

**Shree ManibhaiVirani& Smt. NavalbenVirani Science College, Rajkot
(Autonomous)
Affiliated to Saurashtra University, Rajkot**

BOARD OF STUDIES – ENGLISH

Date: 27.05.2017 Time: 11:00 am Venue: Library Reference Room, VSC

MINUTES OF THE MEETING

AGENDA:

1. Framing of syllabus of Functional English for Semester-I & Business Communication for Semester-II all **B.Voc. programmes** and **B.Sc. Food Processing & Preservation Technology** for students admitted from 2017-18 & onwards.
2. Updating of list of paper setters and examiners.
3. Framing of question paper pattern for SEE.
4. Any other matter with permission of Chair

The BoS in English met as indicated above, and discussed on the above Agenda.

BoS Members:

S.No.	Name	Designation	Present/Absent
1.	Mr. H. L. Pandya	Head of Department Chairperson	Present
2.	Prof. J. K. Dodiya	Subject Expert, VC Nominee	Present
3.	Dr. Sunil R. Sagar	Subject Expert, AC Nominee	Absent
4.	Mr. Jay A. Ranpara	Subject Expert, AC Nominee	Present
5.	Ms. Shivangi Oza	Faculty Member	Present
6.	Dr. Alpesh B. Joshi	Faculty Member	Present
7.	Dr. Ashish Shukla	Faculty Member	Present

All the members present in the meeting appreciated the efforts of the institution and the department concerned towards the rough drafting of the materials to be discussed in the BoS with respect to the agenda. Sharing their expertise with proactive inputs, they deliberated on the agenda and unanimously agreed for it to be recommended to Academic Council for approval for students admitted from **AY 2017-2018 & onwards:**

1. The syllabi framed for the courses of Functional English Semester-I & Business Communication for Semester-II for all **B.Voc. programmes** and **B.Sc. Food Processing & Preservation Technology**

(Enclosure - I)

2. The updated list of paper setters and examiners

(Enclosure -II)

Dr. Alpesh Joshi suggested to introduce basic concepts of Linguistics to students, for which the Board Members agreed to have one Value Added Course. The course will be proposed for 40 hours and the batch size should be 20-30.

S.No.	Name	Designation	Signature
1.	Mr. H. L. Pandya	Head of Department Chairperson	
2.	Prof. J. K. Dodiya	Subject Expert, VC Nominee	
3.	Dr. Sunil R. Sagar	Subject Expert, AC Nominee	
4.	Mr. Jay A. Ranpara	Subject Expert, AC Nominee	
5.	Ms. Shivangi Oza	Faculty Member	
6.	Dr. Alpesh B. Joshi	Faculty Member	
7.	Dr. Ashish Shukla	Faculty Member	