



**श्री माता वैष्णो देवी विश्वविद्यालय**  
**SHRI MATA VAISHNO DEVI UNIVERSITY**  
**School of Business**  
**Faculty of Management**  
 Sub Post office-182320, Jammu & Kashmir  
 (Recognized under Section 12 (B) & 2 (f) of UGC Act, 1956)

No: SMVDU/SoB/22/352

Date: 27.10.2022

**Minutes of meeting of Academic Affairs Committee held on 21.10.2022**

A meeting of Academic Affairs Committee, School of Business was held on 21.10.2022 at 11:30 am in the Conference Hall of School of Business. Following members were present in the meeting:

- |   |                |
|---|----------------|
| 1. Dr. Supran K. Sharma, Associate Prof., SOB         | - I/c Dean FoM |
| 2. Dr. Jyoti Sharma, Associate Professor, SoB         | - Chairperson  |
| 3. Dr. Ashutosh Vashishtha, Associate Professor       | - Member       |
| 4. Dr. Arti Maini, Assistant Professor, SoB           | - Member       |
| 5. Dr. Syeda Shazia Bukhari, Assistant Professor, SoB | - Member       |
| 6. Dr. Sarabjot Singh, Assistant Prof. SoB            | - Member       |
| 7. Ms. Surbhi Kapoor, Assistant Prof. SoB             | - Member       |
| 8. Ms. Radhika Aggarwal, Assistant Prof. SoB          | - Member       |

Dr. Sushil Kumar Mehta, Dr. Rashi Taggar and Dr. Divya Singh Jamwal were on leave and Dr. Sanjay Mishra did not attend the meeting.

In the meeting after due deliberations, the course contents, course outcomes, list of suggested readings of the courses which were identified to be offered in semester 1 and Semester 2 of Four Year UG Program in Business Administration Session 2022, as discussed in the meeting of Academics, Affairs, SoB held on 18.10.2022, were finalized. The details of the courses finalized are as follows:

Semester & Nature of Course	Name of Course	Credit (L-T-P)
<b>Semester-I</b>		
Major or Discipline Specific Core (DSC)	Fundamentals of Management	4 Credits (4-0-0)
Minor or Discipline Specific Elective (DSE)	Business Mathematics and Statistics	4 Credits (4-0-0)
Multi-disciplinary (MD) (Open Elective) (MD-1)	Fundamentals of Marketing	3 Credits (3-0-0)
Ability Enhancement Courses (AEC) (Any 1) (AEC-1)	Modern Indian Language / English Language / Hindi Language / Communication Skills	3 Credits (3-0-0)
Skill Enhancement Courses (Any 1) (SEC-1)	Computer Applications / Presentation Skills / Personality Building / Modern Office Management / Financial Literacy and Banking / Critical Thinking	2 Credits (0-0-4)
Value Added Courses (Any 2) VAC-1 & VAC-2	Understanding India / Health and Wellness / Environmental Studies (EVS) / Sports and Fitness / Digital Technology / Yoga Education	2 Credits (2-0-0) 2 Credits (2-0-0)

Semester & Nature of Course	Name of Course	Credit (L-T-P)
<b>Semester-II</b>		
Major or Discipline Specific Core (DSC)	Introduction to Organizational Behavior	4 Credits (4-0-0)
Minor or Discipline Specific Elective (DSE)	Basics of Business Environment	4 Credits (4-0-0)
Multi-disciplinary (MD) (Open Elective)	Fundamentals of Business Economics	3 Credits (3-0-0)

(MD-1)		
Ability Enhancement Courses (AEC) (Any 1) (AEC-2)	Modern Indian Language / English Language / Hindi Language / Communication Skills	3 Credits (3-0-0)
Skill Enhancement Courses (Any 1) (SEC-2)	Computer Applications / Presentation Skills / Personality Building / Modern Office Management / Financial Literacy and Banking / Critical Thinking	2 Credits (0-0-4)
Value Added Courses (Any 2) VAC-3 & VAC-4	Understanding India / Sports and Fitness / Yoga Education / Health and Wellness / Environmental Studies (EVS) / Digital Technology	2 Credits (2-0-0) 2 Credits (2-0-0)

The AAC, SoB recommends to offer a list of vocational courses as a part of 10-credit bridge course to be opted by the student if he/she opts for exit option after the 1<sup>st</sup> year. The list of vocational courses offered by School of Business is as follows:

Nature of Course	Name of Course	Credit (L-T-P)
Vocational Course	Computerized Accounting – Tally	4 Credits (4-0-0)
Vocational Course	Financial Modeling with Excel	4 Credits (4-0-0)

The meeting concluded with the expression of thanks.

*Radhika*  
37/10/22  
Ms. Radhika  
Aggarwal

*Surbhi Kapoor*  
Ms. Surbhi Kapoor

*Sarabjot Singh*  
27/10  
Dr. Sarabjot Singh

*S. S. Bukhari*  
28/10/22  
Dr. S. S. Bukhari

*Dr. Anu Maini*  
27/10  
Dr. Anu Maini

*Dr. Ashutosh Vashistha*  
27/10/22  
Dr. Ashutosh  
Vashistha

*Dr. Jyoti Sharma*  
Chairperson

Dr. Supran K. Sharma  
I/c Dean, FoM