



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 Administration & Retail Management

Sr. No.	Name and Address of Members	Designation
1.	Prof. Dr. Shaila Bootwala Principal, AISC, Camp, Pune 411001. Phone: +91 9422025919 Email: shailabootwala@azamcampus.org	Chairman
2.	Dr. Saroj Hiremath Vice Principal, Sir Parashurambhau College, Tilak Road, Sadashiv Peth, Pune 411030 Phone: 9049005477 Email: spchiremath@gmail.com	VC nominee, S.P.P.U.
3.	Prof. Pole Makrand Madhukar Associate Professor, B.V.'s Institute of Management Studies & Research (IMSR), Sector No.8, CBD, Belapur, Navi Mumbai 400614 Phone: +91 9890896933 E-mail id: makrand.pole@bvimsr.com	Academic council Nominee Subject Experts (Other than Parent University)
4.	Dr. Khilare Rajkumar Mahadev Associate Professor, Sangameshwar College (Autonomous), Sat Rasta, Solapur Phone: +91 9420546695 E-mail id: rmkhilare@gmail.com	Academic council Nominee Subject Experts (Other than Parent University)
5.	Mr. Salman Chand Shaikh B.E, MBA, M.Phil, P.hd (Pursuing) Functional Test Engineer, Amdocs, Pune Phone: +91 9860077838 E-mail: entcsalman@gmail.com	Industry Expert
6.	Ms. Shabnam Sameer Shaikh Consultant Specialist, HSBC Technology Limited, Pune Phone: +91 9970078662 E-mail: shabnamshaikh2802@gmail.com	Alumni

7.	<p>Ms. Anisa Abdul Aziz Khan Assistant Professor, Department of Commerce, AISC, Camp, Pune 411001. Phone: +91 8806787535 Email: anisakhan@azamcampus.org</p>	Member
8.	<p>Ms. Shahjahan Shaikh Assistant Professor, Department of Commerce (B.Com) AISC, Camp, Pune 1. Phone: +91 9145319124 Email: shahjahan.shaikh@azamcampus.org</p>	Member
9.	<p>Ms. Shirinnaaz Shaikh Assistant Professor, Department of Commerce (M.Com) Phone: +91 9637817755 Email: shirinnaz.shaikh@azamcampus.org</p>	Member
10.	<p>Dr. Sadia Merchant Assistant Professor, Department of Commerce (M.Com), AISC, Camp, Pune 1. Phone: +91 9850814515 Email: sadia.m.merchant@azamcampus.org</p>	Member
11.	<p>Ms. Raisa Shaikh Assistant Professor, Department of Commerce (B.Com) AISC, Camp, Pune 1. Phone: +91 8177951850 Email: raisa.shaikh@azamcampus.org</p>	Member
12.	<p>Ms. Naziya Maldar Assistant Professor, Department of Commerce (B.Com) AISC, Camp, Pune 1. Phone: +91 8888317399 Email: naziya.maldar@azamcampus.org</p>	Member
13.	<p>Ms. Ameena Sabooni Assistant Professor, Department of Commerce (B.B.A.) Phone: +91 9561644370 Email: ameena.sabooni@azamcampus.org</p>	Member

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

Prof. Dr. Shaila Bootwala
Principal



M.C.E. Society's
Abeda Inamdar Senior College
Of Arts, Science & Commerce(Autonomous)
Azam Campus, Camp, Pune-1.
Affiliated to Savitribai Phule Pune University
NAAC Accredited 'A' Grade

Faculty of Commerce and Management

**Board of Studies in
Business Administration & Retail Management**

Minutes of Meeting

Meeting Date & Time: 11th June 2021, 10:00 am

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

In attendance:

Sr. No.	Name	Designation	Signature
1.	Prof. Dr. Shaila Bootwala	Chairperson	
2.	Dr. Saroj Hiremath	VC Nominee, S.P.P.U.	
3.	Prof. Pole Makrand Madhukar	Academic council Nominee	
4.	Dr. Khilare Rajkumar Mahadev	Academic council Nominee	
5.	Mr. Salman Chand Shaikh	Industry Expert	
6.	Ms. Shabnam Sameer Shaikh	Alumni Representative	
7.	Ms. Anisa Abdul Aziz Khan	Member	
8.	Ms. Shahjahan Shaikh	Member	
9.	Ms. Shirinnaaz Shaikh	Member	
10.	Dr. Sadia Merchant	Member	
11.	Ms. Raisa Shaikh	Member	
12.	Ms. Naziya Maldar	Member	
13.	Ms. Ameena Sabooni	Member	
14.	Dr. L.K. Singh	Member	

15.	Ms. Heena Shaikh	Member	
16.	Ms. Uzma Irfan Shaikh	Member	
17.	Ms. AnkitaChakranarayan	Member	
18.	Mr. Khalid Arshad	Member	

Absent members:

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

The above member communicated her inability to attend the meeting and the same was noted.

• Following business was transacted during the meeting:

1. Opening and Welcome.

Briefing: Principal & Chairperson of the Board Prof. Dr. Shaila Bootwala welcomed all the members to the first Meeting of BOS of Business Administration and Retail Management under the faculty of Commerce and Management. Chairperson appreciated all the members for their feedback and suggestions in drafting the syllabi. Chairperson also stated that suitable suggestions have been incorporated and the final draft with the necessary changes is being presented before all for approval. The meeting then proceeded to the items on the agenda.

2. Introduction of Members of BOS.

Briefing: Dr. M. G. Mulla introduced all the members on the board. He briefed the members on the structure of the programmes offered under the faculty of Commerce and Management.

3. Discussion and approval of Syllabi of courses of First Year under Masters of Commerce (M.Com) Program under autonomy.

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

Sr. No.	Prog.	Sem	Course Code	Course Title	Name of the Faculty
1.	M.Com	1	21CMCO113B	Productions and Operations Management	Dr.Sadia Merchant
2.	M.Com	2	21CMCO123B	Business Ethics and Professional Values	Dr. Sadia Merchant
3	M.Com	2	21CMCO124B	Elements of Knowledge Management	Ms. Afsha Khan

Syllabi of all the above courses under MCOM 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 Syllabus of Course of First Year under Bachelor of Business Administration (Computer Application) (B.B.A.(C.A.)) Program under autonomy.

Briefing: The final draft of the syllabus for course under FYBBA (CA) was presented by the Concerned faculty:

Sr. No.	Program	Sem	Course Code	Course Title	Name of the Faculty
1.	BBA(CA)	2	21CBCA121	Human Resource Management & Organisational Behaviour	Mr. Khalid Arshad

Syllabus of the course under FYBBA (CA) 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.

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

Briefing: The final drafts of syllabi for courses under B.Voc. Retail Management were presented by the concerned faculties in the following order:

Sr. No.	Prog.	Sem	Course Code	Course Title	Name of the Faculty
1.	B.Voc.- Retail Management	1	21CBVR113	Fundamental of Customer Service	Ms. JayshreeAchary
2.	B.Voc.- Retail Management	1	21CBVR114	Basics of Retailing	Ms. JayshreeAchary
3.	B.Voc.- Retail Management	2	21CBVR123	Retail Management	Ms. JayshreeAchary

Syllabi of all the courses under B. Voc. – Retail Management 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 Certificate Course in Commercial Art under autonomy.

Briefing: The final draft of the syllabus for the Certificate Course in Commercial Art was presented by the concerned faculty:

Sr. No.	Course Code	Course Title	Name of the Faculty
1.	Certificate Course in Commercial Art	CCCA	Ms. Anisa Khan

Syllabus of Certificate Course in Commercial Art 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 about the Program Outcome, Program Specific Outcome and Course Outcome of each course of M.Com, B.B.A.(C.A.)B.Voc.- Retail Management and outcomes of Certificate Course in Commercial Art.

Briefing: Prof. Shaila Bootwal presented before all the Program Outcomes and Program Specific Outcomes for M.Com, B.B.A.(C.A.), B.Voc.- Retail Management and Outcomes of Certificate Course in Commercial Art. The members consented on the same. The chairperson also stated that the course outcomes have been listed in the syllabi and was duly approved by the Board Members.

8. Discussion and approval of the methodologies for innovative teaching and evaluation techniques.

Briefing: Prof. Shaila Bootwalabriefed all on the various innovative teaching methodologies to be adopted for the syllabi under the board. Psychometric Testing, Role Play, Project work on retailing, case studies on startups were few of the innovative methodologies discussed during the meeting and noted for implementation. The board members expressed their satisfaction on the same.

9. Any other matter with permission of the chair.

Briefing: The Chairperson requested BOS members to give their closing remarks. In response to this Dr. Saroj Hiremath appreciated on the inclusion of Case Studies on Startups in the curriculum owing to its relevance in the current scenario. Dr. Makarand Pole commended about MOOC being included in the B.Voc.-Retail Management Program structure as a part of internal evaluation. Mr. Salman Shaikh (Industry Expert) and Ms. Shabnam Shaikh (Alumni) expressed their willingness in strengthening the Industry-Academia collaboration for helping students gain practical exposure.

Vote of Thanks

The meeting ended with Vote of Thanks. Mr. Salauddin Sajjan 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 12:30.p.m.

Prof. Dr. Shaila Bootwala
Chairperson