

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**Date: 11.8.2015****Forwarded to the Principal****Sir****Sub: Minutes of the Board of Studies Meeting as part of UGC Autonomy on 11.8.2015.**

The department conducted a **Board of Studies Meeting** on **11.8.2015** from 11.00 AM to 01.30 PM to approve the course objectives and outcomes, syllabi and model question papers of English for BE 1/4 as part of Autonomy. The meeting was convened by Dr. Jacqueline Amaral, Head, Department of Humanities & Social Sciences.

Members Present

S.No.	Name of the Faculty Member	Designation	Category	Status
1.	Dr. Jacqueline Amaral	Assistant Professor, Senior Scale	HOD	Chairperson
2	Dr. Hari Prasad	Professor, Dept. of Computational Linguistics, EFL University, Hyderabad	OU nominee	Member
3	Dr. Karunakar	Professor, Dept.of English, OU	Subject expert	Member
4	Mr. C. Venkata Subba Rao	Head, College of Engineering, Osmania University	Subject expert	Member
5	Prof. Sumita Roy	Former Chairperson, BoS, OU	Subject expert	Member
6	Prof. S.V. Satyanarayana	Professor, Faculty of Commerce, OU	Subject expert	Member
7	Mr. S. Subramaniam	Talent Manager, SUM TOTAL, Hyderabad	Industry rep.	Member
8	Ms.G Meena	Assistant Professor, Senior Scale	Faculty member	Member
9	Ms. M Jyothi	Assistant Professor, Senior Scale	Faculty member	Member
10	Ms. K Jhansi Rani	Assistant Professor, Senior Scale	Faculty member	Member
11	Ms. B Sheela Rani Simon	Assistant Professor	Faculty member	Member
12	Ms. Molly Charles	Assistant Professor	Faculty member	Member
13	Mr. T Sunand Emmanuel	Assistant Professor	Faculty member	Member
14	Mr. K. Ramana Prasad	Assistant Professor	Faculty member	Member
15.	Mr. Narayana Jena	Assistant Professor	Faculty member	Member

Agenda

- I. Introduction of BoS Members**
- II. Brief Report on the profile of the department**
- III. Discussion on course structure and objectives and outcomes**
- IV. Discussion on B.E. I year and MCA theory syllabi for I & II Semesters**
- V. Discussion on B.E I year and MCA ELT Lab for I & II Semesters**
- VI. Model Question Paper for B.E 1/4 and MCA I and II Semesters**
- VII. a. Discussion of Finishing School for third and final years**

b. Human Values and Professional Ethics Course

VIII. Any other matter with the permission of the Chair.

Details:

I. Introduction of BoS Members:

The Chairperson, Dr. Jacqueline Amaral, HOD-H&SS, introduced the members of the Board of Studies to the department.

II. Brief Report on the profile of the department :

The Chairperson, Dr. Jacqueline Amaral, HOD-H&SS, asked the staff to introduce themselves to the members of the Board of Studies. Each of the staff members gave a brief profile of their academic achievements and duties undertaken in the department.

III. Discussion on Course Structure and Objective and Outcomes :

The members of the BoS committee deliberated and approved the Course Objectives and Course Outcomes for B.E. 1/4 course. The BoS members observed that the objectives and outcomes have been well thought of as it encapsulates the syllabus and the methodology, in both the theory and lab.

IV. Discussion on B.E. I year Course, I & II Semester:

The Chairperson informed the members of the BoS that 20% of the syllabus has been changed in the B.E. 1/4 course. She further went on to inform them that topics such as Report Writing, Statement of purpose and Minutes of meetings have been removed from the B. E. 1/4 syllabus as they were found not necessary for the students in the first year as they are beginners.

Mr. Subramanyam, Industry representative, suggested that students should be trained in basic level of language skills like pronunciation, conversations, speech acts/events before getting into advance level of language training. It reiterates the deletions in the newly framed syllabus.

Mr. Subramanyam suggested that students could be trained in e-mail writing, greetings, making requests and giving suggestions, asking questions, basic structures of grammar etc., through audio visual method in the I year of Engineering, which we were happy to note is already being done in the labs.

Prof. Sumita Roy added that the department in consultation with the industry could incorporate the needs of the industry in terms of language skills as part of the II-Semester syllabus. She highly appreciated and congratulated the Chairperson for the efforts made in framing the syllabus for both theory and lab for B.E. 1/4 I and II semester.

V. Discussion on B.E I year, ELT Lab testing for I & II Semesters :

Prof. Sumita Roy suggested that activities in the lab should focus on interaction and one-on-one testing. She was impressed by the fact that we have a reading lab and that a group of 20 students are trained in each of the labs bringing in more focus on 'language use' by the students.

Prof. Hari Prasad suggested that the evaluation pattern in the ELT lab could be more on contextual based testing of students performance and said that it would be useful if students were sent to other colleges for external lab exam.

VI. Model Question Paper for B.E 1/4,I and II Semesters

Prof. Sumita Roy commented that the Model Question Paper for B.E. 1/4 I and II Semester is too theoretical and conventional. However, a few suggestions were given.

Prof. Venkat Subba Rao and Prof. Hari Prasad suggested that evaluation pattern needs to be changed so as to test students' language skills rather than testing their memory and content only. The question paper should be tailored to test language use in various situations that can prepare them for the professional careers. He further suggested that more marks are to be allocated for all contextual based questions and less marks for grammar and vocabulary. Internal choices could be also given.

Prof. Hari Prasad also came up with the idea that peer evaluation could also be done with parameters given by the teacher so that the student can understand the importance of the task and learn from each other's feedback.

VII. Finishing School and Human Values and Professional Ethics:

The members of the BoS were happy that the Finishing School was being extended to other years and is awarded a credit. They were glad that the course was included in the MCA program.

They were appreciative of the fact that a course such as the Human Values and Professional Ethics was being introduced. They felt that this concept in an engineering college like ours would be of immense help to the students not only in their personal lives but also in their professional lives. They also believed that this syllabus lends itself to lifelong learning. They approved of the syllabus, model paper, the process of assessment and evaluation. They were forthcoming in helping us with their expertise as and when required. They stressed on the methodology which should be student centered by which they meant that students should be given maximum speaking opportunities, and this could be encouraged by giving case studies, group presentations, and field work. They emphasized the need for industrial, field projects and corporate visits.

Prof. Hari Prasad of EFLU, Dr. Sumita Roy of OU contributed their ideas and felt that this course could also be introduced in the third and final years to encourage continuous learning. Mr. S. Subramaniam of Talent Manager, SUM TOTAL, Hyderabad, Industry

representative was particularly appreciative of this course and said it was the right step in the right direction at the right time.

All the experts felt that the Human Values Course should be a credit course and not an audit course.

VIII. Any other matter with the permission of the Chair:

The members of the BoS had taken a look at the text books prescribed for theory and lab for B.E 1/4 and said that the standard of the books are good, as the books had worksheets and exercises that would help the students hone their communication skills. Prof. Hari Prasad said that the course objective for B.E. 1/4 should be reflected in the evaluation pattern as well. Practical use of language is what needs to be tested. Hence, he suggested that a change in evaluation would bring about a change in the teaching process thereby leading to a change in mind set of students.

Although the present syllabus caters to the needs of the first year students, it was felt that a progression from the basics to the advanced level could be made in the subsequent years if English is prescribed as a course for the second and third years. The Principal, therefore, said that the Finishing School could incorporate some of the suggestions given by the BoS keeping in view the industrial needs.

BoS visit to the labs

BoS had a look at the library books, and they were impressed with the collection of books for theory, lab and reference purposes, and suggested that the department procure more titles from Cambridge, Cengage and Pearson Publishers. They were impressed by the Phonetics lessons and the software that is being used. The Interactive communications lab too received a positive feedback about the activities conducted.

The final summation

BoS ratified the course objective and outcomes, syllabus and the list of paper-setters for B.E 1/4 English, MEA and Finishing School. The "Human Values and Professional Ethics" course details were read and signed approving of the same.


However, the Nominee, Prof. Hari Prasad, offered to reset the model paper for English keeping in mind the discussions that took place earlier on the issue, and hoped we could frame question papers in English on similar lines. The other members too expressed the same concern.

The meeting ended at 1.30 p m, followed by lunch.

Faculty In-Charge

Copy To:

1) Dept. File


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