

**MINUTES OF THE THIRD MEETING BOARD OF STUDIES
THE DEPARTMENT OF EDUCATION, SOPHIA COLLEGE,
(AUTONOMOUS)
held on 19th September 2019.**

**Venue: Computer Laboratory No. 2, Sophia College,
Mumbai – 400026.**

The 3rd Meeting of the Board of Studies, Department Of Education, Sophia College, (Autonomous), was held on 19th September 2019, began at 10.10am, with a warm welcome, by Dr. Andrea Coutinho (Head, Department of Education and Chairperson), being extended to the members of the Education Board of Studies.

Members Present:

The following five members were present: the Chairperson, Dr. Andrea Coutinho, The VC Nominee, Professor Sunita Magre, the Subject Expert, Mumbai University, Professor Shefali Pandya, the expert for the Industry, Mrs. Dipti Ajgaonkar and the PostGraduate Meritorious Alumnus, Ms Syzelle Alphonso.

The remaining five members excused themselves, by email, as they had prior professional and personal appointments.

1. The Minutes of the Second Board of Studies Meeting (Education) held on 23rd April 2019, were presented and accepted unanimously.
2. The board members discussed the college policy of debarring students from the semester-end-exam on grounds of inadequate attendance (less-than-50% attendance, without medical reasons). It was directed that the outcomes of such a policy be evaluated in the following semester.
3. The Assessment Panel, Names for the appointment of Moderators and Re-Assessors, for the Academic Year 2019-2020, were approved and passed by the members of the Board of Studies.
4. The Chairperson presented graphical representation of the feedback (on faculty, course elements and student development) from the TYBA students (anonymous feedback) at the end of the 5th semester. It was well appreciated and further suggested that such feedback is also necessary from the SYBA and FYBA students, which should be documented and a trend analysis be recorded.
5. The board members suggested that the department keep a record the implementation of innovative teaching-learning strategies.
6. The Chairperson presented the three one-credit-courses that were started by the department of Education. Mrs. Dipti Ajgaonkar suggested that students register for short online courses and MOOCs.
7. Dr. Andrea Coutinho informed the Board members that the 4th meeting of the Board of Studies (Education) would be held in mid-March 2020, at 10am. The meeting was adjourned at 11.30 am on a collaborative note, and gratitude was expressed to all.

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Andrea Coutinho
4th March 2020