

**DEPARTMENT OF EDUCATION  
Sophia College (Autonomous),  
Meeting 1: Board of Studies (EDUCATION)**

**MINUTES of the Board of Studies MEETING**

**Date & Time: Monday, 24<sup>th</sup> September 2018, 2.00 p.m.,  
Venue: Computer Laboratory No. 2, Sophia College, Mumbai – 400026.**

**Members Present:**

The following nine members were present: the Chairperson, Dr, Andrea Coutinho; the Faculty Co-opted member, Mr. Ivan John; the VC's Nominee, Dr. Sunita Magre; the Subject Expert from SNDTWU, Dr. Madhura Kesarkar; the Subject Expert from SNDTWU, Dr. Madhavi Dharankar; the Subject Expert from MU, Dr. Vini Sebastian; the Subject Expert from MU, Dr. Hema Bhadawkar; the Expert from the Industry/corporate Sector, Mrs. Dipti Ajgaonkar and the PG Meritorious Alumnus, Ms. Syzelle Alphonso.

**Members Absent:**

Dr. Shefali Pandya regrettably excused herself from the 1<sup>st</sup> BOS Meeting, through email, as she had an important prior appointment.

**GENERAL REMARKS**

The meeting began at 2:15 pm with a warm welcome made by the Chairperson, Head of the Department of Education, Dr. Andrea Coutinho.

This was followed by a brief round of self-introduction of all members. Then a YouTube-enabled screening of thoughts on education improving the mindset and skill sets of students was presented.

**Overall Course Structure:** At the outset, Dr. Madhura Kesarkar (Head, Dept. of Education, SNDTWU) expressed the need to specify the Aims of the BA Education program as a whole, so that the Education Courses offered within the larger program could be considered in relation to these.

Also there were concerns about the ill-logic of introducing a New Syllabi for students who have had FYBA or SYBA Education courses under the Mumbai University 100-mark scheme. This was clarified by the Principal of Sophia College – Dr. Ananda Amritmahal. She informed the members that the University of Mumbai had clearly stated that Sophia College (Autonomous) was to follow the UGC explicit Guidelines that were received by the college, which clearly stated that the NEW Syllabus approved by the BOS and Ratified by the Academic Council of Sophia College (Autonomous) would have to be implemented with immediate effect from the ongoing Academic Year 2018-2019.

**Course Credits:** Another area of grave concern was the unequal distribution of Course Credits across the FYBA, SYBA and TYBA. The course credits were discussed and it was concluded that the various departments would need to consolidate the course credits and the summation of credits every semester.

It was suggested that the *number of lectures format* should be consistent across all years. The hours of student work (15 hours = 1 credit) were discussed, and it was suggested to define the 15 notional hours of students, as well. Hence, it was recommended to have uniformity in lectures: credits, so that 4 lectures would accrue 4 credits in each semester.

**Course Modules:** It was agreed upon to refer to divisions of all course content in all papers into Modules, as is the followed international practice today. The Objectives for each Course was acknowledged. It was strongly suggested that Objectives for each Module should be stated, for total transparency and also because it would help the learner especially and during paper-setting. It was strongly suggested that Learning Outcomes for each Module should be stated, after the Module, for total transparency and also because it would help the learner especially and during paper-setting. Dr. Madhura Kesarkar emphasized the need for such a system to cut across all departments and faculties, for the sake of good practice and uniformity. It was suggested that credits for interdisciplinary courses, be listed.

**Practical Work:** Dr. Andrea Coutinho (Chairperson) expressed the positive outcomes of Practical Work in all Education Courses and this was well appreciated. It was suggested that knowledge, attitudes and skills be outlined in the course.

The awarding of decimal Course Credits of 3.5 to the Elective courses in TYBA raised curious questions. It was explained how this was the pattern that Sophia College has been following, since the inception of the CBCSGS scheme (2011-2012) and that it may not be feasible for Education students to have a unique credit-counting process. It was suggested that the college exercise its autonomy and enable departments to increase the academic credits, so that the total credits exceed 120 credits at the end of six semesters.

Discussions were held for each Course and the suggestions made are recorded below. Inputs were received from all members present.

### **SPECIFIC AGENDA**

#### **1. FYBA Education Courses:**

##### **1.1 To discuss the revised Syllabus for FYBA Education Course of studies:**

a) The Titles of the courses in FYBA are:

- i. Introduction to Education (Code: SBAEDU101)
- ii. Education in the 21<sup>st</sup> Century (Code: SBAEDU201)

b) Changes were suggested in Semester I: 4.4 Challenges – Pedagogical, Technological, Social and Global. In addition to qualifications of teacher it was decided to introduce a sub-unit on Teaching as a career.

c) Module 5 (Practical Work) was divided into two parts. A Visit to a Primary School OR a Secondary School.

d) Minor changes were made in Semester II: Sub-Units 2.3 Education for Citizenship and Social Change, 2.4 Education for Skill Development, 3.1 Educational Technology: Concept and Approach, 4.1 Human Rights: Concept and significance.

e) It was suggested that each course be given two practicals, of 10 marks each.

f) It was suggested that the Reference List should be provided separately for each course, with proper referencing format (including Publication details).

##### **1.2 To Approve and Pass the revised Syllabus for FYBA Education Course of Studies:**

a) The Syllabus for FYBA Education was approved and passed.

## **2. SYBA Education Courses:**

### **2.1 To discuss the revised Syllabus for SYBA Education Course of studies:**

- a) The Titles of the courses in SYBA were revised as follows:
  - i. Educational Psychology – I, and Educational Psychology – II.
  - ii. Guidance and Counseling – I and Guidance and Counseling – II.
- b) In Course SBAEDU401, Modules 1.2 and 1.3 were merged. Memory and Forgetting. Module 1.3 was changed to Attention: concept, types and educational importance.
  - i. In Module 5 (Practical Work) an experiment on Creativity was added as 5.5
- c) In Course SBAEDU402, the title of Module 4 was changed to, Understanding Students with Special Needs (Concept and characteristics) with regard to the various types listed in 4.1 to 4.4
- d) It was suggested that the Reference List should be provided separately for each Semester, with proper referencing format (including Publication details).

### **2.2 To Approve and Pass the revised Syllabus for SYBA Education Course of Studies**

- a) The Syllabus for SYBA Education was approved and passed.

## **3. TYBA Education Courses:**

### **3.1 To discuss the revised Syllabus for TYBA Education Course of studies**

- a) All paper Titles in TYBA were divided into I and II.

The Titles of the courses in SYBA were revised as follows:

  - i. Educational Evaluation – I, and Educational Psychology – II.
  - ii. ICT in Education – I, and ICT in Education – II.
  - iii. Indian Education System – I, and Indian Education System – II.
  - iv. Educational Management – I, and Educational Management – II.
- b) In Course **SBAEDU501**, there was a change in Module arrangement. Thus, Module 2: Educational Objectives, Module 3: Learning Experiences and learning Outcomes, followed by Module 4: Assessment and Examinations. Minor changes were made to Modules 5.1 Challenges in the Continuous and Comprehensive Assessment program faced by students in secondary education (upto class XII) and 5.2 Opinions regarding assessment patterns in UG colleges in Mumbai.
- c) In Course **SBAEDU601**, Unit 2.3 was modified to include CBCS and Grading (Meaning and advantages). Also a swap between Modules 4.2 and 4.3 (only interchanged) In Module 5.2 the study would refer to any aspect of College Education (rather than a 'TYBA Topic').
- d) In Course **SBAEDU502**, Module 1 was renamed ICT in Education and Modules 1.1 and 1.2 were interchanged. Module 1.3 was renamed Principles of ICT in Education. Module 2.1 would read Communication (meaning, process, types).
- e) In Course **SBAEDU602**, Module 2.2 excludes Blended Learning; Cooperative Learning would include only TPS and Jigsaw) Module 5.1 was changed to Develop an ID based on ADDIE Model, on any topic of your (learner) choice.



- f) In Course **SBAEDU503A**, Module 1.2 would not include crèches as they are not seen as a part of the formal system of education. Module 1.4 was deleted as it was already taken care of in a previous semester. It was substituted with Pioneers in Pre-Primary Education. Module 3.4 was renamed as Role of SCERT and DIET in maintaining quality in Primary Education. Module 4.4 was renamed issues related to access and quality in primary education. In Module 5.3 one more choice is provided to learners: A visit to an experimental school in Pre-Primary or Primary Education.
- g) In Course **SBAEDU603A**, Module 1.2 will also include IGCSE Board. Module 1.3 was deleted and replaced with JNV and KVS. Module 2.2 will only include NCFTE 2010. Module 3.2 was split into two parts. 3.2 would focus on Universities (concept, types, nature and functions) and Module 3.3. Colleges (concept, types, nature and functions). A new Module, 3.4 Linkages of University with Industry was suggested. In Module 4.1 the term 'funding' was deleted. And Module 4.4 was updated as Maharashtra Public Universities Act, 2016. Module 5.1 was accepted but with a specific purpose to understand challenges in Higher Education. In Module 5.2 the sample size for interviews was changed to 05 students.
- h) In Course **SBAEDU503B**, Module 2 was too heavy and thus Module 2.1 now will include Theory of Management: Maslow's, McGregor's Theory X & Y and McClelland's Theory. In Module 2.4 leadership styles, Educational Leadership Roles and Transformational Leadership was deleted. In Module 3.1, procedure and techniques were deleted. In Module 3.2 Time Management was deleted. Module 3.4 was reworked as Role of Manager in institutional planning. Module 4.1 would focus only on concept, features and inclusivity. Module 4.4 will read as Diversity in Educational Organizations in the Indian context. The practical component was totally revamped as 5.1 Administer McClelland's Tool to understand motivational level. (To be self-administered). Module 5.2 Organizational Climate Tool- to be administered to 05 teachers.
- i) In Course **SBAEDU603B**, several changes were made to Module 1. Module 1.1 will now exclude Controlling and Supervising. This will be shifted to Module 1.2. Module 1.3 will be Recruitment: concept and Module 1.4 Change management: concept. In Module 2.2, Role of IQAC and AQAR were removed. Module 2.4 will focus on concept and strategies of Stress and Conflict management. Module 4.1 will focus only on budget preparation and principles. Module 4.3 was changed to Education Management Bodies and Module 4.4 College Development Committee: Module 5 (Practical work) was revamped fully to include the following. 5.1 Self-administered Stress Management Tool to understand stress. Module 5.2 Preparedness for Disaster Management in one school or college.
- j) It was suggested that the Reference List should be provided separately for each Semester, with proper referencing format (including Publication details).

### 3.2 To Approve and Pass the revised Syllabus for TYBA Education Course of studies:

The Syllabus for TYBA Education was approved and passed.

**4. To Approve and Pass the 75:25 Assessment Scheme (Choice Based Credit System) for the Bachelor of Arts Course of studies, for all the six Semesters, for implementation in the Academic Year 2018-2019:**

The 75:25 Assessment Scheme for all Education Courses were approved. Special mention was made with regard to Practical Work constituting the IA component (20 marks) in lieu of written tests. This was approved and passed by the Board of Studies.

**5. To Approve and Pass the Examination Committee (List of Paper-Setters, Assessors, Moderators and Re-Assessors) for the FYBA, SYBA and TYBA Education, for all six semesters, for implementation in the Academic Year 2018-19:**

The Board of Studies approved and passed the members of the Examination Committee for all Education courses for the AY 2018-19.

**6. To discuss Additional Courses (add-on courses and curricular courses):**

This item has been deferred to the next Board of Studies Meeting to be held in February-March 2019.

**7. To consider any other matter to be brought before the members, with the permission of the chair:**

This item has been deferred to the next Board of Studies Meeting to be held in February-March 2019.

The meeting adjourned at 6:44p.m., on a positive note and gratitude expressed to all. It was suggested that the next Board of Studies meeting, planned in February-March 2019, should commence in the morning, rather than in the afternoon.



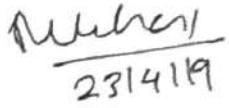
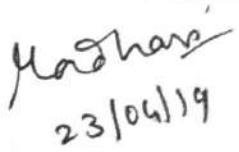
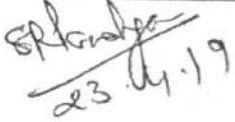
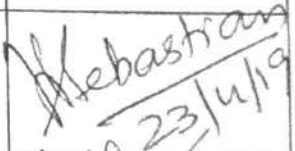
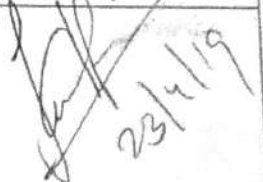
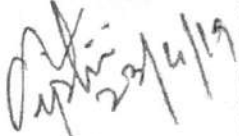
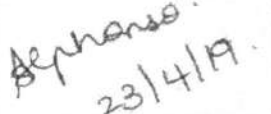
\* \* \* \* \*

*Antulio*  
23<sup>rd</sup> April 2019

**RESOLUTION**  
**Dated 23<sup>rd</sup> April 2019**

Approval and Passing of the Minutes of the 1<sup>st</sup> Meeting  
of the Board of Studies, Education, held on 24<sup>th</sup> September 2018,  
Department of Education, Sophia College (Autonomous).

The Board of Studies, in EDUCATION, for Sophia College, Autonomous, hereby approves the Minutes of the 1<sup>st</sup> Board of Studies meeting held on Monday 24<sup>th</sup> September 2018, in the Computer Laboratory No. 2, M. K. Tata Communications Centre, at Sophia College, Mumbai.

Name	Designation	Signature
Dr. Andrea Coutinho	<b>Chairperson</b> Associate Prof. and Head, Department of Education, Sophia College, Mumbai.	
Mr. Ivan John	<b>Faculty Member Co-opted</b> Assistant Professor, Department of Education, Sophia College, Mumbai.	 23/4/19
Prof. Sunita Magre	<b>Vice Chancellor's Nominee</b> Professor and Head, Department of Education, University of Mumbai.	ABSENT
Prof. Madhura Kesarkar	<b>Subject Expert</b> (from outside the parent university): Professor and Head, Department of Education, SNDT Women's University, Mumbai.	 23/4/19
Dr. Madhavi Dharankar	<b>Subject Expert</b> (from outside the parent university): Associate Professor and Head, Department of Educational Technology, SNDT Women's University, Mumbai.	 23/04/19
Prof. Shefali Pandya	<b>Subject Expert</b> Professor, Department of Education, University of Mumbai.	 23.4.19
Dr. Vini Sebastian	<b>Subject Expert</b> Associate Professor, St. Xavier's Institute of Education, Mumbai.	 23/4/19
Dr. Hema Bhadawkar	<b>Subject Expert</b> Assistant Professor, K. J. Somaiya Compr. College of Education, Training & Research (Autonomous), Mumbai.	 23/4/19
Mrs. Dipti Ajgaonkar	<b>Representative from the Industry or the Corporate Sector / Allied Area.</b> Associate Consultant, Tata Consultancy Services, Mumbai.	 23/4/19
Ms. Syzelle Alphonso	<b>Post-Graduate Meritorious Alumnus</b>	 23/4/19