COMMITTED TO RESEARCH, INNOVATION AND EDUCATION YEARS

Date: 11.05.2023

Minutes of the meeting of Board of Studies (BoS) - English, held at 4.00 PM on Thursday, 11 May 2023 via online mode through zoom meeting.

Members Present:

- 1. Dr V. Parvathi, HoD, Humanities and Social Sciences, JNTUCEH
- 2. Dr P. Aparna, Professor & Head, Dept of Humanities & Mathematics
- Mr Sreekar Sannapareddy, Co-Founder & CEO Gradvine Advisors Pvt. Ltd, Hyderabad
- 4. Dr Shagufta Parween, Assistant Professor & Head, Dept. of English, CBIT
- 5. Mrs A. Vijayalakshmi, Assistant Professor(Sr), Dept. of English, CBIT
- 6. Mr Sreenivas Andoju, Assistant Professor(Sr), Dept. of English, CBIT
- 7. Mr K. Naveen Kumar Assistant Professor Dept. of English, CBIT
- 8. Dr Shirisha Deshpande, Assistant Professor Dept. of English, CBIT
- 9. Mr V. Laxman, Assistant Professor Dept. of English, CBIT
- 10. Dr N. Madhu, Assistant Professor Dept. of English, CBIT
- 11. Mrs V Gayathri N, Assistant Professor Dept. of English, CBIT

Members Absent:

- 1. Dr YL Srinivas, Professor & Chairperson, Dept of English, Osmania University
- 2. Prof. Vijaya, Dept of English, Osmania University

Dr. Shagufta Parween, Head, Chairperson, BoS, English, occupied the chair and conducted the proceedings.

Item No.1: Revision of syllabus of B.E/B.Tech-R22 Indian Constitution & Fundamental Principles – Common to All Branches

Minutes: It was unanimously resolved to move the topic Directive Principles of State Policy to the second unit as it fits into the topic. The topic on Role of Prime Minister and Council of Ministers in the Union Government has been added to the third unit as it is part of Union Executive and useful for the students preparing for competitive exams. The BoS members suggested to highlight the importance

of the Responsibilities stated and accepted the revision proposed in the Syllabus.

Item No. 2: Revision of syllabus of B.E/B.Tech-R22 Indian Traditional Knowledge – Common to all branches

Minutes: It was informed to all that the course Indian Traditional Knowledge would be offered as an Open Elective with 3 credits in the R22 scheme. The syllabus for Indian Traditional Knowledge was thoroughly discussed and deliberated upon in the BoS meeting. Concepts of Sciences in Indian Knowledge Systems has been added in Unit II. Morphology and brevity of Sanskrit, Concepts of NLP in IKS, and Fundamentals of Vedic Mathematics have been added in Unit III, Engineering in Vedas and Adaptability of Sanskrit in Computer languages, Related commands have been added in Unit V. The syllabus was approved by the BoS members after removal of "Bhakti Literature" from the syllabus as it was considered too vast to teach to cover.

Item No. 3: Changes in R23- M.E/M.Tech Sem I Audit Course - English for Research Paper Writing (Common to All Branches)

Minutes: The revised syllabus of R23- M.E/M.Tech Sem I Audit Course - English for Research Paper Writing (Common to All Branches) was approved. However, some suggestions were made and it was suggested to shuffle the topics a little. It was suggested to move Writing processes to 3rd unit from 4th unit, APA, MLA and IEEE formats to the 4th unit from the 3rd unit, and add writing tools at the bottom.

Item No.4: Revision of R23 syllabus for MCA Sem I – Subject Professional Communication Skills Lab

Minutes: MCA PCS lab syllabus was thoroughly discussed by the BoS members. Mr. Sreekar Reddy, CEO Gradvine suggested to incorporate LinkedIn profile building in the syllabus as it is significant for students going for placements. Dr. Aparna Palle and Dr. Parvathi suggested revisions in the Course objectives of the MCA Syllabus. The BoS members also suggested to shuffle the syllabus contents of the units to align them clearly to the goal of each unit. It was suggested to include Public Speaking with the Group Discussion unit, to place contents related to thinking skills together in one unit and all the Writing skills topics in one unit. Dr. Parvathi offered to assist in the revision of the PCS Syllabus.

Item No. 5: Any other item with the permission of the Chair

There being no other item the meeting ended with vote of thanks to the chair.

Dr. Shagufta Parween Head, Dept. of English & Chairperson BoS

Cc;-

The Principal, CBIT
AEC I/C, for information.
Director, Academics, for information.
All the Members of the BoS

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, (AUTONOMOUS)GANDIPET, **HYDERABAD-75** DEPARTMENT OF ENGLISH

Meeting of the Board of Studies (BoS) - English, held at 4.00 PM on Thursday, 11 May 2023 via online mode through zoom meeting.

Members of the Board of Studies

Name

Signature.

Dr. V. Parvathi,

Professor of English, JNTU-H & Chairperson, BoS,

VC Nominee

Present online

Dr. Aparna Palle,

HOD & Professor, Dept of English

GNITS, Hyderabad.

Present online

Mr. Sreekar Sannapa Reddy Gradvine Advisors Pvt. Ltd

Co-Founder & CEO

Hyderabad.

Dr. Shagufta Parween,

Asst. Professor & Head, Chairperson BoS, Dept. of English, CBIT

Asst. Professor(Sr), Dept. of English,,CBIT.

Asst. Professor(Sr), Dept. of English,, CBIT.

Mr. K. Naveen Kumar

Asst. Professor Dept. of English,, CBIT

Dr. Shirisha Deshpande Asst. Professor Dept. of English,,CBIT

Dr. Nandigama Madhu

Assit.Professor Dept. of English,,CBIT

V.Laxman

Asst. Professor Dept. of English,,CBIT

Mrs. V.Gayathri Nagamani

Asst. Professor Dept. of English, CBIT

INDIAN CONSTITUTION AND FUNDAMENTAL PRINCIPLES

(BE/BTech - Common to all branches)

Code: 22EGM01

with effect from 2022-23

Instruction
Duration of Semester End Examination
Semester End Examination
Credits

2 Hours per week 2 Hours 50 Marks

Course Objectives

The course will introduce the students to:

1. Understand the history of framing of the Indian Constitution.

2. Aware them on Fundamental Rights, Duties and Directive Principles of State Policy.

3. Explore the organisation of Union Government, and functions of President and Prime Minister.

4. Gain an insight into the inter-functionality of Union Legislature and Judiciary

5. Educate on the local governance and problems in development of rural and urban areas.

Course Outcomes

After successful completion of the course the students will be able to:

- 1. Understand the history of framing of the Indian Constitution and its features.
- 2. Assess the realisation of Fundamental Rights and Directive Principles of State Policy.
- 3. Analyse the challenges to federal system and position of the President and the Prime Minister in the Union Government.
- 4. Underline the role of the Legislature and the Judiciary in Union Government and their mutual relations.
- 5. Evolve the development of the local governments in India and assess the role of Collector in district administration.

Unit-I

Constitutional History and Framing of Indian Constitution

East India Company rule (1757-1857): Social, Economic, Political and Administrative impact of Company rule in India. British Rule (1858-1947): Indian National Movement, Government of India Acts 1909, 1919 and 1935, and Indian Independence Act 1947. Framing of the Indian Constitution: Constituent Assembly, Preamble and Salient Features.

Unit-II

Fundamental Rights, Duties and Directive Principles of State Policy

The Fundamental Rights: Features and significance of Rights. Fundamental Duties: Importance and the legal status of Duties. Directive Principles of State Policy: Socialist, Gandhian and Liberal-intellectual principles, importance and relevance.

Unit-III

Union Government and its Administration

Federalism: Division of legislative and financial powers between the Union and the State. Union Executive: Role and position of President, Prime Minister and Council of Ministers. Emergency Provisions: National Emergency, Constitutional Emergency and Financial Emergency.

Unit-IV

Union Legislature and Judiciary

Union Legislature: Parliament of India-Composition and functions of Parliament, and Parliamentary Committees. Union Judiciary: Supreme Court of India-Composition and Functions.

Unit-V

Local Self Governments

Rural Local Governments: Zilla Parishad- CEO and functions of Zilla Parishad, Mandal Parishad- Role of Elected and Officials, Gram Panchayat- Sarpanch, Secretary and Gram Sabha. Urban Local Governments: Structure and functions of Municipalities and Municipal Corporations. District Collector: Powers and functions of Collector.

Text Books

- Indian Government & Politics, Ed Prof V Ravindra Sastry, Telugu Akademy, 2nd edition, 2018.
- 2. Indian Constitution at Work, NCERT, First edition 2006, Reprinted in 2022.

Suggested Reading

- 1. D.D. Basu, Introduction to the Constitution of India, Lexis Nexis, 2015.
- 2. Dr. S. N. Busi, Dr. B. R. Ambedkar, Framing of Indian Constitution, 1st Edition, 2015.
- 3. Granville Austin, The Indian Constitution: the Cornerstone of a Nation, OUP, 2nd Edition 1999
- 4. M.V. Pylee, India's Constitution, S. Chand Publishing, 16th Edition, 2017
- 5. Rajeev Bhargava (ed), Politics and Ethics of the Indian Constitution, OUP, 2008

Online Resources:

1. http://www.nptel.ac.in/courses/103107084/Script.pdf

INDIAN TRADITIONAL KNOWLEDGE

(OPEN ELECTIVE)

22EGO03

Instruction

Duration of SEE

SEE

CIE

Credits

3 hours per Week

3 hours

4 hours

5 hours

6 hours

6 hours

6 hours

7 hours

7 hours

8 hours

9 hours

Unit I

Culture and Civilization: Culture, Civilization and heritage, general characteristics of culture, importance of culture in human life, Cultural diversity, Aesthetics, Women seers, Indus culture, Indian Cuisine, Martial arts.

Unit II

Education System: Education in ancient, medieval and modern India, aims of education, subjects, Languages, Science and Scientists of ancient. Medieval and modern India. Concepts of Sciences in Indian Knowledge Systems.

Unit III

Linguistic Wealth: Indian languages and Literature: The role of Sanskrit, Morphology and brevity of Sanskrit, Concepts of NLP in IKS. Paleography, Fundamentals of Vedic Mathematics, Significance of scriptures to current society, Indian semantics and lexicography, Bhakthi literature, Darshanas.

UNIT IV

Art, Technology & Engineering: Sculpture, Painting and Handicrafts, Indian Music, Dance Drama and Theatre, ntroduction to Mayamatam, Iron and Steel technology, Use of metals in medicinal preparations

UNIT-V

Science and Logic: Heliocentric system, Sulbasutras, Katapayadi, Engineering in Vedas, Adaptability of Sanskrit in Computer languages, Related commands Hindu calendar, 6 Pramanas in Indian logic, Scientific method applied to therapeutics, Fallacies, Tarka-Induction and deduction, Ayurvedic biology, Definition of health.

Essential Readings:

- 1. Kapil Kapoor, Text and Interpretation: The Indian Tradition, ISBN:81246033375,2005
- 2. Samskrita BHarati, Science in Sanskrit, ISBN 13: 978-8187276333,2007
- 3. Satya Prakash, Founders of sciences in Ancient India, Govindram Hasanand, ISBN-10:8170770009
- 4. Brajendranath Seal, The Positive Sciences of the Ancient Hindus, Motilal Banarasidass, ISBN-10:8120809254, 1915
- 5. Kancha Ilaiah, Turning The Pot, Tilling The Land: Dignity of Labour in Our Times.
- 6. Balram Singh and 2 others, Science & Technology in Ancient Indian Texts, Publishers: D.K.Print World Ltd, 1st edition, ASIN: 8124606323
- 7. Smt. Kalpama Paranjepe, Ancient Indian insight and modern Science, Bhandarkar Oriental Research Institutes, ISBN-10: 81941337799
- 8. Pradeep Parihar, Vedic world and Ancient Science, 'World house Book Publishing, ISBN-10: 81941337799, isbn-13, 978-1685470036

Chaitanya Bharathi Institute of Technology (A)

Audit Course: English For Research Paper Writing

(M.E/MTech Audit Course I/II Sem- Common to all branches)
Code: 23EGA101 With effect from the academic year 2023-24

Instruction

2 hrs per week

Semester end examination: 50 marks

Duration of End examination: 2 hrs

Course Objectives: The objectives of this course are

- 1. To motivate learners for academic writing and thus encourage them for continuous professional updating and up-gradation
- 2. To facilitate a practical understanding of the multiple purposes of Writing Research Papers and help them infer the benefits and limitations of research in science and technology
- 3. To brainstorm and develop the content, formulating a structure and illustrating the format of writing a research paper.
- 4. To survey and select a theme/topic for a thorough reading and to writing a research paper
- 5. Students understand to implement the intricacies of writing and publishing a research paper.

Course Outcomes: On Successful completion of the course, students will be able to

- 1. Illustrate the nuances of research paper writing and draw conclusions on professional usefulness
- 2. Classify different types of research papers and organize the format and citation of sources.
- 3. Explore various formats of APA, MLA and IEEE and set up for writing a research paper
- 4. Draft paragraphs and write theme based thesis statements in a scientific manner.
- 5. Develop an original research paper while acquiring the knowledge of how and where to publish their papers.

UNIT-I

Academic Writing: Meaning & Definition of a research paper; Purpose of a research paper - Scope, Benefits, Limitations and outcomes for professional development, An introduction to methods and Approaches of Research.

Unit-II

Research Paper Format: Title - Abstract - Introduction - Discussion - Findings - Conclusion - Style of Indentation - Font size/Font types - Indexing - Citation of sources

UNIT-III

Process of Writing a research paper, Writing to Draft a Format, Develop content, Adapting, Reviewing, Paraphrasing & Plagiarism Checks

UNIT-IV

Choosing a topic - Thesis Statement - Outline - Organizing notes - Language of Research - Word order, Paragraphs - Writing first draft-Revising/Editing - The final draft and proof reading. Understanding APA, MLA, IEEE formats

UNIT-V

Research Paper Publication Reputed Journals – Paid, Free and peer reviewed journals, National/International - ISSN No, No. of volumes, Scopus Index/UGC Journals . Getting Papers Published

Textbook:

- 1. C. R Kothari, Gaurav, Garg, Research Methodology Methods and Techniques, New Age International Publishers. 4thEdition.
- 2. Carol Ellison, Writing Research Papers, McGraw Hill's Concis Guide, 2010

Suggested Readings:

- 1. Day R (2006) How to Write and Publish a Scientific Paper, Cambridge University Press
- 2. MLA Hand book for writers of Research Papers, East West Press Pvt. Ltd, New Delhi, 7thEd.
- 3. Lipson, Charles(2011), Cite Right: A Quick Guide to Citation Styles; MLA, APA, Chicago, the n)Sciences, Professions, and more (2nd Edition). Chicago [u.a]: Univ of Chicago Press.

Online Resources:

- 1. NPTEL https://onlinecourses.nptel.ac.in/noc 18_mg13/preview
- 2. NPTEL: https://nptel.ac.in/courses/121/106/121106007/
- 3. https://www.classcentral.com/course/swayam-introduction-to-research-5221

Writing Tools:

- 1. https://owl.purdue.edu/owl_exercises/index.html The Owl writing lab
- 2. https://www.turnitin.com/login_page.asp?lang=en_us Turnitin software

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY GANDIPET, HYDERABAD -75 PROFESSIONAL COMMUNICATION SKILLS LAB

(MCA First Semester)

Code: 23 EG 101

2 periods per week Instruction **Duration of Semester End Examination** 2 hours 50 marks Semester End Examination 50 CIE Credits

Course Objectives: This course will enable the students to:

- 1. Create an awareness about the significance and types of soft skills in formal settings.
- 2. Develop writing skills for professional communication viz., writing cover letter, Résumé, e-mail, minutes of the meeting, memos and SoP.
- 3. Analyze their presentation and public speaking skills.
- 4. Demonstrate their ability to discuss in groups and resolve issues.
- 5. Understand the process and techniques of attending an interview positively.

Course Outcomes: After successful completion of the course the students will be able to:

- 1. Differentiate various soft skills and build an impressive personality.
- 2. Draft cover letter, Résumé, e-mail, minutes of the meeting, memos and SoP effectively.
- 3. Deliver effective presentations in professional contexts confidently.
- 4. Participate in Group discussions and resolve issues proficiently.
- 5. Face interviews successfully.

UNIT-I

Behavioral Skills: Introduction to Various Forms of Soft Skills - Hard Skills vs Soft Skills Self-Awareness and SWOT Analysis - Techniques of Personality Development - Corporate Culture and Grooming- Professional Etiquette.

UNIT-II

Writing Skills: Cover Letter and Résumé Writing - Structure, Planning and Presentation: Thinking Skills, Defining the Career Objective, Projecting Ones Strengths and Skill-sets -Email Writing - Mechanics of Professional Meetings - Preparation of Agenda, Participation, Writing Minutes of a Meeting and Memorandum — Writing an Effective Statement of Purpose (SOP).

UNIT-III

Presentation Skills: Elements of Effective Presentation - Structure of a Presentation, Presentation Tools, Self-confidence and Assertiveness, Body Language, Eye-contact, Visual Aids, Preparing an Effective PPT, Time Management - Public Speaking

UNIT-IV

Group Discussion: GD as Part of Selection Procedure and its Dynamics, Intervention, Summarizing, Modulation of Voice, Relevance of Body Language, Fluency, and Coherence -Advanced Group Discussion with Case Studies, Team Building & People Management, Decision Making and Problem Solving and Leadership Skills.

UNIT - V

Interview Skills: Concept and Process, Pre-Interview Planning, Opening Strategies, Answering Strategies, Stress Management & Conflict Resolution – Mock Interviews. LinkedIn Profile Building.

Suggested Reading:

- 1. Leena Sen, "Communication Skills", Prentice-Hall of India, 2005
- 2. Dr. Shalini Verma, "Body Language Your Success Mantra", S Chand & Company, 2006
- 3. Edgar Thorpe and Showick Thorpe, "Objective English", 2nd edition, Pearson Education, 2007
- 4. Gopalswamy Ramesh, and Mahadevan Ramesh, "The ACE of Soft Skills: Attitude, Communication and Etiquette for Success", New Delhi: Pearson, 2010
- 5. Gulati and Sarvesh, "Corporate Soft Skills", New Delhi: Rupa and Co., 2006
- Van Emden, Joan, and Lucinda Becker, "Presentation Skills for Students", New York: Palgrave Macmillan, 2004
- 7. Stephen R Covey, "The 7 Habits of Highly Effective People", New York: Free Press, 1989

To The Principal CBIT Gandipet Hyderabad – 75

Dear Sir

Sub:- BoS English meeting scheduled online on Thursday 11th May, 2023 - request for permission.

This is to kindly inform you Sir that we are scheduling an online BoS meeting of English on Thursday 11th May, 2023 to discuss the revisions in the syllabus offered by the Department of English for BE/B.Tech Sem III & IV R-22 and M.E. / M.Tech and MCA R-23.

The following are the members (External) of BoS English:

- 1. Prof. B.Vijaya, Chairperson, BoS, Osmania Univeristy Special Invitee
- 2. Dr.Y.L.Srinivas, Professor & Chairperson, Professor, Department of English, HCU
- 3. Dr. V. Parvathi, Professor & Chairperson BoS English, JNTUCEH
- 4. Dr. Aparna Palle, Professor & Head, Department of Humanities and Mathematics, GNITS
- 5. Mr. Sreekar Sannapa Reddy, Co-Founder & CEO, Gradvine Advisors Pvt. Ltd, Hyderabad

I would be grateful Sir if permission may be given and if appropriate remuneration may be sanctioned for the members BoS.

Thank you

Yours sincerely

Dr.Shagufta Parween Assistant Professor & Head Department of English



COMMITTED TO RESEARCH, INNOVATION AND EDUCATION VEGIS

Dt. 09.05.2023

To, Prof. B.Vijaya Chairperson, BoS, English Osmania Univeristy.

Respected Madam,

Subject: Invitation for online BoS meeting on 11th May 2023 CBIT- Reg.

I am pleased to invite you on behalf of the Department of English, Chaitanya Bharathi Institute of Technology for an Online Bos meeting on Thursday, 11th May 2023 at 4.00 PM.

Kindly accept the invitation and make it convenient to attend the meeting and provide your valuable inputs.

The link for the meeting will be mailed.

HOD



COMMITTED TO RESEARCH, INNOVATION AND EDUCATION

Dt. 09.05.2023

To,
Dr.Y.L.Srinivas
Professor & Chairperson BoS (Former)
Department of English
Osmania University

Respected Sir,

Subject: Invitation for online BoS meeting on 11th May 2023 CBIT- Reg.

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COMMITTED TO RESEARCH, INNOVATION AND EDUCATION

Dt. 09.05.2023

To, Dr. V. Parvathi Professor & Chairperson BoS English JNTUCEH

Respected Madam,

Subject: Invitation for online BoS meeting on 11th May 2023 CBIT- Reg.

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COMMITTED TO RESEARCH. INNOVATION AND EDUCATION YEAR

Dt. 09.05.2023

To,
Dr. Aparna Palle
Professor & Head
Dept of Humanities & Mathematics
GNITS
Hyderabad.

Respected Madam,

Subject: Invitation for online BoS meeting on 11th May 2023 CBIT- Reg.

I am pleased to invite you on behalf of the Department of English, Chaitanya Bharathi Institute of Technology for an Online Bos meeting on Thursday, 11th May 2023 at 4.00 PM.

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The link for the meeting will be mailed.

HOD

Dr. Shagufta Parween

Department of English





Dt. 09.05.2023

To, Mr. Sreekar Sannapa Reddy CEO, Gradvine Advisors Pvt. Ltd. Hyderabad

Dear Sir,

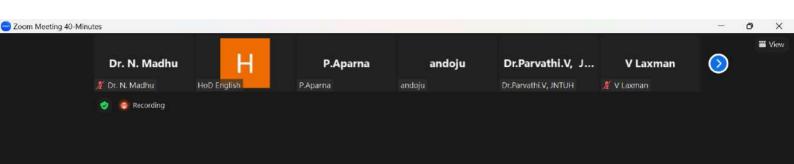
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Vijayalakshmi A...



