



# LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

UGC Autonomous

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Ref. No: LIET/ENGLISH/BOS-4/MOM/2024/4

Date: 25<sup>th</sup> June 2024

## DEPARTMENT OF ENGLISH

### MINUTES OF THE FOURTH BOARD OF STUDIES MEETING

The Fourth Board of Studies Meeting of the Department of English was held on 25-06-2024 at 11:30 AM in TBI, Lords Institute of Engineering and Technology, Hyderabad (A) with the following members to discuss the given agenda.

#### Members Present

Subject: ENGLISH				
S. No.	Name	Designation	Category	Signature
1.	Ms. Siddiqui Tahseen Fatima	Associate Professor & Head Dept. of English, LIET	Chairperson	
Nominees of Osmania University, Hyderabad				
2.	Dr B. Vijaya	Professor & Chairperson-Board of Studies, Department of English, University College of Arts & Social Sciences, Osmania University, Hyderabad	University Nominee	
Experts / Academicians from Outside the Parent University nominated by Academic Council				
3.	Dr G.V.S Anantha Lakshmi	Professor and HOD Dept of English and BOS-Chairperson, Anurag University, Hyderabad, BOS-Member, SRIT, Ananthapuram, A.P.	External Member (Subject Expert)	
4.	Dr Khamar Jahan Shaik	Associate Prof, Dept. of English, VNR Vignana Jyothi Institute of Engineering & Technology. Hyderabad	External Member (Subject Expert)	
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 Success HVAC Solutions, Hyderabad	Alumni	
Faculty members from each specialization				
7.	Dr Aeda Abidi	Associate Professor in English, LIET	Internal Member	
8.	Mrs. Reshma Bushra Ghouri	Associate Professor in English, LIET	Internal Member	
9.	Dr Wasim Ahmad Sheergojri	Assistant Professor in English, LIET	Internal Member	
10.	Dr Sarwar Ahmad Wani	Assistant Professor in English, LIET	Internal Member	

Survey No. 32, Himayath Sagar, Golconda Post, Near TSPA Junction, Hyderabad, Telangana - 500 091.

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11.	Mrs. Sultana Begum	Assistant Professor in English, LIET	Internal Member	
12.	Mrs. Afshan Jabeen	Assistant Professor in English, LIET	Internal Member	
13.	Ms. Humera Nafees	Assistant Professor in English, LIET	Internal Member	
14.	Ms. Parveen Suraiya	Assistant Professor in English, LIET	Internal Member	
15.	Ms. Nazia Sultana	Assistant Professor in English, LIET	Internal Member	
16.	Ms. Asra Jabeen	Assistant Professor in English, LIET	Internal Member	
17.	Ms. Sultan Shahezadi	Assistant Professor in English, LIET	Internal Member	
18.	Mr. Minhajuddin Abulkhair	Assistant Professor in English, LIET	Internal Member	

The Meeting was conducted as per the schedule to discuss the agenda given below.

## AGENDA:

1. Introduction of BOS Members to the faculty and vice versa
2. Confirmation of last BOS minutes of meeting held on 13-04-2023 at 11:00 am
3. Action taken report on last BOS minutes held on 13-04-2023.
4. Discussion & Approval of Detailed Courses Syllabus of LR-24 B.E 1<sup>st</sup> Year  
Course Name: **English for Professional Communication**  
Course Name: **Effective Communication Skills Lab**  
Course Name: **Universal Human Values**
5. Discussion & Approval of Detailed Courses Syllabus of LR-23 B.E 2<sup>nd</sup> Year
6. Course Name: **English for Technical Communication**  
Course Name: **Soft Skills & Employability Skills Lab**
7. Discussion & Approval of Detailed Course Syllabus of B.E 4th Year LR-21.  
Course Name: **Technical Report Writing Lab**
8. Ratification of Question Paper Setters, Examiners & Evaluators of B.E
9. Suggestions on Innovative Teaching Learning Process, Evaluation, Research & Development and Extension Activities of English
10. Any other point with the permission of chair.

### 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.

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- BOS Chairperson introduced the BOS members to the respected Principal and 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 LR-24 I-B.E and LR23 II-B.E and LR-21 IV-B.E I,II,III, IV& VII semester 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 13-04-2022 at 11:00 a.m.

**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**

**Item No. 3:** Action taken report for the previous BOS minutes of meeting held on 23-07-2022.

**Deliberation:** BOS Chairperson presented the Action Plan taken up on Minutes of the last BOS meeting held on 23-07-2022 as mentioned in tabular column below.

S.No	Points Discussed	Action Plan Taken
1.	University Nominee suggested the following points: <ul style="list-style-type: none"><li>University Nominee suggested that the course objectives and course outcomes should be matched for all the courses.</li><li>TED Talks can be used to improve listening Skills for ECS Lab</li><li>Approved the syllabus.</li></ul>	All the Suggestions given by the university Nominee have been taken up to be included in the syllabus and bounded.
2.	External Member -1 suggested the following points: <ul style="list-style-type: none"><li>For blog writing online references must be included</li><li>Approved the syllabus.</li></ul>	All the Suggestions given by External Member -1 have been taken up and small changes were made accordingly in the syllabus at required places.
3.	External Member-2 suggested the following points: <ul style="list-style-type: none"><li>To include latest edition of reference books and</li></ul>	The suggestions of the external member-2 have

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	from reputed publishers. • Approved the syllabus.	been taken up and modifications were made accordingly in the syllabus and bounded.
4.	Corporate Sector nominee has suggested the following: • Focus must be on writing skills.	Following the developments required in the syllabus given by respected members, noted down in the required areas and modified accordingly and bounded.
5	Alumni has suggested the following: • Extensive practice must be taken up for the development of communication.	Following the developments required for the practice given by respected members, noted down in the required areas and modified accordingly and bounded.

**Resolution: Noted and Approved**

**Item No. 4:** Discussion and Approval of detailed course syllabus of LR 24 B. E- I year  
Course Name: English for Professional Communication  
Course Name: Effective Communication Skills Lab  
Course Name: Universal Human Values

**Deliberation:** The Chairperson-BOS presented detailed syllabi of “English for Professional Communication, Effective Communication Skills Lab & Universal Human Values” B. E- I year of LR24 Regulation, after elaborate discussion, BOS members suggested the following points:

**Resolution:**

1. University Nominee suggested that instead of Reference Books, should use Suggested Readings.
2. Subject Expert-1 suggested APA style to be used for referencing.
3. Alumni suggested to use videos which emphasize on pronunciation to understand different accent.

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The Members after thorough discussion, approved the Syllabi of “English for Professional Communication, Effective Communication Skills Lab & Universal Human Values.

The detailed approved syllabi of “English for Professional Communication, Effective Communication Skills Lab & Universal Human Values”.

are given in Annexure-I, II & III.

**Item No. 5:** Discussion and Approval of detailed course syllabus of LR 23 B. E- II year  
Course Name: English for Technical Communication  
Course Name: Soft Skills & Employability Skills Lab

**Deliberation:** The Chairperson-BOS presented detailed syllabi of “English for Technical Communication & Soft Skills & Employability Skills Lab” B. E- II year of LR23 Regulation, after elaborate discussion, BOS members suggested the following points:

### Resolution:

1. University Nominee suggested to rename the Title of the lab to “Soft Skills & Employability Skills Lab”.
2. University Nominee suggested to rename the title of all the activities.
3. Subject Expert-1 suggested the rearrangement of the topics and sub topics in the lab syllabus.
4. Subject Expert-2 suggested to verify the coherence of the topics in the syllabus.
5. Alumni suggested to call alumnus for conducting Mock Interviews.

The Members after thorough discussion, approved the Syllabi of “English for Technical Communication & Soft Skills & Employability Skills Lab”.

The detailed approved syllabi of “English for Professional Communication & Soft Skills & Employability Skills Lab” are given in Annexure-IV & V.

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**Item No. 6:** Discussion and Approval of detailed course syllabus of LR 21 B. E- IV year  
Course Name: Technical Report Writing Lab

**Deliberation:** The Chairperson of BOS presented the detailed Syllabi of “Technical Report Writing Lab” of LR- 21 Regulations and after elaborated discussion, BOS Members suggested the following points:

**Resolution:**

1. University Nominee suggested to make headings the list of activities instead of Unit.
2. Subject Expert-1 suggested to remove the word “Major” for Project Report.
3. Subject Expert-2 appreciated the syllabus.

The Members after thorough discussion, approved the Syllabi of “Technical Report Writing Lab”  
The detailed approval of the syllabi of “Technical Report Writing Lab” is given in Annexure-VI.

**Item No. 7:** Approval & Ratification of Question paper Setters, Examiners & Evaluators of B.E I, II & IV Semesters of LR-24 & LR-23

**Deliberation:** The Chairperson of BoS Presented the List of Question paper Setters, Examiners & Evaluators of B.E I, II, III & IV Semesters [English department related courses] of LR-23 & LR-24 and after elaborate discussion, BOS Members suggested the following points:

- Members suggested all tests for convergence should be without proof to mention in syllabus copy, for sake of clarity to the paper setter in English department related subjects.
- Members advised that, the paper setter and evaluators should have minimum 10 years of teaching experience in the concerned subject.
- Members recommended that no repetition of paper setters should take place.

**Resolution:** All Members have approved and ratified the same, and it is given in Annexure –VII

**Noted and Approved**

**Item No.8:** Suggestions on Innovative teaching learning process, Evaluation, Research and development of English language.

**Deliberation:** BOS members suggested Innovative teaching learning process, Evaluation, Research and Development of English Department and suggested to conduct FDPs, Awareness programmes to publish research articles in Web of Science and Scopus Indexed Journals, etc.

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## Resolution: Noted and Approved

Dean-I Year honored the suggestions given by the BOS members and thanked all the members for accepting the invitation and attending the meeting and concluded the meeting.

BOS Chairperson thanked all the members for the suggestions towards improvement.

BOS Chairperson conveyed vote of thanks to all the BOS members for spending their valuable time in reviewing the course structures & syllabi. He also thanked all the Deans, HODs of other departments and faculty members for their support in designing the course structures of UG. He also thanked the Principal and the Management for continuous guidance, encouragement and support.

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

Prof. Siddiqui Tahseen Fatima  
Chairperson – Board of Studies  
Department of English  
Lords Institute of Engineering and Technology [A]

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