



(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

S.P.G.Chidambara Nadar - C.Nagammal Campus

S.P.G.C.Nagar, K.Vellakulam - 625 701, (Near Virudhunagar), Madurai District.

DEPARTMENT OF ENGLISH

MINUTES OF THE SECOND ONLINE MEETING OF THE BOARD OF STUDIES OF ENGLISH

DATE: 10th May, 2021, Monday

Time: 10.00 am– 12.00 pm

PLATFORM : MICROSOFT TEAMS

MeetingLink:https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2RhMGE1NjgtNWl2Yi00NThkLThkMWUtNjg0ODUxZjM0YWY4%40thread.v2/0?context=%7b%22Tid%22%3a%222666d919-f1fc-4027-b9c5-212d4e95e68a%22%2c%22Oid%22%3a%2281547aae-21c0-447d-b960-ba784bab1bd3%22%7d

IN ATTENDANCE:

EXTERNAL EXPERT MEMBERS

S.No	Name of the Expert	Designation and Address	Capacity
1	Dr. A. Bhaskaran	Professor and Head, Department of Applied Physics, Head - Campus Safety and Security, Sri Venkateswara College of Engineering, Sriperumbudur - 602117	Overall Coordinator of First year Board
2	Dr.N.Hema	Associate Professor ,SRM Center for Applied Research in Education (SRM CARE) 1113, 11th Floor UB SRM Institute of Science and Technology Kaattankulathur Chengalpattu.	Anna University Nominee
3	Dr. Sathyaraj Venkatesan.	Associate Professor , Department of English, National Institute of Technology, Trichy.	Academic Council nominated BoS Member



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4	Dr. G. Baskaran	Professor ,School of English and Foreign languages, The Gandhigram rural institute (Deemed to be university), Gandhigram.	Academic Council nominated BoS Member
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INTERNAL EXPERT MEMBERS

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

MINUTES OF THE MEETING:

The Second meeting of the Board of Studies-English was conducted on 10.05.2021 through online mode from 10.00 am to 12.00 pm. Dr. N.Sundararajan, welcomed all the expert members .

DISCUSSIONS:

1. Dr. N.Pratheeba HoD/English, introduced the Board of Studies members to the faculty.



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2. The Expert members approved the minutes of the first BOS-English meeting.

3. Mr. P. Vairamani presented the syllabus HS1321- Listening & Speaking.
 - a) Dr. Sathyaraj enquired about how the assessment was done while conducting classes through online mode. It was informed that assessment could be done through conducting GD, role play, recorded video.
 - b) Dr. G. Baskaran suggested that the books written by Indian authors may be given preference.

4. Mr. U. S. Ramaswamy presented the syllabus HS1421-Advanced Reading & Writing.
 - a) Dr. Sathyaraj suggested that the title may be altered to Reading and Writing-An introduction and self learning materials may be given to students.
 - b) He also suggested that letter of recommendation, vision and mission statement do not have immediate relevance.
 - b) Dr. Baskaran approved the statement of Dr. Sathyaraj and felt that the syllabus was overloaded. Units can be split for Reading and Writing exclusively.

5. Dr. B. Kayal vizhi presented the syllabus HS1521-Professional Communication.
 - a) Dr. Sathyaraj recommended to include CV writing and resume in this syllabus and error spotting can be moved to some other units as it is not relevant to unit V. Dr. Hema also approved his statement.

6. Mr. S. Pradeep kumar presented the syllabus HS1621-Verbal Reasoning & Aptitude.
 - a) All the expert members approved the syllabus

7. The syllabus for the audit and management courses was presented to the Board of Studies for further discussions by the Head, department of English.
 - a) Dr. Sathyaraj suggested that syllabus for audit course is overloaded. Topic, EQ can be added.
 - b) Dr. Hema suggested that in the syllabus of Constitution of India, topics like Right to information, Right to education can be included.
 - c) Dr. Baskaran also informed that this paper has been made mandatory in his college as per AICTE model curriculum. Further, Dr. Hema added that the paper constitution of India has been made mandatory.
 - d) She also suggested that Management systems can be focused in the syllabus-Sangam literature. Dr. Baskaran supported her statement.



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e)Dr.Hema suggested that the paper-Pedagogy studies can be given for PG students rather than UG students. She also stated that the title can be changed as Teaching and Learning. Dr.Sath-
yaraj approved her statement.

f)The syllabi for the management courses were approved unanimously by the expert members.

8.The members approved the list of panel of external experts for question paper scrutiny & question paper setting and examination processes.

9. Mr.U.S.Ramaswamy proposed the Vote of Thanks.

Letter of consent:

From: Baskaran Gavarappan <argbaskaran@gmail.com>

Sent: Saturday, May 15, 2021 10:37:27 AM

To: HODENGLISH <hodenglish@kamarajengg.edu.in>

Subject: Re: Fw: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear Professor Pratheba

Greetings from Gandhigram

Have gone through the content of the syllabus and found that you have carried out the suggestions and corrections. I approve the same and appreciate your efforts.

All the best,

From: Hema N <heman@srmist.edu.in>

Sent: Sunday, May 16, 2021 9:46 PM

To: HODENGLISH <hodenglish@kamarajengg.edu.in>

Subject: Re: Fw: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear Madam,

I reviewed the content of the syllabus and observed that you had incorporated the suggestions and revisions.

I concur and thank you for your efforts.

Best wishes

Thanks and Regards

Hema.N

From: SATHYARAJ VENKATESAN <sathyaiitk@gmail.com>

Sent: Saturday, May 15, 2021 9:30:28 AM

To: HODENGLISH <hodenglish@kamarajengg.edu.in>

Cc: Baskaran Gavarappan <argbaskaran@gmail.com>; Hema N <heman@srmist.edu.in>

Subject: Re: Fw: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear Dr. Pratheeba:



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Thank you for your email. I read through the revised syllabi and I approve the same.
Have a good day ahead.

Best,
Dr. Sathyaraj Venkatesan.

Dr. Sathyaraj Venkatesan
Associate Professor
Office Room # 310 | Lyceum Building
Department of Humanities and Social Sciences
National Institute of Technology (NIT)
Trichy, Tamil Nadu
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Homepage: <https://www.nitt.edu/home/academics/departments/humanities/faculty/sathyaraj/>
Academia profile: <https://nitt.academia.edu/SathyarajVenkatesan>



From: Sundararajan.N <sundararajanenglish@kamarajengg.edu.in>
Sent: Monday, May 17, 2021 11:39 AM
To: HODENGLISH <hodenglish@kamarajengg.edu.in>
Subject: Re: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear madam
I approve the syllabus attached.
Thank you
Yours
N.Sundararajan



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Dr. N. Sundararajan,
Associate professor,
Department of English,
Kamaraj college of Engineering and Technology,
An Autonomous institution
Madurai 625 701.
Mobile: 94424 05326

From: KAYAL VIZHI.B <kayalvizhienglish@kamarajengg.edu.in>
Sent: Monday, May 17, 2021 11:17 AM
To: HODENGLISH <hodenglish@kamarajengg.edu.in>
Subject: Re: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear mam
I hereby approve the minutes of the meeting.
Thank you

From: Ramasamy.S <ramasamyenglish@kamarajengg.edu.in>
Sent: Tuesday, May 18, 2021 10:26 AM
To: HODENGLISH <hodenglish@kamarajengg.edu.in>
Subject: Acceptance mail

Dear madam
I accept the mail sent by you which was discussed in our yesterday department meeting.
Thank you

From: VAIRAMANI.P <vairamanienglish@kamarajengg.edu.in>
Sent: Friday, May 21, 2021 6:35 PM
To: HODENGLISH <hodenglish@kamarajengg.edu.in>
Subject: Re: Fw: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear Mam, I approve the syllabus which was discussed during the meeting.
Thank you
Yours
P.Vairamani
AP/English

From: PRADEEP KUMAR.S <pradeepkumarenglish@kamarajengg.edu.in>
Sent: Tuesday, May 18, 2021 7:06 AM
To: HODENGLISH <hodenglish@kamarajengg.edu.in>
Subject: Re: Proposed syllabus for the English labs -KCET-2020 regulations.

Dear mam,



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I approve the syllabus.

Thank you.

PRADEEP KUMAR S.
Assistant professor of English
Kamaraj College of Engineering and Technology
K. Vellakulam.
Mobile: 96 007 321 45