

**SES's L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)**



**Ad Hoc Board of Studies:
English**

Composition of the Ad-Hoc Committee for English

Following are the members of the Committee:

SR. NO.	CAPACITY IN BOS	NAME & AFFILIATION	DESIGNATION
1.	Convener	Dr. Preeti Vaswani L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in English
2.	Member	Ms. Kavita Makhija L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in Communication
3.	Member	Ms. Heta Parekh L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in Commerce
4.	Member	Ms. Shalmali Colaco L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in Accounting and Finance
5.	Member	Ms. Sampada Almeida L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in Accounting and Finance
6.	Ex-officio Member	Dr. Laila Patel L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in Commerce
7.	Ex-officio Member	Dr. Vaishali Pandya L.S. Raheja College of Arts and Commerce, Mumbai	Assistant Professor in Commerce
8.	Member (External Expert)	Ms. Deepti Jandial Executive Life Coach, Mumbai	Psychometric Assessment Specialist

9.	Member (External Expert)	Dr. Bhaswati Parasar, Thadomal Shahani Engineering College, Mumbai	Assistant Professor in English
10.	Member (External Expert)	Dr. Mary Jayanti, Holy Cross College, (Autonomous) Tiruchirapalli, Tamil Nadu	Dr. M. Mary Jayanthi, Dean Of International Affairs, Associate Professor in English
11.	Member (External Expert)	Dr. Shweta Salian Mithibai College, Mumbai	Assistant Professor and Program Coordinator of MA English, Dept. of Foreign Languages



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SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980

NAAC ACCREDITED B++ (3rd Cycle)

Relief Road, Santacruz (W), Mumbai - 400 054, Email: registrar@lsraheja.org
Tel.: 2660 9320 / 2661 4101, Website : www.lsraheja.org

Ref. No. LSRC/Bos/English/Meeting/24-25/221(A) Date-22/4/2024

AD -HOC COMMITTEE MEETING UNDER BOARD OF STUDIES- COMMERCE

Meeting Notice

The meeting of sub-committee to prepare nomenclature & Syllabi under AEC/OE/VEC/SEC (English and Communication courses of both aided and unaided section) under BoS of Commerce will be held on 23rd April 2024 at 11.30 a.m. on the College MS Teams online platform. Please use the following link to login.

<https://teams.microsoft.com/l/meetup-join/19%3atu-gxEBKwpESSXSG-YFZGa4Vn5IIWxS6uvDRMqKtO4s1%40thread.tacv2/1713771045574?context=%7b%22%20Tid%22%3a%2225176a81-d60a-4083-8b70-36db56c4ff66%22%2c%22Oid%22%3a%22bdfb5d05-fbc4-4847-b6ea-9da476e18c45%22%7d>

The members of the Committee are requested to attend the meeting.

Preeti Vaswani

Dr. Preeti Vaswani
Convener

AGENDA

1. To welcome and introduce the members of the subcommittee.
2. To present the syllabi of English department subjects -aided section
3. To present the syllabi of English department subjects -unaided section
4. To get suggestions from members
5. Any other business with the permission of the Chair.

Attendance of the BOS Meeting (Ad-Hoc Committee for English) BOS of Commerce

1. Summary

Meeting ti Meeting of Board of Studies - English

Attended 13

Start time 4/23/24, 11:20:59 AM

End time 4/23/24, 1:16:49 PM

Meeting d 1h 55m 50s

Average a 1h 25m 29s

2. Participants

Name	First Join	Last Leave	In-Meeting	Email	Participan	Role
Preeti Vas	4/23/24,	14/23/24,	11h 47m 25s	preeti.vas	preeti.vas	Organiser
VAISHALI	4/23/24,	14/23/24,	128m 48s	vaishali.p	vaishali.p	Presenter
Anupama	4/23/24,	14/23/24,	129m 21s	anupama.	anupama.	Presenter
Bhaswati	4/23/24,	14/23/24,	11h 48m 42s	bhaswati.	bhaswati.	Presenter
Laila Patel	4/23/24,	14/23/24,	11h 48m 12s	laila.patel	laila.patel	Presenter
Kavita Ma	4/23/24,	14/23/24,	11h 45m 54s			Presenter
Heta P	4/23/24,	14/23/24,	11h 45m 2s			Presenter
MS. SHALI	4/23/24,	14/23/24,	11h 12m 33s			Presenter
Shweta Sa	4/23/24,	14/23/24,	11h 38m 24s	Shweta.Sa	shweta.sa	Presenter
Deepti	4/23/24,	14/23/24,	11h 6m 56s			Presenter
Dr. Mary J	4/23/24,	14/23/24,	11h 38m 6s			Presenter
sampada	4/23/24,	14/23/24,	11h 37m 23s			Presenter
Dr. Vaisha	4/23/24,	14/23/24,	11h 24m 34s			Presenter

3. In-Meeting Activities

Name	Join Time	Leave Tim	Duration	Email	Role
Preeti Vas	4/23/24,	14/23/24,	11h 47m 25s	preeti.vas	Organiser
VAISHALI	4/23/24,	14/23/24,	128m 48s	vaishali.p	Presenter
Anupama	4/23/24,	14/23/24,	129m 21s	anupama.	Presenter
Bhaswati	4/23/24,	14/23/24,	11h 48m 42s	bhaswati.	Presenter
Laila Patel	4/23/24,	14/23/24,	11h 48m 12s	laila.patel	Presenter
Kavita Ma	4/23/24,	14/23/24,	11h 45m 54s		Presenter
Heta P	4/23/24,	14/23/24,	11h 45m 2s		Presenter
MS. SHALI	4/23/24,	14/23/24,	130m 43s		Presenter
MS. SHALI	4/23/24,	14/23/24,	141m 50s		Presenter
Shweta Sa	4/23/24,	14/23/24,	11h 38m 24s	Shweta.Sa	Presenter
Deepti	4/23/24,	14/23/24,	11h 6m 56s		Presenter
Dr. Mary J	4/23/24,	14/23/24,	11h 38m 6s		Presenter
sampada	4/23/24,	14/23/24,	11h 37m 23s		Presenter
Dr. Vaisha	4/23/24,	14/23/24,	11h 24m 34s		Presenter

SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

Title: Minutes of the meeting of Ad-Hoc Committee for English
(under BOS of Commerce)

DATE: 23rd April 2024

VENUE: College MS
Teams online platform

AGENDA:

1. To welcome and introduce the members of the subcommittee.
2. To present the syllabi of English department subjects -aided section
3. To present the syllabi of English department subjects -unaided section
4. To get suggestions from members
5. Any other business with the permission of the Chair.

TIME: 11:30 AM

MEMBERS PRESENT	MEMBERS ABSENT
1. Dr. Preeti Vaswani - Convener	None
2. Ms. Kavita Makhija – Member	
3. Ms. Heta Parekh- Member	
4. Ms. Shalmali Colaco- Member	
5. Ms. Sampada Almeida-Member	
6. Dr. Laila Patel – Ex-officio Member	
7. Dr. Vaishali Pandya-Ex-officio Member	
8. Ms. Deepti Jandial - Member (External Expert)	
9. Dr. Bhaswati Parasar – Thadomal College, Mumbai (External expert)	
10. Dr. Mary Jayanti - Holy Cross College, TN, (External expert)	
11. Dr. Shweta Salian-Mithibai College, Mumbai, (External expert).	
12. Dr. Anupama Nerurkar,	

Chairperson of the Board of Studies of Commerce	
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Meeting addressed by: Dr. Preeti Vaswani (Convener)

MINUTES

Dr. Preeti Vaswani welcomed the Board and introduced the members.

The syllabi of the English courses in the Aided and Un-Aided sections were presented as follows:

1. Corporate Communication 1 and 2 (for B.Com program)
2. Public relations 1 and 2 (for B.Com program)
3. Presentation Skills (for B.Com program)
4. Communication Skills 1 and 2 (for B.A program)
5. Personal Branding (for B.A. program)
6. Advanced Communication (for BAMMC program)
7. Introduction to Communication (for BAMMC program)
8. Introduction to Communication (for BAF, BFM, BBI, BMS program)
9. Professional Communication (for BAF, BFM, BBI, BMS program)
10. Communication Skills and Presentation Techniques (for BSc.IT program)

The syllabi for Aided Section (Courses 1 to 5 in the above list) were presented by Dr. Preeti Vaswani.

In the course of Personal Branding, a few additional topics were suggested to be included in the syllabus, to give appropriate weightage to the digital and technical aspects of the course.

In the subject of Corporate Communication, it was suggested that Verbal and Non-verbal communication be added.

Suggested changes were made during the meeting itself. All the other courses were accepted without any changes required.

The members approved the syllabi of the courses presented. The nomenclatures of Research Skills (for B.Com program in Semester 2 as a Skill Enhancement Course), and Leadership Skills (for B.A. program in Semester 2 as Open Elective Course) were also approved.

The syllabi for Un-Aided Section (Courses 6 to 10 in the above list) were presented by Ms. Kavita Makhija.

In the course of Communication Skills and Presentation Techniques, a few additional topics were suggested to be included in the syllabus, to give appropriate weightage to the technical aspects of the course. It was also suggested that the sub-topics be specified.

In the course Introduction to Communication (for BAF, BFM, BBI, BMS program), it was suggested that Reading skills, report writing, infographics, skimming and scanning, and netiquettes be included.

In the course Introduction to Communication (for BAMMC program), it was suggested that the topics in grammar, such as Sentence construction, Subject-Verb agreement, Modifiers, Common errors, modifiers, coordinators, subordinators be included as sub-topics.

In the course Advanced Communication, the title of module 1 was changed, and the subtopic workplace was changed to workspace.

Suggested changes were made during the meeting itself.

The Convener of the Committee thanked the members for their valuable suggestions. The complete syllabi with the changes incorporated, were sent via email to all the members.

Dr. Preeti Vaswani

Dr. Preeti Vaswani
Convener

Sub-Committee for English

**LIST OF COURSES UNDER SUB-COMMITTEE FOR ENGLISH
(BOARD OF STUDIES OF COMMERCE AND MANAGEMENT)**

Sr. No.	Name of The Course	Class and Programme the programme is offered to	Semester	Vertical	Credit
1	Corporate Communication I and II	FYBCOM	I and II	AEC	2
2	Public relations I and II	FYBCOM	I and II	SEC	2
3	Presentation Skills	FYBCOM	I	SEC	2
4	Research Skills	FYBCOM	II	SEC	2
5	Communication Skills I and II	FYBA	I and II	AEC	2
6	Personal Branding	FYBA	I	OE	2
7	Leadership Skills	FYBA	II	OE	2
8	Basics of Communication	FYBAMMC	I	AEC	2
9	Advanced Communication	FYBAMMC	II	AEC	2
10	Introduction to Communication	FYBAF / FYBFM / FYBMS / FYBBI	I	AEC	2
11	Professional Communication	FYBAF / FYBFM / FYBMS / FYBBI	II	AEC	2
12	Communication Skills and Presentation Techniques	FY BSc. IT	I	AEC	2



Preeti Vaswani <preeti.vaswani@Israheja.org>

Syllabus of 2 English Department Subjects - for approval

14 messages

Laila Patel <laila.patel@Israheja.org>

Mon, Oct 7, 2024 at 2:09 PM

To: bos.commerce@Israheja.org

Cc: Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Dear Members of the Board of Studies of Commerce,

Greetings!

The Sub-committee for English has approved 2 syllabi of Leadership Skills and Research Skills for Sem 2 of FYBA and FYBCom respectively. The syllabi are attached herewith. Kindly approve the same.

Thanking you,
With warm regards
Dr. Laila Patel
Head of Department of Commerce
9820566476

2 attachments

 **Syllabus of Research Skills.docx**
91K

 **Syllabus of Leadership Skills.docx**
91K

Shobha Dedhia <shobhadedhia@gmail.com>

Mon, Oct 7, 2024 at 5:23 PM

To: Laila Patel <laila.patel@Israheja.org>

Cc: bos.commerce@Israheja.org, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Approved from my side

[Quoted text hidden]

Laila Patel <laila.patel@Israheja.org>

Mon, Oct 7, 2024 at 5:50 PM

To: Shobha Dedhia <shobhadedhia@gmail.com>

Cc: bos.commerce@Israheja.org, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Thanks a lot.

[Quoted text hidden]

Veena Vohra (Dr.) <Veena.Vohra@sbm.nmims.edu>

Tue, Oct 8, 2024 at 2:00 PM

To: Laila Patel <laila.patel@Israheja.org>, "bos.commerce@Israheja.org" <bos.commerce@Israheja.org>

Cc: Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Approved, kindly consider including Authentic Leadership and Servant Leadership models in the Leadership skills course.

From: Laila Patel <laila.patel@lsraheja.org>
Sent: Monday, October 7, 2024 2:10 PM
To: bos.commerce@lsraheja.org
Cc: Preeti Vaswani <preeti.vaswani@lsraheja.org>; Shalmali Colaco <shalmali.colaco@lsraheja.org>
Subject: Syllabus of 2 English Department Subjects - for approval

***** THE E-MAIL BELOW IS FROM AN EXTERNAL SOURCE, PLEASE DO NOT OPEN ATTACHMENTS OR CLICK LINKS WITHOUT PROPER VERIFICATION *****

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Laila Patel <laila.patel@lsraheja.org> Tue, Oct 8, 2024 at 2:24 PM
To: "Veena Vohra (Dr.)" <Veena.Vohra@sbm.nmims.edu>
Cc: "bos.commerce@lsraheja.org" <bos.commerce@lsraheja.org>, Preeti Vaswani <preeti.vaswani@lsraheja.org>, Shalmali Colaco <shalmali.colaco@lsraheja.org>

Noted with thanks.

[Quoted text hidden]

Mayur Vyas <Mayur.Vyas@upgcm.ac.in> Tue, Oct 8, 2024 at 2:54 PM
To: Laila Patel <laila.patel@lsraheja.org>, "bos.commerce@lsraheja.org" <bos.commerce@lsraheja.org>
Cc: Preeti Vaswani <preeti.vaswani@lsraheja.org>, Shalmali Colaco <shalmali.colaco@lsraheja.org>

Approved from my side.

Mayur Vyas

From: Laila Patel <laila.patel@lsraheja.org>
Sent: 07 October 2024 14:09
To: bos.commerce@lsraheja.org <bos.commerce@lsraheja.org>
Cc: Preeti Vaswani <preeti.vaswani@lsraheja.org>; Shalmali Colaco <shalmali.colaco@lsraheja.org>
Subject: Syllabus of 2 English Department Subjects - for approval

***** THE E-MAIL BELOW IS FROM AN EXTERNAL SOURCE, PLEASE DO NOT OPEN ATTACHMENTS OR CLICK LINKS WITHOUT PROPER VERIFICATION *****

[Quoted text hidden]

Laila Patel <laila.patel@lsraheja.org> Tue, Oct 8, 2024 at 2:54 PM
To: Mayur Vyas <Mayur.Vyas@upgcm.ac.in>
Cc: "bos.commerce@lsraheja.org" <bos.commerce@lsraheja.org>, Preeti Vaswani <preeti.vaswani@lsraheja.org>, Shalmali Colaco <shalmali.colaco@lsraheja.org>

Thanks a lot.

[Quoted text hidden]

Niyati Khanna <cofounder@diplomathon.in> Mon, Oct 14, 2024 at 2:56 PM
To: Laila Patel <laila.patel@lsraheja.org>
Cc: bos.commerce@lsraheja.org, Preeti Vaswani <preeti.vaswani@lsraheja.org>, Shalmali Colaco <shalmali.colaco@lsraheja.org>

Approved

[Quoted text hidden]

Saket Pipalwa <saketpipalwa@gmail.com> Mon, Oct 14, 2024 at 2:58 PM
To: Laila Patel <laila.patel@lsraheja.org>

Cc: bos.commerce@Israheja.org, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Good to go from me as well!

Thanks,
Saket

[Quoted text hidden]

divesh mishra <diveshmishra07@gmail.com>

Tue, Oct 15, 2024 at 10:39 AM

To: Saket Pipalwa <saketpipalwa@gmail.com>

Cc: Laila Patel <laila.patel@Israheja.org>, bos.commerce@Israheja.org, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Approved

[Quoted text hidden]

Ashish Hathi <ashvhathi@gmail.com>

Thu, Oct 17, 2024 at 11:52 AM

To: Laila Patel <laila.patel@Israheja.org>

Cc: bos.commerce@Israheja.org, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Dear Mam,

First of all, I regret the delay.
This is approved from my side.

Regards,
Prof. Ashish Hathi

[Quoted text hidden]

--

Regards,

Ashish Hathi
+919920345222

Shobha Dedhia <shobhadedhia@gmail.com>

Wed, Nov 27, 2024 at 3:52 PM

To: Laila Patel <laila.patel@Israheja.org>

Cc: "Veena Vohra (Dr.)" <Veena.Vohra@sbm.nmims.edu>, "bos.commerce@Israheja.org" <bos.commerce@Israheja.org>, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

The syllabus seen and approved
Regards,
Prof. Dr. Shobha Dedhia

[Quoted text hidden]

Ashish Hathi <ashvhathi@gmail.com>

Wed, Nov 27, 2024 at 5:17 PM

To: Laila Patel <laila.patel@Israheja.org>

Cc: bos.commerce@Israheja.org, Preeti Vaswani <preeti.vaswani@Israheja.org>, Shalmali Colaco <shalmali.colaco@Israheja.org>

Dear Mam,

I have checked the provided syllabus and hereby approve the same.

Regards,
Ashish Hathi

[Quoted text hidden]

[Quoted text hidden]

Preeti Vaswani <preeti.vaswani@lsraheja.org>

Wed, Nov 27, 2024 at 6:09 PM

To: Ashish Hathi <ashvhathi@gmail.com>

Cc: Laila Patel <laila.patel@lsraheja.org>, bos.commerce@lsraheja.org, Shalmali Colaco <shalmali.colaco@lsraheja.org>

Dear members of the BOS,

Thank you all for your approval.

Thanks and regards

Dr. Preeti Vaswani

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