

Chaitanya Bharathi Institute of Technology, Hyderabad.
(Autonomous)
Affiliated to Osmania University, Hyderabad.

Schedule Meeting of the Constituted BoS (English)

Dt:28/09/2013

Agenda:

1. To approve the Structure of the UG Engineering curriculum pertaining to English Theory and Lab
2. To approve the syllabus for the first year courses
(Common to all Branches of first year)
3. To approve the evaluation pattern (percentage of Marks: Internal and External)
4. To approve the number of Lectures of Theory and lab sessions per week.
5. To approve the list of Question paper setters and examiners.
6. Suggestions from the members for further improvement.



BOS

Mathematics and Humanities
CBIT

2) The members have approved the fact that English should be taught in both the semesters – English I and English II.

3) The members were of the view that all the learning objectives should be measurable, quantifiable and auditable. They recommended that the LSRW skills should find place in both the semesters in graded level – basic and advanced. The syllabus was modified slightly according to this recommendation.

The members of the BoS have approved the common syllabus of English I and English II for all the Branches of B.E for the First and Second semesters except for some minor changes in the topics of some units in both the papers.

The recommended changes in by the BoS members in various Units have been identified and have been incorporated in the corrected version.

4) The list of Question paper setters and examiners for valuation will be communicated to the Chairman BoS as and when it is required.

5) The division or percentage of marks in the subject can be constrained to the same pattern and may go along with the model of the Affiliated University. However, the final decision may be left to the academic council. Since, grading or percentage of marks must be uniform for all the subjects of I-year.

6) The members approved the textbooks, suggested reading, reference books.

7. Suggestions given by the members, BoS, for further improvement.

The following are the noteworthy suggestions which must be put into practice for further improvement and to enhance student ability, aptitude and capability.

A) **Two additional Labs (CALL & ICS) must be established with immediate effect** to meet the requirement of the BE I Years. The members were informed of the inclusion of Communication Skills classes for MCA and M.Tech students as a part of the autonomous syllabus of the respective Post graduate Branches. They were baffled as to how the present Labs could suffice this additional load and recommended that the additional labs must be established as soon as possible in this academic year only.

B) The members enquired as to why the syllabus for the PG programs was not put up for approval. They firmly ascertained the fact that English syllabus for any program must be approved by the BoS members of English only. Since, the syllabus for P.G. programs should be framed keeping several aspects in view, like the infrastructure available in the concerned department, students requirements and the constrained time period etc.

C) The members suggested that infrastructure in the Labs has to be improved to a great deal and upgraded – appropriate chairs in the CALL Lab for the students, AC, LCD Projector, a computer, a larger screen TV and so on in the ICS Lab. They were of the opinion that ambience in the labs must be improved like other labs in lesser engineering colleges.

(The above requirements were proposed in the fiscal estimates of the department in 2011-12, 2012-13 and also in 2013-14. All the requirements were sanctioned in 2011-2012 budget but practically none of the essential required for the lab were purchased).

D) They expressed their shock and dismay that the **CALL Lab does not possess any identifiable software** and recommended that we purchase immediately based on the syllabus of the BE Ist years.

E) The growing importance of English, communication skills and soft skills cannot be denied or ignored. The industry expert expressed his concern and disappointment at the dearth of required skills in the engineering students who are entering the industry.

Therefore it was suggested that Soft Skills be made **mandatory** for all engineering students both in II-nd Year and III-rd year atleast in one semester.

F) A separate hall must be allocated to train, groom students of CBIT (belonging to all branches of both UG and PG) in soft skills and personality development

G) All the members of BoS look forward and expect that meetings of this kind should take place periodically and for the one likely to be held in the future they may be informed at least one month in advance so that whatever is suggested, advocated at by the BoS members will be implemented effectively and the meeting must be convened sufficiently in advance and definitely not at the eleventh hour or just one day before the when the class work is likely to commence. This would reflect sincerity and commitment towards the stakeholders in implementing the proposed, necessary and inevitable changes recommended by the members of BoS .

H) Due importance and weight age must be given to all the subjects particularly in the first year. A strong foundation in English would help students communicate better, procure placements and be successful in every walk of life.

I) The issue of separation of the departments was initiated by the Head of the department of Mathematics and Humanities who convincingly addressed the members on the advantages being a self-reliant, independent department and in support of which all the members have agreed upon the same fixed opinion . Finally it was resolved that a note to this effect would be prepared by the HOD and placed the same before the Chairman of the Academic council for discussion and necessary action . Thus, an independent identity for the English faculty can be realized in the autonomous status of CBIT.

J) All the members of the BoS felt that a separate block may be allocated exclusively for the first year students which can accommodate all the basic science departments, a girls waiting hall, a small canteen, a store for the stationary etc. If all the first year students are put together or accommodated in one exclusive Building monitoring of the students would be easy for the teachers and moreover discipline among the students can be achieved to a greater height.

Conclusions:

1. The board approved the structure, syllabi (the corrected version) for the two semesters of BE and BTech Ist years
2. Evaluation pattern (distribution of Marks: Internal and External),
3. Approved the Text Books
4. Approved the Reference Books
5. Enclosed the detailed syllabus, question paper pattern.

The board has recommended for placing it before the academic council for discussion and to obtain suitable solutions for effectively implementing the suggestions.

Dt:01/10/2013

Chairman, BoS
Mathematics and Humanities, CBIT

Chaitanya Bharathi Institute of Technology
Gandipet, Hyderabad - 500075

I Year M. Tech

T	P	C
0	3	2

Soft Skills Lab

(Activity-based)

Objectives

- ✍ To improve the fluency of students in English
- ✍ To facilitate learning through interaction
- ✍ To illustrate the role of skills in real-life situations with case studies, role plays etc.
- ✍ To train students in group dynamics, body language and various other activities which boost their confidence levels and help in their overall personality development
- ✍ To encourage students develop behavioral skills and personal management skills
- ✍ Enable students to meet challenges in job and career advancement.

Unit 1 : INTRODUCTION

Definition and Introduction to Soft Skills – Hard Skills vs Soft Skills – Significance of Soft/Life/Self Skills – Self and SWOT Analysis *and*

1. Exercises on Productivity Development

- Effective/ Assertive Communication Skills (Activity based)
- Time Management (Case Study)
- Creativity & Critical Thinking (Case Study)
- Decision Making and Problem Solving (Case Study)
- Stress Management (Case Study)

2. Exercises on Personality Development Skills

- Self-esteem (Case Study)
- Positive Thinking (Case Study)
- Emotional Intelligence (Case Study)
- Team building and Leadership Skills (Case Study)
- Conflict Management (Case Study)

3. Exercises on Presentation Skills

- Importance of Oral Presentation – Defining Purpose- Analyzing the audience- Planning Outline and Preparing the Presentation- Individual & Group Presentation- Graphical Organizers- Tools and Multi-media Visuals
- One Minute Presentations (Warming up)
- PPT on Project Work- Understanding the Nuances of Delivery- Body Language – Closing and Handling Questions – Rubrics for Individual Evaluation (Practice Sessions)

4. Exercises on Professional Etiquette and Communication

- Role-Play and Simulation- Introducing oneself and others, Greetings, Apologies, Requests, Agreement & Disagreement....etc.
- Telephone Etiquette
- Active Listening
- Group Discussions (Case study)- Group Discussion as a part of Selection Procedure- Checklist of GDs
- Analysis of Selected Interviews (Objectives of Interview)
- Mock-Interviews (Practice Sessions)
- Job Application and Preparing Resume
- Process Writing (Technical Vocabulary) – Writing a Project Report- Assignments

5. Exercises on Ethics and Values

Introduction — Types of Values - Personal, Social and Cultural Values - Importance of Values in Various Contexts

- Significance of Modern and Professional Etiquette – Etiquette (Formal and Informal Situations with Examples)
- Attitude, Good Manners and Work Culture (Live Examples)
- Social Skills - Dealing with the Challenged (Live Examples)
- Professional Responsibility – Adaptability (Live Examples)
- Corporate Expectations

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD
(AUTONOMOUS)
AFFILIATED TO OSMANIA UNIVERSITY, HYDERABAD
MINUTES OF THE MEETING
BOARD OF STUDIES IN ENGLISH
(REVISION OF SYLLABUS)
FOR ALL FIRST YEAR UG BRANCHES OF ENGINEERING**

CBIT: Effective from the Academic Year: 2013-2014

**Date: 28-09-2013
Time: 10.30 AM
Venue: ICS LAB, K-BLOCK, II-FLOOR**

Agenda

1. To approve the Structure of the UG Engineering curriculum pertaining to the subject English Theory and Lab.
2. To approve the Syllabus for the first year courses
(Common to all Branches of B.E and B.Tech)
3. To approve the evaluation pattern (percentage of Marks: Internal and External)
4. To approve the number of Lectures of Theory and Lab per week
5. To approve the list of Question paper setters and examiners.
6. Necessity of having Soft Skills Training for BE III yr students.
7. Immediate Expansion of Labs
8. Suggestions from the members for further improvement.

Members Present:

Chairman : Sri.K.Rama Rao
Associate Professor and Head
Department of Mathematics & Humanities
Chaitanya Bharathi Institute of Technology,
Gandipet, Hyderabad.

s/d
PRESENT

University Nominee: Dr.E Suresh Kumar
Professor & Head, Dept of English
Osmania University
Hyderabad.

ABSENT

Subject Experts:

1. Dr.V Parvathi
Head, Dept of English
JNTUCEH, Hyderabad.

s/d
PRESENT

2. Dr Sumita Roy
Professor & Chairperson, BoS,
Dept of English, OU
Director, OUCIP
Osmania University, Hyderabad.

ABSENT

3.Industrial Representative:

Dr Srinagesh Chatarajupally, Ph.D
Head-Training Division-Infosys
Hyderabad STP development Center

s/d
PRESENT

4.Meritorious Alumnus:

no representation

Members:

1. Dr.A Sandhya Reddy
Associate Professor,
Department of Mathematics and Humanities, CBIT

s/d
PRESENT

2.Mrs. A Vijaya Lakshmi, Assistant Professor(sr),
Department of Mathematics and Humanities, CBIT

s/d
PRESENT

Co-opted Members (from Department of Mathematics and Humanities, CBIT):

- 1 Mr Srinivas Andoju
2. Mrs K Ashalatha
3. Mrs T Swarnalatha
4. Mr Ch Venkatesham

ABSENT
PRESENT
PRESENT
PRESENT

Proceedings: (In accordance with the sequence of items in the agenda)

Before the commencement of the meeting all the members of the BoS expressed their displeasure for not been given enough time to do the prerequisite exercise which is critical to make them prepare for a well thought-out subject matter and to implement effectively the changes to be done in the revised syllabus.

Some of the members have stated that they have not yet received the letters of their appointment as members of BoS. The revision of syllabus requires combined effort, cooperation and assurance from the autonomous institution and the meeting of the BoS cannot be convened just a day before the commencement of the classes.

1) The members were of the view that 2 classes per week, as against the 3 classes per week in the year wise scheme, were insufficient to complete and do justice to the syllabus. In fact the number of classes per week must be assigned after the BoS meeting is held, particularly when the college is attaining the autonomous status which demands a thorough exercise from the members of the BoS and also from the college administration for the first year.

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD
(AUTONOMOUS)
AFFILIATED TO OSMANIA UNIVERSITY, HYDERABAD
MINUTES OF THE MEETING
BOARD OF STUDIES IN ENGLISH
(REVISION OF SYLLABUS)
FOR ALL FIRST-YEAR UG BRANCHES OF ENGINEERING.**

CBIT: Effective from the Academic Year: 2013-2014

**Date: 28-09-2013
Time: 10.30 AM
Venue: ICS LAB, K-BLOCK, II-FLOOR**

Agenda

1. To approve the Structure of the UG Engineering curriculum pertaining to the subject English Theory and Lab.
2. To approve the Syllabus for the first year courses (Common to all Branches of B.E and B.Tech)
3. To approve the evaluation pattern (percentage of Marks: Internal and External)
4. To approve the number of Lectures of Theory and Lab per week
5. To approve the list of Question paper setters and examiners.
6. Necessity of having Soft Skills Training for BE III yr students.
7. Immediate Expansion of Labs
8. Suggestions from the members for further improvement.

Members Present:

Chairman : Sri.K.Rama Rao
Associate Professor and Head
Department of Mathematics & Humanities
Chaitanya Bharathi Institute of Technology,
Gandipet, Hyderabad.

s/d
PRESENT

University Nominee: Dr.E Suresh Kumar
Professor & Head, Dept of English
Osmania University
Hyderabad.

ABSENT

Subject Experts:

1. Dr.V Parvathi
Head, Dept of English
JNTUCEH, Hyderabad.

s/d
PRESENT

2. Dr Sumita Roy
Professor & Chairperson, BoS,
Dept of English, OU
Director, OUCIP
Osmania University, Hyderabad. **ABSENT**
- 3. Industrial Representative:** s/d
Dr Srinagesh Chatarajupally, Ph.D **PRESENT**
Head-Training Division-Infosys
Hyderabad STP development Center
- 4. Meritorious Alumnus:** no representation

Members:

1. Dr. A Sandhya Reddy s/d
Associate Professor, **PRESENT**
Department of Mathematics and Humanities, CBIT
2. Mrs. A Vijaya Lakshmi, Assistant Professor (sr), s/d
Department of Mathematics and Humanities, CBIT **PRESENT**

Co-opted Members (from Department of Mathematics and Humanities, CBIT):

- 1 Mr Srinivas Andoju **ABSENT**
2. Mrs K Ashalatha **PRESENT**
3. Mrs T Swarnalatha **PRESENT**
4. Mr Ch Venkatesham **PRESENT**

Proceedings: (In accordance with the sequence of items in the agenda)

Before the commencement of the meeting all the members of the BoS expressed their displeasure for not been given enough time to do the prerequisite exercise which is critical to make them prepare for a well thought-out subject matter and to implement effectively the changes to be done in the revised syllabus.

Some of the members have stated that they have not yet received the letters of their appointment as members of BoS. The revision of syllabus requires combined effort, cooperation and assurance from the autonomous institution and the meeting of the BoS cannot be convened just a day before the commencement of the classes.

1) The members were of the view that 2 classes per week, as against the 3 classes per week in the year wise scheme, were insufficient to complete and do justice to the syllabus. In fact the number of classes per week must be assigned after the BoS meeting is held, particularly when the college is attaining the autonomous status which demands a thorough exercise from the members of the BoS and also from the college administration for the first year.

2) The members have approved the fact that English should be taught in both the semesters – English I and English II.

3) The members were of the view that all the learning objectives should be measurable, quantifiable and auditable. They recommended that the LSRW skills should find place in both the semesters in graded level – basic and advanced. The syllabus was modified slightly according to this recommendation.

The members of the BoS have approved the common syllabus of English I and English II for all the Branches of B.E for the First and Second semesters except for some minor changes in the topics of some units in both the papers.

The recommended changes in by the BoS members in various Units have been identified and have been incorporated in the corrected version.

4)The list of Question paper setters and examiners for valuation will be communicated to the Chairman BoS as and when it is required.

5) The division or percentage of marks in the subject can be constrained to the same pattern and may go along with the model of the Affiliated University. However, the final decision may be left to the academic council. Since, grading or percentage of marks must be uniform for all the subjects of I-year.

6)The members approved the textbooks, suggested reading, reference books.

7. Suggestions given by the members, BoS, for further improvement.

The following are the noteworthy suggestions which must be put into practice for further improvement and to enhance student ability, aptitude and capability.

A)Two additional Labs(CALL & ICS) must be established with immediate effect to meet the requirement of the BE I Years. The members were informed of the inclusion of Communication Skills classes for MCA and M.Tech students as a part of the autonomous syllabus of the respective Post graduate Branches. They were baffled as to how the present Labs could suffice this additional load and recommended that the additional labs must be established as soon as possible in this academic year only.

B) The members enquired as to why the syllabus for the PG programs was not put up for approval. They firmly ascertained the fact that English syllabus for any program must be approved by the BoS members of English only. Since, the syllabus for P.G. programs should be framed keeping several aspects in view , like the infrastructure available in the concerned department, students requirements and the constrained time period etc.

C) The members suggested that infrastructure in the Labs has to be improved to a great deal and upgraded – appropriate chairs in the CALL Lab for the students, AC, LCD Projector, a computer, a larger screen TV and so on in the ICS Lab. They were of the opinion that ambience in the labs must be improved like other labs in lesser engineering colleges.

(The above requirements were proposed in the fiscal estimates of the department in 2011-12, 2012-13 and also in 2013-14. All the requirements were sanctioned in 2011-2012 budget but practically none of the essential required for the lab were purchased).

D) They expressed their shock and dismay that the **CALL Lab does not possess any identifiable software** and recommended that we purchase immediately based on the syllabus of the BE 1st years.

E) The growing importance of English, communication skills and soft skills cannot be denied or ignored. The industry expert expressed his concern and disappointment at the dearth of required skills in the engineering students who are entering the industry.

Therefore it was suggested that Soft Skills be made **mandatory** for all engineering students both in II-nd Year and III-rd year atleast in one semester.

F) A separate hall must be allocated to train, groom students of CBIT (belonging to all branches of both UG and PG) in soft skills and personality development

G) All the members of BoS look forward and expect that meetings of this kind should take place periodically and for the one likely to be held in the future they may be informed at least one month in advance so that whatever is suggested, advocated at by the BoS members will be implemented effectively and the meeting must be convened sufficiently in advance and definitely not at the eleventh hour or just one day before the when the class work is likely to commence. This would reflect sincerity and commitment towards the stakeholders in implementing the proposed, necessary and inevitable changes recommended by the members of BoS .

H) Due importance and weight age must be given to all the subjects particularly in the first year. A strong foundation in English would help students communicate better, procure placements and be successful in every walk of life.

I) The issue of separation of the departments was initiated by the Head of the department of Mathematics and Humanities and convincingly addressed the members on the advantages being self-reliant, independent department and in support of which all the members have agreed upon the same fixed opinion . Finally it was resolved that a note to this effect would be prepared by the HOD and place the same before the Chairman of the Academic council for discussion and necessary action . Thus, an independent identity for the English faculty can be realized in the autonomous status of CBIT.

J) All the members of the BoS felt that why not a separate block may be allocated exclusively for the first year students and which can accommodate all the basic science departments, a girls waiting hall, a small canteen, a store for the stationary etc. If all the first year students are put together or accommodated in one exclusive Building monitoring of the students would be easy for the for all the teachers and moreover discipline among the students can be achieved to a greater height.

Conclusions:

1. The board approved the structure, syllabi (the corrected version) for the two semesters of BE and BTech Ist years
2. Evaluation pattern (distribution of Marks: Internal and External),
3. Approved the Text Books
4. Approved the Reference Books
5. Enclosed the detailed syllabus, question paper pattern.
The board has recommended for placing it before the academic council for discussion and to Obtain suitable solutions for effectively implementing the suggestions.

Dt:01/10/2013

Chairman, BoS
Mathematics and Humanities, CBIT