



Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering and Technology, Ashta
(An Empowered Autonomous Institute)
DEPARTMENT OF BACHELOR OF BUSINESS ADMINISTRATION



Date – 18/05/2026

CIRCULAR

All the BoS member of the Department of Bachelor of Business Administration are hereby informed that the **3rd Board of Studies (BOS) meeting** (under Revision -0) will be held virtually via **Microsoft Teams**

The details of the meeting are as follows :

Day & Date : 25/05/2026

Time – 10:30 AM

Platform : Microsoft Teams

Link : <https://teams.microsoft.com/meet/46386776581258?p=NF9i5B3IRmREFh4ehg>

I kindly request members to attend this meeting and actively participation in the discussion, 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	
4	Mr. R.G. Khade	



HOD
(Mrs. V. K. Rukade)





Date: 20/04/2026

Department of Business Administration

All the members of "**Board of Studies**" are invited for 3rd meeting which is scheduled on Saturday, 25/04/2026 at 10.30 am. The agenda of meeting is as below.

Agenda of Meeting

- 3.1 To confirm the minutes of the Board of Studies meeting held on 28/04/2025.
- 3.2 To place before the Board of Studies the report about the action taken on the decisions of its meeting held on 28/04/2025.
- 3.3 To discuss and approve the Curriculum Contents of THIRD Year BBA Courses under Revision-0.
- 3.4 To discuss the student performance and action thereof.
- 3.5 To consider **additional items** with the permission of the Chair.

Mrs. V. K. Rukade
BBA HOD – BOS
Chairman

Dr. Gopinath S
Dean Academics

Dr. L.Y. Waghmode
Director



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Minutes of Third Board of Studies Meeting

- Minutes of the meeting of “3rd Board of Studies” held on Saturday 25/04/2026 at 03.30 pm under chairmanship of Mrs. V. K. Rukade, Head of Business Administration Department.
- Following members were participated in 3rd BOS 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 Symbiosis Institute of Management Studies.	Academic Expert-1	Virtual Mode
4.	Mr. Pratap Patil Walstar Technologies, Kolhapur.	Industry Representative	Virtual Mode
5.	Ms. Salgar Anuja Ashok ADCET, Ashta.	Member	Physical Mode
6.	Mr. Aftab Harunrashid Mulla ADCET, Ashta.	Member	Physical Mode
7.	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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Department Of Business Administration

- **Agenda Item no. 1: To confirm the minutes of the Board of Studies meeting held on 28/04/2025.**
 - The BoS Chairman welcomed all members' participants.
 - Mrs. V. K. Rukade presented a brief overview of the minutes of the 2nd Board of Studies (BOS) meeting held on 28/04/2025. 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 28/04/2025.**
 - 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: Discussion and Approval of Curriculum Contents for Third Year BBA Courses under Revision-0**
 - The curriculum contents of the Third Year BBA programme under Revision-0 were presented by the respective course coordinators in accordance with the National Education Policy (NEP) guidelines. The Board reviewed the syllabus in detail and the following decisions were recorded:
 - **Approval of Syllabus:** The Board formally approved the syllabus content for the Third Year BBA programme and recommended measures to strengthen the teaching-learning process with a focus on enhancing student competencies.
 - **Syllabus Revision (5th & 6th Semester):** Minor revisions were approved for the 5th and 6th Semester syllabi to reduce student workload and promote deeper conceptual understanding, prioritizing quality of learning over volume of content.
 - **Content Enhancement:** The Board recommended simplification of complex topics



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Department Of Business Administration

and inclusion of contemporary, industry-relevant content to enrich the overall learning experience.

➤ **Internship Structure:**

➤ *The Board discussed the internship framework at length and made the following recommendations for its effective implementation:*

- Internship schedules should be standardized across all students to ensure uniformity and structured experiential learning.
- A clear and comprehensive internship policy should be formulated, incorporating provisions for regular progress presentations by students.
- Both Industrial Guides and College Guides should be appointed to mentor and supervise students during the internship period.
- Students must maintain authenticated logbooks as a record of their internship activities and learning outcomes.
- Evaluation of internship performance should be outcome-based, conducted through formal presentations and viva voce examinations.
- The institution should proactively strengthen its industry linkages, encourage students to pursue paid internships, and actively support placement initiatives.
- Faculty members should ensure regular monitoring of students during the internship period, and the institution should endeavour to maintain long-term, sustained relationships with industry partners.

➤ **Major Project:**

➤ *The Board deliberated on the structure and quality of Major Projects and put forth the following recommendations:*

- Real industry-based problem statements should be identified and provided to students as the foundation for their major projects, ensuring practical relevance and industry alignment.
- A standardized project report format should be adopted across all students to ensure



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Department Of Business Administration
uniformity, consistency, and quality in project presentation.

- Both internal and external guides should be appointed for effective supervision and mentoring of students throughout the project lifecycle.
- A formal Project Policy Document should be developed to serve as a guiding framework for the systematic and effective implementation of the Major Project component.
- **Agenda Item no. 4: To discuss the student performance and action thereof.**
 - *The Board of Studies appreciated the noticeable improvement in student involvement and engagement with the academic program.*
 - It was reported that in the 3rd semester, 100% 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.**
 - The members of the Board of Studies engaged in an open discussion on several matters of academic importance, with the following observations and recommendations being put forth:
 - **Appreciation for Curriculum Development:** The BoS members placed on record their sincere appreciation for the dedicated efforts of the faculty in designing and developing a comprehensive and relevant curriculum.
 - **Integration of AI Tools in Teaching-Learning:** The members strongly emphasized the need to incorporate Artificial Intelligence tools into the teaching-learning process, recognizing their potential to enhance the quality and effectiveness of academic delivery.



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- **Promotion of Newspaper Reading:** The members recommended that students be actively encouraged to cultivate the habit of reading newspapers regularly, with a view to broadening their general awareness and developing analytical thinking.
- **Enrolment in MOOC / NPTEL Courses:** The members suggested that students be motivated to enroll in online learning platforms such as MOOC and NPTEL, in order to supplement their academic learning and acquire additional skills beyond the prescribed syllabus.
- **Emphasis on Analytical and Practical Learning:** The members underscored the importance of fostering analytical thinking and adopting practical, application-based learning approaches to better prepare students for real-world challenges.

Conclusion:

There being no further business on the agenda, Mrs. V. K. Rukade, Chairperson, Board of Studies, formally concluded the meeting. Mr. O. K. Buchade, Secretary, Board of Studies, proposed a Vote of Thanks, expressing gratitude to all the members for their gracious presence and the valuable suggestions offered during the course of the meeting.



Mr. O.K. Buchade
Secretary BOS -BBA

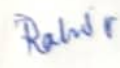


Mrs. V. K. Rukade
Chairman -BOS- BBA



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**Attendance of 3rd BOS Meeting
AY-2025-2026**

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
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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	

