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Ref. No.: PU/SOE/ENG/BOS-01/2018-19/MOM-01   Date: 12 January 2019

1ST BOS MINUTES OF MEETING

The 1st meeting of Board of Studies (BoS) for Department of English is held today on 12th January, 2019 in Room No. MG 13 at 10.00 AM in the presence / absence of following members of the committee.

Members Present:

S. No.	Name	Affiliation	Position
1	Prof. Gulab Salian	Senior Lecturer and HOD-English School of Engineering, Presidency University, Bangalore – 64	Chairperson
2	Dr. J.G. Ravikumar.	Associate Professor, English, School of Engineering, Presidency University, Bangalore – 64	Member
3	Dr. Shibily Nuaman VZ	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Internal Member
4	Ms. Sreelekha Premjit	Faculty, Soft Skill, School of Engineering, Presidency University, Bangalore – 64	Internal Member
5	Ms. Akanksha Singh	Assistant Professor, School of Law, Presidency University, Bangalore – 64	Internal Member (Sister Department)
6	Ms.Sudeshna Pandey	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Member Secretary
7	Dr. Geetha Bhasker	Professor , Dept of English, Jnanabharathi Campus, Bangalore University	External Member (Academic)
8	Dr. Thriyambaka	Professor, CMR University, Bangalore	External Member (Academic)

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9	Mr. Vineet Barnwal	Soft Skill Trainer	External Member (Industry)

Welcome:

Prof Gulab Salian, Chairperson, BOS-English, welcomed the gathering and requested their active involvement and cooperation in the process of making the English curriculum to be offered at Presidency University. Prof. Gulab conveyed the gathering that the current BOS meeting is the 8th meeting, it will be considered as the 1st meeting for the Department of English, unlike the previous meetings which were conducted under the Department of Basic Sciences and Humanities.

Agenda ENG1.1 Approval of the Minutes of Previous BOS meeting

The Minutes of Meeting (MoM) of the previous meeting (i.e., 7th meeting of BoS held on 26th May, 2018) is unanimously approved by the members.

Agenda ENG1.2: Approval of New Courses and minor changes (Revision) in Course Content.

Prof Gulab has presented new courses **Technical Written Communication (ENG103), Technical Spoken Communication (ENG104), and Legal Professional Communication (ENG102)** and revisions in description for few courses. The same were approved by the members. The list of new courses along with the course description and the revised content are attached as Annexure ENG1.1

Agenda ENG 1.3: Any other matter with permission from the Chair

➤ A slight modification in the evaluation components for the ENG 103 Technical Written Communication and ENG104 Technical Spoken Communication were discussed and were approved by the committee

The BoS Committee has authorized the Chairperson of the BoS for English to incorporate minor corrections / edits, if required wherever necessary.

Prof Gulab has conveyed that the decisions taken during the 1st meeting of BoS for English will be implemented in the PRC of 2018-2022 batch, wherever applicable. He appreciated all the members for their active participation and valuable inputs. The chairperson concluded the session, with a thank you note to all the members.

BoS Committee:

S. No.	Name	Position	Signature with date
1	Prof. Gulab Salian	Chairperson	
2	Dr. JG Ravikumar	Internal Member	
3	Dr. Shibily Nuaman VZ	Internal Member	
4	Ms. Sudeshna Pandey	Member Secretary	
5	Ms. Sreelekha Premjit	Internal Member	
6	Ms. Akanksha Singh	Internal Member	
7	Prof. Geetha Bhasker	External Member (Academic)	
8	Prof, Thriyambaka	External Member (Academic)	
9	Mr. Vineet Barnwal	External Member (Industry)	

==ANNEXURE ENG 1.1- List of New Courses==

SI. No.	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	ENG103	Technical Written Communication	2	1	0	3	2018-19
2	ENG104	Technical Spoken Communication	1	0	2	2	2018-19
3	ENG102	Legal And Professional Communication	3	0	0	3	2018-19

The following suggestions were given by the BOS Committee:

1. Activities to improve fluency to be included.

2. Interactional, Sectional and Situational dialogues to be included.

3. Classroom training based on IELTS improve LSRW skills.

The following books to be included in reference:

1. Sudarshana, NP & Savitha,C. *English For Technical Communication.* Cambridge: New Delhi, 2017.

2. Kumar, Sanjay& Lata, Pushpa. *Communication Skills for VTU.* Oxford University Press, 2018.

3. Chaturvedi, PD and Chaturvedi, Mukesh. Business Communication: Concepts, Cases and Application (Old Edition). Pearson, 2011.

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4. Seely, John. *Oxford Guide to Effective Writing and Speaking.* Oxford University Press, 2005.

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SCHOOL OF ENGINEERING
DEPARTMENT OF ENGLISH

Ref. No. PU/SOE/ENG/BOS-02/2018-19/CIR01   Date: 13th April, 2019

2nd BOS Meeting Notice

The 2nd Board of Studies (BOS) meeting of Department of English is scheduled on Saturday, 4th May 2019 at 10.00 AM in the Presidency University campus. You are hereby requested to attend the meeting.

Agenda:

ENG 2.1: Approval of the Minutes of 1st BOS meeting
ENG 2.2: Approval to incorporate suggested revisions in existing Course Description and Course Handout
ENG 2.3: Approval of Open Electives and changes to be incorporated for the new Academic Year.
ENG 2.4: Approval of the examiners list
ENG 2.5: Any other matter from the permission of the chair

Chairperson

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Copy to:

- Pro-Chancellor, PU
- Registrar, PU
- Dean-SoE, PU
- Members of the BOS-Eng Committee:

- Vice-Chancellor, PU
- Pro-Vice-chancellor, PU
- Dean-Academics, PU

1. Prof. Gulab Salian
2. Dr.Shibily Nuaman VZ
3. Ms. Sudeshna Pandey
4. Ms. Sreelekha Premjit

5. Ms. Akansha Singh
6. Dr. Geetha Bhasker,
7. Dr. Thriyambaka
8. Mr. Vineet Barnwal

SCHOOL OF ENGINEERING
DEPARTMENT OF ENGLISH

Ref. No.: PU/SOE/ENG/BOS-02/2019-20/MOM-01   Date: 4th May, 2019

Minutes of the 2nd Meeting of Board of Studies (Dept of English – BOS – ENG)

The 2nd meeting of Board of Studies (BOS) of the Department of English is held today on 4th May, 2019 at 10.00 AM in Room No. MG 02.

The following members are present:

S. No.	Name	Designation with Affiliation	Status	Signature with date
1	Dr. J.G. Ravikumar.	Associate Professor, English, School of Engineering, Presidency University, Bangalore – 64	Member & Chairperson In-Charge	
2	Dr. Shibily Nuaman VZ	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Internal Member	
3	Ms. Sreelekha Premjit	Faculty, Soft Skill, School of Engineering, Presidency University, Bangalore – 64	Internal Member	
4	Ms. Akansha Singh	Assistant Professor, School of Law, Presidency University, Bangalore – 64	Internal Member (Sister Department)	
5	Ms.Sudeshna Pandey	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Member Secretary	

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6	Dr. Geetha Bhasker	Professor , Dept of English, Jnanabharathi Campus, Bangalore University	External Member (Academic)	
7	Dr. Thriyambaka	Professor, CMR University, Bangalore	External Member (Academic)	
8	Mr. Vineet Barnwal	Soft Skill Trainer	External Member (Industry)	

The following members are given leave of absence:

S.	Name	Designation with Affiliation	Status
1	Prof. Gulab Salian	Senior Lecturer and HOD-English School of Engineering, Presidency University, Bangalore – 64	Chairperson

The Chairperson, BOS-English, welcomed the gathering and requested their active involvement and cooperation in the process of making the Dept. of English curriculum to be offered at Presidency University and called the meeting to order.

Agenda ENG 2.1: Confirmation of Minutes.

The minutes of the 1st meeting of the Board of Studies of Department of English held on 12th Jan, 2019 was placed before the members and the same was confirmed.

Agenda ENG 2.2: Action Taken Report.

The Action taken report on the previous minutes was presented by the Chairperson. The same was noted and taken on record.

Agenda ENG: 2.3: Approval of New Courses and Changes to be incorporated for the new Academic Year.

The Board approved the introduction of Open Elective **Literature Appreciation (ENG 401)** , Communicative English-2(LNG206), Business English (ENG105), and suggested a few changes to be incorporated in the Open Elective, Technical Written Communication (ENG 103) and Technical Spoken Communication (ENG 104) to be offered from new Academic Year (2019-2020), (Annexure ENG 2.4).

Agenda ENG 2.4: Approval of the examiners list

The Chairperson presented the details of the internal and external examiners. The list was approved by the committee (Annexure ENG 2.4).

The chairperson is authorized to include the examiners (internal and external) as the need arises

Agenda ENG 2.5: Any other matter with the permission from the Chair

The following suggestions were given for the course:
1. Technical Written Communication (ENG 103):
   (a) Communication theory should be incorporated with writing.

(b) Technical Communication by Cambridge University Press should be included as reference book.

(c) Product based writing should be focused.

(d) Recursive model of writing should be followed.

(e) For Common Errors, include Social media and its influence.

(f) Gap in lessons should be given to retain attention.

2. Technical Spoken Communication (ENG104):

(a) Use different materials for variety in teaching-learning.

(b) Use activities such as extempore, news room anchors, pick and speak etc.

(c) One-Act Plays for social conversation.

(d) Pronunciation of English by Yedugiri to be included.

(e) A Course in Spoken English by Sethi and Dhamija.

3. Literature Appreciation (ENG401).

(a) Give more options for Prose and Fiction.

(b) Focus on themes such as gender, ecology, social issues etc.

(c) Include magazine articles for fiction and non-fiction.

(d) Only MLA to be taught.

The Board of Studies Chairperson of English Department has authorized to incorporate minor corrections / edits, if required. The BOS Chairperson has conveyed that the decisions taken during the 2nd meeting of BOS will be implemented whenever applicable. He has conveyed thanks to all the members and informed that the date of next BOS meeting will be notified soon.

The meeting ended with Vote of Thanks to the Chair.

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SCHOOL OF ENGINEERING
DEPARTMENT OF ENGLISH

Ref. No. PU/SOE/ENG/BOS-03/2019-20/CIR01   Date: 2nd January, 2020

3rd BOS Meeting Notice

The 3rd Board of Studies (BOS) meeting of Department of English is scheduled on Friday, 17th January 2020 at 10.00 AM in the Presidency University campus. You are hereby requested to attend the meeting.

Agenda:

    ENG 3.1: Approval of the Minutes of 2nd BOS meeting
    ENG 3.2: Approval to incorporate suggested revisions in existing Course Description and Course Handout
    ENG 3.3: Approval of course and changes to be incorporated for the new Academic Year
    ENG 3.4: Approval of the examiners list
    ENG 3.5: Any other matter from the permission of the chair

Chairperson

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- Pro-Chancellor, PU
- Registrar, PU
- Dean-SoE, PU
- Members of the BOS-Eng Committee:

- Vice-Chancellor, PU
- Pro-Vice-chancellor, PU
- Dean-Academics, PU

1. Dr. J. G Ravi Kumar
2. Dr. Shibily Nuaman VZ
3. Ms. Sudeshna Pandey
4. Dr. Ramani Venkata Chella
   9. Dr. Narasmiha Murthy SV

5. Dr. Payal Mukherjee
6. Dr. Geetha Bhasker,
7. Dr. Thriyambaka
8. Mr. Vineet Barnwal

SCHOOL OF ENGINEERING
DEPARTMENT OF ENGLISH

Ref. No.: PU/SOE/ENG/BOS-03/2019-20/MOM-01   Date: 17th January, 2020

Minutes of the 3rd Meeting of Board of Studies (Dept. of English – BOS – ENG)

The 3rd meeting of Board of Studies (BOS) of the Department of English is held today on 17th January, 2020 at 10.00 AM in Room No. MG 02.

The following members are present:

S. No.	Name	Designation with Affiliation	Status	Signature with date
1	Dr. J.G. Ravikumar.	Associate Professor, English, School of Engineering, Presidency University, Bangalore – 64	Chairperson	
2	Dr. Shibily Nuaman VZ	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Internal Member Member Secretary – In Charge	
3	Ms. Sreelekha Premjith	Assistant Dean, Students Welfare	Member	
4	Dr. Venkata Ramani Challa	Associate Professor, English, School of Engineering, Presidency University, Bangalore – 64	Special Invitee	
5	Dr. Narasimha Murthy SV	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Special Invitee	
6	Dr. Payal Mukherjee	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Special Invitee	
7	Dr. Thriyambaka	Professor, CMR University, Bangalore	External Member (Academic)	

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| 8 | Mr. Vineet Barnwal | Soft Skill Trainer | External Member (Industry) | |

The following members are given leave of absence:

1	Dr. Geetha Bhasker	Professor, Dept of English, Jnanabharathi Campus, Bangalore University	External Member (Academic)
2	Ms. Sudeshna Pandey	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Member Secretary

The Chairperson, BOS-English, welcomed the gathering and requested their active involvement and cooperation in the process of making the Dept. of English curriculum to be offered at Presidency University and called the meeting to order.

Agenda ENG 3.1: Confirmation of Minutes

The minutes of the 2nd meeting of the Board of Studies of Department of English held on 04th May, 2019 was placed before the members and the same was confirmed.

Agenda ENG 3.2: Action Taken Report

The Action taken report on the previous minutes was presented by the Chairperson. The same was noted and taken on record.

Agenda ENG: 3.3: Approval of New Courses of even semester and changes to be incorporated for the semester

The Board approved the **FEEDBACK** given by the Students, Alumni, Faculty and Industry, with a few changes to be incorporated in, Technical Written Communication (ENG 103) Technical Spoken Communication (ENG 104) to be offered in the School of Engineering for the even semester 2020 (Annexure ENG 2.4).

The New Courses-**Communicative English-1, Communicative English-2 , Essentials of English, and Business English** were introduced as mentioned in the **Annexure1.1**

The following suggestions were pointed out;

4. Technical Written Communication (ENG 103):
   (g) Grammar shall be taught using remedial teaching
   (h) Focus shall be given on sentence construction and combination exercises
   (i) More texts can be incorporated like; *Functional Grammar* by Miram Sha and *Teaching English to TESOL Students* and *Functional Grammar* by Aliday H.
   (j) Concentration shall be given to social platform to improve writing skills as the students are free to express courageously
5. Technical Spoken Communication (ENG104):
   (f) Computer Assisted Language Learning should be included with the assistance of external websites

(g) More texts can be incorporated like; Francois *Designing Reading Comprehension Tasks,* Christine Nuttel *Teaching Reading Skills: in a Foreign Language* and online Media Texts
6. Business English (ENG205)
    (a) Practical nature of course is appreciated
    (b) Peer review of materials and videos shall improve the content
7. Communicative English – 2 (LNG 206)
    (a) Outcome specifications are suggested
    (b) Persuasive writing for advertisement shall be encouraged
    (c) Survey questionnaire shall be used for evaluation

Agenda ENG 3.4: Approval of the examiners list

The Chairperson presented the details of the internal and external examiners. The list was approved by the committee (Annexure ENG 3.4). The chairperson is authorized to include the examiners (internal and external) as per requirements

Agenda ENG 3.5: Any other matter with the permission from the Chair

The Board of Studies Chairperson of English Department has authorized to incorporate minor corrections / edits, if required. The BOS Chairperson has conveyed that the decisions taken during the 3rd meeting of BOS will be implemented whenever applicable. He has conveyed thanks to all the members and informed that the date of next BOS meeting will be notified soon.

The meeting ended with Vote of Thanks to the esteemed members.

BOS Committee:

S. No.	Name	Designation with Affiliation	Status	Signature with date
1	Dr. J.G. Ravikumar.	Associate Professor, English, School of Engineering, Presidency University, Bangalore – 64	Chairperson	
2	Dr. Shibily Nuaman VZ	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Internal Member Member Secretary – In Charge	
3	Ms. Sreelekha Premjith	Assistant Dean, Students Welfare	Member	
4	Dr. Venkata Ramani Challa	Associate Professor, English, School of Engineering, Presidency University, Bangalore – 64	Special Invitee	
5	Dr. Narasimha Murthy SV	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Special Invitee	
6	Dr. Payal Mukherjee	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Special Invitee	
7	Dr. Thriyambaka	Professor, CMR University, Bangalore	External Member (Academic)	
8	Mr. Vineet Barnwal	Soft Skill Trainer	External Member (Industry)	

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The following members are given leave of absence:

S.No.	Name	Affiliation	Status
1	Dr. Geetha Bhasker	Professor, Dept of English, Jnanabharathi Campus, Bangalore University	External Member (Academic)
	Ms. Sudeshna Pandey	Assistant Professor, English, School of Engineering, Presidency University, Bangalore – 64	Member Secretary

ANNEXURE ENG 1.1- List of New Courses

Sl. No.	COURSE CODE	COURSE NAME		L	T	P	C	Year of Introduction
1	LNG106	Communicative English-1		2	0	0	2	2019-20
2	LNG206	Communicative English-2		2	0	0	2	2019-20
3	ENG401	LITERARY APPRECIATION		2	0	0	4	2019-20
4	ENG105	Essentials of English		2	0	0	2	2019-20
5	ENG205	Business English		2	0	0	2	2019-20

ANNEXURE ENG - 2.3

Course Name:	TECHNICAL WRITTEN COMMUNICATION					
Course Code:	ENG 103	Credit Structure :	L	T	P	C
			2	1	0	3

1. **Learning Objectives and Outcome of the Course:**

The learning objectives of the course shall be;

- practice communication skills
- apply technical information and knowledge in drafting emails and letters for a variety of professional audiences and practice unique qualities of professional writing style
- collect and analyse data to interpret technical reports

On successful completion of the course the student shall be able to;

- Apply communication strategies for effective communication
- Practice note taking and note making

- Write technical/professional emails and letters
- Prepare notice, minutes, agenda of meeting, etc.
- Illustrate collected data and interpret technical reports

2.   Course description

A course on Technical Written Communication facilitates writing skills; letters, emails, notice, agenda, minutes of the meeting, reports, etc. The course will train the students to write in English and face the corporate world with determination and self-belief.

The course includes theoretical session on communication, and writing skill with special emphasis on letters, emails and reports. Practical sessions in form of tutorials will help the students to practice vocabulary, sentence transformations, identify common errors etc.

3.   Instruction Pedagogy

Instruction pedagogy will be assisted with workbook specially designed to check the students' acquisition of knowledge from theory and tutorials. The skills of letter and report writing are taught with the help of tutorials and exercises in the workbook. Blended/flip class method will be used for teaching writing email. To apply the professional writing style in email/letter writing "100 Great Sale Letters" Compiled By Benjamin Hart has been included as a self learning topic. The workbook has included 24 common errors in English usage. Each student will be thouroughly monitored using exercises in the workbook.

4.   Reference books

1. Greg Satell. "Why Communication is Todays Most Important Skill." FORBES. Feb 6, 2015
2. Raman, Meenakshi. Sharma, Sangeetha. *Technical Communication: Principles and Practice.* Oxford University Press, New Delhi. 2015.
3. Hart, Steve. Nari, Aravind R. and Bhambhani, Veena. *Embark: English for Undergraduates.* New Delhi; Cambridge University Press, 2016.

Course Name:	TECHNICAL SPOKEN COMMUNICATION					
Course Code:	ENG 104	Credit Structure :	L	T	P	C
			1	0	2	2

1. Learning Objectives and Outcome of the Course

A course on Technical Spoken Communication in the field of technical education will train the students to speak better English and face the corporate world with determination and self-belief.

The theoretical and practical sessions on pronunciation, conversation, narration, group discussion, presentation, will make the target audience to stand out in the forefront of their field of operation. At the end of the course, the students will have better skills of Listening, Pronunciation, Conversation (Situational Expression), Narration, Group discussion, PPT Slides Preparation, PPT Presentation Self Learning Topics. And the students also will be able to excel in middle-higher level management in the corporate world.

2. Course description

A course on Technical Spoken Communication aims at improving the target audience spoken skills in English. It is a theory cum practice course targeting to improve the I year B.Tech

students' pronunciation, listening, narration , presentation and group discussion skills. Rules of pronunciation, syllable stress, traits of good listener, and types of listening, barriers to listening, strategies for improving narration, presentation and group discussion skills will be delivered in the theory hours and practice and evaluation on theory will be done in the practical hours.

3. Instruction Pedagogy

This is a theory cum practice based interactive student-friendly course in English communication.. Worksheets/exercises and rubrics for presentation and group discussion are used to check the students prerequisite skills before delivering the lectures on each of the topics. Post assessments will be done based on the mock group discussion, etc. to evaluate the learings and understanding of the students.

4. Reference books

5. Tomson, Robert. "The Interview." *Stories of Work, Life and the Balance in Between*. The Write Place.

6. Daniel. J. C. "Unforgettable Salim Ali." *Inspiring People: Fifty People Who Made a Difference.* Readers Digest Selection.

7. Bovee, Courtland L. Thill, John V, Chatterjee. Abha. *Business Communication Today.* 10th Edition. Pearson

8. Carmine, Gallo. "11 Presentation Lessons You Can Still Learn From Steve Jobs." FORBES, October 12, 2012.

9. *Thrishna's: How to Do well in GDs and Interview*. New Delhi: Pearson 2013

10. Raman, Meenakshi. Sharma, Sangeetha. *Technical Communication: Principles and Practice*. Oxford University Press, New Delhi. 2015.

11. Hart, Steve. Nari, Aravind R. and Bhambhani, Veena. *Embark: English for Undergraduates*. New Delhi; Cambridge University Press, 2016.

12. J. K. Gangal, *A Practical course in Spoken English*, PHL Learning Private Limited, Delhi-2014.

Course Name:	Literature Appreciation					
Course Code:	ENG 401	Credit Structure :	L	T	P	C
			3	0	0	3

Learning Objective:

- To inculcate the creative skills.
- To bring about a common understanding of language skills through literature.
- To train students in creative writing, imaginative thinking and better communication skills.

Course Outcome:

After the successful completion of the course, the student will be

a.) Able to comprehend difficult concepts
b.) Write a Research paper

Course Description:

Designed for the second and third year students of SOE, will open up new vistas of thinking. This course provides an introduction to the different genres of literature to the engineering students. The course will provide an overview of the major genres of literature with emphasis on understanding, evaluating and interpreting fiction, poetry drama and prose. It will also help the student understand the art of composition and argument formation with the help of literary narratives. Primary course material will be provided by the instructor.

Reference books:

Primary Texts:

1. Drama- Doll's House (Henrik Ibsen)
2. Prose- a) Homer (Extract from Odyssey)
    b) My Experiments With Truth(Extract)
    c) Discovery of India (Extract)
 3. Poetry- Allen Ginsberg (America), Kamala Das (Introduction)

4. Novel- Things Fall Apart (Chinua Achebe)

5. Techniques of Research Paper Writing

Secondary Texts

R1 MH Abrams, *A Glossory of Literary Terms*, Cengage Publications, 2008.
R2 Peter Barry *The Beginning Theory: An Introduction to Literary and Culture Theory,*Viva Books, Delhi, 2010.
R3 Boulton, Marjorie, *The Anatomy of Poetry* , Routledge Revivals, 2015
R4 Boulton, Marjorie, *The Anatomy of Prose* , Routledge Revivals, 2015
R5 Forster E.M. & Stallybrass, Oliver, *Aspects of Novel*. Penguine Classics, 2005
R6 Modern Language Association, *MLA Handbook.* America. 8TH Ed. 2016
R7 Boulton, Marjorie, *The Anatomy of Drama* , Routledge Revivals, 2015
R8 Albert,E. *History of English Literature.* Oxford University Press, New Delhi, 2009.

ANNEXURE ENG 2.4

DETAILS OF EXTERNAL EXAMINERS

Sl. No.	Faculty Name	Designation	University / Institute

1	Dr. Ravi Narayana	Professor	RIE, Jnanabharathi, South India, Bengaluru.
2	Dr. Geeta Bhasker	Professor-HOD	Bengaluru University
3	Dr. Thrayambaka	Professor	CMR University, Bengaluru.
4	Dr. Manju Jose	Associate Professor-HoD	Gitam University, Bengaluru.
5	Dr. S. Venkateswaran	Director (Rtd)	RIE, Jnanabharathi, South India, Bengaluru.

DETAILS OF INTERNAL EXAMINERS

Sl. No.	Faculty Name	Designation
1	Dr. J G Ravi Kumar	Associate Professor
2	Ms. Sudeshna Pandey	Assistant Professor
3	Dr. Shibili Nuaman	Assistant Professor
4	Dr.Geeta	Assistant Professor
5	Ms Anu	Assistant Professor
6	Mr. Gulab Salian	Senior Lecturer
7	Ms. Apoorva	Senior Lecturer

NOTE: The chairperson is authorized to include the examiners (internal and external) as the need arises

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Feedback from Faculty Members and action taken report

Sl. No.	Feedback	Action Taken
1	Courses shall be differentiated on the basis of skills in the language.	Two separate courses; Technical Written Communication and Technical Spoken Communication have been designed.
2	Credit structure shall be revamped to include more activities in the course.	The credit structure of courses; Technical Written Communication and Technical Spoken Communication have been revamped to assign practical and tutorial sessions.

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Feedback from Industry representatives and action taken report

Sl. No.	Feedback	Action Taken
1	Introduce more activities in the course.	More activities are included in the courses; Technical Written Communication and Technical Spoken Communication
2	Inclusion of personal narrations or autobiographies of famous personalities in curriculum.	Ted Talks are introduced in curriculum and assignments have been incorporated from them.

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Feedback from Students and action taken report

Sl. No.	Feedback	Action Taken
1	Inclusion of grammar portion is boring.	Restructured grammar content and introduced workbook to keep track of students writing.
2	Activities shall be more engaging during sessions.	More time has been allotted to practical sessions and assisting instructors have been assigned for each practical session.

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DEPARTMENT OF ENGLISH

Ref. No. PU/ENG/BOS-04/2020-21/CIR01   Date: 20 August, 2020

4th BoS Meeting Notice

The 4th Board of Studies (BoS) meeting of Department of English is scheduled to conduct virtually on Thursday, 27th August 2020 at 3.30 PM on Microsoft Team platform. You are hereby requested to attend the meeting.

Agenda:

REGISTRAR

ENG 4.1: Approval of the Minutes of 3rd BoS meeting
ENG 4.2: Action taken report on 3rd BoS meeting
ENG 4.3: Approval of New Courses and to incorporate suggested revisions in existing
          Course Description and Course Handouts of

SOD:-	ENG 111 English for Designers – 1
SOD:-	ENG 112 English for Designers –
SOC-	KAN1001 Kannada Kali
SCC	KAN1002 Kannada Thili
SOE :-	ENG 103 Technical Written Communication
SOE:-	ENG 104 Technical Spoken Communication
SOM:-	MGT 211 Communication for Managers

ENG 4.4: Approval of Kannada Courses
ENG 4.5: Approval of Value Added Courses
ENG 4.6: Approval of the examiners' list
ENG 4.7: Any other matter from the permission of the chair

Chairperson   **Member**
Secretary
Dr J. G. Ravi Kumar   **Dr Shibily Nuaman V Z**

    Copy to:

     Vice-Chancellor, PU   Registrar, PU

     Controller of Examination, PU   HoD's, PU

     Members of the BoS- English Committee

DEPARTMENT OF ENGLISH

Ref. No.: PU/ENG/BOS-04/2020-21/MOM-01   Date: 27 August, 2020

Minutes of the 4th Meeting of Board of Studies (Dept. of English – BOS – ENG)

The 4th meeting of Board of Studies (BOS) of the Department of English is held virtually today on 27th August, 2020 at 3.30 PM on Microsoft Team.

The following members are present:

S. No.	Name	Designation with Affiliation	Status	Signature with date
1	Dr. J.G. Ravikumar.	Associate Professor, English, Presidency University, Bangalore – 64	Chairperson	
2	Dr. Shibily Nuaman VZ	Assistant Professor, English, Presidency University, Bangalore – 64	Member Secretary	
3	Dr. Malar Vili K	Professor, Kannaada, Presidency University, Bangalore – 64	Member	
4	Dr. Venkata Ramani Challa	Associate Professor, English, Presidency University, Bangalore – 64	Member	

5	Dr. Narasimha Murthy SV	Assistant Professor, English, Presidency University, Bangalore – 64	Member	
6	Dr. Payal Mukherjee	Assistant Professor, English, Presidency University, Bangalore – 64	Member	
7	Dr. Gokula Krishnan Subramanian	Assistant Professor, Chemistry, School of Engineering, Presidency University, Bangalore – 64	Member	
7	Ms Sujaya	Associate Professor, HOD, Mount Carmel College, Bengaluru	External Member (Academic)	
8	Dr Reddy Shekar Reddy	Associate Professor, Christ University, Bengaluru	External Member (Academic)	

The Member Secretary, BOS-English, welcomed the gathering. The Chairperson requested their active involvement and cooperation in the process of making the Dept. of English curriculum to be offered at Presidency University and called the meeting to order.

Agenda ENG 4.1: Confirmation of Minutes

The minutes of the 3rd meeting of the Board of Studies of Department of English held on 2nd January 2020 was placed before the members and the same was confirmed.

Agenda ENG 4.2: Action Taken Report

The Action taken report on the previous minutes was presented by the Chairperson. The same was noted and taken on record.

Agenda ENG: 4.3: Approval of courses of odd semester and changes to be incorporated for the semester

The Board approved and suggested a few changes to be incorporated in, Technical Written Communication (ENG 103) Technical Spoken Communication (ENG 104) Communication for Managers (MGT211) to School of Management.to be offered in the School of Engineering for the odd semester 2020 (Annexure ENG 4.4).

The Board approved the introduction of **NEW COURSES** English for Designers-1(ENG111)and English for Designers-2 (ENG112) to be offered to School of Design.

The following suggestions were pointed out;

8. School of Commerce and Management – Annexure 4.1
   (k) Common errors shall be added to the course
   (l) Remedial teaching may introduce to avoid theory based grammar teaching
   (m) The verb 'create' shall be used in the application level of learning
9. School of Law – Annexure 4.2
   (h) Aesthetic sense of language and literature may not be useful for students, hence involvement of practical session are appreciated.
   (i) Language skills are required when students begin their career.

REGISTRAR

10. School of Management– Annexure 4.3
    (c) Assessment of body language skills in virtual learning would be challenging
    (d) Formal and informal communication shall be included
11. School of Engineering– Annexure 4.4
    (d) Introduction to phonetics shall be limited to understanding sounds because English has evolved pronunciation skill geographically by avoiding any standard form.
12. School of Design – Annexure 4.5

Agenda ENG 4.4: Approval of Kannada Courses

The Board approved Kannada Kali (KAN101) and Kannada Thili (KAN102).

Agenda ENG 3.5: Approval of Value Added Courses

The Board approved Value Added Course in the Annexure 4.6

Agenda ENG 4.6: Approval of the examiners list

The Chairperson presented the details of the internal and external examiners. The list was approved by the committee (Annexure ENG 3.4). The chairperson is authorized to include the examiners (internal and external) as per requirements.

Agenda ENG 4.7: Any other matter with the permission from the Chair

The Board of Studies Chairperson of English Department has authorized to incorporate minor corrections / edits, if required. The BOS Chairperson has conveyed that the decisions taken during the 4th meeting of BOS will be implemented whenever applicable. He has conveyed thanks to all the members and informed that the date of next BOS meeting will be notified soon.

The meeting ended with Vote of Thanks by Dr. Venkata Ramani Chella to the esteemed members.

BOS Committee:

S. No.	Name	Designation with Affiliation	Status	Signature with date
1	Dr. J.G. Ravikumar.	Associate Professor, English, Presidency University, Bangalore – 64	Chairperson	
2	Dr. Shibily Nuaman VZ	Assistant Professor, English, Presidency University, Bangalore – 64	Member Secretary	
3	Dr. Malar Vili K	Professor, Kannaada, Presidency University, Bangalore – 64	Member	
4	Dr. Venkata Ramani Challa	Associate Professor, English, Presidency University, Bangalore – 64	Member	
5	Dr. Narasimha Murthy SV	Assistant Professor, English, Presidency University, Bangalore – 64	Member	

REGISTRAR

6	Dr. Payal Mukherjee	Assistant Professor, English, Presidency University, Bangalore – 64	Member	
7	Dr. Gokula Krishnan Subramanian	Assistant Professor, Chemistry, School of Engineering, Presidency University, Bangalore – 64	Member	
7	Ms Sujaya	Associate Professor, HOD, Mount Carmel College, Bengaluru	External Member (Academic)	
8	Dr Reddy Shekar Reddy	Associate Professor, Christ University, Bengaluru	External Member (Academic)	

ANNEXURE ENG - 4.1

Course Name:	Communicative English-I					
Course Code:	LNG106	Credit Structure :	L	T	P	C
			2	0	0	2

1. COURSE OUTCOMES:

On successful completion of the course the students shall be able to:

- Use strategies appropriately to improve one's ability to listen and to understand people.
- Use English in a specific situation with proper contextual language.
- Apply writing strategies in different modes of discourse and in drafting business letters.
- Analyze the ideas in the text and tone of the author.

2. COURSE DESCRIPTION:

A course on **Communicative English-I** facilitates the holistic development of English language skills i.e., Listening, Speaking, Reading and Writing. The listening module includes monologues and interacting speakers which focuses comprehension of gist and detailed information A module on Speaking skills aims at developing the communicative competence of learners by participating in various narration related group activities and by enacting in role-plays pertaining to functional English. The Writing skills module expects the learners to produce written texts of various types of discourse and draft professional business letters. Lastly, the Reading skills module involves comprehension of business-related texts of topical relevance and drawing inferences from the given text

3. DELIVERY PROCEDURE (PEDAGOGY):

Instruction pedagogy is mostly Blended Learning/Activity based learning for teaching listening and speaking skills. The students are offered adapted/instructional reading material

REGISTRAR

and are encouraged to learn to use different strategies for different reading purposes: identifying the main points in a text, looking for detail, locating specific information in a text, understanding a text structure, etc. The e-workbook includes exercises on Functional English, Reading comprehension, Active Listening and Writing tasks. Each student will be thoroughly monitored using exercises in the workbook.Instruction pedagogy will be assisted with workbook specially designed to check the students' acquisition of knowledge from theory and tutorials. The skills of letter and report writing are taught with the help of tutorials and exercises in the workbook. Blended/flip class method will be used for teaching writing email. To apply the professional writing style in email/letter writing "100 Great Sale Letters" Compiled By Benjamin Hart has been included as a self learning topic. The workbook has included 24 common errors in English usage. Each student will be thouroughly monitored using exercises in the workbook

4. REFERENCE MATERIALS:
4. Course Material by the Instructor.
5. PPT's and Videos and Worksheets provided by the instructor.

SUGGESTED READINGS:
6. Hart, Steve. Nari, Aravind R. and Bhambhani, Veena. *Embark: English for Undergraduates*. New Delhi; Cambridge University Press, 2016.
7. J. K. Gangal, *A Practical course in Spoken English*, PHL Learning Private Limited, Delhi-2014.

Course Name:	ESSENTIALS OF ENGLISH					
Course Code:	ENG105	Credit Structure :	L	T	P	C
			2	0	0	2

1. COURSE OUTCOMES:
On successful completion of the course the students shall be able to:
13. Demonstrate the ability to reflect upon and comment on texts with various themes.
14. Apply basic rules of grammar and draft meaningful write-ups.
15. Use vocabulary in different contexts for better communication.
16. Show the ability in note-making and note-taking, draft effective paragraphs, and summarize the given text

2 COURSE DESCRIPTION:
A course on **Essentials of English** is designed primarily to help develop the linguistic skills of learners. First module consists of short literary pieces which facilitate the learners in generating ideas and enjoying in discussing issues which are sensitive as well as of global interest. Learners are required to read the main text outside the class hours. Exercises, Tasks, and Activities that are designed for classroom discussion direct them to understand not only the main ideas but also provide opportunities to use language fruitfully. The other modules focus on essential grammar, vocabulary and basic write-ups like note-making, summary writing and

paragraph writing. Continuous assessment helps the learners to develop confidence and hone their language and life skills

3   DELIVERY PROCEDURE (PEDAGOGY):

This course is delivered online using Microsoft Teams platform. The teaching pedagogy includes both synchronous and asynchronous mode. The synchronous delivery includes lecture using ppt, videos and surfacing questions that learners have around the material. The asynchronous forums include lecture capture videos, chat boards, practice quizzes and inviting students' answers on particular questions.

4   Reference books

REFERENCE MATERIALS:

1. E-Course Manual cum Workbook by the Instructor.
2. Videos and PPT's suggested by the instructor.

SUGGESTED READINGS:

1. Steve Hart, Aravind R.Nair, Veena Bhambani. *Embark- English for Undergraduates*. Cambridge University Press, 2016
2. Michael Vince, Peter Sunderland. *Advanced language Practice,* Macmillan, 2003
3. Raman, Meenakshi. Sharma, Sangeetha. *Technical Communication: Principles and Practice*. Oxford University Press, New Delhi. 2015

ANNEXURE ENG - 4.2

Course Name:	GENERAL ENGLISH					
Course Code:	ENG 101	Credit Structure :	L	T	P	C
			4	0	0	4

1. **COURSE OUTCOMES:**
   On successful completion of the course the students shall be able to:

   • **CO1-**Apply communication strategies for effective written and spoken communication

   • **CO2-**. Choose appropriate sentence structures in English.

   • **CO3-** Write comprehensive paragraphs and professional letters

   • **C04-** Participate in Skits and Group Discussion.

   • **CO5-** Employ translation skills as per requirement.

   • **CO6-** Write Legal Reports

2. **COURSE DESCRIPTION:**

A Course on General English for Law Students facilitates Writing, Speaking and Translation Skills. The Course will train the students to write and speak in English and face the legal world with determination and self-belief.

The Course includes theoretical session on Communication, Reading and Writing skills with special emphasis on Paragraphs, Letters, Taking and Making Notes, Report Writing, Skits, Debate and Group Discussion etc. Practice sessions with the assistance of a Worksheets specifically designed for Law students will cater to the needs of their professional requirements.

3. **DELIVERY PROCEDURE (PEDAGOGY):**

Instruction Pedagogy will be assisted with a Worksheets specially designed to check the students' acquisition of knowledge from theory and practice sessions. Communication, Speaking, Debating, Writing (Skits etc.), Blended and flipped class learning will be introduced as a part of introduction pedagogy. The mode of delivery will be online through Microsoft teams, both synchronous and asynchronous. The notes and scanned copies of the reference materials will be uploaded in the channel.

Participative Learning- Report Writing, Translation and Group Discussion Skills will be imparted through interactive sessions.

4. **REFERENCE MATERIALS:**

1. Myneni, S. R. English II (for Law Students). Allahabad Law Agency, 212.

2. Raman, Meenakshi. Sharma, Sangeetha. Technical Communication: Principles and Practice. Oxford University Press, New Delhi. 2015.

3. Frankfurter. "Advice to a Young Person Interested in a Career in the Law." https://betterchancery.com/2010/07/20/advice-to-a-young-person-interested-in-a-career-in-the- law/

4. Holmes, Sherlock. "A Case of Identity." https://etc.usf.edu/lit2go/32/the-adventures-of-sherlock-holmes/

5. Chekhov, Anton. "In the Court." http://livros01.livrosgratis.com.br/ln000284.pdf

6. Harper, Frances. E. W. "The Slave Auction." https://www.poetryfoundation.org/poems/47686/the-slave-auction

7. Hart, Steve. Nari, Aravind R. and Bhambhani, Veena. Embark: English for Undergraduates. New Delhi; Cambridge University Press, 2016

8. Tendulkar, Vijay. Silence! The Court is in Session. Oxford University Press, 2017
10. Gandhi, M. K. The Story of My Experiments with Truth. AITBS Publishers, Delhi, 2013
11. Shakespeare, William. Merchant of Venice. http://shakespeare.mit.edu/merchant/merchant.4.1.html

12. Tiersma, PeterM. "The Nature of Legal Language." http://grammar.ucsd.edu/courses/lign105/student-powerpoint/tiersma%20-%20legal%20lang.pdf

13. Gandhi, M. K. The Law and Lawyers. https://www.mkgandhi.org/ebks/law_and_lawyers.pdf

14. Tripathi, S. C. Legal Language, Legal Writing and General English. Central Law Publication, 2016.

15. Green, David. Contemporary English Grammar Structures and Composition, Trinity Publication, 2016.

16. Rai, Urmila, Rai, S.M. Business Communication. Himalaya Publishing House: Mumbai, 2014.

17. Myneni, S. R. English I (for Law Students). Allahabad Law Agency, 212. 18. Thrishna. How to do well in GD's and Interview. Pearson Publications, 2013.
19. Myneni, S. R. English I (for Law Students). Allahabad Law Agency, 533-534,535,537, 538- 545.

20. Kumar, Sanjay. Lata, Pushpa. *Communication Skills.* Oxford University Press, New Delhi, 2017.

ANNEXURE ENG - 4.3

Course Name:	COMMUNICATION FOR MANAGERS		L	T	P	C
Course Code:	MGT 211	Credit Structure :	1	0	2	2

1. COURSE OUTCOMES:

- Demonstrate competence in verbal business communication.

- Demonstrate competence in the fundamentals of business writing.

2. COURSE DESCRIPTION:

Explicit and group success is subject to the ability of individuals to communicate with others, face to face, as well as virtually. Every single interface with another person determines how one is perceived and every interaction is an opportunity to develop trust and exert positive influence. Whether presenting one-to-one or to an audience of one thousand, conveying information to a project team or delivering a difficult message, communicating effectively is one of the most powerful skills for achieving one's objectives. The communication skills covered in this course will increase one's ability to exercise choice and control for every type of conversation, both verbal and written and improve quality of relationships and productivity.

3. DELIVERY PROCEDURE (PEDAGOGY):

The course will adopt lecture method, followed by practice sessions. Apart from lectures, the practice sessions will specifically integrate audio-visual material (TED talk, etc.) focused on business to build varied situations in which the students will be asked to think and execute the communication process. For example, the students are required to listen to Louise Evans' TEDx talk on five chairs, representing five different reactions to a given situation, and then choose a particular chair (reaction), when faced with a conflict situation within their organization. The students must produce a 500-word write-up on their approach in diffusing the crisis. The given task is to measure the student's ability to think critically in a given conflict situation and then come up with a proper communicative process. The idea is to teach the students throughout the course that the communication process is as much about language as it is about contexts and critical thinking ability. In-class group discussions during practice sessions will inculcate values of group communication, culminating into multiple informal and formal speaking sessions. In addition, the students will be asked to undertake multiple written assignments to fulfill the specific needs within a business organization.

REFERENCE MATERIALS: Textbooks, reference books, any other resources, like webpages.

- Lehman, Dufrene, Sinha. *B.COM. 2e – A South Asian Perspective*. Cengage Learning. New Delhi, 2016
- Bovee, John V Thill, Abha Chatterjee. *Business Communication Today*. 10thedition, Pearson; New York

ANNEXURE ENG - 4.4

Course Name:	TECHNICAL WRITTEN COMMUNICATION					
Course Code:	ENG103	Credit Structure :	**L**	**T**	**P**	**C**
			2	1	0	3

1. **COURSE OUTCOMES: On successful completion of the course the students shall be able to;**

- Apply technical communication strategies for effective communication
- Use vocabulary and grammar properly and correctly
- Develop skills in writing sentences and paragraphs for websites and wikis
- Write technical/professional emails, letters and memo

2. **COURSE DESCRIPTION:**

In any workplace, people use their computers and mobiles to help them research, compose, design, revise, and deliver information and documents. Networked computers and mobile devices are the central nervous system of the technical workplace, and the course helps students to practice technical communication. The course aims at initiating writing skills in the field of technical communication concentrating letters, emails, memos etc. New media and communication technologies are dramatically altering technical fields at an outstanding rate. Students are prone to work more efficiently, more globally and more visually. These changes are incorporated in the course giving importance to online communication.

3. **DELIVERY PROCEDURE (PEDAGOGY):**

The course will be delivered using Microsoft Team application. Students will be introduced, engaged and evaluated both synchronously and asynchronously on this platform. Each topic will be delivered online and activities will be followed during and post session. Peer reviewing will be encouraged in each tutorial session. Commonly misused words are identified as self-learning topics.

4. **REFERENCE MATERIALS:**

1. Van Akens, David C., Hosford, William F. *Reporting Results: A Practical Guide for Engineers and Scientists.* Cambridge University Press, 2008

2. Hart, Steve. *Written English: A Guide for English and Electronic Students and Engineering.* Taylor & Francis Group, 2016

3. Alred, Gerald J., Brusaw, Charles T., Oliu, Walter E. *Handbook of Technical Writing.* Bedford/St. Martin's, Boston, 2015

4. Johnson, Richard. *Technical Communication Today.* Pearson, 2015

REGISTRAR

Course Name:	TECHNICAL SPOKEN COMMUNICATION		L	T	P	C
Course Code:	ENG104	Credit Structure :	1	0	2	2

1. **COURSE OUTCOMES: On successful completion of the course the students shall be able to;**

CO 1: Make use of phonetic sounds, vowels and consonants, accent, syllables, stress and intonation.

CO 2: Summarize the audios listening software, BBC audio podcasts and assessing the students orally in the Lab and to improve a reader's efficacy for better comprehension.

CO: 3 Organize conversation skills, Situational Expressions, and Idiomatic Expressions for Effective Communication.

CO: 4 Take part in speech presentation publicly speaking to an audience with intent to inform, demonstrate, explain or persuade.

2. **COURSE DESCRIPTION:**

A course on Technical Spoken Communication in the field of technical education will train the students to speak better English and face the corporate world with determination and self-belief. The theoretical and practical sessions on pronunciation, listening, conversation, narration, Speech presentation, will make the target audience to stand out in the forefront of their field of operation. At the end of the course, the students will have better skills, and the students will also be able to excel in middle-higher level management in the corporate world.

3. **DELIVERY PROCEDURE (PEDAGOGY):**

This is a theory cum practice based only on interactive student-friendly course in English communication. The pedagogy will be synchronous and asynchronous using Microsoft Team app. Continuous Assessment E-Manual, E-Worksheets, and Virtual activities are used to assess the students' pre-requisite skills throughout the semester. Post assessments will be done based on the mock group discussions to evaluate the learnings and understanding of the students.

4. **REFERENCE MATERIALS:**

1. J Sethi . P V Dhamija. *A Course in Phonetics and Spoken English*, PHL Learning Private Limited, New Delhi.
2. Raman, Meenakshi. Sharma, Sangeetha. *Technical Communication: Principles and Practice*. Oxford University Press, New Delhi. 2015.
3. Hart, Steve. Nari, Aravind R. and Bhambhani, Veena. *Embark: English for Undergraduates*. New Delhi; Cambridge University Press, 2016.
4. J. K. Gangal, *A Practical course in Spoken English*, PHL Learning Private Limited, Delhi-2014.
5. Chauhan, Gajendra Singh, and Kashmiramka, Smita , Technical Communication, Cengage Publication, New Delhi, 2018
6. Gut, Ulrike. *Introduction to English Phonetics and Phonology,* PETER LANG, Frankfurt, Germany, 2009. (E Book)

7. Carr, Philip. *ENGLISH PHONETICS AND PHONOLOGY- An Introduction*, Wiley-Blackwell, UK, 2013. (E Book)

8. Wambui, Tabita Wangare, et al. *Communication Skills- Volume 1,* LAP LAMBRET, USA, 2012 (E Book)

ANNEXURE ENG - 4.5

Course Name:	ENGLISH FOR DESIGNERS					
Course Code:	ENG111	Credit Structure :	L	T	P	C
			1	0	2	2

1. **COURSE OUTCOMES:** On successful completion of the course the students shall be able to;

CO 1: Help the learner identify his/ her present flaws and mistakes in   pronunciation and enable to rectify the mistakes.

CO 2: Attain and enhance competence in reading through studying resources/materials.

CO: 3 Listen to BBC audio clippings and practice conversation

CO: 4 Make an attempt to give oral presentation and receive feedback on their speech.

2. COURSE DESCRIPTION:

In the globalization context knowledge and culture demands the need for acquiring good communicative English by one and all and it has assumed great significance in this twenty-first century. In fact, the demand for learning effective communicative English has never been as important as it stands today. It is interesting to note that during the last two decades the use of English for communicative purposes has not been confined only to the elite group of the society. People from middle and lower-middle classes are equally keen on learning and using it effectively.

3. DELIVERY PROCEDURE (PEDAGOGY):

This is a theory cum practice based only on interactive student-friendly course in English communication. The pedagogy will be synchronous and asynchronous using Microsoft Team app. Continuous Assessment E-Manual, E-Worksheets, and Virtual activities are used to assess the students' pre-requisite skills throughout the semester. Post assessments will be done based on the mock group discussions to evaluate the learnings and understanding of the students.

4. REFERENCE MATERIAL

1. J Sethi . P V Dhamija. *A Course in Phonetics and Spoken English*, PHL Learning Private Limited, New Delhi.
2. Raman, Meenakshi. Sharma, Sangeetha. *Technical Communication: Principles and Practice*. Oxford University Press, New Delhi. 2015.
3. Hart, Steve. Nari, Aravind R. and Bhambhani, Veena. *Embark: English for Undergraduates*. New Delhi; Cambridge University Press, 2016.
4. J. K. Gangal, *A Practical course in Spoken English*, PHL Learning Private Limited, Delhi-2014.

ANNEXURE ENG - 4.6

Valued Added Courses

Sl. No.	Course	Faculty
1	IELTS Training Course in Academic	Dr. Venkata Ramani Challa
2	Panorama to Films	Ms. Sudeshna Pandey
3	Partition Literature	Dr. Shibily Nuaman VZ
4	Report Writing	Dr. Shibily Nuaman VZ

REGISTRAR

5	Tenses and Sentences	Dr. Narasimha Murthy
6	Human Rights	Dr. Bibhuti Mary Kachhap
7	Reading Short Stories	Ms. Nidha P Mohamed
8	Netiquettes	Dr. Payal Mukherjee
9	Positive Psychology	Dr. Shaik Reshma
10	Engineering Ethics	Dr. Priyanka
11	Life Skills for College Students	Dr. Kirankumar Nittali
12	Life Skills Through Shakespeare	Dr. Noor Fathima

ANNEXURE ENG 4.7

DETAILS OF EXTERNAL EXAMINERS

Sl. No.	Faculty Name	Designation	University / Institute
1	Dr. Ravi Narayana	Professor	RIE, Jnanabharathi, South India, Bengaluru.
2	Dr. Geeta Bhasker	Professor-HOD	Bengaluru University
3	Dr. Thrayambaka	Professor	CMR University, Bengaluru.
4	Dr. Manju Jose	Associate Professor-HoD	Gitam University, Bengaluru.
5	Dr. S. Venkateswaran	Director (Rtd)	RIE, Jnanabharathi, South India, Bengaluru.

DETAILS OF INTERNAL EXAMINERS

REGISTRAR

Sl. No.	Faculty Name	Designation
1	Dr. J. G. Ravikmar	HoD., Associate Professor
2	Dr. Venkata Ramani Challa	Associate Professor
3	Ms. Sudeshna Pandey	Assistant Professor
4	Dr. Shibily Nuaman VZ	Assistant Professor
5	Dr. Narasimha Murthy	Assistant Professor
6	Dr. Bibhuti Mary Kachhap	Assistant Professor
7	Ms. Nidha P Mohamed	Senior Lecturer
8	Dr. Payal Mukherjee	Assistant Professor
9	Dr. Shaik Reshma	Assistant Professor
10	Dr. Priyanka	Assistant Professor
11	Dr. Kirankumar Nittali	Assistant Professor
12	Dr. Noor Fathima	Assistant Professor

NOTE: The chairperson is authorized to include the examiners (internal and external) as the need arises.

REGISTRAR
Registrar

REGISTRAR

PRESIDENCY UNIVERSITY

Established under the Presidency University Act, 2013 of the Karnataka Act 41 of 2

<u>**SCHOOL OF ENGINEERING**</u>

<u>**Department of Languages**</u>

Ref. No.: PU/SOE/LNG/BOS-05/2021-22/CIR01   Date 17th July, 2021

<u>**Minutes of the 5th Meeting of Board of Studies (Department of Languages)**</u>

The 5th meeting of the Board of Studies of the department of Languages was held on 17-07-2021 from 10.00 am to 5.30pm in Online Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

Meeting Link:

https://teams.microsoft.com/l/meetupjoin/19%3amyCWGj1KCjttsc1cjI2g6H4hRFiLeZELJ8FNqlFkwTo1%40thread.tacv2/1626342533559?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2247e7e35e-48c6-49c2-b976-6eadc2e37f9c%22%7d

5th BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Abdul Sharief	Dean, School of Engineering	Chairman
2.	Dr.Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	External Expert Senior Professional (Academic)
3.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	External Expert (Academic)
4.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	External Member (Academic)
5.	Dr. Ch.V.Ramani	Associate Professor & HOD, English, Presidency University	Member Secretary
6.	Dr.Malarvilli. K	Professor of Kannada, Presidency University	Special Invitee
7.	Dr.J.G.Ravi Kumar	Associate Professor, Dept. of English, Presidency University	Internal Member
8.	Dr.Shibily Nuaman VZ	Assistant Professor, Dept. of English, Presidency University	Special Invitee

REGISTRAR

9.	Dr.Narasimha Murthy S.V	Assistant Professor, Dept. of English, Presidency University	Special Invitee

The member secretary/ HoD extended a warm welcome to the members, particularly to the external members and introduced all the members in the committee. The chairman of 5th BoS meeting, Dr Abdul Sharief delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed CBCS system.

With the permission of chairperson, the member secretary had presented the following agenda points and deliberations were recorded.

Agenda SOE-Languages 5.1: To approve the minutes of 4th Board of Studies Meeting held on 27th August 2020

Resolution SOE-Languages 5.1: The Minutes of 4th BoS meeting held on 27th August 2020 and its Action taken report (ATR) was discussed and approved by the members.

Agenda SOE-Languages 5.2: Discussion on the Feedback obtained on curriculum from Industry, students, alumni & faculty members

Resolution SOE-Languages 5.2: The member secretary presented the gist of feedback obtained on existing curriculum from Industry, students, & faculty members as listed in Annexure 1 and highlighted the necessity of revamping the curriculum towards flexible Choice based Credit System (CBCS). All the members have appreciated the efforts.

Agenda SOE-Languages 5.3: Discussion on the Proposed CBCS Course grid and the Course catalogues for the 2021 admitted students

The member secretary presented the list of New Courses (Annexure-I) and their salient features of proposed program structure and CBCS Course grid including course catalogues in Annexure 5 which was duly approved after much deliberations with the following discussion points made course wise:

(i) Foundation English:

- Suggested to change course title as **Foundational English**.
- In Module three it was suggested to exclude Intensive and Extensive Listening-Scenes from plays of Shakespeare (Eg: Disguise Scene in *The Twelfth Night* and Balcony scene from *Romeo and Juliet*). Suggested to include Speeches by Steve Jobs, Stay Hungry Stay Foolish, Find What You Love.
- Related to text book the committee members suggested to remove Wren, P.C., &Martin, H. (2018). *High School English Grammar& Composition* N.D.V. Prasada Rao (Ed.). New Delhi: S. Chand & Company Ltd.
- Modified Targeted Application and Tools that can be used as BBC Audio Podcasts Communicate effectively while speaking and writing in various contexts.

(ii) Technical English:

- Introduction to Technical Communication
- Difference between general Communication and Technical Communication
- Technical presentations- use of Visual Aids
- Product Description/ Process Description/ Play a Video showing a process
- Writing a user manual, lab manual, technical proposals, technical report Writing, data interpretation, technical paragraph, note making, digital documentation
- Removal of pronunciation

(iii) Essentials of English:

- Spread out literary texts throughout modules
- Include authors such as R. K Narayan and Salman Rushdie
- Avoid module titles like, 'vocabulary' and grammar
- Discuss grammar and vocabulary in each module

(iv) Communicative English:

- Dr. Sathyaraj Venkatesan suggested to introduce writing, Cohesion and coherence, sample writing, reading comprehension paragraph and removal of speed reading.
- Dr. Kshema Jose recommended to remove tone, essay writing, and include more activities to promote interaction.
- Dr. Sushmita Shyamasundar suggested to introduce conversational skills, time (metaphor), negotiations and short messages to commerce students.

(v) Communication Skills:

- Course description needs to re-worked
- Spoken communication elements to be incorporated in the syllabus.
- Assignment topics to be revised.

(vi) Professional Communication for Lawyers:

- Incorporation of Argumentation, refuting an argument, logical fallacies.
- Removal of Meenakshi Raman textbook.
- Enactment of scenes, preparing for actual courts.
- Incorporation of French words.
- Alignment of Course outcomes and Content.
- Restructuring of modules.
- Argumentative writing with 12 Angry men.
- Public Speaking and presentation
- Introduction of OSCOLA citation with French words and Latin Maxims.
- Introduction of Letter writing.

(vii) English for Employability:

- Removal of the remedial grammar and vocabulary

- Suggested to include more of employability components like cross cultural communication for workplace, and communication in the digital age.
- Inclusion of group discussions and interview skills

(viii) Verbal Aptitude for Placements:

- All the external members have approved the course without any major suggestions and appreciated the initiative of introducing an open elective of this sort. Continuous evaluation of the topics for keeping a track of the learning process should be included along with practice worksheets.

(ix) English for Career Development:

- The external committee suggested to revamp major part of the contents as the course content doesn't suit the course title.
- Give exposure to Group Discussion/ How to Conduct G D
- Include Interview Skills, presentation skills, use of digital platforms, media fluency, negotiation, and interactive skills, 21st Century Literacy- 4 Cs of Communication, Cross Cultural Communication and Workforce, Digital Portfolio, case study
- Delete Remedial grammar, Types of Communication

(x) Reading Advertisements:

- Include Roland Barthes' "Rhetoric of Image"
- Include more texts in reference section
- Decide the approach, cultural or creation
- Digital aspect of the course using data
- Include multilingualism of ads

(xi) Kali Kannada – Introduce simple words to suit daily communication.

(xii) Thili Kannada – No suggestions

(xiii) Sarala Kannada – No suggestions

(xiv) Savi Kannada – Suggested to introduce certain literary pieces

The recommendations of the experts were considered and addressed as follows:

(i) **Foundation English**:

As per the suggestions, the course outcomes were modified. Activities are designed in connection with the topics. William Shakespeare acts are replaced by talks delivered by eminent industry experts and global leaders in the activities to enhance speaking skills. Following the recommendations, the course title is renamed as **Foundational English**. Included the latest book by J. C. Nesfield, English Grammar Composition and Usage, Macmillan. 2019, (e-book).

(ii) **Technical English**:

The course contents are restructured as per the recommendations of the expert committee. Technical paragraph and Note making are not included as they are already given in the Foundational English course. Digital documentation is included in Advanced English course and module on pronunciation is removed.

(iii) **Essentials of English**:

All the given suggestions were incorporated

(iv) **Communicative English**:

The reading comprehension topics were minimized, and interesting pieces were added for reading practice. The activities which are mentioned in topics were reframed and functional English practice was included. All the suggestions were included except short messages for commerce students because this course is offered not only to SOC but also SOInSci, and BA- JM, Multimedia)

(v) **Communication Skills**:

All the given suggestions were incorporated

(vi) **Professional Communication for Lawyers:**

The suggestions provided are added and a reference on report writing is given in the resources section in the place of Meenakshi Raman. French and Latin legal terminology was introduced. Public speaking and presentation skills cannot be taken care due to prevalent Covid situation. will be taken care in SEM 2, if we are able to have offline classes). Incorporation of Argumentation, refuting an argument, logical fallacies will be taken care in II Semester.

(vii) **English for Employability:**

All the suggestions provided were considered except Group Discussions and Interview Skills. As per the University Academic Regulations, it may not be possible to include a module on interviews as the same is taken care by Soft Skills Team. Instead, Language skills required to clear interviews is focused.

(viii) **Verbal Aptitude for Placements:**

As per the suggestion given continuous evaluation of the topics for keeping a track of the learning process is included along with practice worksheets.

(ix) **English for Career Development:**

Following the expert committee suggestions, the course is revamped and sent to the external member Dr. Sushmita for review. Topics like Group Discussion/ How to Conduct G D, Interview Skills, presentation skills were not added as the same have been introduced already by the Learning and Development Department for the Seventh semester. Hence, there was a conflict of interest. So, this suggestion was not accepted. Various modules were added

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keeping in view of the current industry requirement. The external member has reviewed and approved it for implementation.

(x) **Reading Advertisements:**

- All the given suggestions were incorporated except the approach, cultural or creation – to keep students' interest

(xi) **Kali Kannada –** Introduce simple words to suit daily communication.

(xii) Thili Kannada – No suggestions

(xiii) Sarala Kannada – No suggestions

(xiv) Savi Kannada – Suggested to introduce certain literary pieces

==Agenda SOE- Languages 5.4: Discussion on the feedback obtained from the Industry, students, faculty members and alumni on the proposed CBCS Course grid.==

==**Resolution SOE-Languages 5.4:** The feedback questionnaires which were shared to the stake holders, its responses, recommendations, and action taken on recommendations was presented by the   member secretary as listed in== Annexure 6. ==The committee has appreciated the motive of the exercise==.

Agenda SOE- LANGUAGES 5.5: Any Other Matter with the permission of the chair

- The Member Secretary presented the proposal of introducing certificate courses relating to Communication Skills as a skill development initiative from department of Languages. The expert committed suggested to have courses at multiple levels suiting the needs of general as well as specific target groups.
- The course contents/ course handouts for the Academic Year 2019-2020 & 2021-2022 were approved.
- The BOS Chairperson has assured that the decisions taken during the 5th BoS meeting for the department of Languages will be implemented as early as possible and will be conveyed. The Chairperson and member secretary had expressed special thanks to all the members and requested to extend the same support for the future activities.

The meeting ended with Vote of Thanks by Dr.Ch.V.Ramani

BoS Committee Members Present:

S No	Name	Position	Signature with Date
1.	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Present
2.	Dr. Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	Present

3.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	Present
4.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	Present
5.	Dr. Ch.V.Ramani	Associate Professor & HOD, Dept. of Languages, Presidency University	Present
6.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Present
7.	Dr.J.G.Ravi Kumar	Associate Professor of English, Dept. of Languages, Presidency University	Present
8.	Dr.Shibily Nuaman VZ	Assistant Professor of English, Dept. of Languages, Presidency University	Present
9.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	Present

Recorded Session Meeting link:
https://drive.google.com/file/d/1X2KDvjhRqp3qSiH98c2_k1XMqWtBFP5G/view?usp=sharing
https://drive.google.com/file/d/1c3uu_DGEXhtwZ3cxR6tGj53GA-0u9NEC/view?usp=sharing

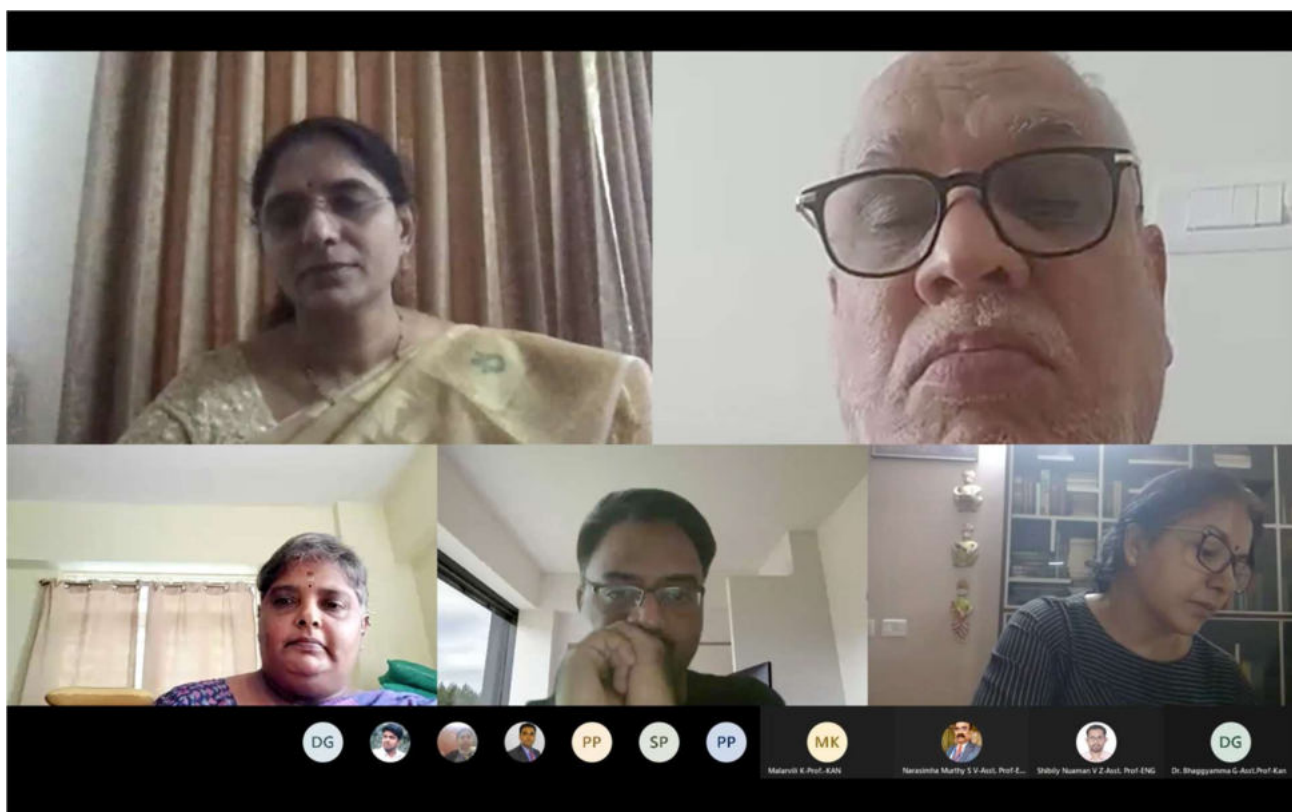The MS Teams meeting screenshot as a note of attendance is inserted below.

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Fig. 1. The screenshot picture of 5th BoS meeting on MsTeams
First row L to R- Dr. Venkata Ramani, Dr.Abdul Sharief
Second row L to R- Dr Sushmitha, Dr.Satya Raj Venkatesan, Dr.Kshema Jose
Other Faculty Present: L to R- Prof. Shiva, Dr.Noor Fathima, Dr.Kiran, Dr.Shibily,
          Dr.Priyanka, Dr.J.G.Ravi Kumar, Dr.Murthy,
          Dr.Malarvilli, Ms.Sudeshna Pandey

Annexure I-List of NEW courses (2021-22)

Sl. No.	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	ENG1001	Foundational English	1	0	2	2	2021-22
2	ENG1002	Techncial English	1	0	2	2	2021-22
3	ENG1003	Communicative English	2	0	2	2	2021-22
4	ENG2001	Advanced English	1	0	2	2	2021-22
5	ENG1010	Verbal Aptitude For Placement	2	0	2	3	2021-22
6	ENG1011	English For Career Development	3	0	0	3	2021-22
7	ENG1008	Reading Advertisements	1	0	2	2	2021-22
8	ENG1013	Indian English Drama	2	0	0	2	2021-22
9	ENG1009	Indian Literature	2	0	0	2	2021-22

REGISTRAR

10	ENG1012	Gender and Society	2	0	0	2	2021-22
11	ENG3001	English For Employability	2	0	0	2	2021-22
12	ENG2004	Critical Thinking for Lawyers	3	0	0	3	2021-22
13	ENG1006	Communication Skills	2	0	0	2	2021-22
14	ENG1005	Professional Communication for Lawyers	3	0	0	3	2021-22
15	ENG2007	Writing For the Web	2	0	0	2	2021-22
16	ENG2003	Professional English	2	0	0	2	2021-22
17	ENG2006	Business Communication	2	0	0	2	2021-22

Established under the Presidency University Act, 2013 of the Karnataka Act 41 of 2

Department of Languages

Ref. No.: PU/SOE/LNG/BOS-06/2021-22/CIR02 Date 04th December, 2021

Minutes of the 6th Meeting of Board of Studies (Department of Languages)

The 6th meeting of the Board of Studies of the department of Languages was held on 04-12-2021 from 01.00 pm to 4.30pm in Online Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

Meeting Link:

https://teams.microsoft.com/l/meetup-join/19%3a4GvDGG-iXTXZWQke79OZjbdnRI8KxwRNKTJ_ebZgy4E1%40thread.tacv2/1638340285662?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2247e7e35e-48c6-49c2-b976-6eadc2e37f9c%22%7d

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6th BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Abdul Sharief	Dean, School of Engineering	Chairman
2.	Dr.Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	External Expert Senior Professional (Academic)
3.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	External Expert (Academic)
4.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	External Member (Academic)
5.	Dr. Ch.V.Ramani	Associate Professor & HOD, English, Presidency University	Member Secretary
6.	Dr.Malarvilli. K	Professor of Kannada, Presidency University	Special Invitee
7.	Dr.J.G.Ravi Kumar	Associate Professor, Dept. of English, Presidency University	Internal Member
8.	Dr.Shibily Nuaman VZ	Assistant Professor, Dept. of English, Presidency University	Special Invitee
9.	Dr.Narasimha Murthy S.V	Assistant Professor, Dept. of English, Presidency University	Special Invitee

The member secretary/ HoD extended a warm welcome to the members, particularly to the external members and introduced all the members in the committee. The chairman of 6th BoS meeting, Dr Abdul Sharief delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed CBCS system.

With the permission of chairperson, the member secretary had presented the following agenda points and deliberations were recorded.

Agenda SOE-Languages 6.1: To approve the minutes of 5th Board of Studies Meeting held on 17th July 2021

Resolution SOE-Languages 6.1: The Minutes of 5th BoS meeting held on 17th July 2021 and its Action taken report (ATR) was discussed and approved by the members.

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Agenda SOE-Languages 6.2: To approve the catalogues of courses offered to various Schools across University

Suggestions provided:

(i) Advanced English:

- Remove the literary pieces
- Add more technical writing component

(ii) Business English:

- Rewrite the course description and add more relevant textbooks and tools
- Make the first module contemporary
- Exchange the skills of Module 2 and 4 like Socializing and Negotiation
- Include more activities based on the job skills that matches the degree of the students.

(iii) Writing for the Web

- Include 'Web Content Accessibility Guidelines'
- Considering the number of sessions in Module-3, the committee suggested to remove certain topics in Module-3 ·
- Add latest resources in the reference section ·
- Recommended 'Digital Writing for the Web' to include in references section.

(iv) Critical Thinking for Lawyers:

- Change the order of Modules (change module 4 into Module 1)
- Introduce Lateral thinking
- Removal of Classic texts and bringing in simpler texts and legal briefs
- Introduce Case sheets and vernacular names in the project work section to make it more understandable and bring in multi literacy practices.

(v) Business Communication:

- Shuffle the modules and follow inductive method.
- Suggested to refer text "Business Communication Today" Bovee and John Thill for shuffling the modules.

(vi) Professional English:

- Introduce Pictorial Writing
- Follow LSRW order in Modules
- Maintain PAC (Purpose, Audience and Context) in all the modules

(vii) Technical Written Communication

- Existing course approved by the committee without any changes

(viii) Indian Literature

- Add contemporary writers
- Remove 'summarizing' as course outcome

(ix) Gender and Society

- Incorporate keywords related to the topic.
- Refer to non-literary texts
- Include the concept of Gender queer in Module Two.

(x) Indian English Drama

- Include street plays and bring in comparison between European Drama and Indian English Drama
- Exclude the 'translation' part from course description
- Take up only political, economical and cultural aspects from the plays
- Convert the theory to lab based course

The recommendations and FEEDBACK of the Industry, Students, and Faculty were considered and addressed as follows:

(i) Advanced English:

- All the given suggestions were incorporated

(ii) Business English:

- All the given suggestions were incorporated

(iii) Writing for the Web

- Included the suggested resources
- All the given suggestions were incorporated

(iv) Critical Thinking for Lawyers:

- All the given suggestions were incorporated

(v) Business Communication:

- All the modules were shuffled
- All the given suggestions were incorporated

(vi) Professional English:

- Pictorial Writing is introduced and all other suggestions were incorporated

(vii) Technical Written Communication

- Existing course approved by the committee without any changes

(viii) Indian Literature

- Contemporary writers were included
- All other suggestions were incorporated

- ==All the given suggestions were incorporated==

- ==Converting the course to lab-based course will be not possible as reading of the text in drama studies is equally important.==
- ==All other suggestions were included==

Agenda SOE- LANGUAGES 6.3: Any Other Matter with the permission of the chair

- Value added course titles were presented

The meeting ended with Vote of Thanks by Dr.J.G.Ravi Kumar

BoS Committee Members Present:

S No	Name	Position	Signature with Date
1.	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Present
2.	Dr. Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	Present
3.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	Present
4.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	Present
5.	Dr. Ch.V.Ramani	Associate Professor & HOD, Dept. of Languages, Presidency University	Present
6.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Present
7.	Dr.J.G.Ravi Kumar	Associate Professor of English, Dept. of Languages, Presidency University	Present
8.	Dr.Shibily Nuaman VZ	Assistant Professor of English, Dept. of Languages, Presidency University	Present

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9.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	Present

Recorded Session Meeting link:

https://drive.google.com/file/d/1dvkgKBn4jJ0iP7ynVD3064dNzYTKZIIw/view?usp=sharing

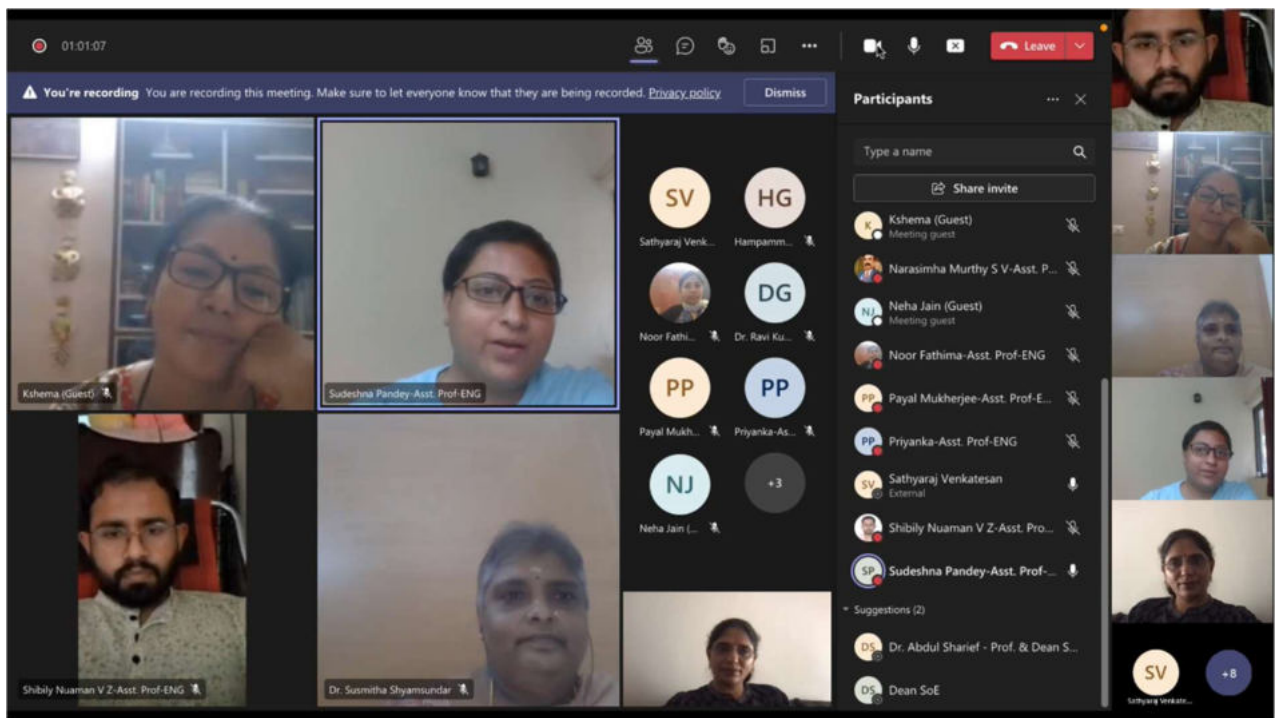The MS Teams meeting screenshot as a note of attendance is inserted below.

Fig. 1. The screenshot picture of 6th BoS meeting on MsTeams

First row L to R- Dr.Kshema Jose, Ms.Sudeshna Pandey

Second row L to R- Dr.Shibily, Dr.Sushmitha Syamsundar, Dr.Ramani

Other Faculty Present: Dr.Sathyaraj Venkatesan, Dr.Neha Jain, Dr.Hampamma,

Dr.J.G.Ravi Kumar, Dr.Kiran, Dr.Murthy

Dr.Payal Mukherjee, Dr.Priyanka, Dr.Noor Fathima,

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Feedback from Industry Professionals and Action Taken Report

Sl. No.	Feedback	Action Taken
1	Introduce more Open Elective courses catering to the needs of the present generation of students	New OE courses like *Verbal Aptitude for Placements,* and *English for career Development* **for** *School of Engineering and Reading Advertisements* for the *School of Commerce*- introduced as per the recommendations.

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PRESIDENCY UNIVERSITY

Feedback from Students and action taken report

Sl. No.	Feedback	Action Taken
1	Introduce grammar portions and reduce the theory contents.	Common errors in English have been added to all courses.
2	Evaluation of practical sessions shall be given less weightage.	Weightage division has been verified and discussed with the team. As per the discussion no modifications are suggested.

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Feedback from Faculty Members and action taken report

Sl. No.	Feedback	Action Taken
1	Introduce more of Interactive classroom activities	The curriculum is revamped with more activities considering the Online mode of teaching. Various Apps like Flipgrid, Peardeck are used to enhance student engagement.
2	Introduce Web based links for more practice sessions.	Every course is provided with suitable web links and web resources from the PU Web Resources link for easy access to study material
3	Introduce more Online Learning modes	E. Content has been developed for many of the courses.

Department of Languages

Ref. No.: PU/SOE/LNG/BOS-07/2022-23/CIR01   Date 25ᵗʰ July, 2022

Minutes of the 7ᵗʰ Meeting of Board of Studies (Department of Languages)

The 7ᵗʰ meeting of the Board of Studies of the department of Languages was held on 25-07-2022 from 10.00 am to 1.00pm in Online Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

Meeting Link:
https://teams.microsoft.com/l/meetupjoin/19%3agdbsAepGDsriXy_yHMvWmgbC126BjVlFr8dBJi4nQJA1%40thread.tacv2/1658484951045?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2247e7e35e-48c6-49c2-b976-6eadc2e37f9c%22%7d

7ᵗʰ BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Abdul Sharief	Dean, School of Engineering	Chairman
2.	Dr.Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Dr.Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	External Expert Senior Professional (Academic)
4.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	External Expert (Academic)
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	External Member (Academic)
6.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	Member Secretary
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Special Invitee
8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	Internal Member
9.	Dr.Shibily Nuaman VZ	Assistant Professor of English, Dept. of Languages, Presidency University	Special Invitee
10.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	Special Invitee

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The member secretary/ HoD extended a warm welcome to the members, particularly to the external members, and introduced all the members in the committee. The chairman of 7th BoS meeting, Dr Abdul Sharief delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed courses across all the Schools.

With the permission of chairperson, the member secretary had presented the following agenda points and deliberations were recorded.

Agenda SOE-Languages 7.1: To approve the minutes of 6th Board of Studies Meeting held on 4th December 2021

Annexure LNG 7.1.1: Approval of the Minutes of the 6th BOS meeting.

Annexure LNG 7.1.2: Approval of the ATR of the 6th BOS meeting.

Resolution SOE-Languages 7.1.1 & 7.1.2: The Minutes of 6th BOS meeting held on 4th December 2021and its Action taken report (ATR) was discussed and approved by the members.

Agenda SOE-Languages 7.2: Approval of Course Handouts passed by the previous Departmental Academic Committee (DAC)

Annexure LNG 7.2.1

Resolution SOE-Languages 7.2.1: Even Sem. Course Handouts after incorporating the suggestions were approved.

Agenda SOE-Languages 7.3: Discussion on the Feedback obtained on courses from Industry, students, alumni & faculty members

Resolution SOE-Languages 7.3: The member secretary presented the gist of feedback obtained on the existing curriculum from Industry, students, alumni & faculty members as listed in **Annexure 7.3** and highlighted the necessity of incorporating the suggested changes in the courses to enhance the employability and skill development of students. All the members have appreciated the efforts.

Agenda SOE-Languages 7.4: Discussion on the Course Catalogues for the 2021 admitted students

Annexure LNG 7.4.1

Approval of existing Course Catalogs for the Academic year 2022-2023

Annexure LNG 7.4.2

Approval of new Course Catalogs for the Academic year 2022-2023

(i) Business Communication: The course was approved by the B.O.S Members without any suggestions.

(ii) Foundational English:

- To include language activities related to participatory learning.
- To remove the word 'Common' from the topic 'Maintaining Email Etiquette'.
- To teach elements of paragraph writing while teaching email writing.

REGISTRAR

(iii) Technical English:

- Remove the second text book, as it is not complying with our course Technical Communication
- Bring more Technical Communication related Reference Books.

(iv) Essentials of English:

- Do not repeat Salman Rushdie, include more authors like Aravind Adiga
- Remove business vocabulary in the III module
- Keep Gramar portions in the beginning as bullet points, followed by name of texts
- Try to keep a coherence

(v) Communicative English:

- Dr. Sathyaraj Venkatesan approved the course without any suggestions.
- Dr. Kshema Jose recommended to remove narration and draft (words from course description), first-course outcome, and include more activities to promote interaction, group activities, role-play, and examples.
- Dr. Sushmita Shyamasundar approved the course without any suggestions.

(vi) Professional Communication for Lawyers:

- To spread out literary texts across the modules
- To retain the film 12 Angry Men and relate it for assignment.

(vii) English for Employability:

- It was suggested to include simple component from Mike Markel's Technical Communication.
- It was suggested to rethink about the component 'Think in English'
- To include Presentation Skills in Module 5

(vii) Reading Advertisements:

- Change Roland Barthes' "Rhetoric of Image" from 'text book' to 'text'
- Consider changing the main text - "Rhetoric of Image"
- Consider adding the essay, "Gender Roles in Advertisement'
- Consider adding 'Semiotic Analysis'
- Restructure 'Module 3'
- Instead of highlighting the 'Writing' aspect, project a skill like 'Summarizing'
- Digital aspect of the course can be incorporated in 'Module 3'
- Instead of 'Multilingualism', use the keyword 'Multiliteracy'
- Include aspects beyond 'Visual' - 'Gestural', 'Spatial' etc.

(ix) Logic and Art of Negotiation

- Incorporation of logic in the course shall be revisited
- Remove validation of logic in the I module
- Include lectures and bring creativity in the delivery

- Title of the course shall be changed to "Art and Science of Negotiation"
- Include Cognitive Biases in the IV module

(x) **Kali Kannada** – No Suggestions

(xi) Thili Kannada – No suggestions

(xii) Sarala Kannada – No suggestions

(xiii) Savi Kannada – No suggestions

(xiv) Basic French – No suggestions

(xv) Mandarin Chinese for Beginners – No Suggestions

The recommendations of the experts were considered and addressed as follows:

(i) Business Communication

The course was approved by the B.O.S Members without any suggestions.

(ii) Foundational English:

The committee advised to include language activities related to participatory learning. For module five it was suggested to remove the word 'Common' from the topic 'Maintaining Email Etiquette'. The faculty is asked to teach the elements of paragraph writing while teaching email writing in module five. The above-mentioned suggestions were taken into consideration and accepted to make the necessary changes.

(v) Technical English:

The course contents are restructured as per the recommendations of the expert committee. The suggestion of removing the Second Text was followed. The number of technical Communication related Books are increased for reference.

(vi) Essentials of English:

All the given suggestions were incorporated

(vii) Communicative English:

The reading comprehension topics were minimized, and interesting pieces were added for reading practice. The activities which are mentioned in topics were reframed and functional English practice was included. All the suggestions were included except short messages for commerce students because this course is offered not only to SOC but also SOInSci, and BA- JM, Multimedia)

(vi) Professional Communication for Lawyers:

The suggestions provided are taken care of. The film 12 Angry Men is retained. As the literary texts are spread across all the other modules, it resulted in the restructuring of modules. Letter Writing introduced based on the suggestions made during the previous BoS.

(vii) English for Employability:

Included Five steps to successful writing in Module 1

Commonly misused words and phrases in Module 1

Included Presentation Skills in Module 5

(viii) **Reading Advertisements:**

- All the given suggestions were incorporated

(ix) Logic and Art of Negotiation

- All the given suggestions were incorporated

(x) **Kali Kannada –** Approved without any suggestions

(xi) Thili Kannada – Approved without any suggestions

(xii) Sarala Kannada – Approved without any suggestions

(xiii) Savi Kannada – Approved without any suggestions

(xiv) Basic French – Approved without any suggestions

(xv) Mandarin Chinese for Beginners – No Suggestions

Agenda SOE- Languages 7.5: Approval of Examiner's List

Annexure LNG 7.5.1: Examiners from Dept. of Languages & External Examiners List

Resolution SOE-Languages 7.5.1: The Examiners from Dept. of Languages (English, Kannada & French) & External Examiners List were presented by the member secretary as listed in Annexure 7.5.1. The committee has approved the list as presented.

Agenda SOE- LANGUAGES 7.6: Ratification of VAC Courses

Annexure LNG 7.6.1: VAC Courses of Odd & Even Semester 2022-2023

Resolution SOE-Languages 7.6.1: Value Added Courses List of Odd and Even Semester is presented and approved by the BOS Committee members.

Any Other Matter with the permission of the chair

- The course contents/ course handouts for the Academic Year 2019-2020 & 2021-2022 were approved.
- The BOS Chairperson has assured that the decisions taken during the 7th BoS meeting for the department of Languages will be incorporated as early as possible and will be conveyed. The Chairperson and member secretary had expressed special thanks to all the members and requested to extend the same support for the future activities.

The meeting ended with Vote of Thanks by Dr.Kiran Kumar. Nittali

BOS Committee Members Present:

S No	Name	Position	Signature with Date
1.	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	
2.	Dr.Shilpa Mehta	Dean Academics, Presidency University	
3.	Dr. Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	Present
4.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	Present
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	Present
6.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	
8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	
9.	Dr.Shibily Nuaman VZ	Assistant Professor of English, Dept. of Languages, Presidency University	
10.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	

Recorded Session Meeting link:
https://presidencyuniversityin.sharepoint.com/sites/LanguagesVIIBOSMeeting/Shared
Documents/Forms/AllItems.aspx?id=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared
Documents%2FGeneral%2FRecordings%2FMeeting in _General_-20220725_100252-Meeting
Recording%2Emp4&parent=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared
Documents%2FGeneral%2FRecordings

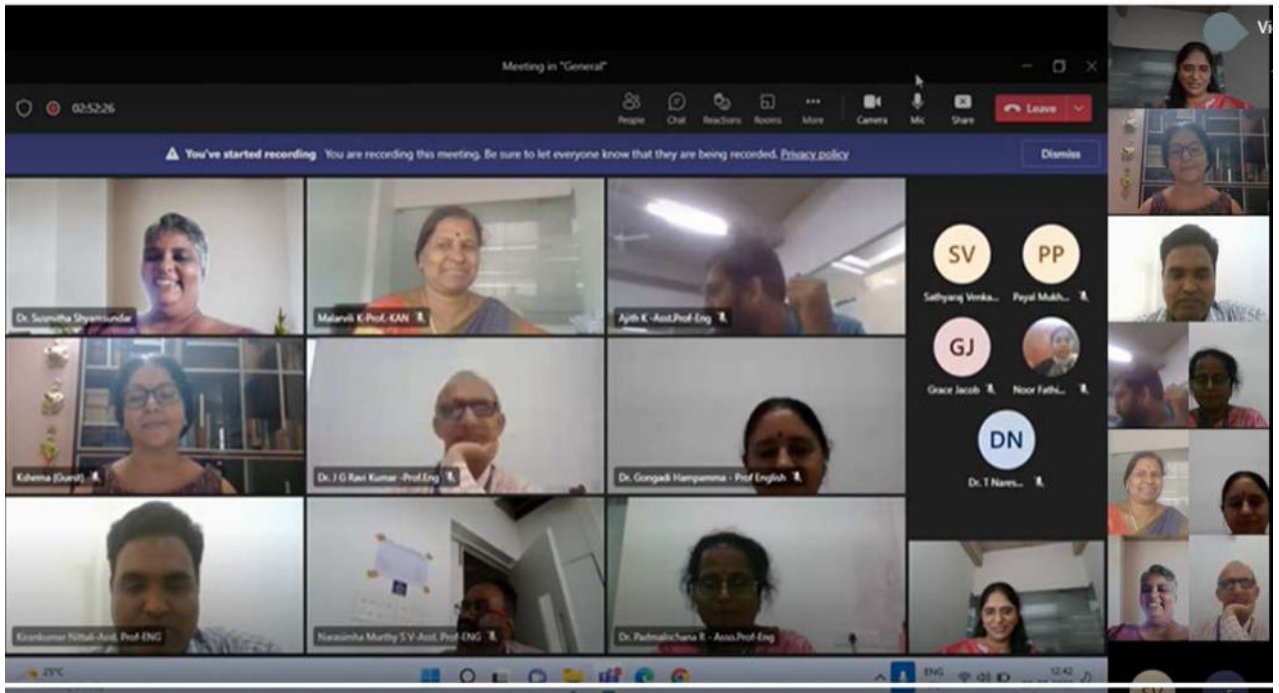The MS Teams meeting screenshot as a note of attendance is inserted below.

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Registrar

Fig. 1. The screenshot picture of 7th BoS meeting on MsTeams

First row L to R- Dr.Susmitha Syamsundar, Dr.Malarvili K, Dr.Ajith
Second row L to R- Dr.Kshema Jose, Dr.Ravi Kumar, Dr.Hampamma
Third row L to R – Dr.Kiran, Dr.Murthy, Dr.Padmalochana
Others Present: L to R- Dr.Neha Jain, Dr.Sathyaraj Venkatesan, Dr.Noor Fathima,
                Dr.Shibily, Dr.Priyanka, Ms.Parvin, Ms.Grace Jacob,
                Dr.Aswini Perumal, Dr.Payal, Mr.Kashif, Dr.Naresh Naidu,
                Dr.Clarence, Ms.Bhagya Lakshmi

List of New Courses:

SI. No.	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	ENG3002	LAW AND LANGUAGE	4	0	0	4	2022-23
2	ENG1014	LOGIC AND ART OF NEGOTIATION	2	0	2	3	2022-23
3	ENG2006	Business Communication	2	0	0	2	2022-23
4	FRL1002	Basic French	2	0	0	2	2022-23
5	FRL1009	Mandarin Chinese for Beginners	2	0	0	2	2022-23
6	KAN1002	Sarala Kannada	2	0	0	2	2022-23
7	KAN2002	Savi Kannada	2	0	0	2	2022-23

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SCHOOL OF ENGINEERING
Department of Languages

14.02.2023

The 8ᵗʰ Meeting of the Board of Studies (BoS) for Department of Languages, School of Engineering, Presidency University, Bengaluru was held on 28th December, 2022 at 10:30 AM. The meeting was held in hybrid mode from the Presidency University Campus, Bengaluru. The internal members attended in person while external members joined in Online mode.

The Agenda points which were discussed and recommended to the Academic Council for approval, are listed below for consideration by the Academic Council to be held on 15.2.2023:

Agenda

Agenda SOE- LNG 8.1	To approve the minutes of 7th Board of Studies Meeting held on 25th July 2022.
Agenda SOE- LNG 8.2	Discussion on the Proposed Course Catalogues for the Winter Semester 2022-23
Agenda SOE- LNG 8.3	Approval of Course Handouts passed by the previous Departmental Academic Committee (DAC)
Agenda SOE- LNG 8.4	Ratification of Mandarin Course
Agenda SOE- LNG 8.5	Any other matter with the permission of the Chair.

Recommended for Approval to the Academic Council:

Vice Chancellor	
Pro-Vice Chancellor	
Dean - Academics	
Dean SOE	
Associate Dean SOE	
HOD - Languages	Neha Jain

City Office: University House, 8/1, King Street, Richmond Town, Bengaluru 560025
Campus: Presidency University, Itgelpur, Rajanakunte, Yelahanka, Bengaluru 560 089
Phone: +91 80 4925 5533 / 5599   Email ID: info@presidencyuniversity.in
www.presidencyuniversity.in

SCHOOL OF ENGINEERING

REGISTRAR

DEPARTMENT OF LANGUAGES

Ref. No. PU/SOE-LNG/BOS-08/2022-23/NOTICE-01   Date: 22nd December 2022

8th BoS Meeting Notice

The 8th Board of Studies (BOS) meeting of the Department of Languages, School of Engineering, Presidency University is scheduled on Wednesday, **28th December, 2022 at 10.30 a.m**. on Microsoft Teams platform. The meeting will be held in hybrid mode, where internal members will join from campus. External members may join through the following link:

You are hereby requested to make it convenient to attend the meeting.

AGENDA

Agenda SOE- LNG 8.1	To approve the minutes of 7th Board of Studies Meeting held on 25th July 2022. (Annexure SOE-LNG 8.1)
Agenda SOE- LNG 8.2	Discussion on the Proposed Course Catalogues for the Winter Semester 2022-23 (Annexure SOE-LNG 8.2)
Agenda SOE- LNG 8.3	Approval of Course Handouts passed by the previous Departmental Academic Committee (DAC)
Agenda SOE- LNG 8.4	Ratification of Mandarin Course (Annexure SOE-LNG 8.4)
Agenda SOE- LNG 8.5	Any other matter with the permission of the Chair.

Member Secretary   **Chairperson**

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Copy to:

- Honorable Chancellor, PU
- Honorable Vice President, PU
- Honorable Vice Chancellor, PU
- Honorable Pro Vice Chancellor, PU
- Dean – Academics, PU
- Office of the Registrar, PU
- Members of the BOS-LNG Committee
- Special Invitees

SCHOOL OF ENGINEERING

DEPARTMENT OF LANGUAGES

Ref. No.: PU/SOE-LNG/BOS-08/2022-23/MOM-01   Date 28th December, 2022

Minutes of the 8th Meeting of Board of Studies (Department of Languages)

The 8th meeting of the Board of Studies of the department of Languages was held on 28-012-2022 from 10.30 am to 12.30pm in Hybrid Mode hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

MS Teams Meeting Link :

https://teams.microsoft.com/l/meetup-join/19%3aMuP6OvkupxdEmEapL7N4LM8qi0R6nCmrY_rFmCVUJVY1%40thread.tacv2/1671685393987?context=%7b%22Tid%22%3a%22bf93bb5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2253e52fc9-a5fd-47b5-a1a1-e2fec2514a6a%22%7d 1

8th BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Abdul Sharief	Dean, School of Engineering	Chairman
2.	Dr.Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Dr.Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	External Expert Senior Professional (Academic)
4.	Dr. Sathyaraj Venkatesan	Professor of English, NIT, Trichy	External Expert (Academic)
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	External Member (Academic)
6.	Dr. Neha Jain	Professor & HOD, Dept. of Languages, Presidency University	Member Secretary
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Special Invitee
8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	Internal Member
9.	Dr. Gongadi Hampamma	Professor of English, Dept. of Languages, Presidency University	Special Invitee

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10	Dr. Padmalocahna	Associate Professor of English, Department of Languages	Special Invitee
11.	Dr.Narasimha Murthy S.V	Associate Professor of English, Dept. of Languages, Presidency University	Special Invitee

The member secretary/ HoD, Dr. Neha Jain, extended a warm welcome to the members, particularly to the external members, and introduced all the members in the committee. The chairman of 8th BoS meeting, Dr Abdul Sharief delivered the opening remarks by requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed courses across all the Schools.

With the permission of chairperson, the member secretary had presented the following agenda points and deliberations were recorded.

Agenda SOE-LNG-8.1: To approve the minutes of 7th Board of Studies Meeting held on 25th July, 2022

The MOM of the previous BOS meeting was presented before the committee. The same is attached in **Annexure SOE-LNG 8.1** approval of the Minutes of the 7th BOS meeting.

Resolution SOE-LNG 8.1. The Minutes of 7th BOS meeting held on 25th July 2022 and its Action taken report (ATR) was discussed and approved by the members. **(Annexure SOE-LNG 8.1)**

Agenda SOE-LNG 8.2: Discussion on the Course Catalogues for the Winter Semester 2022-23

The following catalogue were presented by the Member Secretary and the same were discussed and approved. (Annexure SOE-LNG 8.2)

S. No	Course Code	School and Course Name	L	P	C
School of Engineering/ School of Design					
1.	ENG 2001	ADVANCED ENGLISH	1	2	2
School of Commerce					
3.	ENG2003	PROFESSIONAL ENGLISH	2	0	2
4.	ENG2002	BUSINESS ENGLISH	2	0	2
School of Information Science					

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6.	ENG2005	TECHNICAL WRITTEN COMMUNICATION	2	0	2
School of Media Studies					
7..	ENG 2007	WRITING FOR THE WEB	2	0	2

The following changes were proposed by the Member Secretary for existing Course Catalogs for the Winter Semester, Academic year 2022-23

- **Advanced English:**

    Module 4 –To remove Creating Digital Portfolio and add Digital Resumé.

- **Professional English:**
    - Sequence the main topics and sub topics in module 1
    - Change the order of the modules
    - Revise Course outcome s.no. 4
- **Business English**
    - Remove report writing and retain reports only for reading
    - Retain report writing with focus on White Paper Writing
    - Revise Course outcome
    - Suggested to refer use Business Communication Today by Bovee and Thill, 14th Edition.

- **Technical Written Communication**
    - Include abstract writing and Technical Writing in the second module.
    - Include Cover letter and Resume in the third module.

- **Writing for the Web:**
    - Restructure the point, "Web writing best practices quiz"
    - Use Persuasive Writing topic in the module 2
    - Rather than presenting as individual point, "Voice Search and Natural Language Processing" can be made part of the previous topic
    - Remove the topic "Ethics and best practises for online content creation

The following recommendations were made by the external experts for these courses.

- **Advanced English:**
    - The Instructor in Charge of the Course Dr. Vinodini Chinnaswamy presented the course catalog. The External Experts suggested to remove Creating Digital Porfolio and suggested to add Digital Resume in the fourth module. Further, remaining proposed changes have been considered and approved by the BOS Members.
- **Professional English:**
    - The committee advised to categorize the main topics and subtopics as per the relevance. The new order of the modules – Module 1 is Persuasive Speech,

Module 2 is Reading Comprehension, Module 3 is Persuasive Writing and Module 4 is Critical Studies. The course outcome no. 4 is suggested to revise. The above-mentioned suggestions were taken into consideration and accepted to make the necessary changes.

- **Technical Written Communication:**
  - The course contents are restructured as per the recommendations of the expert committee. The suggestion of including abstract writing and technical writing was followed. The cover letter and resume writing added in the third module.

- **Business English:**
  - The Committee has suggested to remove report writing and retain reports only for reading and report writing with focus on White Paper Writing. The committee has advised to revise course outcome as per the content of the modules. Further, Senior External Expert Prof. Sushmitha Shymsundar suggested to refer book titled Business Communication Today by Bovee and Thill, 14th Edition. All the given suggestions were incorporated.

- **Writing for the Web:**
  - In the module one, restructure the topic as Web writing and best practices quiz. The persuasive wiring is suggested instead of "Ethos, Pathos, Logos" and strategies for adding images be rephrased, Mobile Friendly Content can be made as a separate topic. Rather than presenting as individual point, "voice Search and NLP can be made part of the previous topic. Advised to remove the topic, Ethics and best practices for online content creation. All the given suggestions were incorporated.

Agenda SOE-LNG 8.3: Approval of Course Handouts passed by the previous Departmental Academic Committee (DAC)

Resolution SOE-LNG 8.3: Odd Sem. Course Handouts approved by the DAC committee were approved.

Agenda SOE-LNG 8.4: Ratification of Mandarin Course

The catalog was presented to the committee. It is attached in Annexure SOE-LNG 8.4.

Resolution SOE-LNG 8.4: The catalog was approved without any changes

Agenda SOE-LNG 8.5: Any Other Matter with the permission of the chair

Resolution SOE-LNG 8.5: Ratification of VAC Courses for AY- 2022: The Value Added Courses List of Odd and Even Semester is presented and approved by the BOS Committee members.

S.No.	Course Title
1.	Igniting One's mind and Heart : A Journey through the life of Shri Abdul Kalam
2	Essentials of Personality Development
3	Human Rights and Literature
4	Audio Corpus materials for speaking skills
5	Speaking skills for International English Language Tests

6	English Language for Competitive Exams
7	Introduction to Creative Writing
8	Phonetics and Phonology
9	Indian Graphic narratives
10	Indian Literature in Translation
11	Strategic Communication
12	Postcolonial Literature
13	fundamentals of Linguistics and their Applications
14	Research: Partnering in 'Knowledge Creation'
15	Ecocinema
16	Dystopian Literature
17	Functional English

The meeting ended with Vote of Thanks by Dr. Kirnkumar Nittali, Academic Coordinator, DOL.

BOS Committee Members Present:

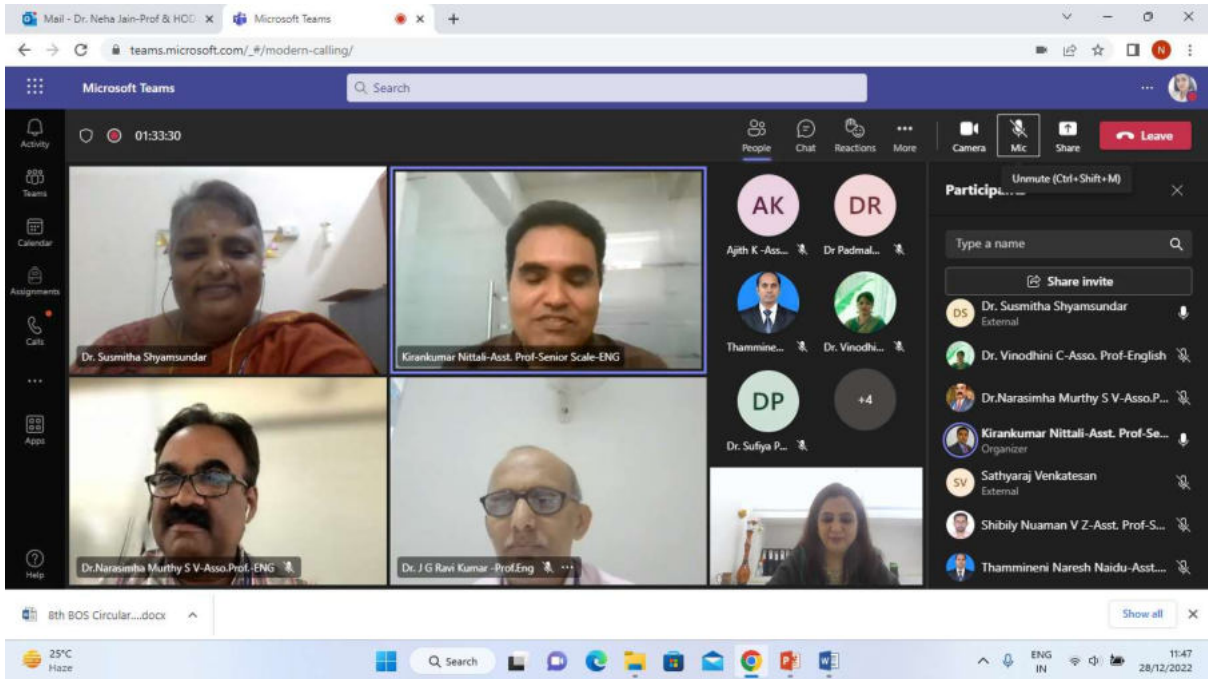| S No	Name	Position	Signature with Date
1.	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Present
2.	Dr.Shilpa Mehta	Dean Academics, Presidency University	Present
3.	Dr. Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	Present
4.	Dr. Sathyaraj Venkatesan	Professor of English, NIT, Trichy	Present
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	Absent
6.	Dr. Neha Jain	Professor & HOD, Dept. of Languages, Presidency University	Present
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Present

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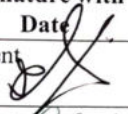| 8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	Present
9.	Dr. Gongadi Hampamma	Professor of English, Dept. of Languages, Presidency University	Present
10	Dr. Padmalochana	Associate Professor, Dept. of Languages, Presidency University	Present
10.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	Present

Recorded Session Link:

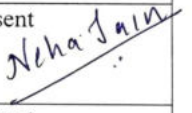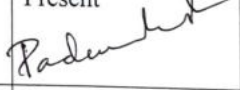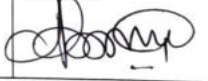https://presidencyuniversityin.sharepoint.com/sites/BoardofStudies28th
December2022/Shared%20Documents/General/Recordings/BoS%20-
%20Languages-20221228_101926-Meeting%20Recording.mp4?web=1

The MS Teams meeting screenshot as a note of attendance is inserted below.

BOS Committee Members Present:

S No	Name	Position	Signature with Date
1.	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	Present
2.	Dr.Shilpa Mehta	Dean Academics, Presidency University	Present
3.	Dr. Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	Present
4.	Dr. Sathyaraj Venkatesan	Professor of English, NIT, Trichy	Present
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	Absent
6.	Dr. Neha Jain	Professor & HOD, Dept. of Languages, Presidency University	Present
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Present
8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	Present
9.	Dr. Gongadi Hampamma	Professor of English, Dept. of Languages, Presidency University	Present
10	Dr. Padmalochana	Associate Professor, Dept. of Languages, Presidency University	Present
10.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	Present

Annexure SOE-LNG 8.1

SCHOOL OF ENGINEERING

Department Of Languages

Ref. No.: PU/SOE/LNG/BOS-07/2022-23/CIR01   Date 25th July, 2022

Minutes of the 7th Meeting of Board of Studies (Department of Languages)

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The 7th meeting of the Board of Studies of the department of Languages was held on 25-07-2022 from 10.00 am to 1.00pm in Online Mode via the MS Teams hosted by Presidency University Itgalpur, Rajankunte, Yelahanka, Bengaluru.

Meeting Link:
https://teams.microsoft.com/l/meetupjoin/19%3agdbsAepGDsriXy_yHMvWmgbC126BjV lFr8dBJi4nQJA1%40thread.tacv2/1658484951045?context=%7b%22Tid%22%3a%22bf93bb 5e-ecf0-4e3d-be0e-79b5cc527a48%22%2c%22Oid%22%3a%2247e7e35e-48c6-49c2-b976- 6eadc2e37f9c%22%7d

7th BoS Committee Members:

S No	Name	Affiliation	Position
1.	Dr. Abdul Sharief	Dean, School of Engineering	Chairman
2.	Dr.Shilpa Mehta	Dean Academics, P.U	Special Invitee
3.	Dr.Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	External Expert Senior Professional (Academic)
4.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	External Expert (Academic)
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	External Member (Academic)
6.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	Member Secretary
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	Special Invitee
8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	Internal Member
9.	Dr.Shibily Nuaman VZ	Assistant Professor of English, Dept. of Languages, Presidency University	Special Invitee
10.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	Special Invitee

The member secretary/ HoD extended a warm welcome to the members, particularly to the external members, and introduced all the members in the committee. The chairman of 7th BoS meeting, Dr Abdul Sharief delivered the opening remarks by

REGISTRAR

requesting BoS members to deliberate on each agenda and to provide constructive suggestions for the effective implementation of the proposed courses across all the Schools.

With the permission of chairperson, the member secretary had presented the following agenda points and deliberations were recorded.

Agenda SOE-Languages 7.1: To approve the minutes of 6th Board of Studies Meeting held on 4th December 2021

Annexure LNG 7.1.1: Approval of the Minutes of the 6th BOS meeting.

Annexure LNG 7.1.2: Approval of the ATR of the 6th BOS meeting.

Resolution SOE-Languages 7.1.1 & 7.1.2: The Minutes of 6th BOS meeting held on 4th December 2021and its Action taken report (ATR) was discussed and approved by the members.

Agenda SOE-Languages 7.2: Approval of Course Handouts passed by the previous Departmental Academic Committee (DAC)

Annexure LNG 7.2.1

Resolution SOE-Languages 7.2.1: Even Sem. Course Handouts after incorporating the suggestions were approved.

Agenda SOE-Languages 7.3: Discussion on the Feedback obtained on courses from Industry, students, alumni & faculty members

Resolution SOE-Languages 7.3: The member secretary presented the gist of feedback obtained on the existing curriculum from Industry, students, alumni & faculty members as listed in **Annexure 7.3** and highlighted the necessity of incorporating the suggested changes in the courses to enhance the employability and skill development of students. All the members have appreciated the efforts.

Agenda SOE-Languages 7.4: Discussion on the Course Catalogues for the 2021 admitted students

Annexure LNG 7.4.1

Approval of existing Course Catalogs for the Academic year 2022-2023

Annexure LNG 7.4.2

Approval of new Course Catalogs for the Academic year 2022-2023

(i) Business Communication: The course was approved by the B.O.S Members without any   suggestions.

(ii) Foundational English:

- To include language activities related to participatory learning.
- To remove the word 'Common' from the topic 'Maintaining Email Etiquette'.
- To teach elements of paragraph writing while teaching email writing.

(iii) Technical English:

- Remove the second text book, as it is not complying with our course Technical Communication
- Bring more Technical Communication related Reference Books.

(iv) Essentials of English:

- Do not repeat Salman Rushdie, include more authors like Aravind Adiga
- Remove business vocabulary in the III module
- Keep Gramar portions in the beginning as bullet points, followed by name of texts
- Try to keep a coherence

(v) **Communicative English**:

- Dr. Sathyaraj Venkatesan approved the course without any suggestions.
- Dr. Kshema Jose recommended to remove narration and draft (words from course description), first-course outcome, and include more activities to promote interaction, group activities, role-play, and examples.
- Dr. Sushmita Shyamasundar approved the course without any suggestions.

(vi) Professional Communication for Lawyers:

- To spread out literary texts across the modules
- To retain the film 12 Angry Men and relate it for assignment.

(vii) **English for Employability:**

- It was suggested to include simple component from Mike Markel's Technical Communication.
- It was suggested to rethink about the component 'Think in English'
- To include Presentation Skills in Module 5

(vii) **Reading Advertisements:**

- Change Roland Barthes' "Rhetoric of Image" from 'text book' to 'text'
- Consider changing the main text - "Rhetoric of Image"
- Consider adding the essay, "Gender Roles in Advertisement'
- Consider adding 'Semiotic Analysis'
- Restructure 'Module 3'
- Instead of highlighting the 'Writing' aspect, project a skill like 'Summarizing'
- Digital aspect of the course can be incorporated in 'Module 3'
- Instead of 'Multilingualism', use the keyword 'Multiliteracy'
- Include aspects beyond 'Visual' - 'Gestural', 'Spatial' etc.

(ix) **Logic and Art of Negotiation**

- Incorporation of logic in the course shall be revisited
- Remove validation of logic in the I module
- Include lectures and bring creativity in the delivery
- Title of the course shall be changed to "Art and Science of Negotiation"
- Include Cognitive Biases in the IV module

(x) **Kali Kannada –** No Suggestions
(xi) **Thili Kannada –** No suggestions
(xii) **Sarala Kannada –** No suggestions
(xiii) **Savi Kannada –** No suggestions
(xiv) **Basic French –** No suggestions
(xv) **Law and Language**- No Suggestions

The recommendations of the experts were considered and addressed as follows:

(i) Business Communication

The course was approved by the B.O.S Members without any suggestions.

(ii) Foundational English:

The committee advised to include language activities related to participatory learning. For module five it was suggested to remove the word 'Common' from the topic 'Maintaining Email Etiquette'. The faculty is asked to teach the elements of paragraph writing while teaching email writing in module five. The above-mentioned suggestions were taken into consideration and accepted to make the necessary changes.

(viii)   Technical English:

The course contents are restructured as per the recommendations of the expert committee. The suggestion of removing the Second Text was followed. The number of technical Communication related Books are increased for reference. As per the directions of V C Sir and Dean , Academics, the Technical English course has been offered for the First Year B. Tech. students commonly for the First Semester across the university, from the academic year 2022-23. Hence, the opinion of all the Three Subject Experts was sought for approval. The three Experts have given their suggestions and the same has been adopted in the revised Course Catalog of ENG 1002- Technical English. The same can be found in Annexure 7.6.2

(ix) Essentials of English:

All the given suggestions were incorporated

(x) Communicative English:

The reading comprehension topics were minimized, and interesting pieces were added for reading practice. The activities which are mentioned in topics were reframed and functional English practice was included. All the suggestions were included except short messages for commerce students because this course is offered not only to SOC but also SOInSci, and BA- JM, Multimedia)

(vi) Professional Communication for Lawyers:

The suggestions provided are taken care of. The film 12 Angry Men is retained. As the literary texts are spread across all the other modules, it resulted in the restructuring of modules. Letter Writing introduced based on the suggestions made during the previous BoS.

(vii) English for Employability:

Included Five steps to successful writing in Module 1

Commonly misused words and phrases in Module 1

Included Presentation Skills in Module 5

(viii) Reading Advertisements:

- All the given suggestions were incorporated

(ix) Logic and Art of Negotiation

- All the given suggestions were incorporated

(x) Kali Kannada – Approved without any suggestions

(xi) Thili Kannada – Approved without any suggestions
(xii) Sarala Kannada – Approved without any suggestions
(xiii) Savi Kannada – Approved without any suggestions
(xiv) Basic French – Approved without any suggestions
(xv) Law and Language- Approved without Suggestions

Agenda SOE- Languages 7.5: Approval of Examiner's List

Annexure LNG 7.5.1: Examiners from Dept. of Languages & External Examiners List

Resolution SOE-Languages 7.5.1: The Examiners from Dept. of Languages (English, Kannada & French) & External Examiners List were presented by the member secretary as listed in Annexure 7.5.1. The committee has approved the list as presented.

Agenda SOE- LANGUAGES 7.6: Ratification of VAC Courses

Annexure LNG 7.6.1: VAC Courses of Odd & Even Semester 2022-2023

Resolution SOE-Languages 7.6.1: Value Added Courses List of Odd and Even Semester is presented and approved by the BOS Committee members.

Annexure LNG 7.6.2: ENG1002 Technical English course revision

Resolution SOE-Languages 7.6.2: ENG1002, Technical English Course for the First Semester B. Tech. students has been approved with a modification of 30% curriculum revision.

Any Other Matter with the permission of the chair

- The course contents/ course handouts for the Academic Year 2019-2020 & 2021-2022 were approved.
- The BOS Chairperson has assured that the decisions taken during the 7th BoS meeting for the department of Languages will be incorporated as early as possible and will be conveyed. The Chairperson and member secretary had expressed special thanks to all the members and requested to extend the same support for the future activities.

The meeting ended with Vote of Thanks by Dr.Kiran Kumar. Nittali

BOS Committee Members Present:

S No	Name	Position	Signature with Date
1.	Dr. Abdul Sharief	Dean, School of Engineering, Presidency University	
` 2.	Dr.Shilpa Mehta	Dean Academics, Presidency University	
3.	Dr. Sushmitha Shyamsundar	Dean, School of Humanities & Social Sciences, VIT, Amaravathi, AP	Present

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4.	Dr. Sathyaraj Venkatesan	Associate Professor of English, NIT, Trichy	Present
5.	Dr. Kshema Jose	Assistant Professor, School of English Language Education, EFLU, Hyderabad	Present
6.	Dr. Ch.V.Ramani	Professor & HOD, Dept. of Languages, Presidency University	
7.	Dr.Malarvilli. K	Professor of Kannada, Dept. of Languages, Presidency University	
8.	Dr.J.G.Ravi Kumar	Professor of English, Dept. of Languages, Presidency University	
9.	Dr.Shibily Nuaman VZ	Assistant Professor of English, Dept. of Languages, Presidency University	
10.	Dr.Narasimha Murthy S.V	Assistant Professor of English, Dept. of Languages, Presidency University	

Recorded Session Meeting link:

https://presidencyuniversityin.sharepoint.com/sites/LanguagesVIIBOSMeeting/Shared Documents/Forms/AllItems.aspx?id=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared Documents%2FGeneral%2FRecordings%2FMeeting in _General_-20220725_100252-Meeting Recording%2Emp4&parent=%2Fsites%2FLanguagesVIIBOSMeeting%2FShared Documents%2FGeneral%2FRecordings

The MS Teams meeting screenshot as a note of attendance is inserted below.

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Fig. 1. The screenshot picture of 7th BoS meeting on MsTeams

First row L to R- Dr.Susmitha Syamsundar, Dr.Malarvili K, Dr.Ajith

Second row L to R- Dr.Kshema Jose, Dr.Ravi Kumar, Dr.Hampamma

Third row L to R – Dr.Kiran, Dr.Murthy, Dr.Padmalochana

Others Present: L to R- Dr.Neha Jain, Dr.Sathyaraj Venkatesan, Dr.Noor Fathima, Dr.Shibily, Dr.Priyanka, Ms.Parvin, Ms.Grace Jacob, Dr.Aswini Perumal, Dr.Payal, Mr.Kashif, Dr.Naresh Naidu, Dr.Clarence, Ms.Bhagya Lakshmi

Annexure LNG 7.5.1:

Examiners from Dept. of Languages & External Examiners List

SL.NO	Name	Designation	Internal/ External
1	Dr. Neha Jain	Professor	Internal
2	Dr. Hampamma G	Professor	Internal
3	Dr. Ravi Kumar J G	Professor	Internal
4	Dr. Padmalochana	Associate Professor	Internal
5	Dr. Vinodini C	Associate Professor	Internal
6	Dr. Noor Fathima	Associate Professor	Internal

7	Dr. Shibily Numan	Assistant Professor	Internal
9	Dr. Narasimha Murthy S V	Associate Professor	Internal
10	Dr. Priyanka	Assistant Professor	Internal
11	Dr. Kiran Kumar Nittali	Assistant Professor	Internal
12	Dr. Aswini	Assistant Professor	Internal
13	Dr. Naresh	Assistant Professor	Internal
14	Dr. Clarence	Assistant Professor	Internal
15	Dr. Ajith	Assistant Professor	Internal
16	Ms. Parvin A H	Assistant Professor	Internal
17	Ms. Grace Jacob	Assistant Professor	Internal

Annexure LNG 7.6.1: VAC Courses of Odd & Even Semester 2022-2023

Sl. No	Name of the value added courses offered (with 30 or more contact hours)	Course Code (if any)	Year of offering	
1	NETIQUETTES	**ENGV101**	**2022-23**	
2	BODY LANGUAGE: KEY TO SUCCESS	**ENGV102**	**2022-23**	
3	FUNCTIONAL ENGLISH	**ENGV103**	**2022-23**	
4	LITERATURE AND HUMAN RIGHTS	**ENGV104**	**2022-23**	
5	Art of Essay Writing	**ENGV105**	**2022-23**	
6	Introduction to Creative Writing	**ENGV106**	**2022-23**	
7	Essentials of Personality Development	**ENGV107**	**2022-23**	
8	Report Writing	**ENGV108**	**2022-23**	
9	Un-gendering Language	**ENGV109**	**2022-23**	
10	Indian Graphic Narratives	**ENGV110**	**2022-23**	
11	Palastenian Literature	**ENGV111**	**2022-23**	
12	Softskills Through Shakespeare	**ENGV112**	**2022-23**	

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13	Indian Heritage & Culture	**ENGV113**	**2022-23**	
14	Poetry from Hopkins to Ted Hughes	**ENGV114**	**2022-23**	
15	Art of Cracking Interviews	**ENGV115**	**2022-23**	
16	Authentic Audio Files for Overseas Aspirants	**ENGV116**	**2022-23**	
17	Spiritualism at Workplace	**ENGV117**	**2022-23**	
18	TENSES AND SENTENCES	**ENGV201**	**2022-23**	
19	The Power of Your Subconscious Mind: Unlock Your Master Key to Success	**ENGV202**	**2022-23**	
20	Human Values & Professional Ethics	**ENGV203**	**2022-23**	
21	Literatures of Resistance	**ENGV204**	**2022-23**	
22	IELTS	**ENGV205**	**2022-23**	
23	Modern Poetry	**ENGV206**	**2022-23**	
24	Personality Development & Soft Skills	**ENGV207**	**2022-23**	
25	Partition Literature	**ENGV208**	**2022-23**	
26	Research: Partnering in 'Knowledge Creation'	**ENGV209**	**2022-23**	
27	Web narratives	**ENGV210**	**2022-23**	
28	Remembering Partiion	**ENGV211**	**2022-23**	
29	Contemporary Indian Women Writings	**ENGV212**	**2022-23**	
30	Exploring the World Classics	**ENGV213**	**2022-23**	
31	Life Skills through Literature	**ENGV214**	**2022-23**	
32	Professional Presentations	**ENGV215**	**2022-23**	
33	English for Business Communication	**ENGV216**	**2022-23**	
34	Igniting One's Mind & Heart: A Journey through the Life of Abdul Kalam	**ENGV217**	**2022-23**	

Course Code: ENG 1002	Course Title: Technical English Type of Course:1] School Core 2] Laboratory integrated	L-P-C	1	2	2
Version No.	1.0				
Course Pre-requisites	1. Above 50 % EPT score 2. Foundation English				
Course Anti-requisites	NIL				
Course Description	A course on 'Technical English' in the field of technical education will train the students to speak and write better English and face the corporate world with confidence. The sessions- on technical communication, writing strategies, AND technical presentation skills and practice- will develop the spoken and written skills in the target audience to stand out in the forefront of their field of operation. At the end of the course, the students will have better communication skills in their professional life. The assessment will be continuous and comprehensive with assignments, quizzes and term papers.				
Course Objectives	The Objective of this course is to develop the learners' **EMPLOYABILITY SKILLS** by using **PARTICIPATIVE LEARNING TECHNIQUES.**				
Course Outcomes	On successful completion of the course the students shall be able to: 1. .Adapt wide vocabulary and learn strategies for error-free communication 2. 2. Appraise the function and purpose of email writing 3. 3.Apply language skills for better speaking and writing skills in technical fields 4. 4.Define their ideas and designs clearly and succinctly to their				

subordinates, coworkers, supervisors, and clients.				
Course Content:				
Module 1	**Technical Communication**	**Term paper**	**Quiz**	**12 Classes**

Introduction

Communication process, 7 Cs of Communication

Technical Communication- Conventions of Technical Communication

E- Mail Writing, E-mail Etiquette.

Activity: Note Making and E-Mail Writing

Module 2	**Technical Descriptions**	**Assignment**	**Worksheets**	**10 Classes**

Product Description

Process Description

User Manuals

Description of Mechanism

Activity: Description Process

Module 3	**Technical Writing**	**Term Paper**	**Note-Making/Analytical Thinking**	**10 Classes**

Report Writing-
Technical report & lab Manual Report
Progress Report
Abstract and Summary- Writing

Activity: Writing reports and summaries.

Module 4	**Technical proposals-Introduction**	**Assignment**	**Worksheets**	**12 Classes**

Definition

Purpose

Characteristics of proposals

Structure of proposal

Introductory part : cover page, title page, covering letter, summary of proposal.

Format of technical proposal

Research proposal

List of Laboratory Tasks:
1. **Note Taking**
    Level 1:   Note taking of the article
    Level 2: E- Mail Writing.

2. **Product description**
     Level 1: Steps of Description
    Level 2: Writing a product description

3. **Report Writing**

    Level 1: Writing a Technical Report
    Level 2: Writing a Progress Report

4. **Technical Proposals**
     Level 1: Structure and Format of Writing a Proposal
    Level 2: Writing a Student Proposal

Targeted Application & Tools that can be used:
1. Technical Discussions
2. Presentations
3. Duolingo (Language Learning Software)
4. Hello Talk (Language Learning Software)

Project work/Assignment: Mention the Type of Project /Assignment proposed for this course

1. **Bring out the essence of technical communication with reference to the conventions of technical communication, with examples**
2. **Prepare a technical presentation on the importance of Technical Communication and its relevance in a technical field, with real life examples.**

The following individual as well as group Assignments will be given to the students.
1. **Group Presentation**
2. **Individual Proposals**
3. **Describing a product / process**

Text Books

1. Kumar, Sanjay; Pushpalatha. (2018) English Language and Communication Skills for Engineers, India: Oxford University Press.

Reference Book:

1. Chauhan, Gajendra Singh, and Kashmiramka, Smita , *Technical Communication*, Cengage Publication, New Delhi, 2018

Web Resources:

1:https://presiuniv.knimbus.com/user#/viewDetail?searchResultType=ECATALOGUE_BASED&unique_id=JSTOR1_3307.

2;https://puniversity.informaticsglobal.com:2282/ehost/detail/detail?vid=5&sid=3a77d69b-abe5-4681-b39d-32dfdcb8f4a5%40redis&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#AN=154223466&db=iih

3: Last,Suzan, et. al. *Technical Writing Essentials.* University of Victoria, British Columbia, 2019 (E- Book)

4 Wambui, Tabita Wangare, et al. *Communication Skills- Volume 1*, LAP LAMBRET, USA, 2012 (E Book)

Topics relevant to Development of Employability Skills: Speaking Skills, Writing Skills, Critical Thinking and Critical Analysis, and Group Communication.	
Catalogue prepared by	**Dr. Narasimha Murthy S V.**
Recommended by the Board of Studies on	**5 BOS Meeting 25 August 2022.**
Date of Approval by the Academic Council	**05 September 2022.**

Annexure SOE-LNG 8.2

ENG2001	**Advanced English**	**L- P- C**	1	2	2
Version No.	1.1				
Course Pre-requisites	ENG1002 Technical English				
Anti-requisites	**NIL**				
Course Description	The course emphasizes on technical communication at advanced level. The purpose of the course is to enable learners to review literature in any form or any technical article and deliver technical presentations. Extensive activities in practical sessions equip to express themselves in various forms of technical communications. Technical presentations and the module on career setting focus on learners' area of interests and enhance their English language writing skills to communicate effectively.				

Course Out Comes	On successful completion of the course the students shall be able to: 1. Develop a critical and informed response reflectively, analytically, discursively, and creatively to their reading. 2. Communicate effectively, creatively, accurately and appropriately in their writing. 3. Deliver technical presentations 4. Design resumé and create professional portfolio to find a suitable career			
Course Content: Theory				
Module 1	**Critical Reasoning and Writing**	**Writing Essays**	**Critical Reading**	**4 Classes**
Topics: • A Catalog of Reading Strategies • The Myth of Multitasking • A Guide to Writing Essays Speculating about Causes or Effects • Is Google Making Us Stupid (Self Study)				
Module 2	**Technical Presentation**	**Presentation**	**Oral Skills**	**3 Classes**
Topics: • Planning the presentation • Creating the presentation • Giving the presentation				
Module 3	**Writing Reviews**	**Prezi**	**Review Writing**	**4 Classes**
Topics: • Writing Clearly Part 1 • Writing Clearly Part 2				
Module 4	**Professional Communication for Employment**	**Online Writing Lab**	**Writing Skills**	**4 Classes**
Topics**:** • Resumé vs Bio Data, CV • Types of Resumé • Writing effective Resumé for employment • Letter of Application (Cover Letter) with Resumé. • Creating a Digital Resumé				
Course33 Content: Practical Sessions				
Module 1	**Critical Reasoning and Writing**		**8 Classes**	
1. Reading and Analyzing Level 1 – Annotation				

Level 2 - Assumptions
2. Writing Narrative Essays
Level 1 – Draft 1
Level 2 – Draft 2

Module 2	Technical Presentation	10 Classes

3. Fishbowl
In Fishbowl, students form concentric circles with a small group inside and a larger group outside. Students in the inner circle engage in an in-depth discussion, while students in the outer circle listen and critique content, logic, and group interaction.
Level 1 – within group
Level 2 – Among 2 group
4. Technical Group Presentation

Module 3	Writing Reviews	4 Classes

5. Practice Worksheets
Level 1 – Eliminating the Passive Voice
Level 2 – Writing thesis and antithesis following prompts
6. Writing Product Reviews

Module 4	Professional Communication for Employment	6 Classes

7. Writing effective Resumé for employment

8. Letter of Application (Cover Letter)

9. Digital Resume

Module 1-4	Newsletter	2 Classes

10. Newsletter

Level 1- Mid Term
Level 2 – End Term

Targeted Application & Tools that can be used: Writing reports, Review writing, Group Discussion, Dyadic interviews, Grammarly.com

Project work/Assignment:

NEWS LETTER – Assignment
In Newsletter, students compile task and activities completed in each module and submit to the instructor at the middle and end of the semester.

References
1. Hering, Heik. *How to Write Technical Reports: Understanding Structure, Good Design, Convincing Presentation*. Springer.
2. Johnson, Richard. (2010) *Technical Communication Today*. Pearson, 2015

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3. Rice B. Adelrod, Charles R. Cooper and Ellen C. Carillo. (2020) *Reading Critically Writing Well: A Reader and Guide.* Beford/St. Martin's Macmillan Learning, New York.
4. The Princeton Review. (2010) *MCAT Verbal Reasoning & Writing.* The Princeton Review, Inc.
5. https://www.hitbullseye.com/Strong-and-Weak-Arguments.php Accessed on 10 Dec 2021
6. https://www.inc.com/guides/how-to-improve-your-presentation-skills.html   Accessed on 10 Dec 2021

Topics Relevant to "employability": Critical Reasoning, Presentation, Review Writing and Starting Career

Topics Relevant to "Human Values and Professional Ethics": Critical reasoning

Catalogue prepared by	Dr.Vinodhini C., Dr.Naresh Naidu, Ms. Parvin A.H., Dr. Tychicus David, Dr.Sharon P.B. Mr.Kashif
Recommended by the Board of Studies on	
Date of Approval by the Academic Council	

Course Code: ENG2002	Course Title: Business English Type of Course: Program Core Theory Only	L-P-C	2	0	2
Version No.	1.0				
Course Pre-requisites	Essentials of English Language skills				
Anti-requisites	**NIL**				
Course Description	This course 'Business English' is designed to give students the English language skills they need to work effectively in the Business environment. Participants will develop valuable skills and vocabulary by actively simulating and taking part in everyday business situations, covering the following areas: Meeting participation, delivering presentations, negotiations, reading business articles and reports, developing agendas for meetings, writing minutes of meetings, emails, memos, circulars, and producing web-based content. These skills are developed through exercises, case studies, presentations, discussions and research on business topics. Emphasis is placed on the ability to confidently persuade, negotiate, give and receive feedback, solve problems and work productively in the professional area.				

Course Objective	The course is developed to improve the Employability skills by using participative and experiential Learning Techniques.			
Course Out Comes	On successful completion of the course the students shall be able to: 1) Use proper language in writing different genres of business correspondence, such as e-mails, memos, circulars, and organized business reports. 2) Demonstrate effective presentation skills and accurately use persuasive style of language in business negotiations. 3) Write effectively for Websites, Blogs, Social media and also produce Product and Service descriptions. 4) Employ skills to communicate confidently in business meetings and to socialize in various business contexts. 5) To develop the ability to read and comprehend business reports and business related articles			
Course Content:				
Module 1	Business Correspondence	Lecture, PPT, Discussion	Writing emails, memos, reports and circular	**8 Classes**
Topics: 1.1 Business Correspondence: Introduction, Importance, Types 1.2 Business Emails: Introduction, Format, Email Etiquette, Model Email 1.3 Business Memorandum: Introduction, Audience and Purpose, Types, Format, Model Memo 1.4 Business Circulars: Importance, Characteristics, Purpose, Format, Model Circular 1.5 Business Reports- Importance, Characteristics, Types of Business reports, Format, Using figures and visual aids in reports, Model Business Report				
Module 2	Business Presentations and meetings	PPT, Interactive session	Making presentations and creating social atmosphere and communicating	**8 Classes**
Topics: 2.1 Presentations- Introduction: Importance and Purpose, Presentation Outline, Guidelines for Effective Presentation: Preparation, Delivery, Non-Verbal Communication, Using Visual aids, Handouts and Notes, Dealing with Questions.				

2.2 Guidelines for conducting effective meetings, planning agendas, meeting etiquette and writing minutes of meetings

Module 3	Web-Based Business Writing	Assignment	Writing practice on contents, blogs and websites	**7 Classes**

Topics:

3.1Writing for Business Websites, Blogs, and Social Media: Introduction, Purpose, Characteristics of web content, Guidelines to write a blog for a business, writing for Social media.

3.2 Product Description: Introduction, How to write Informative and

persuasive product descriptions that sell.

Module 4	Reading Business reports and articles from the domain of Business	Reading comprehensions, Analysing reports, Business news discussion	Comprehending business related material and analysing reports	**7 Classes**

Topics:

4.1 Reading business reports: Ability to deal with technical vocabulary, understand different elements of a business report, analyse how data is presented effectively and how data and verbal components are used to complement each other.

4.2 Reading business articles: Ability to read newspaper and magazine articles that discuss developments in the business world. Build suitable vocabulary and notice important terminology employed in such communication.

Assignment proposed for this course

1. Why is correspondence important? Explain in your own words.

2. What are the different types of business correspondence?

3. What are the principles of drafting an e-mail? Explain

4.Draft a memo warning an employee for his being habitually late to office

5. Write different types of Business Reports

6.Write a circular conveying leave/leave request procedure

7.Draft a memo warning an employee for his being habitually late to office

8. Write different types of Business Reports

9. Write a circular conveying leave/leave request procedure

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10.Assume that as Managing Director of a car manufacturing company you have called a meeting of Heads of Divisions to discuss the feasibility of launching a new small car in July 2016. Write the full text of concluding remarks that you would make at the end of the meeting.

11. While conducting a meeting, you notice that two participants are engaged in intense arguments and are making personal remarks against one another. What would you do to deal with the situation in order to ensure smooth conduct of the meeting?

12. Imagine that a meeting of the Executive Committee of the Students' Union of your college/university has been called to discuss the following items: youth festival to be held in September, 2015, construction of an indoor badminton court, and regularization of the service of mess workers who have completed five year. Assuming that you would chair this meeting, write in about ten sentences your introductory remarks.

References

Course Material, PPT's and Videos by the Instructor.

English for Business Communication – Simon Sweeny, Cambridge University Press, Second Edition, 2008.

   3. 100 useful business English expressions to learn - pdf

    4. https://www.businessenglishpod.com › business-english-podcast-lessons

5.https://learnenglish.britishcouncil.org/business-english

   6.https://www.fluentu.com/blog/business-english/learning-business-english

7.https://archive.org/details/businessenglishp00buhlrich

8.https://www.gutenberg.org/files/38046/38046-h/38046-h.htm

Catalogue prepared by	Dr. Sufiya Pathan
Recommended by the Board of Studies on	28th December 2022
Date of Approval by the Academic Council	10th February 2023

ENG2005	Technical Written Communication	L- P- C	2	0	2
Version No.	1.0				
Course Pre-requisites	ENG2005 Technical Written Communication				
Anti-requisites	**NIL**				
Course Description	In any workplace, people use their computers and mobiles to help them research, compose, design, revise, and deliver information and documents. Networked computers and mobile devices are the central nervous system of the technical workplace, and the course helps students to practice technical communication. The course aims at initiating writing skills in the field of technical communication concentrating product descriptions, letters, emails, memos etc. New media and communication technologies are dramatically altering technical fields at an outstanding rate. Students are prone to work more efficiently, more globally and more visually. These changes are incorporated in the course giving importance to online communication, such as, blog and online content writing.				
Course Objective	This course is designed to improve the learners' employability skills by using problem solving methodologies.				
Course Outcome	On successful completion of the course the students shall be able to: 6) Apply strategies and techniques for organizing and drafting descriptions and specifications. 7) Develop techniques for organizing and drafting descriptions and specifications. 8) Write technical/professional emails, letters and memo				

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Course Content:				
Module 1	**Technical Descriptions and Specifications**			**15 Classes**

- Technical ICT vocabulary errors/full forms of common ICT words
- Using proper punctuation
- product descriptions
- Writing instructions
- User Manuals (step-by-step instructions, procedures, manuals)

Module 2	**Informative Summaries**			**10 Classes**

Topic-1: Creating Infographics
Topic-2: Creating summary maps and process maps
Topic-3: Abstract Writing and Technical Writing

Module 3	**Technical Correspondence**			**5 Classes**

Topic-1: Letters, Memos and Email
Types of letters, Memorandums and Emails, Cover letters and Resume
Email Etiquette

Delivery Procedure (pedagogy):

The course is delivered offline classroom and video recordings will be available. Each module will be discussed in the classroom along with the textbooks. Extensive writing tasks will be circulated to check students' understanding.

Assignment:
1. Creating user-friendly infographics+ process maps + summary maps + resume (graphic)
2. Drafting letters and memos for different occasions.

Text Book

1. Johnson, Richard. *Technical Communication Today.* Pearson, 2015.

2. Felder, Lynda. *Writing for the Web Creating Compelling Web Content Using Words, Pictures and Sound.* Pearson, 2012.

Web Resources:
- https://www.cambridge.org/core/journals/publications-of-the-astronomical-society-of-australia/article/abs/3-lyman-technical-description/ACBC41A9A302D85C94AFF7CFFD9B0761
- https://www.cambridge.org/core/books/abs/patent-intensity-and-economic-growth/clustering-procedure-technical-description/173050CAD2CCA6F62B597981B4DB9B0F
- https://www-jstor-org-presiuniv.knimbus.com/stable/43748770?seq=2

- Bridgeford, Tracy; Kitalong, Karla Saari; and Selfe, Richard, "Innovative Approaches to Teaching Technical Communication" (2004). *All USU Press Publications*. 147. https://digitalcommons.usu.edu/usupress_pubs/147

Catalogue prepared by	Padmalochana R
Recommended by the Board of Studies on	28-12-2022
Date of Approval by the Academic Council	10-2-2023

Course Code: ENG 2003	Course Title: Professional English	L- P- C	2	0	2
	Type of Course: School Core				
Version No.	1.0				
Course Pre-requisites	Basic English language skills (LSRW) are required to attend the course.				
Anti-requisites	**NIL**				
Course Description	The course is designed to prepare students for the competitive and professional world. Each module of this course is structured with a strategic approach to learning the language skills pursuing an analytical and persuasive approach. This course will provide support for English language learners in enhancing and equipping them with the skills which in turn will enable them to converse and write effectively in the target language and be employable.				
Course Objectives	This course is designed to develop entrepreneurial skills by using Experiential Learning Techniques.				
Course Outcomes	On successful completion of the course, the students shall be able to: 1] Demonstrate convincing ability through writing in detail with examples. 2] Construct the main ideas and supporting details of the author's point of view in a given text. 3] Examine the ability of convincing audiences with rational arguments and persuasion. 4] Identify, evaluate and synthesize information to explore new possibilities and solve problems in a collaborative environment.				
Course Content:					

Module-1	Persuasive Speech	Role Plays, Discussions	Outlining an appealing speech	7 Classes

Qualities of a persuasive speech, 3 goals of a persuasive speech, Persuasive versus informative speaking, The psychology of persuasion, The ethics of persuasion, Techniques to succeed.

Model persuasive speeches: Speaking to persuade

Module 2	Reading Comprehension	Practice Worksheets/ Assignment	Analytical Reading	7 Classes

Topics: Critical Reading

Meaning, Importance, Purpose of Analytical Reading, Techniques of Analytical Reading, analyzing text structure, Analyzing diction and tone, marking a text, analyzing the author's point of view, Analysing Data, Practice Reading Comprehension passages

Module 3	Persuasive Writing	Practice Worksheets/ Assignment	Argumentative writing	7 Classes

Topics:

Meaning and importance, Structure of Persuasive Style, Importance of PAC (Purpose, Audience, and Context), Techniques of Persuasive Writing, Styles of Persuasive Writing, Pictorial representation, Argumentative writing

Module 4	Critical Studies	Case Study/ Voice Blogging	Assignment	7 Classes

Topics:Meaning and Importance
Emotional intelligence, Critical Thinking
Problem Solving, Decision Making
Knowledge Acquisition, Creative Thinking
Mind Mapping, Social Intelligent Quotient

Targeted Application & Tools that can be used:
Application:
TOOLS:
Grammarly
Voice thread app
Hello Talk (Language Learning Software)

Project work/Assignment: Mention the Type of Project /Assignment proposed for this course

1. Written assignments – Article writing
2. Classroom participation- Speech delivery.
3. Project- Making an advertisement for Gender neutral product

1Q How does persuasive speaking help in improving public speaking?

2Q Importance of PAC (Purpose, Audience, and Context)?

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Text Book

8. Course Material by the Instructor.

9. PPT's and Videos provided by the instructor.

Topics are relevant to the development of "EMPLOYABILITY SKILLS": Presentations and Public Speaking.

Topics are relevant to the development of "PROFESSIONAL SKILLS": Persuasive writing and speaking and its implementation in various professional fronts.

References

1. Hart, Steve. Nari, Aravind R., and Bhambhani, Veena. *Embark: English for Undergraduates*. New Delhi; Cambridge University Press, 2016.

WEBSITES:

https://presiuniv.knimbus.com/user#/searchresult?searchId=persuasive%20language&_t=1654854442569 (Persuasive language of responsible organisation? A critical discourse analysis of corporate social responsibility (CSR) reports of Nigerian oil companies)

13. https://presiuniv.knimbus.com/user#/searchresult?searchId=persuasive%20%20writing&_t=1654854846766 (Writing for a Good Cause: The Complete Guide to Crafting Proposals and Other Persuasive Pieces for Nonprofits)

14. https://presiuniv.knimbus.com/user#/searchresult?searchId=persuasive%20%20writing&_t=1654854846766 (Rationally Persuasive Writing is Like House Painting: It's All in the Preliminaries)

https://www.coursera.org/specializations/improve-english

https://edu.gcfglobal.org/en/readingactivities/

https://www.coursera.org/lecture/persuade-speech/sample-persuasive-speech-3lLCM

Catalogue prepared by	Dr. J. G. Ravi Kumar
Recommended by the Board of Studies on	28-12-2022
Date of Approval by the Academic Council	10-2-2023

ENG2007	Writing for the Web	L- P- C	2	0	2

Version No.	1.0
Course Pre-requisites	ENG1003 Communicative English
Anti-requisites	NIL
Course Description	This writing course helps students focus their skills by exploring different forms of writing online platforms. The main objective of the course is to acquaint students with their writing skills for the new media. The course is both conceptual and applicable in nature and needs fair knowledge of essential grammar, vocabulary, sensible reasoning, basic writing skills and reading comprehension ability. The worksheets designed provides an opportunity to validate the concepts taught and continuous practice in writing is given through assignments.
Course Objective	The objective of the course is reflective skill development of students by using Participative Learning techniques.
Course Outcomes	**On successful completion of this course the students shall be able to:** • Understand the basics of web writing and the editorial standards of writing. • Use different styles of writing required for developing content for different forms on online media. • Apply principles of good web writing on digital platforms. • Identify the target audiences and able to write effectively for various Social Media platforms.
Course Content:	

Module I	Basics of Web Content	Practice Worksheets	Professional Writing	7 Classes

Topics:

- Writing for the Web - Readability and Tone, Scanability, Length, Search Engine Optimized Writing
- Editorial Standards, Cultural Sensitivities (language, colloquialisms, acronyms, etc.)

Module II	Web Writing Style	Assignments	Interactive Writing	8 Classes

Topics:

- Writing with Style and Good Grammar - Choosing Your Style, Grammar Rules, A Refresher on the Rhetorical Modes: Ethos, Pathos, Logos
- Inverted Pyramid, Writing Nonlinear, Interactive Stories – Headline – Blurb – Lead Managing Content, Adding Links

Module III	Writing for Digital Media	Multiplatform Story Write-ups	Web Articles & Blog Posts	7 Classes

Topics:

- Kinds of Digital Media, Writing for Digital Media : Web Writing – Blogging – Introduction to Profile Writing. Writing for Many Media, Broadcast News Analysis – Caption Writing – Copywriting/Content Curator, Technical Writer.
- Strategic Writing in Advertising: Strategic Message Planner

Module IV	Writing for Social Media	Social Media Snapshots Presentation	Social Media News Story Writing	8 Classes

Topics:

- Social Media Trends – Stories format, online sources/content, managing misinformation, Disinformation
- Writing for Twitter - tweet- writing guideline, What to Tweet - Twitter tips, tools, and best practices
- Writing on Facebook – Tips & Tactics for Writing Facebook Posts, Instagram
- Professional representation on LinkedIn

Targeted Application & Tools that can be used:

- Write effective content on various online platforms as a media journalist and communicator.
- Grammarly, Mobile Apps
- WordPress/Wix – platforms

Worksheets/Assignment:

1. News Writing – 20 News on different issues

2. Blog Posts minimum 5 writes ups on different issues.

3. Write post content for your blog writeup for at least three social media platforms.

4. Preparing and writing contents for Web Journalism.

5. Developing and publishing of a website using WordPress.

Text Books:

1. Tapas Ray, 2011, Online Journalism, Cambridge University Press.

2. Course material by the course instructor

References:

1. Timothy Garrand (2006) - Writing for Multimedia and the Web:A Practical Guide to Content Development for Interactive Media (Third Edition)

2. Lynda Felder (2011) - Writing for the Web: Creating Compelling Web Content Using Words, Pictures, and Sound

3. Charles Marsh (2017) - Strategic Writing_Multimedia Writing for Public Relations, Advertising and More

4. Jim Foust (2011), Online Journalism: Principles and Practices of News for the Web, Routledge.

5. Craig Richard (2004), Online Journalism: Reporting, Writing, and Editing for New Media, Wadsworth Publishing Co Inc

6. Itule & Anderson (2002). News Writing and reporting for today's media, McGraw Hill Publication • Saxena Sunil (2006), Headline Writing, Sage

7. Rey G Rosales (2006), The Elements of Online Journalism, Universe, U.S.

8. 50 Must Read websites and newsletters for journalists and students interested in the media, tech and communications

9. Journalism, Media and Tech: 19 must read newsletters for journalists in 2019

Web Links:

Writing the Body in Motion: A Critical Anthology on Canadian Sport Literature

https://presiuniv.knimbus.com/user#/viewDetail?searchResultType=ECATALOGUE_BASED&unique_id=DOAB_1_8589941535

Journalism in a Small Place: Making Caribbean News Relevant, Comprehensive and Independent

https://presiuniv.knimbus.com/user#/viewDetail?searchResultType=ECATALOGUE_BASED&unique_id=DOAB_1_9059

E-Resources:

- https://www.clearvoice.com/blog/10-types-content-writers-use/
- https://www.mindler.com/blog/how-to-become-a-content-writer-in-india/
- https://www.bbc.co.uk/academy/hi • http://www.newswriters.in/
- https://blog.unisquareconcepts.com/content-writing/what-is-plagiarism-why-is-it- important-for-blog-writing/
- https://www.scribd.com/doc/23738974/7-Reporting-Editing-Techniques

Topics relevant to development of 'EMPLOYABILITY SKILLS':

- Writing Nonlinear, Interactive Stories, Writing for Web Writing – Blogging, Social Media, Writing for Twitter - Writing on Facebook, LinkedIn site, Instagram will help them in proper sentence framing while writing on various online media platforms

Catalogue prepared by	Dr Ajit
Recommended by the Board of Studies on	28th December 2022
Date of Approval by the Academic Council	10-02-2023

Annexure SOE-LNG 8.4

Course Code	**Course Title:** Mandarin Chinese for Beginners **Type of Course:** Open Elective	**L- P- C**	3	0	3
Version No.	1.0				
Course Pre-requisites	Nil				
Anti-requisites	Nil				
Course Description	This course is for beginners, including introduction of Mandarin Chinese (Pinyin system, Traditional Chinese Character, daily used vocabulary words, and basic grammars) and Chinese culture. This course is designed to build up all of the basic skills of Chinese listening, reading, speaking, typing, and writing a selection of Chinese characters introduced in the lessons. Besides, this course offers an access to the Chinese world, helping students to break cultural boundaries and raise cultural literacy.				
Course Objective	This course is designed to develop students' language proficiency and cross-cultural competence by active and participatory teaching methods.				

	On successful completion of the course the students shall be able to:
Course Outcomes	1) Apply the Pinyin system to read and write Mandarin Chinese (Application) 2) Utilize Chinese radicals as an efficient learning strategy of Chinese characters (Application) 3) Make use of Mandarin Chinese on every day topics such as greetings, personal information, time and schedule (Application) 4) Discover the culture differences and communicate in a culturally appropriate manner with native speakers (Analysis)

Course Content:				
Module 1	**Introduction & Pronunciation**			**9 Classes**

Topics:

General introduction of Chinese language and Taiwan

Chinese phonetics & Pinyin system

Classroom phrases and daily used sentences

Assignment: Pinyin worksheet

Quiz: Pinyin (listening and spelling)

Module 2	**What's your name?**			**12 Classes**

Topics:

Vocabulary: Pronouns, nationality

Grammar: 叫, 姓, 是, 不, 什麼, 哪, 嗎, 呢, 誰

Chinese Radicals: 女, 口, 人, 心

Chinese Characters: 你, 您, 我, 姓, 叫, 嗎, 是, 人, 不, 好

Culture: The polite way to address people in Mandarin Chinese

Objective: Introduce oneself / ask for someone's personal information
Assignment: Lesson 1 worksheet
Quiz: Lesson 1(listening, reading and writing)

Module 3	**Are you free this Saturday?**			**12 Classes**

Topics:

Vocabulary: Greetings, family, daily-used stative verbs, time, leisure activities

Grammar: S + 很(好/不太/不) + SV, 要, 有, 幾, 的, 也

Chinese Radicals: 日, 月, 目, 雨, 言

Chinese Characters: 他, 她, 也, 的, 很, 沒, 有, 這, 要, 看

Culture: The art of declining an invitation politely in Mandarin Chinese

Objective: Schedule a meeting with friends / introduce someone to others

Assignment: Lesson 2 worksheet			
Quiz: Lesson 2(listening, reading and writing)			

Module 4	**What do you want to order?**			**7 Classes**

Topics:

Vocabulary: food, drink, daily used measure words (MW)

Grammar: 要, 兩, 多少, 還是, measure words

Chinese Radicals: 火, 水, 木, 冰

Chinese Characters: 們, 請, 問, 還, 多, 少, 和, 幾, 杯, 個

Culture: Chinese dining etiquette

Objective: order food and drink at a restaurant
Assignment: Lesson 3 worksheet
Quiz: Lesson 3(listening, reading and writing)

Targeted Application & Tools that can be used

- Pitch Perfect Pinyin (A website for learning and practicing Pinyin)
- Chinese pinyin chart with audio demonstrations and video explanations for English speakers
- Chinese Dictionary App Pleco (For iOS and Android, Choose: Traditional Chinese)
- MDBG Dictionary (Choose: Traditional Chinese)
- Google Chinese input tool **(Choose: Traditional Chinese, Pinyin)**

Project work /Assignments

1) Pinyin exercise
2) Lesson 1 worksheet
3) Lesson 2 worksheet
4) Lesson 3 worksheet
5) A 2-minute video of an oral presentation on a given topic

Text Book

Learning materials designed by the instructor

References

- A Course in Contemporary Chinese 1 (2nd edition) (https://amzn.to/3JXYIRO)
- BBC Talk Mandarin Chinese (https://amzn.to/3A1LBKS)

REGISTRAR   Registrar

Topics relevant to development of 'Employability Skills': Foreign language proficiency and cross-cultural competence	
Catalogue prepared by	**Ms. Chiungwen Chang**
Recommended by the Board of Studies on	28th December 2022
Date of Approval by the Academic Council	

GAIN MORE KNOWLEDGE
REACH GREATER HEIGHTS

PRESIDENCY UNIVERSITY

(Private University Estd. in Karnataka State by Act No.41 of 2013)

Feedback from Alumni and action taken report

REGISTRAR Registrar

Sl. No.	Feedback	Action Taken
1	Modules shall be shared as a single file before delivering lectures.	The course instructors have been informed to provide course materials well in advance.
2	Self-learning topics were kind of complicated!!	The Faculty have been asked to discuss with Advanced Learners about some of these topics and make a Presentation in the class

The list of new courses introduced, based on the feed-backs taken from Industries and other stake holders, is appended below:

Annexure I-List of NEW Courses (2021-22)

Sl. No.	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	ENG3002	LAW AND LANGUAGE	4	0	0	4	2021-22
2	ENG1014	LOGIC AND ART OF NEGOTIATION	2	0	2	3	2021-22

REGISTRAR

The list of courses revised, based on the feed-backs taken from Industries and other stake holders is appended below:

Annexure II-List of REVISED courses (2021-2022)

Sl. No.	COURSE CODE	COURSE NAME	L	T	P	C	Year of Introduction
1	ENG1001	Foundational English	1	0	2	2	2021-22
2	ENG1002	Technical English	1	0	2	2	2021-22
3	ENG2001	Advanced English	1	0	2	2	2021-22
4	ENG1010	Verbal Aptitude for Placement	2	0	2	3	2021-22
5	ENG1011	English For Career Development	3	0	0	3	2021-22
6	ENG1008	Reading Advertisements	1	0	2	2	2021-22
7	ENG1013	Indian English Drama	2	0	0	2	2021-22
8	ENG1009	Indian Literature	2	0	0	2	2021-22
9	ENG1012	Gender and Society in India	2	0	0	2	2021-22
10	ENG2002	Business English	2	0	0	2	2021-22
11	ENG3001	English For Employability	2	0	0	2	2021-22
12	ENG2004	Critical Thinking for Lawyers	3	0	0	3	2021-22
13	ENG1003	Essentials of English	2	0	0	2	2021-22
14	ENG1005	Professional Communication for Lawyers	3	0	0	3	2021-22

15	ENG2007	Writing For the Web	2	0	0	2	2021-22
16	ENG2003	Professional English	2	0	0	2	2021-22
17	ENG1003	Communicative English	2	0	2	2	2021-22
18	ENG2006	Business Communication	2	0	0	2	2021-22

ALUMNI FEEDBACK ANALYSIS

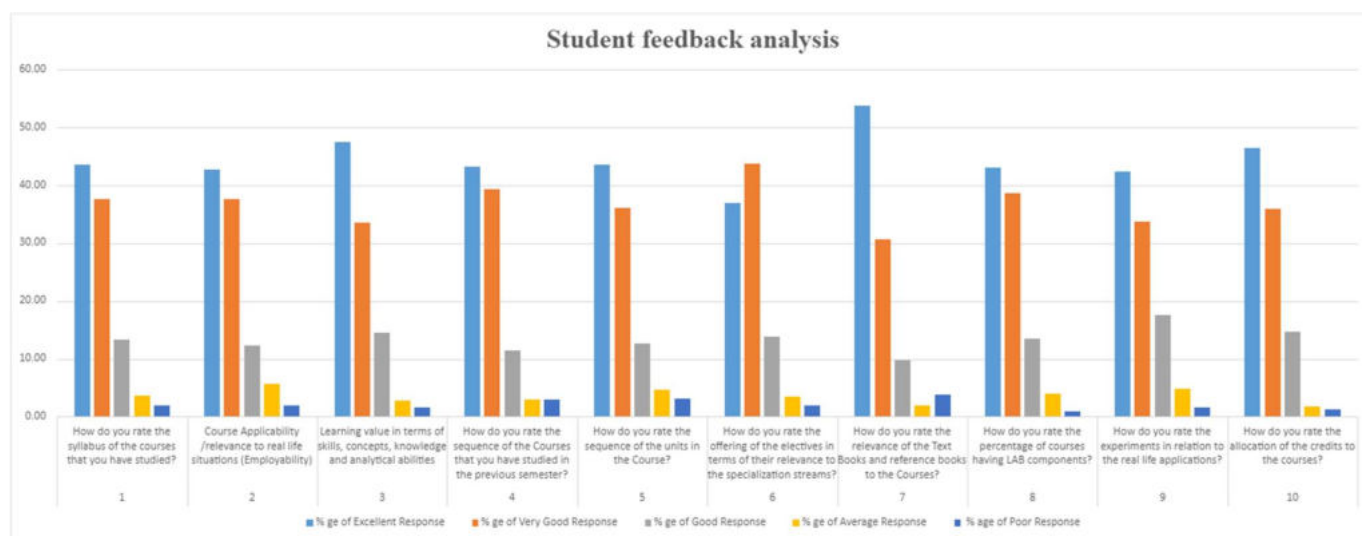| SL No	Question	% ge of Excellent Response	% ge of Very Good Response	% ge of Good Response
1	How do you rate the syllabus of the courses that you have studied?	26.08	39.13	30.43
2	Course Applicability /relevance to real life situations (Employability)	30.43	34.78	30.43

#	Question			
3	Learning value in terms of skills, concepts, knowledge and analytical abilities	**34.78**	**30.43**	**30.43**
4	How do you rate the sequence of the Courses that you have studied in the previous semester?	39.14	**30.43**	**30.43**
5	How do you rate the sequence of the units in the Course?	43.48	**34.78**	17.38
6	How do you rate the offering of the electives in terms of their relevance to the specialization streams?	43.48	**26.08**	**30.44**
7	How do you rate the relevance of the Text Books and reference books to the Courses?	**30.45**	43.48	21.73
8	How do you rate the percentage of courses having LAB components?	**39.13**	**26.08**	**30.43**
9	How do you rate the experiments in relation to the real life applications?	**26.10**	**30.43**	**34.78**
10	How do you rate the allocation of the credits to the courses?	**26.10**	**34.78**	**30.40**

ALUMNI FEEDBACK ANALYSIS
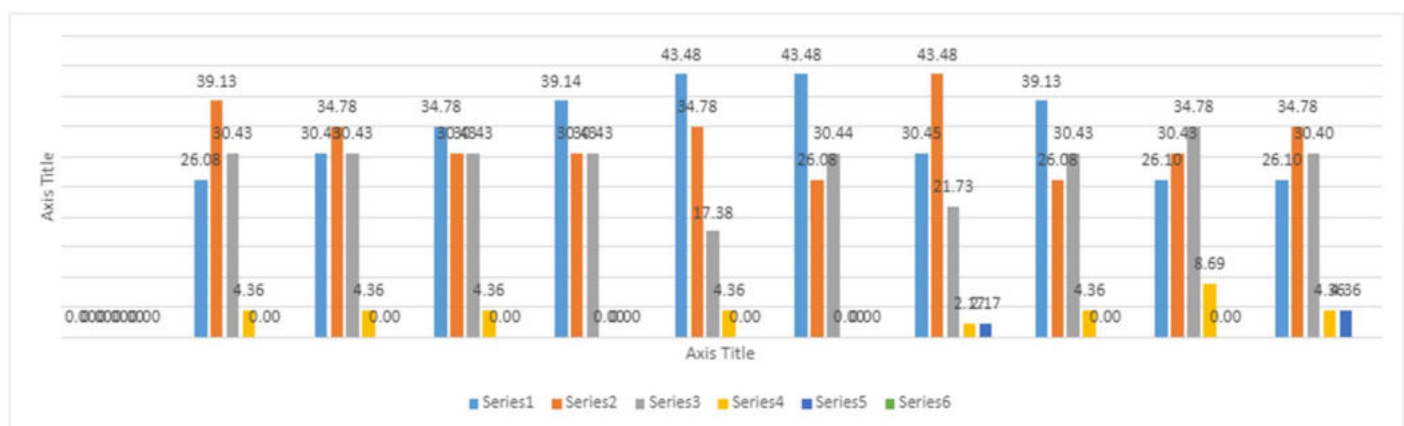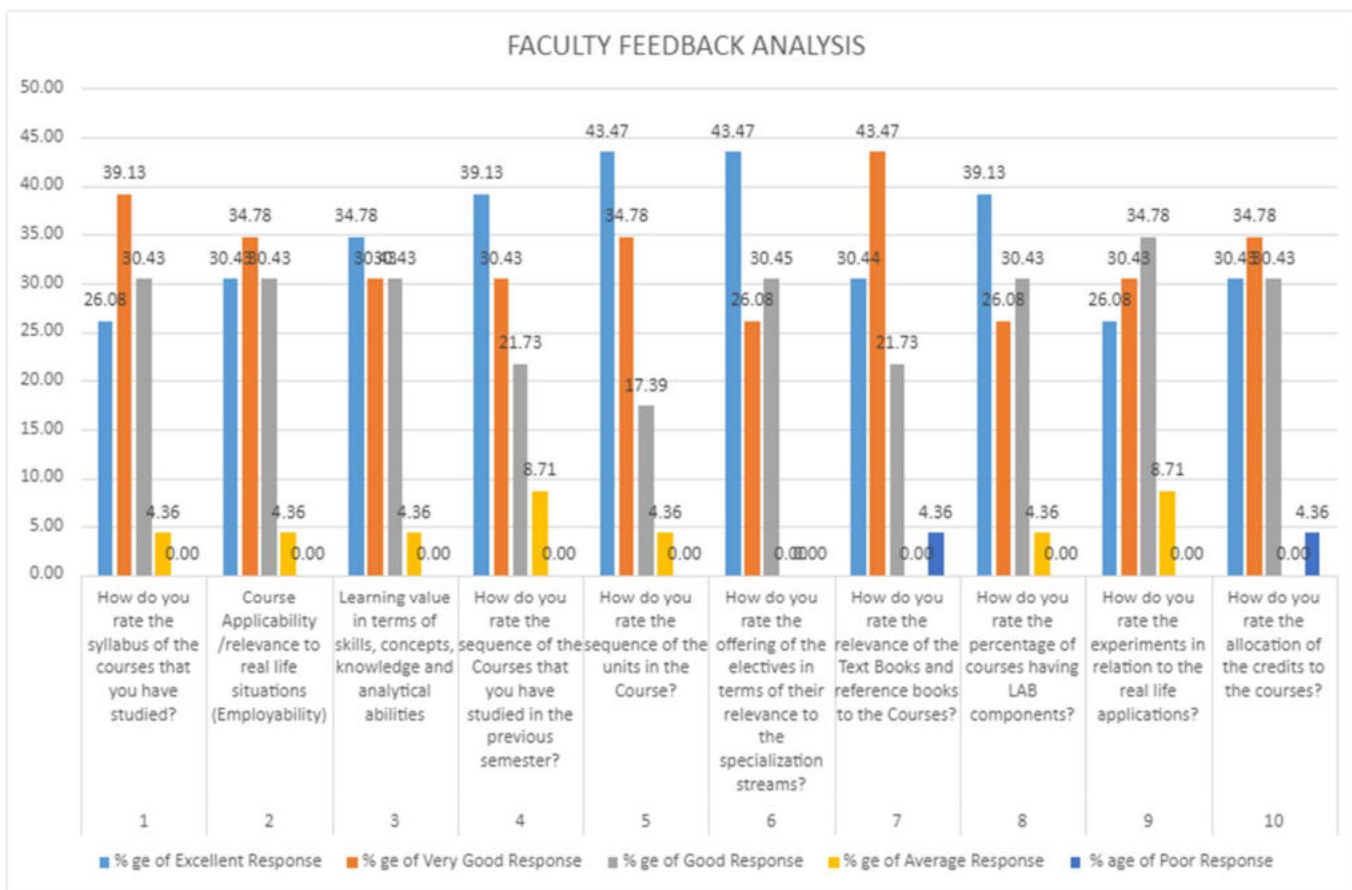

STUDENT FEEDBACK ANALYSIS

SL No	Question	% ge of Excellent Response	% ge of Very Good Response	% ge of Good Response	% ge of Average Response
1	How do you rate the syllabus of the courses that you have studied?	43.60	37.60	13.30	3.60
2	Course Applicability /relevance to real life situations (Employability)	42.65	37.55	12.30	5.60
3	Learning value in terms of skills, concepts, knowledge and analytical abilities	47.50	33.61	14.45	2.84
4	How do you rate the sequence of the Courses that you have studied in the previous semester?	43.22	39.38	11.50	3.00
5	How do you rate the sequence of the units in the Course?	43.56	36.14	12.60	4.60
6	How do you rate the offering of the electives in terms of their relevance to the specialization streams?	36.99	43.74	13.90	3.40
7	How do you rate the relevance of the Text Books and reference books to the Courses?	53.80	30.66	9.80	1.90
8	How do you rate the percentage of courses having LAB components?	43.00	38.67	13.53	3.90
9	How do you rate the experiments in relation to the real life applications?	42.30	33.70	17.50	4.90
10	How do you rate the allocation of the credits to the courses?	46.50	36.00	14.60	1.70

Student feedback analysis

FACULTY FEEDBACK ANALYSIS

SL No	Question	% ge of Excellent Response	% ge of Very Good Response
1	How do you rate the syllabus of the courses that you have studied?	26.08	39.13
2	Course Applicability /relevance to real life situations (Employability)	30.43	34.78
3	Learning value in terms of skills, concepts, knowledge and analytical abilities	34.78	30.43
4	How do you rate the sequence of the Courses that you have studied in the previous semester?	39.13	30.43
5	How do you rate the sequence of the units in the Course?	43.47	34.78
6	How do you rate the offering of the electives in terms of their relevance to the specialization streams?	43.47	26.08
7	How do you rate the relevance of the Text Books and reference books to the Courses?	30.44	43.47
8	How do you rate the percentage of courses having LAB components?	39.13	26.08
9	How do you rate the experiments in relation to the real life applications?	26.08	30.43
10	How do you rate the allocation of the credits to the courses?	30.43	34.78

REGISTRAR

FACULTY FEEDBACK ANALYSIS

INDUSTRY FEEDBACK ANALYSIS

SL No	Question	% ge of Excellent Response	% ge of Very Good Response
1	How do you rate the syllabus of the courses that you have studied?	50.00	33.33
2	Course Applicability /relevance to real life situations (Employability)	33.33	41.67
3	Learning value in terms of skills, concepts, knowledge and analytical abilities	41.67	50.00
4	How do you rate the sequence of the Courses that you have studied in the previous semester?	33.33	58.33
5	How do you rate the sequence of the units in the Course?	25.00	50.00
6	How do you rate the offering of the electives in terms of their relevance to the specialization streams?	50.00	50.00
7	How do you rate the relevance of the Text Books and reference books to the Courses?	25.00	33.33

REGISTRAR

8	How do you rate the percentage of courses having LAB components?	33.34	50.00
9	How do you rate the experiments in relation to the real life applications?	50.00	33.34
10	How do you rate the allocation of the credits to the courses?	33.34	41.67

INDUSTRY FEEDBACK ANALYSIS