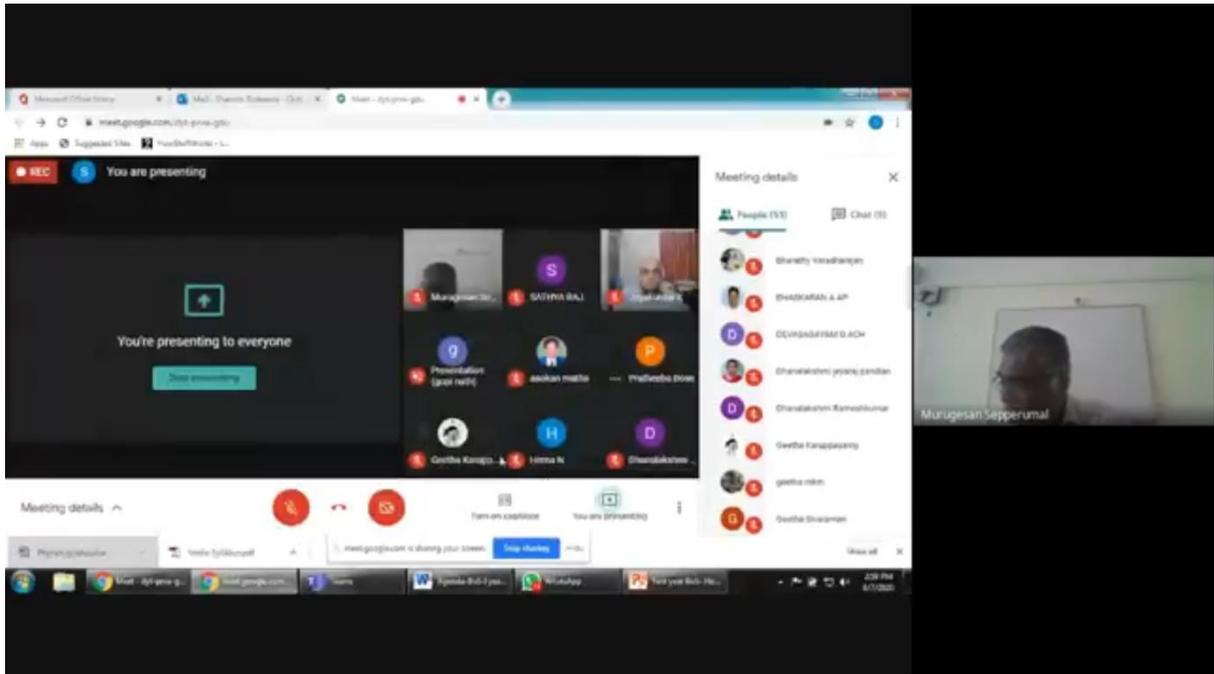




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ANNEXURE XII

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DEPARTMENT OF ENGLISH

MINUTES OF THE 1st ONLINE MEETING

BOARD OF STUDIES OF ENGLISH

DATE: 7th August, 2020, Friday

Time: 2.30 pm– 6.10 pm

PLATFORM : GOOGLE MEET

Meeting Link: <https://meet.google.com/dyt-prva-gdu>

IN ATTENDANCE:

EXTERNAL EXPERT MEMBERS

S.No	Name of the Expert	Designation and Address	Capacity
1	Dr. A. Bhaskaran	Professor and Head, Department of Applied Physics, Head - Campus Safety and Security, Sri Venkateswara College of Engineering, Sriperumbudur - 602117	Overall Coordinator of First year Board
2	Dr.N.Hema Professor	Dept.of English, Rajalakshmi Engineering College Kanchipuram, Chennai.	Anna University Nominee
3	Dr. Sathyaraj Venkatesan. Associate Professor	Department of English, National Institute of Technology, Trichy.	Academic Council nominated BoS Member
4	Dr. G. Baskaran Professor	School of English and Foreign languages, The Gandhigram rural institute (Deemed to be university), Gandhigram.	Academic Council nominated BoS Member

INTERNAL EXPERT MEMBERS



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S.No	Name of the Faculty	Designation
1	Dr.N.Pratheeba	HoD-ENGLISH
2	Dr.N.Sundararajan	Associate Professor / ENGLISH
3	Mr.U.S.Ramaswamy	Associate Professor / ENGLISH
4	Dr.B.Kayalvizhi	Assistant Professor / ENGLISH
5	Mr.P.Vairamani	Assistant Professor / ENGLISH
6	Mr.S.Pradeepkumar	Assistant Professor / ENGLISH

MINUTES OF THE MEETING:

The First Board of Studies of the First year was conducted on 7.08.2020 through online mode at 2.30 PM – 6.00 PM. Dr. K. Geetha, First Year Coordinator, welcomed all the expert members and presented the overview of the institution, programmes offered in the institution and student profile. Dr. K. Geetha also presented the proposed R2020 - First year curriculum framework for all first year Undergraduate (UG) programmes.

DISCUSSIONS:

1. Dr. N.Pratheeba HoD/English, introduced the Board of Studies members to the faculty.
2. Dr. N.Pratheeba presented the list of courses to be offered by the Department of English in semesters I and II. The syllabus for the courses was presented to the Board of Studies for further discussions.
3. The syllabus for SH101 – Communicative English was presented.
 - a) Dr. Sathyaraj suggested to remove the word Specifically from the title in Unit I as it is redundant.



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- b) Dr. Sathyaraj enquired about the language lab usage of first year students and Dr. Pratheeba mentioned that second and third year students have regular language lab classes whereas the first year students are taken to the language lab then and there for listening classes. The very same point was also raised by Dr. Baskaran.
 - c) Dr. Sathyaraj recommended that HBR resources may be given for reading tasks that will ultimately help to improve the reading skills of students.
 - d) Dr. Hema mentioned that Tenses are over dumped in Unit I and segregation may be done. Dr. Sathyaraj suggested that if it is going to be a reinforcement of already learnt topics, it would not be a problem. Dr. Hema also recommended that the components of Critical thinking and evaluative thinking may be added and it should be mentioned in objectives. Dr. Sathyaraj approved the statements of Dr. Hema. Dr. Baskaran suggested to include creative component.
 - e) Dr. Sathyaraj suggested that idioms and phrases can be given together. Dr. Pratheeba informed that idioms have been given in Technical English paper. But Dr. Sathyaraj said that if they are given together, it will be of meaningful articulation.
 - f) Dr. Hema suggested that virtual learning should be given more importance and that online tools links may be attached. Online digital resources can be made part of the syllabus. -all the three experts were unanimous in this point. Dr. Pratheeba replied that all the digital resources are mentioned in the course plan.
 - g) All the three experts were unanimous in their opinion that in the evaluation process, one component should be allotted for oral presentation which may carry 10-15 marks. Dr. Pratheeba replied that oral assignments will be given. Except for the suggestions given above, the members accepted the lay out and content of the syllabus.
4. Next the syllabus for SH151– Technical English was presented.
- a) Dr. Sathyaraj suggested that the word Interpretation can be replaced by the word Transcoding in the title for Unit 2
 - b) Dr. Sathyaraj suggested that Interview Skills can be given as an introduction to the Budding Engineers in Unit 3. He also suggested that Visumes can be given as it will be useful for students to improve their communication skills. Dr. Hema approved the



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statements of Dr. Sathyaraj.

- c) Dr. Sathyaraj also mentioned that Unit IV is overloaded with many report writings. He advised that any one of the reports can be taken into account with minutes of the meeting and the rest of the reports can be given in II year or III year. Dr. Pratheeba mentioned that some domain specific assignments will be given in this paper and it was approved by the experts. The content of the above paper was accepted by the members.

5. All the members suggested that suitable web resources should be given in the syllabus.