



SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University
Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

BOARD OF STUDIES IN SKILL BASED & LIFE SKILL COURSES

NOTICE

This is to inform you that the First meeting of the Board of Studies in **Skill Based and Life Skill Courses** (for 2021- 22) was scheduled on Thursday, 26th of October, 2021 at **10am** in Virtual mode through google meet.

The following agenda was discussed in the said meeting.

AGENDA

1. Welcome and Introduction of the BOS Members by the Chairperson.
2. To Approve the Syllabus and COs of Skill based Courses offered by SCAC
3. To Approve the Syllabus and COs of Life Skill Courses under UGC Jeevan Kaushal
4. Any other matter with the Permission of the Chair.

Prof. (Dr.) Neelofar Raina

Chairperson, Board of Studies in Skill Based and Life Skill courses



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MINUTES OF THE MEETING HELD ON 26/10/2021

The First meeting of the Board of Studies in Skill Based and Life Skill Courses, 2021-22 was held on Thursday, 26/10/2021 from 10am-11am

The following members were present:

Sr. No.	Name	Designation
1.	Prof. (Dr.) Neelofar Raina	Chairperson, BOS and the Head of Dept. of Banking and Finance
2.	Dr. Ravi Ahuja	(Vice Chancellor's Nominee ,SPPU)
3.	Ms.Antara bhadury	(Subject Expert)
4.	Ms.Jyoti Kappal	(Subject Expert)
6.	Mr.Tejashwi Nihal	(Alumni Representative)
7.	Dr. Anil Adagale	Associate Professor
8.	Dr.Zakira Sheikh	Assistant Professor
9.	Dr. Jini Jacob	Assistant Professor
10.	Dr.Shweta Kapoor	Assistant Professor
11.	Dr.Subarna Bhattacharya	Assistant Professor
12.	Mr. Aniruddha Sharma	Director of physical Education and Sports

The following members expressed their inability to attend the meeting:

Sr. No.	Name	Designation
1.	Mr. Shirish Dandekar	(Industry Representative)

The following business was transacted.

Item No: 1– [(SKILL / 21-22/ 1 /1]

Welcoming New Members

Dr. Neelofar Raina, Chairperson Skill BOS welcomed the New BOS members and gave a brief about the Skill Centre.

Item No: 2– [(SKILL / 21-22/ 1 /2]

To Approve the Syllabus and COs of Skill based Courses offered by SCAC

New Skill Based Courses

1. Negotiation Skills
2. Effective Communication Skills
3. U spark Future Ready
4. Campus to Corporate
5. Professional Retail Banking
6. Smart Investor Program
7. Digital Marketing
8. Microsoft Excel

Item No: 3– [(SKILL / 21-22/ 1 /3]

To Approve the Syllabus and COs of Life Skill Courses under UGC Jeevan Kaushal.

Life Skill Courses

1. Learning Communications Skills
2. Professional Skills
3. Leadership & Management skills
4. Universal human Values

Suggestions for Skill and Life Skill courses:

1. Incorporation of internship as a part of curriculum
2. To conduct vocabulary building, formal corporate report writing and emotional intelligence development workshops.
3. To conduct workshops on different job opportunities Commerce students can have in IT industry

RESOLUTION
[No.: Skill/21-22/1/2]

IT IS UNANIMOUSLY RESOLVED THAT the Syllabus and COs of Skill based Courses offered by SCAC to be implemented from the academic year 2021-2022 are approved.

RESOLUTION
[No.: Skill/20-21/1/3]

IT IS UNANIMOUSLY RESOLVED THAT the Syllabus and COs of Life Skill Courses under UGC Jeevan Kaushal to be implemented from the academic year 2021-2022 are approved.