

**From The Department Of English**

Date :-28.02.2019

**CIRCULAR**

It is proposed to conduct the BoS - English meeting on 1<sup>st</sup> March, 2019 at 11.00 am in ICS Lab, K-Block, 3<sup>rd</sup> floor.

The following is the agenda:

1. Approval of mandatory course, Indian Constitution and Fundamental Principles , for BE III & IV semesters (All branches)
2. Approval of M.Tech-Audit course 1-English for Research Paper Writing(Sem I/II- All branches)
3. Approval of M.Tech- Audit course II - Constitution of India (Sem I/II -All branches)
4. Approval of .M.Tech-Audit course III - Stress Management by Yoga (Sem I/II - All Branches)
5. Approval of M.Tech- Audit course IV -Personality Development through Life Enlightenment Skills -(Sem I/II -All branches)
6. Approval of the title of Elective course, "Technical Writing Skills"(B.E VI/VII Sem - All branches)
7. Any other item with permission of the chair.

**Dr. A.Sandhya Reddy**  
**Associate Professor & Head**  
**Dept Of English**

Minutes of the meeting of Board of Studies (BoS) - English, held on 01.03.2019 at 11.00 AM in the English Communication Skills Lab, K Block, 3<sup>rd</sup> Floor.

**Members, BoS :-**

Dr. C Murali Krishna, Chairman, BOS, Professor of English, Osmania University  
Dr V Parvathi, Head, Dept of H&SS, JNTUH, Hyderabad  
Dr K Padmini Shankar, Professor, Dept of ESL Studies, EFL University  
Dr.AparnaPalle, Associate Professor of English, Dept of Humanities and Mathematics, GNITS.  
Dr.A.SandhyaReddy, Assoc. Professor & Head, Dept. English, CBIT.  
Mrs. A. Vijayalakshmi, Asst. Professor(Sr), Dept. of English, CBIT.  
Mr. SreenivasAndoju, Asst. Professor(Sr), Dept. of English, CBIT.  
Mr. K. Naveen Kumar Assistant Professor Dept. of English,, CBIT  
Dr. Ch. Suvarna Ragini Assistant Professor Dept. of English, CBIT  
Dr Shagufta Parween, Assistant Professor Dept. of English, CBIT

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

**Item No.1 : Approval of mandatory course - Indian Constitution and Fundamental Principles - for BE III & IV Semesters (All branches)**

**Minutes :** The members have suggested that the course objectives be rewritten and need not be identical to the course outcomes. The course work should be done in the form of field trips, hands on experience, attending meetings, visiting the court of Law etc. This would make the course interesting and challenging. It was also suggested that students may be given projects and case studies and marks allotted for them along with the semester end written examination. Suggested reading (reference books) may be 3 or 4.

**Item No. 2 : Approval of -Audit Course I -English for Research Paper Writing - M.Tech I/II Semester(All branches)**

**Minutes :** All the members of the Board of Studies suggested that the AICTE syllabus was ambiguous and not in order. They suggested that the first unit should be on the basics of academic writing - word order, paragraph writing, coherence and cohesive devices. The other units should constitute - conceptualising research, narrowing it down, framing a title, writing an abstract, review of literature, writing first draft, redrafting etc. The students should also know how and where to get their papers published. It was suggested that GNITS audit courses could be taken into consideration while framing the units.

**Item No. 3 : Approval of Audit Course II - Constitution of India - M.Tech I/II Semester (All branches)**

**Minutes :** All the members of the Board of Studies have unanimously approved of the course, Constitution of India. They advised that the syllabus should be error free in terms of punctuation.

**Item No. 4 : Approval of Audit Course III - Stress Management by Yoga - M.Tech I/II Semester (All branches)**

**Minutes :** All the members of the Board of Studies have advised that the course objectives be written more clearly. The units were approved of but details were requested in every unit. It was suggested that counsellors, yoga trainers should also be approached to deal with a few aspects of the syllabus.

**Item No. 5 : Approval of Audit course IV -Personality Development through Life Enlightenment Skills - M.Tech I/II Semester (All branches)**

**Minutes :** All the members of the Board of Studies have suggested there should be uniformly 3 course objectives. They advised that the objectives be redrafted and should not have any false claims. Otherwise the members approved of the syllabus.

**Item No. 6 : Approval of the title of Open Elective course, "Technical Writing Skills"(B.E VI/VII?VIII Semester - All branches)**

**Minutes :** All the members of the Board of Studies have approved the title, "Technical Writing Skills" of the already approved open elective course.

**Under any other item with the permission of the Chair:**

**Item No. 7 : Approval of the "Soft Skills Lab" syllabus for MBA II Semester with a minor addition.**

**Minutes :** The members approved of the addition of the component "Leadership and Teamwork" in the already approved Soft Skills lab syllabus for the MBA II Semester students.

The meeting ended with vote of thanks to the Chair.

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

**Department of English**

**BoS Meeting on 01-03-2019 (AICTE Model Curriculum)**

**Members Present:**

**Dr A Sandhya Reddy**

Associate Professor and Head  
Department of Mathematics & Humanities  
Chaitanya Bharathi Institute of Technology,  
Gandipet, Hyderabad.

s/d  
**PRESENT**

**University Nominee:** Dr.Murali Krishna  
Professor & Chairperson, BoS  
Osmania University  
Hyderabad.

**PRESENT**

**Subject Experts:**

**1. Dr.V Parvathi**

Head, Dept of English  
JNTUCEH, Hyderabad.

**PRESENT**

**2. Dr Padmini Shankar**

Professor, EFL University, Hyderabad

**PRESENT**

**3. Dr Aparna palle**

Assoc professor, GNITS, Hyderabad

**PRESENT**

**4.Meritorious Alumnus:**










**no representation**

**Members:**

s/d

1. Dr.A.SandhyaReddy, Assoc. Professor, Dept. M&H, CBIT.
2. Mrs. A. Vijayalakshmi, Asst. Professor(Sr), Dept. of M&H, CBIT.
3. Mr. SreenivasAndoju, Asst. Professor(Sr), Dept. of M&H, CBIT.
4. Mr. K. Naveen Kumar Assistant Professor Dept. of M&H, CBIT
5. Dr. Ch. Suvarna Ragini Assistant Professor Dept. of M&H, CBIT
6. Dr Shagufta Parween, Assistant Professor Dept. of M&H, CBIT

## Members, Board Of Studies, English

Name	Signature
Dr. C Murali Krishna Professor of English & Chairman, BoS Osmania University	 22/3/19
Dr. V. Parvathi, Professor of English, Head, Dept of H&SS JNTUH, Hyderabad	 21/03/19
Prof. K. Padmini Shankar, Professor, Dept of ESL Studies, EFL University	 26/03/19
Dr. Aparna Palle, Assoc Professor of English, Dept of Humanities and Mathematics, GNITS, Hyderabad	
Dr.A. Sandhya Reddy, Assoc. Professor & Head, Dept. of English Chairperson, BoS, English, CBIT	
Mrs. A. Vijayalakshmi, Asst. Professor (Sr), Dept. of English, CBIT.	
Mr. SreenivasAndoju, Asst. Professor (Sr), Dept. of English, CBIT.	
Mr. K. Naveen Kumar Assistant Professor, Dept. of English, CBIT	
Dr. Ch. Suvarna Ragini Assistant Professor, Dept. of English, CBIT	
Dr Shagifta Parween Assistant Professor, Dept. of English, CBIT	