

**Minutes of the Meeting of The Board of Studies in English of SIES College of Commerce & Economics (Autonomous), Sion East, Mumbai 400 022 held on 9<sup>th</sup> November, 2020 at 4 pm by Online Mode on MS Teams**

The meeting was held to discuss and deliberate the proposed syllabus, exam pattern and question paper pattern of the subjects of '*Business Communication*' in B.Com, B.Com ( A&F, B&I, FM) and BMS and '*Communication Skills*' in B.Sc IT.

The following members attended the meeting

Sr. No.	Category	Name and details
1	Chairperson, BoS	Dr. Nina Roy Choudhury
2	Faculty members	Ms. Sophia Joseph Mr. Nigel George
3	One expert selected by Vice-Chancellor from the six recommended by the College Principal	Dr. Hemangi Bhagwat Head, Deptt. of Business Communication, K.J.SOMAIYA College of Science & Commerce
4	Two subject experts from other university	Dr. Gouri Mohan Assistant Prof. M.M.P Shah Women's College College of Arts & Commerce, Autonomous, SNDT University  Dr. Anusha Ramanathan Centre for Education, Innovation, Action, Research, (CEIAR) TISS, Deemed University
5	One representative industry	Mr. Rajesh Vishwanath Head, Finance & Operations, Group M Media India Ltd
6	PG Alumni	Mr. Prashant Shivram Vice President, Adfactors PR
7	Outside expert	Ms. Swati Kapadia CEO, Forum of Free Enterprise
8	Other Faculty members	Ms. Lekha Nambiar

The Chairperson Dr. Nina Roy Choudhury welcomed and introduced the members of BOS.

Dr. Roy Choudhury, Ms. Lekha Nambiar and Ms. Sophia Joseph from the Department of English, presented the proposed syllabi of 'Business Communication' for B.Com, B.Com ( A&F, B&I, FM) and BMS for Semester I & II and 'Communication Skills' for B.Sc IT in Semester I along with the proposed pattern of examination. Thereafter the same was discussed by the members.

Following suggestions/observations were made

Name of the member	Suggestions/observations
Dr. Hemangi Bhagwat	> Including short notes in Question 1 for end semester exams > Also suggested on allocating more marks for theory based questions
Dr. Gouri Mohan	> Rewording the objectives and outcomes to reflect proposed changes > Elaborating on the types of internal assessment for greater clarity
Ms. Anusha Ramanathan	> Using the terms 'Learning objective & learning outcomes' > Replacing 'POSH' with the concept of Gender Equity and the usage of Gender neutral language in workplace communication
Ms. Swati Kapadia	> Giving students exposure to actual communication practices than just focusing on theoretical exams
	General suggestions on the greater use Electronic/ Social media in classroom activities. Grammarly, LinkedIn profile, Technical writing

It was decided to incorporate the following changes in Proposed syllabus presented before the meeting. For B.Com, B.Com ( A&F, B&I, FM) and BMS

Particulars as per proposed syllabus	Changes as approved in the meeting
POSH Act (Semester I)	Gender Equity and using Gender neutral language at workplace communication
Social and Public Relations invite (Semester II)	Social and Public Relations correspondence

It was decided to incorporate the following changes in exam pattern presented before the meeting. (if required)

Particulars as per proposed exam pattern	Changes as approved in the meeting
Internal Assessment – 40 marks	Internal Assessment – 40 marks

Semester end exams – 60 marks	Semester end exams – 60 marks
-------------------------------	-------------------------------

It was decided to incorporate the following changes in Proposed question paper pattern presented before the meeting.

Particulars as per proposed question paper pattern	Changes as approved in the meeting
<p>Internal Assessment Business Communication : Semester I and II in B.Com, B.Com ( A&amp;F, B&amp;I, FM) and BMS</p> <p>1) Reading, Listening and Presentation Skills</p> <p>2) Writing Skills</p>	<p>1) Reading, Listening and Presentation Skills: Topic based individual/group presentation Group discussion based on current/relevant issues Mock Interview based on Application and CV Listening to short videos and tested on the same Decoding Job advertisements Debate</p> <p>2) Writing Skills – Paragraph, Email, Blog, Tweets, Statement of Purpose, Bio-note, Precis, Caption writing, Pamphlets and Fliers</p>
<p>Internal Assessment Communication Skills : Semester I in B.Sc IT</p> <p>1) Reading, Listening and Presentation Skills</p> <p>2) Writing Skills</p>	<p>1) Reading, Listening and Presentation Skills: Topic based individual/group presentation Group discussion based on current/relevant issues Mock Interview based on Application and CV Listening to short videos and tested on the same Decoding Job advertisements Short Speeches Welcome note at conferences, Introducing guests, Vote of thanks.</p> <p>2) Writing Skills – Paragraph, Email, Blog, Tweets, Statement of Purpose, Bio-note, Precis, Caption writing</p>
<p>Project Communication Skills : Semester I in B.Sc IT</p> <p>1) Practical examination</p>	<p>1) Practical examination : Application Letter &amp; CV Statement of Purpose Technical Writing</p>
<p>Semester End Exam For Business Communication : Semester I &amp; II in B.Com, B.Com ( A&amp;F, B&amp;I, FM) and BMS</p> <p>Communication Skills : Semester 1 in B.Sc IT</p> <p>Q1) Explain the terms in 2-3 sentences (6 out</p>	<p>Q1) Short Notes (Any 3 out of 5)</p>

Thereafter the following resolutions were passed.

Resolved that the proposed syllabus in the subject of '*Business Communication*' for B.Com, B.Com ( A&F, B&I, FM) and BMS for Semester I & II is hereby approved with modifications as stated above.

Resolved that the proposed syllabus in the subject of '*Communication Skills*' for B.Sc IT in Semester I is hereby approved without modifications.

Resolved that the Proposed question paper pattern in the subject of '*Business Communication*' for B.Com, B.Com ( A&F, B&I, FM) and BMS for Semester I & II and '*Communication Skills*' for B.Sc IT in Semester I is hereby approved with modifications as stated above.

The internal examination through MCQ/Objective format will be conducted online

Further in case of unforeseen and challenging circumstances all examinations/evaluation will be conducted through online or by any mode as determined by the Govt. and UGC.

Further resolved that the proposed syllabi, exam pattern, question paper pattern in the subject of '*Business Communication*' for B.Com, B.Com ( A&F, B&I, FM) and BMS for Semester I & II and '*Communication Skills*' for B.Sc IT in Semester I is approved and adopted in a progressive manner for the academic year 2020-2021.

The meeting was concluded with a vote of thanks extended by Mr. Nigel George

Dr. Nina Roy Choudhury

Chairperson – BOS – English

Date : Monday, 9th November,2020.