

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, (AUTONOMOUS)GANDIPET,
HYDERABAD-75
DEPARTMENT OF ENGLISH**

Date: 31.07.2020

Minutes of the meeting of Board of Studies (BOS) - English, held at 3.00 PM on Saturday, 25 July 2020 via online mode through zoom platform.

Members, BoS:-

1. Dr YL Srinivas, Professor & Chairperson, Dept of English, Univ. College of Arts and Social Sciences, Osmania University
2. Dr C. Muralikrishna, Professor & Head, Dept of English, Univ. College of Arts and Social Sciences, Osmania University
3. Dr V. Parvathi, HOD, Humanities and Social Sciences, JNTUCEH
4. Dr K. Padmini Shankar, Professor, Dept of ESL Studies & Dean, Research, EFLU
5. Dr P. Aparna, Professor & Head, Dept of Humanities & Mathematics, GNITS, Hyderabad
6. Mr Sreekar Sannapareddy, Co-Founder & CEO Gradvine Advisors Pvt. Ltd, Hyderabad
7. Dr A. Sandhya Reddy, Associate Professor & Head, Dept. English, CBIT
8. Mrs A. Vijayalakshmi, Assistant Professor(Sr), Dept. of English, CBIT
9. Mr Sreenivas Andoju, Assistant Professor(Sr), Dept. of English, CBIT
10. Mr K. Naveen Kumar Assistant Professor Dept. of English, CBIT
11. Dr Ch. Suvarna Ragini, Assistant Professor Dept. of English, CBIT
12. Dr Shagufta Parween, Assistant Professor Dept. of English, CBIT
13. Dr Shirisha Deshpande, Assistant Professor Dept. of English, CBIT
14. Mr V. Laxman, Assistant Professor Dept. of English, CBIT

Dr. A.Sandhya Reddy, Assoc. Professor & Head, Chairperson, BoS, English, conducted the proceedings.

Item No.1: Revising of COs of the Mandatory Course "Soft Skills" – 18EG CO3 (BE/BTech III & IV Semesters -All branches)

Minutes: Based on the discussion held with the members of the Board of Studies it was decided to align and reframe Course Objectives and Course Outcomes with regard to Soft skills and other courses. All the members of the Board of Studies reviewed and approved the revised and reframed Course Objectives and Course Outcomes of the Mandatory Course "Soft Skills" (18EG CO3). The COs were framed using Bloom's Action Verbs and levels, progressing from Lower Order thinking skills to Higher Order thinking skills. The syllabus remained unchanged. It was decided that the assessment and exams should also be based on the outcomes defined in the syllabus.

Item No. 2: Revising of COs of Open Elective Course, "Technical Writing Skills" – 18EG O01 (BE/BTech VI/VII/VIII Semester - All branches)

Minutes: The COs of Open Elective Course, "Technical Writing Skills" (18EGO01), were revised and reframed based on Bloom's Taxonomy. The Course Objectives were clearly framed and the Course Objectives and Course Outcomes were matched. It was finalised that the level reflected in each Outcome must clearly figure in the Internal and External evaluation and paper setting. Further, one new component has been introduced in the fifth unit - Information Transfer and theoretical part of oral and visual presentations was highlighted.

Item No. 3: Revising of COs of "Gender Sensitisation" – 18 EG O 02 (BE/BTech VI/VII/VIII Semester - All branches)

Minutes: All the members of the Board of Studies have unanimously approved the revised COs of "Gender Sensitisation" (18EGO02). It was informed that "Gender Sensitisation" is now a 3 credit Open Elective course for odd and even semester third and final year engineering students. With R20, "Gender Sensitisation" will become a non-credited mandatory course for all the BE/B.Tech students of all branches. Taking into consideration the importance of gender sensitization and also the introduction of new mandatory courses by the AICTE, the Board members advised that VII/VIII th semester would be too late for introducing the subject. Sensitization should happen early and hence it was suggested that the course should be introduced in the first year, well within the institution's constraints, or at least in the third or fourth semester.

Item No. 4: Revising of COs of Mandatory Course "Indian Constitution and Fundamental Principles" – 18EG M01 (BE/BTech III & IV Semesters -All branches)

Minutes: The Course Objectives and Course Outcomes of the mandatory course "Indian Constitution and Fundamental Principles" were aligned together and modified in accordance with Bloom's action verbs and thinking levels. As per the suggestion of the members of the Board of Studies, few minor changes were made in the syllabus and the topics within the Units were modified and reframed slightly. With the inputs of the faculty of ICFP the units were properly balanced.

Item No. 5: Revising of COs of Audit Course "English for Research Paper Writing" – 19EG A101 (MTech I/II Semester -All branches)

Minutes: Minor syntactical and word changes were made based on Bloom's taxonomy levels according to the suggestions of the members, in the Course Objectives and Course Outcomes of the Audit Course "English for Research Paper Writing" (19EG A101). All the members of the Board of Studies have unanimously approved the reframed five Course Objectives and Course Outcomes for the MTech Audit Course. The members have suggested focusing more on IEEE style as most of the technical papers in journals follow the aforesaid format. It was decided to include books based on it in the Suggested reading. The members also advised to deal with the topic of plagiarism more elaborately and also to purchase the plagiarism checker software 'Turnitin' for the benefit of the scholarly research community. It was emphasised that all efforts should be made to broaden the students' understanding with regard to research and publication.

Item No. 6: Revising of COs and syllabus of "English" (20EG C01) and "English Lab" (18EGC02) - BE/BTech I/II Semester - All branches

Minutes: The Course Objectives and Course Outcomes of "English" (20EGC01) and "English Lab" (18EGC02) were extensively revised and finally approved by all the members of the Board of Studies. The syllabus was redrafted and some modifications were made to align the syllabus with the needs of the engineering students and the current demands of the industry. Use of phrases and clauses in sentences, Noun Pronoun agreement, Cliches were removed. Email and Mobile etiquette, Use of cohesive devices, Rearrainging jumbled sentences and Letter Writing (of request and response) were introduced in the English syllabus. In the "English Lab" Pictionary and Information Gap Activity have been added. Also, the time allotted to Poster Making has been reduced to one week from the earlier two weeks.

Item No. 7: More weightage for CIE from the next AY, 2020-21(All semesters and branches)

Minutes: In view of the OBE, AICTE Examination reforms and Internship policy guidelines(R-20), it was informed that more weightage would be given to CIE such as assignments, quizzes, and tests. It was stressed that rubrics need to be maintained for everything and the measures taken to improve students' performance need to be documented. It was informed that from the current academic year, for a 100 Marks paper the marks division would be 40 CIE + 60 External and, for 70 Marks paper the distribution of marks would be 30 CIE + 40 External.

Item No. 8: Changes to be brought about in the R 20 scheme

Minutes: All the members of the Board of Studies discussed the changes brought about in the R 20 scheme. The course "Soft Skills" has been renamed as "Employability Skills" with 01 credit. It was clearly stated by the BoS members that the course should be taught in the whole semester and students should be continuously assessed.
Gender Sensitization will be a non credited mandatory course for all students.
The total credits have increased from 10 (R18) to 11.5 (R 20) in the Humanities and Social Sciences category.
Special emphasis would be given to hands on trainings, internships, fieldwork, projects etc.
It was informed that e-portfolio of all the students would be created which would record grading of their Attitude (Communication, Teamwork, Leadership Skills).

Under any other item with the permission of the Chair

Item No. 9: Marks and duration of exam allotted to English

Minutes: The marks and duration of exam allotted to English was discussed. The members expressed that generally credits are linked to contact hours and not to the duration of exam.

Item No. 10: Introduction of new sections

Minutes: All the members of the Board of Studies were also made aware of the newly introduced sections from this academic year. It was mentioned that there would be 20 sections this year. The newly introduced branches are - BE- CSE with AI &ML, BE-CSE with IoT and Cyber security with Block Chain Technology, BE- Artificial Intelligence and Data Science, MTech - Artificial Intelligence and Data Science.

The meeting ended with a vote of thanks to the external members for attending the meeting .

Dr A Sandhya Reddy
Head, Dept. of English &
Chairperson BoS, CBIT

Cc:--
The Principal, CBIT
Director, Academics, for Information,
All the Members of the BoS