

**DEPARTMENT OF EDUCATION**  
**Sophia College (Empowered Autonomous), Mumbai 400026.**  
**MINUTES of the 11th Meeting of Education Board of Studies**

Minutes prepared by Dr Andrea Coutinho, Chairperson of the Education Board of Studies.

The 11th Meeting of the Board of Studies, Department of Education, Sophia College (Empowered Autonomous), was held on Thursday, 9th November 2023, at 3 p.m., in the online mode, on the ZOOM Platform.

<https://zoom.us/j/9307058696?pwd=NGhHQjE1Y1dkM3I2cHIYM1RBY2tSdZ09>

Meeting ID: 930 705 8696

Passcode: Edu-BoS

The Chairperson extended a warm welcome to all the Members of the Board of Studies.

Members present: Five members were present, for the 11th Education BoS Meeting: Chairperson Dr Andrea Coutinho; the VC Nominee, Prof. Dr. Savita Sable; the Subject Experts Prof. Dr. Vini Sebastian and Dr Hema Bhadawkar; the Industry/Corporate Representative Mrs Dipti Ajgaonkar; and the Education Department Faculty Member Mrs Sofia Edroos.

Members absent: One BoS member, the Meritorious Alumnus Ms. Tanashri Shivalkar, was absent, for the 11th Education BoS Meeting.

The Agenda of the 11th BoS Meeting, the Minutes of the 10th BoS Meeting and the proposed FYBA Education Syllabus (NEP 2020) for Semester II were previously emailed to the BoS Members. At the outset, the Chairperson informed the BoS members that the new NEP 2020 FYBA Semester I Curriculum was successfully implemented by the Department of Education, in the academic year 2023-2024.

### **1. Passing of the Minutes of the Online Tenth BoS Meeting (13th June 2023)**

The Minutes of the 10th Meeting of the Education BoS, held on Tuesday, 13th June 2023, were displayed on the screen and read out by the Chairperson.

**The Minutes of the 10th Meeting were proposed to be passed** by Mrs. Dipti Ajgaonkar and seconded by Mrs. Sofia Edroos. The Chairperson thanked the BoS Members for passing the Minutes of the 10th Education BoS Meeting.

### **2. Approval of Semester-II Syllabus of FYBA Education Syllabus, as per NEP 2020:**

The Chairperson displayed the FYBA Education MINOR Syllabus for Semester-II and brought the attention of the BoS members, to the alignment of the 10 PSOs (Program Specific Outcomes) with the Graduate Attributes, as envisaged by the Department of Education, from June 2023 to May 2026 (as Education MINOR will be studied for 6 semesters of the 4-year graduation program. The Chairperson explained the NEP 2020 FYBA Education MINOR Syllabus, for the 2nd Semester.

The FYBA Education MINOR Course Semester-II has 4 units and 4 credits per semester (1 credit = 15 hours). 15 weeks of instruction and continuous assessment, will be followed by the written semester-end-exam of 2 hours duration, in March 2024.

Each unit has one Course Objective which is aligned with two Course Outcomes, that will be clearly linked to the intended learning outcomes and question items to be framed in the Continuous Assessment and the Summative Assessment. The 4 credits per semester will be added to the ABC (Academic Bank of Credits). The Chairperson informed the BoS members that she had explained to the FYBA Education students how the Course Outcomes are transparently evident in the question paper. Some students understood that the Course outcomes enabled the students to make the question bank that was earlier given by the teacher.

**RESOLUTION (1):** The BoS Members approved and passed the new designed Syllabus for the FYBA Education Course (Semester-II), as per NEP 2020.

### **3. To Approve and Pass the Assessment Pattern of FYBA Education courses.**

According to the minutes of the Heads of Department Examination Meeting chaired by the Controller of Examinations, the Assessment Pattern of the FY UG courses has a Continuous Assessment of 25 marks and a Summative Assessment of 25 marks. The Continuous Assessment includes a written test of 25 marks and an assignment of 25 marks. The student must get a minimum of 20 marks out of 50 marks to be declared successful in the course. The Continuous Assessment is a separate head of passing. The Summative Assessment includes a written test of 25 marks and an assignment of 25 marks. All four units of the syllabus must be given equal weightage in the Summative Assessment. The student must get a minimum of 20 marks out of 50 to be declared successful in the course. The Summative Assessment is a separate head of passing.

*The students should attain 40% marks in both-and-separately, the Continuous Assessment and the Summative Assessment, to be declared successful in the course. If the student is unsuccessful in the Continuous Assessment OR in the Summative Assessment, she will have to appear for a 100-mark ATKT examination in January 2024 (odd semester) and in June 2024 (even semester).*

**RESOLUTION (2):** The BoS Members approved and passed the Assessment Pattern of FYBA Education MINOR courses.

### **4. To approve the changes in the Syllabi for the SYBA Education 2023-2024 and TYBA Education 2023-2024, if any.**

**SYBA Education Courses:** The Chairperson explained that no further changes were made in the SYBA Education Syllabi for the 4th Semester, Academic Year 2023-2024.

**TYBA Education Courses:** The Chairperson explained that only change was made in the TYBA Education Syllabi for the 6th Semester, Academic Year 2023-2024.

### **5. To Approve and Pass the Revised Assessment Pattern of 50:50 for SYBA and TYBA Education, for implementation in the Academic Year 2023-2024.**

The Chairperson requested the BoS members to approve and pass the Revised Assessment Pattern of 50:50, for SYBA Education and TYBA Education, for implementation in the Academic Year 2023-2024, by Sophia College (Autonomous).

**RESOLUTION (3):** The BoS Members approved and passed the Revised Assessment Pattern of 50:50, for SYBA Education and TYBA Education, for the implementation in Academic Year 2023-2024.

**6. To authorize the Chairperson BoS to modify/tweak the FYBA Education MINOR NEP Semester-II Syllabus, (if needed) as per the revised (if at all) NEP norms, as adopted by Sophia College (Autonomous).** The Chairperson requested the BoS members to authorise the Chairperson to modify the FYBA Education MINOR NEP Semester-II Syllabus, according to the NEP Curriculum institutional norms adopted by Sophia College (Autonomous).

**RESOLUTION (4):** The BoS Members authorized the Chairperson BoS to modify/tweak the Syllabus (if needed) as per revised (if at all) NEP norms, as adopted by Sophia College (Autonomous).

**7. To Approve and Pass the List of Question Paper Setters, Examiners and Moderators for the Odd Semester Examinations, conducted in October 2023.**

**RESOLUTION (5):** The BoS Members approved and passed the List of Question Paper Setters, Examiners and Moderators for the Odd Semester Exams, which were conducted in October 2023.

**8. To consider any other matter, with the permission of the Chair.**

Mrs Dipti Ajgaonkar sought a discussion on equipping students to use ChatGPT in the right way. The Chairperson initiated a 25-minutes discussion on the interesting ChatGPT sessions conducted for FYBA, SYBA and TYBA Education classes, the requisite ethics in students' practical submissions, the scope of Turnitin anti-plagiarism software in tracking ChatGPT usage in research, and developing teachers' attitudes towards the use of ChatGPT in academics and research.

No other matter was brought before BoS members, with the permission of the Chair. The Meeting ended with a Vote of Thanks by the Chairperson,



Dr Andrea Coutinho.  
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