

## Minutes of Meeting of Board of Studies.

The meeting of the board of studies (B.O.S.) of Department of Life Skills was held on 30<sup>th</sup> August, 2019 at 02:00 p.m. at Board room, TeamLease Skills University, Tarsali, Vadodara.

The following members attended the meeting:

- |                         |                                        |
|-------------------------|----------------------------------------|
| 1. Dr. Avani Umatt      | - Chairperson Dean, Academics          |
| 2. Mr. Ashok Kumar      | - Registrar, I/c Head of IT department |
| 3. Dr. Anupam Mitra     | - HOD, C&M ,I/C COE                    |
| 4. Ms. Dishank Upadhyay | - I/C HOD, MS                          |
| 5. Ms. Bharti Sharma    | - Invitee (HTM )                       |
| 6. Mr. Mayur Shrimali   | - Member                               |
| 7. Dr. Priyanka Behrani | - Convener                             |

The details of the meeting contemplations are presented below:

| Item No.    | Item Description                                                                                                                                                                                                                                    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <p><b>Welcome to the BOS Members.</b></p> <p>The members of the BOS were welcomed by the Chairperson, Dean Academics and the other Expert members.</p> <p>Mr. Ashok Kumar briefed the experts about the concept and programs of the University.</p> |
| Item No. 1. | <b>Minutes of Meeting of 3<sup>rd</sup> BOS</b>                                                                                                                                                                                                     |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <p>The convener of the BOS discussed the agenda of the BOS and also discussed the MOM of 3<sup>rd</sup> BOS. She has also discussed about the corrections and suggestions by the experts.</p> <p>Structure and course content of different Life Skills subjects were discussed in detail.</p> <p>On Job Training and evaluation during On Job Training was also discussed in brief.</p> <p><b>The item placed before the Board of studies was approved.</b></p> |
| <b>Item No. 2.</b> | <p><b>Ratification of items by circulation – DMLT, Bachelors of Journalism</b></p> <p>The revised DMLT Syllabus of 1<sup>ST</sup> and 2<sup>nd</sup> semester with all necessary details and evaluation scheme was presented in front of the members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p>                                                                                                                  |
| <b>Item No. 3.</b> | <p><b>Take note of action taken report on the basis of previous BOS.</b></p> <p>The report on Action Taken based on suggestions from 3rd BoS meeting were presented to the members for information.</p> <p><b>The item placed before the Board of studies for information noted.</b></p>                                                                                                                                                                        |
| <b>Item No. 4.</b> | <p><b>Revision of program structure based on TLSU regulation.</b></p> <p>Revision of program structure based on TLSU regulation was presented and discussed in detail.</p> <p><b>The item placed before the Board of studies was approved.</b></p>                                                                                                                                                                                                              |
| <b>Item No. 5.</b> | <p><b>Revision of the English &amp; Communication Skills Course Curriculum for Semester-I (Level I) (Theory &amp; Practical)</b></p> <p>The revised English &amp; Communication Skills Course Curriculum for semester 1 Curriculum with credit weight, programme objective, course outcomes, program</p>                                                                                                                                                        |



Department of Life Skills  
Team Lease Skills University

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <p>structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <ol style="list-style-type: none"> <li>(1) Suggested to add reference books "English Language for you ".</li> <li>(2) Suggested to add Audio book "English Conversation for you." in the syllabus.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Item. No. 6</b></p> | <p><b>Revision of the Personality Development &amp; Job Skills Curriculum for Semester-II (Level I) (Theory &amp; Practical)</b></p> <p>The revised Personality Development &amp; Job Skills Curriculum for semester 2 with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <ol style="list-style-type: none"> <li>(1) Suggested to add a reference book "Goals ! How to get Everything You Want – Faster than You Ever Thought Possible" by Brian Tracy.</li> <li>(2) Suggested to give special emphasis on teaching related different indoor and outdoor games.</li> <li>(3) Suggested to teach language with collaborative games.</li> </ol> |
| <p><b>Item. No. 7</b></p> | <p><b>Revision of the English &amp; Communication Skills Course Curriculum for Semester-III (Level II) (Theory &amp; Practical)</b></p> <p>The revised English &amp; Communication Skills Course Curriculum for semester 3 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <ol style="list-style-type: none"> <li>(1) Suggested to use games to teach grammar topics like 'Preposition'.</li> </ol>                                                                                                                                                                                                                             |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <p>(2) Suggested to add audio books like Beyond the last blue mountain, Wings of Fire, Captain Gopinath and Biography of JRD Tata.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Item No. 8</b></p> | <p><b>Revision of the Personality Development &amp; Job Skills Curriculum for Semester-V/IV (Level II) (Theory &amp; Practical)</b></p> <p>The revised Personality Development &amp; Job Skills Curriculum for semester 4 with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <p>(1) Suggested to play One minute speech in the classroom to motivate students.<br/>         (2) Suggested to play famous speech of great leaders like Jawaharlal Nehru and Martin Luther King Jr.</p>                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Item No. 9</b></p> | <p><b>Revision of the English &amp; Communication Skills Course Curriculum for Semester-VI/V (Level III) (Theory &amp; Practical)</b></p> <p>The revised English &amp; Communication Skills Course Curriculum for semester 5/6 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <p>(1) Suggested to use Audio Books to teach biographical sketch.<br/>         (2) Suggested to play One minute speech in the classroom to motivate students.<br/>         (3) Suggested to play famous speech of great leaders like Jawaharlal Nehru and Martin Luther King Jr.<br/>         (4) Suggested to play Stay Hungry Stay Foolish by Steve Jobs and Mind Tree Founder – Subroto Bachi’s and Nick Vujicic’s videos should be played in the classrooms.<br/>         (5) Biographical Sketch worksheets can be used for developing vocabulary.</p> |





Department of Life Skills  
Team Lease Skills University

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Item.<br/>No. 10</b></p> | <p><b>Revision and Assessment Pattern for Elements of English &amp; Communication Skills Course and Enhancement of Personality &amp; Job Skills Course.(For DMLT)</b></p> <p>The revised Elements of English &amp; Communication Skills Course and Enhancement of Personality &amp; Job Skills Course Curriculum for semester 1/2 with assessment pattern, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p>                                                                                                                                                           |
| <p><b>Item<br/>No. 11</b></p>  | <p><b>Revision and Assessment Pattern for English &amp; Communication Skills Courses and Personality Development &amp; Job Skills Courses for all semester. (For WBL)</b></p> <p>The revised English &amp; Communication Skills Course and Personality Development &amp; Job Skills Course Curriculum (WBL) with assessment pattern, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <p>(1) Suggested to add English for Tourism and Hospitality Course Book + CDs: 1 by Hans Mol in the reference books.<br/>(2) Suggested to play videos of Sanjeev Deshpande.</p> |
| <p><b>Item<br/>No. 12</b></p>  | <p><b>Approval of short term skill based training programs under center for industry and knowledge partnerships.</b></p> <p>A short term Skill based training program under center for industry and knowledge partnerships was presented to members for approval.</p> <p><b>The item placed before the Board of studies was approved.</b></p> <p>(1) Suggested to add English Language for you by Allen Peace in reference books.</p>                                                                                                                                                                                                                                                                                                                                            |

*Behar*

Department of Life Skills  
Team Lease Skills University

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <p>(2) Suggested to add a reference book "English Grammar Just for You" by Rajeevan Karal</p> <p>(3) Suggested to add Macmillan Foundation English by R. K. Dwivedi.</p> <p>(4) Suggested to add Practice English Grammar by A J Thomas in the reference books.</p> <p>(5) Suggested to add Wren &amp; Martin's High School English Grammar &amp; Composition Raymond Murphy (Essential) in the reference books.</p> <p>(6) In certificate course for NGO Accounting and Operations it was suggested to use street plays as a method of training communication. For teaching interpersonal skills concept of biases and prejudices should be touched upon.</p>                                                                                                                                                                                                      |
| <p><b>Item No. 13</b></p> | <p><b>Panel of External Examiners</b></p> <p>The BOS members were informed about the external examiners.</p> <p><b>The item placed before the Board of studies was approved.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Item No. 14</b></p> | <p><b>Any other item with the approval of the Chairperson.</b></p> <p>Syllabus approval for the course endorsement for Sigma Institute of Technology and Engineering on Basic Communication Skill.</p> <p>(1) Suggested to revise the content of English and Communication skills course of BMS program.</p> <p>(2) Suggested to interchange Unit 8 with Unit 7.</p> <p>(3) Suggested to change course codes of Diploma &amp; Hospitality courses.</p> <p>(4) Suggested to remove the book Teachers Grammar of English K. R. Narayan Swamy from references.</p> <p>(5) Suggested to remove the book Practical English Grammar by A J Thomason and A V Martinet from references.</p> <p>(6) Suggested to review the reference books for Diploma Courses and add level appropriate books.</p> <p><b>The item placed before the Board of studies was approved.</b></p> |



Department of Life Skills  
Team Lease Skills University

|  |                                                                |
|--|----------------------------------------------------------------|
|  |                                                                |
|  | <b>The meeting ended with vote of thanks by the convenor..</b> |

*Behar*