

**MADANAPALLE INSTITUTE OF TECHNOLOGY AND SCIENCE:: MADANAPALLE
(AUTONOMOUS)**

DEPARTMENT OF ENGLISH

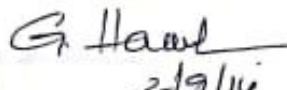
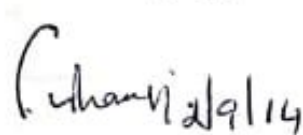
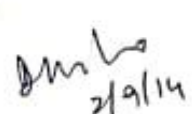
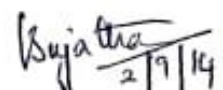

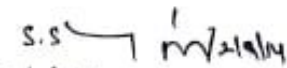
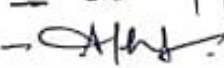

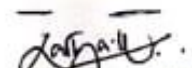

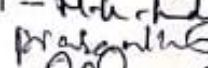


MINUTES OF THE BOARD OF STUDIES MEETING

HELD ON 02-09-2014

Agenda:

To design the syllabuses and to prescribe the textbooks for the I & II Semesters of B.Tech & B.M.

MEMBERS PRESENT

1. Dr.G.Hampamma
Professor, Head & Vice-Principal
Chairman
BoS - English
 2/9/14
2. Prof. S.Mohanraj (External Subject Expert)
Dept. of Training & Development
EFLU, Hyderabad
—  2/9/14
3. Prof.D.S.Kesava Rao (External Subject Expert)
Dept. of Humanities & Social Sciences
NIT, Warangal
 2/9/14
4. Prof.V.Sujatha (University Nominee)
Dept. of English
Rastriya Sanskrit Vidyapeeth, Tirupati
—  2/9/14
5. Supreeth Nagaraju A
Head – Education South India & Sri Lanka
ADOBE Systems India Pvt. Ltd.
Bangalore
 2/9/14
6. Dr.S.Shanmuga Priya — — —  2/9/14
7. Ms. Athar Samina Khan — — — 
8. Ms.M.Parvathi — — —  2/9/14
9. Ms.K.Latha — 
10. Ms.M.R.Indumathi — 
11. Mr.P.Prasantham  2/9/14
12. Ms.V.K.Karthika 
13. Dr.V.R.Sitara (Soft Skills Trainer) 

Resolutions:

1. Graduate students of MITS need functional English for the following reasons:
 - a. There is no focus on language teaching at school level
 - b. Largely the focus is on examination
 - c. They lack skills of communication
 - d. All students need to develop an ability to comprehend and express and become exceptionally good orators

It is possible to develop these skills by adopting new techniques of teaching such as incorporating

- a. Project work – story telling (narrative skills)
 - Tier II city students need training in communication skills through simulations.
They can be encouraged to translate from mother tongue to English
So as to develop crisp use of language to convey the content
 - They should also develop an International accent. This is a demand from the corporate sector.

Our job at present will be restricted to Choosing a textbook for teaching; and testing can be independent of the text. The test should focus on application of knowledge gained, and be in the form of problem solving tasks.

The students will have to take a series of formative tests which can be in the form of

1. Group assessment – A, B, C, D as members of the group. Each individual in the group can be assigned specific responsibility; the tasks can be put together and graded individually. The total task can be further graded and every member of the group can be given some grace marks.
2. Summative test can be individually administered. However, the tasks for this purpose can be modest and assessed differently.

It was further decided to adopt the JNTUA syllabus where the units are properly specified with content for each unit spelt out properly. The objectives gel with the larger requirements of the corporate sector today, and can be modified to make each one of them more specific. Texts to suit these contents need to be chosen and supplemented with good exercises.

It was suggested that the following book may be used during this semester for providing the content and language skills to the students: *Using English* for the present semester.

It was further suggested that the faculty start working on a new textbook with exercises. The faculty could get in touch with the members of the BOS in the course of putting the textbook together. The faculty can also use workbooks that are available in market. Exercises in such books can be picked and chosen as per the needs of the unit and learning objectives specified.

Handwritten signature:
Bijatha
S. A. N.

Regarding II Semester it was mentioned that there is no textbook available at present nor is one envisaged. The course needs to be largely practical. Certain topics on the course need to be altered as suggested. Introduction to Soft Skills to be moved to III year (V or VI semester). This course can be made an elective with 3 credits.

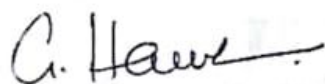
The syllabuses recommended at present can be used for both B.Tech and B.M courses. However, while teaching the two courses the focus on certain topics may vary. In Technical Writing, the emphasis on topics such as memorandum, notices, agenda etc., needs to be higher in BM.

Students on writing courses should be made to realize that it is necessary to personalize letters, and understand the need for using the templates available more discretely rather than mechanically. It may be helpful to use robotic templates for documentation. But this may not be universally helpful for everyone e.g. A doctor's report and an engineer's report on an event may not follow similar organization.

It is necessary to introduce Employability skills (V/VI semester course) and it may be given 3 credits. The details of the course content are listed as follows:

Soft skills – attitude (Positive thinking), adaptability, motivational skills, team management, leadership skills, time management, conflict management, goal setting, creativity, critical thinking and communication, persuasive skills; corporate simulation - -GD, FI; social networking.

The meeting ended on a note of thanks to the Chair.



Dr Hampamma
Chairperson



Handwritten signatures of other participants, including one that appears to read 'Sujatha'.

Department of English
Madanapalle Institute of Technology & Science, Madanapalle.

Minutes of the BOS meeting held on 23.05.15 on Saturday, at 10.00 AM
 in the Guest Lounge of MITS, Madanapalle.

The Vice Principal & HOD of Department of English Dr. G. Hampamma
 was in the Chair.

Members Present

Sl. No	Name & Position	Designation	Signature
1	Dr. Hampamma Chairman	Professor,	G. Hampamma
2	S. Mohanraj, C	Professor KFL - University Hyderabad.	S. Mohanraj 23/5/15
3	D.S. Kanna Rao	Prof. & English NIT, Madanapalle	D.S. Kanna Rao 23/5/15
4	V. Sujatha.	Professor Dept. of English Rashtriya Sanskrit Vidyapeetha, Tirumathi.	V. Sujatha 23/5/15
5	Supreeth Nagaraju A Head - Education South India Sri Lanka ADIBE Sys. India Pvt. Ltd. Bangalore	Head - Education South India, Sri Lanka ADIBE System India Pvt. Ltd. Bangalore	Supreeth Nagaraju A 23/5/15.

Madanapalle Institute of Technology & Science, Madanapalle

Minutes of the English BoS Meeting held on 23 May 2015

At the outset the chairperson Dr G Hampamma welcomed all the members and they were introduced to each other. The agenda items were then taken up for discussion.

Item no.1: The course syllabus of “Functional English” – I B.Tech I Semester was discussed in detail. It was resolved to accept it with the following modifications:

- *Writing Tutor*. Advanced English Learners’ Dictionary, 9th Edition, Oxford University Press, 2015 and *Keep Talking*, F. Klippel, Cambridge University Press, 2013 were included as the reference books in the place of *A Course in Communication Skills*, Kiranmai and *Speaking Extra*, Mick Gammidge.
- *Current English Grammar and Usage* was removed from the list of reference books.

Item no.2: The course syllabus of “Technical Report Writing” – I B.Tech II Semester was discussed in detail. It was resolved to accept it with the following modifications:

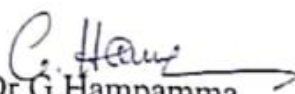
- The course objectives were modified by adding reading with understanding for note making and note taking as well as decision making.
- *Effective Technical Communication*, M Ashraf Rizvi, Tata Mc.Graw-Hill Pub Company Ltd., 2010 was included as the reference book.
- One more online source www.nicenet.com was included.

Item no.3: The course syllabus of “Soft Skills” – III B.Tech I/II Semester was discussed in detail. It was resolved to accept it.

Item no.4: The course syllabi of “English for Communication” and “Communication Skills Lab” – MCA I Semester were discussed in detail. It was resolved to accept them.

Item no.5: The course syllabi of “Functional English” – BCA I Semester and “Communicative English” – BCA IV Semester were discussed in detail. It was resolved to accept them.

The Meeting was concluded with vote of thanks.


Dr.G.Hampamma
Chairperson