



RISE Krishna Sai Gandhi Group of Institutions::Ongole (Autonomous)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)
Accredited by NAAC & Recognized under UGC 2(f)
NH-16, Valluru-523272, Ongole, Prakasam District, A.P

DEPARTMENT OF ENGLISH

Minutes of Board of Studies Meeting

Date:28.09.24

The First External Board of Studies Meeting of the Department English (Communicative English) was held online on 28.09.2024 at 02:00 AM via Google meet platform to finalize Course Structure for the first year of RG24 (Autonomous) regulation as well as finalizing the syllabus for first semester. The following members were present:

S.N	Name of the Member	Designation	Position	Signature
1	Mrs. P. Sridevi	Head of the Department of S&H	Chairman	
2	Dr. V. B. Chitra	Professor of English JNTUA	University Nominee and External BoS Member	
3	Dr. C. Neelima	HoD soft skills, KLU, Vijayawada	Subject Expert 1 and External BoS Member	Approved via E-mail
4	Dr. R. Kumaraswamy	Professor of English,	Subject Expert 2 and External BoS Member	Approved via E-mail
5	Dr. K. Saroja Devi	Prof & Principal	Industry member	Approved via E-mail
6	Mrs. Rhizpha Careena K	Assistant Professor of English, RGAN	Assistant Professor, Faculty Member	
7	Mrs. M. Jyothi	Assistant Professor of English, RGAN	Assistant Professor, Faculty Member	
8	Mr. M. Anil Kumar	Alumni	Alumni Member	Approved via E-mail

At the onset of the meeting, the Chairman of BoS, P. Sridevi, welcomed all the members and introduced members to the External Subject Experts. The meeting began with the presentation of Course structure by the chairman for 1st year. She then presented the syllabus of the subject (Communicative English) under RG-24 regulations prepared by the internal BoS members.

Resolutions in Meeting

Agenda 1: To discuss and finalize the course structure of RG-24 (Autonomous) regulations for 1st year and syllabus of the proposed 1st semester Communicative English.

Resolutions: Course Structure of B.Tech Programme of RG-24 (Autonomous) regulations and syllabus of 1st year and 1st Semester is approved by the Board of Studies Committee.



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General Comments

1. Dr.V.B.Chitra
 - The topics for English communication skills lab can be increased by two more topics which includes interactive activity.
 - To imbibe comprehensive learning.
 - To rewrite CO 5 from the list of COs

Subject expert comments

1. Dr. R. Kumaraswamy
 - To map the lab topics with CO's mentioned in the lab syllabus accordingly.
 - To include reading techniques such as Skimming and Scanning in the lab activities.
2. Dr. C. Neelima
 - Explained about specific mapping of CO's on lab topics
 - To imbibe interactive method of teaching for grammar topics to make it more effective.
 - Suggested other lab software such as Cambridge, Oxford etc

Industry Personnel comments

1. Dr. K. Saroja Devi
 - To impose students on Power point presentations and Poster presentations in lab.
 - To add News paper reading for reading activity in lab.
 - To encourage students to Speak and improve communication skills to face the audience and challenges.

RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS

(AUTONOMOUS)



I B.TECH. – COURSE STRUCTURE – RG24

(Applicable from the Academic Year 2024-25 onwards)

Group-A Branches: CSE

Group-B Branches: ECE & CSE (DS)

B.TECH. – I Year I Semester (for Group-A Branches)

S.No	Category	Course Title	L	T	P	Credits
1	BS&H	Communicative English	2	0	0	2
2	BS&H	Chemistry	3	0	0	3
3	BS&H	Linear Algebra & Calculus	3	0	0	3
4	ES	Basic Civil & Mechanical Engineering	3	0	0	3
5	ES	Introduction to Programming	3	0	0	3
6	BS&H	Communicative English Lab	0	0	2	1
7	BS&H	Chemistry Lab	0	0	2	1
8	ES	Engineering Workshop	0	0	3	1.5
9	ES	Computer Programming Lab	0	0	3	1.5
10	BS&H	Health and wellness, Yoga and Sports	0	0	1	0.5
Total Credits			14	00	11	19.5

B.TECH. – I Year I Semester (for Group-B Branches)

S.No	Category	Course Title	L	T	P	Credits
1	BS&H	Engineering Physics	3	0	0	3
2	BS&H	Linear Algebra & Calculus	3	0	0	3
3	ES	Basic Electrical & Electronics Engineering	3	0	0	3
4	ES	Engineering Graphics	1	0	4	3
5	ES	Introduction to Programming	3	0	0	3
6	ES	IT Workshop	0	0	2	1
7	BS&H	Engineering Physics Lab	0	0	2	1
8	ES	Electrical & Electronics Engineering Workshop	0	0	3	1.5
9	ES	Computer Programming Lab	0	0	3	1.5
10	BS&H	NSS/NCC/Scouts & Guides/Community Service	0	0	1	0.5
Total Credits			13	00	15	20.5

B.TECH. – I Year II Semester (for Group-A Branches)

S.No	Category	Course Title	L	T	P	Credits
1	BS&H	Engineering Physics	3	0	0	3
2	BS&H	Differential Equations & Vector Calculus	3	0	0	3
3	ES	Basic Electrical & Electronics Engineering	3	0	0	3
4	ES	Engineering Graphics	1	0	4	3
5	Professional Core	Data Structures	3	0	0	3
6	ES	IT Workshop	0	0	2	1
7	BS&H	Engineering Physics Lab	0	0	2	1
8	ES	Electrical & Electronics Engineering Workshop	0	0	3	1.5
9	Professional Core	Data Structures Lab	0	0	3	1.5
10	BS&H	NSS/NCC/Scouts & Guides/Community Service	0	0	1	0.5
Total Credits			13	00	15	20.5

B.TECH. – I Year II Semester (for Group-B Branches)

S.No	Category	Course Title	L	T	P	Credits
1	BS&H	Communicative English	2	0	0	2
2	BS&H	Chemistry	3	0	0	3
3	BS&H	Differential Equations & Vector Calculus	3	0	0	3
4	ES	Basic Civil & Mechanical Engineering	3	0	0	3
5	Professional Core	Network Analysis	3	0	0	3
6	BS&H	Communicative English Lab	0	0	2	1
7	BS&H	Chemistry Lab	0	0	2	1
8	ES	Engineering Workshop	0	0	3	1.5
9	Professional Core	Network Analysis Lab	0	0	3	1.5
10	BS&H	Health and wellness, Yoga and Sports	0	0	1	0.5
Total Credits			14	00	11	19.5



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Encl: Annexure –I

L	T	P	C
2	0	0	2

COMMUNICATIVE ENGLISH (Common to all Branches of Engineering)

Course Objectives:

The main objective of introducing this course, Communicative English, is to facilitate effective listening, Reading, Speaking and Writing skills among the students. It enhances the same in their comprehending abilities, oral presentations, reporting useful information and providing knowledge of grammatical structures and vocabulary. This course helps the students to make them effective in speaking and writing skills and to make them industry ready.

Course Outcomes:

- CO1:** Understand the context, topic, and pieces of specific information from social or Transactional dialogues.
- CO2:** Apply grammatical structures to formulate sentences and correct word forms.
- CO3:** Analyze discourse markers to speak clearly on a specific topic in informal discussions.
- CO4:** Evaluate reading/listening texts and to write summaries based on global comprehension of these texts.
- CO5:** Create a coherent paragraph, essay, and resume.

UNIT I

Lesson: HUMAN VALUES: Gift of Magi (Short Story)

- Listening:** Identifying the topic, the context and specific pieces of information by listening to short audio texts and answering a series of questions.
- Speaking:** Asking and answering general questions on familiar topics such as home, family, work, studies and interests; introducing one self and others.
- Reading:** Skimming to get them an idea of a text; scanning to look for specific pieces of information.
- Writing:** Mechanics of Writing-Capitalization, Spellings, Punctuation-Parts of Sentences.
- Grammar:** Parts of Speech, Basic Sentence Structures-forming questions
- Vocabulary:** Synonyms, Antonyms, Affixes (Prefixes/Suffixes), Root words.



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UNIT II

Lesson: NATURE: The Brook by Alfred Tennyson (Poem)

- Listening:** Answering a series of questions about main ideas and supporting ideas after listening to audio texts.
- Speaking:** Discussion in pairs/small groups on specific topics followed by short structure talks.
- Reading:** Identifying sequence of ideas; recognizing verbal techniques that help to link the ideas in a paragraph together.
- Writing:** Structure of a paragraph - Paragraph writing (specific topics)
- Grammar:** Cohesive devices - linkers, use of articles and zero article; prepositions.
- Vocabulary:** Homonyms, Homophones, Homographs

UNIT III

Lesson: BIOGRAPHY: Elon Musk

- Listening:** Listening for global comprehension and summarizing what is listened to.
- Speaking:** Discussing specific topics in pairs or small groups and reporting what is discussed
- Reading:** Reading text in detail by making basic inferences-recognizing and interpreting specific context clues; strategies to use text clues for comprehension.
- Writing:** Summarizing, Note-making, paraphrasing
- Grammar:** Verbs-tenses; subject-verb agreement; Compound words, Collocations
- Vocabulary:** Compound words, Collocations

UNIT IV

Lesson: INSPIRATION: The Toys of Peace by Saki

- Listening:** Making predictions while listening to conversations/ transactional dialogues without video; listening with video.
- Speaking:** Role plays for practice of conversational English in academic contexts (formal and informal)-asking for and giving information/directions.
- Reading:** Studying the use of graphic elements in texts to convey information, reveal trends/patterns/relationships, communicate processes or display complicated data.
- Writing:** Letter Writing: Official Letters, Resumes.
- Grammar:** Reporting verbs, Direct & Indirect speech, Active & Passive Voice
- Vocabulary:** Words often confused, Jargons



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UNIT V

Lesson: MOTIVATION: The Power of Intrapersonal Communication (An Essay)

- Listening:** Identifying key terms, understanding concepts and answering a series of relevant questions that test comprehension.
- Speaking:** Formal oral presentations on topics from academic contexts
- Reading:** Reading comprehension.
- Writing:** Writing structured essays on specific topics.
- Grammar:** Editing short texts—identifying and correcting common errors in grammar and usage (articles, prepositions, tenses, subject verb agreement)
- Vocabulary:** Technical Jargons.

Text Books:

1. Pathfinder: Communicative English for under graduate Students, 1st Edition, Orient Black Swan, 2023 (Units 1, 2 & 3)
2. Empowering with Language by Cengage Publications, 2023 (Units 4 & 5)

Reference Books:

1. Dubey, Sham Ji & Co. English for Engineers, Vikas Publishers, 2020
2. Bailey, Stephen. Academic writing: A Handbook for International Students. Routledge, 2014.
3. Murphy, Raymond. English Grammar in Use, Fourth Edition, Cambridge University Press, 2019.
4. Lewis, Norman, Word Power Made Easy - The Complete Handbook for Building a Superior Vocabulary, Anchor, 2014.

Web Resources:

Grammar:

1. www.bbc.co.uk/learningenglish
2. <https://dictionary.cambridge.org/grammar/british-grammar/>
3. www.eslpod.com/index.html
4. <https://www.learngrammar.net/>
5. <https://english4today.com/english-grammar-online-with-quizzes/>
6. <https://www.talkenglish.com/grammar/grammar.aspx>

VOCABULARY

1. <https://www.youtube.com/c/DailyVideoVocabulary/videos>
2. https://www.youtube.com/channel/UC4cmBAit8i_NJZE8qK8sfPA



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Encl: Annexure – I

L	T	P	C
0	0	2	1

COMMUNICATIVE ENGLISH LAB (Common to all Branches of Engineering)

Course Objectives:

The main objective of introducing this course, Communicative English Laboratory, is to expose the students to a variety of self-instructional, learner friendly modes of language learning. The students will get trained in basic communication skills and also make them ready to face job Interviews.

Course Outcomes:

CO 1 (Listening Skills): Improve listening skills by identifying vowel and consonant sounds, understanding accent rules, and participating in communication activities like JAM (Just a Minute) sessions.

CO 2 (Speaking Skills): Build speaking confidence through role plays, group discussions, and debates, practicing how to express ideas clearly in different situations.

CO 3 (Writing Skills): Develop basic writing skills by learning how to write emails, resumes, and cover letters in a clear and proper format.

CO 4 (Reading Skills): Enhance reading abilities by practicing skimming and scanning techniques and reading newspapers to quickly understand key information.

CO 5 (General Skills): Use communication skills effectively in various settings, such as group discussions, interviews, and presentations, to speak and write clearly and confidently.

List of Topics:

1. Vowels & Consonants (CO 1,2 &4)
2. Neutralization/Accent Rules (CO 2 &4)
3. Communication Skills & JAM (CO 1,2 &5)
4. Role Play or Conversational Practice (CO 1,2 &5)
5. E-mail Writing (CO 3&5)
6. Resume Writing, Cover letter, SOP (CO 3&5)
7. Group Discussions-methods practice (CO 1,2 &5)
8. Debates-Methods &Practice (CO 1,2 &5)
9. PPT Presentations/Poster Presentation (CO 2,4&5)
10. Interviews Skills (CO 2 &5)
11. News paper reading (CO 4)
12. Skimming & Scanning (CO 4)

Suggested Software:

- KVAN Solutions



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Reference Books:

1. Raman Meenakshi, Sangeeta-Sharma. Technical Communication. Oxford Press. 2018.
2. Taylor Grant: English Conversation Practice, Tata McGraw-Hill Education India, 2016
3. Hewing's, Martin. Cambridge Academic English (B2). CUP, 2012.
4. J. Sethi & P.V. Dhamija .A Course in Phonetics and Spoken English, (2nd Ed), Kindle, 2013

Web Resources:

Spoken English:

1. www.esl-lab.com
2. www.englishmedialab.com
3. www.englishinteractive.net
4. <https://www.britishcouncil.in/english/online>
5. <http://www.letstalkpodcast.com/>
6. https://www.youtube.com/c/mmmEnglish_Emma/featured
7. <https://www.youtube.com/c/ArnelsEverydayEnglish/featured>
8. <https://www.youtube.com/c/engvidAdam/featured>
9. <https://www.youtube.com/c/EnglishClass101/featured>
10. <https://www.youtube.com/c/SpeakEnglishWithTiffani/playlists>
11. https://www.youtube.com/channel/UCV1h_cBE0Drdx19qkTM0WNw

Voice & Accent:

1. <https://www.youtube.com/user/letstalkaccent/videos>
2. <https://www.youtube.com/c/EngLanguageClub/featured>
3. https://www.youtube.com/channel/UC_OskgZBoS4dAnVUgJVexc
4. https://www.youtube.com/channel/UCNfm92h83W2i2ijc5Xwp_IA



SH HOD <shhod@risekrishnasaigandhi.edu.in>

Minutes of Meeting of Board of studies for English 1st year B.tech

Dr.V.B.Chithra jntua <chitra.hss@jntua.ac.in>

Tue, Oct 1, 2024 at 11:24 AM

To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Dear Sir/Madam,

I hereby approve the English courses along with the syllabi.

Regards

Prof.V.B. Chithra

JNTUA Anantapur

On Tue, 1 Oct 2024, 09:43 SH HOD, <shhod@risekrishnasaigandhi.edu.in> wrote:

boxbe SH HOD (shhod@risekrishnasaigandhi.edu.in) is not on your Guest List | Approve sender | Approve domain

----- Forwarded message -----

From: **SH HOD** <shhod@risekrishnasaigandhi.edu.in>

Date: Mon, Sep 30, 2024 at 3:59 PM

Subject: Minutes of Meeting of Board of studies for English 1st year B.tech

To: <chitra.hss@ac.in>, principalnwdc@narayanagroup.com <principalnwdc@narayanagroup.com>, Neelima C <go2neelima@gmail.com>, <kumaraswamy978@kluniversity.in>, Anil Kumar Mannam <anilkumar.little@gmail.com>

[Quoted text hidden]



SH HOD <shhod@risekrishnasaigandhi.edu.in>

Minutes of Meeting of Board of studies for English 1st year B.tech

Neelima C <go2neelima@gmail.com>

Mon, Sep 30, 2024 at 9:22 PM

To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Dear Madam,

I have reviewed the meeting minutes of the Board of Studies (BOS) of RISE Krishna Sai Gandhi Group of Institutions, including the suggestions provided and their subsequent implementation. I formally approve the minutes and extend my best wishes to the entire team.

[Quoted text hidden]

--

Dr.C. Neelima

M.A (Eng.Litt),M.Sc (Psy), American TESOL (Diploma), M.Phil, Ph.D

Associate Professor in English

KLEF

Vaddeswaram

Guntur (Dt)

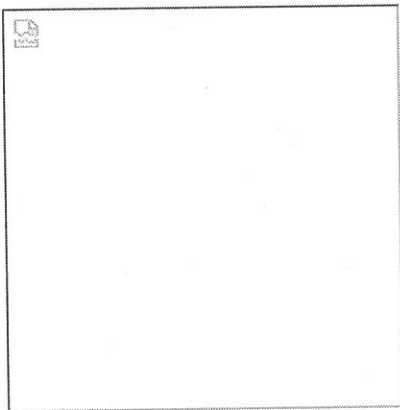
Andhra Pradesh

India

Cell : +91 9052535399

It is the supreme art of the teacher to awaken joy in creative expression and knowledge"

- Albert Einstein





SH HOD <shhod@risekrishnasaigandhi.edu.in>

Fw: Minutes of Meeting of Board of studies for English 1st year B.tech-Dr R Kumaraswamy

Mon, Sep 30, 2024 at 4:29 PM

R Kumara Swamy <kumaraswamy978@kluniversity.in>
To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Dear Sir/Madam,

The above syllabus which had been discussed on 28/09/2024 in the BOS Meeting (details mentioned in the file) is approved from my end as it the same what I suggested.

Regards,

Dr R Kumaraswamy

From: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Sent: Monday, September 30, 2024 3:59 PM

To: chitra.hss@ac.in <chitra.hss@ac.in>; principalnwdc@narayanagroup.com
<principalnwdc@narayanagroup.com>; go2neelima <go2neelima@gmail.com>; R Kumara Swamy
<kumaraswamy978@kluniversity.in>; Anil Kumar Mannam <anilkumar.little@gmail.com>

Subject: Minutes of Meeting of Board of studies for English 1st year B.tech

You don't often get email from shhod@risekrishnasaigandhi.edu.in. Learn why this is important

Dear Professor,

I hope you are doing well.

Please find the attachment of the minutes for the recent board of studies (BoS) meeting held on 28th september. I kindly request your approval of these minutes via email. If there are any corrections or suggestions, please share them.

Your prompt response will be appreciated. If you approve the minutes as they are, a simple reply stating your approval will suffice.

Thank you for your cooperation.

Thank you for your time and attention.

eng mom.pdf
778K



SH HOD <shhod@risekrishnasaigandhi.edu.in>

Minutes of Meeting of Board of studies for English 1st year B.tech

Mon, Sep 30, 2024 at 5:45 PM

SAROJADEVI KOMATLA <principalnwdc@narayanagroup.com>

To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Cc: chitra.hss@ac.in, Neelima C <go2neelima@gmail.com>, kumaraswamy978@kluniversity.in, Anil Kumar Mannam <anilkumar.little@gmail.com>

Dear Sir,

I hereby approve the above minutes of the meeting. You can proceed.

Regards

[Quoted text hidden]

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SH HOD <shhod@risekrishnasaigandhi.edu.in>

Minutes of Meeting of Board of studies for English 1st year B.tech

Anil Kumar <anilkumar.little@gmail.com>

Mon, Sep 30, 2024 at 4:29 PM

To: SH HOD <shhod@risekrishnasaigandhi.edu.in>

Cc: chitra.hss@ac.in, "principalnwdc@narayanagroup.com" <principalnwdc@narayanagroup.com>, Neelima C <go2neelima@gmail.com>, kumaraswamy978@kluniversity.in

I approved above meeting

[Quoted text hidden]