



**Annasaheb Dange College of Engineering and
Technology**
Ashta - 416301, Dist : Sangli, Maharashtra
(An Empowered Autonomous Institute)



Department of Bachelor of Business Administration

Date: 26/04/2025

CIRCULAR

All the BoS members of the Department of Bachelor of Business Administration are hereby informed that the **2nd Board of Studies (BOS) meeting** (under Revision - 0) will be held virtually via **Google Meet**. The details of the meeting are as follows:

Day & Date: Monday, 28 April 2025

Time: 10:30 AM

Platform: Google Meet

Link: <https://meet.google.com/yif-dvsq-vdm>

I kindly request members to attend this meeting and actively participate in the discussions, as this will lay the foundation for the upcoming academic sessions. Your input is valuable in shaping the curriculum to enhance the overall learning experience for our students.

Sr. No.	Name of Member	Sign
1	Mr. O. K. Buchade	
2	Ms. A. A. Salgar	
3	Mr. A. H. Mulla	



Mrs. V. K. Rukade
Head of Department

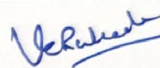
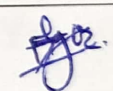
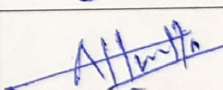
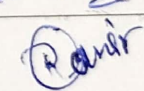
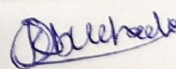
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Department Of Business Administration

Date - 28/8/2025

Attendance of 2nd BOS Meeting

AY-2025-2026

Date - 28/04/2025 Time - 2:30 PM

Sr. No.	Name of Expert	Designation	Attendance	Signature
1.	Mrs. V. K. Rukade ADCET, Ashta.	Chairman (HoD)	Physical Mode	
2.	Dr. A. M. Gurav Shivaji University, Kolhapur.	Expert VC-Nominee	Virtual Mode	Virtual
3.	Dr. P. P. Chavan Symbiosis Institute of Management Studies.	Academic Expert-1	Virtual Mode	Virtual
4.	Mr. Pratap Patil Walstar Technologies, Kolhapur.	Industry Representative	Virtual Mode	Virtual
5.	Ms. Salgar Anuja Ashok ADCET, Ashta.	Member	Physical Mode	
6.	Mr. Aftab Harunrashid Mulla ADCET, Ashta.	Member	Physical Mode	
7.	Mr. Rohit Ganpat Khade ADCET, Ashta.	Member	Physical Mode	
8.	Mr. Onkar Kumar Buchade ADCET, Ashta.	Member - Secretary	Physical Mode	



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Date :

Date: 27/04/2025

2nd Board of Studies (BoS) Meeting – A Y: 2024-25

Date: 28/04/2025 Monday at 10.30 am

Department of Business Administration

Agenda of BoS Meeting

1. To confirm the minutes of the Board of Studies meeting held on 31/01/2025.
2. To place before the Board of Studies the report about the action taken on the decisions of its meeting held on 31/01/2025.
3. To discuss and approve the Curriculum Contents of SECOND Year BBA Courses under Revision-0.
4. To discuss the student performance and action thereof.
5. To consider **additional items** with the permission of the Chair.

V. K. Rukade

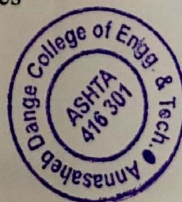
(HOD-BoS Chairman)

Dr. Gopinath S

Dean Academics

Dr. L. Y. Waghmode

Director





Date: 28/04/2025

Minutes of Second Board of Studies Meeting

- Minutes of the meeting of "2nd Board of Studies" held on **Monday 28/04/2025** at 10.30 am under chairmanship of Mrs. V. K. Rukade, Head of Business Administration Department.
- Following members were participated in meeting.

Sr. No.	Name of Expert	Designation	Attendance
1.	Mrs. V. K. Rukade ADCET, Ashta.	Chairman (HoD)	Physical Mode
2.	Dr. A. M. Gurav Shivaji University, Kolhapur.	Expert VC-Nominee	Virtual Mode
3.	Dr. P. P. Chavan Dr. D. Y. Patil University Pune.	Academic Expert-1	Virtual Mode
4.	Dr. Manoj Sathe Modern Institute of Business Studies, Pune.	Academic Expert-2	Virtual Mode
5.	Mr. Pratap Patil Walstar Technologies, Kolhapur.	Industry Representative	Virtual Mode
6.	Ms. Salgar Anuja Ashok ADCET, Ashta.	Member	Physical Mode
7.	Mr. Aftab Harunrashid Mulla ADCET, Ashta.	Member	Physical Mode
8.	Mr. Onkar Kumar Buchade ADCET, Ashta.	Member - Secretary	Physical Mode

- All members of the Board of Studies were present for the meeting. The session commenced with a warm welcome extended to all BOS members both physically present and virtual participants by the BOS Chairman, Mrs. V. K. Rukade.
- The agenda items were discussed, and the BOS members provided valuable and responsible input.

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- **Agenda Item no. 1: To confirm the minutes of the Board of Studies meeting held on 31/01/2025.**

- The BoS Chairman welcomed all members, both physically present and virtual participants.
- Mrs. V. K. Rukade presented a brief overview of the minutes of the 1st Board of Studies (BOS) meeting held on 31st January 2025. The minutes were reviewed and confirmed by all members without any modifications.
- *The Board unanimously approved the minutes of the previous meeting.*

- **Agenda Item no. 2: To place before the Board of Studies the report about the action taken on the decisions of its meeting held on 31/01/2025.**

Discussion and Resolution

- The Action Taken Report on the decisions of the last meeting was presented. Members noted with satisfaction that all actions had been appropriately implemented.
- *The Board expressed satisfaction with the actions taken and noted the report.*

- **Agenda Item no. 3: To discuss and approve the Curriculum Contents of SECOND Year BBA Courses under Revision-0.**

Discussion and Resolution

- With reference to NEP guidelines, the Second year BBA course syllabus was presented by respective course coordinators.
- *The Board of Studies approved the syllabus content for the Second Year BBA course and recommended strategies to augment teaching and learning, with the aim of enhancing Students' Skills.*
- The Board approved minor changes to the 3rd and 4th Semester syllabus of the 2nd Year, aiming to alleviate student workload and promote deeper understanding. The revisions prioritize precise learning over covering an excessive amount of content.
- To enhance the learning experience, the Board of Studies members recommended simplifying complex content and incorporating relevant topics such as Digital Ethics,

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HR Manager Functions, Mental Health and Outreach, and Women Entrepreneurship.

They also emphasized the inclusion of practical components like tutorials, virtual portfolio creation, and report writing. To that end, the concerned faculty members will integrate these suggestions into the respective course structures.

- **Agenda Item no. 4: To discuss the student performance and action thereof.**

Discussion and Resolution

- *The Board of Studies appreciated the noticeable improvement in student involvement and engagement with the academic program.*
- It was reported that in the first semester, 90% of students successfully cleared all subjects, reflecting a strong academic performance. Members also noted the encouraging increase in student participation in tutorials and internal semester activities, along with improved attendance. While some subjects had shown lower performance in the previous academic session, the growing academic awareness among students was acknowledged positively.
- The Board recommended the introduction of additional academic support initiatives, including mentoring programs and systematic progress tracking, to further enhance student outcomes.

- **Agenda Item no. 5: To consider additional items with the permission of the Chair.**

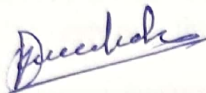
Discussion & Resolution

- The BoS members expressed their appreciation for the faculty's efforts in developing the curriculum.
- The BOS members recommended organizing activities in open spaces to promote student well-being.
- They emphasized the importance of creating awareness on stress management and developing emotional intelligence as essential skills for future employment.

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Mrs. V. K. Rukade BOS Chairman concluded the meeting. & Mr. O. K. Buchade BOS Secretary proposed vote of thanks to all members for their presence and valuable suggestions during the meeting.



Mr. O. K. Buchade

Secretary BoS - BBA



Mrs. V. K. Rukade

Chairman - BoS - BBA





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Action Taken Report on Second Board of Studies Meeting 28/04/2025

Sr. No.	Suggestion	Proposed action
1	Simplification of course content to make it more accessible and student-friendly.	Minor modifications have been made to reduce the syllabus content in all the courses, as the current material was found to be extensive.
2	Inclusion of a unit on Digital Ethics to enhance the course content.	A dedicated unit on Digital Ethics will be introduced in the syllabus to promote responsible technology use, and enhance the overall relevance of the course content.
3	Inclusion of content on the functions of an HR Manager to strengthen the practical relevance of the course.	Relevant content on the Functions of an HR Manager will be incorporated into Unit 1 to provide students with practical insights into HR roles and responsibilities, thereby aligning the course with real-world applications.
4	Simplification of the practical component to ensure better student understanding and engagement.	The practical component will be simplified by restructuring tasks and exercises to match students' current skill levels, ensuring better comprehension and increased engagement.
5	Inclusion of topics on Mental Health and Stress Management	Topics on Mental Health and Stress Management will be integrated into the syllabus to promote emotional well-being and equip students with essential coping strategies for personal and professional life.
6	Addition of a unit on Women Entrepreneurship and its funding avenues	A new unit focusing on Women Entrepreneurship and associated funding avenues will be added to the syllabus to encourage gender-inclusive entrepreneurial awareness and equip students with knowledge of relevant financial support systems.
7	Inclusion of tutorials on virtual portfolio creation and budget reporting for practical exposure.	Included tutorials as per the suggestions that are creation of virtual portfolio by using app & Budget Report Activity.
8	Emphasis was placed on incorporating activities such as report writing to strengthen applied learning skills.	Activities like report writing will be integrated into the curriculum to develop students' applied learning and communication skills, fostering practical understanding and academic writing proficiency.



V. K. Rukade

Mrs. V. K. Rukade
HOD-BBA Department