ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH

(AICTE, DTE APPROVED & AFFILIATED TO UNIVERSITY OF MUMBAI
AN ISO 9001:2015 Certified and NAAC 'A' Grade Accredited Institute)

POST GRADUATE DIPLOMA IN MANAGEMENT
(GENERAL MANAGEMENT)

BOARD OF STUDIES (BOS)

POLICY AND PROCEDURE

01 MAR 2017
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I. PURPOSE/SCOPE OF SFIMAR BOARD OF STUDIES:

- The scope of the Board of Studies (BOS) is to initiate, design and deliberate on the various courses of the Institute's AICTE-approved Post-Graduate Diploma in Management Programme (PGDM), and ensure that the quality of resources, pedagogy, evaluation and review process is in line with the Institute's Vision and Mission, and industry needs and best practices.

II. OBJECTIVES OF BOS:

The objectives of the Board of Studies are to ensure that:-

- The content of various courses is relevant and forward-thinking with appropriate need-of-the-hour inputs from experts in the industry and academia, in line with national and global trends;
- The pedagogy and teaching-learning process creates an environment conducive for achieving high academic standards with particular focus on students' active participation through case studies, role plays, management games, project-based assignments, etc. so that students get an opportunity to develop their inherent skills, explore their creativity and expand their knowledge of management ideas and practices;
- The student evaluation process is fair and logical with an appropriate mechanism for assisting student's under-performing set standards, through additional course work, assignments and performance improvement techniques.

III. COMPOSITION OF BOS:

(i) SFIMAR PGDM Board of Studies comprises as follows:

- Director of the Institute is Chairperson of BOS.
- Programme head PGDM will be Member Secretary of BOS.
- The senior full-time faculty of each specialization will be a member of BOS and the BOS will have specialization-wise various Sub-Committees under such senior full-time faculty.
- Minimum one and Maximum two academic experts from outside the Institute in each specialization.
- Minimum one and Maximum two industry/corporate sector/allied area in each specialization.
- One meritorious alumnus from each specialization.

(ii) The members of the BOS will be nominated by the Program Head and Director of the SFIMAR and approved by the Chairman of SFIMAR.

(iii) If a Faculty of the Institute appointed to serve on the BOS is unable to attend a meeting, he may nominate an alternate Faculty to attend that meeting.

(iv) A member (voting/observing) filling a temporary vacancy will serve only for the unexpired period of office of the original member.

(v) BOS shall be re-constituted every three years.
IV. **RESPONSIBILITIES OF THE BOARD OF STUDIES:**

- To recommend to the Academic Advisory Council the courses of studies, teaching and examination scheme in the respective subject specialization.
- To guide, review and/or adopt on all suggestions and recommendations relating to a subject by the concerned faculty or a member of BOS or by the Academic Council.
- To recommend books and reading materials for subjects concerned to the PGDM Programme Head.
- BOS should meet at least once in every academic year.
- To ensure that issues relating to the subject-specific elements associated with any Joint and combined programmes are taken into consideration, wherever appropriate.
- To deliberate on effective developments with regard to learning measurement; consider and monitor the modes and effectiveness of assessment and ensure that the requirements under the recommended modular schemes or course credit hours are implemented until an entire programme duration is complete.
- To review the impact of policies issued by any regulatory agency, ensure its effective communication and implementation across the departments, and approve policy and procedure revisions when appropriate.
- To ensure that the resolutions taken are in line with the regulatory agencies statutory requirements and the Institute’s Faculty Learning, Teaching and Student Experience Strategy meeting the overall Vision, Mission and Objectives of the Institute.
- Consider any of the pertinent issues mentioned in Annexure I put forward by the PGDM Programme Head with due permission of the Chair.
V. RESPONSIBILITIES OF THE MEMBER SECRETARY

The Member Secretary of BOS shall carry out the following tasks:

i) Compile the agenda in consultation with the Chairperson and suggest changes as recommended by concerned faculty as listed in but not limited to Annexure I.

ii) Send invitation to meetings, as per instructions of the Chairperson of BOS, no fewer than seven (7) working days prior to the date of the meeting.

iii) Assist the Chairperson of BOS in steering the meeting, stating the position of the BOS on the issues listed in the agenda, and summarizing the resolutions adopted by the BOS.

iv) Ensure compliance with quorum requirements, meeting and deliberations procedures.

v) Record the minutes of the meetings of the BOS in dated and including names of attendees, leave of absence; all the issues and important details deliberated in the meeting, as well as adopted resolutions; names of those who voted for/ against each of the adopted resolutions, or names of those who abstained.

vi) Send the draft minutes of the meeting, after it has been reviewed by the Chairperson, to the members within not more than seven (7) working days from the date of the meeting.

vii) Incorporate any amendments to the draft minutes and send the final version within not more than 15 working days from the date of the meeting.

viii) Record-keeping of the proposals received, discussion papers, original signed minutes of the meetings, as well as any other related documents.
VI. RESPONSIBILITIES OF BOS MEMBERS OF THE FACULTY

The Chairperson may appoint specialization-wise sub-committees at PGDM departmental level to support the work of the BOS. Their terms of reference should make clear the areas of business relating to:

a. Curriculum, Programme and Module/Course Credit developments and updates, Teaching and Learning
b. Student evaluation, Marking and Assessments
c. Student Support, Mentoring and Engagement
d. Any Specific Projects Commissioned by the BOS
e. Response to Strategy and Policy related issues by the Regulatory Agencies and the Institute

VII. PROCESS OF PROPOSAL EVALUATION

i) The initiator of the proposal may be either Management, Faculty, PGDM programme staff, students, or industry panel members/recruiters.

ii) The proposals shall be in tune with the mandate of the Institute to offer highest quality of advanced post-graduate management education and research, taking into consideration the changing demand-supply scenario of the industry and society for trained human resources and their employability.

The proposal may relate to:

- Revision of Existing Programme Curriculum
- Recommendation of any New Course (s)/ Programme Curriculum with foreseeable beneficial outcomes
- Programme and Placement Market Opportunities (external/internal)
- Developing new Educational Resources, Research, Innovation and Pedagogy
iii) The proposals shall first be submitted to the PGDM Programme Head and to the designated Sub-Committee appointed by the Chairperson for discussion.

iv) The Programme Head as Member Secretary of BOS shall ensure that such proposals are discussed with the concerned subject Sub-Committee before forwarding to Chairperson of BOS for inclusion in the agenda.

v) The BOS will discuss and approve/reject the proposal with a consensus in its meeting.

vi) For proposals approved by BOS, students may be consulted in the form of a questionnaire and/or focus group interviews; recruiter/industry panels views may also be sought to discover the interest in the proposal in relation to employability.

vii) The final proposal containing relevant discussion inputs arising out of (V) and (vi), will be certified by the Programme Head and submitted to the Chairman of the BOS for recommendation to the Academic Advisory Council.

viii) The Academic Advisory Council shall review the proposal and shall suggest modification if necessary before recommending it for inclusion in the agenda for Governing Council Meeting.

ix) The process of evaluation of an academic course proposal is further illustrated in the figure below:

<table>
<thead>
<tr>
<th>Origin of the proposal</th>
<th>1st Evaluation</th>
<th>2nd Evaluation</th>
<th>3rd Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>BOS</td>
<td>Academic Council</td>
<td>Governing Council</td>
</tr>
</tbody>
</table>

PGDM BOS
VIII. **Meetings of BOS:**

- The Board of Studies may have separate or joint meetings of all the specializations as decided by the Director as Chairperson of BOS.

- The BOS shall ordinarily meet once in a year; but the Director as chairperson of BOS may call for additional meetings to be held when necessary.

- Attendance at meetings of BOS by persons other than members of the BOS is by invitation only. Any such attendance must be approved by the Chairperson in advance of the meeting.

- In the absence of the Chairperson, the delegated authority will chair the meeting.

- There will be a quorum when one-half of the total members are present.

- Any meeting will be postponed:
  
  (a) If one half the members signify beforehand that they are unable to attend
  
  (b) If, half an hour after the time set for the commencement of the meeting, insufficient members are present to constitute a quorum

  (c) The Chair is authorised to act on behalf of the BOS during the vacation and at other times to deal with urgent business which requires a formal decision before the next available meeting of the BOS, subject to report of any action taken to the next meeting of the Board. The decision will be confirmed by the Chair in writing. This is on the basis that, if any such matter is expected to be of significant interest or the subject of significant debate, members of the BOS will be consulted by correspondence before any decision is taken.
IX. **VOTING**

A proposal will be approved if it receives a simple majority of votes. In the event of a tie, the Chairperson will have the right of a second or casting vote.

Observing members will not have voting rights.

X. **MINUTES**

Minutes of meetings will be recorded by the Secretary and approved by the Chairperson before circulation.

The minutes of the previous meeting must be approved by the BOS and signed by the Chairperson.