

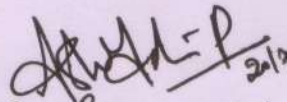
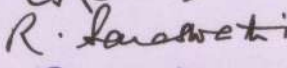
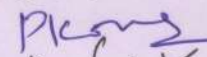
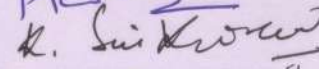
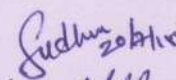

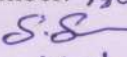
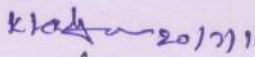
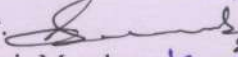
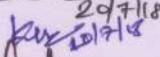
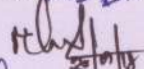
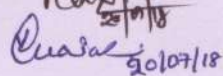
BAPATLA ENGINEERING COLLEGE::BAPATLA

(AUTONOMOUS)

DEPARTMENT OF ENGLISH

MINUTES OF MEETING OF BOARD OF STUDIES, ENGLISH ON 20<sup>TH</sup> JULY, 2018

**Members Present:**

1. Dr. P.Asha Madhavi, Chairman. 
2. Prof. R.Saraswathi, Member. 
3. Prof. K.Prakash Reddy, Member. 
4. Sri Sai Krishna Kota, Member. 
5. Internal Members:
  - a. Mr. N. Sudheer Kumar, Member. 
  - b. Dr. P.V.N. Malleswara Rao, Member. 
  - c. Dr. Shabreen Sultana, Member. 
  - d. Mr. K. Kalyan Kumar, Member. 
  - e. Mr.Ch. Suresh, Member. 
  - f. Mrs. K. Venkata Lakshmi, Member. 
  - g. Mr. M. Chandra Sekhar, Member. 
  - h. Mr. M. Veeraiah, Member. 

**Members Absent:**

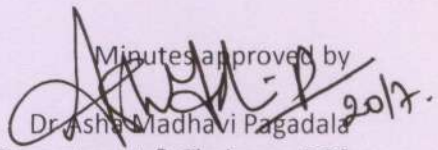
1. Prof. K. Rama Chandra Rao, Member
2. Ms. Pallavi Bose, Member

**The following are the minutes of BOS Meeting:**

1. The syllabus Proposed for ¼ B.Tech (theory and Lab) for the 2018 Regulation has been approved by the BOS with some valuable suggestions.
2. The syllabus Proposed for III/ IV Semester of II B.Tech (theory ) for the 2018 Regulation has been approved by the BOS with some valuable suggestions.
3. The syllabus Proposed for V and VI Semesters of III B.Tech Soft Skills Lab for the 2018 Regulation has been approved by the BOS with some valuable suggestions.

**Keeping the vision and Mission of the institution in view, the BOS has made the following recommendations**

- Strengthening of the teacher's knowledge and skills is emphasized since it would reflect their teaching abilities and performance in the class room
- Teaching methodologies of language for the graduates is discussed and reviewed
- It is suggested to include Gender Sensitive Language in the proposed syllabus
- It is suggested to design a text book customizing the syllabus proposed
- As a part of the assignments in the regular course of theory, it is suggested to work on case Studies, drafting reports and translation. It is also suggested to design these activities in such a style that it would enhance their writing skills in academics and social connectivity in real life.
- It is suggested to explore the possibility of encouraging the students to use Foundation Books as hand books.
- It is suggested to conduct Teacher Empowerment Programmes periodically in the department to enable the faculty to teach the proposed syllabus effectively and with authority.
- It is suggested to explore the possibilities of the institution getting associated with the organizations of national and international repute like (British Council, ASRC etc) to conduct Train the Trainer Programs, in designing the curriculum for Add on Courses/ Certification Courses to enhance the competency of the teachers as well as to enhance the employment quotient among the technical students.
- The practice of giving assignments from the articles, news items, editorials published in the newspapers is appreciated and suggested to make it more branch specific in making students learn the vocabulary of their respective domains.
- It is suggested to introduce Business English Certification Course(BEC) as a self sponsored audit course for the students
- It is suggested to procure High Definition Audio and Video Recording equipment to record the live conversation of the students in the laboratory to evaluate and convey the feedback to the students in a scientific manner.
- It is also suggested to use comprehensive software in the laboratory which puts the students to practice in all the four LSRW skills.

Minutes approved by  
  
Dr. Asha Madhavi Pagadala  
Head of the Department & Chairman BOS  
Department of English