



**St. Joseph's College of Arts and Science for Women (Autonomous)**

**Affiliated to Periyar University, Salem**

**Accredited with 'A' Grade by NAAC**

**Certified under 2(f) & 12(b) UGC Act 1956 | ISO 9001:2015 Certified Institution**

## **MINUTES OF THE FIRST BOARD OF STUDIES (BOS) MEETING**

### **DEPARTMENT OF B.B.A. COMPUTER APPLICATIONS**

**Date: 09-10-2025**

**Time: 10.00. a.m.**

**Venue: Room No.11, Joseph's Block**

#### **MEMBERS PRESENT**

**1. HEAD OF THE DEPARTMENT CONCERNED (CHAIRMAN) – Mrs. C. Magila**

**2. SUBJECT EXPERTS (NOMINATED BY ACADEMIC COUNCIL) –**

- Mrs. C. Ashwini, Assistant Professor, SFS College, Bengaluru.
- Mr. Jobin Scaria, Assistant Professor, Christ College of Science and Management, Malur, Bengaluru.

**3. UNIVERSITY NOMINEE – Dr. T. Sarathy, Professor, Periyar University, Salem.**

**4. INDUSTRY REPRESENTATIVE – Mrs. Umarani, Head HR & Admin, BFW Ltd, Hosur.**

**5. ALUMNA – Mrs. Spandana, Team Lead - Admin, HMG Stones LLP, Athibele.**

**6. FACULTY MEMBERS OF THE DEPARTMENT –**

Mrs. C. MAGILA	Mrs. C. A. UMA
Mrs. S. LAVANYA	Mrs. C. KALPANA

#### **WELCOME ADDRESS:**

The meeting commenced with a warm welcome by the Chairman, Mrs. C. Magila, who extended greetings to all members and briefed the objectives of the First BOS meeting, stating the Board of Studies is convened by the Department of BBA (CA).

**PRINCIPAL**  
**ST. JOSEPH'S COLLEGE OF ARTS AND**  
**SCIENCE FOR WOMEN (AUTONOMOUS)**  
**Mookandapalli, SIPCOT-1,**  
**Hosur - 635 126.**



**St. Joseph's College of Arts and Science for Women (Autonomous)**  
**Affiliated to Periyar University, Salem**  
**Accredited with 'A' Grade by NAAC**

**Certified under 2(f) & 12(b) UGC Act 1956 | ISO 9001:2015 Certified Institution**

**AGENDA**

Item No	Discussion / Particulars
BOS.BA.25_26.1.01	Discussion on the scheme for all the 6 semesters.
BOS.BA.25_26.1.02	Review and approval of the proposed syllabus of I and II semesters, including POs, PSOs, COs, credits, textbooks, and Reference books.
BOS.BA.25_26.1.03	Review of the Equivalence Matrix of the Autonomous Syllabus.
BOS.BA.25_26.1.04	Finalization of syllabus and first year course codes, along with incorporation of Recommendations and Suggestions.
BOS.BA.25_26.1.05	Summarizing the Minutes of the Meeting.

**AGENDA ITEMS & DISCUSSION**

**Item No. BOS.BA.25\_26.1.01:** Discussion on the scheme for all the 6 semesters for ONE programme

- The **scheme of examinations and distribution of courses** across all six semesters was presented.
- **Suggestions Received:**
  - It was positively suggested to introduce interdisciplinary elective courses to encourage holistic learning and broaden students' perspectives across domains.
  - Modifications suggested by experts and members were incorporated.
- **Resolution:**
  - Unanimously approved as proposed and forwarded to Academic Council for ratification.

**Item No. BOS.BA.25\_26.1.02:** Review and approval of the proposed syllabus of I and II semesters, including POs, PSOs, COs, credits, textbooks, and reference books

- The **draft syllabus for I and II semesters** along with **Program Outcomes (POs), Program Specific Outcomes (PSOs), Course Outcomes (COs), credits, textbooks, and reference books** was presented.
- **Suggestions Received:**
  - The Board appreciated the comprehensive and outcome-oriented structure of the syllabus for I and II semesters, noting its clear alignment with Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs).
  - The Board recommended enriching the syllabus content with contemporary topics and practical applications relevant to industry needs.
- **Resolution:**
  - The syllabus was approved for implementation from the forthcoming academic year and recommended to the Academic Council for approval with appreciation and acceptance.

**PRINCIPAL**

**ST. JOSEPH'S COLLEGE OF ARTS AND  
SCIENCE FOR WOMEN (AUTONOMOUS)**

Mookandapalli, SIPCOT-1,  
Hosur - 635 126.





**St. Joseph's College of Arts and Science for Women (Autonomous)**  
**Affiliated to Periyar University, Salem**  
**Accredited with 'A' Grade by NAAC**

**Certified under 2(f) & 12(b) UGC Act 1956 | ISO 9001:2015 Certified Institution**

**Item No. BOS.BA.25\_26.1.03:** To review the Equivalence Matrix prepared for the Autonomous syllabus in comparison with the University syllabus, ensuring academic parity and compliance with university norms.

- The Board examined the Equivalence Matrix prepared to map the Autonomous syllabus with that of the University, ensuring smooth transition and credit transfer for students.
- **Suggestions Received:**
- The members appreciated the comprehensive preparation of the Equivalence Matrix and proposed the inclusion of equivalent papers for discontinued or revised courses to strengthen academic consistency.
- **Resolution:**
- After detailed deliberation, the Board expressed satisfaction with the preparation of the Equivalence Matrix and approved it, recommending its submission to the Academic Council for final ratification.

**Item No. BOS.BA.25\_26.1.04: Finalization of syllabus and first year course codes with incorporation of recommendations and suggestions.**

Semester	Course Code	Name of the Course - B.B.A. Computer Applications
I	25UBC1C01	Principles of Management
I	25UBC1C02	Accounting for Managers
II	25UBC2C03	Organisational Psychology
II	25UBC2C04	Financial Management

Semester	Course Code	Name of the Course – B.B.A. Computer Applications (SEC OFFERED)
I	25UBC1SE1	Fundamentals of Insurance
I	25UBC1SE2	Advertising Management
I	25UBC1SE3	Managerial Communication
II	25UBC2SE1	Life Skills Education
II	25UBC2SE2	Business Etiquette and Corporate Grooming
II	25UBC2SE3	Export and Import Documentation

**PRINCIPAL**  
**ST. JOSEPH'S COLLEGE OF ARTS AND**  
**SCIENCE FOR WOMEN (AUTONOMOUS)**  
**Mookandapalli, SIPCOT-1,**  
**Hosur - 635 126.**



**St. Joseph's College of Arts and Science for Women (Autonomous)**  
**Affiliated to Periyar University, Salem**  
**Accredited with 'A' Grade by NAAC**

**Certified under 2(f) & 12(b) UGC Act 1956 | ISO 9001:2015 Certified Institution**

Semester	Course Code	Name of the Course – B.B.A. Computer Applications (NME OFFERED)
I	25UBC1NM1	Principles and Practice of Event Management
I	25UBC1NM2	Business Ethics and Corporate Governance
I	25UBC1NM3	Basics of Marketing Management
II	25UBC2NM1	Human Resource Management
II	25UBC2NM2	Financial Management for Beginners
II	25UBC2NM3	Entrepreneurial Development

Semester	Course Code	Name of the Course – B.B.A. Computer Applications (GSE OFFERED)
I	25UEC1A03	Managerial Economics

• **Suggestions Received:**

- The members commended the structured and well-organized design of the I and II semester syllabus, highlighting its academic coherence.
- The Board commended the inclusion of contemporary topics that reflect the current educational and business environment.
- Modifications suggested by experts and members were incorporated.

• **Resolution:**

- The Board appreciated the comprehensive design of the I and II semester syllabus and approved it for implementation.

**Item No. BOS.BA.25\_26.1.05: Summarizing the Minutes of Meeting**

- The external BOS members expressed their satisfaction towards the contents for each subject prepared by internal BOS members
- Board of Studies recommended the above resolutions to be presented in the Academic Council for Further Approval.
- The Chairman summarized all discussions and thanked the members for their valuable contributions.
- The meeting concluded with a vote of thanks.

**PRINCIPAL**

**ST. JOSEPH'S COLLEGE OF ARTS AND  
SCIENCE FOR WOMEN (AUTONOMOUS)**  
Mookandapalli, SiPCOT-1,  
Hosur - 635 126.





St. Joseph's College of Arts and Science for Women (Autonomous)

Affiliated to Periyar University, Salem

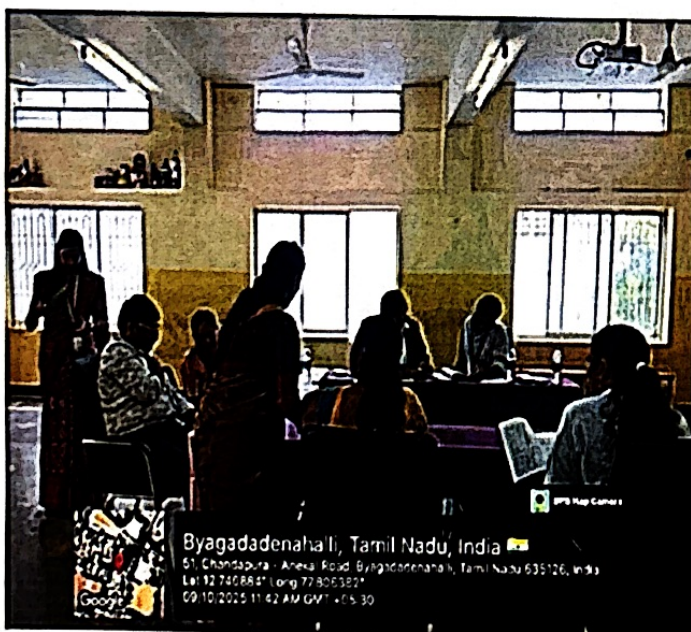
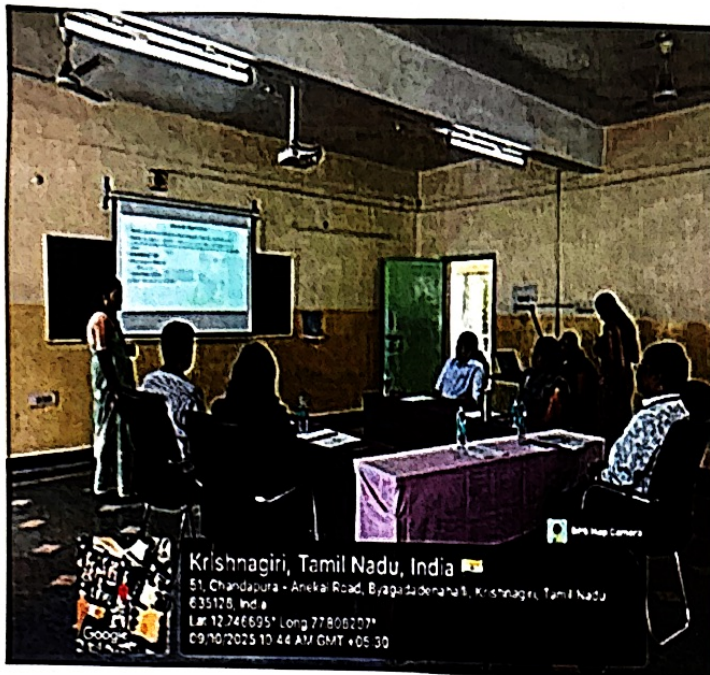
Accredited with 'A' Grade by NAAC

Certified under 2(f) & 12(b) UGC Act 1956 | ISO 9001:2015 Certified Institution

Sl. No.	Name & Designation	Signature
1	Mrs. C. Magila Head of the Department (Chairman)	C. Magila 9/10/2025
2	University Nominee Dr. T. Sarathy, Professor, Periyar University, Salem	T. Sarathy 9/10/2025
3	Subject Expert Mrs. C. Ashwini, Assistant Professor, SFS College, Bengaluru.	C. Ashwini 9/10/2025
4	Subject Expert Mr. Jobin Scaria, Assistant Professor, Christ College of Science and Management, Malur, Bengaluru.	Jobin Scaria 9/10/25
5	Industry Representative Mrs. N. Umarani, Head HR & Admin, BFW Ltd, Hosur.	N. Umarani 9/10/25
6	Alumna Mrs. Spandana, Team Lead - Admin HMG Stones LLP, Athibele.	Spandana 9/10/25
<b>Members</b>		
7	Mrs. C. MAGILA	C. Magila 9/10/2025
8	Mrs. C. A. UMA	C. A. Uma 9/10/2025
9	Mrs. S. LAVANYA	S. Lavanya 9/10/2025
10	Mrs. C. KALPANA	Kaly. C 9/10/2025

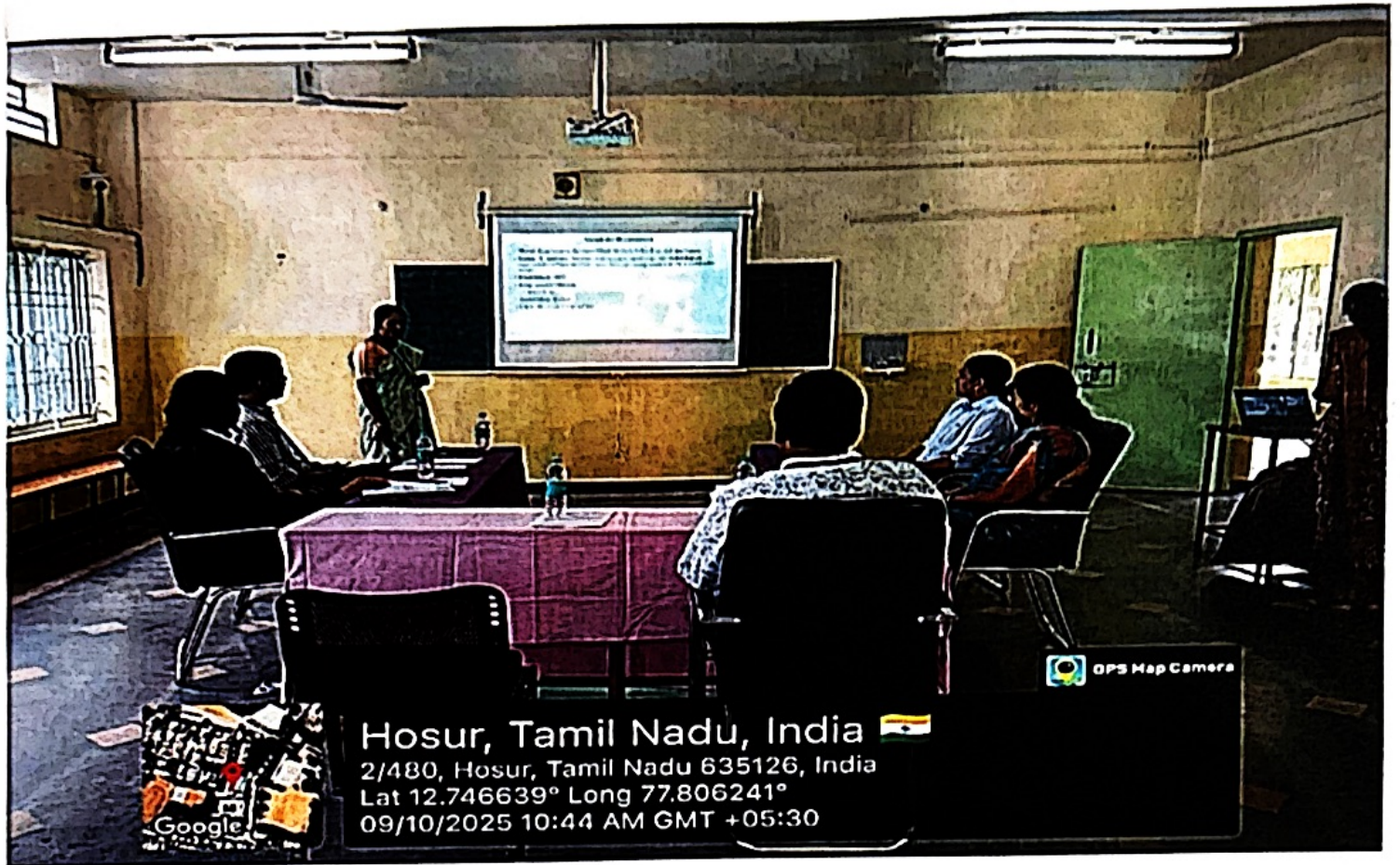
PRINCIPAL  
ST. JOSEPH'S COLLEGE OF ARTS AND  
SCIENCE FOR WOMEN (AUTONOMOUS)  
Mookandapalli, SIPCOT-1,  
Hosur - 635 126.





**PRINCIPAL**  
**ST. JOSEPH'S COLLEGE OF ARTS AND**  
**SCIENCE FOR WOMEN (AUTONOMOUS)**  
 Mookandapalli, SIPCOT-1,  
 Hosur - 635 126.





  
**PRINCIPAL**  
**ST. JOSEPH'S COLLEGE OF ARTS AND**  
**SCIENCE FOR WOMEN (AUTONOMOUS)**  
Mookandapalli, SIPCOT-1,  
Hosur - 635 126.