LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

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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

<u>VENUE:</u> 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:

	: ENGLISH	Designation	Category	Signature
S.	Name			
Vo.	0,11,	Associate Professor, Dept. of English, LIET	Chairperson	June
1.	1110. 01	Associate Foressor, 2 - F		
Tahseen Fatima Nominees of Osmania University, Hyderabad				
		Professor & Chairperson-Board of Studies,	University L SR	INHAKAS
		Department of English.	Nominee Profess	
2.	Dr. Y. L .Srinivas	University College of Arts & Social Sciences,	Department of	
۷.		Oznania University Hyderahad	Osmania Un	iversity
		ans from Outside the Parent University nomin	ated by Academic (ouncil
	Experts / Academici	Duefeeger and U() Dent Of English and DOS"		MAN THE IN V
_	Dr. V. Anantha	Chairperson, Anurag University, Hyderabad Profe	stox terhedd Mepalopier	chalish_
3.	Lakshmi	BOS-Member, SRIT, Ananthapuram, A.P.	Anurag Univers	0
	- /	Professor & Former HOD, Department Venkat	apur (V), Ghatkesar (M), Medo	hal (D), Hyd-98.
	Dr. M.G. Prasuna	of Humanities and Social Sciences,	External Member	
4.		BITS Pilani-Hyderabad Campus, Hyderabad,	External Melliber	May
		Tolongona		
	Denregentatives fro	m R&D / Industry / Corporate Sector / Allied a	reas relating to plac	cements
5.	Mr. Hasan Zubair	Director, Cognizant Technologies, Hyderabad	Corporate Sector	nhil
٥.	Mr. Shaik	Project Manager - Planning & Execution Dept,	Alumni	A (0)
6.	Liyaqath	Success HVAC Solutions. Hyderabad		gwww.
	Liyaqatii	Faculty members from each specialization	n	
	Mrs. Reshma	Associate Professor in ENGLISH,	Internal Member	1 8000
7.	Bushra Ghouri	LIET	0-0	00000
8.	Mrs. N.	Associate Professor in ENGLISH, LIET	Internal Member	1811
	Tirupathamma			W
9.	Mrs. Padmaja	Associate Professor in ENGLISH, LIET	Internal Member	C-5/
	Rani			97
10.	Mrs Sultana	Assistant Professor in ENGLISH, LIET	Internal Member	Q. Mar
	Begum			Dugo
11.	Mrs. Afshan	Assistant Professor in ENGLISH, LIET	Internal Member	Mar.
	Jabeen			(1)

Survey No. 32, Himayath Sagar, Golconda Post, Near TSPA Junction, Hyderabad, Telangana - 500 091. Ph: 040-6309012442/43/46, Fax: 040-66253641 | Website: www.lords.ac.in | E-Mail: principal@lords.ac.in



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12	Ms.Syeda	Assistant Professor in ENGLISH, LIET	Internal Member	92
12.	Amathul Azeem	Assistant Professor in ENGLISH, LIET	Internal Member	Package
	1713. 1747)40	Assistant Professor in ENGLISH, LIET	Internal Member	Da
14	Syed Hafiza Afsana	7 Korona		45

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

peliberation: 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,

SNo Points Discussed University Nominee suggested the following points: 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 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". External Member -1 suggested the following points: 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. 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 at required places. External Member -2 suggested the following points: Addition of recent editions in the reference books for both English Theory and Laboratory syllabus. All the Suggestions given by External Member -1 have been taken up and small changes were made accordingly in the syllabus at required places. The suggestions of the External Member-2 have been taken up and modifications were made accordingly in the syllabus and modifications were made accordingly in the syllabus and bounded.	meetin	, licid on .	Action Plan Taken	7
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	 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 	
4.	not relevant to English. Corporate Sector nominee has suggested the following: 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

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. Item No. 4:

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.

1. 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.

2. 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. Dr. Y.L. SRINIVAS Professor

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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

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

Dr. Y.L. SRINIVAS Professor Department of English Osmania University

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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

Dr. Y.L. SRINIVAS

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