

**Kanya Maha Vidyalaya, Jalandhar City
(An Autonomous College)**



**Minutes of 9th Meeting of Board of Studies
Department of Management and Secretarial Practices**

**Date: 22-7-2024
Time: 2.00 PM
Online: ZOOM Platform**

KANYA MAHA VIDYALAYA, JALANDHAR

(UGC Autonomous College)

Department of Management and Secretarial Practices

Ninth Meeting of the board of studies of **Department of Management and Secretarial Practices** was held on 22.07.2024 online at 2 :00 pm via zoom.

Day and Date: Monday 22-7-2024

Time:2:00 pm

Mode: Online Meeting via ZOOM

The following members attended the meeting and detailed minutes are listed below

1.	Dr. Sabina Batra , Associate Professor, P.G. Dept. of Commerce and Business Administration, Kanya Maha Vidyalaya, Jalandhar (Chairperson)	Present
2.	Dr. Gopi Sharma , Director Kaushal Kendra, Faculty of Vocational Studies, Kanya Maha Vidyalaya, Jalandhar (Director, DDU, Kaushal Kendra)	Present
3.	Dr. Pavleen Soni Associate Professor, University Business School, Guru Nanak Dev University, Amritsar (University Nominee)	Present
4.	Dr. Manjit Singh , Professor & Head , Department of Applied Management, Punjabi University, Patiala (Outside Parent University Nominee)	Present
5.	Dr. Parneet Kaur Assistant Professor, School of Business & Management, Punjabi University, Patiala (Outside Parent University Nominee)	Present
6.	Ms. Sukhdeep Kaur , Computer Operator, Kanya Maha Vidyalaya, Jalandhar (Alumni)	Present
7.	Mrs. Dimple , Assistant Professor, Faculty of Vocational Studies , Kanya Maha Vidyalaya, Jalandhar	Present

KANYA MAHA VIDYALAYA, JALANDHAR

(An Autonomous College)

Agenda

MSP 9: 2024: 1

To confirm the proceedings of the Eighth Board of Studies (BOS) meeting held on **07-07-2023**

MSP 9: 2024: 2

To discuss Action Taken Report of Board of Studies (BOS) meeting held on **07-07-2023**

MSP 9: 2024: 3

To discuss the course scheme, course outcomes and syllabus of **Bachelor of Vocation (Management and Secretarial Practices)** (Semester-I, II, III, IV, V & VI) under Credit Based Continuous Evaluation Grading System for the session 2024-25 (CBCEGS)

Following Changes are proposed:

- Subject titled **Secretarial Practices** will be shifted from B.Voc. Sem-IV to B.Voc. Sem-III and **Management Information System** will be shifted from B.Voc. Sem-III to B.Voc. Sem-IV
- Change in content of Syllabi of **Management Information System**
- Subject titled **Introduction to Python Programming** will be shifted from B.Voc. Sem-VI to B.Voc. Sem-V
- Subject titled **Designing in Corel Draw** and **Lab on Corel Draw** will be removed from Semester V
- Introduction of Subject titled **Consumer Behaviour** in Semester V and **Training and Development** in Semester VI

MSP 9: 2024: 4

To approve the Examiners and Evaluators for **Bachelor of Vocation (Management & Secretarial Practices)** (Semester-I, II, III, IV, V and VI)

MSP 9: 2024: 5

To discuss the syllabus of Certificate Course of Domestic Data Entry Operator for the Session 2024- 25

MSP 9: 2024: 6

To discuss innovative methods of teaching and evaluation adopted in department and inputs required to upgrade the same.

Dr. Sabina Batra, Head Dept. of Management and Secretarial Practices commenced the ninth Board of Studies Meeting with a formal welcome of all members and expressed her gratitude to the members for being a part of the ZOOM Board of Studies Meeting.

After this, the agenda items were taken up for discussion and the board members gave following recommendations:

Agenda:

Item: MSP 9: 2024: 1

To confirm the proceedings of the Eighth Board of Studies (BOS) meeting held on **07-07-2023**.

Proceedings:

The proceedings of the Eighth Board of Studies meeting held on **07-07-2023** were duly approved by all the Board members.

The house approved Item: MSP 9: 2024: 1

Item: MSP 9: 2024: 2

To discuss Action Taken Report of eighth Board of Studies meeting held on **07-07-2023**.

Proceedings:

The Action Taken Report of eighth Board of Studies Meeting was duly approved by all the Board members.

Action taken report of Eighth Board of Studies meeting held on 07-07-2023.

Agenda Item	Decision taken in Meeting	Action Taken																														
To discuss the course scheme, course outcomes and syllabus of Bachelor of Vocation (Management & Secretarial Practices) (Semester-I, II) under Credit Based Continuous Evaluation Grading System for the session 2022-23(CBCEGS) with 30% internal assessment for the session 2023-24.	B.Voc (Management & Secretarial Practices) Semesters I-II The Syllabus of Bachelor of Vocation (Management and Secretarial Practices) (Semester-I, II) under Credit Based Continuous Evaluation Grading System for the session 2023-24 was duly approved by all the Board members without any modification w.r.t. session 2022-23.The House suggested that the Internal assessment should be kept 20% only. As directed by parent university i.e. GNDU Amritsar the credits of general component subjects are update as mentioned below.	The syllabus is approved by the COE Office and was executed.																														
	<table><tr><th>Se m</th><th>Course Code</th><th>Course Name</th><th>Change In</th><th>Year 2022- 23</th><th>Year 2023- 24</th></tr><tr><td>I</td><td>BVML-1421/ BVML-1031/ BVML-1431</td><td>Punjabi(Compulsory)/ ¹Basic Punjabi/ ²Punjab History and Culture (From Earliest Times to C.320)</td><td>Credits</td><td>2</td><td>4</td></tr><tr><td>I</td><td>BVML-1123</td><td>Computer Fundamentals</td><td>Credits</td><td>4</td><td>2</td></tr><tr><td>II</td><td>BVML-2421/ BVML-2031/ BVML-2431</td><td>Punjabi (Compulsory)/ ¹Basic Punjabi/ ²Punjab History and Culture (C.320 to 1000 A.D.)</td><td>Credits</td><td>2</td><td>4</td></tr><tr><td>II</td><td>BVMF-2328</td><td>*On Campus Training</td><td>Credits</td><td>4</td><td>2</td></tr></table>		Se m	Course Code	Course Name	Change In	Year 2022- 23	Year 2023- 24	I	BVML-1421/ BVML-1031/ BVML-1431	Punjabi(Compulsory)/ ¹ Basic Punjabi/ ² Punjab History and Culture (From Earliest Times to C.320)	Credits	2	4	I	BVML-1123	Computer Fundamentals	Credits	4	2	II	BVML-2421/ BVML-2031/ BVML-2431	Punjabi (Compulsory)/ ¹ Basic Punjabi/ ² Punjab History and Culture (C.320 to 1000 A.D.)	Credits	2	4	II	BVMF-2328	*On Campus Training	Credits	4	2
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II	BVMF-2328	*On Campus Training	Credits	4	2																											
To discuss the course scheme, course outcomes and syllabus	The syllabus of Bachelor of Vocation (Management & Secretarial Practices) (Semester III–VI) under the Credit Based Continuous Evaluation Grading System for the session 2023-24 (CBCEGS) with 20% internal assessment was duly approved by all	The syllabus is approved by the COE Office and was executed.																														

<p>of Bachelor of Vocation (Management & Secretarial Practices) (Semester-III, IV, V and VI) under Credit Based Continuous Evaluation Grading System for the session 2022-23 (CBCEGS) with 20% internal assessment for the session 2023-24.</p>	<p>the Board members. The board members recommended that Python should be introduced in the Course Curriculum of B.Voc to keep the students updated with the latest developments in Technology and Skills Orientation. As per the suggestion of board members, Introduction to Python Programming will be introduce in place of E-Publishing Fundamentals in Semester VI. One of the board member suggested the introduction of some subjects that will enhance the presentation skills of students. It was highlighted that these subjects are already a part of our present Course Scheme as Lab on Life Skills in semester III and Personality Enhancement in semester VI.</p>	
<p>To approve the Examiners and Evaluators for Bachelor of Vocation (Management & Secretarial Practices) (Semester-I, II, III, IV, V and VI).</p>	<p>The list of proposed examiners was duly approved by the BOS members.</p>	<p>List of Examiners was submitted to COE office.</p>
<p>To discuss the syllabus of Certificate Course of Domestic Data Entry Operator for the Session</p>	<p>The syllabus of the Certificate Course of Domestic Data Entry Operator was duly approved by the Board Members without any changes.</p>	<p>The approved syllabus is executed and same was submitted to COE office.</p> <p>Total 07 Students are admitted under this course.</p>

2023- 24		
To discuss innovative methods of teaching and evaluation adopted in department and inputs required to upgrade the same.	<p>The board members appreciated the teaching methodologies of the department.</p> <p>Innovative methods of teaching and evaluation of department were discussed and approved by BOS members.</p>	<p>The board members appreciated the teaching methodologies of the department.</p> <ul style="list-style-type: none"> • Poster Making interclass competition was organised by the department on 12-08-2023 • PowerPoint Presentation was organised by the department on 20-10-2023. • E- Card Making Competition was organised on 08-11-2023. • Sector Skill Exam of Domestic Data Entry Operator was conducted on 02-09-2023. An Extension lecture (International) on 'Personal Branding Strategies to Enhance Career Options' was organised on 22-02-2024. Dr Harish Gautam from CNC Canada was the Resource Person for this

		<p>event.</p> <ul style="list-style-type: none"> • An Industrial Visit to Saavi International was organised by the department on 02-03-24. • A workshop on Goods and Services Tax was organised on 16-03-24 • A Session on Career Guidance was organised on 09-04-2024 • Bank Training at Punjab National Bank was organised from 01-02-2024 to 31-03-2024 for the students of Semester IV. • On Campus training was organised from 20-02-2024 onwards for semester II. • Training for Major Project was organised at Secret Vision Pvt. Ltd. from 07-02-2024 to 25-03-2024 for semester VI
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The house approved the Item: MSP 9: 2024: 2

Item: MSP 9: 2024: 3

To discuss the course scheme, course outcomes and syllabus of **Bachelor of Vocation (Management and Secretarial Practices)** (Semester-I, II, III, IV, V& VI) under Credit Based Continuous Evaluation Grading System for the session 2024-25 (CBCEGS)

Following Changes are proposed:

- Subject titled **Secretarial Practices** will be shifted from B.Voc. Sem-IV to B.Voc. Sem-III and **Management Information System** will be shifted from B.Voc. Sem-III to B.Voc. Sem-IV
- Changes in content of Syllabi of **Management Information System**
- Subject titled **Introduction to Python Programming** will be shifted from B.Voc. Sem-VI to B.Voc. Sem-V
- Subject titled **Designing in Corel Draw** and **Lab on Corel Draw** will be removed from Semester V
- Introduction of Subject titled **Consumer Behaviour** in Semester V and **Training and Development** in Semester VI

Proceedings:

The Syllabus of Bachelor of Vocation (Management & Secretarial Practices) (Semester-I, II,) under Credit Based Continuous Evaluation Grading System for the session 2024-25 was duly approved by all the Board members without any modification w.r.t. the session 2023-24.

Board members gave their approval for the shifting of subjects **Secretarial Practices** from Semester IV to Semester III, **Management Information System** from Semester III to Semester IV and for the changes in the content of **Management Information System**.

Board members also gave their approval for the shifting of subject **Introduction to Python Programming** from Semester VI to Semester V and for the removal of **Designing in Corel Draw** and **Lab on Corel Draw**.

Dr. Pavleen and Dr. Parneet recommended that a subject titled **Organizational Behaviour** be added in place of **Consumer Behaviour** in the course curriculum of B.Voc Semester V.

Dr. Manjit Singh also endorsed the opinion of Dr. Pavleen and Dr. Parneet for replacement of Consumer Behaviour with Organisational Behaviour in Semester V.

The house approved the Item: MSP 9: 2024: 3

Item: MSP 9: 2024: 4

To approve the Examiners and Evaluators for **Bachelor of Vocation (Management & Secretarial Practices)** (Semester-I, II, III, IV, V and VI).

Proceedings:

The list of proposed examiners for all Courses for the session 2024-25 was duly approved by all the Board members.

The house approved the Item: MSP 9: 2024: 4

Item: MSP 9: 2024: 5

To discuss the syllabus of **Certificate Course of Domestic Data Entry Operator** for the Session 2024- 25

Proceedings:

The syllabus of **Certificate Course of Domestic Data Entry Operator** for the Session 2024- 25 was duly approved by all the Board members without any changes.

The house approved the Item: MSP 9: 2024: 5

Item: MSP 9: 2024: 6

To discuss innovative methods of teaching and evaluation adopted in department and inputs required to upgrade the same.

Proceedings:

The Board members appreciated the teaching methodologies adopted in the department. Dr. Sabina Batra highlighted the ICT based teaching methods adopted by the Faculty and various activities conducted by the department like Webinars, Seminars, Workshops, Industrial Visits, On Campus and Off Campus Trainings etc. for giving maximum practical exposure to the students.

The house approved the Item: MSP 9: 2024: 6

The meeting ended with vote of thanks by Dr. Sabina Batra. She expressed her heartfelt thanks to the board members for joining the online Board meeting and for providing their valuable inputs for upgradation of syllabi of various Courses. She assured them that the changes suggested by the board members would be incorporated and the upgraded scheme and syllabi of Semesters along with proceedings of the meeting would be forwarded for the online approval of the worthy board members.

Dr. Pavleen Soni
(University Nominee)

Dr. Gopi Sharma
(Director, Kaushal Kendra)

Dr. Manjit Singh
**(Outside Parent University
Nominee)**

Er. Karan Arora
(Industry Expert)

Dr. Parneet Kaur
**(Outside Parent University
Nominee)**

Dr. Sabina Batra
Incharge, B.Voc
**(Management & Secretarial
Practices)**

Ms. Dimple
**Faculty of Vocational
Studies**