

**UNION CHRISTIAN COLLEGE, ALUVA  
(AUTONOMOUS)**

**School of Management Studies**

**Minutes of the Board of Studies Meeting**

**Academic Year 2025–2026**

**Date:** 04 April 2025

**Time:** 10:30 AM

**Venue:** MBA Conference Hall / Google Meet

**Members Present**

- Dr. Biju M.K
- Dr. Christabell P.J
- Dr. Nimitha Aboobaker (Online)
- Mr. Alex Tom Joseph (Online)
- Mr. Dheeraj Mohan
- Ms. Nisha Ann Jacob
- Ms. Greeni T Thankanchan
- Ms. Susan Joseph
- Ms. Chinnu Mary John
- Mr. Akshay K
- Ms. Sneha Rose George (Online)
- Ms. Janisben Bino (Online)

**Agenda:**

1. Introductory remarks by the Chairman
2. Selection of member secretary
3. PG Syllabus-Adaptation of scheme and syllabus for the academic year 2025-26 onwards.
4. UG Syllabus- Adaptation of Scheme and syllabus (subject to BBA approval from the University)
5. Question bank preparation and External Examiners list for scrutiny
6. Any other matter with the permission of the Chair (Add on courses, Certificate/Diploma etc)

The Chairperson, Ms. Nisha Ann Jacob, welcomed all members and opened the meeting.

### **Matters resolved in the Board Of studies**

#### **1. Selection of Member Secretary**

Ms. Chinnu Mary John was unanimously selected as the Member Secretary of the Board of Studies.

#### **2. Postgraduate Syllabus and Scheme**

- It was decided to continue with the existing syllabus (MBA 2024) of Mahatma Gandhi University.
- Decided to continue the existing admission and examination regulations as prescribed by Mahatma Gandhi University.

#### **3. UG Syllabus and Scheme**

Application for BBA (Hons) is awaiting approval at MGU. Subject to the approval

- It was decided to continue with the existing FYUGP syllabus (BBA 2024) of Mahatma Gandhi University.
- Decided to continue the existing admission and examination regulations as prescribed by Mahatma Gandhi University.

#### **4. Add-on Courses**

The following add-on courses were approved for the academic year:

- MS Excel
- Data Analytics using SPSS & Power BI
- Analysis of Financial Services
- NISM certificate programs
- Supply Chain Management

### **Discussion Highlights:**

- Mr. Alex (Industrial Expert) emphasized the relevance of ERP software in the industry and proposed a detailed discussion in the next meeting after reviewing cost, syllabus, and implementation feasibility.
- Dr. Christabell and Dr. Biju identified the need for career-oriented courses to improve placement potential; suggestions will be further explored in upcoming meetings.

- Dr. Nimitha emphasised the importance of providing practical sessions on SPSS and power Bi and other data analytical tools in Big Data and Business Analytics.
- Mr. Dheeraj (Alumnus) focused the importance of soft skills training and noted that enhancing self-esteem among students could improve interview performance.

**5. Project and Internship**

It was decided that project work and Internship will be carried out by following the existing regulations of MG university in the month of April and May.

**6. Question Bank Preparation and Scrutiny**

- Faculty members handling each subject will prepare the question bank.
- Selected and finalised experts in the subjects concerned to scrutiny the question bank of Semester I & II.

The meeting concluded with a vote of thanks from the Chairperson at 12:30 pm.

**Prepared by:**

Ms. Chinnu Mary John  
Member Secretary

**Approved by:**

Ms. Nisha Ann Jacob  
Chairperson, Board of Studies  
School of Management Studies  
Union Christian College, Aluva (Autonomous)