



H L College of Commerce

AUTONOMOUS

Meeting Name:	Board of Studies	Meeting No.:	2
Date of Meeting: (MM/DD/YYYY)	18-3-24	Subject:	English

Meeting Agenda

1. Incorporation of suggested points in the earlier meeting
2. Syllabus of International Finance & Banking and Finance course – Discussion

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



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Discussion and Decisions

- Consensus on the last meeting's point

- Approved

- Kinesics as a part of Public Speaking

Add Email Etiquettes Unit - II Banking Finance

Unit 2 } - KYC update Email situation

Unit 1 } - Negotiation in Functions of Communication

Handling Grievances & Complaints in Email

Add - Conciseness in Minutes Writing - managerial Comm.

- Idioms (Reading between the lines)

Banking & Finance Presentation Skills

Unit - 1 On the Palium

Unit - 2 Theory

2.2. Add Art of saying No


18/3/24

apostrophe



Minutes of the 2nd Meeting of the Board of Studies

Date: 18-03-2024

Subjects: Ability Enhancement Course, Skill Enhancement Course & Value-Added Course

Meeting Agenda:

1. Incorporation of suggested points from the earlier meeting
2. Syllabus discussion for International Finance & Banking and Finance courses

Members Present:

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

Members Absent:

- Dr. Atanu Bhattacharya
- Adv. Dhaval Shah

Discussions and Decisions:

1. **Review of Previous Meeting's Decisions:**
 - Consensus was reached on the points discussed in the last meeting.
2. **Modifications and Additions to Course Syllabi:**
 - **Skill Enhancement Course (SEC) Subjects:**
 - *Kinesics* will be included as a part of the **Public Speaking** topic.
 - *Handling grievances/complaints* will be introduced as practical situations in **Email Drafting**.
 - *Idioms ('reading between the lines' drills)* will be incorporated into lesson plans.
 - **Banking and Finance Course:**
 - An *Email Etiquette* unit will be added.
 - *KYC Update* will be included as a writing situation in the **Email Writing** module.
 - *The art of saying no* will be incorporated into **Unit 2.2 of Presentation Skills**.
 - **Managerial Communication Subject:**
 - *Conciseness* will be emphasized as a key aspect of **Minutes Writing**.

Conclusion:

The meeting concluded with an agreement on the above modifications. The next steps involve updating the syllabus documents accordingly.