



H L College of Commerce

Meeting Name:	Board of Studies	Meeting No.:	01
Date of Meeting: (MM/DD/YYYY)	13/02/2024	Subject:	AEC & SEC

Meeting Agenda

1. Introduction of Members of Board of Studies
2. Inputs in framing the Syllabus
3. Finalizing and approving the syllabus

Sr. No.	Name	Signature
1	Dr. Mona Kelshikar	
2	Prof. Yogendra Shastri	
3	Dr. Vasant Joshi	
4	Dr. Atanu Bhattacharya	
5	Dr. Kashmir Mehta	attended Online
6	Adv Dhaval Shah	AB
7	Mr. Jainil Shah	
8	Dr. Akash Joshi	



Discussion and Decisions

It was resolved that the syllabus for AEC & SEC would be implemented from the next academic year.

Suggestions were given by Dr. Vasant Joshi, Dr. Atanu Bhattacharya, Mr. Jaimil Shah & Dr. Kashmiri Mehta. These suggestions would be incorporated in the existing syllabus.

AEC

Sem-3, Unit II - Subskills of comparison to be added some rubrics too.

SEC

Sem 1, Unit I - Add some definition, Introduction and process of communication

Sem 3, Unit I - Instead of 7Cs, add Figures of speech to be used in Commercial Comm.

Sem 4, Unit I - As a part of stress management, mental health issues and how to use social media can be added.

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Dr. Akash Joshi
13/2/24
(Dr. Akash Joshi)

yusheerw
(Prof. Y.D. Shastri)

Vijesh
(Dr. Vasant Joshi)

Bhattacharya
13/02/24
(Dr. Atanu Bhattacharya)

Jaimil
13/2/24
(Mr. Jaimil Shah)

Mona
13/2/24
(Dr. Mona Kelshikar)

Minutes of the 1st Meeting of the Board of Studies

Date: 13-02-2024

Subjects: Ability Enhancement Course (AEC), Skill Enhancement Course (SEC) & Value-Added Course (VAC)

Meeting Agenda:

1. Incorporation of Members into the Board of Studies
2. Inputs for framing the syllabus
3. Finalization and approval of the syllabus

Members Present:

- Dr. Mona Kelshikar
- Prof. Yogendra Shastri
- Dr. Vasant Joshi
- Dr. Atanu Bhattacharya
- Dr. Kashmira Mehta (Online Mode)
- Mr. Jainil Shah
- Dr. Akash Joshi

Members Absent:

- Adv. Dhaval Shah

Discussions and Decisions:

1. Implementation of New Syllabus:

- It was decided that the syllabus for **AEC, SEC, and VAC** would be implemented from the next academic year.

2. Incorporation of Suggestions:

- Dr. Vasant Joshi, Dr. Atanu Bhattacharya, Mr. Jainil Shah, and Dr. Kashmira Mehta provided suggestions, which will be incorporated into the existing syllabus.

3. Revisions in Course Content:

- **Ability Enhancement Course (AEC):**
 - *Semester 3, Unit 2:* Subskills of comparisons to be added, along with a few rubrics (sub-points).
- **Skill Enhancement Course (SEC):**
 - *Semester 1, Unit 1:* Add definition, introduction, and process of communication.
 - *Semester 3, Unit 1:* Replace **7 Cs of communication** with **figures of speech and business vocabulary**.

- *Semester 4, Unit 1:*
 - Under **stress management**, include discussions on **mental health issues**.
 - Under another topic, add content on **how to use social media wisely**.

Conclusion:

The meeting concluded with the approval of the syllabus changes. The necessary updates will be made before the next academic year.