

Athalye-Sapre-Pitre College (Autonomous), Devrukh

Department: English

Academic Year: 2021-22

Date: 28/03/2022

Minutes of the Meeting of the Board of Studies (English)

The meeting of the Board of Studies (English) was held on 24th March, 2022 in the Department of English through the Google Meet between 11.00 a.m. to 12.30 p.m. The meeting was presided with the following concerns on the agenda.

Agenda:

- i. To review current syllabi of F. Y. B. A. and F. Y. B. COM.
- ii. To discuss the syllabi of skill courses
- iii. To discuss evaluation system for skill courses
- iv. To prepare the panel of external paper setters and examiners
- v. Any other subject with the prior permission of the Chairman

The following members were present for the meeting:

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| 1. Dr. Laxman Balasaheb Patil | Chairman | (BoS English) |
| 2. Dr. Shivaji Dhondiram Sargar | Member | (VC Nominee) |
| 3. Prof. (Dr.) Satish R. Ghatage | Member | (Subject Expert Other than Parent University) |
| 4. Dr. Thorat Rajendra Ramchandra | Member | (Subject Expert Other than Parent University) |
| 5. Dr. Atul Yashwant Pitre | Member | (Invited Subject Expert) |
| 6. Mrs. Snehalata Pujari | Member | (BoS English) |
| 7. Mrs. Varsha Phatak | Member | (BoS English) |
| 8. Mr. Diwakar A. Patankar | Member | (BoS English) |

Dr. Laxman Balasaheb Patil, Chairman of the BoS in English, heartily, welcomed all the external members present for the meeting and requested to all the members to commence this meeting through the Google Meet with a thorough overview on the agenda.

Agenda-

i) To review the current syllabi of F. Y. B. A. and F. Y. B. COM.

Dr. Laxman Balasaheb Patil, Chairman of the BoS, overviewed the current syllabus of the F. Y. B. A. and F. Y. B. COM. and put forth the BoS members for discussion. The lengthy discussion took place in the meeting regarding the syllabi in the concerned subjects: Communication Skills in English (FYBA), English I (FYBA) and Business Communication (FYBCOM). After reviewing the syllabi, the view was, collectively, put forth regarding giving an extension to the current syllabi without changes for the academic year 2022-23. In regard to this, Dr. Satish Ghatge sir added that the syllabi were designed with an intimate concern of inculcating communicative ability in English, but due to COVID-19 pandemic and complete lockdown, the purpose of designing the syllabi in the year 2019 remained unfulfilled and hence, taking extension without any changes in the syllabi is essential.

After discussion Dr. L. B. Patil sir requested the members to pass the resolution regarding the extension to the current syllabi of Communication Skills in English (FYBA), English I (FYBA) and Business Communication (FYBCOM) for the academic year 2022-23.

Resolution:

It is unanimously resolved that the extension to the current syllabi of Communication Skills in English (FYBA), English I (FYBA) and Business Communication (FYBCOM) for the academic year 2022-23 was given.

Proposed by: Dr. Laxman B. Patil

Seconded by: Dr. Shivaji Dhondiram Sargar

ii) To discuss the syllabi of skill courses

At the onset, Dr. Laxman B. Patil, Chairman of the BoS, discussed the need of skill courses in light of current education system and New Education Policy. He added that the students who will complete their three-year degree program from the academic 2022-23 through our esteemed institute need to have an academic three-year degree with 132 credits; as our institute is an 'Autonomous' since the academic year 2019-20. He continued by saying that the current credits are 120 for three-year degree program as the institute is affiliated to University of Mumbai. Broadly speaking, 12 credits need to be added as it is a requirement for fulfilling the degree criterion.

Dr. Laxman B. Patil informed the members that 12 credits are needed to the programs that are having six papers of particular subject. In case of English, the institute offers three papers in collaboration with other subjects like Geography, Hindi, Economics etc. and therefore, the department needs to finalize the skill courses having 06 credits. After this discussion, Mr. Diwakar A. Patankar, the member of the BoS, screened the syllabi of 2 skill courses with 3 credits each for further discussion. These two skill

courses were, primarily, designed with the humble assistance taken and minute discussions with Dr. Atul Y. Pitre. While designing the syllabi for these courses, the department had taken care of availability of local yet worthy resources, current market scenario, and present situation of education, learners' current abilities and liabilities, interests as well as needs and financial capacity of the institute.

After reviewing the syllabi, Dr. Satish R. Ghatge sir suggested restructuring of the syllabi in detail and according to him and the consent related to it; taken from other members, the syllabi were restructured at the time of meeting only and presented before the members.

Before finalizing, Dr. Rajendra R. Thorat sir added that the syllabi should be completed in 'hours' and not in 'lectures' and therefore, taking consent from other members, it was decided that the syllabi were completed in terms of 'hours' than 'lectures.' Hence, one lecture was considered as one hours.

Continuing the discussion, Dr. Shivaji D. Sargar sir informed all the members about the new soft skill course that was designed and commenced by the Department of English, University of Mumbai. In addition to, he spoke about the necessity of skill courses in light of the needs in corporate sectors and IT industries located at metropolitan cities like Mumbai, Pune, Bengaluru etc.

After discussions, Dr. Laxman B. Patil sir requested the members to pass resolutions regarding the finalization of 2 skill courses for 06 credits and their implementation from the academic year 2022-23.

Resolution I:

It is unanimously resolved that the syllabi of 02 skill courses for 06 credits were approved.

Proposed by: Dr. Laxman Balasaheb Patil

Seconded by: Prof. (Dr.) Satish R. Ghatage

Resolution II:

It is unanimously resolved that the syllabi of 02 skill courses for 06 credits were to be implemented from the academic year 2022-23.

Proposed by: Dr. Laxman Balasaheb Patil

Seconded by: Prof. (Dr.) Atul Y. Pitre

iii) To discuss evaluation system for skill courses

Continuing with the previous one, Dr. Laxman Balasaheb Patil, Chairman of the BoS, initiated the discussion regarding the evaluation system for 02 separate skill courses for 06 credits. Mr. Diwakar A. Patankar suggested that the evaluated system would consist of theory, practical and assignments or case studies and major focus should be given on practical and case studies. All the members accepted the views and designed evaluation system as per following:

1. Evaluation System for the Skill Course: Developing Soft Skills-I

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|-------------------------|----------|
| 1. Theory: | 30 Marks |
| 2. Assignments / Tasks: | 50 Marks |
| 3. Viva: | 20 Marks |

[For assignments, students can submit reports related to time, health, financial and stress management (Students need to keep records related to these skills.)]

Note: (Students can download the apps like Healthify Me, Google Fit, Expense Manager, Microsoft To DO or Planner etc. to maintain records.)

2. Evaluation System for the Skill Course: Developing Soft Skills–II

1. Theory: 30 Marks
2. Assignments: 50 Marks
3. Viva: 20 Marks

[For assignments, students can submit the drafts of resume and CV, interviews taken, paper/ poster/ ppt presentations, group discussions etc.]

Resolution:

It is unanimously resolved that the evaluation system for 2 skill courses for 06 credits was accepted.

Proposed by: Dr. Laxman Balasaheb Patil

Seconded by: Dr. Varsha S. Phatak

iv) To prepare the panel of external paper setters and examiners

Dr. Laxman Balasaheb Patil stepped ahead regarding the discussion about the need of external paper setters and examiners. He suggested that the two paper setters for each paper from other colleges in the vicinity around for both the sake of building the quality ratio and the convenience. It was accelerated that the responsibility of the question paper and evaluation be shouldered by the subject faculty for allotted curriculum. It was, hereafter, conveyed that the examiners be from the colleges in the vicinity around for the sake of convenience and availability.

Resolution:

It is unanimously resolved that the list of external paper setters and examiners was finalized.

Proposed by: Dr. Laxman Balasaheb Patil

Seconded by: Mrs. Snehalata Pujari

v) Any other subject with the permission of the Chairman

No other Subject was discussed in the meeting.

Mr. Diwakar A. Patankar expressed vote of thanks on behalf of the department as well as the college regarding the incredible contribution of all the BoS members with valuable suggestions in designing the new curriculum.

The meeting summed up at 02.00 p.m.

The End of Minutes.

Sincerely,



Prof. Diwakar A. Patankar

Dr. Narendra P. Tendolkar

Asst. Prof. & I/C Head, Department of English,

Principal

ASP College, Devrukh
