



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC – Autonomous)

Affiliated to JNTUA, Ananthapuramu & approved by AICTE, New Delhi
Post Box No: 14, Angallu, Madanapalle-517325, Chittoor Dt.,
Andhra Pradesh Phone: 08571-280255, Fax: 08571-280433
E-mail: ecehod@mits.ac.in, principal@mits.ac.in,
www.mits.ac.in



DEPARTMENT OF ENGLISH & FOREIGN LANGUAGES

3 May 2018

Members of the Board of Studies for the Academic Year 2018-19

S No.	Name of the Member	Composition as per the UGC-Autonomous Guidelines	Designation and Address
1.	Dr. Rosalia H Bonjour	Head of the Department Concerned (Chairperson)	Professor & HOD, Department of English & Foreign Languages, MITS
2.	Dr. G. Hampamma	Subject Expert-English Language Studies	Professor & Vice Principal, MITS
3.	Dr. V. B. Chitra	Expert in subject nominated by Academic Council	Professor & Head, Department of English JNTUA, Anantapur
4.	Dr. Rama Devi	Expert in subject nominated by Academic Council	Professor EFLU, Hyderabad
5.	Dr. Anita Manuel	Expert in subject nominated by Academic Council	Dean Student Affairs and Professor of English, KCG College, Chennai
6.	Ms Uma Raman	Representative from industry/corporate sector/allied area relating to placement	Global Trainer (University of Cambridge), Senior Consultant, HCL
7.	Dr. Anbumani Moses	Subject Expert-English Language Studies	Associate Professor Department of English & Foreign Languages, MITS
8.	Dr. Akhil Kumar Jha	Subject Expert-English Language Teaching	Sr. Asst. Professor, Department of English & Foreign Languages, MITS
9.	Dr. Rasheeda Begum	Subject Expert-English Language Studies	Asst. Professor, Department of English & Foreign Languages, MITS

10.	Dr. Shanmuga Priya	Subject Expert-English Language Studies	Asst. Professor, Department of English & Foreign Languages, MITS
11.	Dr. Lakshmi Devi	Subject Expert-English Language Studies	Asst. Professor, Department of English & Foreign Languages, MITS
12.	Dr. Suraj Nand Kumar	Subject Expert-English Language Teaching	Asst. Professor, Department of English & Foreign Languages, MITS
13.	Ms. Ashwini TD	Subject Expert-English Language Studies	Asst. Professor, Department of English & Foreign Languages, MITS

Rosalia H. Bonjour
 Head of the Department
 ENGLISH
 Madanapalle Institute of Technology & Science
 MADANAPALLE - 517 325

Dr. Rosalia H. Bonjour
 Professor & HOD
 Department of English & Foreign Languages
 MITS, Madanapalle

C. Yuvraj

Dr. C. Yuvraj
 Professor & Principal
 MITS, Madanapalle

PRINCIPAL
 Madanapalle Institute of Technology & Science
 PO Box NO 14, Kadiri Road, Angallu
 MADANAPALLE 517 325 A P



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

MADANAPALLE – 517 325

UGC-AUTONOMOUS

DEPARTMENT OF ENGLISH & FOREIGN LANGUAGES

Minutes of the Board of Studies Meeting held on 30.6.2018

Agenda:

To design the syllabuses and to prescribe the text books for the First, Second and Third year, MCA, M. Tech and Audit Courses.

Members Present

1. Dr. Rosalia H Bonjour
Professor & Head
Department of English & Foreign Languages
Chairperson – BoS English
2. Dr. G. Hampamma
Professor & Vice Principal
MITS
3. Dr. V.B.Chitra (External Subject Expert)
Professor & Head
Department of English
JNTUA, Anantapur
4. Dr. Rama Devi (External Subject Expert)
Professor, EFL
Hyderabad
5. Dr. Anita Manuel (External Subject Expert)
Dean, Student affairs & Professor of English
KCG College, Chennai
6. Ms. Uma Raman (External Subject Expert)
Global Trainer (University of Cambridge)
Senior Consultant, HCL
7. Dr. Anbumani Moses (Associate Professor)
8. Dr. Akhil Kumar Jha (Sr. Asst. Prof)
9. Dr. Rasheeda Begum (Asst. Prof)
10. Dr. Shanmugapriya (Asst. Prof)
11. Dr. Lakshmi Devi (Asst. Prof)
12. Dr. Suraj Nandkumar (Asst. Prof)
13. Ms. Ashwini TD (Asst. Prof)

Rosalia H Bonjour

G. Hampamma

V.B. Chitra

} were not present.

Anbumani Moses

Akhil Kumar Jha

BB

S.S

M

K. Lakshmi Devi

Madanapalle Institute of Technology & Science, Madanapalle

Minutes of the BoS Meeting held on 30 June 2018

At the outset the Chairperson Dr. Rosalia H Bonjour welcomed all the members and they were introduced to each other, Later the items on the agenda were taken for the discussion.

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

- Specifying activities for practice sessions
- Including Listening Activities in practice sessions
- Increasing the teaching hours from 45 to 60 minimum

Item no. 2. The course syllabus of “Speaking through Listening Laboratory” for II B.Tech. I Semester was discussed in detail. It was resolved to accept it.

Item no. 3. The course syllabus of “Proficiency through Reading and Writing” for II B.Tech. II Semester was discussed in detail. It was resolved to accept it.

Item no. 4. The course syllabus of “Communication Skills Lab” for III B.Tech. was discussed in detail. It was resolved to accept it.

Item no. 5. The course syllabus of “Creative Writing” was discussed in detail. It was resolved to accept it with the following modifications:

- Including latest books in suggested reading

Item no. 6. The course syllabus of “Effective Public Speaking” was discussed in detail. It was resolved to accept it.

Item no. 7. The course syllabus of “English Literature” was discussed in detail. It was resolved to accept it.

Item no. 8. The course syllabus of “English for Communication” for I MCA was discussed in detail. It was resolved to accept it with the following modifications:

- Interchanging the contents in second and third unit; and also fourth and fifth unit.
- Including Writing reports, Abstract writing and synopsis writing

Item no. 9. The course syllabus of “English for Communication Practical” for I MCA was discussed in detail. It was resolved to accept it with the following modifications:

- Increasing the credit from 1.5 to 2.(This would be done in consultation with the MCA department)

Item no. 10. The course syllabus of “Advanced Communication Skills” for II MCA was discussed in detail. It was resolved to accept it.

Item no. 11. The course syllabus of “Personality Development and Soft Skills” for MCA was discussed in detail. It was resolved to accept it with the following modifications:

- Including Interview Skills

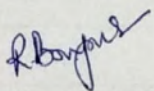
Item no. 12. The course syllabus of “Personality Development through Life Enlightenment Skills” for M.Tech. was discussed in detail. It was resolved to accept it with the following modifications:

- Replacing the existing content with the general content

Item no. 13. The course syllabus of “English for Research Paper Writing” for M.Tech. was discussed in detail. It was resolved to accept it with the following modifications:

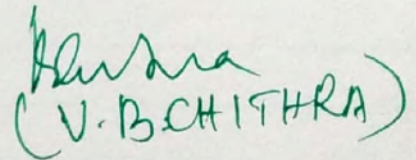
- Changing the wording of the content

The meeting concluded with vote of thanks.



Dr. Rosalia H Bonjour

Chairperson



(V. B. CHITHRA)

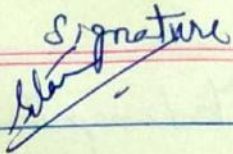
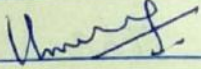
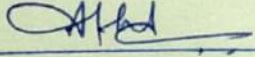
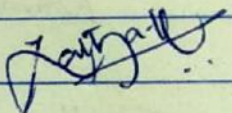
Department of English
 Madanapalle Institute of Technology & Science, Madanapalle.

Minutes of the BOS meeting held on 23.05.15 on Saturday, at 10.00 AM
 in the Guest Lounge of M.I.T.S., 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	G. Hampamma Chairman	Professor,	G. Hampamma
2	S. Mohanraj, C	Professor EPL - University Hyderabad.	S. Mohanraj 23/5/15
3	D.S. Keerana Rao	Prof. of English NIT, Warangal	D.S. Keerana Rao 23/5/15
4	V. Sujatha	Professor Dept. of English Rashtriya Sanskrit Vidyapeetha, Tirupathi.	V. Sujatha 23/5/15
5	Supreeth Nagaraju A Head - Education South India & Sri Lanka ADOBE Sys. India Pvt. Ltd. Bangalore	Head - Education South India & Sri Lanka ADOBE Systems India Pvt. Ltd. Bangalore	Supreeth Nagaraju A 23/5/15

Sl. No.	Name	Designation	Signature
6.	Dr. V. R. Sitara	Soft Skills Trainer	
7.	Dr. S. Shanmuga Priya	Asst. Professor of English	S.S. → ind
8.	Dr. B. Rasheeda Begum	"	B. Rasheeda Begum
9.	Dr. P. Venkateswarlu	"	
10.	Ms. Athar Samina Khan	"	
11.	Ms. M. Parvathi	"	M. Parvathi
12.	Ms. K. Latha	"	
13.	Ms. M. R. Indurathi	"	M. R. Indurathi

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:

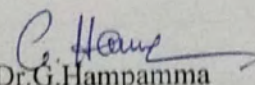
- The course objectives were modified by adding reading with understanding for note making and note taking as well as decision making.
- *Effective Technical Communication*, M Ashraf Rizvi, Tata Mc.Graw-Hill Pub Company Ltd., 2010 was included as the reference book.
- One more online source www.nicenet.com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

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

DEPARTMENT OF ENGLISH

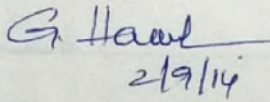
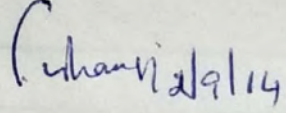
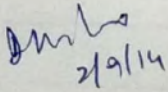
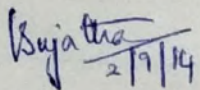
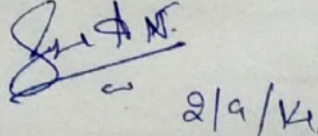
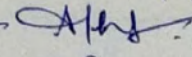
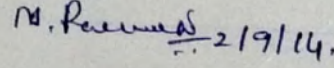
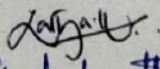
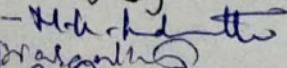
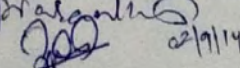

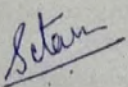
MINUTES OF THE BOARD OF STUDIES MEETING

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 — — — s.s. 2/9/14
7. Ms. Athar Samina Khan — — —  2/9/14
8. Ms.M.Parvathi — — —  2/9/14
9. Ms.K.Latha — — —  2/9/14
10. Ms.M.R.Indumathi —  2/9/14
11. Mr.P.Prasantham  2/9/14
12. Ms.V.K.Karthika  2/9/14
13. Dr.V.R.Sitara (Soft Skills Trainer)  2/9/14

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.

Reshmi
Amal
Shyama
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.

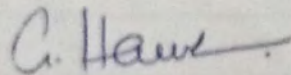
The syllabuses recommended at present can be used for both B.Tech and B.M courses. However, while teaching the two courses the focus on certain topics may vary. In Technical Writing, the emphasis on topics such as memorandum, notices, agenda etc., needs to be higher in BM.

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

