

UNIVERSITY
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“ CELEBRATING DREAMS ”

SCHOOL OF MANAGEMENT

ITMU/SOM/BOS/2019/Notice/001

Date: 18 June 2019

Notice

Notice for Board of Studies Meeting

This is to inform all the esteemed members of the Board of Studies that a meeting is scheduled on **24 June 2019 at 10:00 AM in Room No. 326, School of Management, ITM University, Gwalior**. The agenda for the meeting is as follows:

1. **Review and Approval of Schemes and Syllabus:**

- MBA (Dual Specialization) – Trimester I to VI
- BBA – Semester I to VI
- B. Com (Hons.) – Semester I to VI

2. **Alignment of Courses with Industry Requirements:**

- Discuss the necessary revisions to ensure our curriculum syncs with the latest industry standards and expectations.

3. **Incorporation of In-house Internships:**

- Facilitate in-house internship opportunities for MBA students in the III-Trimester to enhance practical learning and industry exposure.

4. **Feedback Integration:**

- Consideration of feedback from industry partners, alumni, and students to further refine and enhance the curriculum for the upcoming semester.

5. **Enhancing Student Engagement and Support Services:**


- Discuss strategies and initiatives to improve student engagement, learning experiences, and support services.

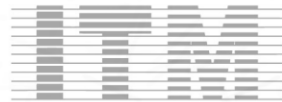
6. **Other Items for Consideration:**

- Any additional matters deemed necessary for discussion by the Board members.

Your presence and participation are crucial as we aim to enhance our student's academic and professional development. We look forward to your valuable insights and contributions during the meeting.


Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)


Keshav Kansana
Head of the Department
School of Management



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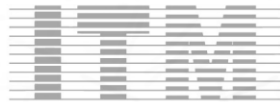
SCHOOL OF MANAGEMENT

Minutes of the Board of Studies Meeting

Date : June 15, 2023
Time : 10:00 AM - 1:00 PM
Venue : Room No. 326, School of Management, ITM University
Attendees:

Sn.	Name	Signature
1.	Dr. Vandana Bharti	
2.	Mr. Keshav Kansana	
3.	Dr. Aditya Tripathi	
4.	Dr. Lotica Surana	
5.	Dr. Ram babu Shridhar	
6.	Dr. Shachi Gupta	
7.	Dr. Shahid Amin Bhat	
8.	Dr. Vinay Gupta	
9.	Dr. Abhishek Singhal	
10.	Dr Bhanu Priya	
11.	Dr. Abhinandan Chakraborty	
12.	Dr. Megha Soni	
13.	Dr. N Ravichandran	
14.	Mr. Sudip Banerjee	

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Minutes:

1. Welcome and Opening Remarks:

Mr. Keshav Kansana, Head of the Department, extended a warm welcome to all members and emphasized the importance of the BoS meeting for the academic progression of the School of Management. He outlined the key objectives and agenda for the meeting.

2. Review and Approval of New Subjects:

MBA (Dual Specialization) Program:

• Trimester I:

• MBA 101[T] - Principles of Management

• MBA 106[T] - Quantitative Techniques

• *Proposed by:* Dr. Vinay Gupta, seconded by Dr. Shachi Gupta.

BBA Program:

• Semester III:

• BBA 302[T] - Company Law

• *Proposed by:* Dr. Abhishek Singhal, seconded by Dr. Megha Soni.

3. Changes in Content for MBA (Dual Specialization):

• Trimester 1:

MBA 103[T] - Corporate Communication

MBA 102[T] - Financial Accounting for Managers

• Trimester 2:

MBA 205[T] - Delivering Customer Value through Marketing

MBA 207[T] - Operations Management

MBA 204[T] - Individual and Group Behavior in Organizations

• Trimester 3:

MBA 301[T] - Strategic Management

MBA 302[T] - Data Analytics

• Trimester 4:

MBA 403 HR[T] - Organizational Development

MBA 403 MM[T] - Brand Management

MBA 404 FM[T] - Investment Management

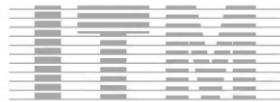
• Trimester 5:

MBA 503[T] - Digital Business Management

Proposed by: Dr. Aditya Tripathi, seconded by Dr. Shahid Amin Bhat.


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4. Changes in Content for the BBA Program:

- **Semester 1:**
BBA 101[T] - Principles of Management
- **Semester 2:**
BBA 202[T] - Cost Accounting
- **Semester 3:**
BBA 305[T] - Organization Behavior
- **Semester 5:**
BBA 503[T] - Insurance Management
BBA 505HR[T] - Industrial Relations and Labour Legislation
BBA 506FM[T] - Indian Financial System
- **Semester 6:**
BBA 604 HR[T] - Social Security and Welfare
BBA 604 MM[T] - Industrial Marketing
BBA 606 FM[T] - Project Planning and Management
BBA 606 MM[T] - Services Marketing
BBA 601[T] - Business Policy

Proposed by: Dr. Vandana Bharti, seconded by Dr. Lotica Surana.

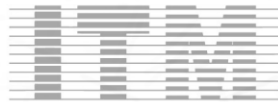
5. Change in Content for B. Com. Program:

- **Semester 1:**
BCMh 101- Business Mathematics
BCMh 105- Business Economics-I
- **Semester 2:**
BCMh 201- Higher Accounting
BCMh 204- Business organization
BCMh 206- Information Technology
- **Semester 3:**
BCMh 303- Cost accounting
- **Semester 5:**
BCMh 505- Income Tax
BCMh 501- Business Ethics
- **Semester 6:**
BCMh 602- International Business

Proposed by: Dr. Ram Babu Shridhar, seconded by Dr. Megha Soni.


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6. Alignment of Courses as per Industry Requirements:

The Board discussed the importance of aligning courses with current industry trends and requirements to ensure students are industry-ready. It was agreed that continuous feedback from industry partners would be solicited.

Proposed by: Dr. Ram Babu Shridhar, seconded by Dr. Bhanu Priya.

7. Facilitation of In-House Internships for MBA (III-Trimester) Students:

The Board deliberated on strategies to facilitate in-house internships for MBA students in the III-Trimester. It was resolved that the university would partner with local businesses to provide internship opportunities.

Proposed by: Mr. Sudip Banerjee, seconded by Dr. N Ravichandran.

8. Incorporation of Feedback for Curriculum Enhancement:

The Board discussed incorporating feedback from industry experts, alumni, and students to enhance the curriculum. It was decided to form a committee to review and integrate the feedback into the syllabus.

Proposed by: Dr. Shachi Gupta, seconded by Dr. Abhinandan Chakraborty.

9. Enhancing Student Engagement and Support Services:

Initiatives to improve student engagement and support services were discussed. The Board agreed to introduce mentorship programs and increase the availability of academic resources for students.

Proposed by: Dr. Megha Soni, seconded by Dr. Vinay Gupta.

10. Other Items for Consideration:

Any other issues or concerns raised by the members were addressed and noted for further action.

Conclusion:

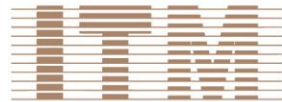
The meeting concluded with a vote of thanks by Mr. Keshav Kansana, who appreciated the active participation of all members. It reiterated the importance of the decisions made to advance the School of Management.

Note: Further changes in any course introduced by the regularity bodies will be incorporated after the approval of the BOS/Academic Council.


Dr. Omveer Singh
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Keshav Kansana
Head of the Department
School of Management





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Annexure- 1

New Subjects Introduced

MBA (Dual Specialization) Program:

- **Trimester I:**
 - MBA 101[T] - Principles of Management
 - MBA 106[T] - Quantitative Techniques

BBA Program:

- **Semester III:**
 - BBA 302[T] - Company Law

Bharti Singh Shukla Anura Singh Anurag Singh Anurag Singh Mehra Pande


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Syllabus-2019-2020

(SOM)(BBA)

Title of the Course	Company Law
Course Code	BBA-302[T]

Part A

Year		Semester	Credits	L	T	P	C
				3	0	0	3
Course Type	Theory only						
Course Category	Discipline Core						
Pre-Requisite/s	The students should be familiar with the basics of Company Law			Co-Requisite/s			
Course Outcomes & Bloom's Level	<p>CO1- CO1. Students will be able to Remember to Recall and describe the fundamental concepts and principles of Company Law, including the formation, incorporation, and classification of companies. (BL1-Remember)</p> <p>CO2- Students will be a able to understand the roles and responsibilities of company directors, shareholders, and other key stakeholders. (BL2-Understand)</p> <p>CO3- Students will be able to Apply the provisions of Company Law to real-life scenarios involving company meetings, resolutions, and documentation. (BL3-Apply)</p> <p>CO4- Students will be able to Analyze the legal issues arising from company operations, mergers, acquisitions, and winding up procedures. (BL4-Analyze)</p> <p>CO5- Students will be able to Evaluate the impact of legal decisions and amendments in Company Law on business practices and corporate governance. (BL5-Evaluate)</p>						
Coures Elements	Skill Development ✓ Entrepreneurship ✗ Employability ✗ Professional Ethics ✗ Gender ✗ Human Values ✗ Environment ✗		SDG (Goals)	SDG8(Decent work and economic growth)			




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Part B

Modules	Contents	Pedagogy	Hours
UNIT-1	Introduction: Development of company law, Objectives of company law, Kinds of companies, Advantages, Management and Administration of companies	interactive lectures, case studies, experiential learning	9
UNIT-2	Formation of a Company: Meaning of formation of a company, Stages in formation of a company - Promotion of a company, Registration and Incorporation of a company, Certificate of incorporation and Commencement of business. Promoters - Company promoters, Legal position of a promoters, Functions of promoters, Remuneration of promoters, Duties and Obligations of promoters and liabilities of promoters.	interactive lectures, case studies, experiential learning	9
UNIT-3	Memorandum of Association: Form of memorandum of association, Clauses of memorandum of association, Alteration of memorandum of association and Articles of association.	interactive lectures, case studies, experiential learning	9
UNIT-4	Prospectus of a Company: Definition of prospectus, Legal rules relating to the issue of prospectus. Share and Share capital, borrowing powers.	interactive lectures, case studies, experiential learning	9
UNIT-5	Winding up of a Company: Prevention of oppression and Mis-management, Provisions regarding winding up of a company.	interactive lectures, case studies, experiential learning	9

Part C

Modules	Title	Indicative-ABCA/PBL/ Experiments/Field work/ Internships	Bloom's Level	Hours
4	Students will create a detailed plan to form and incorporate a new company, including drafting the Memorandum and Articles of Association, fulfilling legal requirements, and completing all necessary documentation.	PBL	BL6-Create	15

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Part D(Marks Distribution)

Theory

Total Marks	Minimum Passing Marks	External Evaluation	Min. External Evaluation	Internal Evaluation	Min. Internal Evaluation
100	40	40	12	60	

Practical

Total Marks	Minimum Passing Marks	External Evaluation	Min. External Evaluation	Internal Evaluation	Min. Internal Evaluation

Part E

Books	An introduction of company laws Dr. S. B Gupta, Dr. S S Khanka, Sultan Chand and Sons, New Delhi. Corporate Laws Dr. S.S.Khanka, Revised Edition 2012, S.Chand and Company Ltd., New Delhi
Articles	Bhattacharyya, A., & Rahman, M. L. (2019). Mandatory CSR expenditure and firm performance. Journal of Contemporary Accounting & Economics, 15(3), 100163.
References Books	Basics of Company Law Sixth Edition by Robert D Hisrich, Michael P Peters, Dean A Shepherd, Tata McGraw Hill Education, Private Ltd., New Delhi
MOOC Courses	
Videos	https://www.youtube.com/watch?v=gL2Ld7RfyDA


Course Articulation Matrix

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	1	-	1	-	3	-	1	-	-	-	-	1	-	1
CO2	1	2	-	1	-	-	-	1	-	-	-	-	-	1	1
CO3	1	-	1	-	-	1	1	2	-	-	-	-	1	-	-
CO4	1	-	2	1	-	1	2	-	-	-	-	-	1	-	2
CO5	1	2	-	2	-	-	-	1	-	-	-	-	-	1	1
CO6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



OMVEER SINGH

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Syllabus-2019-2020

(SOM)(MBA-Dual_Specialization)

Title of the Course	Principles of Management
Course Code	MBA-101[T]


Part A

Year	Semester	Credits	L	T	P	C
			3	0	0	3
Course Type	Theory only					
Course Category	Discipline Core					
Pre-Requisite/s	Students need to be competent in reading, writing, and comprehending English, as the course will involve substantial reading materials, written assignments, and active participation in discussions.		Co-Requisite/s			
Course Outcomes & Bloom's Level	<p>CO1- Students will be able to learn the principles of management and its impact on organizational efficiency. (BL1-Remember)</p> <p>CO2- Students will be able to analyze the interrelationships between the various functions of management in achieving organizational goals. (BL2-Understand)</p> <p>CO3- Students will be able to develop a staffing plan for a new department, considering factors like job requirements, recruitment strategies, and selection processes. (BL3-Apply)</p> <p>CO4- Students will be able to evaluate the effectiveness of different leadership styles in motivating employees within a specific organizational context. (BL4-Analyze)</p> <p>CO5- Students will be able to design a comprehensive management strategy for a company facing a crisis, integrating relevant principles from different management schools of thought. (BL5-Evaluate)</p> <p>CO6- Students will be able to propose an innovative management practice to address a contemporary challenge faced by organizations. (BL6-Create)</p>					
Courses Elements	Skill Development ✓ Entrepreneurship ✗ Employability ✗ Professional Ethics ✗ Gender ✓ Human Values ✗ Environment ✗	SDG (Goals)	SDG1(No poverty) SDG4(Quality education) SDG5(Gender equality) SDG8(Decent work and economic growth) SDG11(Sustainable cities and economies) SDG12(Responsible consumption and production) SDG13(Climate action) SDG17(Partnerships for the goals)			



Part B

Modules	Contents	Pedagogy	Hours
1	Early contributions, Taylor and Scientific Management Introduction to Managing; Leadership embedded in Management Levels of Management, introduction to function of management. Evolution of management, & Communityship; Managing as a Practice; Managing as Art, Science and Craft; Managing Today and Yesterday.	Interactive Lectures Case Studies Experiential Learning	9
2	An Overview of the Model; Managing through Information; Controlling Inside the Unit, Controlling through Decision Making, Designing; Managing with People, Leading People Inside the Unit, Energizing Individuals, Developing Individuals, Building and Maintaining Teams, Establishing & Strengthening Culture, Linking to People Outside the Unit, Representing, Conveying and Convincing, Transmitting, Buffering; Managing Action Directly; Managing Projects, Handling disturbances; Well Rounded Managing, Managing Across the Role.	Interactive Lectures Case Studies Experiential Learning	9
3	Managing-One Factor at a Time; The Organizational Context-Form of Organizations, Species of Organizations, Size, Age and Stage of Organization; The Job Context; Scale & Scope; The Temporal Context; Personal Style of Managing-The Many Dimensions of Managerial Style; The Many Styles of Managing; Postures of Managing; The New Manager; Managing Beyond the Manager.	Interactive Lectures Case Studies Experiential Learning	9
4	Thinking Conundrums; the Information Conundrums; People Conundrums; the Action Conundrums, Overall Conundrums.	Interactive Lectures Case Studies Experiential Learning	9
5	The Many Qualities of the Supposedly Effective Manager, The Inevitably Flawed Manager; Unhappily Managed Organizational Families; A Framework for Effectiveness; Selecting Effective Managers; Assessing Managerial Effectiveness; Developing Managers Effectively; Managing Naturally.	Interactive Lectures Case Studies Experiential Learning	9


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Part C

Modules	Title	Indicative-ABCA/PBL/ Experiments/Field work/ Internships	Bloom's Level	Hours
3	Developing a Strategic Management Plan for a Start-Up	PBL	BL6-Create	15


Part D(Marks Distribution)

Theory					
Total Marks	Minimum Passing Marks	External Evaluation	Min. External Evaluation	Internal Evaluation	Min. Internal Evaluation
100	40	40	12	60	
Practical					
Total Marks	Minimum Passing Marks	External Evaluation	Min. External Evaluation	Internal Evaluation	Min. Internal Evaluation

Part E

Books	Koontz Harold & Wehrich Heinz (2008). Essentials of management (5th ed.). New Delhi: Tata McGraw Hill. Robbins S.P. and Decenzo David A. (2009). Fundamentals of Management Essential Concepts and Applications 6thed.). Delhi: Pearson Education
Articles	Griffin, R. W. (2022). Fundamentals of management. Cengage Learning, Inc. Puzyrova, P., Khaliliaeva, O. V., & Okhrimenko, S. O. (2022). Fundamentals of management and planning foreign economic activities of export-import enterprises.
References Books	Wehrich Heinz and Koontz Harold (2008). Management: A Global and Entrepreneurial Perspective (12th ed.). New Delhi: McGraw Hill
MOOC Courses	https://ugcmoocs.inflibnet.ac.in/index.php/courses/view_pg/384
Videos	https://study.com/learn/lesson/video/types-planning-overview-purpose.html?wvideo=77nomuv4mb https://study.com/academy/lesson/video/planning-as-a-function-of-management.html?wvideo=ficd6207gn




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Course Articulation Matrix

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	1	1	2	-	1	2	1	1	-	-	-	-	1	-	1
CO2	1	3	2	1	-	1	2	-	-	-	-	-	1	1	3
CO3	2	-	3	-	1	1	1	1	-	-	-	-	-	2	-
CO4	-	-	1	2	-	1	1	2	-	-	-	-	1	1	-
CO5	1	2	-	1	1	-	1	1	-	-	-	-	2	1	2
CO6	1	-	2	-	1	2	-	1	-	-	-	-	1	1	-




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Syllabus-2019-2020


(SOM)(MBA-Dual_Specialization)

Title of the Course	Quantitative Techniques
Course Code	MBA-106[T]

Part A

Year	Semester	Credits	L	T	P	C
			3	0	0	3
Course Type	Theory only					
Course Category	Discipline Core					
Pre-Requisite/s	Basic understanding of mathematical functions and data.		Co-Requisite/s			
Course Outcomes & Bloom's Level	<p>CO1- Students will be able to define and differentiate between common statistical measures used in business. (BL1-Remember)</p> <p>CO2- Students will be able to interpret statistical results presented in business reports, financial statements, and market research data. (BL2-Understand)</p> <p>CO3- Students will be able to Select and apply appropriate statistical tests to analyze business data and draw data-driven conclusions for decision-making. (BL3-Apply)</p> <p>CO4- Students will be able to Evaluate the strengths and limitations of different statistical methods used in business contexts. (BL4-Analyze)</p> <p>CO5- Students will be able to critically appraise the validity and reliability of statistical inferences drawn from business research studies. (BL5-Evaluate)</p> <p>CO6- Students will be able to develop a statistical model to forecast future trends or assess business risks based on historical data. (BL6-Create)</p>					
Coures Elements	Skill Development ✓ Entrepreneurship ✗ Employability ✓ Professional Ethics ✗ Gender ✗ Human Values ✗ Environment ✗	SDG (Goals)	SDG1(No poverty) SDG4(Quality education) SDG5(Gender equality) SDG8(Decent work and economic growth) SDG10(Reduced inequalities) SDG11(Sustainable cities and economies) SDG12(Responsible consuption and production) SDG13(Climate action) SDG17(Partnerships for the goals)			




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Part B

Modules	Contents	Pedagogy	Hours
1	Role of Statistics: Applications of inferential statistics in managerial decision- making; Measures of central tendency: Mean, Median and Mode and their implications. Measures of Dispersion: Range, Mean deviation, standard deviation, coefficient of variation (C.V.), Skewness, Kurtosis.	Interactive Lectures, Case Studies, Experiential Learning	9
2	Probability Theory: Basic Terminology, Discrete and Continuous probability distributions, basic concepts and applications of Binomial, Poisson and Normal distributions.	Interactive Lectures, Case Studies, Experiential Learning	9
3	Time Series Analysis: Components of time series, Trend analysis: Least Square method - Linear and Non- Linear equations, Applications in business decision-making	Interactive Lectures, Case Studies, Experiential Learning	9
4	Correlation and Regression: Correlation: Meaning, and types of correlation, Karl Pearson and Spearman rank correlation. Regression: Meaning, Regression equations and their applications.	Interactive lectures, Case studies, problem based learning, interactive workshops	9
5	Estimation Theory and Hypothesis Testing: Sampling theory; Formulation of Hypotheses; Application of z test, t-test, F-test and Chi-Square test.	Interactive lectures, Case studies, problem based learning, interactive workshops	9

Part C

Modules	Title	Indicative-ABCA/PBL/ Experiments/Field work/ Internships	Bloom's Level	Hours
5	Conducting a Statistical Analysis of Consumer Behavior Patterns	PBL	BL4-Analyze	15

Part D(Marks Distribution)

Theory					
Total Marks	Minimum Passing Marks	External Evaluation	Min. External Evaluation	Internal Evaluation	Min. Internal Evaluation
100	40	40	12	60	
Practical					
Total Marks	Minimum Passing Marks	External Evaluation	Min. External Evaluation	Internal Evaluation	Min. Internal Evaluation




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Part E

Books	Gupta, S. P. (2014) Statistics (43rded.). S. Chand & Sons. Berl, G.C. (2009). Business Statistics (3rded.). Tata McGraw Hill.
Articles	McClave, J. T., Benson, P. G., & Sincich, T. (2008). Statistics for business and economics. Pearson Education. Zanakis, S. H., & Valenzi, E. R. (1997). Student anxiety and attitudes in business statistics. Journal of Education for Business, 73(1), 10-16.
References Books	Sharma, J.K. (2006). Business statistics (2nded.). Pearson Education, ISBN: 8131798666, 9788131798669
MOOC Courses	
Videos	https://youtu.be/NF0lrqXlkQ https://youtu.be/ROpbdO-gRUo

Course Articulation Matrix

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	2	-	1	-	1	-	1	1	-	-	-	-	1	-	1
CO2	2	-	1	1	-	3	3	-	-	-	-	-	-	1	1
CO3	2	1	-	1	-	-	-	1	-	-	-	-	1	1	-
CO4	-	1	3	1	-	1	-	1	-	-	-	-	2	1	2
CO5	2	1	1	-	-	1	-	1	-	-	-	-	-	1	1
CO6	1	-	-	1	-	-	-	1	-	-	-	-	1	-	-




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