

**V.E.S. College of Arts, Science and Commerce (Autonomous) Department of B.B.A.  
Minutes of Board of Studies Meeting on 1<sup>st</sup> July, 2023**

**Department: Bachelors of Business Administration (B.B.A.)**

**Day: Saturday**

**Date: 1<sup>st</sup> July, 2023**

**Time: 10:30 a.m.**

**Mode: Online (Google Meet)**

**Agenda of the Meeting:**

1. Welcome and Introduction of all the BOS members.
2. To discuss and approve the Course Structure as per NEP for FYBBA.
3. To discuss and approve the detailed syllabus as per NEP for FYBBA.
4. Any other matter with the permission of the Chair.

**BOS Members:**

1. Dr. Varsha Ganatra: Chairperson (Head, Department of Commerce & Academic Coordinator, Autonomous- Commerce Section)
2. Mrs. Anusuya Yadav (BBA Coordinator)
3. Mr. Utkarsh Kapadia (Core Faculty)
4. Mrs. Snehal Obhan (Core Faculty)
5. Ms. Kiran Ghosh (Core Faculty)
6. Dr. Kulvinder Kaur Batth (Subject Expert)

**Minutes of the meeting:**

1. All members of the Board of Studies were welcomed by Dr. (Mrs.) Varsha Ganatra (Head of Department of Commerce) Chairperson of the BOS.
2. Proposed course structure with credits as per NEP for FYBBA was presented by Dr. (Mrs.) Varsha Ganatra and was accepted by BOS members for implementation.
3. Detailed syllabus for FYBBA (based on the above course structure) as per NEP was presented by Mrs. Anusuya Yadav. BOS members found the detailed syllabus to be appropriate as per NEP requirements and it was accepted for implementation with minor changes in the subject Business Communication and Soft Skills as suggested by Subject Expert Dr. Kulvinder Kaur Batth.
4. With the permission of the Chair, under A.O.B. following matters were brought under discussion:
  - a. It was discussed that detailed syllabus for Open Electives shall be prepared based on subject selection by students and it was accepted by the BOS members.
  - b. It was also discussed that scheme of evaluation for Internal and External Examinations will be as per the guidelines for Evaluation by Government of Maharashtra and University of Mumbai in view of implementation of NEP 2020 guidelines, as and when it may be released.

5. The meeting concluded with a formal Vote of Thanks by Chairperson Dr. (Mrs.) Varsha Ganatra.

Dr. (Mrs.) Varsha Ganatra  
BOS Chairperson &  
Academic Coordinator  
Autonomous- Commerce Section

Dr. Anita Kanwar  
Principal

Mrs. Anusuya Yadav  
BBA Coordinator

Mr. Utkarsh Kapadia  
Core Faculty