



## DEPARTMENT OF ENGLISH

**Date: 20.05.2024**

Minutes of the meeting of Board of Studies – English (hybrid mode), held at 11:00 AM on Monday, 20 May 2024, English Lab, K Block 3<sup>rd</sup> Floor (online through zoom platform).

### Members Present:-

1. Dr.J.Madhavi, Associate Professor, Department of English, University College of Arts and Social Sciences, OU
2. Dr.Parvathi Vudumula, Professor, Chairperson BoS English, Department of Humanities & Social Sciences, JNTUH
3. Dr.Parimala Kulkarni Professor & Chairperson BoS, English, Department of English, Osmania University
4. Mr Sreekar Sannapareddy, Co-Founder & CEO Gradvine Advisors Pvt. Ltd, Hyderabad
5. Mr.Anil Nair, Founder & CEO Anil Nair Classes
6. Dr. A. Vijayalakshmi, Assistant Professor (Sr.), Department of English, CBIT
7. Mr. Sreenivas Andoju, Assistant Professor (Sr.), Department of English, CBIT
8. Dr. Shagufta Parween, Assistant Professor, Chairperson, BoS – English & Head, Department of English, CBIT
9. Dr. Shirisha Deshpande, Assistant Professor, Department of English, CBIT
10. Mr. V. Laxman, Assistant Professor, Department of English, CBIT
11. Dr. N. Madhu, Assistant Professor Dept. of English, CBIT
12. Dr. Md. Sarfaraj, Assistant Professor, Department of English, CBIT
13. Dr. Gayathri R., Assistant Professor, Department of English, CBIT
14. Mrs. Md. Roshan Jameer, Assistant Professor, Department of English, CBIT
15. Mrs. Liza Mary Cherian, Student Counsellor, CBIT.

### Leave of Absence:

1. Mrs. Gayathri Nagamani V., Assistant Professor, Department of English, CBIT

### Agenda:

#### Item No. 1:

Confirmation of the Minutes of the English BoS Meeting held on 11 May 2023.

#### Item No. 2:

Revision of syllabus of B.E/B.Tech Semester I/II R22A English – Common to all Branches.

#### Item No. 3:

Revision of syllabus of B.E/B.Tech Semester I/II R22A English Lab – Common to all Branches.

#### Item No. 4:

Any other item with the permission of the chair.

Dr. Shagufta Parween, Chairperson, BoS – English & Head, Department of English, CBIT, occupied the chair and conducted the proceedings.

### **Opening Remarks:**

Dr. Shagufta Parween welcomed all the members and thanked them for joining the meeting. She introduced the External BoS members:

1. Dr.J.Madhavi, Associate Professor, Department of English, University College of Arts and Social Sciences, OU
2. Dr.Parvathi Vudumula, Professor, Chairperson BoS English, Department of Humanities & Social Sciences, JNTUH
3. Dr.Parimala Kulkarni Professor & Chairperson BoS, English, Department of English, Osmania University
4. Mr Sreekar Sannapareddy, Co-Founder & CEO Gradvine Advisors Pvt. Ltd, Hyderabad
5. Mr.Anil Nair, Founder & CEO Anil Nair Classes

Internal BoS members and the faculty introduced themselves.

1. Dr. A. Vijayalakshmi, Assistant Professor (Sr.), Department of English, CBIT
2. Mr. Sreenivas Andoju, Assistant Professor (Sr.), Department of English, CBIT
3. Dr. Shagufta Parween, Assistant Professor, Chairperson, BoS – English & Head, Department of English, CBIT
4. Dr. Shirisha Deshpande, Assistant Professor, Department of English, CBIT
5. Mr. V. Laxman, Assistant Professor, Department of English, CBIT
6. Dr. N. Madhu, Assistant Professor Dept. of English, CBIT
7. Dr. Md. Sarfaraj, Assistant Professor, Department of English, CBIT
8. Dr. Gayathri R., Assistant Professor, Department of English, CBIT
9. Mrs. Md. Roshan Jameer, Assistant Professor, Department of English, CBIT
10. Mrs. Liza Mary Cherian, Student Counsellor, CBIT.

### **Item No.1: Confirmation of the Minutes of the English BoS Meeting held on 11 May 2023.**

**Minutes:** Members confirmed the Minutes of the English BoS Meeting held on 20 May 2024.

### **Item No. 2: Revision of syllabus of B.E/B.Tech Semester I/II R22A English – Common to all Branches.**

**Minutes:** The syllabus of B.E/B.Tech Semester I/II R22A English was discussed at length. The following suggestions were made:

- i. Reading to be introduced in Unit II before Writing unit.
- ii. Second course objective and outcome should be on reading.
- iii. Include reading exercises in each unit under Writing I, II & III.
- iv. Change Course Objectives and accordingly make modification in Course Outcomes.
- v. Include grammatical component in Unit I as it has only vocabulary.
- vi. Include correcting the sentences which are ambiguous and redundant.
- vii. Basic sentences to be removed from Unit II and moved to Unit I.

- viii. Instead of testing theory make them analyze paragraphs by exposing students to good paragraph samples from good technical reports and essays.
- ix. Include at least one sample good essay so that students are exposed to language and are able to communicate effectively.
  - x. If vocabulary and grammar are mentioned in a unit then the content should include both.
  - xi. Instead of Articles use the term determiners.
  - xii. Avoid conventional grammatical terminology, instead use connectors or linkers.
- xiii. Remove “Engineering Knowledge” from Course Objective and include the term ‘technical’ in report section.
- xiv. Include Construction of sentences in Unit II.
  - xv. Include Vocabulary content in Unit IV.
  - xvi. Compound sentences to be removed.
  - xvii. Note-making and note-taking to be removed.
- xxviii. Phrasal verbs to be included in Unit IV.
  - xix. Idioms to be removed.
  - xx. Include blog writing.
  - xxi. Words often confused to be included in last Unit.
  - xxii. Avoiding Ambiguity and Redundancy to be included.
- xxiii. In Unit II synonyms and antonyms to be followed by construction of sentences.
- xxiv. Include Reading Comprehension Practice for III, IV & V Unit.
- xxv. Differentiate between formal and informal phrasal verbs.

**Item No. 3: Revision of syllabus of B.E/B.Tech Semester I/II R22A English Lab – Common to all Branches.**

**Minutes:** The syllabus of B.E/B.Tech Semester I/II R22A English Lab was discussed at length. The following suggestions were made:

- i. Remove interviews from Course Objective as it is not there in the syllabus.
- ii. Modification is required in the Course Outcomes to make them grammatically correct.
- iii. Subtheme of the First Lab topic should be - Introduction to English phonetics and organs of speech.
- iv. Diphthongs after consonants, to be removed.
  - v. Include Basic phonetic transcription practice.
  - vi. Include Secondary stress in word stress.
- vii. Sentence stress to be included.
- viii. Rhythm to be removed from Exercise 4.
- ix. Types of intonation to be included as sub topic in Exercise 4.
  - x. Instead of Neutralization of Mother tongue Influence, mention only MTI as NEP 2020 does not recommend it.
- xi. Mention the names of specific labs and the related activities under them (5 ICS and 5 CALL lab experiments).
- xii. A proposal was put forward to conduct 1 hour in each lab (CALL and ICS lab) instead of 2 hours in CALL/ICS lab every week. It was not recommended.
- xiii. Mention non-verbal communication instead of body language.
- xiv. Include latest edition of text books and online resources.

**Item No. 4: Any other item with the permission of the chair.**

**Minutes:** Mr Sreekar Sannapareddy expressed his willingness to deliver sessions for the benefit of the students.

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



**Dr. Shagufta Parween**  
**Chairperson BoS &**  
**Head, Department of English**

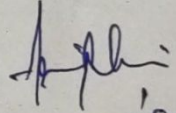
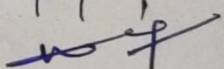
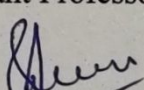
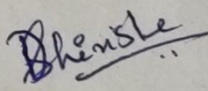
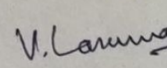




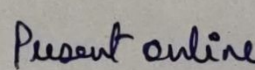


**DEPARTMENT OF ENGLISH**

**Date: 20.05.2024**

Meeting of Board of Studies – English (hybrid mode), held at 11:00 AM on Monday, 20 May 2024, English Lab, K Block 3<sup>rd</sup> Floor (online through zoom platform).

**Members Present:-**

1. Dr.J.Madhavi  
Associate Professor  
Department of English  
University College of Arts and Social Sciences  
Osmania University  
s/d  
Present
2. Dr.Parvathi Vudumula  
Professor & Chairperson BoS English  
Department of Humanities & Social Sciences  
JNTUH  
s/d  
Present
3. Dr.Parimala Kulkarni  
Professor & Chairperson BoS English  
Department of English  
Osmania University  
s/d  
Present
4. Mr Sreekar Sannapareddy  
Co-Founder & CEO Gradvine Advisors Pvt. Ltd.  
Hyderabad  
s/d  
Present
5. Mr.Anil Nair  
Founder & CEO Anil Nair Classes  
Hyderabad  
s/d  
Present
6. Dr. A. Vijayalakshmi, Assistant Professor (Sr.), Department of English, CBIT 
7. Mr. Sreenivas Andoju, Assistant Professor (Sr.), Department of English, CBIT 
8. Dr. Shagufta Parween, Assistant Professor, Chairperson, BoS – English & Head,  
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16. Mrs. Liza Mary Cherian, Student Counsellor, CBIT 



22EGC01N

**ENGLISH**

(BE/B.Tech - Common to all Branches)

Instruction	2LHours per Week
Duration of Semester End Examination	3 Hours
Semester End Examination	60 Marks
CIE	40 Marks
Credits	2

**Prerequisite:** Basic knowledge of English grammar and vocabulary.

**Course Objectives: The course is taught with the objectives of enabling the students to:**

1. Improve their understanding of communication skills while developing their usage of English for correct use of grammar and vocabulary.
2. Equip themselves with Reading Comprehension strategies and techniques.
3. Enhance their writing skills through paragraphs, précis and essays by using devices of cohesion and coherence.
4. Build appropriate, longer meaningful sentences for professional writing through formal letters and e-mails.
5. Demonstrate knowledge of drafting formal reports to define, describe and classify the processes by following a proper structure.

**Course Outcomes:**

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

1. Step-up the awareness of correct usage of English grammar and vocabulary by speaking fluently and comprehensively with a grip on communication skills.
2. Apply effective reading techniques through critical reading exercises to enhance quality of life and to support lifelong learning.
3. Develop their ability to write paragraphs independently on any context with cohesion, edit essays coherently while realizing brevity through précis writing.
4. Construct sentences clearly and comprehensively to write effective business letters and draft emails for a better professional communication.
5. Advance efficiency in writing, distinguish formal from informal reports and demonstrate advanced writing skills by drafting formal reports.

**CO PO Articulation Matrix**

PO/PSO CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
<b>CO 1</b>	1	1	1	1	1	1	1	2	3	3	2	3
<b>CO 2</b>	1	1	1	1	1	1	1	1	1	2	1	3
<b>CO 3</b>	1	2	1	1	-	1	1	1	1	3	1	3
<b>CO 4</b>	1	2	1	1	-	1	1	2	2	2	2	3
<b>CO 5</b>	1	2	1	2	1	2	2	2	3	3	2	3

**UNIT-I Communication Skills:**

Introduction, nature and importance of communication; Process of communication; Types of communication: verbal and non-verbal; Barriers to communication; Intrapersonal, Interpersonal communication; Understanding Johari Window.

**Vocabulary & Grammar:** The concept of Word Formation - Root words, Use of prefixes and suffixes to form derivatives, Standard abbreviations. Basic Sentences.

**Reading Task I.**

**UNIT-II Reading Skills:**

The Reading process, purpose, different kinds of texts; Reading Comprehension; Techniques of comprehension – skimming, scanning, drawing inferences and conclusions. Practice in Critical Reading passages

**Vocabulary and Grammar:** Determiners. Use of Synonyms and Antonyms, Construction of Sentences.

**Reading Task II.****UNIT-III Writing Skills II:**

Paragraph Writing. – Structure and features of a paragraph; Essay writing, Cohesion and coherence. Techniques of writing précis.

**Vocabulary & Grammar:** Use of connectors and linkers, Tenses, Punctuation.

**Reading Task III.****UNIT-IV Professional Writing Skills-1:**

Letter Writing – Structure, format of a formal letter; Letter of Request and Response, Drafting Emails, Email and Mobile etiquette.

**Vocabulary and Grammar:** Phrasal verbs, Misplaced modifiers, Subject-verb agreement.

**Reading Task IV****UNIT-V Professional Writing Skills-2:**

Report writing – Importance, structure, elements & style of formal reports; Writing a formal report. Writing for Blogs.

**Vocabulary and Grammar:** Words often Confused, Common Errors. Avoiding Ambiguity & Redundancy.

**Reading Task V.****Text Books:**

1. Sanjay Kumar & Pushp Lata, “English Language and Communication Skills for Engineers”, Oxford University Press, 2018.
2. “Language and Life: A Skills Approach”, Board of Editors, 2018<sup>th</sup> Edition, Orient Black Swan, 2018.

**Suggested Readings:**

1. Ashraf, M Rizvi, “Effective Technical Communication”, Tata McGraw-Hill, 2006.
2. Michael Swan, “Practical English Usage”, Oxford University Press, 4<sup>th</sup> Edition, 2016.
3. Meenakshi Raman and Sangeetha Sharma, “Technical Communication: Principles and Practice” 3rd Edition, Oxford University Press, 2015.

**22EGC02N****ENGLISH LAB**

(BE/B.Tech - Common to all Branches)

Instruction	2 P Hours per Week
Duration of SEE	3 Hours
SEE	50 Marks
CIE	50 Marks
Credits	1

**Prerequisite:** Basic Knowledge of English Communication.**Course Objectives: This course will introduce the students**

1. To nuances of Phonetics and give them sufficient practice in correct pronunciation through computer-aided multi-media instruction.
2. To the significance and application of word and sentence stress and intonation.
3. To sufficient practice in listening to English spoken by educated English speakers in different socio-cultural and professional settings.
4. To reading and speaking activities enabling them to critically interpret and respond to different texts and contexts, and produce speech with clarity and confidence.
5. To team work, role behaviour while developing their ability to use language appropriately, to discuss in groups and make presentations.

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

1. Define the speech sounds in English and understand the nuances of pronunciation in English.
2. Produce speech with clarity and confidence using correct word and sentence stress, and intonation.
3. Achieve improved ability to listen, understand, analyse, and respond to English spoken in various settings.
4. Read, interpret, and review a variety of written texts, contexts, and perform appropriately in different situations.
5. Design effective posters collaboratively through creative decisions, give presentations, and efficiently participate in Group discussions.

**CO-PO Articulation Matrix**

PO/PSO CO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	-	-	-	-	-	-	-	1	1	2	1	3
CO 2	-	-	-	-	-	1	-	1	2	2	1	3
CO 3	-	-	-	-	-	1	1	1	2	1	1	2
CO 4	1	1	1	1	1	1	2	2	3	3	1	3
CO 5	-	1	1	1	1	2	2	2	3	3	2	3

**Exercises****Computer-Aided Language Learning Lab**

1. **Introduction to English Phonetics:** Introduction to English Phonetics and organs of speech.
2. **Sound system of English:** Speech sounds- Vowels and Consonants- structure of syllables (Introduction to syllables) - Basic phonetic transcription practice.



3. **Word and Sentence stress:** Rules of word stress -Primary stress, Secondary stress; Sentence stress (word emphasis in sentences) -Practice.
4. **Intonation:** Types of Intonation, Practice in Articulation – MTI-Errors in pronunciation.
5. **Listening skills:** understanding Listening- Practice in Listening comprehension texts.

#### **Interactive Communication Skills Lab**

1. **JAM-** Ice Breaking, Speaking Activity.
2. **Role play/Public speaking** – Speaking with confidence and clarity in different contexts on various issues.
3. **Group Discussions** - Dynamics of a Group Discussion, Group Discussion Techniques, Non-Verbal Communication.
4. **Read and Review** - Preparation for active reading and instructing the students to cultivate effective reading habits to read select texts, review and write their responses.
5. **Poster presentation** – Theme, poster preparation, team work and presentation.

#### **Text Books:**

1. T Balasubramanian, “A Textbook of English Phonetics for Indian Students”, Macmillan, 2<sup>nd</sup> Edition, 2012.
2. J Sethi et al., “A Practical Course in English Pronunciation (with CD)”, Prentice Hall India, 2005.
3. Priyadarshi Patnaik, “Group Discussions and Interview Skills”, Cambridge University Press Pvt. Ltd., 2<sup>nd</sup> Edition, 2015.
4. Aruna Koneru, “Professional Speaking Skills”, Oxford University Press, 2018.

#### **Suggested Reading:**

1. “English Language Communication Skills – Lab Manual cum Workbook”, Cengage Learning India Pvt. Ltd., 2022.
2. KN Shoba& J. Lourdes Javani Rayen.“Communicative English – A workbook”, Cambridge University Press, 2019.
3. Sanjay Kumar& Pushp. Lata. “Communication Skills: A Workbook. Oxford University Press”, 2019.
4. Veerendra Mishra et al. “English Language Skills: A Practical Approach”, Cambridge University Press, 2020.

#### **Suggested Software:**

1. K-VAN Multi-Media Language Lab
2. TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS).
3. Digital All
4. Orell Digital Language Lab (Licensed Version).



**CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY**  
An Autonomous Institute Affiliated to Osmania University  
Kokapet Village, Dandipet Mandal, Hyderabad, Telangana-500075 www.cbri.ac.in

COMMITTED TO  
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INNOVATION AND  
EDUCATION

**45**  
years

## Department of English

Date:18.05.2024

### CIRCULAR

It is proposed to conduct the BoS English meeting on 20 May 2024 in the hybrid mode at 11:00 AM in ICS Lab, K Block, 3<sup>rd</sup> floor (online zoom platform).

The following is the Agenda:

**Item No. 1:**

Confirmation of the Minutes of the English BoS Meeting held on 11 May 2023.

**Item No. 2:**

Revision of syllabus of B.E/B.Tech Semester I/II R22A English – Common to all Branches.

**Item No. 3:**

Revision of syllabus of B.E/B.Tech Semester I/II R22A English Lab – Common to all Branches.

**Item No. 4:**

Any other item with the permission of the chair.

**Dr. Shagufta Parween**  
**BoS Chairperson &**  
**Head, Department of English**

Invitation for Board of Studies – English, CBIT, meeting on 20 May 2024 (Hybrid mode) – Reg. External

HoD English <hod\_english@cbit.ac.in>  
to Dr.Madhavi, V, Parimala, Sreekar, Anil

Respected Sir/Madam,  
This is to inform you that we are conducting English Board of Studies, meeting on Monday, 20 May 2024 to discuss the revisions in the syllabus offered by the Department of English for BE / B.Tech Sem I & II R-22A of Chaitanya Bharathi Institute of Technology (Autonomous) Hyderabad.

PFA the Circular and the meeting link for BoS, English meeting scheduled on 20 May 2024 at 11:00 AM.


We would be grateful if you kindly accept our invitation and provide us with your valuable inputs.

Online meeting link –  
Join Zoom Meeting  
<https://us05web.zoom.us/j/89890681835?pwd=4HapDjGnv3Znl4plJrGf0wYyGLMsu.1>

Meeting ID: 898 9068 1835  
Passcode: 3v2myL

Thanks & regards  
Dr. Shagufra Parveen  
HOD Dept of English  
CBIT

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Invitation for Board of Studies – English, CBIT, meeting on 20 May 2024 (Hybrid mode) – Reg. External

HoD English <hod\_english@cbit.ac.in>  
to Dr.Madhavi, V, Parimala, Sreekar, Anil

Respected Sir/Madam,  
This is to inform you that we are conducting English Board of Studies, meeting on Monday, 20 May 2024 to discuss the revisions in the syllabus offered by the Department of English for BE / B.Tech Sem I & II R-22A of Chaitanya Bharathi Institute of Technology (Autonomous) Hyderabad.

PFA the Circular and the meeting link for BoS, English meeting scheduled on 20 May 2024 at 11:00 AM.


We would be grateful if you kindly accept our invitation and provide us with your valuable inputs.

Online meeting link –  
Join Zoom Meeting  
<https://us05web.zoom.us/j/89890681835?pwd=4HapDjGnv3Znl4plJrGf0wYyGLMsu.1>

Meeting ID: 898 9068 1835  
Passcode: 3v2myL

Thanks & regards  
Dr. Shagufra Parveen  
HOD Dept of English  
CBIT

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Dr. Shagufta Parween Assistant Professor



Dr. Shirisha Deshpande Assistant Pro...



Madhu Nandigama



Md Sarfaraj



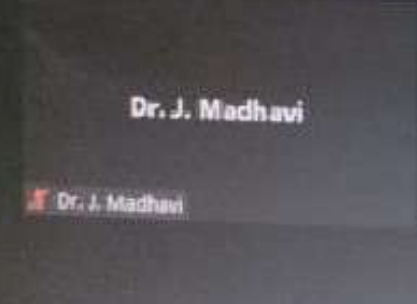
Vijayalokshi Avula



Prof Parimala Kulkarni



Sreekar Sannapareddy



Dr. J. Madhavi



Anil Nair Classes

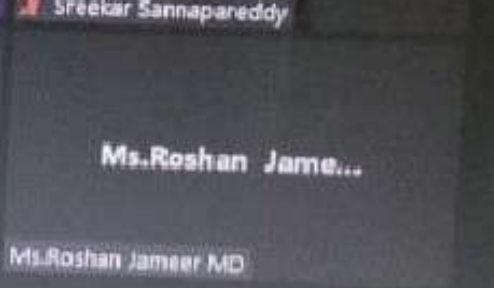


Laxman Vars



Liza Cherian

Liza Cherian



Ms. Roshan Jame...

Ms. Roshan Jameer MD

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- Chat
- Share Screen
- Summary
- Record
- Reactions
- Apps
- Whiteboards
- Leave

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- Start button
- Taskbar icons: File Explorer, Microsoft Edge, Zoom, etc.
- System tray: Network, Volume, Time (13:30)



Recording



Cnu Andoju



raparthi gayathri



parvathi



Dr. Shagufta Parween Assistant Profes...



Vijayalakshmi Avula



Dr. J. Madhavi



Dr. Shirisha Deshpande Assistant Pro...



Md Sarfaraj

Sreekar Sannapa...

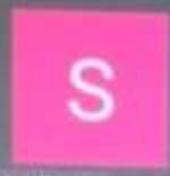
Sreekar Sannapareddy



Anil Nair Classes



Laxman Vare



Madhu Nandigama

Prof Parimala Ku...

Prof Parimala Kulkarni

Liza Cherian

Liza Cherian

Ms. Roshan Jame...

Ms. Roshan Jameer MD

Mute Stop Video

Participants 15

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Chit Andoju



Aparthi Gayathri



parvathi



Dr. Shagufta Parveen Assistant Professor



Dr. Shirisha Dashpande Assistant Pro...



Madhu Nandigama



Md Sarfaraz



Viravala Anmi Pavula



Prof. Parimala Kulcarni



Sreekar Sannapareddy



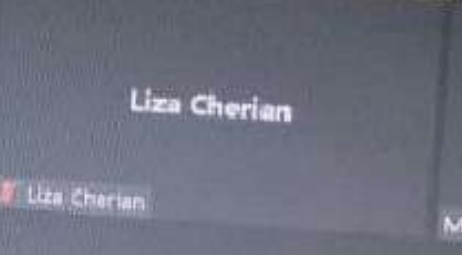
Dr. J. Madhavi



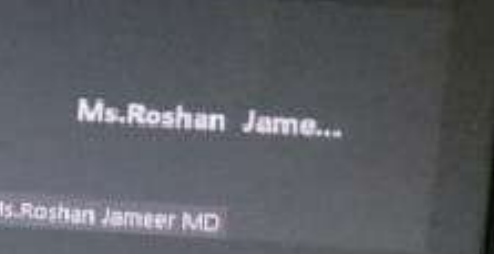
Anil Nair Classes



Laxman Vora



Liza Cherian



Ms. Roshan Jame...

Ms. Roshan Jameer MD





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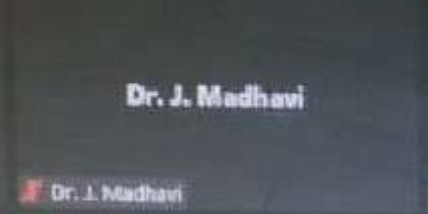
Dr. Shagufta Parween Assistant Profes...



Dr. Shirisha Deshpande Assistant Pro...



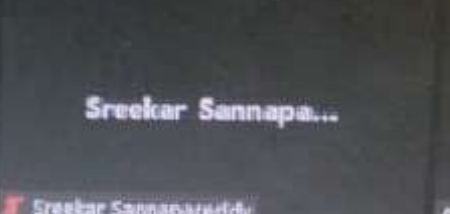
Vijayalakshmi Avula



Dr. J. Madhavi



Md Sarfaraj



Sreekar Sannapareddy



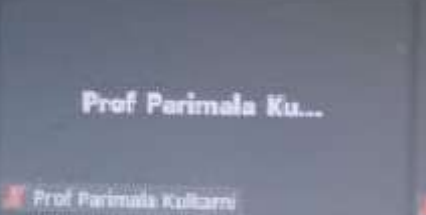
Anil Nair Classes



Lakshmi Vase



Madhu Nandigama



Prof Parimala Kulkarni



Liza Cherian



Ms. Roshan Jameer MD

Zoom Meeting Control Bar: Mute, Stop Video, Participants (13), Chat, Share Screen, Summary, Record, Reactions, Apps, Whiteboards, Leave

Windows Taskbar: Includes icons for Edge, File Explorer, Teams, Zoom, and system tray with time 11:27.