be University) Jaipur	Member
9.	Dr. Preeti Sharma Sr. Assistant Professor IIS (Deemed to be University) Jaipur	Member
10.	Dr. Vandana Sachdeva Sr. Assistant Professor IIS (Deemed to be University) Jaipur	Member



11.	Ms. Amita Sharma Assistant Professor IIS (Deemed to be University) Jaipur	Member
12.	Ms. Isha Sharma Assistant Professor IIS (Deemed to be University) Jaipur	Member
13.	Dr. Neha Sarin Assistant Professor IIS (Deemed to be University) Jaipur	Member
14.	Ms. Meha Saxena Assistant Professor IIS (Deemed to be University) Jaipur	Member
15.	Dr. Shweta Kastiya Sr. Assistant Professor & Head IIS (Deemed to be University) Jaipur	Convener

The following could not attend the meeting:

S.No.	Name	Designation
1.	Prof. Anupama Vora Professor, Faculty of Management Studies University of Delhi, North Campus, Delhi	External Member (Academician)
2.	Mr. Priyank Sharma Deutsche Bank, Mahapura Kalwar	Industry Expert
3.	Mr. Suneet Nehru State Head, Mahindra & Mahindra Financial Services Ltd. Jaipur	Alumnae
4.	Ms. Aditi Gupta General Manager MICO BOSCH Sitapura, Jaipur	Special Invitee
5.	Dr. Manju Nair Professor	Member



6.	Dr. Kavaldeep Dixit Professor	Member
7.	Dr. Tripti Bisawa Associate Professor	Member
8.	Dr. Bhumija Chauhan Associate Professor	Member
9.	Dr. Surbhi Mittal Assistant Professor	Member

At the outset the Dean Prof. M. K. Sharma welcomed all the members of the BOS.

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

1. The Minutes of the last meeting held on 10.03.2018 were considered and approved.

2. The Credit Template and Scheme of Examination and syllabus (**enclosed as Annexure I**) of the BBA Programme under CBCS of UGC {Semester I– Semester VI (2019-20 to 2021-22)} and {Semester III – Semester VI (2019-20 to 2020-21)} was reviewed and following suggestions by the experts in the BOS meeting were incorporated:

- Dr. Gurucharan Singh, Professor, Punjabi University, Patiala (External Member) advised to propose **MBA in Event Management and media management in coming years.**
- Dr. Gurucharan Singh also suggested to reframe the syllabus of **CBBA 503 and CBBA 504 (Legal Aspects of Business and Legal Aspects of Business Practical)**
- **Prof. M.K. Sharma** suggested to update panel of examiners for various examination purposes.

3. *Necessary amendments have been made in the following paper codes and /or Paper title of BBA programme as per the suggestion received from the BOS members:-*

Paper Code	Paper Title
SBBA 301	E – Commerce
DBBA 501A	Management of Industrial Relations
DBBA 503 A	HRD: Systems and Strategies
DBBA 501D	Corporate Accounting
DBBA 502D	Corporate Accounting Practical
DBBA 503D	Project Appraisal and Analysis
DBBA 504D	Project Appraisal and Analysis Practical
CBBA 201	Macroeconomics
CBBA 202	Macroeconomics Practical
CBBA 405	Financial Management



GBBA 402A#	Marketing Management
CBBA 603	Financial Institutions and Markets
CBBA 604	Financial Institutions and Markets Practical
DBBA 601 A	Cross Cultural Human Resource Management
DBBA 601D	Business Analysis and Valuation
DBBA 602D	Business Analysis and Valuation Practical
MRM 425	Retail Logistics and Supply Chain Management

4. The department is willing to start **MBA (Finance)** in session 2019-20 as already MBA in Human Resource Management , International Business , Retail Management and Advertising and Brand Management , the same common pattern for Semester I and II will be followed and for Semester III and IV following papers have been proposed.:

Proposed Paper Code	Proposed Paper Title
MFM 321	Management Accounting
MFM 322	Security Analysis
MFM 323	Strategic Management
MFM 324	Management of Financial Institutions
MFM 325	Equity, Banking and Insurance
MFM 326	Practical Approach to Financial Analysis & markets in India
MFM 327	Corporate Internship Project & Viva Voce
MFM 421	Management of Financial Services
MFM 422	Project Management
MFM 423	Portfolio management
MFM 424	Foreign Exchange Management
MFM 425	Corporate Accounting
MFM 426	Investment Management
MFM 427	Dissertation and Viva Voce

10.The Credit Templates, Scheme of Examination and syllabi of following programmes commencing from the academic session 2019-20 were considered and approved:-

- Master of Business Administration (MBA) - Trimester based - Dual Specialization (**enclosed as Annexure II**)
- Master of Business Administration (MBA) - Executive- Dual Specialization(**enclosed as Annexure III**)
- Master of Business Administration (MBA) - Retail Management (**enclosed as Annexure IV**)
- Master of Business Administration (MBA) - Finance (**enclosed as Annexure**)

11.The Credit Templates, Scheme of Examination and syllabi of following COSD programmes commencing from the academic session 2019-20 were considered and approved:-



- i) Career Oriented and Skill Development Programme in Retail Management
(enclosed as Annexure VI)
- ii) Career Oriented and Skill Development Programme in Event Management
(enclosed as Annexure VII)

12. The syllabi of various Programmes/Courses under the IIS University for the academic year 2017-18 (Semesters V and VI) and 2018-19 (Semesters III to VI) were reviewed and approved:

- i) Master of Business Administration (MBA) - Trimester based - Dual Specialization
- ii) Master of Business Administration (MBA) – Retail Management
- iii) Bachelor of Business Administration (BBA)
- iv) Career Oriented and Skill Development Programme in Event Management
- v) Career Oriented and Skill Development Programme in Retail Management

13. The BOS Co-opted **Prof. Kavaldeep Dixit** for MBA Trimester based dual specialization and **Dr. Chhavi Jain** for MBA-Executive, MBA-Retail Management, MBA Finance, BBA, COSD- Retail Management and Event Management as members of the Examiners Selection Committee for a period of one year i.e. for the session 2019-20.

14. The question papers of Semester-II, IV and VI Examinations 2017-18 and Semester I, III and V Examinations 2018-19 were reviewed.

15. The Examiners' Reports of Semester-II, IV and VI Examinations April 2018 and Semesters I, III and V Examinations November 2018 were reviewed.

16. The meeting ended with a vote of thanks.

Minutes for the Thirteenth meeting of the Board of Studies in Advertising and Brand Management held on 02.02.2019 at 11:00 A.M. at the IISU Campus, Jaipur

The following members were present:

S. No.	Name	Designation
1	Prof. M. K. Sharma Dean, Faculty of Commerce & Management, IISU, Jaipur	Chairperson
2	Prof. Arvind Kalia National- Head – Marketing, Rajasthan Patrika, Jaipur	External Member (Academician)
3	Mr. Dilnawaz Khan, Chief Evangelist	External Member (Industry Expert)
4	Dr. Kavaldeep Dixit, ISIM, Jaipur	Special Invitee
5	Dr. Ashmi Chhabra, IISU, Jaipur	Member
6	Dr. Shubha Meghwanshi, IISU, Jaipur	Member
5	Dr. Ankita Jain, IISU, Jaipur	Convener

The following could not attend the meeting:

1.	Prof. Pramod Saxena Faculty of Commerce, Dalbagh, Agra	External Member (Academician)
2.	Ms. Maloti Mukherjee, Jaipur	External Member (Alumnae)

At the outset the Dean Prof. M. K. Sharma welcomed all the member of the BOS.

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

1. The minutes of the last meeting held on 28.02.2018 were considered and approved.



2. The Credit Template and Scheme of Examination were considered and approved of the following programmes commencing from the session 2019-20 with minor changes.

i). B.A (Hons)/B.A/ B.Com (Pass Course- Elective) semester I to VI

- A new paper named "Product & Brand Management" (ABM-202) has been introduced in Sem II.
- The syllabus of ABM 101, ABM 301, ABM 402, ABM 501, ABM 502 and ABM 601 were reviewed and some contents according to latest updations in the paper concerned were added after deliberations and discussions with the BOS members and were finalized.
- The syllabus of ABM 103, ABM 303 and ABM 603 were reviewed and the output of softwares have been added in the syllabus for more clarity.

ii). Copywriting (Short Term Course) and Client Relations in Advertising (Short Term Course)

- No changes were made in the syllabus.

iii). M.B.A in Advertising Management and Brand Management (Semester I – Semester IV) (2019-20 to 2020-21)

- The syllabus of MAM 125, MAM 126, MAM 224, MAM 225 and MAM 226 were reviewed and some contents were added as per suggestions.
- The syllabus of MBA-ABM (Sem III and IV) have been completely revised as per the recommendation of the members and accordingly the contents in the papers were revised, updated and finalized, to be implemented in 2019-2020 as new papers.
- New scheme of examination have been approved for paper codes MAM 326 and MAM 426:

Scheme of evaluation for continuous assessments

CA Test	File/Record	Attendance	Total
15	10	5	30

Scheme of evaluation for Semester End Examination

Exam	Practical Record/File	Viva Voce	Total
30	20	20	70



Credit Template Department of ABM

Paper Code	Title
LAD 320	Social Media Networking and Presentation Skills
MAM 321	Principles of Advertising Management
MAM 322	Strategic Management
MAM 323	Basics of Brand Management
MAM 324	Advertising Media and Research
MAM 325	Integrated Marketing Communication
MAM 326	Graphic Designing-I
MAM 327	Corporate Internship & Viva Voce
MAM 328	Community Engagement Services
LAD 420	Team Building and Stress Management
MAM 421	Consumer Behaviour
MAM 422	Project Management
MAM 423	Strategic Brand Management
MAM 424	Customer Relationship Management
MAM 425	Brand Equity and Valuation
MAM 426	Graphic Designing –II
MAM 427	Dissertation and Viva Voce
MAM 428	Community Engagement Services



**Minutes for the Thirteenth meeting of the Board of Studies in
Tourism Management held on 15.02.2019 at 11.30 A.M. at the
IISU Campus, Jaipur**

The following members were present:

S.No	Name	Designation
1	Prof. M. K. Sharma Dean, Faculty of Commerce & Management IIS (Deemed to be University), Jaipur	Chairperson
2	Dr. T.K. Bansal Institute of Hotel Management Aliganj, Lucknow	External Member (Academician)
3	Ms Garima Jenaw	Alumnae
4	Mr. Lokesh Sehgal IIS (Deemed to be University), Jaipur	Member
5	Dr. Deepika Singh IIS (Deemed to be University), Jaipur	Convener

The Following could not attend the meeting

1.	Dr. Prashant Gautam Assistant Professor , University Institute of Hotel Management & Tourism,Punjab University, Chandigarh	External Member (Academician)
2.	Mr. Ajay Bhadoria	Industry Expert

At the outset the Dean Prof. M. K. Sharma welcomed all the member of the BOS.
The agenda items were taken up and after considerable deliberations, following
decision were taken:

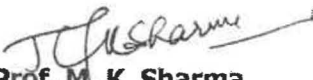
1. The Minutes of the last meeting held on 08.03.2018 were considered and approved.
2. The syllabus of U.G. Programme / Pass course / Honours (Subsidiary) in Management of Tourism Business (Semester I–Semester VI (2019-20 to 2021-22) was considered and approved.
3. The Syllabus of P.G. program in MBA-Travel and Tourism Management (Semester I – Semester IV) (2019-20 to 2020-21) was considered and subsequently the syllabus of Sem III and IV have been completely revised ,updated and finalized as per the recommendation of the members ,to be implemented in 2019-2020 as new papers



4. The Syllabus of Career Oriented & Skill Development Course in Tourism and Airline Management- Certificate, Diploma & Advanced Diploma (2019-20 to 2020-21) was considered & approved.
5. The CBCS syllabus, Credit Template, Scheme of examination of the following Courses were considered and approved for the Session 2020-21. The CBCS syllabus was proposed as per the guidelines and model curriculum of UGC.
 - B.A./B.Com (Pass Course-Elective Semester I-VI)
 - B.A(H) (Subsidiary- Semester I-VI)
 - COSD in Tourism and Airline Management' (Certificate, Diploma and Advanced Diploma)
6. The expert suggested some new courses that may be started by the department Viz Diploma courses in culinary, Housekeeping etc.
7. The member of BOS meeting co-opted Mr. Lokesh Sehgal as a member of the Examiners' Selection Committee for the Academic Session 2019-20.
8. The members reviewed the Question papers of Semester I, III and V Examinations, November-December 2017 and Semester -II, IV and VI Examination April- May 2018 were received and found in order by the BOS member.
9. The members reviewed the Examiners' Reports of the Semester I, III, and V Examinations, November-December 2017 and Semester -II, IV and VI Examination April- May 2018 and found them satisfactory.
10. The members were informed that the University has introduced Grading system from Academic session 2018-19 on the same pattern, as implemented in the CBCS courses.

The meeting ended with a vote of thanks.


Dr. Raakhi Gupta
Registrar


Prof. M. K. Sharma
Dean, Faculty of Commerce
& Management


Dr. Deepika Singh
Convener



Semester III

Paper Code	Title	Contact Hours		Credits
		Per semester	Per week	
LAD 320	Social Media Networking and Presentation Skills	30	02	02
MTM 321	Innovation & Entrepreneurship	60	04	04
MTM 322	Tourism Operation	60	04	04
MTM 323	Sustainable tourism management	60	04	04
MTM 324	Destination marketing	60	04	04
MTM 325	Adventure Tourism Concepts & Management	60	04	04
MTM 326	*Optional	30	2	2
	A1. Foreign Language (Theory) - Fundamentals of French-I			
	A2. Foreign Language(Oral)-Listening and Speaking Skills in French-I	30	2	2
	B1. Foreign Language (Theory) -Fundamentals of German-I	30	2	2
	B2. Foreign Language(Oral)-Listening and Speaking Skills in German-I	30	2	2
MTM 327	Corporate Internship and Viva voce	60	04	06
MTM 328	Synopsis	30	02	02
Total Credits				34

Semester IV

Paper Code	Title	Contact Hours		Credits
		Per semester	Per week	
LAD 420	Team Building and Stress Management	30	02	02
MTM 421	Business Ethics & Corporate Governance	60	04	04
MTM 422	Tourism planning & development	60	04	04
MTM 423	Air Cargo Operation & Management	60	04	04
MTM 424	Tour Package Operation & Management	60	04	04
MTM 425	Meeting of Incentive Conferences and Exhibitions	60	04	04
MTM 426	*Optional	30	2	2
	A1. Foreign Language (Theory) -Fundamentals of French-I			
	A2. Foreign Language(Oral)-Listening and Speaking Skills in French-I	30	2	2
	B1. Foreign Language (Theory) -Fundamentals of German-I	30	2	2
	B2. Foreign Language(Oral)-Listening and Speaking Skills in German-I	30	2	2
MTM 427	Dissertation & Viva voce	60	04	04
Total Credits for Semester IV				30
Total Credits				136

