

Despatch No. 158
Dated 25/12/2020

Appendix - XXX

OFFICE OF THE COORDINATOR
CENTRE OF PROFESSIONAL COURSES
ALIGARH MUSLIM UNIVERSITY
ALIGARH - 202 002

MINUTES

of ordinary meeting, Board of Studies of Centre, Professional Courses held online via Zoom on November 29, 2020 under the Chairmanship of Hon'ble Vice-Chancellor Prof. Tariq Mansoor Sb.

The following were present:

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|---|------------|------------------------------------|
| 01. Prof. Tariq Mansoor,
Vice-Chancellor | (Chairman) | 19. Prof. Shafey Kidwai |
| 02. Prof. Zaheeruddin | | 20. Dr. Kr. Farahim Khan |
| 03. Prof. Shahid Ali Siddiqui | | 21. Dr. Jahangir Chauhan |
| 04. Prof. Arshad Umar | | 22. Dr. Adil Raza |
| 05. Prof. Qayyum Husain | | 23. Dr. Arshad Husain |
| 06. Prof. Nawab Ali Khan | | 24. Dr. Aziz Rahman |
| 07. Prof. Sartaj Tabassum | | 25. Dr. Mohd. Irfan |
| 08. Prof. Farzana Alim | | 26. Dr. Wasif Ullah Khan |
| 09. Prof. M. Z. A. Rafiq | | 27. Dr. Imran Shafiq |
| 10. Prof. Riyazuddeen | | 28. Prof. Asif Ali |
| 11. Prof. Sayeedul Hasan Arif | | 29. Prof. Hashmat Ali Khan |
| 12. Prof. Amjad Ali Rizvi | | 30. Prof. Sirajuddin Ajmali |
| 13. Prof. Mohd. Aslam | | 31. Prof. Qazi Ahsan Ali |
| 14. Dr. Mohd. Mohsin Khan | | 32. Prof. Gaurav Singh |
| 15. Prof. Zamirullah Khan | | 33. Prof. Mohammad Mobin |
| 16. Prof. Afshan Bey | | 34. Prof. Shadab Ahmad |
| 17. Prof. Ashok Kumar | | 35. Prof. Rubi Anjum |
| 18. Prof. Asia Sultana | | 36. Prof. Zameer Ahmad |
| | | 37. Dr. Mohd. Asif Khan (Convener) |

Dr. Mohd. Asif Khan, the convener, Board of studies, Centre of Professional Courses welcomed Vice-chancellor & thanked him for sparing some of his valuable time out of his hectic & busy schedule to chair the meeting. Convener also welcomed the members and thereafter took up the items of the agenda one by one after seeking permission of the Hon'ble Vice-Chancellor.

Item No.01

Confirmation of minutes, meeting of Board of Studies held on 11.10.2019.

Decision:

House unanimously confirmed the minutes of last meeting of Board of Studies held on October 11, 2019. Hon'ble Vice-Chancellor while confirming the minutes of last meeting of Board of studies, Centre, Professional Courses ruled that minutes of any meeting of any authority like Board of Studies, Faculty, EC, AC etc cannot be altered nor any member can give any note of dissent after 15 days' time given by office concerned to members for seeking corrections in draft minutes is elapsed.

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approved
25/12/20

Item No.02

To consider the names of teachers teaching the different programs / courses run by Centre, Professional Courses for the session 2020-2021.

Decision:

House considered & unanimously confirmed the teaching allocation & recommendations of teachers' names for teaching the different courses run by Centre for the academic session 2020-2021.

Item No.03

To consider & determine the status of students of Centre, Professional Courses as some inadvertent mistakes had been committed at some or the other levels in past whereby it was wrongly mentioned that students of Centre, Professional Courses shall not be entitled to be called as the bonafide / genuine students of university. This mistake has been causing multiple problems to the students, teachers, Proctor, DSW, medical college hospital, UHC, library staff etc.

Decision:

The matter was referred to the committee constituted by the Hon'ble Vice- Chancellor consisting of

- | | |
|-------------------------------|------------|
| 1. Dean Student's Welfare | (Chairman) |
| 2. Controller of Examinations | (Member) |
| 3. Proctor | (Member) |
| 4. Coordinator, CPC | (Convener) |

The Committee concerned discussed & deliberated the issue in question at length & reached at the following conclusions regarding the legal & administrative status of students of Centre, Professional Courses (CPC), AMU Aligarh.

1. Students of Centre, Professional Courses shall not be entitled to contest any elections of University.
2. Students of Centre, Professional Courses shall not be entitled to vote in any elections of students of University.
3. Students of Centre, Professional Courses shall not be entitled to claim any hostel accommodations & residence in the Halls of residences of University.

Students of CPC shall be the bonafide (genuine) students of University for all practical purposes & entitled for all other facilities & amenities like health, library, sports, literary, cultural & other extracurricular etc but not those mentioned in above paragraph from point 1 to 3, provided by University administration to its other students of different classes, courses etc. The above recommendations made by the committee concerned have been duly approved by the Hon'ble Vice-Chancellor & therefore, became the integral part of the minutes of this Board of Studies, Centre, Professional Courses.

Item No.04

Consideration for starting of some more UG & PG level academic programs & courses under self finance scheme from next academic session to meet the need of present days' tough, technical & professional standards which will go a long way in helping the society particularly in respect of generation of employment. The courses to consider are given below.

- 1) Bachelor of Business Studies (BBS)
- 2) Bachelor of Financial Engineering (BFE)
- 3) Bachelor of Hotel Management & Catering Technology (BHMCT)
- 4) Diploma in Elementary Education (DEEd)
- 5) Diploma in Animation & Multimedia
- 6) Diploma in Wound Care & Dressings
- 7) Diploma in Nursing (As per requirements of Ayush)
- 8) Diploma in Orthopedics & Plaster Techniques
- 9) P. G. Diploma in Financial Engineering
- 10) P. G. Diploma in Business Ethics & Human Rights
- 11) P. G. Diploma in Business Analytics
- 12) P. G. Diploma in Business Management
- 13) P. G. Diploma in Actuarial Sciences
- 14) P. G. Diploma in E. Commerce & Digital Marketing
- 15) P. G. Diploma in Business & Computational Mathematics
- 16) P. G. Diploma in International Business
- 17) P. G. Diploma in Industrial & Labor Laws
- 18) P. G. Diploma in Food Processing & Preservation
- 19) P. G. Diploma in Business & Company Laws

Decision:

Considered, agreed & recommended to Academic Council the starting of the following Diplomas & P. G. Diploma Programs under self finance scheme from the forthcoming academic session 2021-2022.

01. Diploma in Elementary Education (DEEd)
Eligibility: Senior Secondary School in any field(s).
02. Diploma in Animation & Multimedia
Eligibility: Senior Secondary School in any field(s).
03. Diploma in Wound Care & Dressings
Eligibility: Senior Secondary School with PCB/M
- X 04. Diploma in Orthopedics & Plaster Techniques (??)
Eligibility: Senior Secondary School with PCB/M
05. Diploma in ^{uram}Nursing (As per requirements of Ayush)
Eligibility: Senior Secondary School with PCB/M

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06. P. G. Diploma in Financial Engineering
Eligibility: Graduation in Science with Mathematics / Statistics / Physics or Graduation in Economics / Commerce with Mathematics / Statistics
07. P. G. Diploma in Business Ethics & Human Rights
Eligibility: Graduation in any fields(s).
08. P. G. Diploma in Business Analytics
Eligibility: Graduation in Science / Engineering or Commerce / Economics with Mathematics/Statistics
09. P. G. Diploma in E. Commerce & Digital Marketing
Eligibility: Graduation in any fields(s)
10. P. G. Diploma in Business Management
Eligibility: Graduation in any field(s).
11. P. G. Diploma in Actuarial Sciences
Eligibility: Graduation in Statistics / Mathematics / Physics or graduation in Economics / Commerce with Mathematics / Statistics.
12. P. G. Diploma in Business & Computational Mathematics
Eligibility: Graduation in Mathematics / Statistics / Physics / Chemistry.
13. P. G. Diploma in International Business
Eligibility: Graduation in any field(s).
14. P. G. Diploma in Industrial & Labor Laws
Eligibility: Graduation in any field(s).
15. P. G. Diploma in Food Processing & Preservation
Eligibility: Graduation in Science / Engineering
16. P. G. Diploma in Business & Company Laws
Eligibility: Graduation in any Discipline.

House did not agree for now to start the bachelor degree courses of 3 years duration but authorized Hon'ble Vice-Chancellor to take the decision regarding starting of Bachelor degree programs like BBS, BHMCT, BFF etc w. e. f. next academic session. Hon'ble Vice-Chancellor suggested that Bachelor degree programs under self finance scheme as mentioned above i.e. BBS, BFE, BHMCT etc can be started by Department of Commerce or Business Administration.

Item No.05

Consideration for starting of some short term job & employment oriented courses & programs given below as institutions like IBRD, IMF, ADB, SEBI, NSE, BSE and different central / provincial ministries / planning commission (Neeti Ayog) besides some other National & International financial institutions have a number of schemes, programs etc exclusively for upgrading the technical, professional & financial management skills of students, government / private sector employees, independent professionals etc.

Contd...05

Decision:

Considered, agreed & recommended to Academic Council the starting of the following short term courses as institutions like IBRD, IMF, ADB, SEBI, NSE, BSE, different central / provincial ministries / planning commission (Neeti Ayog) etc besides some other national & international financial institutions have a number of schemes, programs etc exclusively for upgrading the technical, professional & financial management skills of students, government / private sector employees, independent professionals etc. Some of the other Government as well as non Government organization(s) besides those as mentioned above have been launching some schemes, programs etc from time to time for the benefits of different sectors with the aim of ensuring balanced development particularly in developing & underdeveloped economies of the world.

Short Term / Duration Courses

- i) Financial Market and Mutual Funds Distribution
- ii) Investment Adviser
- iii) Commodities Market Professional
- iv) Retirement & Estate Planning Adviser
- v) Assets Valuation Adviser-Buildings
- vi) Assets Valuation Adviser-Plants & Machinery
- vii) GST Professional with Tally and ERP
- viii) Industry Advisor for MSMEs (Medium, Small & Micro Enterprises)
- xi) Fin-Tech Professional.
- x) Insurance Advisor

Coordinator, Centre of Professional Courses is authorized to study & discuss with the experts concerned of other similar fields of study & start some more short / long term self financed courses as & when he finds the opportunities for the same.

Item No.06

Consideration to make all courses run by Centre, Professional Courses as self financed with effect from present academic session 2020-2021 so that students become more serious & Centre does not face any hardship in arranging the teachings, trainings etc for the students of different courses & programs as university is already running short of funds for expansion & developmental purposes.

Decision:

House did not agree to make old courses run by Centre, Professional Courses as self financed. However, the House agreed to make the new courses to be introduced from next academic session as self financed as introduction of these courses shall require the establishment of some infrastructure, arrangement of extra teachings, training etc.

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Item No.07

Consideration for preparation of the detailed modalities regarding fee structure of various courses run by Centre, Professional Courses.

Decision:

House authorized the coordinator to prepare a detailed report after discussing with subject experts / In-charges concerned etc besides studying the fee structure of other institutions running the same / similar programs & submit the report to Hon'ble Vice-Chancellor for his consideration & final approval of the same.

Item No.08

Consideration for allocation & apportionment of students' fee, developmental charges etc between Centre, Professional Courses & the Department(s) concerned wherein the course(s) in question are run. Centre's proposal is that 50% for department & 50% for Centre may be considered.

Decision:

House considered the proposal of Centre, Professional courses & agreed that students' fee, developmental charges etc collected from students of Centre, Professional Courses shall be divided on 1:1 basis between Centre, Professional Courses & the department concerned wherein course (s) in question is / are run.

Item No.09

To co-opt four persons not engaged in teaching in the university but having expert knowledge of the subject(s) taught at Centre, Professional Courses under clause 9 (vii) chapter 2 of the ordinance(s) (Academic).

Decision:

House considered & decided that the Coordinator, CPC may consult some course In-charge in this connection & send the names of the experts of the fields concerned to the Hon'ble Vice-Chancellor for his kind approval so that same may be co-opted as members of Board of Studies, Centre of Professional Courses. Coordinator consulted some course In-charges & experts & sent some names to Hon'ble Vice-Chancellor. The following names have been approved by the Hon' ble Vice-Chancellor after due consideration.

01. Dr. Praveen Kumar, IRS
02. Mr. Zafar S., SEBI issues' Expert
03. Mr. O.P. Singh, General Manager, NSIC
04. Dr. Raj Kumar

Item No. 10

- 1) Modifying the nomenclature of P. G. Diploma in Stenography & Office Management to P. G. Diploma in Secretarial Practices & Office Management. And also modifying the nomenclature of P. G. Diploma in Entrepreneurship & Small Business Management to "P.G. Diploma in Entrepreneurship & Management".
- 2) Consideration to start an Interdisciplinary Journal of Science, Business & Humanities.
- 3) Making some minor modifications as mentioned below:

Decision:

1. House unanimously considered & agreed to modify the nomenclature of P. G. Diploma in Stenography & Office Management to P. G. Diploma in Secretarial Practices & Office Management. And also modifying the nomenclature of P. G. Diploma in Entrepreneurship & Small Business Management to "PG Diploma in Entrepreneurship & Management".
2. Board considered, agreed & recommended to academic council for seeking approval to start an Interdisciplinary Journal of Science, Business & Humanities with Prof. Tariq Mansoor Sb as its Chief Patron & Dr. Mohd Asif Khan as Editor in Chief.
3. House also agreed to modify the title of a theory paper namely "Economics of Taxation & Auditing to Auditing & Economics of Taxation" of P. G. Diploma in Taxation & Accounting.
4. House agreed & recommended to Academic Council to replace a theory paper namely (i) Mathematics & Statistics for Management by Communicative English & Business Drafting of the P. G. Diploma in Travel & Tourism Management.
5. The Board recommended to Academic Council that case study based dissertation of the (i) P. G. Diploma in Taxation & Accounting & (ii) P. G. Diploma in Travel & Tourism Management & other P. G. Diploma courses run at Commerce & other departments of studies shall be on the pattern of the dissertation of P. G. Diploma in Business Finance run by Department of Commerce in respect of teacher's remuneration & allocation of total marks for dissertation & Viva Voce examination conducted by the teacher supervisor.
6. Teacher / supervisor shall be decided by Course Incharge in consultation with Coordinator, Centre of Professional Courses.

And all the above stated minor modifications under this item number 10 shall be applicable with effect from present academic session of 2020-2021.

Item No. 11

Mandating Coordinator that after seeking approval of Hon' ble Vice Chancellor & consultations with course In-charge / Chairperson of the department concerned he may initiate the procedure(s) to discontinue or discontinue some of the courses which turned redundant due to drastic changes in the overall systems of students' preferences, industrial priorities etc as many students do not want to pursue few of the programs run by Centre, Professional Courses & thus, it is better to discontinue them sooner than later so that scarce resources of university do not get wasted.

Decision:

House considered & authorized the coordinator as stated above under item number 11. House also authorized the coordinator that after seeking approval of Hon'ble Vice-Chancellor & consultations with subjects' experts, he may start some more UG & P G professional & technical courses, programs etc so that students are able to develop & enhance multiple skills so as to be competent enough to get employment in present days' multifaceted industry & market spread worldwide.

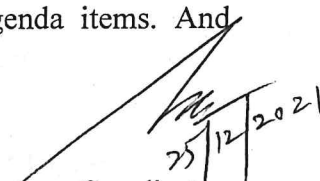
Item No. 12

Consideration for modifying the name of Centre, Professional Courses (CPC) to Centre, Professional & Technical Studies (CPTS), Coordinator to Director & Incharge to Coordinator so as to meet some legal & technical requirements w. e. f. present academic session of 2020-21.

Decision:

House unanimously considered, agreed & recommended to Hon'ble Vice-Chancellor to modify as stated above under his special powers i.e. 19(3) as early as he deems fit, the name of Centre, Professional Courses (CPC) to Centre, Professional & Technical Studies (CPTS), Coordinator to Director & Incharge to Coordinator so as to meet some legal & technical requirements.

And, in the last, Coordinator on his behalf & also on behalf of Centre, Professional Courses extended vote of thanks in addition to thanking Hon'ble Vice-Chancellor for sparing some of his precious time for chairing the meeting. Coordinator also thanked members of Board of Studies for attending the meeting & being positive in respect of discussions & the agenda items. And subsequently meeting came to an end.


25/12/2021
Coordinator,

Centre of Professional Courses

Dated: 25/12/2021
Centre of Professional Courses
Aligarh Muslim University

D. No. 158/CPC

Copy to:

01. All In-charges of P.G. Diploma/Diploma (Para Medical) Courses
02. Coordinator, Para Medical Courses/Principal, JNMC
03. All assigned members of the Board of Studies
04. Asstt. Registrar (Academic)/(Council)
05. Secretary to Vice-Chancellor
06. Pro-Vice-Chancellor
07. Prof. Asia Sultana, D/o Ilaj Bit Tadbeer, F/o Unani Medicine


25/12/2021
Coordinator,

Centre of Professional Courses

Aligarh Muslim University