

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)**

**ACCREDITED BY NAAC WITH 'A++' GRADE**

*Affiliated to Osmania University and Approved by AICTE.*

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES**

**MINUTES OF BoS MEETING**

Meeting held on 28.06.2023

**Time:** 11:00 a.m.

The H&SS BoS meeting was held on 28.6.2023 to discuss all the syllabi of B.E and M.E. courses of all Semesters.

S.no	Name	Designation	Signature
1.	Dr. Jacqueline Amaral	Chairman and BOS, HoD, H&SS,VCE	
2.	Prof. Vijaya	<b>OU Nominee</b> <b>Subject expert</b> Professor & Chairperson BoS, Department of English, Osmania University	
3.	Dr. Joy Anuradha	<b>Subject expert</b> Asst. Professor, Centre for English Language Studies, HCU.	
4.	Mr. Joy Hans	<b>Subject expert</b> Director, Speak Out Academy, Divisional Head-Toastmasters Hyderabad	
5.	Ms. Vathsala Narsasimman	Director, Delivery, Talent Sprint	
6.	Dr. G. Meena	Asst. Professor(SS)	
7.	Dr. K. Jhansi Rani	Asst. Professor(SS)	
8.	Dr. Sheela Rani Simon	Asst. Professor	
9.	Dr. T. Sunand Emmanuel	Asst. Professor	

The HoD formally welcomed all the BoS members to the meeting.

**Agenda:**

1. To discuss and modify the syllabus of English Language and Communication (Theory and Lab) of B.E. 1/4 English for the academic year 2023-24
2. To ratify the syllabus of Human Values and Professional Ethics, Skill Development Courses, and electives.

3. To discuss the quality of question papers of internal and external exams, as well as assignments and quizzes.
4. To discuss the rubrics of language skills.


**Decisions Taken:**

1. The syllabus of B.E. I/4 ELC and ELCS was approved with the following suggestions:
  - i) Prof. B. Vijaya, OU nominee was satisfied with the components of all the units of the syllabus, and appreciated the inclusion of Johari window, team building skills, and structured project reports.
  - ii) Mr. Joy Hans suggested that a component on sustaining conversations in formal and informal contexts could be included in the ELCS lab.
  - iii) Prof. B. Vijaya, Dr. Joy Anuradha, and Dr. Joy Hans recommended that the department develop a textbook for theory syllabus, and a lab manual for ELCS lab, and get them published by Pearson or Orient Blackswan since all the faculty have rich expertise in teaching and research.
  - iv) The syllabus of Human Values and Professional Ethics, Skill Development Courses, and electives was ratified since modifications were made in the BoS meeting held on 04.6.23.
  - v) The quality of assignments, quizzes, internal and external question papers was well-appreciated.
  - vi) The BoS appreciated the rubrics prepared by the department for assessment of students' language skills and the progress being made.
  - vii) Prof. B. Vijaya said she would suggest the literary texts for appreciation for Unit V.


The meeting ended with a vote of thanks by Dr. Jacqueline Amaral.

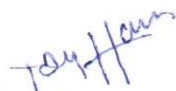
Signatures of BoS:- 28<sup>th</sup> June 2023-24

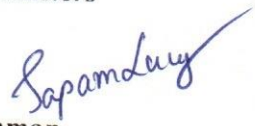

**Dr Jacqueline Amaral**  
*Head-HSS & BoS Chairman-VCE*

  
**Dr. Joy Anuradha**  
*Department of Liberal Arts*  
*University of Hyderabad*

**Members-HSS, VCE**  
**Dr.G.Meena**  
**Dr. K.Jhansi Rani**  
**Dr. B. Sheela Rani Simon**  
**Dr. T.Sunand Emmanuel**

  
**Prof. B. Vijaya**  
*Chairperson of BOS*  
*Dept. of English*  
*Arts College-OU*

  
**Mr. Joy Hans**  
*Director-Speak Out Academy*  
*Divisional Head-Toastmasters*  
*Hyderabad*

  
 **Ms. Vathsala.Narasimman**  
*Director - Delivery*  
*Talent Sprint*