

Department of Commerce and Management

School of Commerce and Management

University of Technology, Jaipur

Minutes of the 12th meeting of Board of Studies

A meeting of the Board of Studies (BOS) of School of Commerce and Management was held on 06/12/2022 at 02:00 pm in the Department.

Following members were present in the meeting.

S. No.	Name	Profession
1	Dr. Rustam Bora	HoD & Convener
2	Dr. Reenu Lulla	Asso. Professor
3	Dr. Dilip Kumar Sharma	Asso. Professor
4	Mr. Nitin Jain	Asstt. Professor
5	Dr. Sarita Dingwani	Academician, External member
6	Dr. Ashish Sharma	Academician, External member

Dr. Rustam Bora, HoD of the School of Commerce and Management, welcomed all attendees to Board of Studies (BOS) meeting. Dr. Bora highlighted the meeting's focus on enhancing the mentor-mentee system and stressed the importance of continuous improvement in supporting student development and academic success.

Agenda 1. Proposal for Improvement in Mentor-Mentee System

1.1. Structured Matching

- **Detailed Profiles:** Create detailed profiles for mentors and mentees, including academic interests, career goals, and personal preferences. This will facilitate more effective and compatible pairings.



- **Matching Criteria:** Implement a standardized matching process based on these profiles to ensure that mentor-mentee pairs are well-aligned in terms of their interests and goals.

1.2. Defined Goals and Expectations

- **Initial Meetings:** Conduct initial meetings between mentors and mentees to set clear objectives and expectations. Discuss and document goals, preferred communication methods, and meeting schedules.
- **Goal Setting:** Encourage mentees to establish SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) for their mentoring relationship, with support from their mentors.

1.3. Regular Monitoring

- **Progress Reports:** Implement a system for regular progress reports from both mentors and mentees. Reports should track progress towards goals, challenges encountered, and areas needing improvement.
- **Feedback Mechanisms:** Establish mechanisms for mentees to provide feedback on their mentoring experience. This can include surveys or scheduled feedback sessions with program coordinators.

1.4. Mentor Training

- **Training Workshops:** Provide training workshops for mentors to develop their skills in areas such as effective communication, goal-setting, and providing constructive feedback.
- **Resource Materials:** Develop and distribute resource materials, including handbooks and online guides, to assist mentors in their roles.

Agenda 2. Discussion on Semester Results

Dr. Bora, HoD expressed satisfaction with the overall academic performance of students in the previous semester. The department discussed strategies to further enhance academic outcomes, including improving teaching methodologies and providing additional academic support where needed.

Agenda 3. Introduction of New Courses in the Department of Commerce and Management

The committee discussed the introduction of new courses within the Department of Commerce and Management, focusing on their potential to align with current industry trends and enhance students' career prospects. The syllabus of the new course is attached as annexure. (Annexure

1)

List of new courses

Bachelor of Business Administration	Computer Fundamentals for Managers
Master of Business Administration	Material and Human Resource Management
Master of Business Administration	Functional Analytics
Master of Business Administration	Data Visualization for Managers Business Forecasting
Master of Business Administration	Business Forecasting
Bachelor of Business Administration	Legal Aspects of Indian Business
Bachelor of Business Administration	Business Finance
Bachelor of Business Administration	Indian Management Thought & Business Leaders
Bachelor of Commerce	Economics Administration & Financial Management-I

After a comprehensive review, the members unanimously approved the proposed courses, scheduled to be implemented in the 2023-24 academic year.



Agenda 4. Alumni Engagement

The department discussed strategies to increase alumni involvement in academic and extracurricular activities. Proposed initiatives include:

- **Curriculum Development:** Encouraging alumni to contribute to curriculum design and review.
- **Guest Lectures:** Organizing regular guest lectures and talks by successful alumni.
- **Mentorship:** Involving alumni in mentoring programs to provide real-world insights and guidance.

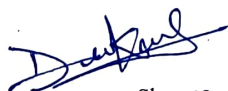
Agenda 5. Skill Development Workshops: Organize workshops focused on resume building, interview techniques, and job-specific skills.

- **Internship Programs:** Promote and expand internship opportunities to provide practical industry experience for students.

Dr. Rustam Bora, HoD concluded the meeting by summarizing key decisions and action items. She expressed appreciation for the members' valuable contributions and emphasized the importance of implementing the proposed improvements to support student success.

The meeting ended with a vote of thanks to the Chair.


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 Vatika, JAIPUR (Raj.)


Dilip Kumar Sharma
 Member


Dr. Reenu Lulla
 Member


Mr. Nitin Jain
 Member


Dr. Sarita Dingwani
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Dr. Ashish Sharma
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