

Minutes of the first combined Board of Studies meeting of School of IT-ITeS

The first Board of Studies Meeting was held on 18th January, 2018 at 11:30 a.m. in the Gandhi Hall, HIPA, Gurugram. Following members were present during the meeting:

	Name	Designation
1	Dr. Ashok Shrivastava	Dean-Engineering, HVSU (Chairperson)
2	Dr. Raj Antil	Joint Director, HVSU (Member)
3	Ms. Sonal Verma	Concentrix (Member)
4	Mr. Manu Sondhi	Concentrix (Member)
5	Dr. Dalip Raina	Assistant Professor (Management), HVSU (Member)
6	Ms. Samridhi Singhal	Assistant Professor (CSE), HVSU
7.	Dr. Suparn K Sharma	Associate Professor, SMVDU (Member)
8	Prof. Neeraj Hatekar	Professor, University of Mumbai (Member)

Dr. Ashok Shrivastava, Dean (HVSU) chaired the meeting and welcomed all the members to the first BOS meeting. He also introduced the present staff of Haryana Vishwakarma Skill University (HVSU).

At the outset, he informed the members about the academic activities and newly introduced courses in HVSU. Having confirmed the quorum of the meeting, the agenda of the meeting was taken up for discussion by Dr. Dalip Raina. The following points were discussed during the meeting:

1. BOS/01/01

To consider and approve the scheme and syllabus of NSQF Level 7, 3 year BBA BPM & Analytics (Vocational) NSQF Level 7 in collaboration with Concentrix, under Dual Education System.

- The name of the course is approved by the distinguished members of the board.
- Concentrix will assign some analytics projects to the students on the OJT.
- Case studies related to various courses will be provided by the Concentrix for the overall development of the candidate during the classroom and OJT period.
- There will be guest lectures from the members of Concentrix during the class room and OJT period.

2. BOS/01/02

To consider and approve the Eligibility criteria for the admission process of 3 year BBA BPM & Analytics (Vocational) NSQF Level 7.

- The BOS approved the Item No.BOS/01/02

3. BOS/01/03

To consider and approve the procedure of admission in 3 year NSQF Level 7 BBA BPM & Analytics.

- Admission process will be based on entrance exam followed by GD & PI. Concentrix will only look after the voice accent in interviews.
- Concentrix will share the sample questions for the entrance exam and will validate the same.
- The final merit list for admission will be on the basis of collective scores i.e. 70% weightage of entrance test and 30% weightage for GD & PI.
- Incorporate GAT (Exam conducted by Concentrix) in GD & PI.
- After the process of entrance and GD-PI, Concentrix will be liable to give OJT to the students.
- Concentrix will share the write-up to be advertised, to highlight the importance and syllabus of PI & GD.
- Concentrix will share the policy indicating the total number of attempts to clear the Concentrix interview.
- Reservation policy to be discussed in Concentrix internally.

4. Item No.BOS/01/04

To consider and approve the minimum attendance for appearing in the examination.

- The BOS approved the Item No.BOS/01/04
- There should be holidays available to the students as per policy of the organization during the OJT period.
- The students will be allowed for 1 week for their end term examinations in each semester by the organization during the OJT period.

5. Item No.BOS/01/05

The scheme of examination for the internal and external evaluation system has been approved by the 1st Executive Council held on 20th September 2017.

- The BOS approved the Item No.BOS/01/04

6. Item No.BOS/01/06

To consider and approve the scholarship scheme apart from the existing schemes of Govt. of Haryana issued time to time.

- The BOS approved the Item No.BOS/01/06

7. Item No.BOS/01/07

To consider and approve the OJT scheme for the programme.

- The members approved the model for the OJT.
- Concentrix will share Stack of each student during OJT with HVSU for their assessment during the OJT period
- The students will go for the Voice and Non-Voice process during the 1st year of OJT

- The students will go for the back end process/non-voice process, like recruitment, accounting, data entry operator, Operations and analytics process along with voice process during the second year of OJT.
- The final year of OJT will incorporate the training in voice process, financial analytics, marketing analytics, HR analytics, Social Networking Analytics as per projects available in the organization.
- There will be a case study projects in the second year of OJT and the Major project on BPM and Analytics mentored by Concentrix and HVSU trainers in 3 Year of Course.

Other Important points discussed:

1. HVSU will send a mail to Concentrix to understand the exact stipend and will mention the amount in DPR.
2. Concentrix to share the contacts for conducting external viva.
3. HVSU to confirm the exact date for TTT to Concentrix.
4. The students will be awarded Diploma after 1st Year, Advance Diploma after 2nd Year and Degree after 3rd Year of Course

Meeting ended with vote of thanks in chair.