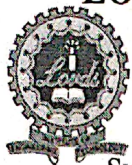


# LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

(Conferred Autonomous Status)



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Sy.No:32, Himayathsagar, Golconda Post, Near TSPA Junction, Hyderabad-500 091  
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10.08.2021

## DEPARTMENT OF ENGLISH

### MINUTES – FIRST BOARD OF STUDIES MEETING

The first meeting of Board of Studies (English Department) held on 10<sup>th</sup> August, 2021 from 2.00 pm to 2.45 pm at Technical Business Incubator Chamber, Lords Institute of Engineering and Technology through Online mode (Google Meet).

#### AGENDA:

1. Introduction of BOS Members to the faculty
2. Introduction of the faculty members to the BOS members
3. Brief introduction of the Institute and Dept –English.
4. Proposal and approval of course titles.
5. Proposal and Approval of the B.E. I Year Syllabus of English, IC and EITK
6. Proposal and Approval of the M.E. I Year Syllabus of English for Research paper Writing.

#### MEMBERS OF BOARD OF STUDIES:

S.No.	Name	Designation	Category
1.	Dr. Archana Srinath	Associate. Professor and HOD, Dept. of English, LIET	Chairperson
Nominees of Osmania University, Hyderabad			
2.	Dr. Y. L. Srinivas	Professor and Chairperson-Board of Studies, Department of English, University College of Arts and Social Sciences, Osmania University, Hyderabad.	University Nominee
Experts/Academicians from Outside the Parent University nominated by Academic Council			
3.	Dr. V. Anantha Lakshmi	Professor and HOD Dept of English and BOS-Chairperson, Anurag University, Hyderabad, BOS-Member, SRIT, Ananthapuram, A.P.	External Member
4.	Dr. M.G. Prasuna	Professor & Former HOD, Department	External





		of Humanities and Social Sciences, BITS Pilani-Hyderabad Campus, Hyderabad, Telangana.	Member
Representative from Industry / Corporate Sector / Allied areas relating to placements			
5.	Mr. Hasan Zubair	Director, Cognizant Technologies, Hyderabad	Corporate Sector
6.	Mr. Shaik Liyaqath	Project Manager- Planning and Execution Department, Success HVAC Solutions, Hyderabad.	Alumni
Faculty members from each specialization			
7.	Dr. Khamar Jahan	Associate Professor, Dept. of English, LIET	Internal Member
8.	Dr. Tanveer Fatima	Assistant Professor, Dept. of English, LIET	Internal Member
9.	Mrs. S Tahseen Fatima	Assistant Professor, Dept. of English, LIET	Internal Member
10.	Ms Grace Kumari Ancha	Assistant Professor, Dept. of English, LIET	Internal Member
11.	Ms. G. Padmaja Rani	Assistant Professor, Dept. of English, LIET	Internal Member

Permanent invitees: Dr. C. Venkata Narsimhulu, Principal, LIET  
Dr. J. Sasi Kiran, Dean 1<sup>st</sup> Year, LIET.

Special Invitee: Dr. Azam Pasha Quadri, Vice Principal, LIET.

### PROCEEDINGS:

At the outset, Dr. Archana Srinath, BOS Chairperson and the Head of the English Department of LIET welcomed all the members for their presence in the first BOS meeting. She introduced the internal members and explained briefly about the proposed Course Titles and Autonomous syllabi for both I B.E. and M.E to be approved by the Board.

### RESOLUTIONS:

The Board went through the proposed Course Titles and the Autonomous syllabus and decided the recommendations as the following:

1. Dr. Y.L.Srinivas, University Nominee gave the following suggestions:

- The institute has autonomy in imparting communication skills. University and AICTE will guide to frame the syllabus.
- The learning objectives and learning outcomes of Osmania University and AICTE should be common and students should appreciate it through YouTube videos or study material.

Dr. G.V.S. Anandakrishna

Dr. G.V.S. Anandakrishna

Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University

- The Language syllabus is just a pretext and the tool we use is up to us.
- He suggested that there should be one standard textbook and reference books.
- The Soft Skills cannot be segregated from communication skills. Soft skills and communication skills should go hand in hand.
- It's not apt to check IC and EITK syllabus by English BOS. Get it approved from external source.
- Inclusion of the book "Writing in at once".

**2. Dr. G.V.S. Anantha Lakshmi, Subject Expert of BOS gave the following suggestions:**

- The Department of English to have one Textbook instead of having two.
- The English Department to incorporate Basic Communication skills for B.E. I year and Effective Communication Skills for B.E. II year.
- Recommended customizing the syllabus according to the needs and requirement of the students.
- As, we have 20% autonomy of designing our own syllabus, we can reduce the content of our syllabus to make it easy and lessen the burden on the students.
- To segregate the communication skills and soft skills for the English Lab.

**3. Dr. M.G. Prasuna, External Member of BOS gave the following suggestions:**

- Addition of recent editions in the reference books for both English Theory and Laboratory syllabus.
- To follow one standard textbook and more reference books for further reading based on the syllabus topics.
- Remove soft skills in the title of English Lab for I B.E. as to Effective Communication Skills Lab.
- Guided to add more activities in the English Lab syllabus so that the students not only improve their communication skills but also actively compete in all aspects.

Dr. G.V.S. Anantha Lakshmi

Professor & Head Department of English

① Anantha Lakshmi  
② Anurag  
③ Dr. Khamar Jahan  
④ M.G. Prasuna  
⑤ Dr. Khamar Jahan  
⑥ Dr. Khamar Jahan  
⑦ Dr. Khamar Jahan  
⑧ Dr. Khamar Jahan  
⑨ Dr. Khamar Jahan  
⑩ Dr. Khamar Jahan  
⑪ Dr. Khamar Jahan  
⑫ Dr. Khamar Jahan  
⑬ Dr. Khamar Jahan  
⑭ Dr. Khamar Jahan  
⑮ Dr. Khamar Jahan  
⑯ Dr. Khamar Jahan  
⑰ Dr. Khamar Jahan  
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㊽ Dr. Khamar Jahan  
㊾ Dr. Khamar Jahan  
㊿ Dr. Khamar Jahan

Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University  
2412-500 007



- Approved the syllabus 'English for Research Paper Writing' for M.E. and other subjects syllabi could be approached to external member directly because it's not relevant to English.

**4. Mr. Hasan Zubair, Industry Expert gave the following suggestions:**

- To focus on English writing especially on research report writing.
- Students have to learn to concise longer sentences into smaller ones and create powerful storyline and narrative usage of smaller words.

**5. Mr. Shaik Liyaqath, Alumni, LIET has given following suggestions:**

- Syllabus should be practical oriented focusing on communication skills.

**6. Dr. J. Sasi Kiran, Dean 1<sup>st</sup> Year requested the Board that we would follow the autonomous syllabus from 2022 to 2023 academic year based on the resolutions made by the BOS committee and till then we would follow OU guidelines according to Academic Audit Council.**

**7. Dr. Tanveer Fatima & Prof. Grace Kumari Ancha requested the panel to consider the syllabus of "Indian Constitution" as it was approved by OU.**

**8. Prof. S. Tahseen Fatima & Prof. G. Padmaja Rani put forth the syllabus of "Essence of Indian traditional Knowledge".**

**9. Dr. Khamar Jahan asked the subject experts to suggest latest textbooks and reference books. They said that they will forward the list to HOD.**

① Ancha Ancha

③

*gauri*

⑦ Dr. Khamar Jahan SK

⑧

*Tanveer Fatima*

**DR. G.V.S. Anantha Lakshmi**  
M.A., Ph.D.  
Professor & Head Department of English  
Anurag University  
Venkatapur (V), Chaitanya Mahacharya  
10/8/21

⑨

⑪

⑥ Ancha Ancha

10/8/21

⑤

*Chairperson*

Board of Studies (UG & PG)  
Department of English  
Anurag University  
AD-500 002



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## DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES

### RESOLUTIONS

**Item No. 1** : Approval of Course Titles which is being offered by the Department of English under Lords Regulations [LR-21] for I-Year B.E & M.E Programme.  
The Chairperson of BOS Presented the Titles of Courses being offered by the English Department under Lords Regulations [LR-21] for I-Year B.E and M. E Programme.

**Resolution** : The Members after thorough discussion have approved the Course Titles of I- Year B.E & M.E Programme.  
The Details of Course Title is given in Annexure-I.

**Noted and Approved**

**Item No. 2** : Approval of "English for Professional Communication"- Theory Syllabus of LR-21 Regulations.  
The Chairperson of BOS presented the detailed Syllabi of "English for Professional Communication"-Theory of B.E I-Year.

**Resolution** : The Members after thorough discussion approved the Syllabi of "English for Professional Communication"-Theory of B. E I-Year. The Details of Syllabi of "English for Professional Communication"-Theory is given in Annexure-II.

**Noted and Approved**

⑤ *[Signature]*

⑥ *[Signature]*  
10/12/21

① *[Signature]*

⑦ *[Signature]*  
Dr. Khamar

⑩ *[Signature]*

*[Signature]*  
Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University  
HYDERABAD-500 007.

③ *[Signature]*

④ *[Signature]*  
Dr. G.V.S. Anantha Lakshmi  
M.A, Ph.D  
Professor & Head, Department of English  
Annamalai University  
Venkatapur (M), Madurai (D), Hyd-

⑨ *[Signature]*

⑪ *[Signature]*





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## DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES

### RESOLUTIONS

**Item No. 3** : Approval of "Effective Communication Skills" Laboratory Syllabus of LR-21 Regulations

The Chairperson of BOS presented the detailed Syllabi of "Effective Communication Skills" Laboratory of B.E I-Year.

**Resolution** : The Members after thorough discussion approved the Syllabi of "Effective Communication Skills" Laboratory of B.E I-Year. The Details of Syllabi of "Effective English Communication Skills" Laboratory is given in Annexure-III.

### Noted and Approved

**Item No. 4** : Approval of "English for Research Paper Writing"- Theory Syllabus of LR-21 Regulations

The Chairperson of BOS presented the detailed Syllabi of "English for Research Paper Writing" -Theory of M.E I-Year.

**Resolution** : The Members after thorough discussion approved the Syllabi of "English for Research Paper Writing" - Theory of M.E I-Year. The Details of Syllabi of English for Research Paper Writing-Theory is given in Annexure-IV.

### Noted and Approved

⑤ *[Signature]*

⑥ *[Signature]*  
10/8/21

① *[Signature]*

② *[Signature]*  
Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University  
500 007.

③ *[Signature]*  
Dr. G.V.S. Manthala  
Professor & Head Department of English  
Osmania University

⑦ *[Signature]*  
Dr. Khamaar Jakansh

⑨ *[Signature]*

⑪ *[Signature]*

⑧ *[Signature]*  
Jannu Jannu

⑩ *[Signature]*





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## DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES

S.No	Name of the Member	Suggestions given
1	Dr. Y. L. Srinivas	Approved Course Syllabus & Titles for the academic year 2021-22 for Lords Regulation LR 21 for UG and PG <i>Chairperson Board of Studies (UG &amp; PG) Department of English Osmania University HYDERABAD-500 007,</i>
2	Dr. V. Anantha Lakshmi	Approved the proposed course titles and detailed syllabus for 2021-22 A.Y. for LR 21 for UG and PG. <i>Dr. V. Anantha Lakshmi M.A., Ph.D. Professor &amp; Head Department of English Osmania University Hyderabad</i>
3	Dr. M.G. Prasuna	Approved Course syllabus & titles for the academic year 2021-22 for Lords Regulation LR 21 for UG and PG. <i>M.G. Prasuna</i>
4	Mr. Hasan Zubair	Approved on the basis of board discussion. <i>Hasan Zubair</i>
5	Mr. Shaik Liyaqath	E-Journals / Drive link should be provided to students for better access of notes. Enhance link of syllabus approved. <i>Shaik Liyaqath</i>

7. Dr. Khames Jahan SK  
8. Jannu Jannu

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12. Jannu







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## DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES-I

Meeting held on 10<sup>th</sup> August 2021 at 2.00 pm in online mode, Conference Hall, LIET Campus.  
The Following members were present in the meeting

Subject: ENGLISH & ENGLISH FOR RESEARCH PAPER WRITING				
S.No.	Name of the Member	Designation	Category	Signature
1.	Dr. Archana Srinath	Professor & HOD, Dept. of English, LIET	Chairperson	<i>Archana Srinath</i>
Nominees of Osmania University, Hyderabad				
2.	Dr. Y. L. Srinivas	Professor and Chairperson-Board of Studies, Department of English, University College of Arts and Social Sciences, Osmania University, Hyderabad.	University Nominee	<i>Y. L. Srinivas</i> Chairperson Board of Studies (UG & PG) Department of English, Osmania University, Hyderabad-500 001
Experts/Academicians from Outside the Parent University nominated by Academic Council				
3.	Dr. V. Anantha Lakshmi	Professor and HOD Dept of English and BOS-Chairperson, Anurag University, Hyderabad, BOS-Member, SRIT, Ananthapuram, A.P.	External Member	<i>Dr. G.V.S. Anantha Lakshmi</i> Professor & Head Department of English, Anurag University, Hyderabad-500 001
4.	Dr. M.G. Prasuna	Professor & Former HOD, Department of Humanities and Social Sciences, BITS Pilani-Hyderabad Campus, Hyderabad, Telangana	External Member	<i>M.G. Prasuna</i> Professor & Head Department of Humanities and Social Sciences, BITS Pilani-Hyderabad Campus, Hyderabad, Telangana
Representative from R&D / Industry / Corporate Sector / Allied areas relating to placements				
5.	Mr. Hasan Zubair	Director, Cognizant Technologies, Hyderabad	Corporate Sector	<i>Hasan Zubair</i>
6.	Mr. Shaik Liyaqath	Project Manager - Planning & Execution Dept, Success HVAC Solutions. Hyderabad	Alumni	<i>Shaik Liyaqath</i> 10/8/21
Faculty members from each specialization				
7.	Dr. KhamarJahan	Associate Professor, Dept. of English, LIET	Internal Member	<i>Dr. KhamarJahan</i>
8.	Dr.Tanveer Fatima	Assistant Professor, Dept. of English, LIET	Internal Member	<i>Tanveer Fatima</i>
9.	Mrs. S. Tahseen Fatima	Assistant Professor, Dept. of English, LIET	Internal Member	<i>S. Tahseen Fatima</i>
10.	Ms Grace Kumari Ancha	Assistant Professor, Dept. of English, LIET	Internal Member	<i>Grace Kumari Ancha</i>
11.	Ms. G. Padmaja Rani	Assistant Professor, Dept. of English, LIET	Internal Member	<i>G. Padmaja Rani</i>



Finally, the Chairperson proposed vote of thanks by being grateful for the members of the first BOS meeting of the English Department in finalizing the Course Titles and for the resolutions made regarding the Autonomous syllabus of both B.E. and M.E. She also thanked the Management, Principal and Dean 1<sup>st</sup> year for their unflinching support in organizing the BOS meeting. She thanked all the Deans and Heads and faculty of all Departments of LIET for their continuous support.

### CONCLUSION:

English syllabus has been approved by the Board because there is no deviation in the syllabus from OU. Including M.E-I yr "English for Research Paper Writing".

Note: Members of BOS recommended the approved resolutions to be presented in the Academic Council for further discussion and approval.

*Archana Srinath*  
Dr. Archana Srinath

BoS Chairperson & Head of English Department  
Lords Institute of Engineering and Technology (A)  
Hyderabad.

**Dr. G.V.S. Anantha Lakshmi**  
Professor & Head Department of English  
Anurag University  
Venkata Pur (V), Chittoor (A), Medchal (D), Hyderabad-500 007.

*gauri*  
*Mr. G. Srinath*  
*SK*  
Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University  
HYDERABAD-500 007.

**Dr. G.V.S. Anantha Lakshmi**  
Professor & Head Department of English  
Anurag University  
Venkata Pur (V), Chittoor (A), Medchal (D), Hyderabad-500 007.

- ① Archana Srinath
- ② Dr. Khamar Jahan SK
- ③ *gauri*
- ④ M. G. Srinath
- ⑤ *SK*
- ⑥ *SK*
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Board of  
Department of English  
Osmania University  
HYDERABAD-500 007.

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## DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES

### ANNEXURE-I

#### APPROVED COURSE TITLES

S.NO	TITLES	PROGRAMME
1	ENGLISH FOR PROFESSIONAL COMMUNICATION	B.E
2	EFFECTIVE COMMUNICATION SKILLS LAB	B.E
3	ENGLISH FOR RESEARCH PAPER WRITING	M.E
4	INDIAN CONSTITUTION	B.E
5	ESSENCE OF INDIAN TRADITIONAL KNOWLEDGE	B.E
6.	VALUE EDUCATION	M.E
7	PEDAGOGY STUDIES	M.E

Items no 1, 2, and 3 are approved.  
4, 5, 6, 7 are not in the domain of  
General B.O.S. The academic council  
however, can take a call on them  
to further required validation.

② *Handwritten signature*

Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University  
HYDERABAD-500 007.

① *Archana Praveetha*

③ *Dr. Gauri Lakshmi*  
M.A., Ph.D.  
Professor & Head Department of English

⑦ *Anurag University*  
Venkatapur (V), Ghatkesar (G), Medchal (D), Hyd-88.

⑧ *Dr. Khamar Jahan*  
SK

⑪ *Gp*

⑨ *James J. Kumar*

⑩ *Handwritten signature*

⑪ *Handwritten signature*



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## DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES

### ANNEXURE-I APPROVED COURSE TITLES

S.NO	TITLES	PROGRAMME
1	ENGLISH FOR PROFESSIONAL COMMUNICATION	B.E
2	EFFECTIVE COMMUNICATION SKILLS LAB	B.E
3	ENGLISH FOR RESEARCH PAPER WRITING	M.E

② *M. G.*

Chairperson  
Board of Studies (UG & PG)  
Department of English  
Osmania University  
HYDERABAD-500 007.

① *Ankush Prasad*  
③ *Dr. G.V. Anantha Lakshmi* M.A., Ph.D.  
Professor & Head Department of English  
Anurag Engineering College  
Venkatapur (V), Chaitanya (D), Medchal (D), Hyd-88.

④ *M. G. Reddy*

⑥

⑦ *Dr. Khumar Jagan SK*

⑧ *Jamuna Lakshmi*

⑨ *[Signature]*

⑩ *[Signature]*

⑪