



AWADHESH PRATAP SINGH UNIVERSITY
REWA, MADHYA PRADESH



**RESULT CELL, MINUTES OF HOUSE ALLOTMENT COMMITTEE,
MINUTES OF DEPARTMENTAL STAFF COUNCIL**

अवधेश प्रताप सिंह विश्वविद्यालय, रीवा (म.प्र.)

क्रमांक/गोपनीय/2021/54

रीवा, दिनांक 16/04/2021

आदेश

माननीय कुलपति जी के अनुमोदन दिनांक 09.04.2021 के अनुसार सत्र 2020-21 सेमेस्टर/वार्षिक एवं अन्य परीक्षाओं के परीक्षा परिणाम घोषित किये जाने हेतु परीक्षाफल प्रकोष्ठ का गठन किया जाता है। परीक्षाफल प्रकोष्ठ में समन्वयक के प्रस्ताव अनुसार निम्नलिखित कर्मचारियों को संलग्न किया जाता है :-

- (1) श्री अशोक कुमार मिश्र
तकनीकी अधिकारी
- (2) डॉ० अजय सिंह
तकनीकी अधिकारी
- (3) श्री संतोष सिंह कार्य सहायक
- (4) श्री राधिका प्रसाद पटेल, भृत्य
- (5) श्री रामहित काछी, भृत्य

गठित प्रकोष्ठ में समन्वयक के मार्गदर्शन एवं नियंत्रण में कार्य संपादित करेगा। यह प्रकोष्ठ कार्य प्रारंभ होने की तिथि से प्रभावशील होंगे तथा कार्य समाप्त होते ही स्वयमेव समाप्त माने जावेंगे।

प्रकोष्ठ में जिन कर्मचारियों को यह दायित्व सौंपा गया है वे प्रथमतः अपने मूल दायित्वों का निर्वहन करेंगे और सुनिश्चित करेंगे कि उनका कोई भी कार्य लंबित नहीं है, तत्पश्चात् वे सौंपे गये अतिरिक्त दायित्व का निर्वहन करेंगे। सम्बन्धितजन अतिरिक्त कार्य का सम्पादन कार्यालयीन समय के पूर्व एवं पश्चात् तथा अवकाश के दिनों में सम्पादित करेंगे, जिन्हें नियमानुसार पारिश्रमिक देय होगा तथा अवकाश के दिनों में सम्बन्धितों को वाहन भत्ते की नियमानुसार पात्रता होगी।

पारिश्रमिक की निर्धारित दरें :-

| | |
|-----------------------------------|----------------------|
| 1. समन्वयक | रुपये 300/- प्रतिदिन |
| 2. सहायक समन्वयक/सहायक कुलसचिव | रुपये 200/- प्रतिदिन |
| 3. अनुभाग अधिकारी/अधीक्षक | रुपये 150/- प्रतिदिन |
| 4. कार्य सहायक/टंकणक (लिपिक वर्ग) | रुपये 100/- प्रतिदिन |
| 5. भृत्य (चतुर्थ श्रेणी) | रुपये 70/- प्रतिदिन |

आदेशानुसार


कुलसचिव

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

1. प्रो. विजय अग्रवाल, समन्वयक परीक्षाफल प्रकोष्ठ
2. संबंधित कर्मचारीगण
3. विभागाध्यक्ष, संबंधित विभाग
4. सहायक कुलसचिव (कार्मिक)
5. वित्त नियंत्रक
6. सहायक संचालक, आवासीय निधि संपरीक्षा
7. कुलपतिजी के सचिव/कुलसचिव के निज सहायक।


सहायक कुलसचिव (गोपनीय)

बैठक कार्यवृत्त

मकन आवंटन समिति की बैठक आज दिनांक 21-01-2020 को प्रो० बी० आर० वी० भापुर कक्ष में आम-चिठ की गई। बैठक में निम्नांकित सदस्य उपस्थित हुए -

Rajesh
20/01/2020
संयोजक/अध्यक्ष

1- प्रो० आर० एन० सिंह

सदस्य *Pr*
20/1/20

2- श्री प्रवीण कुमार सिंह

3- श्री अनुराग दुबे

सदस्य *AD*
20/1/20

4- श्री बुद्धसेन पटेल

सदस्य *MC*

5- श्री लाल साहब सिंह

सदस्य/सचिव *SK*
21/20

बैठक में निम्नानुसार निर्णय लिया गया -

(U) श्री आनन्द बहादुर चौधरी की मृत्यु पद पानिपुत्र पिता स्व० श्री रामपाल चौधरी की मृत्यु के उपरान्त अनुसूचित की गई है। आवास क्रमांक एच-08 स्व० श्री रामपाल चौधरी को पानता अनुसूचित आवंटित या जिनकी मृत्यु के उपरान्त श्री आनन्द बहादुर चौधरी, पिता को आवंटित आवास में रह रहे थे।

श्री आनन्द बहादुर चौधरी को इसी दौरान आई 02 आवास आवंटित किया गया किन्तु आवंटित आवास में नहीं गए और पिता को आवंटित आवास में ही रह रहे थे। जिस कारण विश्वविद्यालय द्वारा तत् समय बिना किसी आदेश के तत्कालीन मुख्य सचिव का के मांथिक आदेशानुसार बाजार दर से किराया संवचित के बतन से करा गया।

इस प्रकार कुल रू० 42000/- बाजार दू पर संबन्धित से किराया बसला गया। श्री आनन्द बहादुर द्वारा मा० कुल सचिव जी को दि० 05-11-2019 को आवेदन दिया गया कि परिवारिक समस्या के कारण समय पर आवास क्रमांक एच 08 रिक्त नहीं कर पाया। मुहाँ पर यह उल्लेखनीय है कि अनेकवार विश्वविद्यालय में आवास पायता से इतर अन्य कर्मचारियों को रिक्त रहने पर दिया गया, ताकि भवन की साफ-सफाई एवं सुरक्षित रहे। ऐसे में एक चतुर्थ श्रेणी कर्मचारी से बिना लिखित आदेश के किराया बाजार दू पर काटा जाना मानवोचित एवं न्याय संगत नहीं है।

अतः समिति का मत है कि उक्त आवेदन में बाजार दू पर किराया न लिया जाकर सामान्य दर से किराया का समायोजन कर शेष शशि संबन्धित को वापस किया जागा उचित होगा।

(2) विन्दु क्रमांक (2) एवं (03)

विश्वविद्यालय के रिक्त आवासों के आवेदन हेतु आवेदन भगाए जाकर उन्हें वरिष्ठता सूची के अनुसार प्रथम तथा कल आगामी बैंक में प्रस्तुत किए जागे हेतु समिति अनुरोध करती है।

(3) अध्यापक के प्रति चन्पवाद प्रस्ताव उपलब्ध कार्यवाही समाप्त की गई।

(Signature)
20/1/2020

(Signature)
20/1/2020

(Signature)
21.1.2020

बैंक कार्यवृत्त

आज दिनांक 14.07.2020 को प्रो. वी. आर. वी. भायल
कक्ष में भवन आवंटन समिति की बैठक आयोजित की
गई। बैठक में निम्नांकित सदस्य उपस्थित हुए।

- 1- प्रो. राजीव दुबे
आचार्य व्यावसायिक अर्थशास्त्र
- 2- श्री पवीण कुमाल सिंह
वित्त निबंधक
- 3- श्री लाल साहब सिंह
उपकुलसचिव पशासन
- 4- श्री बुद्धदेव पटेल
अध्यक्ष, कर्मचारी संघ
- 5- श्री अतुराग दुबे
विश्वविद्यालय चेत्री

संयोजक / अध्यक्ष

Roulia

14/07/2020

सदस्य

[Signature]
14/7/20

सदस्य

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14.7.20

सदस्य

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14/7/2020

AND
सदस्य/सचिव

बैंक में निर्दिष्ट निम्नांकित लिया गया -

समिति द्वारा प्राप्त आवेदन पत्रों पर विचार किया गया
संलग्न आवेदन पत्रों में से पूर्व के निवारित
प्रपत्र पर आवेदन श्री वसंत कुमार पाण्डेय को
उनके स्वास्थ्य कारणों को ध्यान में रखते
हुए विशेष परिस्थिति में आवास क्रमांक जी-05
आवंटन किए जाने की समिति अनुशंसा करती
है। तथा शेष रिक्त आवास क्रमांक ई-1
एवं आई-09 हेतु हेतु सूचना निकालकर
आवेदन पत्र भगाए जाएं जिन्हें कार्य सूची
में सम्मिलित कर आवंटन समिति की
बैंक में रखा जाय।

अध्यक्ष के प्रति धन्यवाद पत्रावली
उपरान्त कार्यवाही समाप्त की गई।

[Signature]
14-7-2020

[Signature]
14/7/2020

[Signature]
14.7.20

Roulia

14/07/2020

आदेशानुसार विश्वविद्यालय अत्याचार विरुद्ध गवर्नरों के आवांछन हेतु गठित समिति की बैठक आज दिनांक 6/3/23 को अपराह्न 4 बजे कार्य परिषद कक्ष में आयोजित की जाती है। समस्त सम्मानित सदस्यों की उपस्थिति प्राथमिक है।

- 1- प्रो० सुनील कुमार तिवारी - अध्यक्ष/अध्यक्ष
- आचार्य एवं विभागाध्यक्ष (M.B.A.H.R.U)
- 2- विनोद कुमार तिवारी - सदस्य
- 3- उप कुलसचिव प्रशासन - (रिक्त)
- 4- कर्मचारी संघ के अध्यक्ष (चक्रानुकार) - सदस्य
- 5- विश्वविद्यालय रंगी - सचिव/सदस्य
- 6- श्री अनुराग दुबे - प्रहसकता

2- आज दिनांक 06/3/2023 को अपराह्न 4 बजे गृह आवंछन समिति की बैठक आयोजित की गयी जिसमें:-

- 1- श्री विनोद कुमार तिवारी स्वामी कर्म (सुरक्षागार्ड) जो कुलपति जी के निजी सुरक्षा में तैनात है। अतः उन्हें अस्थाई रूप से आवास क्रमांक H-14 आवंटित किये जाने की समिति अनुशंसा करती है।
- 2. आवेदकों के वरिष्ठता क्रम के आधार पर श्रीरजनीर साकेत को कमरा नं. I-8 आवंटित किये जाने की समिति अनुशंसा करती है।

अन्य प्रकरणों में समिति निर्णय लेती है। कि रांजी विभाग अन्य प्रकरणों में पुनः बैठक बुलाई जाय। भागामी बैठक 15 मार्च को बुलाई जाय। अंत में अध्यक्ष महीदय के प्रति धन्यवाद

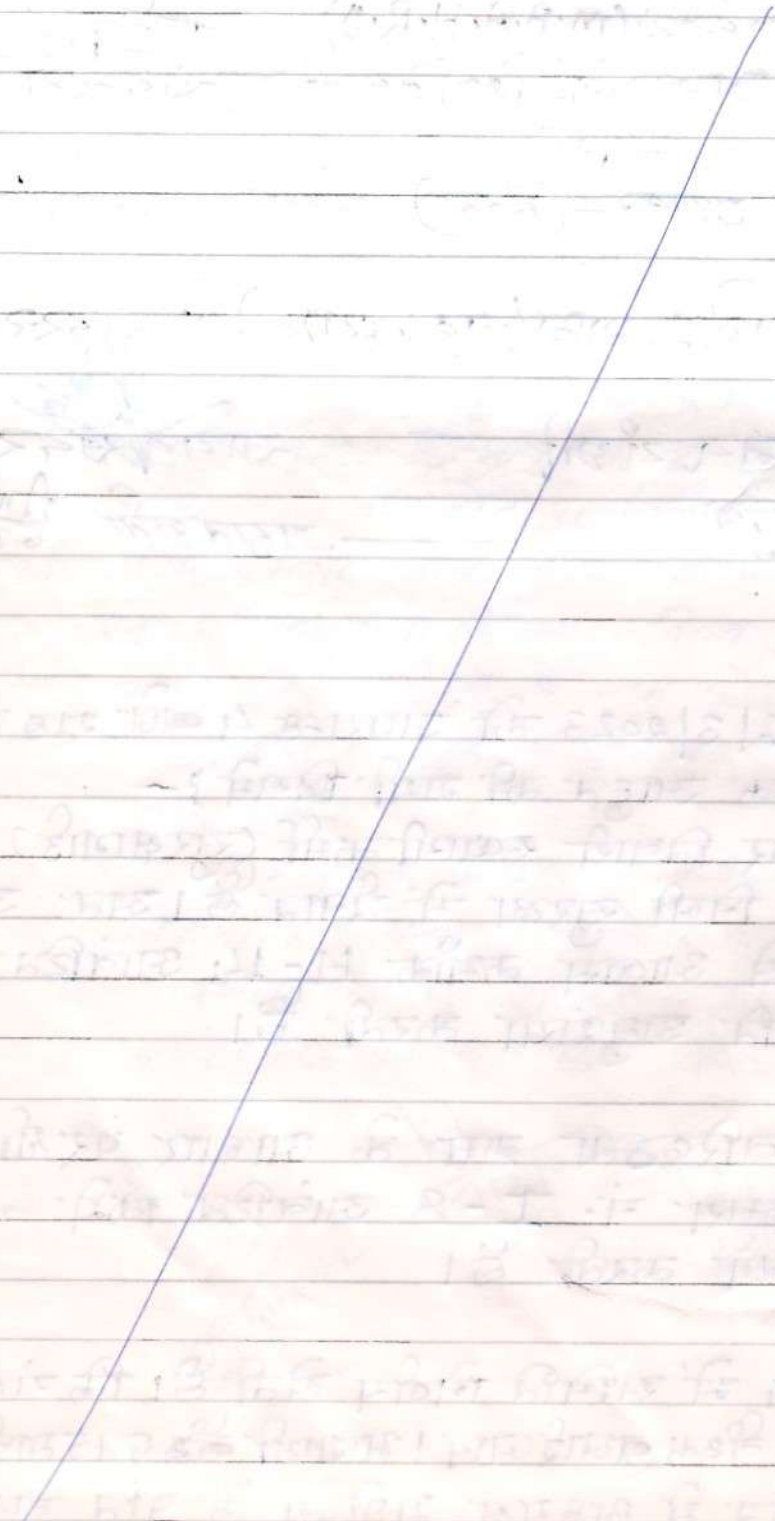
पूर्व पृष्ठ से आगे। -

जापित करके कार्यवाही समाप्त की गई।

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की गई।

आदेशानुसार विश्वविद्यालय आयास्रीय दिक्कत मकानों के आवंटन हेतु ग्राहक समिति की बैठक आज दिनांक 15/3/2023 को आयोजित 4 वजे कार्यपरिषद कक्ष में आयोजित की जाती है समस्त सम्मानित सदस्यों की उपस्थिति प्रार्थना है।

1- प्रो० सुनील कुमार तिवारी - संयोजक/अध्यक्ष

2- वित्त नियंत्रक अ० प्रणसिंह बि० बि० - सदस्य
सेवा

3- उपकुलसचिव प्रशासन - वित्त

4- कर्मचारी संघ के अध्यक्ष/चक्रानुसार - सदस्य
15.3.23

5- विश्वविद्यालय सचिव - सचिव/सदस्य

6- श्री अक्षय कुमार दुबे - प्रस्तुतकर्ता
15.3.23

समिति के द्वारा सर्वसम्मति से निम्नानुसार कर्मचारियों की रिश्तता के आधार पर प्राप्त आवेदनों पर विचार करते हुये आवंटन नियम (2) की कंडिका (20) में निहित प्रावधानानुसार विशेष परिस्थिति में निम्नलिखित कर्मचारियों के नाम के सममुख दर्शाये गये आवास अर्हताई रूप से आवंटन की अनुशंसा की जाती है।

| क्र० | कर्मचारी का नाम | आवंटित आवास | पद |
|------|--------------------------|--------------------------------|--------------|
| 1 | श्री विनोद कुमार तिवारी | H-14 | सुरक्षागार्ड |
| 2 | श्री रजनीश कुमार सक्सेना | I-8 | भूष्य |
| 3 | श्री जगदीश प्रसाद पाठेय | G-11 | भूष्य |
| 4 | श्री कृष्ण कुमार पटेल | G-6 (रिश्त होने की दशा में) | भूष्य |
| 5 | श्री सतत खेन | G-8 | भूष्य |
| 6 | श्री प्रभात कुमार मिश्रा | G-7 | भूष्य |

7. श्रीमती अन्धू रावत G-5 भूष
8. श्री गंगा प्रसाद दिवेदी H-29 भूष

(रिम्बोने के मामले)

अंत में अध्यास महोदय के प्रति सन्तुष्टि व्यक्त
करते हुये वे रकम समाप्त की गई।


15-3-23


15/3/23

AM
15-3-2023



9th Meeting

Meeting

Page No.

~~11/11/17~~

Date 20/3/17

A meeting of DBA staff members headed by Prof. Atul Pandey, HOD MBA Programme was organised at 12:30 PM on 20th March '17.

following decisions have been taken

- 1) Rescheduling the date of Management festival
- 2) Division of work among the students & giving them responsibility regarding diff. works
- 3) committee wise distribution of work
- 4) Addition of Finance Committee.
- 5) Sponsorship of events by students

Prof. Atul Pandey
HOD MBA Prog.

Name of Faculties

1. Dr. Anand Singh

Anand

2. Mrs. Ashish Pandey

Ashish

3. Dr. Deepa Saxena

Deepa

4. Dr. Anjna Dubey

Anjna

5. Dr. Shripal Meusdeo

Shripal

6. Dr. Pooja Mishra

Pooja

7. Mrs. Neelhi Shrivastava

Neelhi

8. Mrs. Alka Digwani

Alka

9. Mrs. Esha Kaur

Esha

10. Ms. Shweta Kotwani

Shweta

11. Mrs. Pragya Singh

Pragya

12. Ms. Nancy Motwani

Nancy

A meeting of BBA Staff members headed by Prof. Atul Pandey was organized at 1:00 PM on 24th March 2018

following decisions were made

1. Students' attendance records were reviewed
2. Defaulters follow-up status - students below 50% attendance would not be allowed to appear
3. the first sessional. The students whose attendance is constantly below than 50% in all the semesters would not be allowed to appear in the sessions.
3. Parents meeting would be organised regarding attendance discussion of the students whose attendance is constantly declining.
4. Project report topics are to be finalised and ^{Submitted} given to the sir.

NOTICE

A meeting of staff council, headed by Prof. Atul Pandey, Professor & Head DBA is organised today at 02:00 Pm in the meeting Hall. All the teachers are requested to reach in time.

Agenda

- 1) Deciding the date for commencement of new session.
- 2) Deciding the date of Management Festival, Sangam 2020.

Prof. Atul Pandey
Professor & Head

Name of faculties

- 1) Dr. Amit Shivastava *Amit*
- 2) Dr. Deepa Sareng
- 3) Dr. Ashish Pandey
- 4) Dr. Pooja Mishra *Pooja*
- 5) Dr. Anand Singh *Anand*
- 6) Dr. Sheshpal Namdev
- 7) Dr. Isha Kaur Rakhra
- 8) Mrs. Alka Digwani *Alka*
- 9) Ms. Shivets Holwani *Shivets*
- 10) Ms. Pragya Singh *Pragya*
- 11) Mrs. Alka Singh *Alka*
- 12) Mr. Pankaj Singh *Pankaj*
- 13) Mr. Harshit Singh *Harshit*

Dr. Nelli Shivastava

Minutes

A meeting of DBA staff members, headed by Prof. Atul Pandey Professor & Head, was organised at 1:00 pm on 2/01/2020.

Following decisions have been taken

- 1) The classes of BBA for the new semester 2nd, 4th & 6th Sem would start from 6th of January.
- 2) A message would be sent to the students regarding commencement of session, & thereby informing them about the date and timings of the classes.
- 3) The dates for 14th Management festival were proposed to be as 17th - 20th January 2020.
- 4) The students would also be informed about the management festival dates so that they could be present & start their preparations on time.

Prof. Atul Pandey

Professor & Head

Name of the faculties

1) Dr. Anil Shivastava

2) Dr. Deepa Saxena

3) Dr. Ashish Pandey

4) Dr. Nidhi Shivastava

5) Dr. Pooja Mishra

6) Dr. Anand Singh

7) Dr. Cheshpal Nandev

8) Dr. Isha Kaur Ratre

9) Mrs. Auka Digwan

10) Ms. Chheta Hotwani

- 11) Mrs. Pragya Singh Pragya
- 12) Mrs. Alka Singh Alka
- 13) Mr. Pankaj Singh
- 14) Mr. Hanshit Singh Hanshit

NOTICE

A Meeting of Staff Council, headed by Prof. Atul Pandey, Professor & Head DBA will be organised on 6th Jan 2020 at 12:00 PM. All the teachers are requested to reach on-time.

Agenda

- 1) Deciding the event schedule of 14th Management Festival.
- 2) Deciding the budget of Mgt Festival 2020
- 3) Deciding teachers incharge for various Committees of Mgt Fest.

Any Other Issue with the Permission of chair.

Prof. Atul Pandey
Professor & Head

- 1) Dr. Amit Shivastava - Amitish
- 2) Dr. Deepa Saranga
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Shivastava
- 5) Dr. Pooja Mishra - Pooja
- 6) Dr. Anand Singh - Anand
- 7) Dr. Sheshpal Namdev
- 8) Dr. Icha Kaur Rakhya
- 9) Mrs. Alka Dignani - Alka
- 10) Ms. Shweta Hotwani Shweta
- 11) Mrs. Pragya Singh - Pragya
- 12) Mrs. Alka Singh - Alka
- 13) Mr. Pankaj Singh - Pankaj
- 14) Mr. Harshit Singh - Harshit

A meeting of Staff Council, headed by Prof. Atul Pandey, Professor & Head DBA, was organised at 12:00 pm on 6th Jan 2020.

Following decisions have been made:-

- 1) Total 26 events have been decided for the 4 day Mgt. Festival.
- 2) The event timings given by the V.C. Sir for inauguration is 2:30 pm on 17th Jan 2020.
- 3) Three Events namely, Business Quiz, Debate and Bhujis to Jane would be scheduled prior to Inauguration from 11:00 am.
- 4) And 4th Event Fancy Dress would be scheduled after Inauguration.
- 5) The Events scheduled for 2nd day of Fest are - Topic presentation, Bak-Bak Jam, versatile DBA's, Arm Wrestling.
- 6) The Events for 3rd day are - Solo song, Group song, Mime, Solo dance, Group Dance.
- 7) The Events scheduled for 4th day are - Slow Bike Race, Three leg Race, Matki Balancing, Darting, Musical chair, Tug of war, Rangoli, Happy DBA family, Mehendi.
- 8) The submissions of off stage Events would be made like Painting, Cartooning, Collage, Best of waste, Management Model would be made on 20th Jan 2020 by 12:00 pm.

9) A budget of Rs. 3 lakhs has been estimated to meet the expenses of the festival.

The estimated budget for following particulars

- (i) Decoration - Rs 15,000
- (ii) Sound system - Rs 18,000
- (iii) Hospitality (bouquet) - Rs 8,000
- (iv) Sports - Rs 5,000
- (v) Souvenir & Invitations - Rs 15,000
- (vi) Lunch for 4 days For 300 students - Rs 1,80,000
- (vii) Miscellaneous (stationary, Banners etc) - Rs 13,000
- (viii) Photography & video recording - Rs 5,000
- (ix) Tent - Rs 50,000

10) Teacher Incharges for the Committees have been decided as -

- (i) Food - Dr Anand Singh
- (ii) Decoration - Shweta Hotwani & Pragya Singh
- (iii) Judges/Invitation - Pankaj Singh & Harshit Singh
- (iv) Banners - Dr Ashish Pandey
- (v) Hospitality - Dr. Alka Digwani & Dr. Isha kaur Rakha
- (vi) Technical - Dr. Sheshpal Namdev and Dr. Amit Shivastav
- (vii) Liasoning - Pankaj Singh and Harshit Singh
- (viii) Finance - Dr. Pooja Mishra and Dr. Deepa Sarpana
- (ix) Results - Dr. Nidhi Shivastav
- (x) Cultural - Dr. Alka Digwani & Alka Singh

Prof. Atul Pandey
Professor & Head

1) Dr. Amit Shivastava ~~Amish~~

2) Dr. Deepa Sarang

3) Dr. Ashish Pandey

4) Dr. Nidhi Shivastava

5) Dr. Pooja Mishra ~~Prakash~~

6) Dr. Anand Singh - Stand

7) Dr. Sheshpal Namdev

8) Dr. Isha Kaur Rakhs

9) Mrs. Alka Degwani

10) Ms. Shweta Hotwani ~~Shweta~~

11) Mrs. Pragya Singh ~~Pragya~~

12) Mrs. Alka Singh ~~Alka~~

13) Mr. Pankaj Singh ~~Pankaj~~

14) Mr. Harshit Singh ~~Harshit~~

NOTICE

A meeting of staff council, headed by Prof. Atul Pandey Professor & Head, DBA will be organised on 9th Jan' 2020 at 12:00 Pm. All the teachers are requested to reach on time.

Agenda

- 1) Deciding the topics for diff. events of 14th Management Festival
- 2) Deciding participants limit (members limit in each group) of various events
- 3) Deciding venue for certain events.
- 4) Any other issue with the permission of Chair.

Prof. Atul Pandey
Professor & Head.

- | | |
|---------------------------|-----------------------|
| 1) Dr. Anil Shevastava | 12) Mrs. Alka Singh |
| 2) Dr. Deepa Sareng | |
| 3) Dr. Ashish Pandey | 13) Mr. Pankaj Singh |
| 4) Dr. Nidhi Shevastava | |
| 5) Dr. Pooja Mishra | 14) Mr. Harshit Singh |
| 6) Dr. Anand Singh - Head | |
| 7) Dr. Sheshpal Namdev | |
| 8) Dr. Isha Kaur Rakhee | |
| 9) Dr. Alka Digwani | |
| 10) Ms. Shweta Holwani | |
| 11) Mrs. Pragya Singh | |

A meeting of DBA Staff members, headed by Prof. Atul Pandey, Professor & Head, was organised at 12:00 pm on 9th Jan'2020.

Following decisions have been taken.

- 1) The topics for events decided are -
 - (i) Debate - "Online learning is better than traditional methods of learning"
 - (ii) Topic presentation - "Leadership qualities from spiritual Gurus"
 - (iii) Collage - "Empowering Leadership"
 - (iv) Poster Making - "Global village"
 - (v) Cartooning - "Spiritual India"
 - (vi) Management Model - "Smart City"
- 2) Members limit for events -
 - (i) Topic presentation - 5-6 members
 - (ii) Mime - 4-8 members
 - (iii) Enigma (Business Quiz) - 3 members
 - (iv) Bujho to Jane - 3 members
 - (v) AD MAD Show - 4-6 members
 - (vi) Versatile DBA'n - 6 members

- (vii) ~~Group~~ Song - 8-10 members
- (viii) Group dance - 8-10 members
- (ix) Tug of war - 12 from each batch

3) Deciding venue for certain events.

- (i) Inauguration - Conference Hall
- (ii) Debate - Conference Hall
- (iii) Business Quiz - Lecture Hall No. 1
- (iv) Bujho to Jane - Lecture Hall No. 1
- (v) Cultural day - DBA Ground
- (vi) Kabad & Jugad - Library
- (vii) Collage - Library
- (viii) Management Model - Library

4) Token of Affection for guests would be mugs & rose sticks.

Prof. Atul Pandey
Professor & Head

- 1) Dr. Amit Sheivastava Amit
- 2) Dr. Deepa Saxena
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Sheivastava
- 5) Dr. Pooja Mishra Pooja
- 6) Dr. Anand Singh Anand
- 7) Dr. Sheshpal Nandew
- 8) Dr. Isha Kaur Ralchig
- 9) Mrs. Atka Dignani Atka
- 10) Ms. Shweta Hotwani Shweta
- 11) Mrs. Pragya Singh Pragya
- 12) Mrs. Atka Singh Atka
- 13) Mr. Pancaj Singh Pancaj
- 14) Mr. Harshit Singh Harshit

3/12/2020

NOTICE

A meeting of staff council, headed by Prof. Atul Pandey, Professor & Head, OBT will be organized on 18th Jan 2021 at 1:00 pm. All the teachers are requested to reach on time.

Agenda

- 1) Deciding Products for Ad-Mod show
- 2) Deciding student of the year from MBA and BBA
- 3) Planning of events of Management festival
- 4) Session Incharge for the events of Mgt festival
- 5) Any other issue with the permission of the Chair

Prof. Atul Pandey
Professor & Head

- 1) Dr. Anil Chandra Sharma
- 2) Dr. Deepa Sharma
- 3) Dr. Adish Pandey
- 4) Dr. Nidhi Chandra Sharma
- 5) Dr. Pooja Mishra
- 6) Dr. Arund Singh
- 7) Dr. Mahesh Warden
- 8) Dr. Ilha Kaur Lakha
- 9) ~~Ms~~ Alka Dignam
- 10) Ms. Shanta Heleni Chavla
- 11) Ms. Pragya Singh
- 12) Ms. Anjali Singh
- 13) Mr. Pankaj Singh
- 14) Mr. Harshit Singh

A meeting of Staff Council, headed by Prof. Atul Pandey, Professor & Head DBA, was organised at 1: pm on 13th Jan 2020.

following decisions have been made -

- 1) The products decided for Ad-Mad show -
 - (i) Anti-itch products
 - (ii) Digestive Pills
 - (iii) spy-cameras

- 2) The student of the year from MBA based on academic performance, Attendance, Performance in Ugt fest (12th & 13th both) goes to Rich Ahuja

- 3) And The student of the year from BBA goes to Priyanka Chaturvedi

- 4) ^{new} Names decided for some of the events were -
 - (i) Debate - Mukhe Azam

- 5)
 - (ii) Fancy dress - False Face

- (iii) Mime - Khamosh adakar

- (iv) Jam - Clapping Rebooter

- (v) Entertainment ke liye kuch be karega has been renamed as Versatile DBA's

5) A change has been made in the pattern of debate where participants are supposed to speak both the sides i.e. for the motion as well as against the motion of the topic

6) Teacher Incharges decided for the different Events -

- (i) Inauguration - Shweta Hotwani
- (ii) Debate - Dr. Deepa Sarpeng
- (iii) Boojo to Jane - Alka Dignani
- (iv) False Fall - Pragya Singh & Sheshpal Nanda
- (v) Ad-Mad Show - Hanshit Singh & Shweta Hotwani
- (vi) Business Quiz - Dr. Amit Shivastav
- (vii) Clapping Rebooters - Dr. Nidhi Shivastav & Alka Singh
- (viii) Samiksha - Dr. Pooja Mishra
- (ix) Versatile DBA's - Dr. Anand Singh
- (x) Sales Mania - Dr. Ashish Pandey & Pankaj Singh
- (xi) Cultural Song Play - Alka Dignani

3)

Prof. Atul Pandey
Professor & Head

- 1) Dr. Amit Shivastav
- 2) Dr. Deepa Sarpeng
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Shivastav
- 5) Dr. Pooja Mishra
- 6) Dr. Anand Singh
- 7) Dr. Sheshpal Nanda
- 8) Dr. Isha Kaur Rakesh

- 9) ^{Mr} Alka Dignani
- 10) Ms. Chandra Hansari Shukla
- 11) Mrs. Pragya Singh
- 12) Mrs. Alka Singh zu
- 13) Mr. Panraj Singh Dr
- 14) Mr. Harshil Singh Harshil

13/01/2020

NOTICE

A meeting of Staff Council, headed by Prof. Atul Pandey, Professor & Head, DBA will be organised on 16th Jan' 2020 at 12:00 pm. All the ^{requesters} requested to reach on time.

Agenda

- 1) Deciding the Inaugural schedule
- 2) Prize distribution

- 1) Dr. Amit Chivastans Amit Prof. Atul Pandey
- 2) Dr. Deepa Sarens Professor & Head
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Chivastans
- 5) Dr. Pooja Mishra Pooja
- 6) Dr. Anand Singh Anand
- 7) Dr. Shekhal Kamdev
- 8) Dr. Ishq Kaur Pathak
- 9) Mrs. Alka Dignani Alka
- 10) Ms. Chandra Hansari Shukla Shukla
- 11) Mrs. Pragya Singh Pragya
- 12) Mrs. Alka Singh zu
- 13) Mr. Panraj Singh Dr
- 14) Mr. Harshil Singh Harshil

Minutes

A meeting of Staff Council headed by Prof. Atul Pandey, Professor & Head, DBA, was organised at 12:00 pm on 16th Jan 2020.

Following decisions has been made -

- 1) The schedule decided for Inaugural Ceremony is from 2:30 pm to 3:50 pm.
- 2) Inaugural welcome speech would be given by Sakshi Gupta
- 3) Overview of Events would be given by Prachi Pandey (BBA 4th sem) & Vibhuti Mishra (MBA 2nd sem)
- 4) Cultural Performance would be given by
 - (i) solo dance by Priyanka Chaturvedi (MBA 2nd sem)
 - (ii) solo dance by Manisha Tebbari (BBA 2nd sem)
- 5) Vote of thanks would be given by Jays Pandey (BBA 4th sem)
- 6) Compering of Inaugural Ceremony would be done by Ms. Rashmi Pandey (MBA 4th sem) & Mr. Kirti Dev. Singh (MBA 2nd sem)
- 7) ~~Prize~~ Medals to the winners of Events would be given after the event only.

- | | |
|----------------------------------|------------------------|
| 1) Dr. Amit Shivastava | |
| 2) Dr. Deepa Saxena | |
| 3) Dr. Arshish Pandey | Prof. Atul Pandey |
| 4) Dr. Madhu Shivastava | Professor & Head |
| 5) Dr. Pooja Mishra | |
| 6) Dr. Anand Singh - <u>Head</u> | 10) Ms. Shubha Hotwani |
| 7) Dr. Sheshpal Nandan | 11) Ms. Pragya Singh |
| 8) Dr. Psha Kaur Fakhar | 12) Ms. Alka Singh |
| 9) Alka Dignani | 13) Ms. Pankaj Singh |

Date - 8th February 2020NOTICE

A meeting of staff Council, headed by Prof Atul Pandey, Professor & Head DBA is organised today at 12:30 pm in the Meeting Hall. All the teachers are requested to reach in time.

Agenda

- 1) Time Table of Even Semester
- 2) Internal Assessment
- 3) Allocation of non-teaching assignments
- 4) Revision of syllabus
- 5) Review of Mgt post.
- 6) Any Other issue with the permission of the chair.

Atul Pandey

Prof. Atul Pandey
Professor & HeadDepartment of Business
Administration

1) Dr. Amit Shrivastava

Amish

2) Dr. Deepa Sareena

3) Dr. Ashish Pandey

Ashish

4) Dr. Nidhi Shrivastava

5) Dr. Pooja Mishra

Pooja

6) Dr. Anand Singh

Anand

7) Dr. Cheshpal Vamder

Cheshpal

8) Dr. Jisha Kaur Rakha

9) Dr. Alka Digwani

Alka

13) Mr. Pankaj Singh

PB

10) Ms. Shweta Holwani

Shweta

14) Mr. Hanshit Singh

HS

11) Mrs. Pragya Singh

Pragya

12) Mrs. Alka Singh

Alka

Minutes

A meeting of staff council headed by Prof. Atul Pandey, Professor Head, Department of Business Administration was organised at pm on 8th February' 2020.

Following issues have been discussed —

1) Time Table of Even Semesters — As per the unavailability of Sir, Time table can be revised or the classes can be allotted to teachers.

2) Allocation of non-teaching assignments —

A) work division of work in BBA will be as —

(i) Batch Inchargeship

BBA II Sem — Pragya Singh & Alka Singh

BBA IV Sem — Dr. Alka Dignani & Harshil Singh

BBA VI Sem — Shweta Hotwani & Pankaj Singh

(ii) Attendance — Attendance compilation will be done by the respective batch incharges only.

(iii) Internals — Batch Incharges will make internals of their respective batches.

(iv) Library — Library work related with submission & issue of books will be done by batch incharges only for each batch.

(v) Presentations & Assignments - Batch Inchange will submit assignments & make the schedule of Presentations.

(vi) Scholarship - This work will be seen by Aneta Dr Anand Singh

(vii) VEC - By Dr Anand Singh

(viii) Payment / Remuneration of teachers in BBA ^{will be} ~~is~~ Made by Dr. Anand Singh.

(ix) Exam Forms - By Dr. Pooja Mishra.

10) Work Division in MBA

(i) Batch Inchanges

MBA II Sem - Dr. Nidhi Shivastava & Dr. Isha Rakhta

MBA IV Sem - Dr. Deepa Saxena & Dr. Ashish Pandey

(ii) Admission work - Dr. Sheshpal Namdeo

(iii) AICTE - Dr. Sheshpal Namdeo

(iv) VEC - Dr. Amit Shivastava

(v) Teachers Remuneration - Dr. Deepa Saxena

(vi) Presentations -

(VII) assignments

(VIII) Attendance

(IX) Internals

(X) Library

(XI) scholarship - Dr. Shishpal Namdeo

(XII) Exam forms - Dr. Amit Shivastaw

C) Mphil - Dr. Deepa Satena will be the batch In-charge. The complete file set of Mphil will be available with In-charge. Also a copy of Course work Ordinance & PhD ordinance will be available with In-charge.

PhD pre-submission presentations - Dr. Isha Rakhra will see the work related to PhD pre-submission presentations.

Dr. Deepa Satena and Dr. Isha Rakhra will make the remuneration slip of course work lectures as per the schedule & attendance.

3. Revision of Syllabus

Teachers are requested to suggest changes that can be incorporated in the subjects of BBA and MBA.

From the next year Choice Base Credit System (CBCS) will be implemented in MBA.

4. Review of Management Festival

- (i) For Debate, teachers are requested to recognise students that are active in academic activities & motivate them for Debate from the next time.
- (ii) Debate can be allowed in Hindi also from the next year.
- (iii) Teachers will check the PPTs of students participating in samiksha before final run.
- (iv) Events based on writing ability were suggested to be included from the next year.
- (v) Off stage Events submission to be made 4-6 days prior to start of fest days.
- (vi) Solo & duet participation will be included in versatile DBA. Also group participation skit to be avoided in versatile DBA.
- (vii) Cultural day's Events can be scheduled as -
 - 1) Solo Song
 - 2) Solo dance
 - 3) group song
 - 4) Mime
 - 5) Group dance
- (viii) Cultural day Compering to be given to students from next year.

(ix) ^{Active} Students who were in Organising Committee should be rewarded for their efforts in organising the events.

(x) The students who left the WhatsApp group '100 Active Team DSA' are to be enquired.

(xi) University teachers would not be given momento or those who are given, their names can be recorded so as to avoid any repetition.

(xii) 20 volunteers will be selected to organise cultural day (like welcome the guests, seeing the sitting arrangements for the guests)

(xiii) Official staff 'Rajneesh Mishra' will be facilitated in the next Mgt. Festival.

~~(xiv)~~

4) Summer training OF MBA students

(i) Students can be requested, if they want any help regarding their summer training, they can tell their convenient city. We would help them if possible.

(ii) Alumni of Department namely Bharat Baldua is now looking HR of HDFC & has given the link through which the students can register for internship. The students are to be communicated regarding this.

5) Internal Assessment

BBA Internals are finalized and already sent. All teachers are required to note their Internals.

Prof. Ashi Pandey
Professor & Head

Name of Faculties

- 1) Dr. Amit Shrivastava *AS*
- 2) Dr. Deepa Sharma
- 3) Dr. Ashish Pandey
- 4) Dr. Pooja Mishra *Pooja*
- 5) Dr. Anand Singh *Anand*
- 6) Dr. Shwopal Khandelwal
- 7) Dr. Isha Kaur Rakesh
- 8) Dr. Nidhi Shrivastava
- 9) Dr. Atika Dignani *Atika*
- 10) Mr. Shweta Holwani *Shweta*
- 11) Mr. Pragya Singh *Pragya*
- 12) Mr. Atika Singh *Atika*
- 13) Mr. Pankaj Singh *Pankaj*
- 14) Mr. Harshit Singh *Harshit*

Minutes

A meeting of staff Council headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised on 23/10/2020

Following issues have been discussed -

- i) NAAC information about the dept. has to be furnished in 7 indicators / Components of NAAC. The Allotment of indicators is done as mentioned below -
 - i) curricular Aspects : Dr. Deepa Saranya and Shweta Hotwani
 - ii) Teaching, Learning & Evaluation : Dr. Nidhi Shivastava and Dr. Pooja Mishra
 - iii) Research, Innovation : Dr. Ashish Pandey & Pankaj Singh
 - iv) Infrastructure & Learning Resource : Dr. Isha Kaur & Harshit Singh
 - v) Student Support & Progs : Dr. Sheshpal Nandan & Anand Singh Baghel
 - vi) Govt., Leadership & Mgt : Dr. Anil Singh & Atka Singh Garhwan
 - vii) Inst. values & Best practices : Dr. Atka Dignani along with Prof. Atul Sir. Pan.

The teachers are requested to work on these aspects, write drafts, collect information & supporting documents to finish all five year details (2015-16-17-18-19-20) by 29th October 2020.

2) Course / Paper allotment for the session 20-21

BBA 1st Sem.

- 101 Micro Economics - Harshit Singh & Alka Singh
 102 Financial Accounting - Dr. Pooja Mishra & Alka Singh
 103 Business Environment - Pankaj Singh
 104 Business Mathematics - Dr. Alka Dignani & Shweta Hotwani
 105 Principles of Management - Dr. Anand Singh

BBA IIIrd Sem

- 301 Hindi Bhasha - Dr. Anand Singh
 302 Managerial Economics - Dr. Pooja Mishra & Dr. Alka Dignani
 303 Organisational Behaviour - Pankaj Singh & Alka Singh
 304 Research Methodology - Shweta Hotwani & Harshit Singh
 305 Communication Skills - Dr. Pooja Mishra, Pankaj Singh & Shweta Hotwani

BBA V Semester

- 501 Management Information System - Harshit Singh & Shweta Hotwani
 502 Labour Laws - Dr. Anand Singh & Pankaj Singh
 503 Project Management - Dr. Alka Dignani & Alka Singh
 504 Management Science - Dr. Alka Dignani
 505 Electives
 505 A Working Capital Management - Dr. Pooja Mishra
 505 B Consumer Behaviour - Pankaj Singh & Harshit Singh
 505 C Human Resource Development - Shweta Hotwani

3) Online classes for the session 2020-21

The online classes will be start from 1st Nov '20. classes will be taken in the Google meet & all the teachers are requested to note the attendance of students in each class.

The teachers can share study material in the form of PPT or Pdf while taking online classes.

Prof. Atul Pandey
Professor & Head

Name of faculties

1. Dr. Anil Sheerastava *Anil*
2. Dr. Deepa Saxena
3. Dr. Ashish Pandey
4. Dr. Pooja Mishra *Pooja*
5. Dr. Anand Singh *Anand*
6. Dr. Sheshpal Namdeo
7. Dr. Isha Kaur Rakhra
8. Dr. Nidhi Srivastava
9. Dr. Alka Dignani
10. Ms. Shweta Hawani *Shweta*
11. Ms. Alka Singh *Alka*
12. Mr. Pankaj Singh *Pankaj*
13. Mr. Harshit Singh *Harshit*

NOTICE

A meeting of staff council, headed by Prof. Atul Pandey, Professor & Head, DBA is organised today at 4:45 PM in Google Meet.

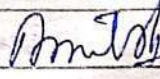

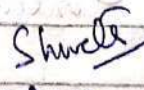
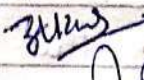


The joining information for the google meet is [meet.google.com/zba-zdki-rgr], which has been shared in DBA group also. All the teachers are requested to join the google meet 5 mins before the scheduled time.

Agenda

- 1) Guidelines on online classes
- 2) Induction of 1 yr. Batch.
- 3) Any other issue with the permission of chair

Prof. Atul Pandey
Professor & Head
DBA, APSU

Name of faculties

- 1) Dr. Amit Shivastav 
- 2) Dr. Deepa Sapera
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Shivastav
- 5) Dr. Pooja Mishra 
- 6) Dr. Anand Singh
- 7) Dr. Sheshpal Nandev
- 8) Dr. Isha Kaur Rakhra
- 9) Dr. Alka Dignani
- 10) Ms. Shweta Holwain Shweta 
- 11) Mrs. Alka Singh 
- 12) Mr. Pankaj Singh 
- 13) Mr. Harshit Singh 

Minutes

An online meeting of staff council, headed by Prof. Atul Pandey, Professor & Head, DBA was organised on 20/11/2021.

Following issues have been discussed —

1) A regular performance record for each class taken online including all the details has to be shared in DBA group as well as to Prof. RK Kabare also.

The details shared must include —

- (i) Department Name
- (ii) Course Name
- (iii) Name of faculty
- (iv) Date
- (v) Class
- (vi) Subject
- (vii) Time
- (viii) Topic Covered
- (ix) Type of material shared
- (x) Medium of class

2) Teachers are also requested to share the evidence of all online classes regularly along with the performance record.

Screenshots of the google ^{meet} classes can be used as an evidence of online classes.

3) Books distribution to the students can be made in groups. A group of 10-15 students at a time can be called

at department for issuing books.

4) Nominal of fresh batch (BBA & MBA) has to be shared with all the teachers, so that they can monitor & check the fake entries in the online classes. Nominal will help all the teachers in identifying all the students.

5) After 5-6 days a session on 'introduction of students' (BBA & MBA) can also be planned which will help teachers in identifying the students of new batch.

6) Teachers have to maintain discipline in online classes and they have to check & monitor if the students have mentioned their formal names in the whatsapp setting.

7) Teachers are required to maintain attendance of all the students, who attend the class.

8) Teachers are requested to use formal picture in the gmail & whatsapp display picture.

Prof. Atul Pandey
Professor & Head
DBA, APSU

Name of the faculties

1) Dr. Amit Srivastava Amit

2) Dr. Deepa Sarang

3) Dr. Ashish Pandey

4) Dr. Nidhi Srivastava

5) Dr. Pooja Mishra Pooja

6) Dr. Anand Singh Anand

7) Dr. Cheshpal Namdeo

8) Dr. Teha Kaur Rakhsa

9) Dr. Alka Digrani

10) Ms. Shweta Hotwani Shweta

11) Ms. Alka Singh Alka

12) Mr. Pankaj Singh Pankaj

13) Mr. Harshit Singh Harshit

NOTICE

A meeting of MBA staff Council, headed by Prof Atul Pandey, Professor & Head, DBA is organised on 1/2/21 at 3.30 pm. All the teachers are requested to reach in time.

Agenda

1. Physical and online classes.
2. Internal assessment.
3. NAAC preparation.
4. Any other issue with the permission of the Chair.

Prof. Atul Pandey
Professor & Head
DBA, APSU

1. Dr. Nidhi Shrivastava

Nidhi

2. Dr. Deepa Sarda

Deepa

3. Dr. Amit Shrivastava

Amit

4. Dr. Ashish Pandey

Ashish

5. Dr. Isha Kaur Rakesh

Isha

Minutes

A meeting of staff council headed by Prof. Atul Pande Professor & Head, Department of Business Administration was organised on 1.2.21 at 3:30 pm.

Following issues have been discussed -

1. Discussion on covered syllabus among teachers till Jan'21 thereafter Sessional I syllabus decided.
2. 10th Feb 2021 is finalized as sessional date. Exam format will be open book. Students are supposed to submitted their copies as per the prescribed dates; for MBA-I 17.2.21 and for MBA-II 18.2.21 is decided.
3. 2 batches should be formed to resume physical classes as per the COVID-19 norms.

The class plan will be -

- Classes for Batch 1 (B1) will be conducted on Monday, Tuesday and Wednesday.
- classes for Batch-2 (B2) will be conducted on Thursday, Friday, Saturday.
- Students should attend break free sessions in the department.
- No more than 2 students will be permitted for use of wash rooms.
- Students should remain full time in the department.
- Teachers should remain full time in the department.

- Mask, Sanitizer, and social distancing is mandatory as per COVID-19 norms.
- Only those students will be permitted to attend physical classes who have submitted the undertaking consent from their parents.
- Physical classes will start from day after tomorrow i.e. 3/2/21 from 11:00 am to 4:00 pm.
- Along with the physical classes online mode will also be available.

NOTICE

A meeting of BBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, DBA is organised on 1/2/2021, at 3:00 pm. All the teachers are requested to reach in time.

Agenda

- 1) Physical and online classes
- 2) Internal assessment
- 3) NAAC Preparation
- 4) Any other issue with the permission of the Chair.

~~Atul Pandey~~
 Prof. Atul Pandey
 Professor & Head
 DBA, APSU

- 1) Dr. Pooja Mishra ← ~~Triniphon~~
- 2) Dr. Anand Singh - ~~Stand~~
- 3) Dr. Alka Dignani
- 4) Ms. Shweta Hotwani Shweta
- 5) Ms. Alka Singh ~~Zaman~~
- 6) Mr. Pankaj Singh ~~Am~~
- 7) Mr. Harshit Singh ~~Am~~

A meeting of staff council headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised on 1/2/2021 at 1:00 pm.

following issues have been discussed -

1. Discussion - on syllabus covered by the teachers till Jan'21 and syllabus to be given in the sessionals.

The syllabus covered so far, as per the discussion was -

101: ME - I, II & III units
BBA I Sem 102: FA - I, II, IV & V units
103: BLE - I, II & III units
104: BM - I, II & IV units
105: POM - I & II units

BBA III Sem 301: Hindi - I, II & III units

302: ME - I, II, III & IV is running

303: OB - I, II, III & IV units

304: RM - I, II, III & IV units

305: CS - I, II & V units

BBA V Sem 501: MIS - I, II & IV units

502: LL - I, II, III & IV units

503: PM - I, II, III & IV units

504: MS - I, II & III units

505A: WCM - I, II & III units

505B: CB - I, II & III units

505C: HRD - I, II & III units

The units covered in the respective subjects will be the syllabus covered for sessionals

2. The sessionals of BBA will be organised on 10th Feb '2021. They will be conducted by open book pattern. Students will be required to submit their copies as per the dates given below -

| | |
|---------------|--------------------------|
| BBA I sem - | 15 th Feb '21 |
| BBA III sem - | 16 th Feb '21 |
| BBA V sem - | 17 th Feb '21 |

3. Physical classes of students will start from 3/02/2021. In this context, only the students who have submitted consent forms in the office will be permitted to attend physical classes.

The undertaking forms so far received from the students are as -

| | |
|---------------------------|-------------|
| BBA 5 th sem - | 44 received |
| BBA 8 th sem - | 04 received |
| BBA 1 st sem - | 63 received |

4. Students from ^{each of} all the semesters would be divided into batches of 40.

5. It will not be compulsory to come for physical classes but if students want to come, then undertaking form (consent form) with parents signature is mandatory.

6. Students will be required to follow the following rules, if they are coming to department.

- (i) COVID 19 Protocol of wearing mask, sanitisation and social distancing will be strictly followed.
- (ii) They will have to come in proper uniform
- (iii) Class timings would be 9:00 am - 2:00 pm & students are requested to reach 5 minutes before, Bcoz late comers will not be allowed.
- (iv) Students will be required to stay full time in the department (ie they'll not be allowed to leave in between, except medical reasons).
- (v) There wouldn't be long breaks between the classes to go out in groups, instead they will be allowed to go to washroom (1-2 students at a time).
- (vi) Students will be required to bring their own water bottle/tiffin instead of sharing the food with their friends
- (vii) Outsiders will strictly be not allowed

7. Along with the physical classes, online mode will also be available.

Atul Pandey
Prof. Atul Pandey
Professor & Head
DBA, APSU

Name of the faculties

- 1) Dr. Pooja Mishra Pooja Mishra
- 2) Dr. Anand Singh Anand
- 3) Dr. Alka Dignani
- 4) Ms. Shweta Hofwani Shweta
- 5) Mrs. Alka Singh Alka Singh

Notice

12/12/2023

A meeting of staff council headed by Prof. K. S. Pandey, Professor & Head, Dept. of Management Studies, organized today at 5:30 PM in the department hall. All teachers are requested to reach in time.

Agenda

- 1) Personal assessment
- 2) Any other item with the permission of chair

Prof. K. S. Pandey
 Professor & Head
 Department of Management
 Administration

Name of faculties

- 1) Dr. Amit Chaurastava
- 2) Dr. Deepa Sharma Present
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Chaurastava
- 5) Dr. Pooja Mishra Present
- 6) Dr. Anand Singh - Present
- 7) Dr. Shekhar Kumar
- 8) Dr. Jaha Kaur Rakhwa Present
- 9) Dr. Alka Dignani Present
- 10) Ms. Shweta Holuani Present
- 11) Ms. Alka Singh Present
- 12) Mr. Pankaj Singh Present
- 13) Mr. Harshil Singh

MINUTES

A meeting of Staff Council headed by Prof. Atul Pandey, Professor & Head, DBA, was organised at 12:30 pm on 10th Feb'21.

Following decisions have been made -

1) As per the decision taken by the Meeting of Academic Council based on orders given by the Govt., Exams would be conducted through assignments to be made by students from their home only. In the light of same, it was decided that sessionals will be conducted through open book pattern whereby question papers will be shared through formal WhatsApp group of respective semesters on 12/02/21 for BBA and 15th/02/21 for MBA.

2) Class-wise dropboxes will be created in the department for submission of answer copies. The stipulated time for submission of copies will be as follows -

| <u>Date</u> | <u>Semester</u> | <u>Time</u> |
|-------------|-----------------|--------------------|
| 15/02/2021 | BBA II sem | 9:00 am to 2:00 pm |
| 16/02/2021 | BBA III sem | 9:00 am to 2:00 pm |
| 17/02/2021 | BBA I sem | 9:00 am to 2:00 pm |
| 18/02/2021 | MBA I sem | 2:00 pm to 5:00 pm |
| 19/02/2021 | MBA III sem | 2:00 pm to 5:00 pm |

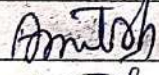
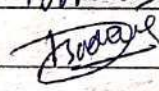
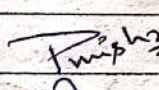
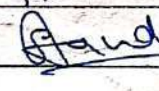

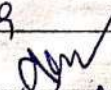
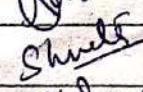
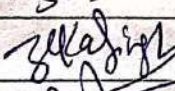

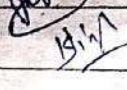
- 3) There will be 5 questions in the question paper. Students will be required to attempt any two questions. First question will count (represent) 1st sessional & second question will represent 2nd sessional.
- 4) Each question will be of 15 marks in BBA and Best of two will be given as final marks.
- 5) In MBA I sem, each question will be of 20 marks & for MBA III sem each question will be of 30 marks.
- 6) MBA I sem students will be required to attempt three questions of 20 marks each out of five given questions.

Prof. Atul Pandey

Professor & Head

DBA, APSU

Name of Faculties

- 1) Dr. Amit Shivastava 
- 2) Dr. Deepa Saxena 
- 3) Dr. Ashish Pandey
- 4) Dr. Pooja Mishra 
- 5) Dr. Anand Singh —  12/2/2024
- 6) Dr. Sheshpal Wamder
- 7) Dr. Ishu Kaur Baksh 
- 8) Dr. Alka Dignani 
- 9) Ms. Shweta Hotaani 
- 10) Ms. Alka Singh 
- 11) Mr. Pankaj Singh 
- 12) Mr. Harshit Singh 

Notice

A meeting of staff council^(BCA) headed by Prof. Atul Pandey, Professor & Head, DBA, is organised today at 2:00 PM in the department. All the teachers are requested to reach in time.

Agenda

- ① Assessment of open book system sessional copies.
- ② Any other issue with the permission of chair.

Atul Pandey

(Prof. Atul Pandey)
Professor & Head
Department of Busi
Administration

Name of faculties: →

- 1) Dr. Pooja Mishra. *Pooja Mishra*
- 2) Dr. Alka Digwani. *AD*
- 3) Mrs. Alka Singh. *Alka Singh*
- 4) Mr. Pankaj Singh. *Pankaj Singh*
- 5) Mr. Harshit Pr. Singh. *Harshit Pr. Singh*

Notice :->

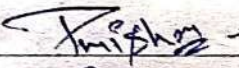

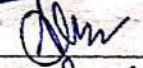


A meeting of staff council (BBA) headed by Prof. Abul Pandey, Professor & Head, DBA is organised today at 01:00 PM in the department. All the teachers are requested to reach in time.

Agenda :->

1. Subject Allotment
2. Scheduling time for BBA classes.
3. Time table.
4. Any other issue with the permission of chair.

~~Abul Pandey~~
 (Prof. Abul Pandey)
 Professor & Head
 Department of Bus
 administrati

Name of faculties.

- Dr. Pooja Mishra. 
- Dr. Anand Singh. 
- Dr. Alka Digwani. 
- Mrs. Alka Singh. 
- Mr. Harshit Pr. Singh. 

MINUTES.

A meeting of BBA staff council headed by Prof Atul Pandey, Prof & Head, DBA, was organized at 01:00 PM on 01/03/21.

Following decisions have been made :->

| II nd semester. | IV th semester. | VI th semester. |
|-------------------------------------|----------------------------------|---|
| 201 → SH {English Language} | 401 → PM {financial Management} | 601 → ASB {Entrepreneurial Development} |
| → AD. | → AD | |
| 202 → HS {Computers for Management} | 402 → AP {Marketing Management} | 602 → HS {Service Marketing} |
| → AD. | → | |
| 203 → ASB {Business Law} | 403 → HS {Production Management} | 603-A → AD {Corporate Taxation} |
| → PS. | → PS | |
| 204 → A.P. {Business Statistics} | 404 → SH {Personnel Management} | B → ASG {Sales Management} |
| → | → ASG | C → PS {Industrial Laws} |
| 205 → PM {Cost Accounting} | 405 → (Computer lab) ASB. | |
| → ASG | | 604-A → PM {financial control system} |
| | | B → AP {Advertising Mgt. & Sales Promoth} |
| | | C → SH {Wage & Salary administrtion} |

It has been decided that BBA classes will be started at 08:00 AM to 01:30 PM.

Dr. Anand Singh
(Prof. Anand Singh)
Professor & Head
Department of
Administration

Name of faculties

- 1) Dr. Anand Singh
- 2) Dr. Anand Singh
- 3) Dr. Alka Dignawan
- 4) Mrs. Alka Singh
- 5) Mr. Harshit Pr. Singh

Signature
Anand
11/3/2024
Date

Notice

A meeting of Staff Council headed by Prof. Anil Pandey Professor & Head, DCA is organized on 16th June 21 at 11:00 am in the Department. All the teachers are requested to reach in time.

Agenda

- 1) Internal assessment
- 2) Final Semester exams
- 3) Any other issue with the permission of chair

(Prof. Anil Pandey)
Professor & Head
Department of Business
Administration

Name of faculties

- | | |
|-------------------------|---------|
| 1) Dr. Amit Shivastava | Amish |
| 2) Dr. Ashish Pandey | Ashish |
| 3) Dr. Nishi Shivastava | Nishi |
| 4) Dr. Anand Singh | Anand |
| 5) Dr. Shekhar Sharma | Shekhar |
| 6) Dr. Alka Dignani | Alka |
| 7) Ms. Shweta Motwani | Shweta |
| 8) Mrs. Alka Singh | Alka |
| 9) Mr. Harshit Singh | Harshit |

A meeting of staff council, headed by prof. Atul Pandey, Professor & Head, Department of Business Administration was organized at 11:00 am on 16th June '21.

Following decisions have been made in the meeting.

1) The date for the sessional of BBA 4th Sem & 2nd Sem is as follow -

| Date of submission | Semester | Time |
|--------------------|-------------|---------------------|
| 22.06.2021 | BBA 4th Sem | 11:00 am to 4:00 pm |
| 23.06.2021 | BBA 2nd Sem | 11:00 am to 4:00 pm |

2) The sessional of the students will be conducted through openbook pattern whereby question papers will be shared through formal whatsapp group of respective semester on 18.06.2021.

3) The teachers are required to make papers for sessionals by today evening, so that it can be compiled & distributed posted in the whatsapp group on 18.06.21.

4) The dates for the sessional of MBA are as follow -

| Date of submission | Semester | Time |
|-------------------------------|---------------|---------------------|
| 6.07.2021 | MBA 4th sem | 11:00 am to 4:00 pm |
| 24.06.2021 | MBA 2nd sem | 11:00 am to 4:00 pm |
| Paper ¹¹ shared on | 2nd July for | MBA 4th Sem |
| | 19th June for | MBA 2nd sem |

5) The final exams would also be conducted through open book pattern whereby students would write the answers for the question papers (shared on the WhatsApp group) & will submit their answer sheets in the department on the stipulated date given by the university.

6) The sessional of BBA 6th Sem will be conducted post their final exam^{PT} submission.

Atul Pandey 16/06/21
(Prof. Atul Pandey)
Professor & Head
Department of Business
Administration

Name of faculties

- | | |
|------------------------|---------|
| 1) Dr. Amit Shivastav | Amish |
| 2) Dr. Ashish Pandey | Ashish |
| 3) Dr. Vidhi Shivastav | Mohi |
| 4) Dr. Anand Singh | Anand |
| 5) Dr. Sheshpal Namdeo | |
| 6) Dr. Anka Dighani | An |
| 7) Ms. Shweta Hotwani | Shweta |
| 8) Mr. Harshit Singh | Harshit |

NOTICE

A meeting of staff council headed by Prof. Atul Pandey, Professor & Head, PBA is organized on 21st June 2021 at 11:00 am. All the teachers are requested to reach on time.

Agenda

- 1) Internal assessment
- 2) Final Semester Exam Copy assessment
- 3) Exam form verification/approval of RBA 2nd & 4th
- 4) Any other issue with the permission of chair.

Prof. Atul Pandey
Professor & Head
Department of Business Admin-
-strations

Name of faculties

- | | |
|-------------------------|----------------|
| 1) Dr. Amit shivastava | <u>Amit</u> |
| 2) Dr. Deepa Sengupta | <u>Deepa</u> |
| 3) Dr. Ashish Pandey | <u>Ashish</u> |
| 4) Dr. Neha shivastava | <u>Neha</u> |
| 5) Dr. Pooja Mishra | <u>Pooja</u> |
| 6) Dr. Arvind Singh | <u>Arvind</u> |
| 7) Dr. Shekhar Bhandari | <u>Shekhar</u> |
| 8) Dr. Atka Dignani | <u>Atka</u> |
| 9) Ms. Shweta Motwani | <u>Shweta</u> |
| 10) Mrs. Atka Singh | <u>Atka</u> |
| 11) Mr. Pankaj Singh | <u>Pankaj</u> |
| 12) Mr. Harshit Singh | <u>Harshit</u> |

MINUTES

Page No. 21/06/21
Date

A meeting of Staff Council, headed by Prof. Arun Pandey, Professor & Head, Department of Business Administration was organised at 11:00 am on 21/06/2021.

Following decisions have been made in the meeting —

- 1) Teachers are requested to be in the department from 11:00 am to 3:00 pm or 12:00 am to 4:00 pm.
- 2) Internal copies submitted by the students will be checked/evaluated by the teachers & they are requested to make the internals.
- 3) Teachers are requested to evaluate the copies of final exam based on the subjects allotted to them by the HOD.
- 4) Batch Incharges are requested to do the Exam form Approval of their respective batches.
- 5) The Sessional of BBA 2nd sem & 4th sem is to be compiled & submitted to HOD Sir before their final exam.
- 6) The Date for the final exam for BBA 2nd sem & 4th sem is 12th July '21. All the teachers thereby are requested to come on time & submit the copies of students.

7) All the students of BBA VI sem are required to submit either their project reports or a 6-8 page hand written assignment about the complete profile of an organization of their own choice on Monday i.e. 12th July 2021

Atul Pandey
(Prof. Atul Pandey)
Professor & Head
Department of Business
Administration
APCU, Leas

Name of faculties

- 1) Dr. Anil Chivastav
- 2) Dr. Deepa Sareng
- 3) Dr. Ashish Pandey
- 4) Dr. Nidhi Chivastav
- 5) Dr. Pooja Mishra
- 6) Dr. Anand Singh
- 7) Dr. Sheshpal Namdeo
- 8) Dr. Alka Dignani
- 9) Ms. Shweta Motwani
- 10) Mrs. Alka Singh
- 11) Mrs. Pankaj Singh
- 12) Mr. Harshit Singh
- 13) Dr. Isha Rakhee

NOTICE

4/08/21

A meeting of staff Council headed by Prof. Atul Pandey Professor & Head, Dist is organized at 12 noon today. All the teachers are requested to reach in time.

Agenda

Meeting on Organisation of Events as per the letter received from University.

Atul Pandey 05/08/21

Prof. Atul Pandey
Professor & Head

Department of Business Administration

Name of faculties

- 1) Dr. Deepa Sareng 
- 2) Dr. Ashish Pandey
- 3) Dr. Nidhi Shrivastava 
- 4) Dr. Pooja Mishra 
- 5) Dr. Anand Singh 
- 6) Dr. Sheshpal Namdeo
- 7) Dr. Alka Digwani 
- 8) Ms. Shweta Pothwani 
- 9) Mrs. Alka Singh 
- 10) Mr. Pankaj Singh 
- 11) Mr. Harshit Singh 

A meeting of staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised at 12 noon today.

Following decisions have been made in the meeting -

① Teachers are requested to make proposal regarding organisation of events on the subjects decided by Hon'ble VC sir on specific occasions (dates) as mentioned below. The Incharges made for making proposals are as -

- a) दिनांक 12 जनवरी - राष्ट्रीय युवा दिवस
(स्वामी विवेकानन्द का जन्मदिवस)
Dr. Anand Singh and Shweta Hotwani
- b) दिनांक 28 अप्रैल - विश्व कार्य स्थल स्वारथ्य व सुरक्षा दिवस
Dr. Deepa Sarana and Dr. Anil Shrivastava
- c) दिनांक 31 मई - तम्बाकू विरोधी दिवस
Dr. Isha Lakshya and Dr. Harshit Singh
- d) दिनांक 26 जून - अंतर्राष्ट्रीय नशा निरोधक दिवस
Dr. Nidhi Shrivastava and Pankaj Singh
- e) दिनांक 12 अगस्त - अंतर्राष्ट्रीय युवा दिवस
Dr. Ashish Pandey and Dr. Alka Dignani & Dr. Pooja

② Teachers can plan for events like Painted essay competition, Seminar, cartooning, invited talk, Quiz competition.

③ The events based on subjects like webinar, Conference, Seminar, invited talk, workshops can be planned as -

July - September

one week FDP in the Hybrid mode can be planned
teachers from various dept of UTD can participate
in that. Teachers can also take sessions in the
area of their specialization.

October - December

(i) A 3 days workshop on Personality Develop-
ment for UTD students can be organised by
Dr. Alka Digiwani.

(ii) 3 days on workshops on Communication
& presentation skills can be planned.
Prof. Atul Pandey & Dr. Isha Rakha can
take sessions in this.

(5) January - March

E-Conference on Indian Ethos for effective
Management.

(6) April - June

A Conference on Contemporary issues in Business
Management can be planned.

(7) One week workshop on Research methodology
can also be planned.

(8) A workshop on "Development of E Content"
can be organised.

(9) Teachers are requested to make proposals for all these events and submit it in two days

Mul Pandey 05/10/21

Prof. Ateel Pandey
Professor & Head
Department of Business Administration

Name of faculties

- 1) Dr. Amit shivastava
- 1) Dr. Deepa ^{Sreena} ~~shivastava~~ ~~Sharma~~
- 1) Dr. Ashish Pandey
- 1) Dr. Nidhi shivastava ~~Nidhi~~
- 1) Dr. Pooja Mishra ~~Pooja~~
- 1) Dr. Anand singh ~~Anand~~
- 1) Dr. Sheshpal Namdeo
- 1) Dr. Alka Digwani ~~Alka~~
- Ms. Shweta Potwani ~~Shweta~~
- Ms. Alka Singh ~~Alka~~
- Mr. Pankaj Singh ~~Pankaj~~
- Mr. Harshit Singh ~~Harshit~~
- Dr. Isha Rakha ~~Isha~~

NOTICE

17/09/21

A meeting of staff council headed by Prof. Atul Pandey Professor & Head, BBA is organized at 12 noon today. All the teachers are requested to reach in time.

Agenda

Classes of BBA in 4 D sem

Atul Pandey
17/9/21
Prof. Atul Pandey
Professor & Head
Department of Business Admin-
-stration

Name of faculties

- 1) Dr. Pooja Mishra Prakash
- 2) Dr. Anand Singh
- 3) Dr. Alka Dignam Shukla
- 4) Shweta Motwani Shukla
- 5) Alka Singh
- 6) Pankaj Singh
- 7) Harshit Singh Shukla

A meeting of staff council headed by Prof. Atul Pandey, Professor & Head, DRA was organized on 17th Aug'21 at 12 noon.

Following decisions have been made in the meeting.

- ① As per the University order, online classes for Semester III and V for academic year 2021-22 have started from today. The timings of class would be from 11am - 4pm.
- ② All the teachers are requested to stay in the department from 11:00 am - 5:00 pm.
- ③ The teachers will be allotted classes based on their seniority level. The allotment of lectures would be as:
 - (a) Dr. Anand Singh - 15 lectures
 - (b) Dr. Pooja Mishra - 14 lectures
 - (c) Dr. Alka Dignani - 14 lectures
 - (d) Shweta Motwani - 14 lectures
 - (e) Alka Singh - 13 lectures
 - (f) Pankaj Singh - 13 lectures
 - (g) Harshit Singh - 13 lectures
- ④ The Teachers can take their online classes from activity hall, staff room etc, maintaining social distancing.

5) The Teachers can go through the NEP ordinance 14 to make the necessary changes in the BBA 1 sem syllabus.

Atul Pandey 17/8/24
Prof. Atul Pandey
Professor & Head
Department of Business
Administration

Name of faculties

- | | |
|---------------------|----------------------|
| 1) Dr. Pooja Mishra | <u>Pooja Mishra</u> |
| 2) Dr. Anand Singh | <u>Anand Singh</u> |
| 3) Dr. Alka Dignani | <u>Alka Dignani</u> |
| 4) Shweta Mohani | <u>Shweta Mohani</u> |
| 5) Alka Singh | <u>Alka Singh</u> |
| 6) Pankaj Singh | <u>Pankaj Singh</u> |
| 7) Harshit Singh | <u>Harshit Singh</u> |

NOTICE

A meeting of BBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organised at 2:00 pm. All the teachers are requested to be available at the meeting on time.

Agenda

Changes to be made in the syllabus of BBA as per the CBCS system.

Atul Pandey
Prof. Atul Pandey
Professor & Head
Department of Business A

Name of faculties

- 1) Dr. Pooja Mishra
- 2) Dr. Anand Singh Anand
- 3) Dr. Alka Dignani Alka
- 4) Shweta Motwani Shweta
- 5) Alka Singh Alka Singh
- 6) Pankaj Singh
- 7) Harshit Singh Harshit

MINUTES

Page No. 21/08/21
Date

A meeting of BRA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised at 2:00 PM on 24/08/21

Following decisions have been made in the meeting.

① As per the NEP and CBCS system, the new syllabus of the BBA has to be revised.

② The changes suggested in the BBA programme structure in the light of NEP 2020 and CBCS ordinance 14 were as follows -

| Sr | Semester - I Course Code & Name | I st year | | | Credit |
|----|------------------------------------|----------------------|--------------|---------------------|--------|
| | | Course type | Theory Paper | Internal assessment | |
| | 101 Principles of Mgt | CC | 60 | 40 | 4 |
| | 102 Micro Economics | CC | 60 | 40 | 4 |
| | 103 English Language | CC | 60 | 40 | 4 |
| | (FE) 104 Accounting & Tally | CC | 60 | 40 | 4 |
| | (SE) 105 Business Laws | CC | 60 | 40 | 4 |
| | Semester Total | | | | 24 |
| | Cumulative Total | | | | 24 |

| SEMESTER - II | | Course | Theory | Internal | Credits |
|--|------|--------|------------|----------|---------|
| Course Code & Name | Type | Paper | Assessment | | |
| 201 Business Env't | CC | 60 | 40 | | 4 |
| 202 Computer For Mgt | CC | 60 | 40 | | 4 |
| 203 Quantitative Techniques (AE) | CC | 60 | 40 | | 4 |
| 204 Retail Management (SE) | CC | 60 | 40 | | 4 |
| 205 Cost Accounting (GE) | GE | 60 | 40 | | 4 |
| 206 Live project & Comprehensive Viva voice | CC | 60 | 40 | | 4 |
| Semester Total | | | | | 24 |
| Cumulative Total | | | | | 48 |

2nd year

| Semester III | | Course | Theory | Internal | Credits |
|--|------|--------|------------|----------|---------|
| Course Code & Name | Type | Paper | Assessment | | |
| 301 Communication Skills | CC | 60 | 40 | | 4 |
| 302 Managerial Economics | CC | 60 | 40 | | 4 |
| 303 Hindi Bhasha (FC) | CC | 60 | 40 | | 4 |
| 304 Financial Services & Insurance (SE) | CC | 60 | 40 | | 4 |
| 305 Organisational Beha -viour | GE | 60 | 40 | | 4 |
| Semester total | | | | | 24 |
| Cumulative total | | | | | 91 |

Semester - IV

| Course Code & Name | Course Type | Theory Paper | Internal assessment | Credits |
|------------------------------|-------------|--------------|---------------------|---------|
| 401 Financial Mgt- | CC | 60 | 40 | 4 |
| 402 Mktg Mgt- | CC | 60 | 40 | 4 |
| 403 Produc ⁿ Mgt- | CC | 60 | 40 | 4 |
| 404 Personnel Mgt- | CC | 60 | 40 | 4 |
| 405 Export Import Mgt- | GE | 60 | 40 | 4 |
| 406 Comp. Lab & viva voice | CC | 60 | 40 | 4 |
| Semester Total | | | | 24 |
| Cumulative Total | | | | 96 |

3rd year

Semester - I

| Course Code & Name | Course Type | Theory Paper | Internal assessment | Credits |
|--|-------------|--------------|---------------------|---------|
| 501 Mgt sc. | CC | 60 | 40 | 4 |
| 502 Environmental Studies (FC) | CC | 60 | 40 | 4 |
| 503A Personality dev & Char. building (AE) | CC | 60 | 40 | 4 |
| 504(A) Working Capital Mgt- | DCE | 60 | 40 | 4 |
| 504(B) Consumer Behaviour | | | | |
| 504(C) HRD | | | | |
| 505 Project Mgt- | GE | 60 | 40 | 4 |
| 506 Comprehensive viva voice | | | 40 | 4 |
| Semester total | | | | 24 |
| Cumulative total | | | | 120 |

Semester VI

| Course Code / Name | Course Type | Theory Paper | Internal assessment | Credits |
|---|-------------|--------------|---------------------|---------|
| 601 Startups & Entrepreneurship (AE) | CC | 60 | 40 | 4 |
| 602 MIS | CC | 60 | 40 | 4 |
| 603 A Financial Control system | DCE | 60 | 40 | 4 |
| 603 B Sales Mgt | | | | |
| 603 C Wage & Salary Admin. | | | | |
| 604 A E A/kg & Taxa ² with GST | DCE | 60 | 40 | 4 |
| 604 B Advtg & Sales | | | | |
| 604 C Industrial & labour laws | | | | |
| 605 Digital Marketing | CE | 60 | 40 | 4 |
| 606 Project study & Comprehensive vavs | CC | | | |

Semester total

Cumulative Comprehensive total

24

144

4th year

Semester VII

| Course Code / Name | Course type | Theory Paper | Internal assessment | C |
|------------------------------------|-------------|--------------|---------------------|-----|
| 701 Strategic Mgt | CC | 60 | 40 | 6 |
| 702 International Business | CC | 60 | 40 | 6 |
| 703 Indian Ethos for Effective Mgt | CC | 60 | 40 | 6 |
| 704 Minor R/ch project | CC | | | 4 |
| 705 Comprehensive vavs | CC | | | 4 |
| Semester total | | | | 26 |
| Cumulative total | | | | 170 |

| Course Code & Name | Course Type | Theory Paper | Internal Assessment | Credits |
|-------------------------------|-------------|--------------|---------------------|---------|
| B01 Research Methodology | CC | 60 | 40 | 6 |
| B02 Internship & Dissertation | CC | | | 12 |
| B03 Comprehensive Prog | CC | | | 4 |
| Remains - total | | | | 32 |
| Cumulative total | | | | 192 |

- ③ The student will be awarded certificate in Business Administration (CBA) on successful completion of first year.
- ④ The student will be awarded diploma in Business Administration (DBA) on successful completion of second year.
- ⑤ The student will be awarded Bachelor degree in Business Administration (BBA) on completion of third year.
- ⑥ All the faculties are requested to go through the above decided programme structure & suggest changes if any.
- ⑦ The syllabus of modified & newly added courses has to be prepared. Teachers are requested to divide the task amongst themselves and can also make changes in the other courses/papers which are unchanged.

- ⑧ Teachers are also requested to call the applicants who are provisionally admitted in the first list b'coz only 35 students have turned up for admission in BBA 1 sem in the 1st list.

~~Atul Pandey~~ 21/08/21

Prof. Atul Pandey
Professor & Head
Department of Business
Administration

Name of faculties

- | | |
|----------------------|------------------------|
| 1) Dr. Pooja Kishor | |
| 2) Dr. Anand Singh | Atul |
| 3) Dr. Anika Dignoni | Anika |
| 4) Shweta Motiani | Shweta |
| 5) Anika Singh | Anika Singh |
| 6) Pantaj Singh | |
| 7) Harshit Singh | Harshit |

NOTICE

A meeting of BBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organised at 2:30 pm tomorrow i.e. on 3/9/21. All the teachers are requested to be available in the meeting on time.

Agenda

Revamping the syllabus of BBA as per NEP 2020 and ordinance - 14

Atul Pandey 02/9/21

Prof. Atul Pandey
Professor & Head

Department of Business Administration

Name of faculties

- 1) Dr. Pooja Mishra
- 2) Dr. Anand Singh
- 3) Dr. Alka Dixwani
- 4) Shweta Hotsani
- 5) Alka Singh
- 6) Pankaj Singh
- 7) Dr. Harshit Singh

MINUTES

A meeting of BBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised at 2:30 pm on 3/9/21.

Following decisions have been made in the meeting.

- ① The syllabus of the BBA will be restructured on the basis of guidelines given by NEP 2020 and CBCS ordinance - 14.
- ② Every course will entail Course Objective and Course Outcome based on AICTE Model.
- ③ Every semester shall include one viva to fulfill the requirement of NEP & CBCS ordinance 14.
- ④ Total 5 Generic electives has been incorporated in the syllabus. The names of generic electives are -
 - ① 205 Cost Accounting - II sem
 - ② 305 Organisational Behaviour - III sem
 - ③ 405 Export & Import Mgt - IV sem
 - ④ 505 Project Management - V sem
 - ⑤ 605 Digital Marketing - VI sem

6. Minimum of 24 advanced level credits will be for the Bachelor's

- (a) 100 - Learning Skills
- (b) 101 - Communication Skills
- (c) 102 - Global Issues

7. 3 Faculty Development Courses with total credit 12 are incorporated

- (a) 200 - Personality Development & Character Building
- (b) 201 - Financial Awareness & Insurance
- (c) 202 - Start-up & Entrepreneurship

8. 3 Foundation Courses with total 12 credits are incorporated

- (a) 103 English Language
- (b) 301 Hindi Course
- (c) 502 Environmental Studies

9. 24 credits are allocated to Project/Field Study

10. Core Subjective is preamble has also to be prepared for the syllabus

11. UTOs will offer Elective Generic Courses in each programme to its own students & the students of other programmes under choice on first come first served basis

depending on the number of seats available.

~~Mul Pandey~~ 10/10/21

Prof. Atul Pandey
Professor & Head

Department of Business Admin

Name of Faculties

- 1) Dr. Pooja Mishra ~~Shreeta~~
- 2) Dr. Anand Singh ~~Ana~~
- 3) Dr. Alka Dignani ~~Alka~~
- 4) Shreeta Motwani ~~Shreeta~~
- 5) Alka Singh ~~Alka~~
- 6) Pardeep Singh ~~Pardeep~~
- 7) Dr. Harshit Singh ~~Harshit~~

NOTICE

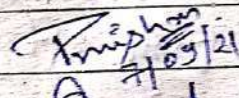
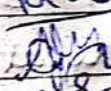
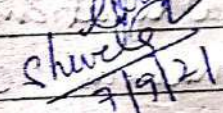
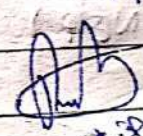

Page No.
 Date 7/9/21

A meeting of BBA Study Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organized tomorrow at 2:30 pm. All the teachers are requested to be available in the meeting on time.

Agenda: Deciding the CBCS programme structure of BBA as per NEP 2020 and CBCS Ordinance 14

Atul Pandey 07/09/21
Prof. Atul Pandey
Professor & Head
Department of Business Ad

Name of faculties - initiation

- 1) Dr. Pooja Kishor  7/9/21
- 2) Dr. Anand Singh 
- 3) Dr. Alka Dignani 
- 4) Shweta Hetwani  7/9/21
- 5) Alka Singh
- 6) Pankaj Singh 
- 7) Dr. Harshat Singh 

A meeting of BBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised at 2:30pm on 8/9/21.

Following decisions have been made in the meeting

(1) As per the NEP guidelines, the credits total for a year should be 40. Therefore in this light the programme structure decided earlier having 24 credits in each semester, making a total of 48 per year, is altered now.

(2) The courses like Comprehensive viva voce from 1st semester, Cost accounting from 2nd semester, Comprehensive viva from 3rd, 4th, 7th semester, Personnel Mgt from 4th semester has been cancelled. These alterations are done with the purpose of making credits as 40 per year (as per the guidelines of NEP)

(3) The courses distribution after making these changes is as follows -

| Semester I | |
|--|-----------|
| 101- Business Law Principles of Management | 4 Credits |
| 102 Environmental Studies Micro Economics | 4 |
| 103 Business Environment | 4 |
| 104 English language (Fc) | 4 |
| 105 Accounting & Tally (SE) | 4 |

Total 20 credits

Semester II

| | Credits |
|---|---------|
| 201 Managerial Economics | 4 |
| 202 Computer for Mgt | 4 |
| 203 Personality Devt & Char Building (AE) | 4 |
| 204 Quantitative Techniques | 4 |
| 205 Field Project & Viva voce | 4 |
| | <hr/> |
| | 20 |

Cumulative total

40

Semester - III

| | Credits |
|-------------------------------|---------|
| 301 Financial Mgt | 4 |
| 302 Personnel Mgt | 4 |
| 303 Hindi Phons (Fc) | 4 |
| 304 Communication skills (CE) | 4 |
| 305 Organization Behaviour | 4 |
| | <hr/> |
| | 20 |

Cumulative Total

60

Semester IV

| | Credits |
|---|---------|
| 401 Marketing Mgt | 4 |
| 402 Production Mgt | 4 |
| 403 Financial Services & Insurance (AE) | 4 |
| 404 Export Import Mgt | 4 |
| 405 Field Project | 4 |
| | <hr/> |
| | 20 |

Cumulative total

80

Semester V

| | Credits |
|--------------------------|---------|
| 501 Business Law | 4 |
| 502 Entrep' Studies (Fc) | 4 |
| 503 Retail Mgt (SE) | 4 |
| 504 A WCM | } 4 |
| 504 B CB | |
| 504 C HRD | |

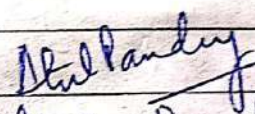
| | |
|------------------------|-----------|
| 505 Operation Research | 4 |
| | <u>20</u> |
| Cumulative Total | 100 |

| <u>Semester - VI</u> | <u>Credits</u> |
|---|----------------|
| 601 MIS | 4 |
| 602 Startups & Entrepreneurship (AE) | 4 |
| 603 A FCS |] 4 |
| 603 B Sales Mgt | |
| 603 C W & S Administration | |
| 604 A E-A/cy & Taxa ⁿ with GST |] 4 |
| 604 B Advertising & Sales Promotion | |
| 604 C Industrial & Labour laws | |
| 605 Digital Mktg | 4 |
| 606 Project Study & Comprehensive Viva Voce | 4 |
| | <u>24</u> |
| Cumulative total | 124 |

| <u>Semester - VII</u> | <u>Credits</u> |
|------------------------------|----------------|
| 701 Strategic Mgt | 6 |
| 702 International Business I | 6 |
| 703 UQ Theor ^y | 4 |
| 704 Minor R/ch Project | 6 |
| | <u>22</u> |
| Cumulative Total | 146 |

| <u>Semester - VIII</u> | <u>Credits</u> |
|------------------------------------|----------------|
| 801 Research Methodology | 6 |
| 802 Indian Ethos for Effective Mgt | 6 |
| 803 Internship & Dissertation | 6 |
| | <u>18</u> |
| | 164 |

- (4) The teachers are requested to go through this structure & discuss if any changes are required to be done.
- (5) The course objectives & course outcomes for each subject has also to be defined for Teachers are requested to work on the program structure so that it can be finalized as soon as possible.


Prof. Atul Pandey
Professor & Head
Department of Business Adm

Name of faculties

- 1) Dr. Pooja Mishra  8/09/21
- 2) Dr. Anand Singh 
- 3) Dr. Alka Dignani 
- 4) Shweta Hothani  8/9/21
- 5) Alka Singh 
- 6) Pankaj Singh 
- 7) Dr. Harshat Singh 

NOTICE

Page No.

6th Oct '21

Date

A meeting of DRA staff council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organised tomorrow at 10:30 am. All the teachers are requested to be available in the meeting on time.

(i) RBA Curriculum

Agenda:- (ii) Important Event on the occasion of Gandhi Jayanti week.

(iii) FDP Participation from 18th Oct - 29th Oct

~~Atul Pandey~~

Prof. Atul Pandey

Professor & Head

Department of Business Ad

Name of faculties

1) Dr. Deepa Sarens

2) Dr. Anit Shivastav

3) Dr. Akish Pandey

4) Dr. Madhi Shivastav

5) Dr. Pooja Mishra

6) Dr. Anand Singh

7) Dr. Sheshpal Namdeo

8) Dr. Alka Digiwani

9) Ms. Shweta Horwani

10) Mr. Jankaj Singh

11) Dr. Harshat Singh

12) Mrs. Anika Singh

~~Deepa~~

~~Anit~~

~~Akish~~

~~Madhi~~

~~Pooja~~

~~Anand~~

~~Alka~~

~~Shweta~~

~~Jankaj~~

~~Harshat~~

~~Anika~~

~~Harshat~~

MINUTES

A meeting of RBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration, was organised at 10:20 on 7th Oct '21.

Following decisions have been made in the meeting -

- 1) As per the ordinance 14 A, the programme structure for Graduation programme has been frozen by the Coordinator Committee.
- 2) The teachers are required to go through the revised programme structure & suggest the changes that can be made.
- 3) Each semester will have 4 courses. Hindi course has been removed. A Project report has been included in the revised programme structure.
- 4) There would be a Major Core & Minor Core each semester.
- 5) At least two teachers are requested to participate in 10 days online FDP for academicians organised by APS University in collaboration with Infosys BPM.
- 6) Dr. Ashish Pandey & Dr. Anand Singh will be participating in FDP from 18th - 29th Oct '21.

7) The teachers are requested to stay in department for the important event on the occasion of Gandhi Jayanti week at 4:00 pm in the Conference Hall. Teachers are required to be present till the end of the event.

~~Atul Pandey~~
 Prof. Atul Pandey
 Professor & Head
 Department of Business
 Administration

Name of faculties

- | | |
|--------------------------|----------|
| 1) Dr. Deepa Saxena | |
| 2) Dr. Anil Shrivastava | Amish |
| 3) Dr. Ashish Pandey | Abhishek |
| 4) Dr. Nidhi Shrivastava | Udit |
| 5) Dr. Pooja Mishra | Triphana |
| 6) Dr. Anand Singh | Arund |
| 7) Dr. Isha Kachig | Kaksha |
| 8) Dr. Shesha Namdeo | |
| 9) Dr. Atka Digwani | Amish |
| 10) Ms. Shweta Motwani | Shubh |
| 11) Mr. Pankaj Singh | 17/10/21 |
| 12) Dr. Harshit Singh | Hsist |
| 13) Mr. Atka Singh | zuz |

A meeting of BBA Staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organized tomorrow at 12:30 PM. All the teachers are requested to be available in the meeting on time.

Agenda - BBA Exam Curriculum

~~Atul Pandey~~ 12/10/21
Prof. Atul Pandey
Professor & Head
Department of Business Administration

Name of Faculty

- 1) Dr. Pooja Mishra ~~Present~~
- 2) Dr. Parvati Singh ~~Present~~
- 3) Dr. Anika Dey ~~Present~~
- 4) Shweta Mishra ~~Present~~
- 5) Ranika Singh ~~Present~~
- 6) Pooja Singh ~~Present~~
- 7) Dr. Parvati Singh ~~Present~~

MINUTES

A meeting of BBA Staff Council, headed by Prof. Anil Pandey, Professor & Head, Department of Business Administration was organised at 12:30 pm on 13th Oct '21.

Following decisions have been made in the meeting.

- 1) The programme structure that was finalised earlier has been changed in the Coordination Committee.
- 2) As per the new programme structure there would be 4 courses in each semester.
- 3) Credit distribution of the courses have also changed. There would be a Major Core Course & a Minor Core Course in each semester. And these will be of 6 credits.
- 4) Subjects like Hindi, Import & Export, Financial services & Insurance, cost accounting have been eliminated.
- 5) For stepping into 4th yr of BBA, students will have to go through secure 75% attendance.

6) Teachers are requested to go through this programme structure & suggest changes if any

Atul Pandey 13/10/21
Prof. Atul Pandey
Professor & Head
Department of Business Administ

Name of faculties

- 1) Dr. Pooja Mishra *Pooja Mishra*
- 2) Dr. Anand Singh *Anand*
- 3) Dr. Alka Dignwani *Alka*
- 4) Shweta Motwani *Shweta*
- 5) Alka Singh *Alka*
- 6) Pankaj Singh *Pankaj*
- 7) Dr. Harshat Singh *Harshat*

NOTICE

A meeting of RBA staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organised tomorrow at 3:00 pm. All the teachers are requested to be available in the meeting on time.

Agenda - (i) Syllabus of RBA 1st sem
(ii) Induction of BBA 1st sem.

~~Atul Pandey~~ 13/10/21
Prof. Atul Pandey
Professor & Head
Department of Business Ad

Name of faculties

- 1) Dr. Pooja Nishu Tripathy
- 2) Dr. Anand Singh (Rana)
- 3) Dr. Alka Dignani
- 4) Shweta Hansari Shweta
13/10/21
- 5) Alka Singh
- 6) Pankaj Singh
- 7) Dr. Harshat Singh HSAT

A meeting of RBA staff Council, headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration was organised at 1:00 pm today on 14/10/21.

Following decisions have been made in the meeting —

- 1) The name of the subject 'Principles of Mgt & OB' is changed and renamed as 'Management process & OB'.
- 2) The name of 'Micro & Managerial Economics' is changed & renamed as 'Basics of Economics'.
- 3) In the course "Mgt. process & OB", three units would be based on Mgt subject & 2 units will be based on OB.
- 4) Topics like Mgt in 'Indian Culture & Tradition', Managerial roles, Decision Making, Planning in Start ups are to be included in 101.
- 5) Topics like VUCA Enot (Volatile, Uncertain, Complex and Ambiguous) can be incorporated in Business Environment.
- 6) The induction of BBA 1st sem can be planned on 21/10/21. The Induction ceremony would spread for two days.

1) The students of all the classes will be invited to the function.

2) The students will be invited along with their parents to the induction program.

3) 2 student groups are required to be selected on the two main sections of all the classes.

4) The undertaking form also distributed among the students for the induction ceremony. Students are required to bring their own signatures for the undertaking form. Only getting the signatures from their parents.

~~Mullikanday~~
Prof. Anil Pandey
Professor & Head
Department of Business Administration

Name of Faculty

- 1) Dr. Pooja Verma
- 2) Dr. Anand Singh
- 3) Dr. Anika Singh
- 4) Shweta Mishra
- 5) Anika Singh
- 6) Pooja Singh
- 7) Dr. Anand Singh

... will be

... along with them

... to be worked
... RRA ...

... distributed among
... ceremony, ...
... themselves
... from their parents.

~~Atul Pandey 14/10/21~~
Atul Pandey
... & Head
... of Business Administration

10/10/21

A meeting of ...
... Pandey, ...
... Administration ...
... the ... are requested to
... meeting on ...

... - ...

Name of Faculty

- 1) Dr. Prof. ...
- 2) Dr. ...
- 3) Dr. Alka ...
- 4) Sharda ...
- 5) Arka Singh
- 6) Pratej Singh
- 7) Dr. ...

MINUTES

23/10/23

A meeting of RAS staff Council headed by Prof. Anil Kumar, Head, Department of Business Administration was organized today at 12:00 PM.

Following decisions were taken in the meeting.

- 1) The Induction Ceremony of BBA 1st sem 2023 is scheduled on 25th & 26th of Oct 2023 at 10:30 am in the Conference Hall.
- 2) A notice for the same is to be posted on official whatsapp group of the students.
- 3) The Composing of the event will be done by Dr. Alka Dignam. Main and other contents would be covered in the pattern as mentioned below -
 - (i) Dr. Arund Singh - Fee Structure
 - (ii) Dr. Harshit Singh - Infrastructure
 - (iii) Alka Singh - Etiquettes, & Manners & Discipline
 - (iv) Shweta Patwarri - Curriculum
 - (v) Dr. Pooja Mishra - Internal Assessment
 - (vi) Dinkraj Singh - Co-curricular activities

A copy of syllabus of BBA 1st sem after verification from the Sir, will be shared in the formal whatsapp group of students.

[Faint, illegible handwritten text on lined paper]

NOTICE

A meeting of DBA Staff Council headed by Prof. Atul Pandey, Professor & Head, Department of Business Administration is organised tomorrow at 11:00 am. All the teachers are requested to be available in the meeting on time.

Agenda - 15th Management Festival, 2022

~~Atul Pandey~~ 18/2/22
Prof. Atul Pandey
Professor & Head
Department of Business Ad

Name of the Faculties

- 1) Dr. Deepa Saxena ~~Deepa~~ 18/2/22
- 2) Dr. Amit Shrivastava ~~Amit~~
- 3) Dr. Ashish Pandey ~~Ashish~~
- 4) Dr. Nidhi Shrivastava ~~Nidhi~~
- 5) Dr. Proja Mishra ~~Proja~~
- 6) Dr. Anand Singh ~~Anand~~
- 7) Dr. Isha Rathi ~~Isha~~
- 8) Dr. Shekhal Nandan ~~Shekhal~~
- 9) Dr. Alka Digiwani ~~Alka~~
- 10) Dr. Shweta Hotwani ~~Shweta~~ 18/2/22
- 11) Dr. Pankaj Singh
- 12) Dr. Harshit Singh
- 13) Mrs. Alka Singh ~~Alka~~

- 1) ...
- 2) ...
- 3) ...
- 4) ...
- 5) ...
- 6) ...
- 7) ...
- 8) ...

9) Topics for events can be finalized on 22nd Feb'22 and communicated to the students so that they can start their preparation & enough of the entries can be registered.

10) Teachers are requested to motivate the students to actively participate in indoor games like Carom, chess, Table tennis. Students can play these games after their classes everyday.

~~Dr. Pandey~~

Prof. Atul Pandey
Professor & Head
Department of Business

Name of the faculties

- | | |
|--------------------------|------------------------------|
| 1) Dr. Deepa Sarens | Aswari |
| 2) Dr. Amit Shirastawar | Pratik |
| 3) Dr. Adish Pandey | Aswari |
| 4) Dr. Nidhi Shirastawar | Ilidhi |
| 5) Dr. Pooja Mishra | Amrita |
| 6) Dr. Anand Singh | Gand |
| 7) Dr. Isha Lakshya | Shakha |
| 8) Dr. Sheshpal Namdeo | Sh |
| 9) Dr. Alka Digras | Sh |
| 10) Dr. Shweta Hotmani | Shweta 10/2/22 |
| 11) Dr. Pankaj Singh | |
| 12) Dr. Harshat Singh | |
| 13) Mrs. Alka Singh | Sh |