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❖ **Minutes and/or Resolutions of Board of Studies meetings held in the last five years for:**

- **Department of Commerce (Faculty of Commerce)**

Programme/s: 1. Bachelor of Commerce

- **Summary**

Academic Year	Dates of BoS meetings	Revision in Syllabus
2019-2020	01-07-2019	✓
2017-2018	12-04-2018	✓



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2019-2020



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Board of Studies Meeting held on Monday,
July 1, 2019 in the Case Study Room of
XIKR.

The following were present:

Dr. Sunita Sharma
Dr. Nooruzia Qazi
Mr. Rajesh Patel
Dr. Vilas Gaikar
Mr. Savio Pereira

S. Sharma
Nooruzia
Rajesh Patel
Vilas Gaikar
Savio Pereira

Commence Section Staff

Dr. Arvind Dhond
Mr. Rajesh Vara
Mr. R. S. Saluja
Mr. Shakell Sayeed
Dr. Sanjay Parab
Dr. Kamaji Bokare
Dr. Jotiram Gaikwad

Arvind Dhond
Rajesh Vara
R. S. Saluja
Shakell Sayeed
Sanjay Parab
Kamaji Bokare
Jotiram Gaikwad

* Mr. Rajesh Vara
✓ Conrad Russo SJ
✓ Ambrose Machado SJ
✓ Erol Fernandes SJ

Rajesh Vara
Conrad Russo
Ambrose Machado
Erol Fernandes



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MINUTES OF THE MEETING OF MEMBERS OF BOARD OF STUDIES - FOR COMMERCE SECTION OF ST. XAVIER'S COLLEGE (AUTONOMOUS) HELD ON MONDAY, 1ST JULY, 2019 AT 4.30 P.M. AT CASE STUDY ROOM OF XIRM BUILDING OF ST. XAVIERS COLLEGE, CAMPUS.

FOLLOWING WERE PRESENT:

Board of Studies members:

Dr. Sunita Sharma

Dr. Nooruzia Kazi

CA Rajesh Patel

Dr. Vilas Gaikar

Prof. Savio Pereira

Staff members

Fr. Errol Fernandes S.J.

- Vice -Principal - In the Chair

Fr. (Dr.) Conrad Pessa S.J.

Fr. Ambrose S.J.

Prof. Rajendra Singh Saluja

Dr. Arvind Dhond

Prof. Rajesh Vora

Prof. Syed Sakeel Hussain

Dr. Kamaji Bokare

Dr. Jyotiram Gaikwad

Dr. Sanjay Parab

Welcome:

Fr. Errol welcomed all for the meeting. After few minutes of silence and a prayer, the proceedings of meeting commenced.

Leave of absence

Fr. Errol informed that, Principal Dr. Shobhana Vasudevan, has sought for leave of absence. The board, after noting the same, has granted leave of absence to her.

1. Reading minutes of last meeting held on 12th April, 2018.

Prof. Sanjay Parab, read out the minutes of previous meeting of Board of Studies held on 12th April, 2018 and same were approved without any amendments.

Proposed by : Dr. Jyotiram Gaikwad

Seconded by : CA Rajesh Vora



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2. Amendments and Feedback on Syllabi

Fr. Errol introduced Dr. Sunita Sharma and Dr. Nooruzia Kazi, the new board of studies members to the commerce faculty and simultaneously introduced commerce faculty and their expertise to the board members.

After brief, background as to commerce faculty of St. Xavier's College, Fr. Errol informed that, proposed changes in the syllabus in various subjects were already sent to board members along with agenda and sought for their comments thereon.

Fr. Errol sought each staff member to brief on the present syllabi and amendments, if any, proposed in their respective subjects academic year wise and sought board members to share their expert thoughts/ views thereon.

FY. B.Com Sem I and II

Special Course - Environmental Studies-

Dr. Jyotiram Gaikwad, that, he had introduced in module IV, topics covering environmental legislations we well protection/ management, in line with syllabi of Mumbai University. He also briefed board members on methodology and scheme of examination / assessment as well as study pack prepared by him for benefit of students.

The board members noted the same.

Accountancy -

Fr. Errol Fernandes explained the back ground on syllabi set at FY - Sem I and II in subject of accountancy. During discussions, as title as entities falling within preview of topic "accounting of nonprofit organizations" and not non-trading organizations. He also shared evaluation for Continuous Internal Assessment [CIA] project work/ assignment of Cash book and Bank book at Sem I and II respectively, giving exposure to practical sense of keeping books of accounts. Fr. Errol also briefed as to topic of preparation final account of manufacture / trader topic, after introduction to capital and revenue expenditure.


Economics-

While reviewing the syllabi of Economics at F.Y.B.Ccm- Sem I and II, the board members recommended to add case study at module IV and after realigning module as Cost concepts and revenue concepts.

The board members also sought to add study topic as government intervention and consequential effect thereof, in general prices of goods /service and Oligopoly market system.



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The board members also advised to assign title to each economic paper semester-wise - Micro Economics, Macro / Business Economics and International Eco, based on syllabi content at respective semester, instead of Economics Paper I/ II/ III etc.

Mathematics-

While reviewing syllabi content of Mathematics and Statistics at FY B.Com, CA Rajesh Patel, sought, whether syllabi covers an element as to preparation of invoice or claiming GST input credit, if any. It was clarified that, the FY syllabi covers only basic concepts of cost, discount, selling price and complete GST subject being taught at TY B.Com.

The board members advised to uniformly design the syllabi after assigning number of lecture per topic as well as listing all latest reference material for each subject.

English

It was informed that, college in collaboration with Tata Trends, had introduced English - Kings learning modules at FY -Sem I and II, which being taught based on students existing understanding of basic English. Fr. Errol, further, added that three different batches are conducted per week and even same program is now been extended for SY level students as well.

The board members noted the same.

Special Course- FC

Dr. Gaikwad mentioned that, he had introduced current affairs topic in the FC -Special Course in second semester.

Mass Communication

CA Rajesh Patel recommended adding basic of corporate communication and role of Public Relations in corporate communication in subject of Mass Communication.

Dr. Gaikwad accepted to accommodate the said recommendation and affirm to introduce the same w.r.e.f. June 2018, syllabi.

HRM -Sem III - SYBCom

CA Rajesh Patel, mentioned that, after reviewing present syllabus, he could not able to nothing figure out coverage of manpower planning in production management subject and sought to cover effect of manpower planning and cost and accounting thereof in subject of HRM or PMM in Sem V.

Prof. Parab agreed to incorporate, the suggestion in consultation with Dr. Dhond.

The members noted approved the same.



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Regulatory Aspects of Banking & Finance -

CA Rajesh Patel sought advised for inclusion of payment bank like UPI / Wallet or functioning of Non-Banking Financial Corporations (NBFC), in subject of RABF syllabi.

CA Rajesh Patel mentioned that, as functioning of traditional banking and NBFC, being under control of RBI, it would be appropriate to cover the same in subject of RABF, as study of banking industry has more employability in competitive environment.

Prof. Saluja mentioned that, the same being already taught in class but agreed to introduce the same as extended topic in the syllabus itself.

TY B.Com

Corporate Accounts

CA Rajesh Patel commented that, syllabi topics set in (Semi - V- Under Corporate Accountancy) accounting of Investments, Company Accounts, Royalty and Internal Reconstruction, Journal entries & Semi VI - Profit Prior to Incorporation, Translation of Foreign currency, Redemption and buy back of shares and co-operative Society), are being un- connected with each other. He advised to streamline the same so facilities logical linking with ease in understanding to students. In his assessment, the topics are not aligned in its logical order at TY B.Com. He further mentioned that, topics such as Internal Reconstruction, if covered in isolation, without accounting of merger and acquisition (external) makes understanding of internal reconstruction very difficult.

He further advised that, topics of redemption and buyback if taught with issue of shares it would cover full life cycle of equity accounting and would help student to understand how to use these instrument under different situation/lifecycle of business.


In wake of this background, CA Rajesh Patel, advised to cover all miscellaneous topics such as Royalty, Foreign currency translation, Society at one place.

While discussing on amortization of expenditure, CA Rajesh Patel, advised that, the title does not reflect proper sense of syllabi and must be relating to amortization of assets which forms part of intangible assets like patents, goodwill etc. He highlighted the fact that, by and large expenses which do not bring an asset in existence are pursuant to new companies act, would not allowed to be deferred or recognized.

Investment accounting: CA Rajesh Patel mentioned that, as far as coverage of investing accounting, is concerned, in his analysis nothing is being mentioned on debt mutual fund investments accounting. He advised to broad base the investment accounting and cover the same.



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Audit-

CA Rajesh Patel advised to introduce Companies Auditors Report Order as part of syllabus, as to describe scope of corporate audit report along with expenses variance and reporting of statutory compliances as part of study.

Prof. Parab, has agreed to the same.

Management Accounting / Audit -

CA Rajesh Patel, sought whether subject of Management Accounting/ Auditing subject would cover Asset Liability mismatch, accounting treatment as to current and non-current assets, leases or Internal Rate of Return (IRR), apart from EPS, PE ratio or indicators like Sales per employee for comprehensive understanding of the subject of accountancy and auditing.

Fr. Errol clarified that, only major ratios are covered and remaining numerous turnover ratios are covered / taught as to case to case basis, as data of same not available in problems. Prof. Parab added that, reading of ledger topic is covered in Audit as well reading of standard ratios and relevant special ratios are covered in project work.

After details discussion above changes/ amendments in respective in respective subjects been proposed by Fr. Errol Fernandes S.J. and seconded by Dr. Kamaji Bokare.

3. Vote of Thanks

There being no other business the meeting closed with vote of thank to Chair, board members and staff.

Errol Fernandes S.J.
Fr. Errol Fernandes S.J.
Vice-Principal - Commerce Section

Date:

11/7/2019

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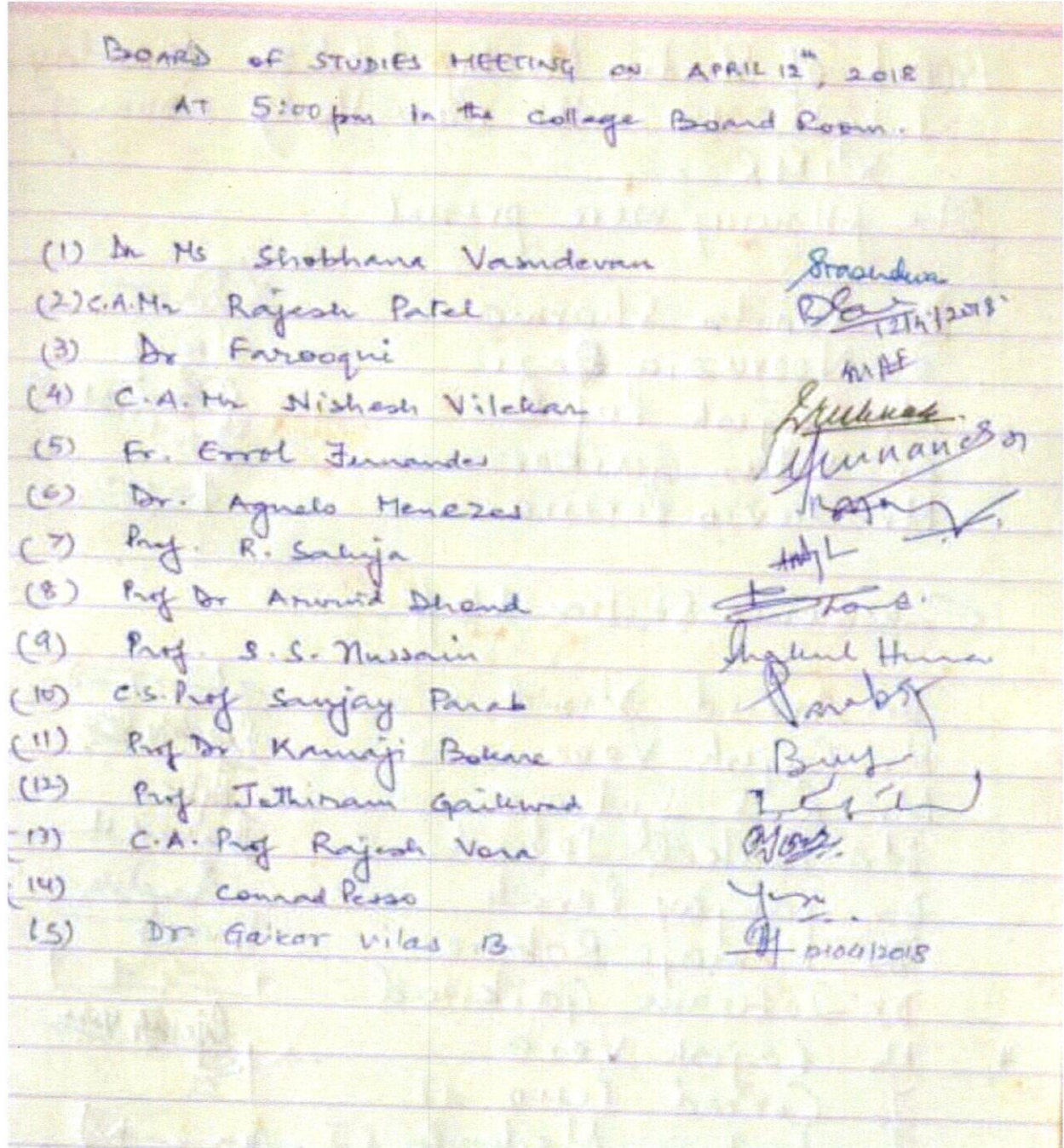


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MINUTES OF THE MEETING OF MEMBERS OF BOARD OF STUDIES - FOR
COMMERCE SECTION OF ST. XAVIER'S COLLEGE (AUTONOMOUS) HELD ON
THURSDAY, 12th APRIL, 2018 AT 5.00 P.M. AT BOARD ROOM OF THE COLLEGE.

FOLLOWING WERE PRESENT:

Board of Studies members:

Principal Dr. Shobhana Vasudevan

Dr. Mohd. Ali Farooqui

CA Rajesh Patel

CA Nishesh Vilekar

Dr. Vilas Gaikar

Staff members

Fr. Errol Fernandes S.J. - Vice -Principal - In the Chair

Fr. Dr. Conrad Pessa S.J.

Prof. Rajendra Singh Saluja

Dr. Arvind Dhond

Prof. Rajesh Vora

Prof. Syed Sakeel Hussain

Prof. Sanjay Parab

Dr. Kamaji Bokare

Prof. Jyotiram Gaikwad

Invitee:


Principal Dr. Baptist A. Menezes

Welcome:

Fr. Errol welcomed all for the meeting. After few minutes of silence and a prayer, the proceedings of meeting commenced.



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1. Reading minutes of last meeting held on 27th April, 2015.

Prof. Sanjay Parab, read out the minutes of previous meeting of Board of Studies held on 27th April, 2015 and same were approved without any amendments.

2. Feedback on Question papers

Fr. Errol, sought members to offer their comments on the questions papers sent to them for review.

As majority of new members had attended the meeting for the first time, they sought for some time to give their comments / observations on the questions papers sent by Fr. Errol.

The staff members noted the same.

3. Feedback on Syllabi

Fr. Errol informed that, proposed changes in the draft syllabus in various subjects were already sent to board members along with agenda and sought for their comments thereon.

Fr. Errol sought each staff member to brief on the amendments / changes proposed in their respective subjects and sought board members to share their expert thoughts/ views thereon:

Advertising and Mass Communication -Sem III/ IV at SYB.Com

Dr. Arvind Dhond and Prof. Jyotiram Gaikwad, circulated copies of draft syllabi to members for their ready reference, before commencement of discussions on proposed changes in syllabus of Advertising and Mass communication at Sem III and IV.

Dr. Arvind Dhond informed that, the subject to Mass communication/ Media Studies and Advertising -I and Advertising -II (Sem III and IV) and, were thought -under applied component category upto AY 2017-18 for A and B Divisions respectively.

He further added that, in order to facilitate streaming of these applied components subjects at SY level, the faculty of Commerce section after detailed deliberations have proposed to modify subject contents of both the subjects, so that, subject contents could be covered at Semester III and IV for both A and B divisions through interchangeability mechanism, which would result into benefits to students of SY- A division to learn Mass Communication at Sem III and Advertising at IV semester, whereas students of SY -B would learn Advertising in III Semester and Mass Communication at IV Semester.

Dr. Dhond and Prof. Jyotiram Gaikwad, informed that, to facilitate coverage of syllabus content of Advertising and Mass Communication, have been re-worked and those



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contents, otherwise overlapping or reference in subject of Marketing, Introduction to Business have been removed from both the subjects.

Dr. Dhond further mentioned that, this proposal of inter-changeability through streamlining of syllabi in Mass Communication and Advertising would give the desired learning exposure in subject of applied component to students and they otherwise would not get tempted to change division only for sake of a particular subject.

The members approved the proposed changes in the subject of Mass communication and Advertising.

Changes in Subject of Service Sector -Sem II -FYBcom

Prof. Parab sought to modify syllabus of 'Service Sector' thought at FY -Sem II, by adding a module on "Hospitality Services" mainly covering

Travel and Tourism Services: Introduction to Hospitality management, Fundamentals of tourism, Tourism Principles and Ethics, Tourism in India, Travel agency & tour operation management, Employment Area & business opportunities.

Prof Parab mentioned that, he had sent draft syllabus of commerce subject to expert faculties in and around Mumbai as well as other universities and sought their views thereon.

Prof. Parab added that, most of the experts have appreciated the content and based on their recommendations few changes have been proposed for approval of the board of the studies.

Against the query as to effect of addition of one module on number of lectures required to cover, Prof. Parab replied that, an addition of minor module would not effect on number of lectures.

The members approved the same.

Special Course -EVS -FY Bcom

Dr. Shobhana advised to introduce map reading technique in subject of FC- I-Special Course- FC-I (EVS) an element of commercial geography (environmental studies).

The members accepted the suggestion and Prof. Jyotram agreed to introduce the same in subject of EVS (Special Course) - Sem -I, w.e.f. June, 2018.

Business Finance and Capital Market -Sem IV-SyBCom

Dr. Shobhana advised to introduce an element of finance to MSME units and more specifically as SEM Funding unit. Dr. Dhond, mentioned that, basic of it, was already form part of Business Finance and Capital Market at SY B. Com Sem-IV. However, jDr.



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Dhond accepted suggestion and agreed to introduce SME Funding unit at Semester VI under Entrepreneurship subject.

CA Rajesh Patel, advised to introduce units on functioning of Commodities Market and Commodities Exchange as well as Fund based & Non-Fund based Services of Banks Financial Institutions w.r.t. Letter of Undertaking (LOU) in subject of Business Finance and Capital Market. Dr. Shobhana sought to introduce concept of Angel investors along with private equity in the said subject.

CA Nieseh Vilekar advised to, Working Capital, Cash Management and Procurement, Investment & Dividend Decisions topic in subject of Business Finance and Capital Market.

The members consented for the same and Dr. Dhond and Prof. Parab agreed to introduce suggested topics w.e.f June, 2018.

Production & Material Management -Sem V- TYBCom

Dr. Shobhana recommended introducing units on Warehousing, types of Warehouses, Transportation and Logistics in subject of Production and Material Management.

Prof. Parab, mentioned that, units of logistics management has been already covered as "Services" at II Sem -in subject of Service Sector.

However, Dr. Dhond agreed to introduce unit on Warehousing and Types of Warehouses, Transportation and Logistics the same as part of PMM syllabi at V - Sem.

The board members consented for the same.

Dr. Dhond and Prof. Parab agreed to introduce suggested topics w.e.f June, 2018.

Export Marketing - Sem V- TYBcom

Prof. Parab further added the current Export Marketing syllabus at Semester -V, as reference to old Foreign Trade Policy and as new foreign policy already in place, he sought to modify the relevant reference in subject of Export Marketing to New Foreign Trade Policy of FTP 2015-2020.

The members approved the same.

Ratification of Indirect Tax Syllabus -Sem VI -TYBcom

Prof. Vora mentioned that, in wake of passing of GST Act, the indirect tax regime would get revolutioned in India. He further mentioned that, keeping in mind flexibility of autonomous system, he had in consultation with subject expert had framed syllabus of GST.



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CA Nisesh Vilekar, had reviewed the proposed subject contents of Semeste VI, in place of present Indirect Tax subject. He congratulated St. Xavier's College, for being pioneer to introduce latest Introduced GST laws as indirect tax, with relevant aspect, in curriculum.

Dr. Shobhana, complimented and sought members to ratify the syllabi in subject of indirect taxes, as said had been already introduced in last semester.

The members discussed and approved the amendments in subject of indirect taxes with GST.

Commercial Laws -Sem III/ IV -SY B Com

With reference to comment on introduction of Limited liability Partnership Act, in subject of Commercial/ Business laws at SY B. com, CA Rajesh Patel mentioned that, most provisions of said act had been introduced through rules, and the said legislation yet to settle down and hence advised not to introduce the same in said syllabi.

The members consented and noted the same.

Economics - Sem I to VI -FY to TY

Fr. Errol requested Dr. Vilas Gaiker and Dr. Agenlo Menezes, who are already members of board of Studies for Economics at University of Mumbai, to review thoroughly syllabi of Economics for three years and suggest relevant changes, if any, to Dr. Kamaji Bokare, and who in turn place the same before BOS, at subsequent meeting for approval/ ratification, if any.

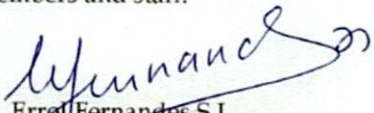
4. Discussion on Financial Accounting Syllabus of First Year, Second Year and Third Year B.Com. in comparison with the Syllabus of Mumbai University.

Fr. Errol sought members of BoS, to review syllabus as approved by BoS of Mumbai University at FY/ SY and TY and advice for any improvement to be made in the present syllabus of St. Xavier's College's - accountancy subjects.

The members agreed to discuss the same in subsequent meeting.

5. Vote of Thanks

There being no other business the meeting closed with vote of thank to Chair, board members and staff.


Fr. Errol Fernandes S.J.
Vice - Principal - Commerce Section
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