



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

An Autonomous Institution

(Sponsored by Lavu Educational Society)

[Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi]



Department of English

BOARD OF STUDIES

S.No	Name of the Member	Designation	Organization	Role
1	Dr. V.Suzan Shalini	Associate Professor	VMTW, Hyderabad.	BOS Chairman
2	Dr. N.V.S.N. Lakshmi	Associate Professor, & Head	UCESTH JNTUH Hyderabad	Member (JNTUH Nominee)
3	Dr. CH. Rajani Prashanth	Associate Professor,	MECS, Hyderabad	Member (Academician)
4	Dr. C. Venkata Subba Rao	Associate Professor & Head	UCW, Koti, VCIWU, Hyderabad	Member (Academician)
5	Mr. Kiran Chandar	Director & Chief Facilitator	CONFIDEMY, Hyd.	Member (Industry)
7	Mr. Md. Khaleel Akthar	Assistant Professor	VMTW, Hyderabad	Member
8	Mr.J. Sudhakar	Assistant Professor	VMTW, Hyderabad	Member
9	Mr. M. Swamy	Assistant Professor	VMTW, Hyderabad	Member
10	Mrs. B. Mounika	Assistant Professor	VMTW, Hyderabad	Member
11	Dr. R. Sridhar	Associate Professor & HOD-BSH	VMTW, Hyderabad.	Special Invitee


PRINCIPAL

Principal
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (DT)-501 301,
Telangana State



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Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3

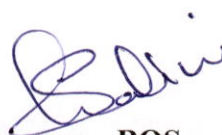


Department of English

1st BoS Meeting on 19th December 2024

AGENDA

Item No.	Agenda Item
1.0	Review and Confirmation of Items
1.1	Review of the Minutes of Meeting of the 1 st Academic Council held on 23 rd November 2024.
2.0	Approval Items
2.1	Ratification of I B.Tech I & II Semester Course Structure.
2.2	Ratification of Syllabus for I B.Tech I Semester.
2.3	Approval of syllabus for I.B.Tech II Semester
2.4	Approval of syllabus for II.B.Tech I & II Semester
2.5	Approval of Nominated faculty for paper setting and paper evaluation.
3.0	Any other items with permission of Chair


Chairman - BOS
(Dr. V. Suzan Shalini)



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Department of English

1st BoS Meeting on 19th December 2024

Members Present:

S. No	Name of the Member	Designation	Organization	Role	Sign
1	Dr. V.Suzan Shalini	Associate Professor	VMTW, Hyderabad	BOS-Chairman	
2	Dr. N.V.S.N. Lakshmi	Associate Professor & Head	UCESTH JNTUH Hyderabad	Member (JNTUH Nominee)	
3	Dr. CH. Rajani Prashanth	Associate Professor,	MECS, Hyderabad	Member (Academician)	
4	Dr. C. Venkata Subba Rao	Associate Professor & Head	UCW, Koti, VCIWU, Hyderabad	Member (Academician)	
5	Mr. Kiran Chandar	Director & Chief Facilitator	CONFIDEMY, Hyd.	Member (Industry)	
6	Mr. Md. Khaleel Akthar	Assistant Professor	VMTW, Hyderabad	Member	
7	Mr.J. Sudhakar	Assistant Professor	VMTW, Hyderabad	Member	
8	Mr. M. Swamy	Assistant Professor	VMTW, Hyderabad	Member	
9	Mrs. B. Mounika	Assistant Professor	VMTW, Hyderabad	Member	
10	Dr. R. Sridhar	Associate Professor & HOD-BSH	VMTW, Hyderabad.	Special Invitee	

MINUTES BOOK

Vignan's Institute of Management & Technology for Women (An Autonomous Institutions & Accredited by NBA & NAAC)

Department of English

**Minutes of the 1st Board of Studies (BoS) meeting held on 19th December 2024, 11.00AM
at HOD'S Chamber, VMTW**

The Quorum (minimum 40%) was satisfied.

The Chairman-BOS Dr. V.Suzan Shalini introduced the following members in the Board.

S. No.	Name	Designation	Organization	Position in BoS
1	Dr. V.Suzan Shalini	Associate Professor	VMTW, Hyderabad	BoS Chairman
2	Dr. N.V.S.N. Lakshmi	Associate Professor & Head	UCESTH JNTUH Hyderabad	Member (JNTUH Nominee)
3	Dr. CH. Rajani Prashanth	Associate Professor,	MECS, Hyderabad	Member (Academician)
4	Dr. C. Venkata Subba Rao	Associate Professor & Head	UCW, Koti, VCIWU, Hyderabad	Member (Academician)
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8	Mr. M. Swamy	Assistant Professor	VMTW, Hyderabad	Member
9	Mrs. B. Mounika	Assistant Professor	VMTW, Hyderabad	Member
10	Dr. R. Sridhar	Associate Professor & HOD-BSH	VMTW, Hyderabad.	Special Invitee

The following members were present:

1. Dr. V. Suzan Shalini
2. Dr. N.V.S.N. Lakshmi
3. Dr. CH. Rajani Prashanth
4. Dr. C. Venkata Subba Rao
5. Mr. Kiran Chandar
6. Mr. Md. Khaleel Akthar
7. Mr.J. Sudhakar
8. Mr. M. Swamy
9. Mrs. B. Mounika
10. Dr. R. Sridhar

Minutes of the Board of Studies (BOS) meeting held on Thursday, 19th December 2024

The Chairman-BOS welcomed all the members to the meeting of the Board of Studies.

Proceedings of the meeting of the Board of Studies

1.0 Review and Confirmation of Items.

1.1 Review of the Minutes of Meeting of the 1st Academic Council held on 23rd November 2024.

The Board noted the Minutes of the Meeting of the 1st Academic Council held on 23rd November 2024.

2.0 Approval Items

2.1 Ratification of I B.Tech I & II Semester Course Structure.

The Chairman-BOS present the proposed Course Structure (attached here with Annexure – I) to the members.

The Board has ratified the Course Structure.

2.2 Ratification of Syllabus for I B.Tech I Semester.

The Chairman-BOS presented the Syllabus (attached here with Annexure – II & III) to the members.

1. Theory Subject - **English for Skills Enhancement** – I. B.Tech – I Semester –
ECE, CSE (AIML)
2. Laboratory - **English Language Communication Skills Lab** – I. B.Tech –
I-Semester - ECE, CSE (AIML)

The Board has ratified the syllabi.

2.3 Approval of Syllabus for I B.Tech II Semester

The Chairman-BOS presented the Syllabus (attached here with Annexure – IV & V) to the members.

1. Theory Subject - **English for Skills Enhancement** – I. B.Tech – II Semester –
CSE, CSE (DS) & IT
2. Laboratory - **English Language Communication Skills Lab** – II. B.Tech –
II- Semester – CSE, CSE (DS) & IT

The Board has approved the syllabi.

2.4. Approval of Syllabus for II B.Tech I & II Semester.

The Chairman-BOS presented the Syllabus (attached here with Annexure – VI, VII & VIII) to the members.

1. Laboratory - **Gender Sensitization Lab** – II. B.Tech – I Semester – CSE, CSE (CDS), IT
2. Laboratory - **Gender Sensitization Lab** – II. B.Tech – II Semester ECE, CSE (AIML)

The Board has approved the syllabi.

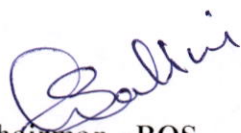
2.5. Approval of Nominated faculty for paper setting and paper evaluation.

The Chairman-BOs nominated the identified subject experts for paper setting and paper evaluation (attached here with Annexure – IX) for the approval.

The Board has approved the above subject experts.

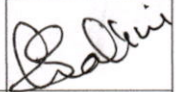
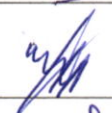
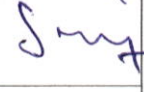
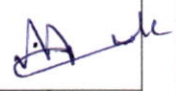
3.0 Any other item with the permission of the Chair

1. **Dr. N.V.S. N. Lakshmi (Member - JNTUH NOMINEE)** suggested to changes in reported speech with activities needs to implement. Use interactive activities like role-plays, news summaries. Active and Passive voice, encourage sentence conversion practice, analysis of real-world texts, and discussions on when to use passive voice effectively and on Technical report focus on report structure, clarity, and professionalism through case studies, collaborative writing, and peer review exercises.
2. **Dr. CH. Rajani Prashanth (Member - Academician)** suggested the One-word substitutes related to social, Media need to introduce through discussions and examples. Hand outs need to give to students Provide concise handouts covering key points with definitions, examples, and usage of social media terms, and Include exercises like fill-in-the-blanks, matching words with meanings, and sentence formation.
3. **Dr. C. Venkata Subba Rao (Member - Academician)** suggested to conduct the Group Discussion, Practices on Mock Interview sessions Encourage students to express opinions, improve communication skills, and develop critical thinking through structured discussions on various topics.
4. **Mr. Kiran Chandra (Member - Industry)** suggested on Pronunciations practices, regular listening, phonetic exercises, and speech drills to improve clarity and accuracy in pronunciation. Employability skills focus on communication, problem-solving, teamwork, and adaptability to enhance job readiness and career growth.


Chairman - BOS
(Dr. V. Suzan Shalini)

Department of English

**Minutes of the 1st Board of Studies (BoS) meeting held on 19th December 2024, 11.00AM
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