

**SHETH T. J. EDUCATION SOCIETY'S  
SHETH N.K.T.T. COLLEGE OF COMMERCE &  
SHETH J.T.T. COLLEGE OF ARTS, THANE (W)**

Date: 10<sup>th</sup> April 2024

The first meeting of the BoS was held on 10<sup>th</sup> April 2024 in Conference Room in online and offline mode.

Members present

1	Dr. Runa Shajeev	Vice Chancellor Nominee Associate Professor & Head Dept. of English Satish Pradhan Dnyanasadhana College Thane
2	Dr Prashant Mothe	Subject Expert Associate Professor Adarsh Mahavidyalaya Omerga SRTM University Nanded
3	Mr. Jude D'Souza	Representative Corporate Sector Company secretary & Compliance Officer Sanathan Textiles Limited Mumbai
4	Mr.Gitesh Pawar	Entrepreneur Third Eye Consulting Mumbai
5	Dr. Savita Chavan	Subject Expert Assistant Professor Smt. P. N. Doshi Women's College Ghatkopar Mumbai

## MINUTES

### **1.01. Welcome & introduction of the BoS members-**

Head of the English department Dr. Manoshi Bagchi welcomed and introduced all the BoS members.

### **1.02. Designing, approval, and recommendation of syllabus, course objectives and Course outcomes of B. Com. (AEC) and B.A. (AEC) and CC Semester I (under NEP) to be implemented from 2024-25-**

Dr. Manoshi Bagchi read out the syllabus of FY B. Com Sem I 'Introduction to Business Communication'. Dr. Prashant Mothe suggested that the title of the first unit should be 'Communication Skill', second unit 'Writing Skill' and third unit 'Language Skill'. Mr. Jude D'Souza proclaimed that Chat GPTs should be introduced in the second unit 'writing Skill'. He also suggested to add the empathetic listening Skill. Mr. Gitesh Pawar mentioned that a practical approach has been taken while framing the syllabus. Dr. Prashant Mothe gave suggestions regarding the paper pattern:

Q1. Long answer questions- unit 1

Q2. Long answer questions- unit 2

Q3. Shorts Notes

Mr. Sambhaji Sirsath read out the syllabus of FYBA Sem I 'Communication Skill'. Dr. Prashant Mothe suggested to arrange the topics of the syllabus in chronological order and indicated to prepare three units –

First Unit – Effective Communication - 10 Hours

Second Unit- Basic Language Skill - 10 Hours

Third Unit – Developing Effective Listening - 10 Hours

He also suggested to add Employment Skill in the third unit. Dr. Prashant Mothe & Mr. Jude D'Souza mentioned that new strategies should be used while conducting G.D.

Mr. Sambhaji Sirsath also read out the syllabus of Drama. All the members of BoS approved the syllabus.

Dr. Manoshi Bagchi mentioned that the syllabus of Marathi and Hindi will also be approved by this BoS. An email will be sent of all three subjects for approval.

### **1.05 Any other matter with the permission of the chair-**

As there was no other matter raised by the members of the BoS meeting concluded.

### **1.06 To conclude meeting**

Chairperson and Head of the English department Dr. Manoshi Bagchi Concluded the meeting.

