

**RamnarainRuiaAutonomousCollege, Mumbai-19  
Department of Commerce**

**MINUTES OF THE MEETING OF THE BOARD OF STUDIES OF COMMERCE HELD ON 20<sup>th</sup> AUGUST, 2019 AT 10.00 A.M. IN THE KAUSHAL CENTRE, RAMNARAIN RUIA AUTONOMOUS COLLEGE, MUMBAI -19.**

The following members attended the meeting:

<b>Sr. No.</b>	<b>Name</b>	<b>Details</b>
1.	Dr.Urmila Moon	Chair –Subject Board of Commerce
2.	Prof. S.V.D. NageswaraRao	Member
3.	Dr. Sunny Oswal	Member
4.	Mr.Ashit R. Mhaskar	Member
5.	Mr.AdityaGadge	Member

List of members absent for the meeting:

1.	Dr.ParagAjgaonkar	Member
2.	Dr. Sunny Oswal	Member

The agenda for the meeting is as follows:

1. To revise, if needed, and pass the syllabus for FY/SY/TY BA for Semester II, Semester IV and Semester VI respectively.
2. To decide on the modalities of assessment including the question paper pattern, for internal and external examination.
3. To approve the Certificate Course in 'Introduction to financial accounting' with syllabi, duration, costing and evaluation (modalities of assessment) of course .
4. To review Questions Papers of previous exams and comparison with the University Question Papers.
5. To appoint the panel of examiners for semester end (double blind) theory examinations for TYBA examinations.
6. Any other item with the permission of the Chair.



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Dr.Urmila Moon, Head, Department of Commerce and Chairperson of the meeting welcomed the members and introduced them.After confirming the quorum of the meeting, the agenda of the meeting was taken up for discussion.

The summary of the discussions and decisions taken on the agenda items during the meeting is as under:

**The Agenda for the meeting was as follows:**

**1. Item No. 1**

To revise, if needed, and pass the syllabus for FY/SY/TY BA for Semester I, Semester III and Semester V respectively.

**Discussed that**

The curricula of the commerce course were reviewed individually by the Board and after detailed deliberations on this agenda item, the Board members suggested the following:

- In FYBA paper for Semester II, Dr.Urmila Moon suggested to introduce the topic on 'Payment Banks'. Mr.NageshwaraRao suggested to introduce and cover briefly 'Financial Systems- Broad overview of Institutions , Markets and Instruments'
- In SYBA Sem IV, Financial Management Paper, in module III,Mr.AdityaGadge suggested to discuss the online mechanism of selection of mutual funds while making investments and look for value research online and money control or ET), Direct Plans without commission w.r.t mutual fund investments and provide a practical approach and develop the analytical skills of investments among students. Further in Module III, Dr.NageshwaraRao suggested to introduce FPI, its benefits and also compare FPI and FDI. He also suggested to include latest book on Financial Management by I.M. Pandey. Accordingly, Eleventh edition (2016), Vikas Publishing House was added in the list of reference books.
- In SYBA Sem IV, Introduction to Marketing Paper, in Module IV, Dr. Urmila Moon suggested to add BCG Matrix. Mr.Ashit Mhaskar suggested to include concepts of 'Above the line (ATL) and Below the line (BTL), Through The Line (TTL)'

In TYBA, Semester VI, no change was suggested.

***"Resolved that the syllabus of Commerce or FY/SY/TYBA for Semester II, Semester IV and Semester VI respectively 2019-20 under autonomy was accepted and approved."***

**2. Item No. 2**

To decide on the modalities of assessment including the question paper pattern, for internal and external examination

In this context, it was suggested to consider one or more Assignments/Case study/Project plus in routine class instructional deliveries(case studies/seminars/presentation for 20 marks. and one class Test (multiple choice questions / objective/brief answers) for 20 marks.



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***“Resolved that change with respect to modalities of assignments for internal examinations as per suggestions to be implemented”***

**3. Item No.3**

To approve the Certificate Course in ‘Introduction to financial accounting’ with syllabi, duration, costing and evaluation (modalities of assessment) of course .

**Discussed that**

A certificate course in ‘Introduction to Financial Accounting’ of 45 contact hours with 3 credits with a fees of Rs.10,000 was already approved by the Academic Board.

It was unanimously decided to have an evaluation/assessment in the form of written assignment. Dr. NageshwaraRao suggested that no grades be allotted to students and only a ‘certificate of completion’ be granted to students.

The board unanimously agreed to continue the said certificate course.

***“Resolved that the board agreed to introduce certificate course in Introduction to Financial Accounting of 45 contact hours with 3credits with a fees of Rs.10,000, with a ‘certificate of completion’, after the student successfully completes a written assignment.”***

**4. Item No. 4**

To review Questions Papers of previous exams and compare the same with the University Question Papers.

All the members present in the meeting approved the question papers set for pervious respectively.

***“Resolved that the question papers set in previous exams were approved.”***

**5. Item No. 5**

To appoint the panel of examiners for semester end (double blind) theory examinations for TYBA examinations.

Proposed names of examiners/moderators (list attached separately) for evaluation / assessment of Commerce subject in autonomous status was approved by all members present.

***“Resolved that the proposed names of examiners/ moderators for evaluation/ assessment were approved.”***

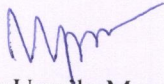
**6. Item No. 6**

**Any other item with the permission of Chair.**



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



Dr. Urmila Moon,  
Chairman,  
Board of Studies of Commerce,  
RamnarainRuiaAutonomousCollege.



**Ramnarain Ruia Autonomous College, Mumbai-19**

**Department of Commerce**

**MINUTES OF THE MEETING OF THE BOARD OF STUDIES OF COMMERCE HELD ON 31<sup>ST</sup> MARCH 2020 AT 11.00 A.M. ON ZOOM PLATFORM , HELD AT POWAI AT THE RESIDENCE OF CHAIRMAN.**

The following members attended the online meeting on zoom platform:

<b>Sr. No.</b>	<b>Name</b>	<b>Details</b>
1.	Dr.Urmila Moon	Chair –Subject Board of Commerce
2.	Prof. S.V.D. NageswaraRao	Member
3.	Dr. Parag Ajgaonkar	Member
4.	Dr. Sunny Oswal	Member
5.	Mr.Ashit R. Mhaskar	Member
6.	Dr. Sujata Suvarnapatki	Additional Member (Academic Dean)

Additionally, Principal, Dr. Anushree Lokur also attended the meeting.

List of members absent for the meeting:

1.	Mr.Aditya Gadge	Member
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The agenda for the meeting is as follows:

1. To revise, if needed, and pass the syllabus for FY/SY/TY BA for academic year 2020-21.
2. To decide on the modalities of assessment including the question paper pattern, for internal and external examination.
3. To identify and approve 2-4 Certificate Courses offered by NPTEL Swayam /MOOC
4. To approve the Certificate Course to be offered by Department of Commerce with syllabi, duration, costing and evaluation (modalities of assessment) of course .
5. To review Questions Papers of previous exams and comparison with the University Question Papers.



6. Any other item with the permission of the Chair.

Dr. Urmila Moon, Head, Department of Commerce and Chairperson of the meeting welcomed the members and introduced them. After confirming the quorum of the meeting, the agenda of the meeting was taken up for discussion.

The summary of the discussions and decisions taken on the agenda items during the meeting is as under:

**The Agenda for the meeting was as follows:**

**1. Item No. 1**

To revise, if needed, and pass the syllabus for FY/SY/TY BA for academic year 2020-21.

**Discussed that**

The curricula of the commerce course were reviewed individually by the Board and after detailed deliberations on this agenda item, the Board members suggested the following:

- Dr. Parag Ajgaonkar suggested to offer specialization by introducing new papers and to change the title of the Papers for each semester focusing on more specialized area such as in TYBA, Human Resource Management to be split into HRM and Human Relations and HR Legislations. Export management paper of TYBA can be replaced by Sales Promotion and Brand Management.
- Dr. Nageswara Rao opined that undergraduate course of Commerce in Arts have been targeted towards students without commerce background and so giving more exposure through existing papers is appreciated. This was seconded by Principal, Dr. Anushree Lokur.
- In FYBA Sem I, Introduction to Business Organisation
  - Dr. Urmila Moon suggested to include Departmental Organisations, Statutory Corporations, Government Companies from Module III to Module I.
  - Dr. Urmila Moon suggested to introduce the topics on Limited Liability Partnership in Module II, One person Company and Shares in Module III and Board Meeting through Video Conferencing under Companies Act, 2013 in Module IV respectively.
- In FYBA Sem II, Introduction to Business Sector
  - Dr. Urmila Moon suggested to delete Payment Banks from Module I as it was redundant.
  - Dr. Sunny Oswal suggested to add Foreign Bank Accounts and Dr. Nageswara Rao gave the title as types of foreign bank accounts.
  - Dr. Urmila Moon suggested to add Challenges for Banking Sector in Module I.
  - Dr. Parag Ajgaonkar suggested to introduce topics on different sectors such as trends in tourism and hospitality sector in Module III. Accordingly the title of the module III was changed to Retail, Tourism and Hospitality Sector'
  - Dr. Parag Ajgaonkar and Dr. Nageswara Rao suggested to add Entrepreneurship in Module IV.



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- In SYBA Sem III, Financial Management Paper
  - Dr. Urmila Moon suggested to introduce Time value of Money in Module I and Dr. Sunny Oswal suggested to introduce Comparative statements and Ratio analysis in Module III.
  - Dr. Urmila Moon suggested to delete Over-Capitalization and Under-Capitalisation from Module I as it was redundant.
  - Dr. Urmila Moon suggested to include Theories of Capitalisation from Module I to Module II as it was more suitable to Module II.
  - Dr. Urmila Moon suggested to include Formats of Balance Sheet from Module IV to Module III.
  - Accordingly, Module III and Module IV were clubbed together as they together came under 'Sources of Finance' Module IV
  - Dr. Urmila Moon suggested to include Shares-Equity Instruments-Debt Instruments from Module III to Module IV
- In SYBA Sem IV, Financial Management Paper
  - Dr. Urmila Moon suggested to delete Maximum Permissible Bank Finance (MPBF) as there was too much load on this module.
  - Dr. Nageshwara Rao suggested to delete Asset Securitisation from Module II it was too vast to be covered.
  - Dr. Urmila Moon suggested to delete Capital Market Instruments as it is available in Sem III Module IV
  - Dr. Sunny Oswal suggested to introduce Capital budgeting topic in Module IV.
  - Dr. Nageshwara Rao suggested to introduce understanding of Fund Flow Statement topic in Module IV in order to give more insights into financial statements and replace earlier Module of Foreign Direct Investment.
- In TYBA Sem V, Introduction to Management Paper
  - Dr. Parag Ajgaonkar suggested to introduce 'Controlling' in Sem V in Module IV in 'Introduction to Management' paper. Accordingly, Module IV of Centralisation and decentralisation, delegation was clubbed in module III of 'Organisation'.
  - Dr. Urmila Moon suggested to introduce Budgetary Control in Module IV.
- In TYBA Sem V, Human Resource Management Paper
  - Mr. Ashit Mhaskar suggested to assign appropriate titles to modules in HRM paper. Accordingly, Module I title was changed from 'Human Resource Management – 1' to 'HRM and HRP', Module II title 'Human Resource Management – 2' to 'Recruitment and Selection', Module III 'Human Resource Development -1' to 'Training and Development', Module IV title 'Human Resource Development -2' to 'HR Policies' respectively.
  - Dr. Urmila Moon suggested to delete Potential Appraisal as module III was vast.
  - Mr. Ashit Mhaskar suggested to introduce Downsizing, Termination, VRS, Retrenchment, Pink Slip, Lay-off as these are current HR trends with respect to employee management.



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- In TYBA Sem VI, Introduction to Management Paper
  - Dr. Urmila Moon suggested to change title Module I as 'Communication and Coordination' as 'Controlling' function was moved as Module IV in Sem III
  
- In TYBA Sem VI, Human Resource Management Paper
  - Dr. Urmila Moon suggested to change title of Module I as 'Human Relations and Group Dynamics' as it was more apt to the content .
  - Dr. Urmila Moon suggested to change title Module II as 'Motivation and Leadership' as it was more apt to the content.

***“Resolved that the syllabus of Commerce or FY/SY/TYBA for Semester I, Semester III and Semester V respectively 2020-21 under autonomy was accepted and approved.”***

**2. Item No. 2**

To decide on the modalities of assessment including the question paper pattern, for internal and external examination

- Modality of assessment for internals is 40 marks divided into 20 marks assignment and 20 marks class test and semester end examination of 60 marks. Paper pattern would be four questions of 15 marks each.
- In this context, Dr. Sunny Oswal suggested to give research projects for assignments on the basis of survey for both finance and marketing

***“Resolved that change with respect to modalities of assignments for internal examinations as per suggestions to be implemented”***

**3. Item No.3**

To identify and approve 2-4 Certificate Courses offered by NPTEL Swayam /MOOC

**Dr. Urmila Moon suggested the following NPTEL courses:**

S.No	Discipline	Course Name	SME Name	Institute	Duration	Type	Course Start Date	Course End Date	Exam date	UG/PG
283	Management	Leadership	Prof. Kalyan Chakravarti Prof. Tuheena Mukherjee	IIT KGP	4 Weeks	Rerun	July 20, 2020	August 14, 2020	September 27, 2020	UG/PG
292	Management	Marketing research and analysis	Prof. J. K. Nayak	IITR	8 Weeks	Rerun	August 17, 2020	October 9, 2020	October 18, 2020	UG/PG



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256	Humanities and Social Sciences	Body language: Key to professional Success	Prof. Rashmi Gaur	IITR	4 Weeks	Rerun	July 20, 2020	August 14, 2020	September 27, 2020	UG/PG
306	Management	Decision-Making Under Uncertainty	Prof. N. Gautam	Texas A&M Univ.	4 Weeks	Rerun	August 17, 2020	September 11, 2020	October 18, 2020	UG/PG

***“Resolved that the board approved four certificate courses offered by NPTEL to be taken by students in 2020-21”.***

**4. Item No.4**

To approve the Certificate Course to be offered by Department of Commerce with syllabi, duration, costing and evaluation (modalities of assessment) of course

It was decided unanimously that no new certificate course to be introduced.

***“Resolved that no new certificate course to be introduced.”***

**5. Item No. 4**

To review Questions Papers of previous exams and compare the same with the University Question Papers.

The Board considered to look into the question papers in the next meeting.

***“Resolved that the question papers would be reviewed in the next meeting.”***

**6. Item No. 7**

**Any other item with the permission of Chair.**

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

Dr. Urmila Moon,



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Chairman,  
Board of Studies of Commerce,  
RamnarainRuiaAutonomousCollege.

