

St. Philomena's College (Autonomous) Mysore-570015  
Board of Studies Meeting Minutes  
Department : MBA



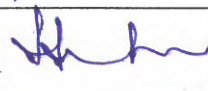
ST PHILOMENA'S COLLEGE (AUTONOMOUS)  
Post Box No:30, Bannimantap, Mysore-570015  
Tel.0821-2490728,2497915, 4240900

### Proceedings of Board of Studies Meeting

Subject: MBA  
Date: 07/11/2023  
Time: 10.00am  
Place: UG Conference Hall

#### Agenda:

1. To scrutinize and approve the syllabus for MBA program 2023-25.
2. To scrutinize and approve the blue print of the question paper for MBA 2023-25.

S.No:	Name of the Member	Designation	Signature
1	Dr. Issac George	HOD & Chairman	
2	Dr. D. Anand	University Nominee	
3	Dr. Aloysius Edward	Member	ABSENT
4	Dr. Suraj Francis Noronha	Member	
5	Prof. Mohan Monteiro	Member	
6	Dr. Zareena Ummer.	Member	ABSENT
7	Mr. Hemant Kumar Mohan	Member	
8	Dr. Sadiya Tabassum	Internal Member	

### Minutes of the Meeting

Dr. Issac George, Associate Professor and Head of the Department, MBA welcomed the Board of Studies members. Dr. Issac introduced the members to the course syllabus through a powerpoint presentation. After the presentation the BoS members proposed following suggestions.

#### 1. Business Familiarization Report

Dr. Anand D, commented that the title of internship to be changed to "Business Familiarization Report", as the responsibility of securing internship for the students will be that of the college. Currently, University of Mysore, has renamed the internship to Business Familiarization Report-BFR.

BFR to be submitted by the students in the beginning of third semester, said Dr. Anand. The duration of BFR needn't be specified.

#### 2. Specialization

Dr. Anand D informed the faculty members that the specialization subjects should be based on demand and employability. He informed that the students should be oriented before choosing the specialization.

Dr. Issac George clarified that the students will be provided a detailed orientation about all the specialization subjects at the end of second semester. Students will be allowed to choose a specialization at the beginning of third semester.

#### 3. About subjects

Mr. Hemant Kumar Mohan suggested that HR analytics can be added to the syllabus as it is more relevant with respect to industrial exposure. He also informed the faculty that he will be able to give inputs about the course. Dr. Suraj Francis Noronha, agreed with Mr. Hemant Kumar Mohan.

Dr. Anand D and Dr. Suraj Francis Noronha suggested that the subject, Industrial Psychology be replaced as Performance and Compensation Management. He also suggested that Operations Research be replaced with Business Analytics for the next academic batch.

#### 4. Commencement of Classes

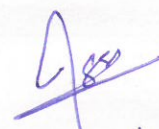
Dr. Anand suggested that the classes for MBA can be started after the completion of the PGCET counseling process so that students who take admission under PGCET quota will not miss the classes.

Dr. Issac George HOD-MBA thanked all the Board of Studies members for providing valuable suggestions about the MBA syllabus. He also thanked them for allotting time and effort to refine the syllabus.



**Action Taken:**

- As per the suggestions forwarded by the experts, Internship has been replaced by Business Familiarization Report.
- Measures have taken to give orientation classes about the specialization papers at the end of the second semester.
- In HR specialization, experts suggested to incorporate HR analytics and Performance & Compensation Management instead of Industrial Relations and Collective Bargaining and Industrial Psychology. So new syllabus has been framed for HR Analytics and Performance & Compensation Management and incorporated in the syllabus.

  
Dr. Isaac George.  
HOD - MBA



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### Proceedings of Board of Studies Meeting

Subject: MBA

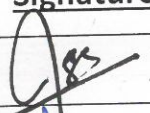

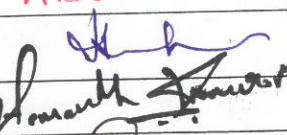
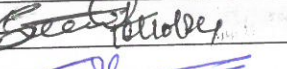
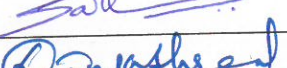
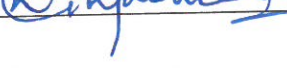

Date: 16/10/2024

Time: 11.00am

Place: Board Room PG Block

Agenda:

1. To scrutinize and approve the syllabus for MBA program 2023-24 and 2024-25.
2. To scrutinize and approve the blue print of the question paper for MBA 2024-25.

Sl.No	Name of the Member	Designation	Signature
1	Dr. Issac George	HOD & Chairman	
2	Dr. D. Anand	University Nominee	
3	Dr. Aloysius Edward	Member	ABSENT
4	Dr. Suraj Francis Noronha	Member	ABSENT
5	Dr. Mohan Montiro MONTEIRO	Member	
6	Mr. Hemant Kumar Mohan	Member (Industry)	
7.	Mr. Shamantha Kumar B U	Member	
8.	Dr. Sadia Tabassum	Member (Internal)	
9.	Dr. Divyashree N	Member (Internal)	

## BOS MEETING

### Minutes of the Meeting

Date: 16/10/2024

Time: 11.00 AM

Venue: Board Room; PG Block

### Discussions and Decisions:

#### 1. Internship Details:

Dr. Issac George, Head of Department, MBA, explained the internship details. The explanation covered the objectives, expectations, outcomes and the credits of the internship program. It was decided that internship will carry 2 credits which will be added in the third semester marks.

#### 2. Internship Program Duration:

It was decided that the internship program will be conducted for a continuous period of 4 weeks. It was decided to take up the internship during the semester break between second and third semester. The attendees agreed on the importance of completing the full duration to achieve the desired learning outcomes.

#### 3. Approval of Syllabus of MBA 23-25 Batch and MBA 24-26 Batch:

The syllabus for all subjects was presented and approved by the attendees. This included the syllabus for first and second semester of 2024-2026 Batch and the syllabus for third and fourth semester of 2023-2025 batch. The HOD confirmed that the syllabus covers all necessary topics and learning objectives.

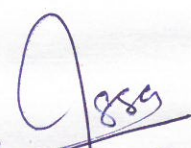
#### 4. Internship Report:

Mr. Shamantha Kumar suggested adding an external guide's (Company In charge Personnel) signature as an endorsement to the internship report. The suggestion was well-received, and it was decided to implement this addition to enhance the credibility and validity of the report.



**Action Taken:**

- As per the suggestions forwarded by the experts, the format and duration of the Business Familiarization Report was finalized.
- Measures have taken to give orientation classes about the specialization papers at the end of the second semester.
- The changes suggested by the experts in the courses were implemented.

  
Dr. Issac George.



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Proceedings of Board of Studies Meeting

Subject: MBA

Date: 31/07/2025

Time: 11.00am

Place: Board Room PG Block

Agenda:

1. To scrutinize and approve the syllabus for MBA program 2025-26.
2. To scrutinize and approve the blue print of the question paper for MBA 2024-25.
3. To discuss the implementation of project work and finalize the project report format.

<u>Sl.N</u> <u>o</u>	<u>Name of the Member</u>	<u>Designation</u>	<u>Signature</u>
1	Dr. Issac George	HOD & Chairman	
2	Dr. D. Anand	University Nominee	
3	Dr. Aloysius Edward	Member	ABSENT
4	Dr. Suraj Francis Noronha	Member	Attended online
5	Dr. Mohan Monteiro	Member	
6	Mr. Hemant Kumar Mohan	Member (Industry) 	
7.	Mr. Shamantha Kumar B U	Member	
8.	Dr. Sadia Tabassum	Member (Internal)	
9.	Dr. Divyashree N	Member (Internal)	

**Minutes of the Meeting**

Dr. Issac George, Head of the Department & Chairman, initiated the Board of Studies meeting by extending a warm welcome to all the members. He then presented the MBA curriculum through a PowerPoint presentation, highlighting the structure, key subjects, and recent updates.

Following the presentation, the members provided the following suggestions for curriculum enhancement and academic improvement:

**1. Integration of Open-Source Software and Practical Learning**

Dr. Sooraj Naronha recommended the use of open-source software tools for subjects such as Statistics and Management Information Systems (MIS). He emphasized the need to reduce excessive theoretical content and increase practical exposure to help students better understand data interpretation.

**2. Curriculum Enhancement in MIS**

It was suggested to incorporate modules on Database Management Systems (DBMS) and Artificial Intelligence (AI) for decision-making within the Management Information System curriculum to align with current industry practices.

**3. Inclusion of Course Outcomes (COs) in Assessments**

A proposal was made to explicitly map and include Course Outcomes (COs) and follow bloom's taxonomy in the end semester exam (C3) question papers, thereby strengthening the outcome-based education approach.

**4. Extension of Project Work Data Collection Period**

It was suggested by the external members to extend the data collection period for project work from 2 weeks to 4 weeks, considering the time required for meaningful research work.

**5. Attendance Consideration During Project Work**

It was suggested that students are eligible for attendance during the data collection period upon submission of a valid certificate from the organization or company where the data collection was conducted.



**Action Taken**

1. The syllabus will be updated in the next BOS meeting to integrate relevant modules, including hands-on practical sessions and AI applications in management. Necessary software and tools will be made available for classroom instruction after the syllabus revision.
2. The question paper format will be redesigned to incorporate Course Outcome (CO) mapping.
3. The academic structure will be modified to allocate four weeks for project data collection.
4. Attendance will be marked after submitting the certificate and final draft of project work.



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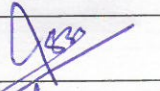
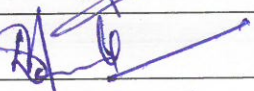
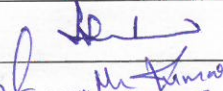
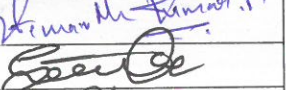
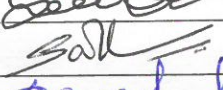
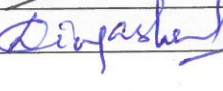

Date: 08/01/2026

Time: 10.30am

Place: Board Room PG Block

Agenda:

1. To scrutinize and approve the syllabus for MBA program (2025-26) & (2024-25)
2. To scrutinize and approve the blue print of the question paper for MBA 2024-25 & 2025-26

Sl.No	Name of the Member	Designation	Signature
1	Dr. Issac George	HOD & Chairman	
2	Dr. D. Anand	University Nominee	
3	Dr. Aloysius Edward	Member	ABSENT
4	Dr. Suraj Francis Noronha	Member	Attended online
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9.	Dr. Divyashree N	Member (Internal)	

**Minutes of the Meeting**

Dr Issac George welcomed everyone and initiated the meeting. The following discussions and decisions were made

✓ **Dual Specialization – Combination of Electives:**

Dr Issac George briefly explained the dual specialization concept offered under the MBA program. Dr. Suraj advised that structured combinations of specializations would help students choose their electives wisely and meaningfully, ensuring better academic coherence and career alignment.

✓ **BFR Marks Bifurcation:**

The marks bifurcation for Business Field Report (BFR) was presented and discussed. It was decided that the total marks for BFR will be 50, bifurcated as 30:20. Of the total marks, 20 marks will be evaluated by a panel of internal members based on the final report and internship viva voce. The remaining 30 marks will be evaluated by the concerned guide based on the progress of work and internship presentations.

✓ **Approval of MBA Syllabus for the academic year (2025-26) & (2024-25):**

The syllabus for all MBA subjects was presented before the Board. The syllabus for the first and second semesters of the MBA 2025–27 batch and the third and fourth semesters of the MBA 2024–26 batch was reviewed and approved. The Head of the Department confirmed that the syllabus adequately covers all prescribed topics and aligns with the expected learning objectives.

✓ **Question Paper:**

There were no changes made in the question paper pattern. It was decided to retain the same pattern which was followed in the previous years.

The meeting concluded with thanking everyone.



**Action taken:**

- ✓ Based on the suggestion made, the department has initiated the process of framing **structured elective combinations** for dual specialization.
- ✓ As approved by the Board, the **marks bifurcation for Business Field Report (BFR)** has been implemented. The same has been communicated to faculty members and students.
- ✓ The approved syllabus and question paper pattern for the **MBA program (Academic Year 2025-26)** has been finalized and circulated to faculty members.

Dr. Issac George  
HoD-MBA

