2015-16

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (IIIM)

Action Taken Report – Course Feedback

Academic Year	2015-16
Term	(July 2015 – December 2015 & January 2016 – June 2016)
Feedback for:	Whole Course (BBA | MBA | PGDM)

On the basis of course feedback received for Odd and Even Term for Academic Year 2015-16, following actions were discussed and planned for implementation from Academic Year 2016-17 Onwards:

1. More electives to be planned and implemented.
2. Reference books with Indian Authors to be incorporated for at least BBA First Year curriculum.

Principal, IIIM, CHARUSAT

Principal
Indukaka Ipcowala Institute of Management
Charusat Campus, Changa-388 421,
Ta. Petlad, Di. Anand. (GUJARAT)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
(CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I²IM)

MINUTES OF THE JOINT MEETING OF BOARD OF STUDIES AND FACULTY BOARD OF FACULTY OF MANAGEMENT STUDIES, CHARUSAT

A joint meeting of the Board of Studies and Faculty Board of Faculty of Management Studies, CHARUSAT was held on August-13, 2016 (Saturday) at 10:30 A.M onwards at the Conference Room of I²IM under the chairmanship of Dr. Govind B Dave, Dean, Faculty of Management Studies and Principal, I²IM with an objective to discuss, provide suggestions, if any, and recommend the following:

The following members (Internal and External) were present during the meeting:

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Govind B Dave	Principal, I²IM Dean, FMS, Charusat, Changa
2	Prof. (Dr.) H. J. Jani	Advisor, CHARUSAT
3	Prof. (Dr.) R. P. Patel	Professor, GHPIBM, MBA Programme, SPU
4	Prof. (Dr.) Yogesh Joshi	Director, GHPIBM, MBA Programme, SPU
5	Mr. Ghanshyam Vyas	Vice President, Branch Manager, J. M Financial Services Ltd., Vadodara
6	Mr. Sanket Pradhan	Owner, SSP Communications Knowlarity Communication Pvt. Ltd., Gurgaon
7	Dr. Mukesh Patel	Industrialist and Consultant, Ahmedabad
8	Ms. Kirti Makwana	Asst. Professor, I²IM
9	Mr. Rajesh Sadhwani	Asst. Professor, I²IM
10	Dr. Bhaskar Pandya	HoD, HSS, Associate Professor, I²IM

The following persons were present as the 'Invitee':

Sl. No.:	Name of the Member	Designation and Organization
1	Shri. Kaniyalal F Patel	Renowned Artist
2	Ms. Reshma Sable	Asst. Professor, I²IM
3	Ms. Sheetal Thomas	Asst. Professor, I²IM
4	Mr. Kaushik Trivedi	Asst. Professor, I²IM
5	Mr. Gaurav Thakarar	Asst. Professor, I²IM

Principal
Indukaka Ipcowala Institute of Management
Charusat Campus, Changa-388 421,
Ta. Petlad, Dt. Anand. (GUJARAT)

The following members (internal / external / invited) were not able to attend the meeting.

- Dr. Shailesh Gandhi, Professor, IIMA
- Mr. H. C. Shah, Industry Representative
- Dr. Amit Ganatra, Dean, Faculty of Technology and Engineering, CHARUSAT
- Dr. A. D. Patel, Principal, Chandubhai S Patel Institute of Technology (CSPIT)
- Dr. Atul Patel Dean, Faculty of Computer Applications and Principal, CMPICA
- Dr. Anuradha Gajjar, Dean, Faculty of Pharmacy and Principal, RPCP
- Dr. R.V. Upadhyay, Dean, Faculty of Applied Sciences and Principal, PDPIAS
- Mr. Anil Sharma, Principal (I/c.), Manikaka Topawala Institute of Nursing (MTIN)
- Mr. M. Balaganapathy, Principal(I/c.), Ashok and Rita Patel Institute of Physiotherapy (ARIP)

The Chairman Dr. Govind B Dave welcomed and introduced all the members present.

Part – I - Faculty of Management Studies (FMS)	
Item No.:	**Particulars**
A)	Minutes of the Meeting of Board of Studies (BOS) and Faculty Board held on August 22, 2015 and note the approval of the same by 12th Academic Council (held on December 14, 2015), CHARUSAT.
	Proceedings: The members noted.
	Resolution : ---
B)	Items From the Previous Meetings: All the suggestions / recommendations were accepted and modified.
	Proceedings: The members noted, discussed and provided their suggestions.
	Resolution : ---
1	To note and approve the revised / updated Programme Structure / Course Curriculum / Syllabi based on *Choice Based Credit System-CBCS* (along with major / minor inputs received from various stakeholders, Academic Council and University Level Committee constituted for Implementation of CBCS) which was circulated vide email May 3, 2016 • Revised Programme Structure / Course Curriculum / Syllabi for Master of Business Administration (MBA) Programme & Post Graduate Diploma in Management (PGDM) Programme to be offered under Faculty of Management Studies (FMS), CHARUSAT *(Annexure – 1 – MBA Programme)* *(Annexure – 2 – PGDM Programme)* • Revised Programme Structure / Course Curriculum / Syllabi of BBA

	Programme offered under Faculty of Management Studies (FMS), CHARUSAT *(Annexure – 3 –BBA Programme)*
Annexure - 1-3	*Proceedings:* The members discussed each course / modules and related topics in detail and provided their inputs / suggestions.
	Resolution: The Programme Structure was recommended for implementation for the Academic Year 2016-17.
2	To discuss, provide suggestions, if any, for Management Courses based on the following: • Result Analysis for the Academic Year 2015-16 *(Annexure –4)* • University / Internal Examination Question Papers with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programmes *(Annexure – 5(a))* • Brief note on Feedback on Question Papers from Conveners /Paper Setters/ Examiners and External Examiners *(Annexure – 5(b))*
	Proceedings: The members noted the same.
	Resolution: The information was noted with satisfaction. However, it was insisted to have zero errors in all the Question Papers/ Marking Schemes, Invigilation and Assessments.
3	To approve the List of Panel of Examiners for Faculty of Management Studies (FMS) for the following: • For UG / PG Programmes *(Annexure – 6)* • Ph.D. Thesis Examinations *(Annexure – 7(a), 7(b))*
	Proceedings: The members noted the same.
	Resolution: • For UG/ PG Programmes, the Panel of Examiners can be updated as and when required. The Dean, FMS is authorized for the same. • For Ph.D. Thesis Examinations, the Panel of Examiners was approved for further actions. However the Panel List can be used in future too.
4	To discuss/note, provide suggestions on the activities organized / undertaken, if any, by the institute for the following: • Important initiatives / activities undertaken by the institute o Placement Assistance Programme (PAP) *(Annexure -8 (a))* o Summer Internship Programme (SIP) and Organisation Attachment Programme (OAP) *(Annexure – 8(b))* o Faculty Industry Exposure (FIE) *(Annexure – 8(c))* o Industry Exposure Training (IET) *(Annexure – 8 (d))* o Networking and Collaborations *(Annexure – 8 (e))* o Interviewing High Profile Person / Personality – Managerial Effectiveness *(Annexure – 8 (f))* • The Annual Report (2015-16) of the Institute containing the following points: *(Annexure -9)*

Sl. No.:	Particulars	*Annexure – 9* Page No.:
	Curriculum Development	
1	Course Curriculum Feedback from Stakeholders	55
	Teaching Learning Avenues	
2	External Seminars/ Guest Sessions/ Workshops organised Under Management Seminar Series (MANAS)	06
3	Industrial Visits	10
4	Students Seminars and Conference Participation	10
5	Bridge/ Certificate Courses	11
	Research and Consultancy and Extension	
6	Research Projects Completed / Reports Prepared	33
7	Workshops/ Seminars Organised Under Endowment Chair and Distinguished Lecture Series (DLS)	33
8	Workshops/ Seminars Organised Under Faculty Colloquium (FC) and IQAC	34
9	Faculty Development Programmes (FDP) on: • Application of Statistical Software in Research • Teaching, Learning, Evaluation, Research and Consultancy in Humanities and Social Sciences	35
10	Institute Community Service - Prayaas: An Effort for Humanity	35
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11	Library as Learning Resource	38
	Student Support and Progression	
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14	Academy for Graduate Admissions and Competitive Examinations (AGACE)	40
15	Alumni Meet	40
16	Holistic Exposure Learning Programme (HELP)	48
17	Activities Carried Out Under Mentor Mentee Programme	51
18	Health Check Up Details	54

Annexure – 8(a) - 9	*Proceedings:* The members noted all the information with satisfaction. *Resolution:* It was resolved to consolidate relevant activities and focus on the existing programmes namely BBA and MBA.
5	For information and record; existing pedagogy and innovations practiced and / or proposed by the Faculty Members • **Teaching, Learning and Evaluation** o Inclusion of *Massive Open Online Courses (MOOC)* as a part of Course Curriculum/ Continuous Evaluation *(Annexure 10 (a))* o *Online Platform for Project Selection (Annexure 10 (b))* o Prepared Manuals for Training and Projects

	Proceedings: The members noted all the information and expressed satisfaction for the initiative wherein faculty members are undergoing courses before assigning it to the students.
	Resolution: The same can be continued looking into overall academic schedule of students and faculty members.
6	For information/ note/ approval of all the details circulated through E-mails.
	Proceedings: The members noted the same.
	Resolution: --
7	Any other item with the permission of the Chair.

Part – II – FMS - Humanities and Social Sciences (HSS)	
Item No.	**Particulars**
1	To discuss, provide suggestions, if any, and approve new Structure of Courses along with the Syllabi for *A Course on Liberal Arts* offered by Department of Humanities and Social Sciences (HSS) under Faculty of Management Studies to various other faculties of the university and its constituent institutes / departments for respective UG Programs at Semester 1 (to be effective from the academic year 2017-18) *(Annexure – 1)*
	Proceedings: The members discussed the structure of courses that has been redesigned / revised and all new courses that will be offered the next academic year. The institute shall be offering ten different courses under A Course from Liberal Arts from the academic year 2017-18. In addition to existing six courses, four new courses namely, 1) HS 107 Fashion Designing 2) HS 108 Interior Designing 3) HS 109 Dramatics, and 4) IIS 110 Contemporary Dance will be offered.
(Annexure - 1)	*Resolution:* The same has been approved and recommended.
2	To discuss, provide suggestions, if any, for the University Examination Question Papers (2015-16) of the Course Structure of HSS with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programs and also with reference to the feedback received from the Conveners / Examiners and External Examiners *(Annexure – 2 a & b)*
	Proceedings: The members noted the same.
(Annexure – 2 a & b)	*Resolution:* The question papers were reviewed and found okay. It was insisted to have zero errors in all the Question Papers/ Marking Schemes, Invigilation and Assessments.
3	To discuss, provide suggestions, if any, for the University Examination Result Analysis of the Courses of HSS for the year 2015-16 *(Annexure – 3)*
	Proceedings: The members noted the same.
(Annexure - 3)	*Resolution:* The results were reviewed and found satisfactory.
4	To approve, provide suggestions, if any, for the List of Panel of Examiners for Humanities and Social Sciences(HSS) for the University Examinations *(Annexure – 4)*
	Proceedings: The members noted the same.
(Annexure - 4)	*Resolution:* Present Panel of Examiners has been approved. It might need to be updated as and when required. Hence, the Dean, FMS is authorized for the same.
5	For information and record; existing pedagogy and innovations proposed by the Faculty Members *(Annexure – 5)*
	Proceedings: The members studied the same.

(Annexure - 5)	*Resolution:* The institute/faculty members can continuously strive for innovations in teaching-learning pedagogy.
6	For information and record; implementation of Choice Based Credit System across the University and nomenclature of HSS Courses as University Core Courses
	Proceedings: The members studied the same.
	Resolution: The members noted the same.
7	Any other item with the permission of the Chair.

Principal
Indukaka Ipcowala Institute of Management
Ta. Petlad, Di. Kha...

2016-17

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (IIIM)

Action Taken Report – Course Feedback

Academic Year	2016-17
Term	(July 2016 – December 2016 & January 2017 – June 2017)
Feedback for:	Whole Course (BBA | MBA | PGDM)

On the basis of course feedback received for Odd and Even Term for Academic Year 2016-17, following actions were discussed and planned for implementation from Academic Year 2017-18 Onwards:

1. Presentations were made compulsory in each course.
2. More weightage on Excel for Calculative Subjects in BBA Programme.
3. Case Studies to be discussed in class should be circulated / shared at least a week in advance for through reading of the same.

Principal, IIIM, CHARUSAT

INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT ★ CHARUSAT CHANGA

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY • अमृतं तु विद्या

Programme -MBA/PGDM/BBA
Criterial - Feedback from Stake Holders
Agenda- 10.0 (Part-1)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I^2IM)

MINUTES OF THE JOINT MEETING OF BOARD OF STUDIES AND FACULTY BOARD OF FACULTY OF MANAGEMENT STUDIES, CHARUSAT

A joint meeting of the Board of Studies and Faculty Board of Faculty of Management Studies, CHARUSAT was held on August 26, 2017 (Saturday) at 10:30 A.M onwards at the Conference Room of I^2IM under the chairmanship of Dr. Govind B Dave, Dean, Faculty of Management Studies and Principal, I^2IM with an objective to discuss, provide suggestions, if any, and recommend the following:

The following members (Internal and External) were present during the meeting:

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Govind B Dave	Principal, I^2IM Dean, FMS, CHARUSAT, Changa
2	Dr. H. J. Jani	Advisor, CHARUSAT
3	Prof. (Dr.) Yogesh Joshi	Director, GHPIBM, MBA Programme, SPU
4	Mr. Ghanshyam Vyas	Vice President, Branch Manager, J. M Financial Services Ltd., Vadodara
5	Dr. Mukesh Patel	Industrialist and Consultant, Ahmedabad
6	Ms. Kirti Makwana	Asst. Professor, I^2IM
7	Mr. Rajesh Sadhwani	Asst. Professor, I^2IM
8	Dr. Bhaskar Pandya	HoD, HSS, Associate Professor, I^2IM

The following persons were present as the 'Invitee':

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Bela Desai	Associate Professor, Department of English, The M S University of Baroda
2	Dr. Chandrakant Tanna	Associate Professor, S J I Commerce College, Petlad
3	Dr. Pranav Desai	Asst. Professor, I^2IM
4	Ms. Reshma Sable	Asst. Professor, I^2IM
5	Mr. Binit Patel	Asst. Professor, I^2IM
6	Mr. Anil Sharma,	Principal, Manikaka Topawala Institute of Nursing (MTIN)
7	Dr. Anuradha Gajjar	Dean, Faculty of Pharmacy and Principal, RPCP

The following members (internal / external / invited) were not able to attend the meeting:

- Mr. Sanket Pradhan Owner, SSP Communications, Knowlarity Communication Pvt. Ltd., Gurgaon (Vadodara)
- Dr. Shailesh Gandhi, Professor, IIMA
- Mr. H. C. Shah, Industry Representative
- Dr. Amit Ganatra, Dean, Faculty of Technology and Engineering, CHARUSAT
- Dr. A. D. Patel, Principal, Chandubhai S Patel Institute of Technology (CSPIT)
- Dr. Atul Patel, Dean, Faculty of Computer Applications and Principal, CMPICA
- Dr. R.V. Upadhyay, Dean, Faculty of Applied Sciences and Principal, PDPIAS
- Dr. M. Balaganapathy, Principal, Ashok and Rita Patel Institute of Physiotherapy (ARIP)

The Chairman Dr. Govind B Dave welcomed and introduced all the members present.

<table>
<tr><th colspan="3">Part-I – Faculty of Management Studies (FMS)</th></tr>
<tr><th>Item No.:</th><th colspan="2">Particulars</th></tr>
<tr><td rowspan="3">A)</td><td colspan="2">For Information: Minutes of the Meeting of Board of Studies (BOS) and Faculty Board held on August 13, 2016 and note the approval of the same by 14th Academic Council September 23, 2016, CHARUSAT.</td></tr>
<tr><td colspan="2">Proceedings:
The members noted.</td></tr>
<tr><td colspan="2">Resolution :
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<tr><td>B)</td><td colspan="2">For Information, Discussions and Approval:</td></tr>
<tr><td>1</td><td colspan="2">To discuss, provide suggestions, if any, on the Introduction of New Electives Streams / Areas / Specialization for Master of Business Administration (MBA) Programme & Post Graduate Diploma in Management (PGDM) Programme to be offered under Faculty of Management Studies (FMS), CHARUSAT.
The Proposed New Electives are as under:
<table>
<tr><th>New Electives / Areas / Specialization</th><th>Refer to Annexure -1 & 2 Page No.:</th></tr>
<tr><td>Business Analytics</td><td>343 and 608</td></tr>
<tr><td>Project Management</td><td>359 and 625</td></tr>
<tr><td>Event Management</td><td>377 and 643</td></tr>
<tr><td>Agri-Business Management</td><td>399 and 664</td></tr>
</table></td></tr>
<tr><td>Annexure 1 & 2</td><td colspan="2">Proceedings:
The members discussed each of the proposed Elective Streams / Areas of Specialization, its courses / modules / topics in detail and provided the following inputs / suggestions:
The Proposed Elective Streams / Areas of Specialization must be offered.
Academic overlapping, if any, within / between courses should be avoided.
From the perspective of the academic competence of aspiring managers' / students and need for hands-on training with regards to various discussed Software / Simulations, the number of contact sessions for each module / course can be justified.</td></tr>
</table>

New Electives / Areas / Specialization	*Points of Discussions*
Business Analytics	• There exists a need for Professionals with Business Analytics Skills for effective and better managerial decision making. • All the courses shall be based on management applications and changes required, if any, shall be made in the respective Course Outline / Name .
Project Management	• There exists a scope with regards to employability for students specializing in Project Management and the same shall be explored by creating awareness among students community. • Faculty members shall be encouraged to undergo project management training. • The courses, its objectives, scope and target participants / students and its learning outcomes are distinct viz-a-viz that of the existing Project and Infrastructure Management Elective
Event Management	• The area can be seen as a part of and an extension of Project Management field and may be very specialized / focused with respect to certain industries / sectors. • If possible, in future, a Comprehensive Stream of Project Management can be thought of which shall take into consideration the existing and proposed area of specializations or any such future streams.
Agri-Business Management	• There is a need for creating Agri-Business perspectives among students and provide them managerial training especially with regards to the regional needs. • The courses offered may be relooked and restructured so as to include a Course on Agriculture Innovations especially with regards to contributions of Dr. Anil Gupta, Former Professor, IIMA, Honey Bee Network | Sristi Foundation
Resolution: The Proposed Elective Streams / Areas of Specialization must be offered. While offering any Elective Stream and / or courses therein; University / Institute Norms	

	/ Rules / Regulations shall be followed viz-a-viz minimum number of students and keeping in mind the availability of faculty / resource persons.
2	To discuss, provide suggestions, if any, on the Programme Structure / Course Curriculum / Syllabi designed / prepared based on major / minor inputs received from various stakeholders and after the incorporation of New Electives Areas / Steams / Specializations for MBA and PGDM Programmes, Academic Council and University Level Committee(s) constituted for Teaching-Learning and Evaluation related matters during the academic year 2016-17 for all the programmes namely MBA, PGDM and BBA. • Revised Programme Structure / Course Curriculum / Syllabi for Master of Business Administration (MBA) Programme & Post Graduate Diploma in Management (PGDM) Programme to be offered under Faculty of Management Studies (FMS), CHARUSAT *(Annexure – 1 – MBA Programme)* *(Annexure – 2 – PGDM Programme)* • Revised Programme Structure / Course Curriculum / Syllabi of BBA Programme offered under Faculty of Management Studies (FMS), CHARUSAT *(Annexure – 3 –BBA Programme)*
Annexure -1-3	*Proceedings:* The members discussed each Programme's Course Curriculum, Course Outlines, Modules, related topics and teaching-learning and evaluation in detail and noted / accepted the changes made / proposed in the same.
	Resolution: Each Programmes and its Structure / Course Curriculum / Courses / Modules and teaching-learning and evaluation were recommended for implementation.
3	To discuss, provide suggestions, if any, on the Introduction of One Year Post Graduate Diploma in Management Programmes (One Year PGDM Programme(s)), its Structure(s) / Course Curriculum(s) / Syllabi in the areas / disciplines / sectors mentioned as under: *(Annexure – 4)* • One Year Post Graduate Diploma in Management Programmes in o Marketing Management (PGDM-MM) o Financial Management (PGDM-FM) o Human Resource Management (PGDM-HRM) o Information Technology Management (PGDM-ITM) o Health Care Management (PGDM-HCM) o Project and Infrastructure Management (PGDM-PIM) o Family Business and Entrepreneurship Management (PGDM-FBEM) o Tourism & Hospitality Management (PGDM-THM) o Journalism & Mass Communication Management (PGDM-JMCM) o Business Analytics (PGDM-BA) o Project Management (PGDM-PM) o Event Management (PGDM-EM) o Agri-Business Management (PGDM-ABM)
Annexure – 4	*Proceedings:* The members discussed the structural / synchronization aspects of the One Year PGDM Programme with the existing Two Years Full-Time MBA / PGDM Programmes and suggested to offer the Core / Fundamental / Introductory Course like Marketing Management (MM), Financial Management (FM), and Human Resource Management (HRM) in Semester – 1 for PGDM-MM, PGDM-FM and

	PGDM-HRM Programmes while maintaining the overall programme credits and making changes, if any, for the same.
	Resolution: The New Structure for One Year PGDM-MM, PGDM-FM and PGDM-HRM incorporating the above suggestions / changes and all other proposed PGDMs (ten) shall be offered keeping in view the overall flexibility.
4	To discuss, provide suggestions, if any, on the Introduction of Certificate / Executive Programmes (Duration: 7-8 Weeks and 15-16 Weeks), its Structure(s) / Course Curriculum(s) / Syllabi in the below mentioned areas / disciplines / sectors: *(Annexure – 5)* • Certificate / Executive Programme(s) in: o Consumer Behaviour and Communication (C/EP-CBC) o Customer Based Brand Equity (C/EP-CBBE) o Corporate Finance and Investment Management (C/EP-CFIM) o Applied Financial Management (C/EP-AFM) o Strategic Human Resource Management (C/EP-SHRM) o Human Resource Development and Industrial Jurisprudence (C/EP-HRDIJ) o Information Technology Applications and Data Management (C/EP-IADM) o Data Mining and Information Security (C/EP-DMIS) o Health Care Operations (C/EP-HCO) o Hospital Management (C/EP-HoM) o Infrastructure Management (C/EP-IM) o Project Financing and Cost-Benefit Analysis (C/EP-PFCBA) o Entrepreneurship Management (C/EP-EM) o Management of SMEs and Family Business (C/EP-SMEsFB) o Tourism Management (C/EP-TM) o Hospitality Management (C/EP-HM) o Applied Journalism & Media Studies (C/EP-AJMS) o Mass Communication Management (C/EP-MCM) o Data Science Management (CE/PP-DSM) o Big Data Analytics (CE/PP-BDA) o Project Planning, Execution and Appraisal (C/EP-PPEA) o Project Monitoring and Control (C/EP-PMC) o Management of Events (C/EP-ME) o Managing Virtual Events (C/EP-MVE) o Agri-Business (C/EP-AB) o Agri-Business Strategies (C/EP-ABS)
Annexure – 5	*Proceedings:* The members discussed the importance of Certificate / Executive Development Programme especially with regards to its flexibility (time / place / other aspects) and likely scope to attract executives / students (within the campus and outside) / all those who are interested.
	Resolution: The proposed Certificate / Executive Development Programmes are recommended to be offered from the Academic Year 2018-19 onwards.
5	To discuss, provide suggestions, if any, for the Launching of New Programmes to be offered in association with NSE Academy Limited, Mumbai (NAL) (after entering into an MoU), its Structure, Course Curriculum (based on NSE Academy Ltd. (NAL)) as under: o BBA (Financial Markets) *(Annexure – 6)*

	○ MBA (Financial Markets) *(Annexure – 7)*
Annexure – 6 & 7	*Proceedings:* The members discussed the proposals to offer New UG and PG Programmes namely BBA and MBA in Financial Markets in joint collaboration (proposed) with NSE Academy Ltd., Mumbai, its credits share / ratio with regards to General Courses to Specialization Courses along with the need to make necessary adjustments, if any, in academic guidelines / evaluation. The members while discussing the already existing tie-up with NSE Academy Ltd., for NSE Certification Modules – Capital, Derivatives, Dealer, etc. under Academy for Financial Professionals (AFP) – A Unit of Academy of Management Professionals (AMP) of Indukaka Ipcowala Institute of Management (I^2IM), Faculty of Management Studies (FMS) emphasized Self-Study / Online Mode of Learning (as prevalent) so as to provide much needed flexibility to students.
	Resolution: The proposed New UG and PG Programmes namely BBA and MBA in Financial Markets shall be offered keeping in view the discussed recommendations and statutory / other requirements, if any, for UGC / AICTE / University. However, there should be a provision for awarding 'Certificate' upon completion for each of the Course / Paper / Exam for students from the collaborating body.
6	To discuss, provide suggestions, if any, for the Launching of New Programme of Bachelor of Library and Information Science / Bachelor of Library, information Science and Management), its Structure, Course Curriculum and Teaching-Learning and Evaluation Schemes. ○ *Bachelor of Library and Information Science / Bachelor of Library, Information Science and Management (Annexure – 8)*
Annexure – 8	*Proceedings:* The members discussed the proposal to offer Bachelor of Library and Information Science / Bachelor of Library, Information Science and Management under Faculty of Management Studies (FMS) and suggested / provided the following inputs: • There exists a scope for employment in Libraries. • To follow the UGC Nomenclature for the programme. • The programme which is being offered under Arts and Science Faculties (Nationally) and Management Faculty (Internationally) and the growing need for Interdisciplinary Learning shall be offered under Management discipline / faculty. However, its acceptability for higher education for programmes like M.Lib, M.Phil or Ph.D. shall be studied. • A proposal for M.Lib., M.Phil., and Ph.D. shall be submitted providing scope for students to undertake PG and Doctoral studies in Library Information Management at CHARUSAT.
	Resolution: The proposed Programme of Bachelor of Library and Information Science / Bachelor of Library, Information Science and Management under Faculty of Management Studies (FMS), CHARUSAT shall be offered from the academic year 2018-19 onwards.
7	To discuss, provide suggestions, if any, for Management Courses based on the following: • Result Analysis for the Academic Year 2016-17 *(Annexure – 9)* • University / Internal Examination Question Papers with respect to Format

<table>
<tr><td></td><td>/ Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programmes
(Annexure – 10(a))
• Brief note on Feedback on Question Papers from Conveners /Paper Setters/ Examiners and External Examiners (Annexure – 10(b))</td></tr>
<tr><td rowspan="2">Annexure - 9 & 10(a), (b)</td><td>Proceedings:
The members noted the same and opined to try Open-Book Examination based on past experiences.</td></tr>
<tr><td>Resolution:
The information was noted. However, it was insisted to have zero errors in all the Question Papers/ Marking Schemes, Invigilation and Assessments.</td></tr>
<tr><td>8</td><td>To approve the Synopsis of Mr. Devang Joshi, Research Scholar (ID. No.: 10DRMBA001), Registrar, CHARUSAT was submitted on March 15, 2017 after approval from Doctoral Advisory Committee meeting held on February 20, 2017.
• The Synopsis is presented for suggestions, if any, and / or approval. (Annexure – 11(a))
• To approve the List of Panel of Examiners for Ph.D. Thesis Examination (Annexure – 11 (b))</td></tr>
<tr><td rowspan="2">Annexure - 11(a), (b)</td><td>Proceedings:
The members discussed the contents of the Synopsis and List of Panel Members for Thesis Examinations.</td></tr>
<tr><td>Resolution:
The Synopsis was accepted and approved. The Research Scholar can submit the Thesis as per University Guidelines.
The List of Panel of Examinations was approved for further actions. The same Panel List can be used in future too.</td></tr>
<tr><td>9</td><td>To approve the List of Panel of Examiners for Faculty of Management Studies (FMS) for the following:
• For UG / PG Programmes (Annexure – 12)
• For B. Lib Programme (Annexure – 13)</td></tr>
<tr><td rowspan="2">Annexure – 12 & 13</td><td>Proceedings:
The members noted the same.</td></tr>
<tr><td>Resolution:
• For UG/ PG Programmes, the Panel of Examiners can be updated as and when required. The Dean, FMS is authorized for the same.</td></tr>
<tr><td>10</td><td>To discuss/note, provide suggestions on the activities organized / undertaken, if any, by the institute for the following:
• The Annual Report (2016-17) of the Institute containing Important initiatives / activities: (Annexure -14)
<table>
<tr><th>Sl. No.:</th><th>Particulars</th><th>Annexure – 14
Page No.:</th></tr>
<tr><td colspan="3">Curriculum Development</td></tr>
<tr><td>1</td><td>Course Curriculum Feedback from Stakeholders</td><td>52</td></tr>
<tr><td colspan="3">Teaching Learning Avenues</td></tr>
<tr><td>2</td><td>External Seminars/ Guest Sessions/ Workshops organised under Management Seminar Series</td><td>06</td></tr>
<tr><td>3</td><td>Industrial Visits</td><td>11</td></tr>
<tr><td>4</td><td>Students Seminars and Conference Participation</td><td>11</td></tr>
<tr><td>5</td><td>Bridge/ Certificate Courses</td><td>12</td></tr>
</table></td></tr>
</table>

		6	Summer Internship Programme (SIP) and Organisation Attachment Programme (OAP)	48
		7	Interviewing High Profile Person / Personality – Managerial Effectiveness	56
		Research and Consultancy and Extension		
		8	Research Projects Completed / Reports Prepared	36
		9	Workshops/ Seminars Organised Under Endowment Chair activities like Distinguished Lecture Series (DLS) and Knowledge Management Series (KMS)	36
		10	Networking and Collaborations	36
		11	Workshops/ Seminars Organised Under Faculty Colloquium (FC) and IQAC	38
		12	Faculty Development Programmes (FDP)	38
		13	Institute Community Service - Prayaas: An Effort for Humanity	39
		14	Industry Exposure Training (IET)	47
		15	Faculty Industry Exposure (FIE)	48
		Infrastructure and Learning Resources		
		16	Library as Learning Resource	41
		Student Support and Progression		
		17	Convegno 2017	42
		18	National Level Essay Competition 2017	43
		19	Academy for Graduate Admissions and Competitive Examinations (AGACE)	43
		20	Alumni Meet	43
		21	Placement Assistance Programme (PAP)	44
		22	Holistic Exposure Learning Programme (HELP)	51
		23	Activities Carried Out Under Mentor Mentee Programme	53
		24	Health Check Up Details	55
Annexure – 14	*Proceedings:* The members noted all the information with deep sense of satisfaction. *Resolution:* It was resolved to consolidate the academic aspects and sustain the relevant activities.			
11	For information/notc/approval of all the details circulated through E-mails, if any.			
	Proceedings: The members noted the same.			
	Resolution: --			
12	Any other item with the permission of the chair			

Part – II – FMS - Humanities and Social Sciences (HSS)	
Item No.	**Particular(s)**
1	To discuss, provide suggestions, if any, and approve new Structure of Courses along with the revised syllabi and schemes – Teaching, Evaluation and Marking offered by Department of Humanities and Social Sciences (HSS) under Faculty of Management Studies to various other faculties of the university and its constituent institutes / departments for respective UG/ PG Programs at different Semesters (to be effective from the academic year 2017-18) *(Annexure – 1)*
Annexure – 1	*Proceedings:* The members discussed the structure of courses and syllabi that are redesigned / revised.
	Resolution: The same has been approved and recommended with 3 Changes upon the requests made by the Principal, Manikaka Topawala Institute of Nursing and the Principal, Ramanbhai Patel College of Pharmacy: 1) *Syllabi of Semester 5 and 6 to be offered to B Sc Nursing Students are now to be offered to Semester 7 and 8 Students of B Sc Nursing Program* 2) *HS 129 Sociology should continue to be offered to the Students of 4th Semester B Sc Nursing Program* 3) *As per the Pharmacy Council of India (PCI) recommendations, a Course on Communication Skills (Theory + Practical) be offered to the First Semester Students of B Pharm Program and subsequently, a Course on Communication Skills – 1 be removed from their structure and old Course – English Language and Literature be offered to the students instead.*
2	To discuss, provide suggestions, if any, for the University Examination Question Papers (2016-17) of the Course Structure of HSS with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programs and also with reference to the feedback received from the Conveners / Examiners and External Examiners *(Annexure – 2 A & B)*
Annexure – 2 A & B	*Proceedings:* The members noted the same.
	Resolution: The question papers were reviewed and found okay.
3	To discuss, provide suggestions, if any, for the University Examination Result Analysis of the Courses of HSS for the year 2016-17*(Annexure – 3)*
Annexure – 3	*Proceedings:* The members noted the same.
	Resolution: The results were reviewed and found satisfactory.
4	To approve, provide suggestions, if any, for the List of Panel of Examiners for Humanities and Social Sciences (HSS) for the University Examinations *(Annexure – 4)*
Annexure – 4	*Proceedings:* The members studied the same.
	Resolution: Present Panel of Examiners has been approved. It might need to be updated as and when required. Hence, the Dean, FMS is authorized for the same.
5	Any other item with the permission of the Chair

MANIKAKA TOPAWALA INSTITUTE OF MANAGEMENT ★ CHARUSAT CHANGA

2017-18

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (IIIM)

Action Taken Report – Course Feedback

Academic Year	2017-18
Term	(July 2017 – December 2017 & January 2018 – June 2018)
Feedback for:	Whole Course (BBA | MBA | PGDM)

On the basis of course feedback received for Odd and Even Term for Academic Year 2017-18, following actions were discussed and planned for implementation from Academic Year 2018-19 Onwards:

1. Put more focus on Statistical Software like SPSS for enhancing research analysis skills.
2. More weightage to calculative and contemporary topics in the finance elective subjects.
3. Open Book Exam should be practised at least for theoretical subjects.

Principal, IIIM, CHARUSAT

INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT ★ CHARUSAT CHANGA

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY • अमृतं तु विद्या

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I^2IM)

MINUTES OF THE JOINT MEETING OF BOARD OF STUDIES AND FACULTY BOARD OF FACULTY OF MANAGEMENT STUDIES, CHARUSAT

A joint meeting of the Board of Studies (BoS) and Faculty Board (FB) of Faculty of Management Studies (FMS), CHARUSAT was held on August 18, 2018 (Saturday) at 10:30 A.M onwards at the Conference Room of I^2IM under the Chairmanship of Prof. (Dr.) Govind B Dave, Dean, Faculty of Management Studies and Principal, I^2IM with an objective to discuss, provide suggestions, if any, and recommend the following:

The following members (Internal and External) were present during the meeting:

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Govind B Dave	Principal, I^2IM Dean, FMS, CHARUSAT, Changa
2	Prof. (Dr.) R. P. Patel	Professor and Former Director, GHPIBM, MBA Programme, S. P. University
3	Mr. Ghanshyam Vyas	Vice President, Branch Manager, J. M Financial Services Ltd., Vadodara
4	Mr. Hemal Patel	Director, Tripcon Enginnering Ltd., Vitthal Udyognagar
5	Ms. Kirti Makwana	Asst. Professor, I^2IM
6	Mr. Rajesh Sadhwani	Asst. Professor, I^2IM
7	Dr. Bhaskar Pandya	HoD, HSS and Associate Professor, I^2IM

The following persons were present as the 'Invitee':

Sl. No.:	Name of the Member	Designation and Organization
1	Mr. Binit Patel	Asst. Professor, I^2IM
2	Mr. Snehal Bhatt	Asst. Professor, I^2IM
3	Mr. Reshma Sable	Asst. Professor, I^2IM
4	Dr. Iros Vaja	Head, Department of English Matrushri Virbaima Mahila College Rajkot
5	Dr. Amit Ganatra	Principal, Devang Patel Institute of Advnace Technology and Research (DEPSTAR) Dean, Faculty of Technology and Engineering (FTE)
6	Dr. Atul Patel	Dean, Faculty of Computer Applications and Principal, CMPICA
7	Mr. Anil Sharma	Principal, Manikaka Topawala Institute of Nursing (MTIN)
8	Mr. Kaushik Trivedi	Asst. Professor, HSS, I^2IM

The following members (internal / external / invited) were not able to attend the meeting. However, inputs provided by them (as applicable) have been incorporated:

- Dr. H. J. Jani, Advisor, CHARUSAT
- Prof. (Dr.) Yogesh Joshi, Director, GHPIBM, MBA Programme, SPU
- Dr. Shailesh Gandhi, Professor, IIMA
- Mr. Sanket Pradhan Owner, SSP Communications, Knowlarity Communication Pvt. Ltd., Gurgaon (Vadodara)
- Dr. A. D. Patel, Principal, Chandubhai S Patel Institute of Technology (CSPIT)
- Dr. R.V. Upadhyay, Dean, Faculty of Applied Sciences and Principal, PDPIAS
- Dr. M. Balaganapathy, Principal, Ashok and Rita Patel Institute of Physiotherapy (ARIP)
- Dr. Manan Rawal, Principal (I/C.), Ramanbhai Patel College of Pharmacy (RPCP)

The Chairman Dr. Govind B Dave welcomed and introduced all the members present.

<table>
<tr><th colspan="2">Part-I – Faculty of Management Studies (FMS)</th></tr>
<tr><th>Item No.:</th><th>Particulars</th></tr>
<tr><td rowspan="3">A)</td><td>For Information: Minutes of the Meeting of Board of Studies (BOS) and Faculty Board held on August 26, 2017 and note the approval of the same by 16th Academic Council September 22, 2017, CHARUSAT.</td></tr>
<tr><td>Proceedings:
The members noted.</td></tr>
<tr><td>Resolution:
---</td></tr>
<tr><td>B)</td><td>For Information, Discussions and Approval:</td></tr>
<tr><td>1</td><td>To discuss, provide suggestions, if any, on the Introduction of New Electives Streams / Areas / Specialization for Master of Business Administration (MBA) Programme & Post Graduate Diploma in Management (PGDM) Programme to be offered under Faculty of Management Studies (FMS), CHARUSAT.
The Proposed New Electives are as under:
<table>
<tr><th>New Electives / Areas / Specialization</th><th>Refer to Annexure -1</th></tr>
<tr><td>Operations Research</td><td>A</td></tr>
<tr><td>Logistics and Supply Chain Management</td><td>B</td></tr>
<tr><td>Operations Management</td><td>C</td></tr>
<tr><td>International Business</td><td>D</td></tr>
</table></td></tr>
<tr><td>Annexure - 1
A, B, C, D</td><td>Proceedings:
The members discussed each of the proposed Elective Streams / Areas of Specialization, its courses / modules / topics in detail and provided the following inputs / suggestions:
The Proposed Elective Streams / Areas of Specialization must be offered.
From the perspective of the academic competence of aspiring managers' / students practical component(s) / projects / organization training (for course) must be given due weightage.
<table>
<tr><th>New Electives / Areas / Specialization</th><th>Points of Discussions</th></tr>
<tr><td>Operations Research</td><td>The Course Outline for each of the courses is comprehensive and delineates all important aspects as per international</td></tr>
</table></td></tr>
</table>

			standards.
		Logistics and Supply Chain Management	To avoid overlapping of modules / topics and scope for Certification / Training
		Operations Management	To include concepts like E-Warehousing / Marketing / Services Strategies
		International Business	To provide scope for IPR, Cross-Cultural, International Courts / Settlement
	Resolution: The Proposed Elective Streams / Areas of Specialization can be offered based on demand from the students and keeping in mind University / Institute Norms / Rules / Regulations for offering Elective Stream and / or courses therein.		
2	To discuss, provide suggestions, if any, on the Introduction of One Year Post Graduate Diploma in Management Programmes (One Year PGDM Programme(s)), its Structure(s) / Course Curriculum(s) / Syllabi in the areas / disciplines / sectors mentioned as under: • One Year Post Graduate Diploma in Management Programmes in o Operations Research (PGDM-OR) o Logistics and Supply Chain Management (PGDM-LSCM) o Operations Management (PGDM-OM) o International Business (PGDM-IB) *(Annexure – 2)*		
Annexure – 2	*Proceedings:* The members discussed the structural / synchronization aspects of the One Year PGDM Programme with the existing Two Years Full-Time MBA / PGDM Programmes and acknowledged the proposed flexibility and programme offerings.		
	Resolution: The proposed PGDMs (four) shall be offered keeping in view the overall flexibility.		
3	To discuss, provide suggestions, if any, on the Introduction of Certificate / Executive Programmes (Duration: 7-8 Weeks and 15-16 Weeks), its Structure(s) / Course Curriculum(s) / Syllabi in the below mentioned areas / disciplines / sectors: • Certificate / Executive Programme(s) in: o Applied Operations Research (C/EP-AOR) o Simulation Modelling and Management Science (C/EP-SMMS) o Supply Chain Management (C/EP-SCM) o Logistics and Warehouse Management (C/EP-LWM) o Operations Management (C/EP-OM) o Total Quality Management (C/EP-TQM) o Export – Import Management (C/EP-EIM) o International Trade and Finance (C/EP-ITF) *(Annexure – 3)*		
Annexure – 3	*Proceedings:* The members discussed the importance of Certificate / Executive Development Programme especially with regards to its flexibility (time / place / other aspects) and likely scope to attract executives / students (within the campus and outside) / all those who are interested.		
	Resolution: The proposed Certificate / Executive Development Programmes are		

<table>
<tr><td></td><td>recommended to be offered from the Academic Year 2019-20 onwards.</td></tr>
<tr><td>4</td><td>To discuss, provide suggestions, if any, for Management Courses based on the following:
Result Analysis for the Academic Year 2017-18 (Annexure – 4(a))
University / Internal Examination Question Papers with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programmes (Annexure – 4(b))
Brief note on Feedback on Question Papers from Conveners /Paper Setters/ Examiners and External Examiners (Annexure – 4(c))</td></tr>
<tr><td rowspan="2">Annexure - 4 (a), (b), (c)</td><td>Proceedings:
The members noted the same and stressed for error-free drawing of Questions Papers / Assessment Schemes / Evaluation etc. and opined to try have more of practical components or open-book examination (based on past experiences) which shall develop application abilities of the candidates / students.</td></tr>
<tr><td>Resolution:
The information was noted. The results were found to be satisfactory. However, it was insisted to have zero errors in all the Question Papers/ Marking Schemes, Invigilations and Assessments.</td></tr>
<tr><td>5</td><td>To approve the List of Panel of Examiners for Faculty of Management Studies (FMS) for the following:
For UG / PG Programmes (Annexure – 5 (a))
For Ph.D Programme (Annexure – 5 (b))</td></tr>
<tr><td rowspan="2">Annexure – 5 (a), (b)</td><td>Proceedings:
The members noted the same.</td></tr>
<tr><td>Resolution:
For UG/ PG Programmes, the Panel of Examiners can be updated as and when required.
The List of Panel of Examiners for Ph.D. Thesis Evaluation was recommended for the same.
However, The Dean, FMS is authorized to update as and when required.</td></tr>
<tr><td>6</td><td>To discuss/note, provide suggestions on the activities organized / undertaken, if any, by the institute for the following:
The Annual Report (2017-18) of the Institute containing Important initiatives / activities: (Annexure -6)
<table>
<tr><th>Sl. No.:</th><th>Particulars</th><th>Refer to Annexure – 6
Page No.:</th></tr>
<tr><td colspan="3">Curriculum Development</td></tr>
<tr><td>1</td><td>Course Curriculum Feedback from Stakeholders</td><td>60</td></tr>
<tr><td colspan="3">Teaching Learning Avenues</td></tr>
<tr><td>2</td><td>External Seminars/ Guest Sessions/ Workshops organized under Management Seminar Series</td><td>07</td></tr>
<tr><td>3</td><td>Industrial Visits</td><td>17</td></tr>
<tr><td>4</td><td>Students Seminars and Conference Participation</td><td>17</td></tr>
<tr><td>5</td><td>Bridge/ Certificate Courses</td><td>18</td></tr>
<tr><td>6</td><td>Summer Internship Programme (SIP) and Organization Attachment Programme (OAP)</td><td>18</td></tr>
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		7	Interviewing High Profile Person / Personality – Managerial Effectiveness	65
		Research and Consultancy and Extension		
		8	Research Projects Completed / Reports Prepared	39
		9	Workshops/ Seminars Organized Under Endowment Chair activities like Distinguished Lecture Series (DLS) and Knowledge Management Series (KMS)	42
		10	Networking and Collaborations	41
		11	Workshops/ Seminars Organized Under Faculty Colloquium (FC) and IQAC	43
		12	Faculty Development Programmes (FDP)	43
		13	Institute Community Service - Prayaas: An Effort for Humanity	45
		14	Industry Exposure Training (IET)	55
		15	Faculty Industry Exposure (FIE)	56
		Infrastructure and Learning Resources		
		16	Library as Learning Resource – Information Resource Centre (IRC), I^2IM	47
		Student Support and Progression		
		17	Convegno 2018	48
		18	Academy for Graduate Admissions and Competitive Examinations (AGACE)	48
		29	Alumni Meet	48
		20	Placement Assistance Programme (PAP)	50
		21	Holistic Exposure Learning Programme (HELP)	58
		22	Activities Carried Out Under Mentor Mentee Programme	61
		23	Health Check-Up Details	65
Annexure – 6	*Proceedings:* The members noted all the information with sense of satisfaction.			
	Resolution: It was resolved to consolidate the academic aspects and sustain the relevant activities.			
7	For information/note/approval of all the details circulated and / or approved through E-mails and / or at Board of Studies (BoS), if any. *(Annexure – 7)*			
	Proceedings: The members noted the same.			
	Resolution: --			
8	Any other item with the permission of the chair			

Part – II – FMS - Humanities and Social Sciences (HSS)	
Item No.	**Particular(s)**
1	To discuss, provide suggestions, if any, for the University Examination Question Papers (2017-18) of the Course Structure of HSS with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programs and also with reference to the feedback received from the Conveners / Examiners and External Examiners *(Annexure – 1 A & B)*
Annexure – 1 A & B	*Proceedings:* The members noted the same.
	Resolution: The question papers were reviewed and found okay.
2	To discuss, provide suggestions, if any, for the University Examination Result Analysis of the Courses of HSS for the year 2017-18 *(Annexure – 2)*
Annexure – 2	*Proceedings:* The members noted / reviewed the same.
	Resolution: The results were found satisfactory.
3	To approve, provide suggestions, if any, for the List of Panel of Examiners for Humanities and Social Sciences (HSS) for the University Examinations *(Annexure – 3)*
Annexure – 3	*Proceedings:* The members studied the same.
	Resolution: Present Panel of Examiners has been approved. It might need to be updated as and when required. Hence, the Dean, FMS is authorized for the same.
4	For information and record; existing pedagogy and innovations proposed by the Faculty Members *(Annexure – 4)*
Annexure – 4	*Proceedings:* The members noted the information.
	Resolution: It was resolved to strive for continuous improvements based on the students' needs and employability.
5	Any other item with the permission of the Chair

INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT ★ CHARUSAT CHANGA

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (IIIM)

Action Taken Report – Course Feedback

Academic Year	2018-19
Term	(July 2018 – December 2018 & January 2019 – June 2019)
Feedback for:	Whole Course (BBA | MBA | PGDM)

On the basis of course feedback received for Odd and Even Term for Academic Year 2018-19, following actions were discussed and planned for implementation from Academic Year 2019-20 Onwards:

1. Increase the Internship Timing from 45 days to 60 days for PG Students.
2. Include more contemporary topics in all theoretical subjects.
3. More weightage on calculation part should be there for analytical subjects.

Principal, IIIM, CHARUSAT

INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT ★ CHARUSAT CHANGA

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY • अमृतं तु विद्या

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I^2IM)

MINUTES OF THE JOINT MEETING OF BOARD OF STUDIES AND FACULTY BOARD OF FACULTY OF MANAGEMENT STUDIES, CHARUSAT

A joint meeting of the Board of Studies (BoS) and Faculty Board (FB) of Faculty of Management Studies (FMS), CHARUSAT was held on August 29, 2019 (Thursday) at 10:30 A.M onwards at the Conference Room of I^2IM under the Chairmanship of Prof. (Dr.) Govind B Dave, Dean, Faculty of Management Studies and Principal, I^2IM with an objective to discuss, provide suggestions, if any, and recommend the following:

The following members (Internal and External) were present during the meeting:

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Govind B Dave	Principal, I^2IM Dean, FMS, CHARUSAT, Changa
2	Prof. (Dr.) Yogesh Joshi	Director, GHPIBM, MBA Programme, S. P. University Vallabh Vidyanagar
3	Mr. Ghanshyam Vyas	Vice President, Branch Manager, J. M Financial Services Ltd., Vadodara
4	Ms. Kirti Makwana	Asst. Professor, I^2IM
5	Mr. Binit Patel	Asst. Professor, I^2IM
6	Dr. Bhaskar Pandya	HoD, HSS and Associate Professor, I^2IM

The following persons were present as the 'Invitee':

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. H. J. Jani,	Advisor, CHARUSAT
2	Prof. (Dr.) R. P. Patel	Professor and Former Director, GHPIBM, MBA Programme, S. P. University, Vallabh Vidyanagar
3	Mr. Roopin Patel	Chartered Accountant (CA) & Consultant, Anand
3	Dr. Reshma Sable	Asst. Professor, I^2IM
4	Mr. Rajesh Sadhwani	Asst. Professor, I^2IM
5	Dr. Iros Vaja	Head, Department of English Matrushri Virbaima Mahila College, Rajkot
6	Dr. Meera Vasani	Asst. Professor & Associate Dean (Student Affairs), Institute of Infrastructure, Technology, Research and Management (IITRAM), Ahmedabad
7	Dr. Kanu Patel	Director, CVM College of Fine Arts, SPU
8	Dr. Atul Patel	Dean, Faculty of Computer Applications and Principal, CMPICA
9	Mr. Kaushik Trivedi	Asst. Professor, HSS, I^2IM

The following members (internal / external / invited) were not able to attend the meeting. However, some of them were kind enough to share their inputs through emails* / interactions* (pre-post meeting) and the same have been (as applicable) incorporated:

- Dr. Vrajlal Sapovadia, Former Dean, American University of Nigeria, USA, Former Faculty, IIM Indore, B K School of Business Management, Ahmedabad, Former Dean, Shanti Business School, Ahmedabad*
- Dr. Paresh Shah (CA, ICWA), Author & Consultant, Ahmedabad*
- Dr. Sanjay Bhayani, Professor & Head, Dean, Department of Business Management, MBA Programme, Saurashtra University, Rajkot
- Mr. Nikhil Dwivedi, Former Vice-President, HDFC Housing Ltd., Vadodara*
- Dr. Shailesh Gandhi, Professor, Indian Institute of Management, Ahmedabad
- Dr. Subhash Sharma, Dean and Founder Member, Indus Business Academy (IBA), Bangalore, Founder Director, IIPM, Bangalore, Former Professor, IRMA, Anand, Former Faculty, B K School of Management, Ahmedabad*
- Dr. Vinay Goyal, CA, Faculty, Indian Institute of Management, Raipur (IIMR)
- Mr. Joel Evans, Company Secretary, GMDC, Ahmedabad*
- Mr. Hemal Patel, Director, Tripcon Engineering Ltd., Vitthal Udyognagar
- Mr. Birendrasinh Zala, Cluster Head (Vice-President) - Vadodara, YES Bank, Vadodara
- Ms. Rutu Patel, Branch Manager, ICICI Bank, Anand
- Mr. Harit Vyas, Head, SE Transstadia Pvt. Ltd., Ahmedabad
- Dr. Amit Ganatra, Principal, Devang Patel Institute of Advance Technology and Research (DEPSTAR) & Dean, Faculty of Technology and Engineering (FTE)*
- Dr. A. D. Patel, Principal, Chandubhai S Patel Institute of Technology (CSPIT)
- Dr. Manan Rawal, Principal (I/C.), Ramanbhai Patel College of Pharmacy (RPCP)
- Dr. R.V. Upadhyay, Dean, Faculty of Applied Sciences and Principal, PDPIAS
- Dr. Anil Sharma, Principal, Manikaka Topwala Institute of Nursing (MTIN)
- Dr. M. Balaganapathy, Principal, Ashok and Rita Patel Institute of Physiotherapy (ARIP)

The Chairman Dr. Govind B Dave welcomed and introduced all the members present.

Part-I – Faculty of Management Studies (FMS)	
Item No.:	**Particulars**
A)	**For Information:** Minutes of the Meeting of Board of Studies (BOS) and Faculty Board held on August 18, 2018 and note the approval of the same by 18th Academic Council September 21, 2018, CHARUSAT.
	Proceedings: The members noted the same.
	Resolution: —
B)	**For Information, Discussions and Approval:**
1	To discuss, provide suggestions, if any, on the Revised Programme Structure / Course Curriculum / Syllabi with New Streams of Specialization / Sectoral Electives (as applicable) for the following Programmes to be offered under Faculty of Management Studies (FMS), CHARUSAT: *(i)* Master of Business Administration (MBA) *(Annexure – 1)*

	(ii) Bachelor of Business Administration (BBA) *(Annexure – 2)* *(iii)* One Year Post Graduate Diploma in Management (No(s).:17) *(Annexure – 3)* *(iv)* Certificate / Executive Programmes (Duration: 7-8 Weeks and 15-16 Weeks) (No(s).: 34+34) *(Annexure – 4)*
Annexure - 1, 2, 3, 4	*Proceedings:* The members discussed the Revised Programme Structure / Course Curriculum / Syllabi with New Streams of Specialization / Sectoral Electives (as applicable), Modules / Topics, Pedagogy, Evaluation, etc for the following Programmes to be offered under Faculty of Management Studies (FMS), CHARUSAT: *(i)* Master of Business Administration (MBA) *(ii)* Bachelor of Business Administration (BBA) *(iii)* One Year Post Graduate Diploma in Management (No(s).:17) *(iv)* Certificate / Executive Programmes (Duration: 7-8 Weeks and 15-16 Weeks) (No(s).: 34+34) The following are the inputs / suggestions: • The Proposed Revision in Course Curriculum / Structure / Pedagogy / Evaluation Schemes for all the Programmes are justified keeping the overall vision, mission of the institute / university and contemporary scenario of the changing world and hence must be offered. • Inputs *Specific* to each Programme are as under: o MBA Programme ▪ The conversion of Theory / Papers – Written Evaluation / Examination to Practical and / or On-Line / Computer Based / Continuous Evaluation is a welcome initiative. It shall facilitate learning on the discipline and contribute to their managerial skills building and help achieve *'Graduate Attributes'*. In fact, it was unanimously highlighted that the Curriculum should have enough flexibility to accommodate such transition(s) with easy. ▪ Offering Courses and / or modules based on Enterprise Resources Planning (ERP) and Business Analytics (BA) relevant to the Cluster Areas / Specializations / Streams will eventually foster multi-disciplinary learning and prepare 'organization / industry-ready' manpower / manager's. ▪ The revision in structure for offering Three Elective Courses of Four Credits each from one Stream in each Semester (3 and 4) to Four Courses of Three Credits each is appreciable as it provides for contemporary learning and also retains the overall 100 credits for the programme. ▪ Further, with regards to 'continuous evaluation' and its components it was stressed that students need to develop 'Originality' of views and writing. The BoS / FB also discussed the prevailing 'Plagiarism' policy of the relevant bodies / University / Institute and empowered the Dean, FMS and Principal, I^2IM to take necessary steps from time-to-time. o BBA Programme ▪ As discussed for MBA Programme, the conversion of Theory / Papers – Written Evaluation / Examination to Practical and / or On-Line / Computer Based / Continuous Evaluation holds true for BBA Programme too. It shall

	facilitate learning on the discipline and contribute to their managerial skills building and help achieve *'Graduate Attributes'*. In fact, it was unanimously highlighted that the Curriculum should have enough flexibility to accommodate such transition(s) with easy. ▪ Offering New Electives Areas of Specialization / Streams namely (a) Information Technology Management (ITM) and (b) International Business will definitely provide competitive edge to interested students both nationally and internationally. ▪ Further, apart from increased scope of Information Technology (IT) to Information Technology and Analytics (ITA) i.e. adding new courses / modules related to analytics, inclusion of two more Sectoral Electives namely (a) Public Policy and Administration (PPA) and (b) Agri-Business Management (ABM) shall definitely empower students with wider disciplinary knowledge and understanding on core sectors like Governance and Agriculture. It shall enable the institute to synergies its efforts for proposed 'PPA Center/Cell'. ▪ To integrate the two separate courses namely 'Managerial Accounting' and 'Cost Accounting' offered in Semester 2 and 3 respectively into one single course of 'Management and Cost Accounting' by avoiding duplications / repetitions of modules / topics across programmes and retaining the credits for the course and programme. If need be, a New Course / Contemporary Course (may be in relevant area / discipline) can be introduced in the specified semester(s). o One Year Post Graduate Diploma in Management ▪ The members discussed the structural / synchronization aspects of the One Year PGDM Programme with the existing Two Years Full-Time MBA / PGDM Programmes and acknowledged the proposed flexibility and programme offerings. o Certificate / Executive Programmes (Duration: 7-8 Weeks and 15-16 Weeks) ▪ The members discussed the importance of Certificate / Executive Development Programme especially with regards to its flexibility (time / place / other aspects) and likely scope to attract executives / students (within the campus and outside) / all those who are interested.
	Resolution: ▪ The Proposed Revision in Course Curriculum / Structure / Pedagogy / Evaluation Schemes for all the Programmes are justified keeping the overall vision, mission of the institute / university and contemporary scenario of the changing world and hence must be offered keeping in view University / Institute Norms / Rules / Regulations.
2	To discuss, provide suggestions, if any, for Management Courses based on the following: • Result Analysis for the Academic Year 2018-19

<table>
<tr><td></td><td>(Annexure – 5)
• University / Internal Examination Question Papers with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programmes
(Annexure – 6)</td></tr>
<tr><td rowspan="2">Annexure – 5, 6</td><td>Proceedings:
The members noted the same and stressed for error-free drawing of Questions Papers / Assessment Schemes / Evaluation etc. and opined to try have more of practical components or open-book examination (based on past experiences) which shall develop application abilities of the candidates / students.</td></tr>
<tr><td>Resolution:
The information was noted. The results were found to be satisfactory. However, it was insisted to have zero errors in all the Question Papers/ Marking Schemes, Invigilation and Assessments. It was also agreed to selectively continue the experiment with open-book examination.</td></tr>
<tr><td>3</td><td>To approve the List of Panel of Examiners for Faculty of Management Studies (FMS) for the following:
• For UG / PG Programmes (Annexure – 7)
• For Ph.D Programme (Annexure – 8)</td></tr>
<tr><td rowspan="2">Annexure – 7 - 8</td><td>Proceedings:
The members noted the same.</td></tr>
<tr><td>Resolution:
• For UG/ PG Programmes, the Panel of Examiners can be updated as and when required.
• The List of Panel of Examiners for Ph.D. Thesis Evaluation was recommended for the same.
• However, The Dean, FMS is authorized to update as and when required.</td></tr>
<tr><td>6</td><td>To discuss/note, provide suggestions on the activities organized / undertaken, if any, by the institute for the following:
• The Annual Report (2018-19) of the Institute containing Important initiatives / activities: (Annexure -9)
<table>
<tr><th>Sl. No.:</th><th>Particulars</th></tr>
<tr><td colspan="2">Curriculum Development</td></tr>
<tr><td>1</td><td>Course Curriculum Feedback from Stakeholders</td></tr>
<tr><td colspan="2">Teaching Learning Avenues</td></tr>
<tr><td>2</td><td>External Seminars/ Guest Sessions/ Workshops organized under Management Seminar Series</td></tr>
<tr><td>3</td><td>Educational Tour / Industrial | Heritage Visits</td></tr>
<tr><td>4</td><td>Students Seminars and Conference Participation</td></tr>
<tr><td>5</td><td>Bridge/ Certificate Courses</td></tr>
<tr><td>6</td><td>Summer Internship Programme (SIP) and Organization Attachment Programme (OAP)</td></tr>
<tr><td>7</td><td>Interviewing High Profile Person / Personality – Managerial Effectiveness</td></tr>
<tr><td colspan="2">Research and Consultancy and Extension</td></tr>
<tr><td>8</td><td>Research Projects Completed / Reports Prepared</td></tr>
</table></td></tr>
</table>

		9	Workshops/ Seminars Organized Under Endowment Chair activities like Distinguished Lecture Series (DLS) and Knowledge Management Series (KMS)
		10	Networking and Collaborations
		11	Workshops/ Seminars Organized Under Faculty Colloquium (FC) and IQAC
		12	Faculty Development Programmes (FDP)
		13	Institute Community Service - Prayaas: An Effort for Humanity
		14	Industry Exposure Training (IET)
		15	Faculty Industry Exposure (FIE)
		Infrastructure and Learning Resources	
		16	Library as Learning Resource – Information Resource Centre (IRC), I^2IM
		Student Support and Progression	
		17	Convegno 2019
		18	Other Activities
		19	Academy for Graduate Admissions and Competitive Examinations (AGACE)
		20	Alumni Meet
		21	Placement Assistance Programme (PAP)
		22	Holistic Exposure Learning Programme (HELP)
		23	Activities Carried Out Under Mentor Mentee Programme
		24	Health Check-Up Details
Annexure – 6	*Proceedings:* The members noted all the information with sense of satisfaction. Further, the Board emphasized to follow New NAAC Norms / Template for the same and synergies efforts in this direction.		
	Resolution: It was resolved to consolidate the academic aspects and sustain the relevant activities.		
7	For information/note/approval of all the details circulated and / or approved through E-mails and / or at Board of Studies (BoS), if any. *(Annexure – 10)*		
	Proceedings: The members noted the same.		
	Resolution: --		
8	Any other item with the permission of the chair		

Part – II – FMS - Humanities and Social Sciences (HSS)	
Item No.	**Particulars**
1	For Approval: To discuss, provide suggestions, if any, and approve HSS Revised Course Structures for all Institutes and Programs across the University
	Proceedings: The members discussed the structure of courses and syllabi that are redesigned / revised.
Annexure - 1	*Resolution:* The same has been approved and recommended with 3 Changes: 1) *Syllabi of Semester 7 and 8 to be offered to the Students of B.Sc Nursing Program are now to be offered to the Students of Semester 7 and 8* 2) *Additionally, HS 129 Sociology should continue to be offered to the Students of 4th Semester B.Sc Nursing Program* 3) Courses on *Communicative English I and II* may be renamed appropriately.
2	To review, provide suggestions, if any, and approve the revised Syllabi of various courses offered by HSS
	Proceedings: The members reviewed, provided suggestions and approved the same.
Annexure - 2	*Resolution:* The revised syllabi were approved with a few minor changes. The changes have been incorporated.
3	To discuss, provide suggestions, if any, for the University Examination Question Papers (2018-19) of the Course Structure of HSS with respect to Format / Style, Level of Difficulty, and Errors or Omissions found therein, if any, for UG and PG Programs.
	Proceedings: The members noted the same.
Annexure - 3	*Resolution:* The question papers were reviewed and found okay.
4	To discuss, provide suggestions, if any, for the University Examination Result Analysis of the Courses of HSS for the year 2018-19
	Proceedings: The members noted the same.
Annexure - 4	*Resolution:* The results were reviewed and found satisfactory.
5	To approve the List of Panel of Examiners for Humanities and Social Sciences (HSS) for the University Examinations
	Proceedings: The members studied the same.
Annexure - 5	*Resolution:* The Dean, FMS is authorized for updating (add / delete / others) the same based on need and requirements.
6	Any other item with the permission of the Chair.

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2019-20

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (IIIM)

Action Taken Report – Course Feedback

Academic Year	2019-20
Term	(July 2019 – December 2019 & January 2020 – June 2020)
Feedback for:	Whole Course (BBA | MBA | PGDM)

On the basis of course feedback received for Odd and Even Term for Academic Year 2019-20, following actions were discussed and planned for implementation from Academic Year 2020-21 Onwards:

1. Increase the number of specialisation / electives.
2. Offer more number of courses in electives per semester to MBA / PGDM Students.
3. Try to make more courses with practical Pedagogy.

Principal, IIIM, CHARUSAT

INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT ★ CHARUSAT CHANGA

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY • अमृतं तु विद्या

Programme -MBA/PGDM/BBA
Criterial - Feedback from Stake Holders
Agenda- 2.0 (Part-1)

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I²IM)

JOINT MEETING OF BOARD OF STUDIES AND FACULTY BOARD UNDER FACULTY OF MANAGEMENT STUDIES, CHARUSAT

Meeting Details
Date : September 18, 2020
Time : 11:00 A.M. onwards
Mode : Online

Meeting Schedule		
Part	**Invited Members**	**Time**
I	Members of the Faculty of Management Studies	11:00 A.M. Onwards
II	Members of the Faculty of Management Studies Deans of the respective Faculties and Principals of the Constituent Institutes of CHARUSAT	02:00 P.M. Onwards

AGENDA

Part-I – Faculty of Management Studies (FMS)	
Item No.:	**Particulars**
A)	**For Information:** Minutes of the Meeting of Board of Studies (BoS) and Faculty Board held on August 29, 2019 and note the approval of the same by 20th Academic Council September 20, 2019, CHARUSAT.
B)	**For Information, Discussions and Approval:**
1	To discuss, brainstorm, provide suggestions, if any, amidst the Pandemic Coronavirus (Covid 19) and its implications to Higher Education (Management and HSS) more so in the light of (New) National Education Policy (NEP) 2020 vis-à-vis University / Institute's Vision(s) and Mission(s) in the following areas: • Curriculum Design and Development • Pedagogical Innovations • Online Education and Transfer / consideration of Credits • Collaborations with Foreign Universities / Institutes of Repute • Faculty Development Initiatives, etc.
2	To discuss/note, provide suggestions on the activities organized / undertaken (*Draft Annual Report*under preparation*), if any, by the institute for the following: • Admissions for the Academic Year 2020-21 (UG, PG and Ph.D.) • Stakeholders Feedback • Teaching, Learning Processes / Pedagogy ○ Bridge Courses ○ Course Specific Workshops (CSW) ○ Revised Framework for Courses / Internships for UG and PG ▪ Organisational Attachment Programme (OAP) ▪ Summer Internship Programme (SIP) ▪ Interviewing High Profile Person / Personality – Managerial Effectiveness ○ Online Education System (OES) ▪ Management Seminar / *Webinar* Series • Research / Project(s), Consultancy and Extension Activities ○ Organisation of FDPs on Creativity, Problem Solving and Innovation (CPI) ○ Research Papers – Publication in

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	Webinar(s), etc. ○ Project(s) Completed, Ongoing, and Submitted / Sanctioned, if any • Library - Information Resource Centre (IRC) ○ Learning Resources / Systems • Student Support and Progression ○ Activities carried out under Mentor-Mentee Programme /Systems ○ Alumni Meet ○ Placement Assistance Programme (PAP)
3	Preparations related to Accreditations • National Assessment and Accreditation Council (Univ. Second Cycle) • Academic and Administrative Audit (AAA) (Institute Level) (Reports-Minutes) • Centre of Excellence (CoE)
4	To provide inputs, if any, and / or approve the List of Panel of Examiners* for Faculty of Management Studies (FMS) for the following: • For UG / PG Programmes • *For Ph.D Programme*
5	To discuss, provide suggestions, if any, on the Project(s) / Activities Carried under *Entrepreneurship Innovation and Incubation Cell* (EDIC) • A Report on Projects / Activities • Future Plan of Action
6	For information/note/approval of all the details circulated and / or approved through E-mails and / or at Board of Studies (BoS), if any.
7	Any other item with the permission of the Chair

Part – II – FMS - Humanities and Social Sciences (HSS)	
Item No.	**Particular(s)**
1	To discuss, provide suggestions, if any, for the following: • Details of HSS Revised Course Structures implemented for all Institutes and Programs across the University *(E.g.: A Course on Liberal Arts and CPI)*
2	To discuss/note, provide suggestions on the activities organized / undertaken, if any, by the department for the following: • Teaching, Learning Processes / Pedagogy • Research / Project(s), Consultancy and Extension Activities • Student Support and Progression
3	To discuss, provide suggestions, if any, for the University Examination* conducted (HSS) and Result Analysis for the academic year 2019-20.
4	To provide inputs, if any, and / or approve the List of Panel of Examiners* for Humanities and Social Sciences (HSS) for the University Examinations
5	To discuss, provide suggestions on the activities organised under *Academy for Graduate Admissions and Competitive Examinations* (AGACE)
6	To discuss plan of action for Academy for National, English and Foreign Languages (ANEFL) • French Language – A Status Report
7	Any other item with the permission of the Chair

Dean, Faculty of Management Studies (FMS)
Principal, Indukaka Ipcowala Institute of Management (I^2IM)
Constituent of Charotar University of Science and Technology (CHARUSAT)
Charusat Campus, Changa

**Note:*

- University Examination and Result Analysis for FMS – Management is in process and shall be taken up in the future meetings.

CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
(CHARUSAT)
FACULTY OF MANAGEMENT STUDIES (FMS)
INDUKAKA IPCOWALA INSTITUTE OF MANAGEMENT (I^2IM)

MINUTES OF THE JOINT MEETING OF BOARD OF STUDIES AND FACULTY BOARD OF FACULTY OF MANAGEMENT STUDIES, CHARUSAT

A joint meeting of the Board of Studies (BoS) and Faculty Board (FB) of Faculty of Management Studies (FMS), CHARUSAT was held on September 18, 2020 (Friday) at 11:00 A.M onwards through *online mode* on *Google Meet* Platform (*Link*: Part-I : meet.google.com/utm-gtnm-ofp and Part-II: meet.google.com/feq-pbuh-pfg) organized from the Conference Room of I^2IM under the Chairmanship of Prof. (Dr.) Govind B Dave, Dean, Faculty of Management Studies and Principal, I^2IM with an objective to discuss, provide suggestions, if any, and recommend actions on the agenda items.

The following members (Internal and External) were present during the meeting:

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Govind B Dave	Principal, I^2IM Dean, FMS, CHARUSAT, Changa
2	Prof. (Dr.) Yogesh Joshi	Director, GHPIBM, MBA Programme, S. P. University Vallabh Vidyanagar
3	Dr. Sanjay Bhayani	Professor & Head, Dean, Department of Business Management, MBA Programme, Saurashtra University, Rajkot
4	Mr. Ghanshyam Vyas	Vice President, Branch Manager, J. M Financial Services Ltd., Vadodara
5	Mr. Binit Patel	Asst. Professor, I^2IM
6	Mr. Rajesh Sadhwani	Asst. Professor, I^2IM
7	Dr. Bhaskar Pandya	HoD, HSS, I^2IM

The following persons were present as the 'Invitee':

Sl. No.:	Name of the Member	Designation and Organization
1	Dr. Reshma Sable	Asst. Professor, I^2IM
2	Dr. Pranav Desai	Asst. Professor, I^2IM
3	Dr. Jignasu Yagnik	Visiting Professor, I^2IM
4	Dr. Iros Vaja	Head, Department of English Matrushri Virbaima Mahila College, Rajkot
5	Dr. Meera Vasani	Associate Dean (Student Affairs), Institute of Infrastructure, Technology, Research and Management (IITRAM), Ahmedabad
6	Mr. Kaushik Trivedi	Asst. Professor, HSS, I^2IM
7	Dr. Lipi Acharya	Asst. Professor, HSS, I^2IM

The following members (internal / external / invited) were not able to attend the meeting. However, some of them were kind enough to nominate their representative(s) and / or share their inputs through emails* / interactions* (pre-post meeting) and the same have been (as applicable) incorporated:

- Dr. Vrajlal Sapovadia, Former Dean, American University of Nigeria, USA, Former Faculty, IIM Indore, B K School of Business Management, Ahmedabad, Former Dean, Shanti Business School, Ahmedabad
- Mr. Nikhil Dwivedi, Former Vice-President, HDFC Housing Ltd., Vadodara
- Dr. Shailesh Gandhi, Professor, Indian Institute of Management, Ahmedabad
- Dr. H. J. Jani, Advisor, CHARUSAT
- Dr. Amit Ganatra, Principal, Devang Patel Institute of Advance Technology and Research (DEPSTAR) & Dean, Faculty of Technology and Engineering (FTE)*
- Dr. A. D. Patel, Principal, Chandubhai S Patel Institute of Technology (CSPIT)
- Dr. Atul Patel, Dean, Faculty of Computer Applications and Principal, Smt. Chandaben Mohanbhai Patel Institute of Computer Applications (CMPICA)*
- Dr. Manan Raval, Principal, Ramanbhai Patel College of Pharmacy (RPCP)
- Dr. R.V. Upadhyay, Dean, Faculty of Sciences and Principal, P D Patel Institute of Applied Sciences (PDPIAS)
- Dr. M. Balaganapathy, Principal, Ashok and Rita Patel Institute of Physiotherapy (ARIP)* and Dean, Faculty of Medical Sciences
- Dr. Anil Sharma, Principal, Manikaka Topwala Institute of Nursing (MTIN)
- Dr. Darshan Patel, Principal, Charotar Institute of Paramedical Sciences (CIPS)*

The Chairman Dr. Govind B Dave welcomed and introduced all the members present.

Part-I – Faculty of Management Studies (FMS)	
Item No.:	**Particulars**
	For Information: Minutes of the Meeting of Board of Studies (BoS) and Faculty Board held on August 29, 2019 and note the approval of the same by 20th Academic Council September 20, 2019, CHARUSAT.
A)	*Proceedings:* The members noted the same.
	Resolution: —
B)	**For Information, Discussions and Approval:**
1	To discuss, brainstorm, provide suggestions, if any, amidst the Pandemic Coronavirus (Covid 19) and its implications to Higher Education (Management and HSS) more so in the light of (New) National Education Policy (NEP) 2020 vis-à-vis University / Institute's Vision(s) and Mission(s) in the following areas: • Curriculum Design and Development • Pedagogical Innovations • Online Education and Transfer / consideration of Credits • Collaborations with Foreign Universities / Institutes of Repute • Faculty Development Initiatives, etc.
	Proceedings: • The Policy was discussed with its salient features *(Dr. Yogesh Joshi shared and presented the details from a published article)* and the prospects and challenges that forms part of National Education Policy 2020 were deliberated. The following points were highlighted by

	members present from academia and industry for further thought processes / actions: ○ Some of the *Prospects* includes: ▪ Vision to emerge as a Global Knowledge Superpower ▪ Aim for higher Gross Enrolment Ratio ▪ Focus on Multi-disciplinary learning ▪ Emphasis on Humanities and Social Sciences ▪ Flexibility to offer different designs for UG and PG Programmes with due emphasis on research ▪ *Light but Tight* Model of Teaching, Learning and Evaluation ▪ Provision for Academic Bank of Credits ▪ Strengthening the Teaching-Learning by focusing on Skills development (Graduate Attributes) ▪ Importance to bilingual skills (Department of Languages) ▪ Online Education System / ICT, its scope for effective and need-based implementation ▪ Collaborations with Foreign Universities / Institutions ○ Some of the *Challenges* includes: ▪ Complete implementation of Choice Based Course Curriculum ▪ Online Education and its consequent challenges towards effective learning ▪ Sustainability of Students Strengths against Flexible design options more so in the light of quality scale ▪ Standardization of systems towards new National and World Order ▪ Proactive role of Industry towards bridging the gap for fulfilling the Industry-Ready students ▪ Issues related to capacity building (change processes) for systems and faculty development ▪ Meeting, Sustaining and Overcoming / leveraging the challenges (micro/ macro) that will arise from state, national and international competitions.
	Resolution: ▪ It was resolved to study all aspects of NEP 2020 in greater detail and gather different perspectives through participations in various programmes / webinars etc organized by different organizations including from Policy Making agencies / bodies and evolve a strategy keeping in mind the University /Institute vision and mission.
2	To discuss/note, provide suggestions on the activities organized / undertaken (*Draft Annual Report**under preparation), if any, by the institute for the following: • Admissions for the Academic Year 2020-21 (UG, PG and Ph.D.) • Stakeholders Feedback • Teaching, Learning Processes / Pedagogy ○ Bridge Courses ○ Course Specific Workshops (CSW) ○ Revised Framework for Courses / Internships for UG and PG ▪ Organizational Attachment Programme (OAP) ▪ Summer Internship Programme (SIP) ▪ Interviewing High Profile Person / Personality –

	Managerial Effectiveness o Online Education System (OES) ▪ Management Seminar / *Webinar* Series • Research / Project(s), Consultancy and Extension Activities o Organization of FDPs on Creativity, Problem Solving and Innovation (CPI) o Research Papers - Publications and Presentations o Faculty Participation in FDPs, Conference(s) / Seminar(s) / Webinar(s), etc. o Project(s) Completed, Ongoing, and Submitted / Sanctioned, if any • Library - Information Resource Centre (IRC) o Learning Resources / Systems • Student Support and Progression o Activities carried out under Mentor-Mentee Programme /Systems o Alumni Meet o Placement Assistance Programme (PAP)
	Proceedings: • Members noted the information pertaining to all the activities of the Institute, acknowledged the efforts towards admissions, students' engagement, teaching-learning through Bridge Courses, industry involvement through Course Specific Workshops, OAP, SIP and its revised framework and faculty capacity building towards their development and commitment for continuing online education. • The member noted the efforts made towards spreading the Course titled Creativity, Problem Solving and Innovation (CPI) offered under Dr. Anil and Asha Patel Endowment Fund for a Course on Creativity at CHARUSAT through organizations of Faculty Development Programmes across Gujarat and India.
	Resolution: ▪ The members noted the information with satisfaction especially efforts made under CPI. ▪ Further, the following were resolved: o To work towards the contributing (publications, etc.) to the research related University norms o To continuously learn and develop through genuine and active participations in online conferences, FDPs, webinars, etc. o To focus on quality teaching (through inputs from experts in Education) and counselling to students o To continue efforts towards placement of students and their entrepreneurial pursuits.
3	Preparations related to Accreditations • National Assessment and Accreditation Council (Univ. Second Cycle) • Academic and Administrative Audit (AAA) (Institute Level) (Reports-Minutes) • Centre of Excellence (CoE)
	Proceedings: • The members noted the information and contribution of the Institute towards all the criteria of various accrediting bodies / organizations.
	Resolution: ▪ It was resolved to continuously contribute to the accreditation processes of the University by leveraging on the strengths of the Institute's unique and holistic practices.

	▪ Further, based on the need, in future, the institute can also prepare a feasibility report on Institute Level participation in accreditation processes nationally and / or internationally.
4	To approve the List of Panel of Examiners for Faculty of Management Studies (FMS) for the following: • For UG / PG Programmes • *For Ph.D Programme*
	Proceedings: ▪ The members noted the same.
	Resolution: • The Panel of Examiners was approved and be updated as per the requirements / norms.
5	To discuss, provide suggestions, if any, on the Project(s) / Activities Carried under *Entrepreneurship Innovation and Incubation Cell* (EDIC) • A Report on Projects / Activities • Future Plan of Action
	Proceedings: ▪ The members noted the information and deliberated on increasing the student start-ups. Further, the Board emphasized to synergies efforts in this direction. ▪ To explore / provide orientation to students in various departments of the university / laboratory.
	Resolution: ▪ It was resolved to consolidate the work already done, support as many start-ups as possible and work towards the future in the light of University and Government policies.
6	For information/note/approval of all the details circulated and / or approved through E-mails and / or at Board of Studies (BoS), if any.
	Proceedings: The members noted the same.
	Resolution: --
7	Any other item with the permission of the Chair

Part – II – FMS - Humanities and Social Sciences (HSS)	
Item No.	**Particulars**
1	To discuss, provide suggestions, if any, for the following: Details of HSS Revised Course Structures implemented for all Institutes and Programs across the University *(E.g.: A Course on Liberal Arts and CPI)*
	Proceedings: ▪ The members noted the details and changes in the redesigned / revised structure.
	Resolution: ---
2	To discuss/note, provide suggestions on the activities organized / undertaken, if any, by the department for the following: • Teaching, Learning Processes / Pedagogy • Research / Project(s), Consultancy and Extension Activities • Student Support and Progression

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	Proceedings: ▪ The members acknowledged the information and activities presented especially Bridge Courses (offered across University), Essay Competitions, Celebration of International Mother Language Day and *Charu-Kavya Dhara*,
	Resolution: ▪ The information was noted with satisfaction.
3	To discuss, provide suggestions, if any, for the University Examination* conducted (HSS) and Result Analysis for the academic year 2019-20.
	Proceedings: ▪ The information related to Examination, Type of Question Papers, Linkages with Outcomes, etc were discussed. ▪ The result presented was noted.
	Resolution: • The information was noted, results were reviewed and found satisfactory.
4	To provide inputs, if any, and / or approve the List of Panel of Examiners* for Humanities and Social Sciences (HSS) for the University Examinations
	Proceedings: ▪ The members noted the same.
	Resolution: ▪ The Panel of Examiners was approved and be updated as per the requirements / norms.
5	To discuss, provide suggestions on the activities organized under *Academy for Graduate Admissions and Competitive Examinations* (AGACE)
	Proceedings: ▪ The members noted the information and stressed to create more awareness among students.
	Resolution: ▪ It was resolved to offer Online Coaching for various Competitive Exams and Admissions (National / International).
6	To discuss plan of action for Academy for National, English and Foreign Languages (ANEFL) • French Language – A Status Report
	Proceedings: ▪ The information was acknowledged with the fact that the Institute has a full-time faculty member for fostering French Language.
	Resolution: ▪ It was resolved to strengthen efforts for spreading learning of French Language. Further, Full Programme / Course and activities related to French Language shall be offered Online.
7	Any other item with the permission of the Chair.