



LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

UGC Autonomous

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Ref.No: LIET/ENGLISH/BOS-2/MOM/2022/2

Date: 23rd July, 2022

DEPARTMENT OF ENGLISH MINUTES OF THE BOARD OF STUDIES MEETING-2

VENUE: TBI Room, at 1.30pm in online mode, Lords Institute of Engineering & Technology (A)
The meeting was conducted as per schedule to discuss the agenda given below.

Members Present:

Subject: ENGLISH				
S. No.	Name	Designation	Category	Signature
1.	Ms. Siddiqui Tahseen Fatima	Associate Professor, Dept. of English, LIET	Chairperson	
Nominees of Osmania University, Hyderabad				
2.	Dr. Y. L. Srinivas	Professor & Chairperson-Board of Studies, Department of English, University College of Arts & Social Sciences, Osmania University, Hyderabad	University Nominee Professor Department of English Osmania University Hyderabad 500 007, T.S.	
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 Anurag University Venkatapur (V), Ghatkesar (M), Medchal (D), H-123.	
4.	Dr. M.G. Prasuna	Professor & Former HOD, Department of Humanities and Social Sciences, BITS Pilani-Hyderabad Campus, Hyderabad, Telangana.	External Member	
Representatives from R&D / 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 & Execution Dept, Success HVAC Solutions. Hyderabad	Alumni	
Faculty members from each specialization				
7.	Mrs. Reshma Bushra Ghouri	Associate Professor in ENGLISH, LIET	Internal Member	
8.	Mrs. N. Tirupathamma	Associate Professor in ENGLISH, LIET	Internal Member	
9.	Mrs. Padmaja Rani	Associate Professor in ENGLISH, LIET	Internal Member	
10.	Mrs. Sultana Begum	Assistant Professor in ENGLISH, LIET	Internal Member	
11.	Mrs. Afshan Jabeen	Assistant Professor in ENGLISH, LIET	Internal Member	



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12.	Ms.Syeda Amathul Azeem	Assistant Professor in ENGLISH, LIET	Internal Member	
13	Ms. NavyaSahiti	Assistant Professor in ENGLISH, LIET	Internal Member	
14	Syed Hafiza Afsana	Assistant Professor in ENGLISH, LIET	Internal Member	

AGENDA:

1. Introduction of BOS Members to the faculty and vice versa
2. Confirmation of last BOS minutes of meeting held on 10-08-2021 at 2:00 pm
3. Action taken report on last BOS minutes held on 10-08-2021.
4. Review and Finalization of Course Titles and Syllabus of the B.E II-Year III and IV Semester for the Academic year 2022-23 under the department of English.
5. Suggestions on Innovative Teaching Learning Process, Evaluation, Research & Development and Extension Activities of English Department.
6. Any other point with the permission of chair.

Permanent Invitees: Dr. C.V. Narasimhulu, Principal, LIET
Dr. J. Sasi Kiran, Dean I-Year, LIET

Item No. 1: Introduction of BOS Members to the faculty and vice versa.

Deliberation: BOS Chairperson English welcomed the members of the Board of Studies, Principal, Dean-I Year and other faculty members to the meeting followed by the discussion on the agenda mentioned above:

- BOS Chairperson introduced the BOS members to the respected Principal & Dean-I Year, LIET and the faculty members of the department introduced themselves to the honorable University Nominee, External Members, Member Corporate Sector and the Alumni.
- BOS Chairperson further presented the brief profile of the department.
- BOS Chairperson manifested the salient features, curriculum analysis, and II-B.E English courses syllabi to the members of the BOS.

Resolution: Noted and Approved

Item No. 2: Confirmation of last BOS minutes of meeting held on 10-08- 2021 at 2:00 pm

Deliberation: BOS Chairperson Presented all the Minutes of the last meeting in the sight of all the members of BOS and the minutes were verified and approved.

Resolution: Noted and Approved

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Dr. Y.L. SRINIVAS
Principal
Department of English
Lords Institute of Engineering & Technology
Hyderabad - 500091

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Item No. 3: Action taken report for the previous BOS minutes of meeting held on 10-08-2021.

Deliberation: BOS Chairperson presented the Action Plan taken up on Minutes of the last BOS meeting held on 10-08-2021 as mentioned in below tabular column.

S.No	Points Discussed	Action Plan Taken
1.	<p>University Nominee suggested the following points:</p> <ul style="list-style-type: none"> 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 through study material. 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". 	<p>All the Suggestions given by the university Nominee have been taken up to be included in the syllabus and bounded.</p> <p>Taken IC & EITK Syllabus approval in Academic Council Meeting as suggested by University Nominee and bounded</p>
2.	<p>External Member -1 suggested the following points:</p> <ul style="list-style-type: none"> The Department of English to have one Textbook instead of having two. The Department has 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. 	<p>All the Suggestions given by External Member -1 have been taken up and small changes were made accordingly in the syllabus at required places.</p>
3.	<p>External Member-2 suggested the following points:</p> <ul style="list-style-type: none"> 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. 	<p>The suggestions of the External Member-2 have been taken up and modifications were made accordingly in the syllabus and bounded.</p>

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Dr. Y.L. SRINIVAS
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Osmania University
Hyderabad

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	<ul style="list-style-type: none"> 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. Approved the syllabus of 'English for Research Paper Writing' for M.E. and other subject's syllabi could be approached to external member directly because it's not relevant to English. 	
4.	<p>Corporate Sector nominee has suggested the following:</p> <ul style="list-style-type: none"> 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. 	Following the developments required in the syllabus given by respected members, noted down in the required areas and modified accordingly and bounded.

Resolution: Noted and Approved

Item No. 4: Review and Finalization of course titles and syllabus of the II-B. E, III and IV Semester for the Academic year 2022-23 under the department of English.

Deliberation: The Chairperson-BOS presented the II-B.E, III & IV Semester Course Structure and the Syllabus for the Academic Year 2022-2023 for the approval from BOS Members with the titles "Business English [Theory] & Advanced Communication Skills For Professionals [Lab]" for Group-A [CSE (AIML), IT, AIML, ECE& MECH]- III-Semester and [CSE, CSD, CIVIL & EEE]- IV Semester of LR- 21 Regulation.

After a thorough discussion, following changes were suggested by the BOS Committee members.

- University Nominee suggested the following points:
 - The course objective should justify the title. Hence, the title of the course should be changed.
 - The college is autonomous, it should frame its own syllabus.
 - Approved the syllabus.
- External Member -1 suggested the following points:
 - With "Business English" course title, same syllabus is mentioned twice for different branches in III and IV semesters. It can be mentioned as one. "Business English III/IV Sem".
 - Branches need not be mentioned and it can be allocated at institute level.
 - Approved the syllabus.

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Dr. Y.L. SRINIVAS
Professor
Department of English

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3. External Member -2 suggested the following points:
 - For course objective, use business communication instead of technical communication.
 - Software to be used for Advanced Communication Skills for Professionals.
 - Approved the syllabus.
4. Member Corporate Sector suggested the following points:
 - For learning purpose, the syllabus is approved but for practical use the students must be introduced to communication modules for corporate stand so that they should summarize and construct simple sentences to face real challenges of corporate culture.

Resolution: The Members after thorough discussion **approved** the Course Titles of English Department via **"English for Technical Communication" [Theory] & "Advanced Communication Skills" [Lab]** for Group-A [CSE(AIML), IT, AIML, ECE & MECH]- III-Semester and [CSE, CSD, CIVIL & EEE]-IV Semester of LR- 21 Regulation Courses is given in **Annexure-I**.

Item No. 5: Suggestions on Innovative Teaching Learning Process, Evaluation, Research and extension activities of development of English department.

Resolution: BOS members suggested on Innovative Teaching Learning Process, Evaluation, Research and Development for English Department, Awareness programs to publish research articles in Web of Science and Scopus Indexed Journals to be conducted.

Resolution: Noted and Approved

BOS Chairperson obliged all the members for the suggestions towards improvement. Dean I Year honored the suggestions given by the BOS members and acknowledged all the members for accepting the invitation and attending the meeting online. BOS Chairman thanked all the members for the suggestions towards improvement. BOS Chairperson proposed vote of thanks to all the BOS members for spending their valuable time in reviewing the course structures & syllabi, was also grateful to all the Deans and HODs of other departments, faculty members for the support in designing course structures of UG.

BOS chairperson was thankful to the Principal for incessant guidance and the Management for constant encouragement and support.

The meeting was concluded with the approval of University Nominee and consensus of all BOS Members

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Ms. Siddiqui Tahseen Fatima
Chairperson – Dept. of English
Associate Professor, Dept. of English, LIET



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ANNEXURE - I

APPROVED COURSE TITLES

S.No	Approved Course Title	Course Code	Programme /Branch
1	ENGLISH FOR TECHNICAL COMMUNICATION	U21EN301	II- B.E, III-SEM, CSE(AIML),IT, MECH, AIML & ECE
2	ADVANCED COMMUNICATION SKILLS	U21EN3L1	II- B.E, III-SEM, CSE(AIML),IT, MECH, AIML & ECE
3	ENGLISH FOR TECHNICAL COMMUNICATION	U21EN401	II-B.E IV-SEM, CSE, CSD, CIVIL & EEE
4	ADVANCED COMMUNICATION SKILLS	U21EN4L1	II- B.E, IV-SEM, CSE, CSD, CIVIL & EEE

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