



**M.C.E. Society's**  
**Abeda Inamdar Senior College**  
**Of Arts, Science & Commerce, Pune 1. (Autonomous)**  
 NAAC Reaccredited 'A' Grade

Faculty of Commerce & Management

**Board of Studies In**  
**Business Studies & Practices**

Sr. No.	Name and Address of Members	Designation
1.	<b>Dr. Farzana Valiuddin Shaikh</b> Assistant Professor, Department of Commerce, AISC, Camp, Pune 411001. Phone: +91 8888297298 Email: farzana.shaikh@azamcampus.org	<b>Chairman</b>
2.	<b>Dr. Supriya Patil</b> HOD- DCRC, Savitribai Phule Pune University, Pune Phone: +919423238479	<b>VC nominee, S.P.P.U.</b>
3.	<b>Dr. Rose Anthony</b> Professor, BV's IMED Kothrud, Pune Phone: +917743901437	<b>Academic council Nominee Subject Expert (Other than Parent University)</b>
4.	<b>Dr. S. R. Kandalgaoonkar</b> Principal, Department of Commerce, Tilak Maharashtra Vidyapeeth, Pune. Phone: +91 9850458675	<b>Academic council Nominee Subject Expert (Other than Parent University)</b>
5.	<b>Mr. Rizwan Shakoore Khan</b> DME, BE, PGP(Marketing) Country Manager India Supply Points System Pvt. Ltd. Phone: +91 9860828155 Email: rizwan.kh@rediffmail.com	<b>Industry Expert</b>

6.	<p><b>Mr. Shahbaz Rafique Ahmed Maniyar</b>  B.B.A., L.L.B., L.L.M., C.S. (Executive)  Kondhwa Khurd Pune 48  Phone: +91 9028340006  Email: adv.shahbaz23@gmail.com</p>	<b>Alumni</b>
7.	<p><b>Ms. Shahjahan Shaikh</b>  Assistant Professor,  Department of Commerce (B.Com)  AISC, Camp, Pune 1.  Phone: +91 9145319124  Email: shahjahan.shaikh@azamcampus.org</p>	<b>Member</b>
8.	<p><b>Ms. Shirinnaaz Shaikh</b>  Assistant Professor,  Department of Commerce (M.Com)  Phone: +91 9637817755  Email: shirinnaz.shaikh@azamcampus.org</p>	<b>Member</b>
9.	<p><b>Dr. Sadia Merchant</b>  Assistant Professor,  Department of Commerce (M.Com),  AISC, Camp, Pune 1.  Phone: +91 9850814515  Email: sadia.m.merchant@azamcampus.org</p>	<b>Member</b>
10.	<p><b>Ms. Raisa Shaikh</b>  Assistant Professor,  Department of Commerce (B.Com)  AISC, Camp, Pune 1.  Phone: +91 8177951850  Email: raisa.shaikh@azamcampus.org</p>	<b>Member</b>
11.	<p><b>Ms. Naziya Maldar</b>  Assistant Professor,  Department of Commerce (B.Com)  AISC, Camp, Pune 1.  Phone: +91 8888317399  Email: naziya.maldar@azamcampus.org</p>	<b>Member</b>
12.	<p><b>Ms. Ameena Sabooni</b>  Assistant Professor,  Department of Commerce (B.B.A.)  Phone: +91 9561644370  Email: ameena.sabooni@azamcampus.org</p>	<b>Member</b>

13.	<b>Dr. L.K. Singh</b> Assistant Professor, Department of Commerce (B.B.A.) Phone: +91 9689403969 Email: lavakush.singh@azamcampus.org	<b>Member</b>
14.	<b>Ms. Heena Shaikh</b> Assistant Professor, Department of Commerce (B.B.A.) Phone: +91 7378613129 Email: heenag.shaikh@azamcampus.org	<b>Member</b>
15.	<b>Ms. Uzma Irfan Shaikh</b> Assistant Professor, Department of Commerce (B.B.A.) Phone: +91 9833558738 Email: uzma.shaikh@azamcampus.org	<b>Member</b>
16.	<b>Ms. Ankita Chakranarayan</b> Assistant Professor, Department of Commerce (B.B.A.) Phone: +91 7058617221 Email: ankita.chakranarayan@azamcampus.org	<b>Member</b>
17.	<b>Mr. Khalid Arshad</b> Assistant Professor, Department of Commerce (B.B.A.C.A) Phone: +91 9890308632 Email: arshadkhalid@azamcampus.org	<b>Member</b>

**Prof. Dr. Shaila Bootwala**  
**Principal**



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**Faculty of Commerce and Management**

**Board of Studies in  
Business Studies & Practices**

**Minutes of Meeting**

**Meeting Date & Time:** 10<sup>th</sup> June 2021, 10:00 am

**Meeting Held at:** Google Meet, **Link:** <https://meet.google.com/cev-rmaz-eoa>

**In attendance:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1.	Dr. Farzana V. Shaikh	Chairperson	
2.	Dr. Supriya Patil	VC Nominee, S.P.P.U.	
3.	Dr. Rose Anthony	Academic council Nominee	
4.	Dr. S. R. Kandalgaonkar	Academic council Nominee	
5.	Mr. Rizwan S. Khan	Industry Expert	
6.	Mr. Shahbaz R. A. Maniyar	Alumni Representative	
7.	Ms. Shahjahan K. Shaikh	Member	
8.	Dr. Sadia Merchant	Member	
9.	Ms. Raisa A.H. Shaikh	Member	
10.	Ms. Naziya R. Maldar	Member	
11.	Ms. Ameena Sabooni	Member	
12.	Dr. L.K. Singh	Member	
13.	Ms. Heena Shaikh	Member	
14.	Ms. Uzma I. Shaikh	Member	

15.	Ms. Ankita Chakranarayan	Member	
16.	Mr. Khalid Arshad Abdul Jabir	Member	

**Absent members:**

Sr. No.	Name	Designation
1.	Ms. ShirinNaaz Shaikh	Member

The above members communicated their inability to attend the meeting and the same was noted.

• Following business was transacted during the meeting:

**1. Opening and Welcome.**

**Briefing:** Principal Dr. Shaila Bootwala welcomed all the BOS members to the first Meeting of BOS of Business Studies and Practices under the faculty of commerce and Management. She mentioned about the efforts taken by the faculty members for designing the syllabus. Principal also thanked all the members for their inputs in drafting the syllabi. The meeting then proceeded to the items on the agenda.

**2. Introduction of Members of BOS.**

**Briefing:** Chairperson of the board Dr. Farzana V. Shaikh introduced all the members on the board. The chairperson briefed the members on the structure of the programmes offered under the faculty of Commerce and Management. The Chairperson thanked all the Board members for their feedback and suggestions on the rough draft of the syllabi shared with them. She also stated that suitable suggestions have been incorporated and the final draft with the necessary changes is being presented before all for approval.

**3. Discussion and approval of Syllabi of courses of First Year under Bachelor of Commerce (B.Com) Program under autonomy.**

**Briefing:** The final drafts of the syllabi for courses under FYBCOM were presented by the concerned faculties in the following order:

Sr. No.	Prog.	Sem	Course Code	Course Title	Name of the Faculty
1.	B.Com	1	21CBCO116	Marketing & Salesmanship –I	Ms. Naziya Maldar
2.	B.Com	2	21CBCO126	Marketing & Salesmanship –II	Ms. Naziya Maldar

Syllabi of all the above courses under FYBCOM Program to be implemented from the academic year 2021-22 were approved by all the Board members. The same will be forwarded to the Academic Council for approval.

#### **4. Discussion and approval of Syllabi of courses of First Year under Bachelor of Business Administration (B.B.A.) Program under autonomy.**

**Briefing:** The final drafts of the syllabi for courses under FYBBA were presented by the concerned faculties in the following order:

Sr. No.	Program	Sem	Course Code	Course Title	Name of the Faculty
1.	BBA	1	21CBBA111	Principles of Management	Ms. Ameena Sabooni
2.	BBA	1	21CBBA112	Business Communication Skills	Ms. Ankita Chakranarayan
3.	BBA	2	21CBBA121	Business Organisations and Systems	Ms. Uzma Shaikh
4.	BBA	2	21CBBA122	Principles of Marketing	Ms. Heena Shaikh

Syllabi of all the courses under FYBBA Program to be implemented from the academic year 2021-22 were approved by all the Board members. The same will be forwarded to the Academic Council for approval.

**5. Discussion and approval of Syllabi of courses of First Year under Bachelor of Business Administration -Computer Application (B.B.A.(C.A.)) Program under autonomy.**

**Briefing:** The final drafts of the syllabi for courses under FYBBA (CA) were presented by the concerned faculties in the following order:

<b>Sr. No.</b>	<b>Prog.</b>	<b>Sem</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Name of the Faculty</b>
1.	BBA (C.A)	1	21CBCA111	Business and Professional Skills	Mr. Khalid Arshad
2.	BBA(CA)	1	21CBCA112	Principles of Management	Mr. Khalid Arshad
3.	BBA(CA)	2	21CBCA117	Entrepreneurship Development	Mr. Khalid Arshad

Syllabi of all the courses under FYBBA-CA Program to be implemented from the academic year 2021-22 were approved by all the Board members. The same will be forwarded to the Academic Council for approval.

**6. Discussion and approval of Syllabus of course of First Year under Master of Commerce (M.Com.) Program under autonomy.**

**Briefing:** The final draft of the syllabus for course under M.Com. was presented by the concerned faculties in the following order:

<b>Sr. No.</b>	<b>Prog.</b>	<b>Sem</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Name of the Faculty</b>
1.	M.Com.	1	21CMCO112	Strategic Management	Ms. Afsha Khan

Syllabus of the course under M.COM Program to be implemented from the academic year 2021-22 was approved by all the Board members. The same will be forwarded to the Academic Council for approval.

## **7. Discussion and approval of Syllabi of courses of First Year under Bachelor of Vocation (B.Voc.) Program under autonomy.**

**Briefing:** The final draft of the syllabi for courses under M.Com. were presented by the concerned faculties in the following order:

<b>Sr. No.</b>	<b>Prog.</b>	<b>Sem</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Name of the Faculty</b>
1.	B.Voc	1	21CBVR112	Basics of Marketing	Ms. Shahjahan Shaikh
2.	B.Voc	2	21CBVR121	Business Organisation and Management	Ms. Jayshree Achary

Syllabi of all the courses under B. Voc Program to be implemented from the academic year 2021-22 were approved by all the Board members. The same will be forwarded to the Academic Council for approval.

## **8. Discussion about the Program Outcome, Program Specific Outcome and Course Outcome of each course of B.Com., B.B.A., B.B.A.(C.A.) and M.Com.**

**Briefing:** Dr. Farzana Shaikh presented before all the Program Outcomes and Program Specific Outcomes for B.Com., B.B.A., B.B.A.(C.A.), M.Com. and B. Voc. and the members consented on the same. The chairperson also stated that the course outcomes have been listed in the syllabi and were duly approved by the Board Members.

## **9. Discussion and approval of the methodologies for innovative teaching and evaluation techniques.**

**Briefing:** The Chairperson briefed all on the various innovative teaching methodologies to be adopted for the syllabi under the board. Dr. S. R. Kandalgaonkar suggested adoption of practical topics for the courses under BBA program. Group discussion, Project presentations, Case studies and various Audio Visual applications were few of the innovative methodologies discussed during the meeting and noted for implementation. The board members expressed their satisfaction with the same.

**10. Any other matter with permission of the chair.**

**Briefing :** The Chairperson requested BOS members to give their closing remarks. Dr. S. R. Kandalgaonkar stressed on Institutional Membership with academic and corporate bodies such as Maratha Chamber of Commerce, Pune Merchant chamber and many more. He also suggested subscribing to online journals and the access be provided to students as well. He also recommended inviting industry experts from MIDC, Wholesale, Retail institutions. On which Dr. M.G. Mulla stated about the tie up with some organization to enhance industry interaction of students. Industry Expert Mr. Rizwan Khan stressed on developing Presentation skills in the students so as to work in the corporate sector confidently. He appreciated the teaching methodologies aimed at improving communication and technological skills amongst students. All the inputs were noted for future implementation.

**Vote of Thanks**

The meeting ended with Vote of Thanks. Dr. Sadia Merchant proposed Vote of thanks to all the BOS members for their valuable contribution and inputs in drafting the syllabi of the various courses under the Faculty of Commerce and Management.

With no further discussion the meeting was adjourned at 12:15.p.m.

**DR. Farzana Shaikh**  
**Chairperson**