

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75

DEPARTMENT OF MATHS & HUMANITIES (ENGLISH)

Dt: 16.07.2016

Minutes of the meeting of Board of Studies (BOS) - English, held on 16.07.2016 at 10.30AM in the English Communication Skills Lab.

Members Present:

1. Prof. T. Vijay Kumar, Chairman, BOS, Faculty of English, Osmania University.
2. Dr. V. Parvathy, Chairperson, BOS, Faculty of English, JNTU-H.
3. Prof. K. Padmini Shankar, Professor, EFL University .
4. Dr. Aparna Palle, Assoc Professor, GNITS, Hyderabad.
5. Dr.A. Sandhya Reddy, Assoc. Professor, Dept. M&H, CBIT.
6. Mrs. A. Vijayalakshmi, Sr. Asst. Professor, Dept. of M&H, CBIT.
7. Mr. Sreenivas Andoju, Sr. Asst. Professor, Dept. of M&H, CBIT.

Dr. M. Ganeswar Rao, Head dept. of M&H as the Chairman BOS has entrusted the responsibility of conducting the meeting to Dr. A. Sandhya Reddy, Assoc. Professor & Faculty of English, CBIT. She occupied the chair and conducted the proceedings.

Item No.1 : Approval of Theory and Lab syllabi of Professional Communication for B.E/B.Tech 1/4 (CBCS)

Minutes : All the members have thoroughly discussed the units and topics in each unit and approved the designed syllabus with a few changes pertaining to the topic and unit headings. One such change being the title of the course itself, the board decided to have it as, " Professional Communication in English".

Item No.2 : Approval of syllabus of Soft Skills Lab for BE/B.Tech 2/4 (CBCS)

Minutes : All the members of the Board of Studies have unanimously approved the designed syllabus of soft skills, with an appreciation and mention to "the mini-project" and it's potential to elicit students' professional competencies.

Item No. 3 : Approval of the syllabus of Technical Writing as an open elective for BE/B.Tech 4/4 (CBCS)

Minutes : All the members of the Board of Studies have unanimously approved the designed syllabus of Technical Writing to be offered as an elective for B.E/B.Tech, 4/4 students. The Board felt that all the electives should be

initiated, drafted and offered by the faculty of English as it is done in the universities and as per the norms of CBCS system.

Item No. 4 : **Review of Bridge Course syllabus of Professional Communication for B.E/B.Tech lateral entry students.**

Minutes : All the members of the Board of Studies have reviewed and approved the syllabus of Bridge Course.

Item No. 5 : **Separate department of English**


Minutes : The Board of Studies meeting has debated and discussed at length the need of having a separate department for the faculty of English in CBIT. Prof. T. Vijay Kumar has insisted, it is high time and the management should immediately initiate forming a separate dept for the faculty of English as there are many academic activities that need independent functioning for effective implementation. Dr. Parvathi of JNTU-H and Prof. K. Padmini Shankar of EFL University said they would also write to the management about it. Therefore the BOS meeting has decided to initiate the process of forming a separate department with necessary approvals from the management of CBIT.

Item No.6 : **To prepare and publish course material in the form of books for students.**

Minutes : It was decided to organise the present theory and lab activities and elaborate on them to edit into text books as well as practice material for the use of students in CBIT and other colleges. The members also felt the management should support the publication.

As there was no other item for discussion the meeting ended with vote of thanks to the chair.

To
The Principal, CBIT.
AEC I/C, for information.
The Dean, C-DAC, for information.
All the Members of the B.O.S


Sd/-
CHAIRMAN B.O.S



Chaitanya Bharathi Institute Of Technology(A)

Choice Based Credit System (CBCS)

(Draft copy for approval and is prepared based on UGC guidelines)

For the students admitted to BE/BTech (Full Time) (4 Years) Programmes at various Departments from the Academic year 2016-2017 onward. The preliminary definitions and nomenclature are furnished in the following table.

| Sl. No | Key Words | Definition |
|--------|---------------------|---|
| 1. | Programme | An educational programme leading to award of a Degree BE/BTech |
| 2. | Admission Procedure | As prescribed by Government of Telangana |
| 3. | Academic Year | Two consecutive (one odd + one even) semesters constitute one academic year. |
| 4. | Semester | Each semester will consist of 15-17 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June. |
| 5. | Course | Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ Projectwork/seminars/Exams/viva/assignments/presentations/self-study etc. or a combination of some of these. |
| 6. | Credit | A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week. |
| 7. | CBCS | Choice Based Credit System (CBCS), provides choice for students to select from the prescribed courses. |
| 8. | CBSS | Credit Based Semester System (CBSS), the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students. |
| 9. | Letter Grade | It is an index of the performance of students in a said course. Grades are denoted by letters like O, A++, A, A,B+, B, C etc |
| 10. | Grade Point | It is a numerical weight allotted to each letter grade on a 10-point scale. |
| 11. | Credit Point | It is the product of grade point and number of credits for a course. |
| 12. | SGPA | Semester Grade Point Average (SGPA), it is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places. |
| 13. | CGPA | Cumulative Grade Point Average (CGPA), it is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places. |

| | | |
|-----|---|---|
| 14. | Transcript or Grade Card or Certificate | Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. |
| 15. | Medium of instruction | The medium of instruction, examination and project report will be in English. |

Types of Courses in the Programme:

Courses in a programme may be of three kinds: Core, Elective and Foundation.

Core Course:

There may be a core course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

Elective Course:

Elective course is a course which can be chosen from a pool of papers and they may be:

- Supportive to the discipline of study/ Program Specific
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain/Inter discipline
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective/ Inter disciplinary Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric/Program Specific" or may be chosen from an other discipline. It may be called an "Open Elective".

Foundation Course:

Foundation courses are the courses which based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. The other foundation courses are value-based and are aimed at man-making education.

Mandatory Learning Courses:

These are the courses that must be completed by the student before the course completion. For example the courses on "Professional Ethics and Human Values" and "Environmental studies" are mandatory learning courses.

CHAITANYA BHARATHI INSTITUTE OF TECH GANDIPET - 75

MCAI Syllabus: COMMUNICATION TECHNIQUES & SOFT SKILLS

Course Objective:

To develop oral and written communication skills so as to enable the participants to present their ideas logically and effectively.

Unit I:

Meaning, Definition, Nature and Scope of Communication, Importance of Communication, Process of Communication, Barriers to Effective Communication, Overcoming the Barriers. Non Verbal Communication, Body Language, focus on English skills – Vocabulary, Grammar, Phonetics with special reference to tourism industry.

Unit ii :

Employment Communication: Resume Styles, Resume Writing, Elements of an Effective Resume, Writing Application Letters; Other Employment Messages Job Interview – Purpose, Types, Interview Skills – Before, During and After the Interview, Interview Dressing, mock interviews – Following up an Application, Accepting an Interview Invitation, Following up an Interview, Accepting Employment, Resigning from a Job.

Unit III :

Introduction to Personality Development: Elements of a Good Personality; Importance of Soft Skills; Introduction to Corporate Culture; Professionalism in Service Industry. Group discussions – structure and types, Mock GD using video samples.

Unit IV :

Presentation skills and techniques: Personal grooming and business etiquettes, corporate etiquette, social etiquette and telephone etiquette, role play and body language, impression management.

Unit V :

Business Reports: Types and Characteristics, Components of a formal Report, Business Proposals – Types, Contents, Elements

Text Books :

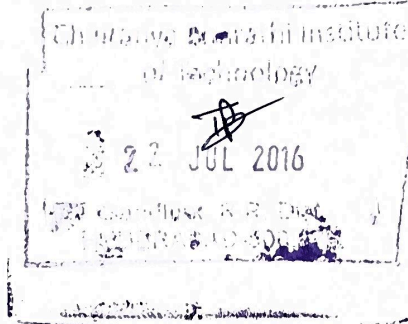
- 1 Matila Treece: Successful communication. Allyun and Bacon: Pubharkat.
- 2 Jon Lisa Interatid skills in Tourist Travel Industry Longman Group Ltd.
- 3 Robert T. Reilly – Effective communication in tourist travel Industry Diinas Publication.
- 4 Boves Thill Business Communication Today Mcycans Hills Publication.
5. Dark Studying International Communication Sage Publication
- 6 Murphy Hidderrndt Thomas Effective Business Communication Mc Graw Hill

O/C

From Department of Mathematics and Humanities

Dt : 22/07/2016

To
The Principal
CBIT, Gandipet
Hyderabad – 75



Dear sir

Sub :- Submission of Minutes of the meeting of BoS English reg :

The BoS meeting of English was held successfully on 16th July, 2016. All aspects regarding the implementation of CBCS were discussed at length.

The syllabus structure of Professional Communication in English for BE/BTech 1st year students, Soft Skills Lab, Bridge Course and Technical Communication as an open elective were all approved with very minor modifications. All of them were approved keeping the CBCS structure in mind.

Another important issue discussed in the meeting was regarding a separate department for English.

The members, BoS, asked the department to submit a letter with the strong recommendations of BoS members regarding this issue.

We are herewith enclosing the minutes of the meeting, certified syllabus copies of Professional communication, Soft Skills Lab, Bridge Course and Technical Writing, letter for separate department endorsed by the BoS members, for your kind perusal and implementation.

Thank you

Yours sincerely

Handwritten signature of Dr A Sandhya Reddy.

Dr A Sandhya Reddy
Assoc Professor

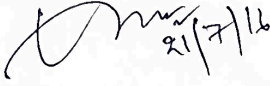
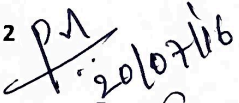

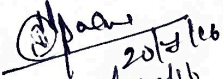

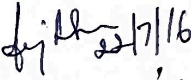
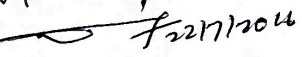
Handwritten signature of Dr M Ganeshwar Rao.

Dr M Ganeshwar Rao
HOD & Chairman BoS
Dept of M & H

Members of Board of Studies

1. Dr T Vijay Kumar, Professor
Chairman, BoS, English, OU
2. Dr V Parvathi, Assoc Professor
Chairperson, BoS, English, JNTUH
3. Dr K Padmini Shankar, Professor
Dept of ESL of Studies, School of ELE,
EFL University
4. Dr Aparna Palle, Assoc Professor, GNITS
5. Dr A Sandhya reddy, Assoc Prof
Dept of M&H, CBIT
6. Mrs A Vijaya Lakshmi, Sr Asst Professor
Dept of M&H, CBIT
7. Mr Srinvas Andoju, Sr asst Professor
Dept of M&H, CBIT

Signature

- 1  21/7/16
- 2  20/7/16
- 3  20/7/16
- 4  20/7/16
- 5  20/7/16
- 6  22/7/16
- 7  22/7/2016

SOFT SKILLS LAB
(CBCS – BE/BTech 2/4 Common to all Branches)

| | |
|------------------------------------|--------------------|
| Instruction | 2 Periods per week |
| Duration of University Examination | 2 Hours |
| University Examination | 35 Marks |
| Sessionals | 15 Marks |
| Credits | 1 |

Course Objectives: To help the students

1. Participate in group discussions and case studies with confidence and to make effective presentations. Also to learn the art of communication.
2. With- resume packaging, preparing and facing interviews.
3. Build an impressive personality through effective time management & goal setting, self confidence and assertiveness.
4. Understand what constitutes proper grooming and etiquette in a professional environment. Also to understand academic ethics and value systems.
5. To understand the elements of research and hone their soft skills through a live, mini project.

Course Outcomes: The students will be able to

1. Be effective communicators and participate in group discussions and case studies with confidence. Also be able to make presentations in a professional context.
2. Write resumes, prepare and face interviews confidently.
3. Be assertive and set short term and long term goals. Also learn to manage time effectively and deal with stress.
4. Make the transition smoothly from campus to corporate. Also use media with etiquette and know what academic ethics are.
5. To do a live, mini project by collecting and analyzing data and making oral and written presentation of the same.

Exercise 1

Group Discussion & Case studies – dynamics of group discussion, intervention, summarizing, modulation of voice, body language, relevance, fluency and coherence.

Elements of effective presentation – Structure of presentation – Presentation tools – Body language
Creating an effective PPT

Exercise 2

Interview Skills – Resume' writing – structure and presentation, planning, defining the career objective, projecting ones strengths and skill-sets

Interview Skills – concept and process, pre-interview planning, opening strategies, answering strategies, mock interviews

Exercise 3

Personality Development – Effective Time Management, setting realistic goals, self confidence and assertiveness, stress management, moral values.

Exercise 4

Corporate Culture – Grooming and etiquette, communication media etiquette
Academic ethics and integrity

Exercise 5

Mini Project – General/Technical. Research, developing a questionnaire, data collection, analysis, written report and project seminar

Suggested Reading:

1. Madhavi Apte, "A Course in English communication", Prentice-Hall of India, 2007
2. Leena Sen, "Communication Skills", Prentice-Hall of India, 2005
3. Dr. Shalini Verma, "Body Language- Your Success Mantra", S Chand, 2006
4. Edgar Thorpe and Showick Thorpe, "Objective English", 2nd edition, Pearson Education, 2007
5. Ramesh, Gopalswamy, and Mahadevan Ramesh, "The ACE of Soft Skills", New Delhi: Pearson, 2010
6. Gulati and Sarvesh, "Corporate Soft Skills", New Delhi: Rupa and Co., 2006
7. Van Emden, Joan, and Lucinda Becker, "Presentation Skills for Students", New York: Palgrave Macmillan, 2004
8. Covey and Stephen R, "The Habits of Highly Effective People", New York: Free Press, 1989

TECHNICAL WRITING

(CBCS - Open Elective – For all Branches)

| | |
|-----------------------------|------------------|
| Instruction | 3 hours per week |
| Duration of University Exam | 3 Hours |
| University Examination | 70 marks |
| Sessionals | 30 marks |
| Credits | 3 |

Course Objectives:

Students must be able to:

- Understand communication as a process and channels of it in general and technical writing in particular.
- Learn Technical Writing including sentence structure and be able to understand and use technology specific words.
- Write business letters and technical articles.
- Write technical reports and technical proposals.
- Learnt to write agenda, record minutes of a meeting, draft memos. Understand how to make technical presentations.

Course Outcomes:

- Students will communicate effectively, without barriers
- Students will write error free sentences using technology specific words
- Students will correspond effectively
- Students will draft technical reports, proposals and articles.
- Students will make effective technical presentations

Unit I

Communication – Nature and process.

Channels of Communication – Downward, upward and horizontal communication. Barriers to communication.

Technical Communication – Definition, oral and written communication. Importance and need for Technical communication. Nature of Technical Communication. Aspects and forms of Technical communication. Technical communication Skills – Listening, Speaking, Reading & Writing.

Unit II

Technical Writing – Techniques of writing. Selection of words and phrases in technical writing. Differences between technical writing and general writing. Abstract and specific words. Sentence structure and requisites of sentence construction. Paragraph length and structure.

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(SYLLABUS FOR THE LATERAL ENTRY STUDENTS OF THE B.E/B.TECH COURSES)

Unit III

Business correspondence – Sales letters, letters of Quotation, Claim and Adjustment letters.
Technical Articles : Nature and significance, types. Journal articles and Conference papers, elements of technical articles.

Unit IV

Technical Reports : Types, significance, structure, style and writing of reports. Routine reports, Project reports.

Technical Proposals : Definition, types, characteristics, structure and significance.

Unit V

Mechanics of Meetings : Preparation of agenda, participation, chairing and writing minutes of a meeting. Memorandum. Seminars, workshops and conferences.

Technical Presentations : Defining purpose, audience and locale, organizing content, preparing an outline, use of Audio Visual Aids, nuances of delivery, importance of body language and voice dynamics.

References:

- 1.M Ashraf Rizvi, "Effective Technical Communication", Tata McGraw Hill Education Pvt Ltd, 2012.
- 2.Kavita Tyagi & Padma Misra, "Basic Technical Communication", PHI Learning Pvt Ltd, 2012.
- 3.Meenakshi Raman & Sangeeta Sharma, "Technical Communications-Principles and Practice", Oxford University Press, Second Edition, 2012.
- 4.Sharon J Gerson & Steven M Gerson, "Technical Writing" Pearson Education Inc., 2013.
5. Edgar Thorpe and Showick Thorpe, "Objective English", Pearson Education, 2nd Edition, New Delhi, 2007.
- 6.R.C Sharma & Krishna Mohan, "Business Correspondence and Report Writing", Tata McGraw Hill, 2003

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(AUTONOMOUS)
ENGLISH LANGUAGE LABORATORY
(SYLLABUS FOR THE LATERAL ENTRY STUDENTS OF THE B.E/B.TECH COURSES)

Code : EG 222

Instruction
Duration of End Examination
End Examination.

3 periods per week
3 hours
50 marks

The following are the objectives of the course:

To enable the students to

- Learn IPA so as to overcome MTI
- Learn better pronunciation through the practice of phonemic sounds and through word stress
- Learn and practice the dynamics of a group discussion
- Learn how to prepare a resume and understand features of email etiquette

Note: While teaching the following items, emphasis may be laid on intensive practice in the language lab. Lecturing may be avoided as far as possible.

1. Introduction to English Phonetics: Organs of speech: the respiratory, articulatory and phonatory systems.
2. Sounds of English: Phonemic sounds, International Phonetic Alphabet, minimal pairs; the syllable: Types of syllables; Difficulties of Indian speakers with sounds of English.
3. Aspects of connected speech: Contracted forms, strong forms, weak forms, elision, assimilation, linking words: consonant-vowel, vowel-vowel.
4. Words stress: Primary stress, secondary stress, functional stress, rules of word stress.
5. Rhythm and intonation: Introduction to rhythm and intonation; major patterns of intonation in English with their semantic implication; difficulties of Indian speakers with stress and intonation.

15/07/2016
Hyderabad

6. Role play: Use of dialogues in a variety of situations and settings.
7. Public speaking : Advantages of public speaking, essentials of an effective speech, rehearsal techniques, planning and delivering a speech.
8. Debates and Group Discussion: Difference between debate and group discussion, essentials of a debate, conducting a debate; objectives of a GD; Types of GDs; Initiating, continuing and concluding a GD.
9. Resume Writing : Elements of effective resume writing, application letters ; Features of email etiquette

Suggested Reading:

1. E.Suresh Kumar et al, **English for Success** (with CD), Cambridge University Press India Pvt Ltd. 2010.
2. T.Balasubramanian. **A Textbook of English Phonetics for Indian Students**, Macmillan, 2008.
3. Kavita Tyagi and Padma Misra. **Professional Communication**, PHI Learning Pvt.Ltd. 2011.
4. J.Sethi et al, **A Practical Course in English Pronunciation** (with CD), Prentice Hall India, 2005.
5. Meenakshi Raman and Sangeeta Sharma **Technical Communication**, Oxford University Press, 2009.

o/c

15/07/2016
Hyderabad

To
The Principal
CBIT, Gandipet
Hyderabad

Dear Sir,

Sub: BOS meeting in English, Dept.of M & H.

It is proposed to conduct BOS meeting in English, Dept.of M & H on 16th July, 2016 at 10:30 AM.

The following are the members of BOS

1. Dr.T.Vijay Kumar, Chairman, BOS, English, O.U
2. Dr.V.Parvathi, Chairman, BOS, English, JNTU(H)
3. Dr.K.Padmini Shakar, Prof, EFLU
4. Dr.Aparna Palle, Assoc.Prof, GNITS
5. Dr.C.Srinagesh, Infosys

The Agenda of the meeting is as follows:

1. Approval of Theory and Lab syllabus of professional communication for BE/B.Tech 1/4 (CBCS)
2. Approval of syllabus of Soft Skills Lab for BE/B.Tech 2/4 (CBCS)
3. Approval of the syllabus of Technical Writing as an open elective for BE/B.Tech 4/4 (CBCS)
4. Review of Bridge course syllabus for lateral entry students
5. Separate department for English
6. Any other item with the permission of the chair

We would be grateful for your presence at the BOS meeting. (K-Block, English Language Labs)

Thank you

Yours sincerely

Dr.A.Sandhya Reddy, Assoc.Prof

Dr.M.Ganeshwar Rao
Chairman, BOS & HOD M & H

Received
AB
15/7/16

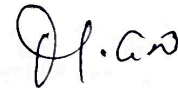
Chaitanya Bharathi Institute of Technology, Hyderabad
(Autonomous)
Affiliated to Osmania University, Hyderabad

Schedule Meeting of the Constituted BOS (English)

Date: 15/07/2016

Agenda:

1. Approval of Theory and Lab syllabus of professional communication for BE/B.Tech 1/4 (CBCS)
2. Approval of syllabus of Soft Skills Lab for BE/B.Tech 2/4 (CBCS)
3. Approval of the syllabus of Technical Writing as an open elective for BE/B.Tech 4/4 (CBCS)
4. Review of Bridge course syllabus for lateral entry students
5. Separate department for English
6. Any other item with the permission of the chair



BOS
Maths and Humanities
CBIT

A sample Course Structure: The following table shows a sample course structure with the credit Weightage distribution:

| Sl No | Description | Credits | % | Syllabus Requirements |
|-------|--|---------|-----|---|
| 1. | Foundation Course : Basic Science Core Courses (BSC) -23 Engineering Science Core Courses(ESC)-22 Humanities and Social Science Core Courses(HSC) -08 Mandatory Learning Courses (MLC) -02 | 55 | 30 | Compulsory |
| 2. | Core Courses : | 88 | 47 | |
| 3. | Elective Courses : Program specific electives (PSE), Inter-disciplinary / Open electives. | 30 | 16 | A wide choice to the student to choose for the elective courses listed in the structure. Program specific electives: 7 Inter Disciplinary/Open Electives :3 Total Elective Courses : 10 |
| 4. | Mini Project, Project, Seminars | 14 | 07 | Compulsory |
| | Total | 187 | 100 | |

Examination and Assessment:

In assessing the performance of the students in examinations, the approach is to award marks based on the examinations conducted at various stages (sectionals and end exam) in a semester. Converting of these marks to letter grades based on absolute and award the grades. As per the UGC recommendations, the following system will be implemented in awarding the grades and CGPA under the credit based semester system.

Letter Grades and Grade Points: The absolute grading mechanism will be followed in mapping the letter grades. The marks are converted to grades based on pre-determined class interval. As per the UGC recommendations a 10-point grading system with the following letter grades are followed and are furnished below:

| % Of Marks | Grade Point | Letter Grade | Grade description |
|-------------|-------------|--------------|-------------------|
| >85 | 10 | O | Outstanding |
| 75 to 84.99 | 09 | A+ | Excellent |
| 65 to 74.99 | 08 | A | Very Good |
| 55 to 64.99 | 07 | B+ | Good |
| 50 to 54.99 | 06 | B | Above Average |
| 45 to 49.99 | 05 | C | Average |
| 40 to 44.99 | 04 | P | Pass |
| <40 | 00 | F | Fail |
| -- | 00 | Ab | Absent |

An alternate proposal is furnished in the following table for mapping the marks with Grade point and letter Grades. :

| % of Marks | Grade points | Letter Grade | Grade description |
|-------------|--------------|--------------|-------------------|
| 90.00-100 | 9.00-10 | O | Outstanding |
| 80.00-89.99 | 8.00-8.99 | A++ | Excellent |
| 70.00-79.99 | 7.00-7.99 | A+ | Very good |
| 60.00-69.99 | 6.00-6.99 | A | Good |
| 55.00-59.99 | 5.50-5.99 | B+ | Fair |
| 50.00-54.99 | 5.00-5.49 | B | Above Average |
| 45.00-49.99 | 4.50-4.99 | C+ | Average |
| 40.01-44.99 | 4.01-4.49 | C | Below average |
| 40 | 4.00 | D | Pass |
| <40 | 0.00 | F | Fail |
| ---- | 0.00 | Ab | Absent |

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination. For non credit courses 'Satisfactory' or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

Computation of SGPA and CGPA:

The computations of SGPA and CGPA are followed as per the UGC guidelines.

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

The **SGPA** and **CGPA** shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript/Grade Sheet (Format): Based on the above guidelines on Letter grades, Grade points and SGPA and CCPA, the institute issues the transcript/grade sheet for each semester and a consolidated transcript/grade sheet indicating the performance in all semesters.

Contact hours and credits: The norms for course credits are as follows:
Lecture(L)/Tutorials(T) – One hour per week is assigned one(1) credit(C).
Practical(P):-02 hours session per week is assigned one(1) credit(C).

For example, a theory course with a L-T-P schedule of 2-1-0 will be assigned three(3) credits.

| L | T | P | C |
|---|---|---|---|
| 2 | 1 | 0 | 3 |

A laboratory practical course with a L-T-P schedule of 0-1-2 will be assigned one(2) credit.

| L | T | P | C |
|---|---|---|---|
| 0 | 1 | 2 | 2 |

List of Foundation Courses: (Common for Civil, Chemical, CSE, ECE, EEE, IT, Mech and Prod disciplines)

Basic science core courses (BSC)

19-0-8-23

- | | |
|--------------------------------|---------|
| 1. Engineering Mathematics-I | 3-0-0-3 |
| 2. Engineering Mathematics-II | 3-0-0-3 |
| 3. Engineering Mathematics-III | 3-0-0-3 |
| 4. Engineering Physics | 3-0-0-3 |
| 5. Engineering Chemistry | 3-0-0-3 |
| 6. Modern Physics | 2-0-0-2 |
| 7. Modern Chemistry | 2-0-0-2 |
| 8. Engg. Physics Laboratory | 0-0-2-1 |
| 9. Engg. Chemistry Laboratory | 0-0-2-1 |
| 10. Modern Physics Lab | 0-0-2-1 |
| 11. Modern Chemistry Lab | 0-0-2-1 |

Engineering Science Core courses (ESC)

16-0-9-22

- | | |
|-------------------------------|---------|
| 1. Engineering Mechanics | 3-0-0-3 |
| 2. Elements of EE | 3-0-0-3 |
| 3. Elements of ECE | 3-0-0-3 |
| 4. Elements of ME | 3-0-0-3 |
| 5. Engineering Graphics | 1-0-3-3 |
| 6. Computer Programming | 3-0-0-3 |
| 7. Computer Programming Lab | 0-0-3-2 |
| 8. Mechanical and IT Workshop | 0-0-3-2 |

Humanities and Social Science Core Courses (HSC)

6-0-4-8

- | | |
|--|---------|
| 1. Professional communication | 3-0-0-3 |
| 2. Professional communication Lab | 0-0-2-1 |
| 3. Engineering Economics and Accountancy | 3-0-0-3 |
| 4. Soft Skills Lab | 0-0-2-1 |

Mandatory Learning Courses (MLC)

2-0-0-2

- | | |
|---|---------|
| 1. Environmental Studies | 1-0-0-1 |
| 2. Professional Ethics and Human values | 1-0-0-1 |

Total (Foundation courses) :

43-0-21-55

Table : Plan of Study of III-VIII Sem of B.E/B.Tech (Curriculum)

| Semester | III | IV | V | VI | VII | VIII |
|----------|--|--|--|--|---|--|
| 1. | Engg. MathsIII (BS), (3) | Core Course / Engg. Maths (4) | Core Course (4) | Core Course (4) | Core Course (4) | Elective (3) |
| 2. | Core Course (4) | Core Course (4) | Core Course (4) | Core Course (4) | Core Course (4) | Elective (3) |
| 3. | Core Course(4) | Core Course(4) | Core Course (4) | Core Course (4) | Core Course (4) | Elective (3) |
| 4. | Core Course(4) | Core Course(4) | Elective (3) | Elective (3) | Elective (3) | Seminar(2) |
| 5. | Engg. Eco and Accountany (3) (HSC) | Elective (3) | Elective (3) | Elective (3) | Elective (3) | Project(06) (Load: 06 Hours/Week) |
| 6. | Core Lab(2) | Core Lab(2) | Core Lab(2) | Core Lab(2) | Core Lab(2) | |
| 7. | Core Lab(2) | Core Lab(2) | Core Lab(2) | Core Lab(2) | Core Lab(2) | |
| 8. | Mini-Project(1) | **Soft Skills (1) (HSC) | Core Lab(2) | Core Lab(2) | Project seminar(2) | |
| 9. | | Mini-Project(1) | Mini-Project(1) | Mini-Project(1) | | |
| | BS-3 EHSC-3 Core-16 Mini-Proj-1 Total=23 | Core -20 Elective-3. Mini-Proj-1 Total=25 | Core-18 Elective-6 Mini-Proj-1 Total-25 | Core-18 Elective-6 Mini-Proj-1 Total-25 | Core-16 Elective-6 Proj sem-2 Total-24 | Elective-09 Proj and Sem=08 Total-17 |

**Nine(9 and Soft Skills in IV-Sem, the remaining eight(8) sections will have Soft Skills in III-Sem

SUMMARY

| Semester | Credits | Hours/Week | Foundation Courses | |
|--------------|------------|------------|------------------------------------|------------|
| I. | 24 | 28 | Foundation Courses | 55 |
| II. | 24 | 28 | Mini Proj/Project/Seminar | 14 |
| III. | 23 | 26 | Core | 88 |
| IV. | 25 | 29 | Electives* | 30 |
| V. | 25 | 29 | Total | 187 |
| VI. | 25 | 29 | * Program specific electives(7) | |
| VII. | 24 | 27 | Inter Disciplinary Electives /Open | |
| VIII. | 17 | 18 | Electives(3) | |
| Total | 187 | | Total Elective Courses : 10 | |

Proposed timings :

| 1 st Hour | 2 nd Hour | 3 rd Hour | Lunch | 4 th Hour | 5 th Hour | 6 th Hour |
|----------------------|----------------------|----------------------|-------------|----------------------|----------------------|----------------------|
| 09:40-10:40 | 10:40-11:40 | 11:40-12:40 | 12:40-13:15 | 13:15-14:15 | 14:15-15:15 | 15:15-16:15 |

Credit requirements, lower limit and upper limit of credits for registration by a student

Credit Requirement for the award of B.E/B.Tech degree is 184

The lower and upper limit for course credits registered in a semester by a student of B.E/B.Tech program:

Lower Limit: 20 Credits

Upper Limit: 28 Credits

Industrial Training / Internship

The students may undergo Industrial training/Internship during summer / winter vacation. In this case the training has to be undergone continuously for the entire period.

The students may undergo Internship at Research organization / University (after due approval from the Head of the Department) during summer / winter vacation.

| Duration of Training/ Internship | Credits |
|-------------------------------------|---------|
| 2 Weeks | 1 |
| 4 Weeks | 2 |
| 6 Weeks | 3 |

If Industrial Training / Internship are not prescribed in the curriculum, the student may undergo Industrial Training / Internship optionally and the credits earned will be indicated in the Mark Sheet. If the student earns three(3) credits in Industrial Training / Internship, the student may drop one 'Open Elective'. **In such cases Industrial Training / Internship needs to be undergone continuously from one organization only.**

However, if the number of credits earned is 1 or 2, these credits shall not be considered for dropping any elective or in process of award of degree. The student is allowed to undergo a maximum of 6 weeks Industrial Training / Internship during the entire duration of study, no credits will be allotted for the internship beyond six(6) weeks.

Industrial Visit

Every student is required to go for at least one Industrial Visit every year starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard. It is non-credit course and is awarded with 'Satisfactory/Un-satisfactory' and will be reflected in grade sheet.

Duration of the programmes

A student is normally expected to complete the B.E. / B.Tech. Programme in 4 years (8 Semesters) but in any case not more than 8 years (16 Semesters).

Each semester shall normally consist of 90 teaching days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of hours specified in the syllabus covering the full content of the syllabus for the course being taught.

Course enrollment and registration

Each student, on admission shall be assigned to a Faculty Advisor who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.

Each student on admission shall register for **all the courses prescribed in the curriculum in the student's first Semester of study.**

Every student shall enroll for the course of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.

No course shall be offered by a Department unless a minimum of 30 students register for that core course and 15 students for elective course. After registering for a course, a student shall attend the classes, to satisfy the attendance requirements for attending the semester end examinations.

The enrollment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the Semester II. However, the student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

The enrollment for the courses of the Semesters III to VIII will commence 10 working days prior to the last working day of the preceding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses within **five** working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor. The student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if the student wishes, then the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

From the III to VIII semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 6. However the maximum number of credits the student can register in a particular semester cannot exceed 30 credits.

The student shall register for the project work in the VII semester only.

If a student fails in a theory course/lab course, the student has to register for end exam in the subsequent semester for earning the credits for that failed course.

If a student is prevented from writing end semester examination due to lack of attendance, the student has to register for all the courses again, when offered next, attend the classes and fulfill the attendance requirements.

A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application.

Promotion Rules : The promotion rules for from one semester to another semester are furnished in the following table.

| Sl.No. | Semester | Conditions to be fulfilled |
|--------|--------------------------|--|
| 1. | From I-Sem to II-Sem | Regular course of study of I-Sem. |
| 2. | From II-Sem to III-Sem | Student Must have earned 24 Credits |
| 3. | From III-Sem to IV-Sem | Regular course of study of III-Sem. |
| 4. | From IV-Sem to V-Sem. | Student must have earned 48 Credits of I-Sem and II-Sem, together must have earned 71 credits overall. |
| 5. | From V-Sem to VI-Sem | Regular course of study of V-Sem |
| 6. | From VI-Sem to VII-Sem | Student must have earned 96 Credits of I-Sem to IV-Sem, together must have earned 121 credits overall. |
| 7. | From VII-Sem to VIII-Sem | Regular course of study of VII Sem. |

Common Course Committee

A theory course handled by more than one teacher shall have a "Common Course Committee" comprising of all teachers teaching that course and students who have registered for that course. There shall be at least one/two student representatives from each class of that course. One of the teachers shall be nominated as **Course Coordinator** by the Head of the Department.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments like assignments, internal exams and syllabus coverage schedules shall be decided in the first meeting, within the framework of the Regulations.

Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to their respective class.

In addition the "Common Course Committee" (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments. Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also.

Multiple Courses Committee

Course(s) handled by a single teacher, there will be a "Multiple Courses Committee" comprising of all the above teachers and two student representatives from each course. One of the above teachers, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee are similar to that of the common course committee,

Overall Monitoring Committee:

In addition, there shall be a overall monitoring committee for each semester of a programme which comprises of the Course Coordinators / Course teachers (as applicable), the Head of Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and

status of the students of the semester concerned. The overall monitoring committee can invite the students of the semester concerned for any of the committee meetings if necessary.

Assessment Procedures For Awarding Marks

The distribution of marks/grades for Sessionals based on internal assessment by concerned teacher and the end final examination shall be as follows:

| Course (in terms of credits) | Sessional (Marks) | Sem End Examination (Marks) | Remarks | Duration of Semester End Examination |
|------------------------------------|-------------------|-----------------------------|--|--------------------------------------|
| Three(3)Credits/ Four(4)credits | 30* | 70** | Theory Course/ Engg . Graphics | 3 Hours |
| Two(2) Credits | 20* | 50 | Theory | 2-Hours |
| Two(2) Credits | 25 | 50 | Lab course/Workshop | 3 Hours |
| One(1) Credit | 25 | 25 | Lab Course | 2 Hours |
| Two(2) Credits | 50 | --- | Project Seminar/Seminar | ---- |
| Six(6) Credits | 50 | 100 | Project | Viva |
| One(1) Credit | --- | 50*** | Environmental Studies, Professional Ethics and Human values | 2 Hours |
| One(1) Credit | 50 | | Mini Project | ---- |

* Out of 30 sessional marks, 10 marks are allotted for slip-tests (Three slips test will be conducted, each of ten marks, best two average is considered) and the remaining 20 marks are based on the average of two Internal tests, weightage for each test is 20 marks.

** The question paper will be in two parts, Part-A and Part-B. Part A is compulsory and covers the entire syllabus, and carries 20 marks. Part-B carries 50 marks and covers all the units of the syllabus (student has to answer five out of seven questions)

***The question paper will be in two parts, Part-A and Part-B. Part A is compulsory and covers the entire syllabus, and carries 15 marks. Part-B carries 35 marks and covers all the units of the syllabus (student has to answer five out of seven questions)

Note: A course that has sessional marks but no University examination as per scheme is treated as Pass/Fail course for which pass marks are 40% of Sessionals.

A candidate has earned the credits of a particular course, if he/she secures not less than the minimum marks/ grade as prescribed. Minimum pass marks in the end Examinations plus Sessional marks shall be 40%

RULES AND REGULATIONS OF ATTENDANCE

1. The Degree of Bachelor of Engineering / Technology will be conferred on a candidate who has pursued a 'Regular Course of Study' for eight semesters (six semesters for candidates admitted under lateral entry scheme) as hereinafter prescribed in the scheme of instruction and has earned the required credits.
2. i) A regular course of study for eligibility to appear at the B.E./ B.Tech Examination of any Semester shall mean putting in attendance of not less than 75% aggregate in lectures, Practicals, Drawings, Workshops, field work, Project, Seminars extension etc. The cumulative monthly attendance in each course and the aggregate attendance shall be displayed on the notice board.
ii) Attendance of N.C.C/N.S.S. Camps or Inter collegiate or Inter University or Inter State or International matches or debates or Educational Excursion or such other Inter University activities as approved by the authorities involving journeys outside the city in which the college is situated will not be counted as absence. However, such 'absence shall not exceed (4) weeks per semester of the total period of instructions. Such facility should not be availed twice during the course of study.
iii) In any semester of the course if a candidate fails to secure the minimum percentage of attendance, he/she shall not be eligible to appear in the examination of that semester and he/she shall have to enroll himself/ herself to undergo afresh a 'Regular Course of Study' of the corresponding semester in subsequent academic session, in order to become eligible to appear for the examination.
iv) The attendance shall be calculated on the aggregate of the courses/ subjects from the date of commencement of classes / date of readmission in case of detained candidates as per the almanac communicated by the Chaitanya Bharathi Institute of Technology (Autonomous).
v) Candidates admitted to the first year first semester through an entrance test and do not have the requisite attendance but have not less than 40% attendance can seek readmission without once again appearing for the entrance test again in respect of candidates of such courses where the admissions are governed through an entrance test. Candidates of I semester who do not have the minimum 40% attendance would lose their seat.
3. i) In special cases and for sufficient cause shown, the Principal may, on the specific recommendation of the Head of the Department, condone the deficiency in attendance to the extent of 10% on medical grounds subject to submission of medical certificate and payment of condonation fee.
ii) However, in respect of women candidates who seek condonation of attendance due to pregnancy, the Principal may condone the deficiency in attendance to the extent of 15% (as against 10% Condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.
4. The fee for condonation of attendance on medical grounds shall be Rs.500.00 payable through Demand Draft drawn in favor of the Principal, CBIT, Hyderabad.

Revision of Regulations, Curriculum And Syllabi

The institute may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council with the approval.

Eligibility for the award of degree

A student shall be declared to be eligible for the award of the B.E/B.Tech, provided the student has successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 8 years considered from the commencement of the first semester to which the candidate was admitted.

Successfully passed any additional courses prescribed by the institute whenever readmitted under regulation.

No disciplinary action pending against the student.

The award of Degree must have been approved by the University.

Improvement of overall score

A candidate who wishes to improve his/her overall score may do so within one academic year immediately after having passed all the examinations of the BE/BTech degree course by reappearing to a maximum of 25 credits which are offered in that particular academic year (Core/Elective/ Courses)

All the rules and regulations, specified herein after shall be read as whole for the purpose of interpretation and when a doubt arises, the interpretation of the Chairman, Academic Council, Chaitanya Bharathi Institute of Technology (Autonomous) is final. As per the requirements of the Statutory Bodies, Principal, Chaitanya Bharathi Institute of Technology (Autonomous), shall be the Chairman of the College Academic Council.

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Department of Mathematics & Humanities

BoS Meeting on 16-07-2016 (CBCS) - Subject - English

Members Present:

Chairman : Dr M Ganeswar Rao
Associate Professor and Head
Department of Mathematics & Humanities
Chaitanya Bharathi Institute of Technology,
Gandipet, Hyderabad.

s/d
PRESENT

University Nominee: Dr.T Vijay Kumar
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

PRESENT

3. Dr Aparna palle
Assoc professor, GNITS, Hyderabad

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

PRESENT
PRESENT

GENDER SENSITIZATION
(Open Elective - CBCS)

Code :16EG O 02

| | |
|------------------------------------|---------------------------|
| Instruction | 3 Periods per week |
| Duration of SEE Examination | 3 Hours |
| SEE Examination | 70 Marks |
| CIE | 30 Marks |
| Credits | 3 |

Course Objectives

This course will introduce the students to:

1. To develop students' sensibility with regard to issues of gender in contemporary India.
2. To provide a critical perspective on the socialization of men and women.
3. To expose the students to debates on the politics and economics of work. To help students reflect critically on gender violence.

Course Outcomes

After successful completion of the course the students will be able to:

1. Develop a better understanding of important issues related to what gender is in contemporary India.
2. Be sensitized to basic dimensions of the biological, sociological, psychological and legal aspects of gender. This will be achieved through discussion of materials derived from research, facts, everyday life, literature, and film.
3. Attain a finer grasp of how gender discrimination works in our society and how to counter it. Students will acquire insight into the gendered division of labour and its relation to politics and economics.
4. Understand what constitutes sexual harassment and domestic violence and be made aware of New forums of Justice.
5. Draw solutions as to how men and women, students and professionals can be better equipped to work and live together as equals.

UNIT – I

Understanding Gender:

Gender: Why Should We Study It? (*Towards a World of Equals: Unit -1*)

Socialization: Making Women, Making Men (*Towards a World of Equals: Unit -2*)

Introduction. Preparing for Womanhood. Growing up Male. First lessons in Caste. Different Masculinities.

UNIT – II

Gender And Biology:

Missing Women: Sex Selection and Its Consequences (*Towards a World of Equals: Unit -4*)

Declining Sex Ratio. Demographic Consequences.

Gender Spectrum: Beyond the Binary (*Towards a World of Equals: Unit -10*)

Two or Many? Struggles with Discrimination.

UNIT – III

Gender and Labour:

Housework: the Invisible Labour (*Towards a World of Equals*: Unit -3)

“My Mother doesn’t Work.” “Share the Load.”

Women’s Work: Its Politics and Economics (*Towards a World of Equals*: Unit -7)

Fact and Fiction. Unrecognized and Unaccounted work. Additional Reading: Wages and Conditions of Work.

UNIT-IV

Issues Of Violence

Sexual Harassment: Say No! (*Towards a World of Equals*: Unit -6)

Sexual Harassment, not Eve-teasing- Coping with Everyday Harassment- Further Reading: “Chupulu”.

Domestic Violence: Speaking Out (*Towards a World of Equals*: Unit -8)

Is Home a Safe Place? -When Women Unite [Film], Rebuilding Lives. Additional Reading: New Forums for Justice.

Thinking about Sexual Violence (*Towards a World of Equals*: Unit -11)

Blaming the Victim-“I Fought for my Life....” - Additional Reading: The Caste Face of Violence.

UNIT – V

Gender: Co - Existence

Just Relationships: Being Together as Equals (*Towards a World of Equals*: Unit -12)

Mary Kom and Onler. Love and Acid just do not Mix. Love Letters. Mothers and Fathers.

Additional Reading: Rosa Parks-The Brave Heart.

Textbook:

1. A. Suneetha, Uma Bhrugubanda, Duggirala Vasanta, Rama Melkote, Vasudha Nagaraj, Asma Rasheed, Gogu Shyamala, Deepa Sreenivas and Susie Tharu “**Towards a World of Equals: A Bilingual Textbook on Gender**” published by Telugu Akademi, Hyderabad, Telangana State, 2015.

Suggested Reading:

1. Menon, Nivedita. Seeing like a Feminist. New Delhi: Zubaan-Penguin Books, 2012
2. Abdulali Sohaila. “**I Fought For My Life...and Won.**” Available online at: <http://www.thealternative.in/lifestyle/i-fought-for-my-lifeand-won-sohaila-abdulali>.

Web Resources:

1. <https://aifs.gov.au/publications/gender-equality-and-violence-against-women-introduction>
2. <https://theconversation.com/achieving-gender-equality-in-india>

Note: Since it is an Interdisciplinary Course, Resource Persons can be drawn from the fields of English Literature or Sociology or Political Science or any other qualified faculty who has expertise in this field from engineering departments.