



शिक्षण प्रसारक मंडळी, पुणे  
**R. A. Podar College of Commerce & Economics**  
**AUTONOMOUS**

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: info@rapodar.ac.in  
Website : www.rapodar.ac.in

- Minutes of Board of Studies meetings held in the last four years for:

**Board of Studies (Commerce)**

- Summary

Academic Year	Dates of BOS Meetings
2022-2023	21/02/2022
2021-2022	03/02/2021
2020-2021	24/01/2020
2019-2020	24/04/2019



शिक्षण प्रसारक मंडळी, पुणे  
**R. A. Podar College of Commerce & Economics**  
**AUTONOMOUS**

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: [info@rapodar.ac.in](mailto:info@rapodar.ac.in)  
Website : [www.rapodar.ac.in](http://www.rapodar.ac.in)

**2022-2023**

**Dates of BOS**

1. 21/02/2022



**R. A. Podar College of Commerce & Economics  
Matunga, Mumbai - 19**

**R. A. Podar College of Commerce and Economics (AUTONOMOUS)**

**Matunga Mumbai 400019**

**Minutes of 4<sup>th</sup> Meeting of BOS – Commerce & Business Management**

Meeting of the Board of Studies for Commerce was conducted virtually on Monday 21<sup>st</sup> February 2022 at 11.30am. The following members were present for the meeting on MS teams Audio-video conference.

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
Dr. Shobana Vasudevan	Convener	RAPCCE
Dr. Amitha Sehgal	Head of Department and Chairman	RAPCCE
Dr. Tejashree Patankar	Member	RAPCCE
Dr. Vinita Pimpale	Member	RAPCCE
Ms. Karishma Khadiwala	Member	RAPCCE
Mr. Sanjay Dhage	Member(Organizer MS Teams)	RAPCCE

Vice Principal Dr. HiremathSaroj	Subject Expert	S P College, Pune
Dr. ShobhaDedhia	Subject Expert	M P Shah College. Matunga
Mr. ManojSathe	Industry Representative	NSDL
Ms. Manjusha R. Sawant	HOD& Convenor of Ad hoc Board Mathematics, Statistics and Computers	RAPCCE
Mr. KapildeoIndurkar	HOD& Convenor of Ad hoc Board of Environmental Studies	RAPCCE
Ms. Vrushali V. Kaneri	HOD& Convenor of Ad hoc Board Business Communication	RAPCCE

1. Dr. Amitha Sehgal welcomed everyone present on MS Teams and Leave of absence was granted to Mr. Shyam Datye(Post Graduate Alumnus) and Dr. Rajeshwari Ravi for their personal issues.
2. Welcome address was given by Principal mam by starting with short meditation and then her welcome address to all the participants.
3. Dr. Amitha Sehgal briefed about SYBCOM & TYBCOM syllabus of all the Commerce Papers and mentioned No revision or changes are required in syllabus. She then spoke about various innovative internal projects done at the SYBCOM AND TYBCOM level. From the feedback collected it was known that the students are satisfied with the syllabus.
4. With respect to FYBCOM syllabus review was taken from TYBCOM students via google form and majority of the students mentioned that the syllabus is relevant, contemporary and practical. Students also added that internal projects helped them to build up their soft skills and enhanced their overall personality.

5. Post this, Ad Hoc boards were invited to give their feedback:

a. Ms. Manjusha R. Sawant, HOD& Convenor of Ad hoc Board Mathematics, Statistics and Computers mentioned that syllabus is well received by students. Feedback was collected and students gave positive feedback for the same. Hence no changes have been made and the syllabus is being approved by Ad Hoc board. After which, all the BOS members also approved the syllabus.

b. Mr. Kapildeo Indurkar, HOD& Convenor of Ad hoc Board of Environmental Studies informed that they also have made no changes in the syllabus. From the feedback gathered students were really satisfied with the syllabus and they find it interesting too. The department had Ad Hoc board meeting in which the syllabus is being approved . After which, all the BOS members also approved the syllabus.

c. Ms. Vrushali V. Kaneri, HOD& Convenor of Ad hoc Board Business Communication mentioned that the syllabus was well received by students and they are enjoying the lectures. These comments were based on the feedback collected from the students. The only change made in the syllabus was adding up the point of Online meetings. The department had Ad Hoc board meeting in which the syllabus is being approved . After which, all the BOS members also approved the syllabus.

6. After which Review and revision process for FYBcom Commerce1&2 started. Dr. Amitha Sehgal invited Mrs. Karishma Khadiwala for the presentation of syllabus.

7. Mrs. Karishma Khadiwala introduced the subject and explained that there were no major changes done in the syllabus. Following were the changes proposed:

- Numbers are replaced by bullet points.
- For convenience of students acronym name PESTLE has been given in Module-II under Macro Environment.
- Case studies are updated according to the present scenario.

8. All the BOS Members accepted and approved the syllabus. They appreciated the pro -active efforts of the department in making the syllabus contemporary and also sensitive to the needs of all stakeholders.

9. Dr. Shobana Vasudevan mentioned that there are no changes made in the Business Law subject apart from only one sub- topic had a typographic error which was corrected and added in the topic of Consumer Protection Act. BOS approved the same.

10. Dr. Amitha Sehgal then invited Dr. Vinita Pimpale for giving her inputs regarding MCom syllabus. She mentioned that the syllabus was well received by students and they were highly satisfied with the same.

11. Dr. Amitha Sehgal then shared Internal process with all the BOS members. She said in our department we have a concept of Micro meeting where all the departmental members meet regularly to discuss about innovative teaching methodologies, knowledge sharing and to have brainstorming sessions for review of each subject.

12. She praised the efforts taken by the principal mam where she collected feedback from each and every department by calling them department wise for a meeting. She took the feedback and guided them all. It was stated that this is the best Internal practice done by principal mam.

13. Meeting ended with a formal vote of thanks proposed by Mr.Sanjay Dhage.

**R. A. Podar College of Commerce and Economics (AUTONOMOUS)**

**Matunga Mumbai 400019**

**Minutes of 4<sup>th</sup> Meeting of BOS – Commerce & Business Management**

Meeting of the Board of Studies for Commerce was conducted virtually on Monday 21<sup>st</sup> February 2022 at 11.30am. The following members were present for the meeting on MS teams Audio-video conference.

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
Dr. Shobana Vasudevan	Convener	RAPCCE
Dr. Amitha Sehgal	Head of Department and Chairman	RAPCCE
Dr. Tejashree Patankar	Member	RAPCCE
Dr. Vinita Pimpale	Member	RAPCCE
Ms. Karishma Khadiwala	Member	RAPCCE

Mr. Sanjay Dhage	Member(Organizer MS Teams)	RAPCCE
Vice Principal Dr. HiremathSaroj	Subject Expert	S P College, Pune
Dr. ShobhaDedhia	Subject Expert	M P Shah College. Matunga
Mr. ManojSathe	Industry Representative	NSDL
Ms. Manjusha R. Sawant	HOD& Convenor of Ad hoc Board Mathematics, Statistics and Computers	RAPCCE
Mr. KapildeoIndurkar	HOD& Convenor of Ad hoc Board of Environmental Studies	RAPCCE
Ms. Vrushali V. Kaneri	HOD& Convenor of Ad hoc Board Business Communication	RAPCCE

1. Dr. Amitha Sehgal welcomed everyone present on MS Teams and Leave of absence was granted to Mr. Shyam Datye(Post Graduate Alumnus) and Dr. Rajeshwari Ravi for their personal issues.
2. Welcome address was given by Principal mam by starting with short meditation and then her welcome address to all the participants.
3. Dr. Amitha Sehgal briefed about SYBCOM & TYBCOM syllabus of all the Commerce Papers and mentioned No revision or changes are required in syllabus. She then spoke about various innovative internal projects done at the SYBCOM AND TYBCOM level. From the feedback collected it was known that the students are satisfied with the syllabus.
4. With respect to FYBCOM syllabus review was taken from TYBCOM students via google form and majority of the students mentioned that the syllabus is relevant, contemporary and practical. Students also added that internal projects helped them to build up their soft skills and enhanced their overall personality.

5. Post this, Ad Hoc boards were invited to give their feedback:

a. Ms. Manjusha R. Sawant, HOD& Convenor of Ad hoc Board Mathematics, Statistics and Computers mentioned that syllabus is well received by students. Feedback was collected and students gave positive feedback for the same. Hence no changes have been made and the syllabus is being approved by Ad Hoc board. After which, all the BOS members also approved the syllabus.

b. Mr. Kapildeo Indurkar, HOD& Convenor of Ad hoc Board of Environmental Studies informed that they also have made no changes in the syllabus. From the feedback gathered students were really satisfied with the syllabus and they find it interesting too. The department had Ad Hoc board meeting in which the syllabus is being approved . After which, all the BOS members also approved the syllabus.

c. Ms. Vrushali V. Kaneri, HOD& Convenor of Ad hoc Board Business Communication mentioned that the syllabus was well received by students and they are enjoying the lectures. These comments were based on the feedback collected from the students. The only change made in the syllabus was adding up the point of Online meetings. The department had Ad Hoc board meeting in which the syllabus is being approved . After which, all the BOS members also approved the syllabus.

6. After which Review and revision process for FYBcom Commerce1&2 started. Dr. Amitha Sehgal invited Mrs. Karishma Khadiwala for the presentation of syllabus.

7. Mrs. Karishma Khadiwala introduced the subject and explained that there were no major changes done in the syllabus. Following were the changes proposed:

- Numbers are replaced by bullet points.
- For convenience of students acronym name PESTLE has been given in Module-II under Macro Environment.
- Case studies are updated according to the present scenario.

8. All the BOS Members accepted and approved the syllabus. They appreciated the pro -active efforts of the department in making the syllabus contemporary and also sensitive to the needs of all stakeholders.

9. Dr. Shobana Vasudevan mentioned that there are no changes made in the Business Law subject apart from only one sub- topic had a typographic error which was corrected and added in the topic of Consumer Protection Act. BOS approved the same.



10. Dr. Amitha Sehgal then invited Dr. Vinita Pimpale for giving her inputs regarding MCom syllabus. She mentioned that the syllabus was well received by students and they were highly satisfied with the same.

11. Dr. Amitha Sehgal then shared Internal process with all the BOS members. She said in our department we have a concept of Micro meeting where all the departmental members meet regularly to discuss about innovative teaching methodologies, knowledge sharing and to have brainstorming sessions for review of each subject.

12. She praised the efforts taken by the principal mam where she collected feedback from each and every department by calling them department wise for a meeting. She took the feedback and guided them all. It was stated that this is the best Internal practice done by principal mam.

13. Meeting ended with a formal vote of thanks proposed by Mr.Sanjay Dhage.

**R. A. Podar College of Commerce and Economics (AUTONOMOUS)**

**Matunga Mumbai 400019**

**Minutes of 4<sup>th</sup> Meeting of BOS – Commerce & Business Management**

Meeting of the Board of Studies for Commerce was conducted virtually on Monday 21<sup>st</sup> February 2022 at 11.30am. The following members were present for the meeting on MS teams Audio-video conference.

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
Dr. Shobana Vasudevan	Convener	RAPCCE
Dr. Amitha Sehgal	Head of Department and Chairman	RAPCCE
Dr. Tejashree Patankar	Member	RAPCCE
Dr. Vinita Pimpale	Member	RAPCCE
Ms. Karishma Khadiwala	Member	RAPCCE

Mr. Sanjay Dhage	Member(Organizer MS Teams)	RAPCCE
Vice Principal Dr. HiremathSaroj	Subject Expert	S P College, Pune
Dr. ShobhaDedhia	Subject Expert	M P Shah College. Matunga
Mr. ManojSathe	Industry Representative	NSDL
Ms. Manjusha R. Sawant	HOD& Convenor of Ad hoc Board Mathematics, Statistics and Computers	RAPCCE
Mr. KapildeoIndurkar	HOD& Convenor of Ad hoc Board of Environmental Studies	RAPCCE
Ms. Vrushali V. Kaneri	HOD& Convenor of Ad hoc Board Business Communication	RAPCCE

1. Dr. Amitha Sehgal welcomed everyone present on MS Teams and Leave of absence was granted to Mr. Shyam Datye(Post Graduate Alumnus) and Dr. Rajeshwari Ravi for their personal issues.
2. Welcome address was given by Principal mam by starting with short meditation and then her welcome address to all the participants.
3. Dr. Amitha Sehgal briefed about SYBCOM & TYBCOM syllabus of all the Commerce Papers and mentioned No revision or changes are required in syllabus. She then spoke about various innovative internal projects done at the SYBCOM AND TYBCOM level. From the feedback collected it was known that the students are satisfied with the syllabus.
4. With respect to FYBCOM syllabus review was taken from TYBCOM students via google form and majority of the students mentioned that the syllabus is relevant, contemporary and practical. Students also added that internal projects helped them to build up their soft skills and enhanced their overall personality.

5. Post this, Ad Hoc boards were invited to give their feedback:

a. Ms. Manjusha R. Sawant, HOD& Convenor of Ad hoc Board Mathematics, Statistics and Computers mentioned that syllabus is well received by students. Feedback was collected and students gave positive feedback for the same. Hence no changes have been made and the syllabus is being approved by Ad Hoc board. After which, all the BOS members also approved the syllabus.

b. Mr. Kapildeo Indurkar, HOD& Convenor of Ad hoc Board of Environmental Studies informed that they also have made no changes in the syllabus. From the feedback gathered students were really satisfied with the syllabus and they find it interesting too. The department had Ad Hoc board meeting in which the syllabus is being approved . After which, all the BOS members also approved the syllabus.

c. Ms. Vrushali V. Kaneri, HOD& Convenor of Ad hoc Board Business Communication mentioned that the syllabus was well received by students and they are enjoying the lectures. These comments were based on the feedback collected from the students. The only change made in the syllabus was adding up the point of Online meetings. The department had Ad Hoc board meeting in which the syllabus is being approved . After which, all the BOS members also approved the syllabus.

6. After which Review and revision process for FYBcom Commerce1&2 started. Dr. Amitha Sehgal invited Mrs. Karishma Khadiwala for the presentation of syllabus.

7. Mrs. Karishma Khadiwala introduced the subject and explained that there were no major changes done in the syllabus. Following were the changes proposed:

- Numbers are replaced by bullet points.
- For convenience of students acronym name PESTLE has been given in Module-II under Macro Environment.
- Case studies are updated according to the present scenario.

8. All the BOS Members accepted and approved the syllabus. They appreciated the pro -active efforts of the department in making the syllabus contemporary and also sensitive to the needs of all stakeholders.

9. Dr. Shobana Vasudevan mentioned that there are no changes made in the Business Law subject apart from only one sub- topic had a typographic error which was corrected and added in the topic of Consumer Protection Act. BOS approved the same.

10. Dr. Amitha Sehgal then invited Dr. Vinita Pimpale for giving her inputs regarding MCom syllabus. She mentioned that the syllabus was well received by students and they were highly satisfied with the same.

11. Dr. Amitha Sehgal then shared Internal process with all the BOS members. She said in our department we have a concept of Micro meeting where all the departmental members meet regularly to discuss about innovative teaching methodologies, knowledge sharing and to have brainstorming sessions for review of each subject.

12. She praised the efforts taken by the principal mam where she collected feedback from each and every department by calling them department wise for a meeting. She took the feedback and guided them all. It was stated that this is the best Internal practice done by principal mam.

13. Meeting ended with a formal vote of thanks proposed by Mr.Sanjay Dhage.

### **Minutes of the meeting of Board of studies**

#### **Permanently Unaided Courses**

The meeting of Board of Studies for permanently unaided courses held on Tuesday 27<sup>th</sup> April 2022 at 11:30 am in the conference room.

The members present :

- 1) Dr. (Mrs.) Shobana Vasudevan : Principal
- 2) Dr. Shobha Menon : Vice –Chancellor nominee
- 3) Dr. Nilesh Gokhale Subject expert ( Outside Mumbai )
- 4) Mr. Mayur Ankolekar: Industry expert
- 5) Dr Asif Shaikh : Faculty Assistant Prof Mathematics , Statistics and computer science
- 6) Dr Vinita Pimpale : Special Invite ( Mcom coordinator )
- 7) Ms. Divya Lalwani: Coordinator : Self-financing Program
- 8) Mrs. Kavita Jajoo ; Chairperson : Bos Permanently unaided course

The following member was granted leave of absence:

- 1) Dr. Aarti Chandani, and Devina Sharma .

Minutes of the meeting are as follows:

1. The minutes of the meeting held on 5<sup>th</sup> of February 2022 were read and approved.
2. The Principal welcomed all the members. Homage was paid to the Vice Chancellor nominee Late Dr Milind Vaidya . Dr Shobha Menon the newly appointed Vice Chancellor nominee was introduced to the members and given a warm welcome.
3. The Self financing Program coordinator presented the modifications made in FY BMS and FY Bcom , SY Bcom and TY Bcom ( Actuarial Studies). These changes were reviewed and approved by the members present .
4. Exemptions in examination for actuaries were discussed : The members were informed that the college was seeking exemptions for students who have enrolled for the B.A.S. program in our college from the following institutions.

\*The Society of Actuaries (SOA) is dedicated to research in actuarial science, professional development and education, and professional standards. Actuaries work to analyze risk by using modeling and data analysis techniques for a variety of applications in a variety of fields.

\*The Institute and Faculty of Actuaries (IFoA) is the UK's only chartered professional body dedicated to educating, developing and regulating actuaries based both in the UK and internationally.

The college proposes to apply for exemption to **Society of Actuaries (USA)** for the following papers:

- Exam P: Probability
- Exam FM: Financial Mathematics
- Exam LTAM: Long Term Actuarial Mathematics
- Exam SRM: Statistics for Risk Modeling
- Exam IFM: Investment and Financial Markets

We also propose to apply for exemption to **Faculty of Actuaries IFoA (UK)** for the following papers:

- CM 1: Actuarial Mathematics
- CM 2: Financial Engineering and Loss Reserving
- CS 1: Actuarial Statistics
- CS 2: Risk Modelling and Survival Analysis
- CB 1: Business Finance
- CB 2: Business Economics

The members applauded the efforts of the Principal and faculty who contributed to the changes and approved the said changes.

5. The members were briefed about the New Programs to be introduced at

Under graduate

- 1) B.Sc : Data Science
- 2) B.B.A : Shipping and logistics
- 3) B.Com : (Financial Markets)

Post Graduate level

- 1) Mcom in International Business and Forex management
- 2) Mcom in Behavioural finance
- 3) Mcom in Business Analytics

The structure and syllabus for the three courses at the under graduate and post graduate courses were discussed and approved.

The committee resolved that the courses maybe implemented by the college in the next two academic years namely, 2022-23 and 2023-24. The possibility of offering the newly introduced programs of under graduate and post graduate program in hybrid form in the light of NEP was also favourably considered by the members.



शिक्षण प्रसारक मंडळी, पुणे  
**R. A. Podar College of Commerce & Economics**  
**AUTONOMOUS**

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: [info@rapodar.ac.in](mailto:info@rapodar.ac.in)  
Website : [www.rapodar.ac.in](http://www.rapodar.ac.in)

**2021-2022**

**Dates of BOS**

**1. 03/02/2021**

**S. P. MANDAL'S**

**R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)**

**(Affiliated to University of Mumbai)**

**MATUNGA, MUMBAI - 400019.**

**Minutes of Meeting**

**BOS of Commerce**

Date: 5<sup>th</sup> February 2021

An online meeting of the Board of Studies of the Department of Commerce was conducted on Wednesday, 3<sup>rd</sup> February 2021 using MS Teams platform at 1.30 pm. The agenda of the meeting was to review the approved syllabus of F.Y.B.Com., S.Y.B.Com. and M.Com. and to recommend the syllabus for the subject at T.Y.B.Com. level under the faculty of Commerce & Business Management, keeping in view the objectives of college, interest of the stake holders and national requirement.

The meeting was attended by the following members:

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
Dr. Shobana Vasudevan	Convener	RAPCCE
Dr. Amitha Sehgal	Head of Department, Commerce	RAPCCE
Dr. Tejashree Patankar	Member	RAPCCE
Dr. Vinita Pimpale	Member	RAPCCE
Ms. Karishma Khadiwala	Member	RAPCCE



Mr. Sanjay Dhage	Member (Organizer MS Teams)	RAPCCE
Ms. Manjusha R. Sawant	HOD, Convenor of Ad Hoc Board Mathematics, Statistics and Computers	RAPCCE
Mr. Kapildeo Indurkar	HOD, Convenor of Ad Board of Environmental Studies	RAPCCE
Vrushali V. Bhosale-Kaneri	HOD, Convenor of ad hoc Board Business Communication	RAPCCE
Principal Dr. Hiremath Saroj	Subject Expert from outside MU (Savitribai Phule	S P College, Pune
Dr. Shobha Dedhia	Subject Expert from outside MU(SNDT)	M P Shah College. Matunga
Dr. Rajeshwari Ravi	VC Nominee	Director and I/C Principal, ChanshyamdasJalan College of Science, Commerce & Arts
Mr. Manoj Sathe	Representative of Industry	Country Head-Delivery and

		Customer Success Ix sight technologies Private Limited
Ms. Sunita A. Panja	Invitee	RAPCCE

Dr. Amitha Sehgal started the meeting by welcoming everyone for the meeting. Leave of absence (due to personal reason) was granted to Mr. Shyam Datye. (Post Graduate Alumnus) She, then invited Principal Dr. (Mrs.) Shobana Vasudevan, who welcomed everyone and thanked them for being present for the virtual meeting. Principal Dr. (Mrs.) Shobana Vasudevan started the meeting on a very positive note by sharing good news with all the members that Komal Jain, a student of Podar topped the CA final exam at national level. All the members congratulated her and all the staff of Podar college for this success.

Dr. Amitha Sehgal summarized FY & SY syllabus under commerce. She also informed the members that the syllabus does not require any revision, as it is well received by the students. Dr. Amitha Sehgal then invited the convenors of other Ad-Hoc board of Studies and requested them to share their view.

Mrs. Manjusha R. Sawant, HOD, Convenor, Ad-Hoc Board of Studies of Mathematics and Statics, OR and Computer Science, informed the members that the syllabus of FYBCom has been well received by the students.

Mr. Kapildeo Indurkar, HOD, Convenor, Ad-Hoc Board of Studies of EVS, informed the members that the meeting of Ad-Hoc Board of Studies, EVS was conducted on 19<sup>th</sup> January 2021. He also stated that the syllabus is well received by the students.

Mrs. Vrushali V. Bhosale-Kaneri, HOD, Convenor, Ad-Hoc Board of Studies, English, informed the members that the meeting of Ad-Hoc Board of Studies, English was conducted on 18<sup>th</sup> January 2021. She also informed the members that the syllabus of F.Y.B.Com. in the subject of Business Communication and S.Y.B.Com. in the subjects of Mass Communication and Journalism has been reviewed and does not need any revision. She also stated that the students are happy with the syllabus and are taking internal activities in the right spirit.

After this, the review of the recommended syllabus of T.Y.B.Com. started.

Mrs. Sunita A. Panja from the department of Accounts, presented the subject of BM (Financial Management) paper V and VI, along with paper pattern. The syllabus was well received by the members.

The proposed topics are as follows:

Semester V

Module- 2: Study of financial statements

Topic: Practical problems including problem on ascertainment of missing figures

Module- 3: Ratio Analysis

Topics: Net operating profit ratio, Inventory Turnover Ratio

Creditor's Turnover Ratio (Creditors Velocity), Debt Service Ratio

Proposed and accepted topic from Semester VI syllabus

Module- 2: Operating cycle, problem on working capital requirement of Ecommerce and Service sector firms.

Module 4: Basic principle of Cost Accounting

Topic: Objective and scope of cost Accounting, Cost Centers and Cost units,

Elements of cost, cost behavior pattern, separating the components of semi- variable cost

Dr. Amitha Shegal gave a presentation on BM paper III and IV. She mentioned that the syllabus has been designed while taking care of the needs of the current industry requirements and also on the basis of the feedback of the current and ex-students.

Proposed and accepted topic in BM III:

Module I: Management

- Management Principles
- Functions of Management in a typical business organization.
- Managerial competencies.
- Profile of Indian thinkers and their influence on Indian managers.

Module II: Planning

- Management by Exception- Active Management by exception versus Passive Management by exception

#### Module III: Organizing as a Managerial Function

- Process of organising · Organization · Departmentalization - concepts and types of Departmentalization of the different business organization
- Graicunas Theory – Wide/Narrow Span Suitability -Tall/Flat Organizations

#### Module IV: Staffing

- Employee Value Proposition, Stress Management -Skills & techniques
- Managerial Effectiveness- In Government and in the Private Sector

#### Proposed topic of BM IV

#### Module I: Directing and Leading

- Directing – Concept- nature importance- principles
- Developing an effective leader: Tannenbaum-Schmidt Leadership Continuum
- Personality Trait or Leadership Trait
- Leadership and Morals - Managing with Power, Responsibility – Ethical Aspects of Effective Leadership

Dr Rajeshwari Ravi expressed her views about about Directing and leading, How to make communication and then briefed about Directing and leadership.

#### Module II: Co-ordination & Motivation

- Team Building Approach– Meaning and Challenges

#### Module III: Controlling and Information Management – No change

#### Module IV: Contemporary Issues in Management - Negotiation Skills

Dr. Tejashree Patankar gave presentation on Marketing Research.

She proposed the following addition in the syllabus which was accepted by the members.

Module I: Introduction to marketing research:

Media, Data Security Practices and Policy Purpose.

No changes for remaining module.

Dr. Saroj Hiremath asked if data analysis can be added, also project writing

Proposed and accepted syllabus for Marketing Research Semester V - IQVIA, intage

Mr. Manoj Sathe gave the suggestion to add RDBMS, which was accepted.

Dr. Vinita Pimpale gave presentation on the subject of Export Marketing and proposed few changes. She mentioned that she was a member of the Syllabus Revision Panel of the Mumbai University and hence the syllabus did not need too many changes.

She proposed swapping of some part of fourth module to the third module and vice versa of semester 5 was done to have a logical flow. Careers in export marketing were added.

Module 3 of Semester 6- E-exporting and Contemporary Issues in Export Marketing: Examines e-business, e-commerce and e-marketing relate to export marketing were also added. The syllabus of M.Com. has not changed.

Dr. (Mrs.) Shobana Vasudevan suggested - New schemes – recent government announcement to be added in the third module. She further suggested keeping the marking scheme standard for all the subjects.

Semester end paper will be of 60 marks and internal will be 40 marks.

Mr. Manoj Sathe suggested that the students can be given the option between descriptive questions or short notes. Dr. Rajeshwari Ravi suggested that, in choice making, both question choices can be based on Descriptive answer only. In reply Dr. (Mrs.) Shobana Vasudevan said that, the paper pattern follows the guideline given by University of Mumbai. Further she said that we can think of doing this in our internal exam.

She also informed all BOS members regarding conduct of exam during pandemic was as per the guideline laydown by Mumbai University.

Mrs. Karishma Khadiwala proposed the compulsory paper V & VI of Commerce.

She said that since the university syllabus was changed two years back and Dr. Amitha Sehgal was member of the Syllabus Revision Panel for University of Mumbai, the syllabus is quite streamlined and does not require any major makeover. There was only one addition to the course for semester 6 under

HRM. Only one topic of retrenchment (post covid) was added to the syllabus. Syllabus was accepted by all.

Suggestion was given by Dr. Rajeshwari Ravi to include Neuro Marketing and Sensory Marketing. She also suggested including 7 p's of Marketing where People Pace and Perseverance should be added. She further suggested to include Packaging and Positioning in Promotion Aspect.

Dr. Shobana mam suggested just swapping the order in the third module and keeping Careers in Marketing as last question.

Ms. Manjusha R. Sawant briefed the members about the subject Operations Research and then about Computer System. The department of Mathematics & Statistics, OR and Computer Applications proposed the following topics to be added.

Operating System:

While preparing the syllabus the new module Simulation and Job Sequencing has been newly introduced. The Module Inventory Models has been eliminated from earlier syllabus.

In the internals it was suggested to introduce viva and project using Excel and Case studies.

Computer System and Applications:

While preparing the syllabus the concept of Digital marketing, UPI payments and preparing dashboard in Excel using power BI has been newly introduced. The concept of Networking Basics and Infrastructure has been eliminated from earlier syllabus. Some new practical have been introduced.

Mr. Manjo Sathe suggested to add TCP/IP as it is basics of networking in the subject of Computer Applications.

The BOS members expressed satisfaction stating that Podar college is definitely making very good use of their autonomy.

The meeting was concluded by thanking every member for sparing their valuable time and for giving their valuable suggestions.



शिक्षण प्रसारक मंडळी, पुणे

# R. A. Podar College of Commerce & Economics

## AUTONOMOUS

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: [info@rapodar.ac.in](mailto:info@rapodar.ac.in)  
Website : [www.rapodar.ac.in](http://www.rapodar.ac.in)

## 2020-2021

Dates of BOS

1. 24/01/2020

**R. A. Podar College of Commerce and Economics**

**Matunga Mumbai 400019**

**Minutes of the meeting**

**Minutes of Meeting of BOS – Commerce**

Meeting of the Board of Studies for Commerce was conducted on Wednesday 24<sup>th</sup> January,2020 at 11.30am in the conference room. The following members were present for the meeting on 24<sup>st</sup> January, 2020 at 11:30 am in the Conference Room.

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
<b>Dr. ShobanaVasudevan</b>	<b>Convenor</b>	<b>RAPCCE</b>
<b>Dr. AmithaSehgal</b>	<b>Head of Department</b>	<b>RAPCCE</b>
<b>Dr. TejashreePatankar</b>	<b>Member</b>	<b>RAPCCE</b>
<b>Dr. Vinita Pimpale</b>	<b>Member</b>	<b>RAPCCE</b>
<b>KarishmaKhadiwala</b>	<b>Member</b>	<b>RAPCCE</b>
<b>Sanjay Dhage</b>	<b>Member</b>	<b>RAPCCE</b>
<b>Vice Principal Dr. HiremathSaroj</b>	<b>Subject Expert</b>	<b>S P College, Pune</b>
<b>Dr. ShobhaDedhia</b>	<b>Subject Expert</b>	<b>M P Shah College. Matunga</b>
<b>ManojSathe</b>	<b>Industry Representative</b>	<b>NSDL</b>
<b>ShyamDatye</b>	<b>Post Graduate Alumnus</b>	



<b>Manjusha Sawant</b>	<b>Convenor of ad hoc Board mathematics, Statistics and Computers</b>	<b>RAPCCE</b>
<b>Kapildeo Indurkar</b>	<b>Convenor of ad hoc Board of Environmental Studies</b>	<b>RAPCCE</b>
<b>Vrushali Kaneri</b>	<b>Convenor of ad hoc Board Business Communication</b>	<b>RAPCCE</b>

Meeting started with short meditation. Leave of absence was granted to Dr. Rajeshwari Ravi as she had some personal issues.

Mrs. Manjusha Sawant welcomed all. Principal Dr. (Mrs.) Shobana Vasudevan introduced the experts and the college members as well.

Dr. Rajeshwari Ravi is the Vice Chancellor nominee. Dr. Saroj Hiramath from Pune University and Mr. Manoj Sathe, NSDL Vice President are the subject experts in the BOS.

The three Ad-Hoc committees i.e. Ad-Hoc BOS for EVS, Business Communication and Maths fall under BOS for Commerce.

1. Mr. Kapildeo Indurkar discussed the proposed changes in the syllabus of EVS. Mrs. Vrushali Kaneri informed the committee about the proposed changes in the syllabus of Business Communication. Mrs. Manjusha Sawant communicated the proposed changes to the committee. The committee then deliberated, discussed and suggestions were given.

2. Inclusion of topics as follows:

a. EVS: Narmada Bachao Andolan, Ban on plastic, Business opportunities in EVS- wealth out of waste, Genetically modified food, environmental audit, green audit.

b. Business communication: Letter of reference, letter of refusal, reply to inquiry letter, drafting of purchase letter, memo, office order, office circular, how to use social media for professional purpose.

c. Mathematics: Index numbers, wholesale price index, consumer price index, how to interpret index, some aspects of theory, shares and mutual funds chapter to be shifted to semester 2.

d. Commerce: case studies, legal aspects in retailing, Information technology in retailing.

3. It was resolved that the syllabus will be accepted after incorporating the suggestions given by the BOS members.

4. In the evaluation process, the committee suggested that there should be continuous evaluation of students through different activities. The members agreed on a point that there should be uniformity in the internal assessment tools.

a. In EVS, the Ad-Hoc board has proposed 20 marks for class test, but the BOS -Commerce suggested that

Activities for continuous evaluation for internal assessment:

EVS: Beach cleanup, adopt a village and clean it, regional, national and international case studies, spread more social awareness about environmental issues, map reading, computer games, mapbook, map making and exhibition, industry-specific case studies, green audit, environmental audit.

b. Business Communication can include activities like, workshops by corporates/ industry experts, vocabulary building, general reading, use of games like scrabble, scrap book, creating functional dictionary, making dictionary, SWOC analysis.

**Recommended certificate courses by the committee:**

1. **Certificate course in Digital media**
2. **Certificate course in Content writing**
3. **Certificate course in Translation**
4. **Certificate course in Voice modulation/ culture**
5. **Certificate course in writing Travel blogs**
6. **Certificate program on Start-up Management**
7. **Certificate course in disaster management**

1. **Maths Ad-Hoc chairperson informed that, Ad-Hoc board (Maths) has revised the syllabus and internal component was discussed, the modalities about informed and were discussed.**
  - **Then was a suggestion by Mr. Shyam Datye for division one can have class topper.**
  - **Recognition for the same can be given on website**
2. **EVS: On 10<sup>th</sup> January 2020 Review of EVS- BOS passed the syllabus.**
3. **English: FY. Bcom syllabus being proposed. Jr and MC suggestion about guidelines were given and alerted.**
4. **Commerce I &II : Ms. Karishma Khadiwala gave feedback. Paper pattern (External) Feedback by students to be changed.**
5. **Commerce (SYB.com) : Management functions and challenges. Dr. Amitha Sehgal proposed the syllabus and it was discussed ease of doing business abroad- to be included in Ty/M.com**
6. **CSP:**
  - **Instead of BSE/NSE, the panel should be Stock Exchange and functions.**
  - **Role of Depositories, (Removed NSDL)**
  - **Secretarial role in start-ups will be part of career in CSP.**
7. **Commerce syllabus and paper pattern approved.**
8. **Advertisement**
  - **Career can be taken in the last module.**
  - **Media in Advertising Sem IV Unit 1 will become Sem III Unit 3 (Swop)**
9. **After incorporating the changes suggested by the committee the syllabus is approved.**
10. **Business Law:- Syllabus was Proposed by Dr. (Mrs.) Shobana Vasudevan. Changes approved.**
11. **Marketing Management:- Syllabus was Proposed by Dr. (Mrs.) Shobana Vasudevan.**

- **Warehousing in distribution to be included. Distribution wd to be replaced by logistic management.**
- **Warehousing will be a component.**
- **Packaging and warehousing to be included.**
- **Overview o marketing research to be included.**
- **Rural area marketing – Module 1**
- **Strategies -Module 2**
- **Rubrics to be made and JR, MC and Marketing management.**

**12. M.com II syllabus was proposed by Dr. Vinita Pimpale**

- **Managing Gen Y. Millienium**
- **Rural marketing:- kankhajura radio station of Hindustan unilever ltd.**
- **Entrepreneurial management:- as it is**
- **Add something related to start-ups case studies failing to succeed and success case studies.**
- **Organisational behaviour: careers in supply chain management.**
- **Advertising and sales management ethical aspects of sales management to be added.**
- **Disruption in retail business model:- challenges and coping mechanism.**

**13. Mr. Shyam Date suggested Students can prepare cases studies which can be to taught in the class and use by other .**

**Meeting ended with lunch for all.**

**R. A. Podar College of Commerce and Economics**

**Matunga Mumbai 400019**

**Minutes of the meeting  
Minutes of Meeting of BOS – Commerce**

Meeting of the Board of Studies for Commerce was conducted on Wednesday 24<sup>th</sup> April 2019 at 11.30am in the conference room. The following members were present for the meeting on 24<sup>st</sup> January, 2020 at 11:30 am in the Conference Room.

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
<b>Dr. ShobanaVasudevan</b>	<b>Convenor</b>	<b>RAPCCE</b>
<b>Dr. AmithaSehgal</b>	<b>Head of Department</b>	<b>RAPCCE</b>
<b>Dr. TejashreePatankar</b>	<b>Member</b>	<b>RAPCCE</b>
<b>Dr. Vinita Pimpale</b>	<b>Member</b>	<b>RAPCCE</b>
<b>KarishmaKhadiwala</b>	<b>Member</b>	<b>RAPCCE</b>
<b>Sanjay Dhage</b>	<b>Member</b>	<b>RAPCCE</b>
<b>Vice Principal Dr. HiremathSaroj</b>	<b>Subject Expert</b>	<b>S P College, Pune</b>
<b>Dr. ShobhaDedhia</b>	<b>Subject Expert</b>	<b>M P Shah College. Matunga</b>
<b>ManojSathe</b>	<b>Industry Representative</b>	<b>NSDL</b>
<b>ShyamDatye</b>	<b>Post Graduate Alumnus</b>	
<b>ManjushaSawant</b>	<b>Convenor of ad hoc Board mathematics, Statistics and Computers</b>	<b>RAPCCE</b>
<b>KapildeoIndurkar</b>	<b>Convenor of ad hoc Board of</b>	<b>RAPCCE</b>

	<b>Environmental Studies</b>	
<b>Vrushali Kaneri</b>	<b>Convenor of ad hoc Board Business Communication</b>	<b>RAPCCE</b>

Meeting started with short meditation. Leave of absence was granted to Dr. Rajeshwari Ravi as she had some personal issues.

Mrs. Manjusha Sawant welcomed all. Principal Dr. (Mrs.) Shobana Vasudevan introduced the experts and the college members as well.

Dr. Rajeshwari Ravi is the Vice Chancellor nominee. Dr. SarojHiramath from Pune University and Mr. ManojSathe, NSDL Vice President are the subject experts in the BOS.

The three Ad-Hoc committees i.e. Ad-Hoc BOS for EVS, Business Communication and Maths fall under BOS for Commerce.

1. Mr. KapildeoIndurkar discussed the proposed changes in the syllabus of EVS. Mrs. Vrushali Kaneri informed the committee about the proposed changes in the syllabus of Business Communication. Mrs. Manjusha Sawant communicated the proposed changes to the committee. The committee then deliberated, discussed and suggestions were given.

2. Inclusion of topics as follows:

- a. EVS: Narmada BachaoAndolan, Ban on plastic, Business opportunities in EVS- wealth out of waste, Genetically modified food, environmental audit, green audit.
- b. Business communication: Letter of reference, letter of refusal, reply to inquiry letter, drafting of purchase letter, memo, office order, office circular, how to use social media for professional purpose.
- c. Mathematics: Index numbers, wholesale price index, consumer price index, how to interpret index, some aspects of theory, shares and mutual funds chapter to be shifted to semester 2.
- d. Commerce: case studies, legal aspects in retailing, Information technology in retailing.

3. It was resolved that the syllabus will be accepted after incorporating the suggestions given by the BOS members.

4. In the evaluation process, the committee suggested that there should be continuous evaluation of students through different activities. The members agreed on a point that there should uniformity in the internal assessment tools.

a. In EVS, the Ad-Hoc board has proposed 20 marks for class test, but the BOS -Commerce suggested that

Activities for continuous evaluation for internal assessment:

EVS: Beach cleanup, adopt a village and clean it, regional, national and international case studies, spread more social awareness about environmental issues, map reading, computer games, mapbook, map making and exhibition, industry-specific case studies, green audit, environmental audit.

b. Business Communication can include activities like, workshops by corporates/ industry experts, vocabulary building, general reading, use of games like scrabble, scrap book, creating functional dictionary, making dictionary, SWOC analysis.

**Recommended certificate courses by the committee:**

1. **Certificate course in Digital media**
2. **Certificate course in Content writing**
3. **Certificate course in Translation**
4. **Certificate course in Voice modulation/ culture**
5. **Certificate course in writing Travel blogs**
6. **Certificate program on Start-up Management**
7. **Certificate course in disaster management**

1. **Maths Ad-Hoc chairperson informed that, Ad-Hoc board (Maths) has revised the syllabus and internal component was discussed, the modalities about informed and were discussed.**

- **Then was a suggestion by Mr. Shyam Datye for division one can have class topper.**
- **Recognition for the same can be given on website**

2. **EVS: On 10<sup>th</sup> January 2020 Review of EVS- BOS passed the syllabus.**

3. **English: FY. Bcom syllabus being proposed. Jr and MC suggestion about guidelines were given and alerted.**

4. **Commerce I &II : Ms. Karishma Khadiwala gave feedback. Paper pattern (External) Feedback by students to be changed.**
5. **Commerce (SYB.com) : Management functions and challenges. Dr. Amitha Sehgal proposed the syllabus and it was discussed ease of doing business abroad- to be included in Ty/M.com**
6. **CSP:**
  - **Instead of BSE/NSE, the panel should be Stock Exchange and functions.**
  - **Role of Depositories, (Removed NSDL)**
  - **Secretarial role in start-ups will be part of career in CSP**
7. **Commerce syllabus and paper pattern approved.**
8. **Advertisement**
  - **Career can be taken in the last module.**
  - **Media in Advertising Sem IV Unit 1 will become Sem III Unit 3 (Swop)**
9. **After incorporating the changes suggested by the committee the syllabus is approved.**
10. **Business Law:- Syllabus was Proposed by Dr. (Mrs.) Shobana Vasudevan. Changes approved.**
11. **Marketing Management:- Syllabus was Proposed by Dr. (Mrs.) Shobana Vasudevan.**
  - **Warehousing in distribution to be included. Distribution wd to be replaced by logistic management.**
  - **Warehousing will be a component.**
  - **Packaging and warehousing to be included.**
  - **Overview o marketing research to be included.**
  - **Rural area marketing – Module 1**
  - **Strategies -Module 2**
  - **Rubrics to be made and JR, MC and Marketing management.**



**12. M.com II syllabus was proposed by Dr. Vinita Pimpale**

- **Managing Gen Y. Millienium**
- **Rural marketing:- kankhajura radio station of Hindustan unilever ltd.**
- **Entrepreneurial management:- as it is**
- **Add something related to start-ups case studies failing to succeed and success case studies.**
- **Organisational behaviour: careers in supply chain management.**
- **Advertising and sales management ethical aspects of sales management to be added.**
- **Disruption in retail business model:- challenges and coping mechanism.**

**13. Mr. Shyam Date suggested Students can prepare cases studies which can be to taught in the class and use by other .**

**Meeting ended with lunch for all.**

**R. A. Podar College of Commerce and Economics**  
**Matunga, Mumbai 400019**  
**Minutes of the meeting of board of studies for permanently unaided courses**  
**Day and Date: Tuesday, 30/4/19**  
**Time: 9:30 a. m**  
**Venue: Conference Room, R.A.P.C.C.E**

**Members Present were:**

1. **Dr. Milind Vaidya, Vice Chancellors Nominee- Principal, S.I.E.S college, Nerul**
2. **Ms. Kavita Jajoo, Chairperson: Vice Principal, RAPCCE**
3. **Dr. Nilesh Gokhale, Subject Expert from outside Mumbai University: Dean Marketing, SIMS**
4. **Dr. Asif Shaikh, Member: RAPCCE**
5. **Ms. Divya Lalwani, Member Secretary: BMS Coordinator, RAPCCE**
6. **Ms. Devina sharma, post graduate Alumnus: Consultant, Risk Advisory Services, EY**

**Leave of Absence granted to:**

1. **Dr. Arti Chandani, Subject Expert from outside Mumbai University: Associate Professor, SIMS**
2. **Mr. Mayur Ankolekar, Representative from Industry: Chartered Accountant, Lawyer and Consultant**

*However the above mentioned members had given their valuable inputs through mail that would be discussed during the meeting.*

**Agenda for the meeting:**

- (1) **To discuss and finalise the syllabus for the Permanently Unaided Courses, keeping in view the objectives of the college, interest of the stakeholders and national requirement.**
- (2) **To discuss and suggest methodologies for innovative teaching and evaluation techniques.**

**At the commencement of the meeting, the chairperson, Ms. Kavita Jajoo, Vice - Principal, R.A.P.C.C.E welcomed and introduced the members.**

The following was discussed and agreed upon by all members present and was communicated to the members, who are unable to make it for the meeting, through conference call.

1. To discuss and finalise the syllabus for the Permanently Unaided Courses, keeping in view the objectives of the college, interest of the stakeholders and national requirements.

*The chairperson shared with the members that R.A.P.C.C.E would go in for progressive autonomy. The recommended change in the syllabus is for the first year of bachelors of Management studies and the evaluation pattern for the same would be 60:40*

*However the current syllabus and paper pattern of 75:25 would continue for second year of bachelors of Management studies and third year of bachelors of Management studies. It was also brought to their notice that R.A.P.C.C.E would set the question paper and would assess the answer sheets.*

In order to understand the objective of the curriculum for permanently unaided courses, interests of stakeholders and national requirement, a PowerPoint presentation was done by Ms. Divya Lawani, BMS Coordinator, R.A.P.C.C.E. **The effort put in to showcase the vision, objective and evaluation process was acknowledged and well appreciated.**

The syllabus for the BMS program was shared through mail and hard copies were given to all members present for their perusal. The copies also highlighted using crack change a word, the recommended deletion and additions. The members present on having gone through the recommendations were able to conclude on the syllabus for all the seven papers of semester I and seven papers of semester II.

**The recommendations of the members of the board of studies for permanently unaided courses are as follows:**

## **BACHELORS OF MANAGEMENT STUDIES**

### **SEMESTER I**

#### **1. Introduction to Financial Accounting**

**The recommended syllabus was approved by the members in totality.**

*Dr. Arti Chandani in her email dated 29/4/19 made a suggestion in point number 4, which read as:*

*'An introduction to IFRS can be included into financial accounting'.*

*The same is incorporated in the syllabus.*

## **2. Foundation of human skills**

**It was recommended that the following topics be deleted:**

### **Unit 3**

**Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace**

### **Unit 4**

**Organisational Development and work stress: Need for organisational development, OD techniques, stress, or types of stress, Causes and consequences of job stress, Ways for coping with job stress.**

**All the other topics were approved by the members in totality.**

## **3. Foundation Course I**

**It was recommended that the following topics which were earlier deleted, be added:**

### **Unit 1**

**Indian society through its demographic composition: population distribution according to religion, caste and gender: appreciate the concept of linguistic diversity in relation to the Indian situation.**

**All the other topics were approved by the members in totality.**

## **4. Business law**

**The recommended syllabus was approved by the members in totality.**

## **5. Business Economics I**

**The recommended syllabus was approved by the members in totality.**

## **6. Business Communication I**

**It was recommended that the following topics which were earlier deleted, be added:**

## **Unit 1**

**Modes of Communication:** Methods: Verbal and Non-Verbal, Characteristics of Verbal communication  
Characteristics of Non-verbal communication, Business Etiquette

## **Unit 2**

Personal Integrity at workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility  
Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitise the student community to actual business practice: Surrogate Advertising, Patents and Intellectual Property Rights, dumping of medical/e-waste, Human Rights Violation and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child labour

**It was recommended that Report Writing be added.**

## **7. Business Statistics**

**The recommended syllabus was approved by the members in totality.**

## **SEMESTER II**

### **1. Principles of Marketing:**

**Dr. Arti Chandani in her email dated 29/4/19 made a suggestion in point number 8, which read as:**

*‘Even a subject on ‘media’ or ‘Digital Marketing’ can be included and if that is not possible, then this can be part of ‘marketing Management’*

**This point was discussed during the meeting and it was agreed upon that as there is an elective subject of ‘E commerce and Digital marketing’ which is offered in the Third Year Bachelor of Management Studies, it need not be a part of ‘Marketing Management’.**

**Dr. Arti Chandani’s suggestion of including book of Ramaswamy and Nama Kumari as a reference book was well received and adopted.**

**It was agreed that under:**

### **Unit 1**

**Functions of Marketing would be included**

### **Unit 2**

**Only overview to be provided for the topics listed under Marketing Research**

### **Unit 3**

**7P's would be added**

**New Product Development-failure of a new product would be deleted**

### **Unit 4**

**The subtopics mentioned under new trends in marketing to be deleted and relevant subtopics be introduced from time to time.**

**Introduction to Integrated Marketing Communication to be deleted.**

**Artificial Intelligence, Virtual Reality in consumer experience to be added.**

### **2. Foundation course II**

*Dr. Arti Chandani in her email dated 29/4/19 made a suggestion in point number 5, which read as:*

*'Mindfulness' be introduced under foundation course II - under 'understanding oneself'*

**It was discussed that the same would be covered in unit 3**

**It was also agreed that in unit 1 'farmers suicides' would be replaced by 'challenges in farming'.**

### **3. Principles of Management**

**The recommended syllabus was approved by the members in totality.**

### **4. Industrial law**

**The recommended syllabus was approved by the members in totality.**

### **5. Business Environment**

### **Unit 2**

**The nomenclatures of this unit be read as political, legal and economic environment.**

### **Unit 4**

**Foreign market entry strategy to be deleted**

**It was recommended by Dr Nilesh Gokhale that that TATA publication on economic indicators to be a part of reference books for the subject.**

**6. Business Mathematics**

**The recommended syllabus was approved by the members in totality.**

**7. Business communication II**

The recommended syllabus was approved by the members in totality.

**It was suggested by Ms. Devina Sharma and seconded by Mr Nilesh Gokhale that the students should be trained and word limit be introduced. This was agreed by all members present.**

*Dr. Arti Chandani in her email dated 29/4/19 suggested point number 7, which read as:*

*‘Over and above I feel that there should be some subject related to information technology as today no business stance without this’.*

*It was discussed that we do offer ‘Information Technology in Business Management’ as a compulsory subject in Second Year Bachelors of Management studies.*

**(2) To discuss and suggest methodologies for innovative teaching and evaluation techniques.**

The evaluation criteria recommended was approved by all members of the Board of Studies.

The paper pattern for Theory subjects would be as follows:

**Allocation of 40 Marks---Internal evaluation**

**SEMESTER I and II**

<b>Method of evaluation</b>	<b>Marks</b>
<b>Written Test</b>	<b>15</b>
<b>Power Point Presentation or other activities -Pre-set criteria</b>	<b>20</b>
<b>Class Participation &amp; attendance</b>	<b>5</b>
<b>TOTAL</b>	<b>40</b>

**Suggested Paper pattern for written test of 15 Marks**

**SEMESTER I and II**

<b>Question No</b>	<b>Particulars</b>	<b>Marks</b>
<b>Q.1</b>	<b>Question based on theory/concept taught. (Any Two out of Three)</b>	<b>10</b>
	<b>OR</b>	
	<b>Application based question</b>	
<b>Q.2</b>	<b>Write short note (Any One out of Two)</b>	<b>5</b>
<b>TOTAL</b>		<b>15</b>



**Suggested Paper pattern for written test of 60 Marks**

**SEMESTER I and II**

<b>Question No</b>	<b>Particulars</b>		<b>Marks per Question</b>	<b>Total marks</b>
<b>Q.1</b>	<b>A</b>	<b>Theory/ Concept based question</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Theory/ Concept based question</b>	<b>8</b>	
	<b>OR</b>			
	<b>C</b>	<b>Theory/ Concept based question</b>	<b>7</b>	
	<b>D</b>	<b>Theory/ Concept based question</b>	<b>8</b>	
<b>Q.2</b>	<b>A</b>	<b>Theory/ Concept based question- Essay Type Answer</b>	<b>15</b>	<b>15</b>
	<b>OR</b>			
	<b>B</b>	<b>Theory/ Concept based question- Essay Type Answer</b>	<b>15</b>	
<b>Q.3</b>	<b>A</b>	<b>Application Based Question</b>	<b>5</b>	

	<b>B</b>	<b>Application Based Question</b>	<b>5</b>	<b>15</b>
	<b>C</b>	<b>Application Based Question</b>	<b>5</b>	
<b>Q.4</b>		<b>Short notes: Any Three out of Five</b>	<b>3*5</b>	<b>15</b>
<b>TOTAL</b>				<b>60</b>

**CRITERIA FOR EVALUATING POWER POINT PRESENTATION/CASE STUDY/  
APPLICATION BASED ACTIVITY: \_\_\_\_\_**

**MARKS: 20**

**FY/SY/TY BMS: Division A/B**

**Semester: \_\_\_\_\_**

e of the Topic		Date of Presentation:					
Sr. No	Roll No	Name of the student	Content (5m building	Presentation skills	Presentation skills		Total (20)
					Verbal (5)	Non Verbal (5)	
1							
3							
4							
<p>1. _____ 2. _____ 3. _____ 4. _____ Faculty Sign: _____</p> <hr style="border-top: 1px dashed black;"/>							
e of the Topic		Date of Presentation:					

Sr. No	Roll No	Name of the student	Content (5m building	Presentation skills		Total (20)
				Verbal (5)	Non Verbal (5)	
1						
3						
4						

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Faculty Sign: \_\_\_\_\_

Name of the Topic

Date of Presentation:

Sr. No	Roll No	Name of the student	Content (5m building	Presentation skills		Total (20)
				Verbal (5)	Non Verbal	

						(5)	
1							
2							
3							
4							

: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Faculty Sign: \_\_\_\_\_

-----  
-----

The paper pattern for numerical subjects would be as follows:

**Allocation of 40 Marks---Internal evaluation**

**SEMESTER –I and II**

<b>Method of evaluation</b>	<b>Marks</b>
<b>Written Test - Test 1</b>	<b>15</b>
<b>Written Test - Test 2</b>	<b>15</b>
<b>Class Participation &amp; attendance</b>	<b>10</b>
<b>TOTAL</b>	<b>40</b>

**Suggested Paper pattern for written test of 15 Marks**

**SEMESTER I and II**

**Test 1**

**Q1 Solve any 3 out of 5 options provided**

**(3\*5 m = 15 m)**

**Topics for evaluation**

**A. Presentation and organizing of data**

**B. Average**

**C. Graph**

**Test 2**

**Q1 Solve any 3 out of 5 options provided**

**(3\*5 m = 15 m)**

**Topics for evaluation**

**A. Correlation**

**B. Regression**

**C. Dispersion**

**Suggested Paper pattern for written test of 60 Marks**

**SEMESTER I and II**

<b>Question No</b>	<b>Particulars</b>		<b>Marks per Question</b>	<b>Total marks</b>
<b>Q.1</b>	<b>A</b>	<b>Numerical</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Numerical</b>	<b>8</b>	
	<b>OR</b>			
	<b>C</b>	<b>Numerical</b>	<b>15</b>	
<b>Q.2</b>	<b>A</b>	<b>Numerical</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Numerical</b>	<b>8</b>	
	<b>OR</b>			

	<b>C</b>	<b>Numerical</b>	<b>15</b>	
<b>Q.3</b>	<b>A</b>	<b>Numerical</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Numerical</b>	<b>8</b>	
	<b>OR</b>			
	<b>C</b>	<b>Numerical</b>	<b>15</b>	
<b>Q.4</b>		<b>Short notes: Any Three out of Five</b>	<b>3*5</b>	<b>15</b>
<b>TOTAL</b>				<b>60</b>



## **BACHELOR OF COMMERCE IN ACTUARIAL STUDIES**

All members present at the meeting shared their views with Mr Mayur Ankolekar through a conference call. He congratulated us on the 'good beginning' of introducing Bachelors of Commerce in Actuarial Studies.

He was of the opinion that this course progressively should be geared to include the requirements of the competitive exams to be taken by the students eventually.

**All members unanimously approved the syllabus that has been approved by the Board of Studies for respective subjects. It was observed that subjects such as Business Communication I and II, Business Economics I and II, Foundation Course I and II and Accountancy and Financial Management I are common subjects between Bachelors of Commerce in Actuarial Studies and Bachelors of Commerce.**

His suggestions and recommendations shared via Email was discussed during the meeting.

The paper pattern for Theory subjects would be as follows:

### **Allocation of 40 Marks---Internal evaluation**

#### **SEMESTER I and II**

<b>Method of evaluation</b>	<b>Marks</b>
<b>Written Test</b>	<b>15</b>
<b>Power Point Presentation or other activities -Pre-set criteria</b>	<b>20</b>
<b>Class Participation &amp; attendance</b>	<b>5</b>
<b>TOTAL</b>	<b>40</b>

**Suggested Paper pattern for written test of 15 Marks**

**SEMESTER I and II**

<b>Question No</b>	<b>Particulars</b>	<b>Marks</b>
<b>Q.1</b>	<b>Question based on theory/concept taught.</b> <b>(Any Two out of Three)</b>	<b>10</b>
	<b>OR</b>	
	<b>Application based question</b>	
<b>Q.2</b>	<b>Write short note (Any One out of Two)</b>	<b>5</b>
<b>TOTAL</b>		<b>15</b>

**Suggested Paper pattern for written test of 60 Marks**

**SEMESTER I and II**

<b>Question No.</b>	<b>Particulars</b>		<b>Marks per Question</b>	<b>Total marks</b>
<b>Q.1</b>	<b>A</b>	<b>Theory/ Concept based question</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Theory/ Concept based question</b>	<b>8</b>	
	<b>OR</b>			
	<b>C</b>	<b>Theory/ Concept based question</b>	<b>7</b>	
	<b>D</b>	<b>Theory/ Concept based question</b>	<b>8</b>	
<b>Q.2</b>	<b>A</b>	<b>Theory/ Concept based question- Essay Type Answer</b>	<b>15</b>	<b>15</b>
	<b>OR</b>			
	<b>B</b>	<b>Theory/ Concept based question- Essay Type Answer</b>	<b>15</b>	

<b>Q.3</b>	<b>A</b>	<b>Application Based Question</b>	<b>5</b>	<b>15</b>
	<b>B</b>	<b>Application Based Question</b>	<b>5</b>	
	<b>C</b>	<b>Application Based Question</b>	<b>5</b>	
<b>Q.4</b>		<b>Short notes: Any Three out of Five</b>	<b>3*5</b>	<b>15</b>
<b>TOTAL</b>				<b>60</b>

**CRITERIA FOR EVALUATING POWER POINT PRESENTATION/CASE STUDY/  
APPLICATION BASED ACTIVITY: \_\_\_\_\_**

**MARKS: 20**

**FY/SY/TY BMS: Division A/B**

**Semester: \_\_\_\_\_**

Name of the Topic				Date of Presentation:			
Sr. No	Roll No	Name of the student	Content (5)	Team building (5)	Presentation skills		Total (20)
					Verbal (5)	Non Verbal (5)	
1							
3							
4							

**: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Faculty Sign: \_\_\_\_\_**

---

Name of the Topic

Date of Presentation:

Sr. No	Roll No	Name of the student	Content (5)	Team building (5)	Presentation skills		Total (20)
					Verbal (5)	Non Verbal (5)	
1							
3							
4							

Sign: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Faculty Sign: \_\_\_\_\_

Name of the Topic

Date of Presentation:

Sr. No	Roll No	Name of the student	Content	Team	Presentation skills	Total
--------	---------	---------------------	---------	------	---------------------	-------

			(5)	building (5)	Verbal (5)	Non Verbal (5)	(20)
1							
2							
3							
4							

: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Faculty Sign: \_\_\_\_\_

---

The paper pattern for numerical subjects would be as follows:

**Allocation of 40 Marks---Internal evaluation**

**SEMESTER –I and II**

<b>Method of evaluation</b>	<b>Marks</b>
<b>Written Test - Test 1</b>	<b>15</b>
<b>Written Test - Test 2</b>	<b>15</b>
<b>Class Participation &amp; attendance</b>	<b>10</b>
<b>TOTAL</b>	<b>40</b>

**Suggested Paper pattern for written test of 15 Marks**

**SEMESTER I and II**

**Test 1**

**Q1 Solve any 3 out of 5 options provided**

**(3\*5 m = 15 m)**

**Topics for evaluation**

**D. Presentation and organizing of data**

**E. Average**

**F. Graph**

**Test 2**



**Q1 Solve any 3 out of 5 options provided**

**(3\*5 m = 15 m)**

**Topics for evaluation**

**D. Correlation**

**E. Regression**

**F. Dispersion**

**Suggested Paper pattern for written test of 60 Marks**

**SEMESTER I and II**

<b>Question No</b>	<b>Particulars</b>		<b>Marks per Question</b>	<b>Total marks</b>
<b>Q.1</b>	<b>A</b>	<b>Numerical</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Numerical</b>	<b>8</b>	
	<b>OR</b>			
	<b>C</b>	<b>Numerical</b>	<b>15</b>	
<b>Q.2</b>	<b>A</b>	<b>Numerical</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Numerical</b>	<b>8</b>	
	<b>OR</b>			

	<b>C</b>	<b>Numerical</b>	<b>15</b>	
<b>Q.3</b>	<b>A</b>	<b>Numerical</b>	<b>7</b>	<b>15</b>
	<b>B</b>	<b>Numerical</b>	<b>8</b>	
	<b>OR</b>			
	<b>C</b>	<b>Numerical</b>	<b>15</b>	
<b>Q.4</b>		<b>Short notes: Any Three out of Five</b>	<b>3*5</b>	<b>15</b>
<b>TOTAL</b>				<b>60</b>



शिक्षण प्रसारक मंडळी, पुणे

# R. A. Podar College of Commerce & Economics

## AUTONOMOUS

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC  
Certified as 'Best College' by University of Mumbai

Tel.: 2414 3178 • Fax: 2414 1964 • E-mail: [info@rapodar.ac.in](mailto:info@rapodar.ac.in)  
Website : [www.rapodar.ac.in](http://www.rapodar.ac.in)

## 2019-2020

Dates of BOS

1. 24/04/2019

**R. A. Podar College of Commerce and Economics**

**Matunga Mumbai 400019**

**Minutes of the meeting**

**Minutes of Meeting of BOS – Commerce**

Meeting of the Board of Studies for Commerce was conducted on Wednesday 24<sup>th</sup> April 2019 at 11.30am in the conference room. The following members were present for the meeting on 24<sup>st</sup> January, 2020 at 11:30 am in the Conference Room.

<b>Name</b>	<b>Designation</b>	<b>Organization</b>
Dr. ShobanaVasudevan	Convenor	RAPCCE
Dr. AmithaSehgal	Head of Department	RAPCCE
Dr. TejashreePatankar	Member	RAPCCE
Dr. Vinita Pimpale	Member	RAPCCE
KarishmaKhadiwala	Member	RAPCCE
Sanjay Dhage	Member	RAPCCE
Vice Principal Dr. HiremathSaroj	Subject Expert	S P College, Pune
Dr. ShobhaDedhia	Subject Expert	M P Shah College. Matunga
ManojSathe	Industry Representative	NSDL
ShyamDatye	Post Graduate Alumnus	
ManjushaSawant	Convenor of ad hoc Board mathematics, Statistics and Computers	RAPCCE
KapildeoIndurkar	Convenor of ad hoc Board of Environmental Studies	RAPCCE
Vrushali Kaneri	Convenor of ad hoc Board Business Communication	RAPCCE

Meeting started with short meditation. Leave of absence was granted to Dr. Rajeshwari Ravi as she had some personal issues.

Mrs. Manjusha Sawant welcomed all. Principal Dr. (Mrs.) Shobana Vasudevan introduced the experts and the college members as well.

Dr. Rajeshwari Ravi is the Vice Chancellor nominee. Dr. SarojHiramath from Pune University and Mr. ManojSathe, NSDL Vice President are the subject experts in the BOS.

The three Ad-Hoc committees i.e. Ad-Hoc BOS for EVS, Business Communication and Maths fall under BOS for Commerce.

1. Mr. KapildeoIndurkar discussed the proposed changes in the syllabus of EVS. Mrs. Vrushali Kaneri informed the committee about the proposed changes in the syllabus of Business Communication. Mrs. Manjusha Sawant communicated the proposed changes to the committee. The committee then deliberated, discussed and suggestions were given.
2. Inclusion of topics as follows:
  - a. EVS: Narmada BachaoAndolan, Ban on plastic, Business opportunities in EVS-wealth out of waste, Genetically modified food, environmental audit, green audit.
  - b. Business communication: Letter of reference, letter of refusal, reply to inquiry letter, drafting of purchase letter, memo, office order, office circular, how to use social media for professional purpose.
  - c. Mathematics: Index numbers, wholesale price index, consumer price index, how to interpret index, some aspects of theory, shares and mutual funds chapter to be shifted to semester 2.
  - d. Commerce: case studies, legal aspects in retailing, Information technology in retailing.
3. It was resolved that the syllabus will be accepted after incorporating the suggestions given by the BOS members.
4. In the evaluation process, the committee suggested that there should be continuous evaluation of students through different activities. The members agreed on a point that there should uniformity in the internal assessment tools.
  - a. In EVS, the Ad-Hoc board has proposed 20 marks for class test, but the BOS - Commerce suggested that  
Activities for continuous evaluation for internal assessment:  
EVS: Beach cleanup, adopt a village and clean it, regional, national and international case studies, spread more social awareness about environmental issues, map reading, computer games, mapbook, map making and exhibition, industry-specific case studies, green audit, environmental audit.
  - b. Business Communication can include activities like, workshops by corporates/

industry experts, vocabulary building, general reading, use of games like scrabble, scrap book, creating functional dictionary, making dictionary, SWOC analysis.

**Recommended certificate courses by the committee:**

1. Certificate course in Digital media
2. Certificate course in Content writing
3. Certificate course in Translation
4. Certificate course in Voice modulation/ culture
5. Certificate course in writing Travel blogs
6. Certificate program on Start-up Management
7. Certificate course in disaster management

1. **Maths** Ad-Hoc chairperson informed that, Ad-Hoc board (Maths) has revised the syllabus and internal component was discussed, the modalities about informed and were discussed.
  - Then was a suggestion by Mr. Shyam Datye for division one can have class topper.
  - Recognition for the same can be given on website
2. **EVS:** On 10<sup>th</sup> January 2020 Review of EVS- BOS passed the syllabus.
3. **English:** FY. Bcom syllabus being proposed. Jr and MC suggestion about guidelines were given and alerted.
4. **Commerce I & II :** Ms. Karishma Khadiwala gave feedback. Paper pattern (External) Feedback by students to be changed.
5. **Commerce (SYB.com) :** Management functions and challenges. Dr. Amitha Sehgal proposed the syllabus and it was discussed ease of doing business abroad- to be included in Ty/M.com
6. **CSP:**
  - Instead of BSE/NSE, the panel should be Stock Exchange and functions.
  - Role of Depositories, (Removed NSDL)
  - Secretarial role in start-ups will be part of career in CSP.
7. **Commerce syllabus** and paper pattern approved.
8. **Advertisement**
  - Career can be taken in the last module.
  - Media in Advertising Sem IV Unit 1 will become Sem III Unit 3 (Swop)
9. After incorporating the changes suggested by the committee the syllabus is approved.
10. **Business Law:-** Syllabus was Proposed by Dr. (Mrs.) Shobana Vasudevan. Changes approved.

11. **Marketing Management**:- Syllabus was Proposed by Dr. (Mrs.) Shobana Vasudevan.

- Warehousing in distribution to be included. Distribution wd to be replaced by logistic management.
- Warehousing will be a component.
- Packaging and warehousing to be included.
- Overview o marketing research to be included.
- Rural area marketing – Module 1
- Strategies -Module 2
- Rubrics to be made and JR, MC and Marketing management.

12. **M.com II** syllabus was proposed by Dr. Vinita Pimpale

- Managing Gen Y. Millienium
- Rural marketing:- kankhajura radio station of Hindustan unilever ltd.
- Entrepreneurial management:- as it is
- Add something related to start-ups case studies failing to succeed and success case studies.
- Organisational behaviour: careers in supply chain management.
- Advertising and sales management ethical aspects of sales management to be added.
- Disruption in retail business model:- challenges and coping mechanism.

13. Mr. Shyam Date suggested Students can prepare cases studies which can be to taught in the class and use by other .

Meeting ended with lunch for all.