



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)

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

**Board of Studies (Permanently Unaided courses)**

- Summary

Academic Year	Dates of BOS Meetings
2022-2023	27/04/2022
2021-2022	05/02/2021
2021-2022	06/02/2021
2020-2021	25/01/2020
2019-2020	30/04/2019



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**2022-2023**

**Dates of BOS**

**1. 27/04/2022**



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

**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.

6. **The members were updated on the process of completion and evaluation of credit courses for the students who will be graduating in 2021-22.**

7. **The meeting ended with the vote of thanks by the member secretary.**

#### **Minutes of the meeting of Board of studies in Permanently Unaided Courses**

The meeting of the Board of Studies for permanently unaided courses was held on Tuesday, February 28, 2023 at 10:00 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 : Asst. Prof Mathematics
- 6) Dr Vinita Pimpale : Special Invitee ( Examination Controller and Prof-in charge M.Com) 7) Ms Manjusha Sawant: Special Invite (Head, Math-Stats Department) 8) Ms. Divya Lalwani: Coordinator: Self-financing Program
- 9) Mrs Devina Sharma: Alumna
- 10) Mrs. Kavita Jajoo : Chairperson, BoS Permanently unaided courses

The following member was granted leave of absence:

- 1) Dr. Aarti Chandani(AC)

Minutes of the meeting are as follows:

1. The minutes of the previous meeting held on April 26, 2022 were read and confirmed. 2. The Principal and Vice Principal Kavita Jajoo welcomed all the members. 3. The Self finance coordinator presented the proposed syllabus of SEM III and IV of BBA(Shipping and Logistics), BFM or BCom(Financial Market), BAS or BCom (Actuarial Studies), BSc (Data Science)
4. The Principal informed the members about the possibility of changes in the syllabus for all first-year students in accordance with the NEP guidelines of UoM, GoM.
5. In the BBM syllabus, Mayur Ankolekar suggested that emphasis should be given to Letter of credits, factoring, trade credit, banking product, rupee trades, and specific approval list for shipping and logistics providers. Further, Principal recommended that the above topics can be included in the financial market syllabus of semester V.
6. Dr Shobha Menon and Dr Gokhale suggested that the Principles of Management syllabus of BMS can be considered for BBA as well.
7. In the BFM syllabus, , Mayur Ankolekar suggested to include supervision and regulation in the financial market, TCFD, insolvency in banking, capital adequacy, and solvency in insurance.
8. Dr Gokhale suggested promoting financial services in the Marketing and Financial Services course as a part of the BFM syllabus.
9. Ms Devina Sharma recommended incorporating topics such as SEBI's grievance redressal mechanism for investors, social stock exchanges, payment banks, and small finance banks in the Introduction to Banking course as a part of the BFM syllabus.
10. In the BSc Data Science syllabus, , Mayur Ankolekar suggested to include data security (encryption), privacy protocol, telematics, robotics, ML, AI, Internet of Things, Statistical theory on causation.
11. Dr Gokhale suggested that the following topics can be included as the application of data science for customer insights, an introduction to natural language processing and conversational AI (ChatGPT) in the BSc Data Science syllabus.
12. Devina Sharma recommended that the BSc Data Science syllabus cover topics such as optical character recognition (OCR), data processing using GPR, Power BI, and the principles behind Aadhaar-PAN linking.
13. Principal requested all members for suggestions on books, software, websites, and other study materials related to the new undergraduate and master's program. Members were encouraged to email their suggestions.
14. Kavita Jajoo provided a briefing to all members about credit courses. 15. Mayur Ankolekar suggested the addition of courses on liberal arts and multidisciplinary courses to the list of credit courses.

16. The evaluation methodology and QP patterns for UG courses has been approved. 17. Dr Vinita Pimpale presented the proposed syllabus of SEM III and IV of MCom (Behavioral Finance), MCom (Business Analytics), MCom (International Business). 18. Principal requested all members for suggestions on elective courses for all three MCom programs.

19. Mayur Ankolekar volunteered to prepare a syllabus on Behavioral Finance for investment decision-making, which will cover prospect theory, framing, mental accounting, anchoring, and adjustments.

20. One of the members suggested that a course on financial fraud can be introduced as an elective course.

21. Principal and Dr Gokhale suggested changing the titles as Relationship management, global supply chain of the SEM III and SEM IV first course.

22. Dr Gokhale suggested changing Module 4 of International Marketing to Planning and Organizing International Markets.

23. Mayur Ankolekar suggested the inclusion of parametric and nonparametric statistical tests in the Business Analytics program. Additionally, he recommended replacing the FAA course of SEM III with a course on Financial Model-based Analytics.

24. The evaluation methodology and QP patterns for PG courses were approved and it was recommended to include 100-marks dissertation for Part II MCom students. 25. Meeting was concluded with a vote of thanks presented by Dr Asif Shaikh , followed by lunch.

### **Minutes of the meeting of Board of studies in Permanently Unaided Courses**

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The members present :

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- 2) Dr. Shobha Menon : Vice –Chancellor nominee
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- 9) Mrs Devina Sharma: Alumna



10) Mrs. Kavita Jajoo : Chairperson, BoS Permanently unaided courses

The following member was granted leave of absence:

1) Dr. Aarti Chandani(AC)

**Minutes of the meeting are as follows:**

1. The minutes of the previous meeting held on April 26, 2022 were read and confirmed. 2. The Principal and Vice Principal Kavita Jajoo welcomed all the members. 3. The Self finance coordinator presented the proposed syllabus of SEM III and IV of BBA(Shipping and Logistics), BFM or BCom(Financial Market), BAS or BCom (Actuarial Studies), BSc (Data Science)
4. The Principal informed the members about the possibility of changes in the syllabus for all first-year students in accordance with the NEP guidelines of UoM, GoM. 5. In the BBM syllabus, Mayur Ankolekar suggested that emphasis should be given to Letter of credits, factoring, trade credit, banking product, rupee trades, and specific approval list for shipping and logistics providers. Further, Principal recommended that the above topics can be included in the financial market syllabus of semester V.
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**2021-2022**

**Dates of BOS**

1. 05/02/2021
2. 06/02/2021

**S. P. MANDAL'S**  
**R. A. PODAR COLLEGE OF COMMERCE & ECONOMICS (AUTONOMOUS)**  
**(Affiliated to University of Mumbai)**  
**MATUNGA, MUMBAI - 400019.**

**Minutes of the meeting**

The following members were present for the meeting of Board of Studies for permanently unaided courses held on 5<sup>th</sup> and 6<sup>th</sup> February 2021 at 3:30 PM on MS teams.

- 1) Principal Dr. (Mrs.) Shobana Vasudevan:
- 2) Dr. Milind Vaidya: Vice chancellor nominee
- 3) Dr. Nilesh Gokhale: Member
- 4) Dr. Arti Chandani: Member
- 5) Mr. Mayur Ankolekar: Member
- 6) Ms. Devina Sharma: Member
- 7) Ms. Divya Lalwani: Member Secretary
- 8) Ms Kavita Jajoo: Chairperson BOS Permanently Unaided Course

Minutes of the meeting are as follows:

Agenda 1 : The minutes of the meeting held on 25<sup>th</sup> January 2020 were read and approved.

Agenda 2 : members were informed that the approved syllabus for First year, Second year BMS/BAS was implemented from the academic year 2019-2020 and 2020-2021 respectively.

Agenda 3: The members shared their valuable inputs for the proposed syllabus for TY BMS subjects. The same were well taken and incorporated.

Agenda 4: The proposed syllabus was discussed and members shared their suggestions for Third year B.Com with Actuarial Studies. The changes were incorporated and approved.

Agenda 5: The online and offline credit courses were discussed and it was approved to continue with the same structure.

Agenda 6: The non-academic mandatory credit course for the final year undergraduate students of “Responsible Citizenship” was proposed by Principal Dr Shobana Vasudevan .

The members applauded the contents of the course and approved the same .

The meeting concluded with the Vote of Thanks to all present.



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**2020-2021**

**Dates of BOS**

**1. 25/01/2020**



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

**Minutes of the meeting**

**The following members were present for the meeting of Board of Studies for permanently unaided courses held on 25<sup>th</sup> January 2020 at 9:30 AM in the conference room.**

- 1) Dr. (Mrs.) Shobana Vasudevan- Principal**
- 2) Dr. Milind Vaidya - Vice Chancellor nominee**
- 3) Dr. Nilesh Gokhale – Member**
- 4) Mr. Mayur Ankolekar – Member**
- 5) Ms. Lata Shetty- Member**
- 6) Dr. Vinda Paralkar- Special invitee**
- 7) Ms Divya Lalwani – Member Secretary**
- 8) Ms Kavita Jajoo- Chairperson BOS ( Permanently unaided course)**

**The following members were granted leave of absence:**

- 1) Dr. Arti Chandani- Member**
- 2) Dr. Asif Shaikh- Member**

**Minutes of the meeting are as follows:**

- Agenda 1: Review of implemented FY BMS and FY Bcom ( Actuarial Studies) :**  
**The Coordinators of both the courses BMS and BAS expressed their satisfaction with the implementation of the said courses at FY classes.No changes were recommended.**

- **Agenda 2 : Internal assessment:**The structure for internal assessment was discussed and agreed upon that the bifurcations of 40 Mark internal assessment would be as follows for SY BMS and SY ( Actuarial Studies )

<b>Sr. No</b>	<b>Description of the activity</b>	<b>Marks</b>
<b>1</b>	<b>Class test</b>	<b>15 Marks</b>
<b>2</b>	<b>Project work/assignment/field visit or any other activity as per the requirement of the course content</b>	<b>20 marks</b>
<b>3</b>	<b>Class participation/Attendance</b>	<b>5 Marks</b>
	<b>TOTAL</b>	<b>40 Marks</b>

- **Agenda 3 : Discussion of proposed SY BMS syllabus :**

\*The syllabus of each course in both the semesters were presented by the BMS coordinator and was discussed by the members.

\*Dr. Nilesh Gokhale shared his valuable inputs via a mail which was discussed during the meeting regarding the changes to be incorporated in the syllabus for SY BMS Semester III and IV. The recommendations were as follows:

- Course-Advertising:** suggestion of including Artificial Intelligence in Advertising was well received and incorporated. The suggestion of removal of Global marketing and Ambush marketing followed by other types of marketing was also accepted and incorporated.
- Course-integrated Marketing Communication:** suggestion was that branding should be deleted as it is repetitive. The suggestion was accepted.



c. **Course-BRM: Business element in research to be included. The suggestion was well received and incorporated.**

**\*Ms Devina Sharma's suggestion sent on mail were tabled for discussion:**

a. **Course-Information Technology in Business Management- I: addition of block chain technology as suggested was well received and incorporated.**

b. **Course - Environmental Management: Inclusion of technology driven ways of communication to be added was well accepted and incorporated.**

c. **Course - Financial Institutions and Markets: the suggestion of inclusion of micro finance was well received and incorporated. The suggestion of inclusion of AMFI, Principles and need for regulations was accepted and incorporated.**

d. **Course- Ethics and Governance: it was suggested that white collar crimes be added however the same has already been included in the syllabus.**

**The proposed syllabus of SY BMS was approved by all members after due discussion.**

● **Agenda 4: Discussion The proposed courses and syllabus for Second year B.Com (Actuarial Studies )**

**All courses in both the semesters ( Semester III and IV) were discussed and valuable suggestions were made by Principal Dr Shobana Vasudevan , Mr Mayur Ankolekar and Dr Vinda Paralkar ( Special invitee)**

**Principal Dr Shobana Vasudevan discussed the relevance of the syllabus of Actuarial Risk management and Auditing paper which oriented towards Insurance business .**

**Dr Vinda Paralkar discussed how the insurance laws were incorporated in the course on Business law.**

**Mr Mayur Ankolekar discussed at length on the relevance to students of the following two papers :Documentation, analysis and reporting and Mathematical Modelling .**

The proposed syllabus which was discussed and approved is as follows :

<b>SEMESTER III</b>	<b>Credits</b>
<b>Elective Courses (EC)</b>	
<b>(1) Actuarial Risk Management (Paper I)</b>	<b>3 credits</b>
<b>Auditing (Techniques of Auditing and Audit Procedures) (Paper I)</b>	<b>3 credits</b>
<b>Ability/ Skill Enhancement Courses</b>	
<b>(3) Information Technology in BFSI 3</b>	<b>3 credits</b>
<b>(4) Documentation, Analysis and Reporting (Paper I)</b>	<b>2 credits</b>
<b>Core Courses</b>	
<b>(5) Management: Functions and Challenges</b>	<b>3 credits</b>
<b>(6) Business Laws and Insurance Specific Laws</b>	<b>3 credits</b>
<b>Mathematical Modeling (Survival and Stochastic Models) (Paper I)</b>	<b>3 credits</b>
<b>Total</b>	<b>20 credits</b>

<b>SEMESTER IV</b>	<b>Credits</b>
<b>Elective Courses (EC)</b>	
<b>(1) Actuarial Risk Management (Paper II)</b>	<b>3 credits</b>
<b>(2) Auditing (Techniques of Auditing and Audit Procedures) (Paper II)</b>	<b>3 credits</b>

<b>Ability/ Skill Enhancement Courses</b>	
<b>(3) Information Technology in Insurance Sector</b>	<b>3 credits</b>
<b>(4) Documentation, Analysis and Reporting (Paper II)</b>	<b>2 credits</b>
<b>Core Courses</b>	
<b>(5) Production and Finance</b>	<b>3 credits</b>
<b>(6) Insurance Business Regulation and Supervision</b>	<b>3 credits</b>
<b>(7) Mathematical Modeling (Survival and Stochastic Models) (Paper II)</b>	<b>3 credits</b>
<b>Total</b>	<b>20 credits</b>

- **Agenda 5: Credit course :**

**Vice Principal Ms Kavita Jajoo appraised the committee on the process and conduct of various online and off line courses .Dr Nilesh Gokhale suggested that the credit course committee may decide on the proposals for courses when they are submitted .**

**It was also decided that the students may enroll and complete online credit courses from recognised organising bodies.**

**The meeting ended with the Vote of thanks proposed by Ms Divya Lalwani the member secretary .**

## **CERTIFICATE COURSES FOR ADDITIONAL 12 CREDIT POINTS**

**The list of certificate courses to be introduced from Academic year 2019-20 was shared with all the members via Email. The members were informed that an Ad Hoc board comprising of the following members:**

- 1. Chairperson, Mrs. Kavita Jajoo, Vice Principal, R.A.P.C.C.E**
- 2. Member, Mr. S. Natarajan, Vice Principal, R.A.P.C.C.E**
- 3. Member, Ms. Manjusha Sawant, R.A.P.C.C.E**
- 4. Subject Expert, Ms. Sheetal Ravi, Disha Foundation.**

**recommended the list of certificate courses which was shared with all members for their perusal.**

**The following was discussed and agreed upon:**

1. The certificate course title and content would be approved by the Academy Council.
2. To add a course in Artificial Intelligence.
3. Some modules of NCFM (NSE Academy Ltd) be added to the list as recommended by Dr. Arti Chandani.
4. All members present approved of the list of skill and ability enhancement courses which was titled as 'Innovation, Incubation and Skill Enhancement Courses' at R.A.P.C.C.E.

**Principal's observations:**

1. In-house talent of the teaching faculty should be encouraged as course coordinators for the certificate courses to be introduced from the forthcoming year.
2. Two mandatory Non-Academic courses to be completed by the learner within a span of three Academic years.
3. The learner would select the courses, in order to earn additional 12 credits, from the list provided by R.A.P.C.C.E

**Noteworthy observations of the Board of Studies:**

Dr. Nilesh Gokhale complimented the manner in which the objectives for all subjects was framed.

Ms. Devina Sharma, an alumnus, on a litter note wished she was a student today as she found a stark difference in the approach.



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**2019-2020**

**Dates of BOS**

**1. 30/04/2019**



**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 requirement.**

*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

It was recommended the following topics be deleted:

#### **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 made a suggestion in 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**

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

**Suggested Paper pattern for written test of 15 Marks  
SEMESTER I and II**

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

**Suggested Paper pattern for written test of 60 Marks  
SEMESTER I and II**

Question No.	Particulars	Marks per Question	Total marks	
Q.1	A Theory/ Concept based question	7	15	
	B Theory/ Concept based question	8		
	OR			
	C Theory/ Concept based question	7		
	D Theory/ Concept based question	8		
Q.2	A Theory/ Concept based question- Essay Type Answer	15	15	
	OR			
	B Theory/ Concept based question- Essay Type Answer	15		
Q.3	A Application Based Question	5	15	
	B Application Based Question	5		
	C Application Based Question	5		
Q.4	Short notes: Any Three out of Five	3*5	15	
<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							
2							
3							
4							

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

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

Sign: 1 \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Faculty Sign: \_\_\_\_\_  
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The paper pattern for numerical subjects would be as follows:

**Allocation of 40 Marks---Internal evaluation  
SEMESTER –I and II**

Method of evaluation	Marks
Written Test - Test 1	15
Written Test - Test 2	15
Class Participation & attendance	10
<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**

Question No.	Particulars		Marks per Question	Total marks
Q.1	A	Numerical	7	15
	B	Numerical	8	
	OR			
Q.2	C	Numerical	15	15
	A	Numerical	7	
	B	Numerical	8	
OR				
Q.3	C	Numerical	15	15
	A	Numerical	7	
	B	Numerical	8	
OR				
Q.4	C	Numerical	15	15
		Short notes: Any Three out of Five	3*5	15
<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

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

### Suggested Paper pattern for written test of 15 Marks SEMESTER I and II

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

**Suggested Paper pattern for written test of 60 Marks  
SEMESTER I and II**

Question No.	Particulars		Marks per Question	Total marks
Q.1	A	Theory/ Concept based question	7	15
	B	Theory/ Concept based question	8	
	OR			
	C	Theory/ Concept based question	7	
	D	Theory/ Concept based question	8	
Q.2	A	Theory/ Concept based question- Essay Type Answer	15	15
	OR			
	B	Theory/ Concept based question- Essay Type Answer	15	
Q.3	A	Application Based Question	5	15
	B	Application Based Question	5	
	C	Application Based Question	5	
Q.4		Short notes: Any Three out of Five	3*5	15
<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							
2							
3							
4							

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

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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							
2							
3							
4							

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

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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							
2							
3							
4							

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

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The paper pattern for numerical subjects would be as follows:

**Allocation of 40 Marks---Internal evaluation  
SEMESTER –I and II**

Method of evaluation	Marks
Written Test - Test 1	15
Written Test - Test 2	15
Class Participation & attendance	10
<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**

Question No.	Particulars		Marks per Question	Total marks
Q.1	A	Numerical	7	15
	B	Numerical	8	
	OR			
Q.2	C	Numerical	15	15
	A	Numerical	7	
	B	Numerical	8	
OR				
Q.3	C	Numerical	15	15
	A	Numerical	7	
	B	Numerical	8	
OR				
Q.4	C	Numerical	15	15
		Short notes: Any Three out of Five	3*5	15
<b>TOTAL</b>				<b>60</b>

## **CERTIFICATE COURSES FOR ADDITIONAL 12 CREDIT POINTS**

The list of certificate courses to be introduced from Academic year 2019-20 was shared with all the members via Email. The members were informed that an Ad Hoc board comprising of the following members:

1. Chairperson, Mrs. Kavita Jajoo, Vice Principal, R.A.P.C.C.E
2. Member, Mr. S. Natarajan, Vice Principal, R.A.P.C.C.E
3. Member, Ms. Manjusha Sawant, R.A.P.C.C.E
4. Subject Expert, Ms. Sheetal Ravi, Disha Foundation.

recommended the list of certificate courses which was shared with all members for their perusal.

The following was discussed and agreed upon:

1. The certificate course title and content would be approved by the Academy Council.
2. To add a course in Artificial Intelligence.
3. Some modules of NCFM (NSE Academy Ltd) be added to the list as recommended by Dr. Arti Chandani.
4. All members present approved of the list of skill and ability enhancement courses which was titled as 'Innovation, Incubation and Skill Enhancement Courses' at R.A.P.C.C.E.

### **Principal's observations:**

1. In-house talent of the teaching faculty should be encouraged as course coordinators for the certificate courses to be introduced from the forthcoming year.
2. Two mandatory Non-Academic courses to be completed by the learner within a span of three Academic years.
3. The learner would select the courses, in order to earn additional 12 credits, from the list provided by R.A.P.C.C.E

### **Noteworthy observations of the Board of Studies:**

Dr. Nilesh Gokhale complimented the manner in which the objectives for all subjects was framed.

Ms. Devina Sharma, an alumna, on a litter note wished she was a student today as she found a stark difference in the approach.

The meeting was concluded with a vote of thanks by the chairperson.

### Minutes of the meeting

The following members were present for the meeting of Board of Studies for permanently unaided courses held on 25<sup>th</sup> January 2020 at 9:30 AM in the conference room.

- 1) Dr. (Mrs.) Shobana Vasudevan- Principal
- 2) Dr. Milind Vaidya - Vice Chancellor nominee
- 3) Dr. Nilesh Gokhale – Member
- 4) Mr. Mayur Ankolekar – Member
- 5) Ms. Lata Shetty- Member
- 6) Dr. Vinda Paralkar- Special invitee
- 7) Ms Divya Lalwani – Member Secretary
- 8) Ms Kavita Jajoo- Chairperson BOS ( Permanently unaided course)

The following members were granted leave of absence:

- 1) Dr. Arti Chandani- Member
- 2) Dr. Asif Shaikh- Member

Minutes of the meeting are as follows:

- **Agenda 1:** Review of implemented FY BMS and FY Bcom ( Actuarial Studies) :  
The Coordinators of both the courses BMS and BAS expressed their satisfaction with the implementation of the said courses at FY classes.No changes were recommended.
- **Agenda 2 : Internal assessment:**The structure for internal assessment was discussed and agreed upon that the bifurcations of 40 Mark internal assessment would be as follows for SY BMS and SY ( Actuarial Studies )

Sr. No	Description of the activity	Marks
1	Class test	15 Marks
2	Project work/assignment/field visit or any other activity as per the requirement of the course content	20 marks
3	Class participation/Attendance	5 Marks
	TOTAL	40 Marks

- **Agenda 3 : Discussion of proposed SY BMS syllabus :**

\*The syllabus of each course in both the semesters were presented by the BMS coordinator and was discussed by the members.

\*Dr. Nilesh Gokhale shared his valuable inputs via a mail which was discussed during the meeting regarding the changes to be incorporated in the syllabus for SY BMS Semester III and IV. The recommendations were as follows:

- a. Course-Advertising: suggestion of including Artificial Intelligence in Advertising was well received and incorporated. The suggestion of removal of Global marketing and Ambush marketing followed by other types of marketing was also accepted and incorporated.

- b. Course-integrated Marketing Communication: suggestion was that branding should be deleted as it is repetitive. The suggestion was accepted.
- c. Course-BRM: Business element in research to be included. The suggestion was well received and incorporated.

\*Ms Devina Sharma's suggestion sent on mail were tabled for discussion:

- a. Course-Information Technology in Business Management- I: addition of block chain technology as suggested was well received and incorporated.
- b. Course - Environmental Management: Inclusion of technology driven ways of communication to be added was well accepted and incorporated.
- c. Course - Financial Institutions and Markets: the suggestion of inclusion of micro finance was well received and incorporated. The suggestion of inclusion of AMFI, Principles and need for regulations was accepted and incorporated.
- d. Course- Ethics and Governance: it was suggested that white collar crimes be added however the same has already been included in the syllabus.

The proposed syllabus of SY BMS was approved by all members after due discussion.

- **Agenda 4: Discussion The proposed courses and syllabus for Second year B.Com (Actuarial Studies )**

All courses in both the semesters ( Semester III and IV) were discussed and valuable suggestions were made by Principal Dr Shobana Vasudevan , Mr Mayur Ankolekar and Dr Vinda Paralkar ( Special invitee)

Principal Dr Shobana Vasudevan discussed the relevance of the syllabus of Actuarial Risk management and Auditing paper which oriented towards Insurance business . Dr Vinda Paralkar discussed how the insurance laws were incorporated in the course on Business law.

Mr Mayur Ankolekar discussed at length on the relevance to students of the following two papers :Documentation, analysis and reporting and Mathematical Modelling .

**The proposed syllabus which was discussed and approved is as follows :**

SEMESTER III	Credits
<b>Elective Courses (EC)</b>	
(1) Actuarial Risk Management (Paper I)	3 credits
(2) Auditing (Techniques of Auditing and Audit Procedures) (Paper I)	3 credits
<b>Ability/ Skill Enhancement Courses</b>	
(3) Information Technology in BFSI 3	3 credits
(4) Documentation, Analysis and Reporting (Paper I)	2 credits
<b>Core Courses</b>	
(5) Management: Functions and Challenges	3 credits
(6) Business Laws and Insurance Specific Laws	3 credits
(7) Mathematical Modeling (Survival and Stochastic Models) (Paper I)	3 credits
<b>Total</b>	<b>20 credits</b>

SEMESTER IV	Credits
<b>Elective Courses (EC)</b>	
(1) Actuarial Risk Management (Paper II)	3 credits
(2) Auditing (Techniques of Auditing and Audit Procedures) (Paper II)	3 credits
<b>Ability/ Skill Enhancement Courses</b>	
(3) Information Technology in Insurance Sector	3 credits
(4) Documentation, Analysis and Reporting (Paper II)	2 credits
<b>Core Courses</b>	
(5) Production and Finance	3 credits
(6) Insurance Business Regulation and Supervision	3 credits
(7) Mathematical Modeling (Survival and Stochastic Models) (Paper II)	3 credits
<b>Total</b>	20 credits

- **Agenda 5: Credit course :**

Vice Principal Ms Kavita Jajoo appraised the committee on the process and conduct of various online and off line courses .Dr Nilesh Gokhale suggested that the credit course committee may decide on the proposals for courses when they are submitted . It was also decided that the students may enroll and complete online credit courses from recognised organising bodies.

The meeting ended with the Vote of thanks proposed by Ms Divya Lalwani the member secretary .