

Department of English

Rajiv Gandhi University of Knowledge Technologies, Andhra Pradesh

MINUTES OF THE MEETING OF THE BOARD OF STUDIES

Held in the I-3 CONFERENCE HALL of RGUKT Nuzvid campus on 14 October 2022

Members Present

Prof. K. Ratna Shiela Mani
Prof. C. L. L. Jayaprada
Dr. B. Lakshmana Rao
Dr. Durga Bhabani
Dr. Amarendra Kumar Dash

Members Present Online

Prof. B. V. Chitra
Prof. Anuradha Sudarsan
Mr. Nukeswar Rao
Mr. Bisai
Mr. Srinivas Rao
Ms. Sarita Rani
Dr. Kalluru Maheswaramma

The BoS Committee accepted the syllabus proposed by the Department of English with suggestions for minor changes and improvements. The details of the suggestions and recommendations are furnished below.

1. PUC Orientation Syllabus

- The experts observed typological mistakes and grammatical errors in “Course objectives” and suggested corrections.
- In point 1, the word “functionalities” should be replaced by some other word.
- In point 2, the word “ease” should be replaced by “familiar”.
- In point 8, the word “introduced” should be replaced by “inculcate”.
- In point 6 of the table in page 2, the word “bites” should be replaced with “bytes”.
- In page 3, the caption “Topics in details” should be replaced with “Instructions for the teacher”.

2. PUC-1 Sem-I Syllabus

- In Unit IV, “Tenses” and “Aspects” should be written as “Tense” and “Aspect”.
- In Unit 4, “Sentence Patterns” should be rephrased so as to capture the intended goal.

3. PUC-1 Sem-II Syllabus

— In Unit III, corresponding to the “If” poem, the basics of Conditional Sentences should be introduced.

4. PUC-2 Sem-I Syllabus

— In Unit I, under “Conversation Practice”, Dialogue Writing should be introduced along with examples in the expanded curriculum.

— In Unit IV, Vocabulary Practice should be included alongside “Word Stress”.

5. PUC-2 Sem-II Syllabus

PUC 2 Sem 2 syllabus was accepted as it is.

6. E-1 Sem I & II Syllabus

— In Unit I, instead of “An Ideal Family”, a recap of the grammar from the PUC Syllabus must be introduced.

— Under “Speaking Skills” in the Unit I, focus should be on Language in Use with examples.

7. E-3 Sem I Syllabus

— In Unit II, “Etiquettes” should be rewritten as “Etiquette”.

— In Unit VI, Mock Interview can be introduced.

8. E-3 Sem-II Syllabus

— In Unit V, Negotiation Skills can be introduced.

9. Future Plan

It was unanimously decided that an Elective Course in English & Related Field focused on “Interpersonal Communication & Negotiation Skills” will be developed for the E-4 Semester-1 students and a proposal will be sent to the Academic Council for the approval of the course.

Signature of the Chairperson

Signature of the Dean