



(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).

**Minutes of the Fourth Online Meeting of the Board of studies of English**

Date: 16<sup>th</sup> March 2022

Time: 11.30a.m. to 12.30.p.m



Platform: Microsoft Teams

Meeting Link: <https://tinyurl.com/IIIBOSENG>

In attendance:

External Expert Members of BoS:			
S.No	Name of the Expert	Designation	Capacity
1	Dr.A.Bhaskaran	Professor and Head, Department of Applied Physics, Head-Campus Safety and Security, Sri Venkateshwara College of Engineering, Sriperumpudur.	Overall Coordinator of First Year Board
2	Dr.N.Hema	Associate Professor, SRM Centre for Applied Research and Education (SRM CARE), SRM Institute of Science and Technology, Kattankulathur, Chengalpattu.	Anna University Nominee
3	Dr.Sathyaraj Venkatesan	Associate Professor, Department of English, National Institute of Technology, Trichy.	AcademicCouncil Nominated BOS member
4.	Dr.G.Baskaran	Professor, School of English and Foreign Languages, The Gandhigram rural Institute (Deemed to be University), Gandhigram.	AcademicCouncil Nominated BOS member

**Internal Members of BoS –Department of English**

S.No	Name	Designation
1.	Dr.N.Sundararajan	Associate Professor and Head 
2.	Dr.N.Pratheeba	Professor 

3.	Dr.B.Kayalvizhi	Assistant Professor	<i>[Signature]</i>
4.	Mr.U.S.Ramaswamy	Associate Professor	<i>[Signature]</i>
5.	Mr.P.Vairamani	Assistant Professor	<i>[Signature]</i>
6.	Mr.S.Pradeep Kumar	Assistant Professor	<i>[Signature]</i>

**Agenda:**

1. Approval for previous meeting
2. Proposed syllabus for R2021 UG Curriculum, B.E./B. TECH (II Semester).
3. Approval for using the syllabus of lab papers of Regulation 2020 in second year (HS1321 Interpersonal skills: listening and speaking, HS1421 An introduction to Advanced Reading and Writing) and third year (HS1521 Professional communication &HS1621) in Regulation 2021

**Minutes of Meeting:**

Fourth BOS meeting was held on 16<sup>th</sup> March 2022 through online mode from 11.30 a.m. Dr. N. Pratheeba, Professor, Department of English welcomed all the members

**Discussions:**

HOD/English gave a brief presentation for the Approval of the Minutes of the Third BoS meeting on approval of "Technical English" in R2021 for first year first semester and the Actions Taken for the Previous BoS.

He presented the R2021 UG Curriculum, B.E./B. TECH (II Semester).

Semester II

S.No.	Course Code	Course Title	Category	Contact Periods	L	T	P	C
THEORY								
1	SH115	Professional English	SH	3	3	0	0	3

**The following suggestions were given by the BoS Members**

- Dr. Sathyaraj Venkatesan appreciated the syllabus. He suggested
  - Teachers can focus on giving exercises to the students for this paper.
  - Conducting mock interviews for the students.

The Head replied that as it is a theoretical paper we can concentrate in theory and the practical approach can be

made in the III year for the practical paper HS1521 Professional communication. So it is concluded that we need not focus on conducting interview. Dr. Sathyaraj agreed with the suggestion given by the Head.

- Dr.N.Hema enquired about the writing part in the syllabus and also suggested to include more writing parts like manual preparation and report. Dr. Sathyaraj replied that Unit IV contains writing parts such as Recommendations, Transcoding, Accident report and survey report. And also added that these topics were more than enough. Dr.G.Baskaran also approved the same and appreciated that it was a nicely done. Dr. Sathyaraj appreciated the same as ambitious syllabus.
- Dr.G.Baskaran raised a query that whether teachers can complete the syllabus in time and also suggested that assignments can be given more to complete the syllabus.
- Dr.N.Hema agreed the same and added that worksheets can be given more to the students.
- Dr. Sathyaraj accepted to send some more books and reference books for this paper.
- All BoS members gave their approval for the paper SH115 **Professional English**.

4. HoD English sought the approval for using the syllabus of lab papers of Regulation 2020 in second year (HS1321 Interpersonal skills: listening and speaking, HS1421 An introduction to Advanced Reading and Writing) and third year (HS1521 Professional communication & HS1621) To be used in Regulation 2021

- All BoS members gave their approval
- The meeting ended with the vote of thanks proposed by Mr.U.S.Ramaswamy.



Dr.N.Pratheeba  
BoS Coordinator  
Department of English  
Kamaraj College of Engineering and  
Technology (Autonomous)



Dr.N.Sundararajan,  
Associate Professor & Head  
Department of English  
Kamaraj College of Engineering and  
Technology (Autonomous)