

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD-31

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

Date : 4.6.2016

BoS MoM – 6 May 2016

Welcoming the BoS Members:

The Chairman, Dr Jacqueline Amaral cordially welcomed the BoS members for the meeting.

Purpose of the BoS Meeting:

The Chairman declared that the purpose of the meeting was to discuss and approve the

1. Ratification of the syllabus for English.
2. Syllabus for the Finishing School of BE 2/4 with two credits.

Discussion on increasing the number of Credits for BE X:

The meeting was mainly for the ratification of the syllabuses. Quizzes, assignments and presentations are conducted as a continuous and comprehensive assessment process. This training plays a significant part in preparing the students for placements and also for their life in the industry. In other words, the students' technical skills are expressed and brought to fruition through their language and soft skills.

Considering the importance of English as explained by the Chairman and the efforts being put in by the faculty and the students, the Board unanimously approved the increase in the number of credits in English for BE X from two to three.

Discussion on the syllabus for BE 2/4 Finishing School:

The Chairman requested for inputs from the experts on the modalities for teaching and evaluation. She also requested their help in designing suitable materials for the Finishing School. She then circulated a new syllabus framed by the English department to the Board members for their perusal, comments and approval.

The Principal, explained to the Board that the purpose of the Finishing School for BE 2/4 and % students was to prepare them thoroughly for placements. The Finishing School curriculum has two parts - **Part A** containing Life Skills which will be taken up by the English department and **Part B** containing technical skills which will be handled by the technical

Departments. In order to make the learning purposeful, it has been decided to conduct assessment of the students and give two credits.

Dr.Hari Prasad highlighted the need to build activities into the lessons and recommended for integration of grammar and vocabulary into the units on Listening, Speaking, Reading and Writing. He suggested inclusion of a few more language functions and making grammar teaching functional. He advised the faculty to design tasks based on the models presented in the suggested readings.

Mr.Subramanyam stated that the syllabus framed is comprehensive and significant and is in tune with the needs of the corporate world. Focus should be on productive writing and speaking activities such as precis writing, documentation writing, loud reading, role plays and presentations. The level of difficulty of the given tasks need to be increased gradually. Evaluation should be continuous and comprehensive with at least 3 assessments in a semester.

Mr.Venkata Subba Rao felt that the syllabus is holistic, ambitious and in the right direction. However, considering the volume of the syllabus, time constraints could be expected.

The Board approved the syllabus for the Finishing School after incorporating the changes suggested by Dr.Hari Prasad. Accordingly, the Chairman requested Dr.Hari Prasad to make necessary changes in the syllabus and Mr.Subramanyam to submit concrete suggestions on evaluation pattern.

Finally, the Chairman thanked all the Board Members for sparing their time to attend the meeting and providing valuable inputs.

Jaqueline
Head of the Department

Faculty Incharge

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