



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]

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



Department of English

3rd BoS Meeting on 5th January 2026

AGENDA

Item No.	Agenda Item
1.0	Review and Confirmation of Items
1.1	Review and Confirmation of the Minutes of Meeting of the 2 rd BOS Meeting held on 18 th August 2025.
2.0	Approval Items
	VR25
2.1	Approval of the Syllabus for Indian Knowledge System for VR25-II B. Tech II Semester (CSE(AI&ML), CSE(DS) and IT).
	VR24
2.2	Approval of the Syllabus for Advanced English Communication Skills Lab for VR24-III B. Tech I Semester (ECE, CSE, CSE(AI & ML) , CSE(DS) and IT).
3.0	Any other items with permission of Chair

Chairman - BOS
(Dr. V.Suzan Shalini)



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Department of English

3rd BoS Meeting on 5th January 2026

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 Subha Rao	Associate Professor & Head	UCW, Koti, VCIWU, Hyd	Member (Academician)	AB sent
5	Mr. Kiran Chandar	Director & Chief Facilitator	CONFIDEMY, Hyd.	Member (Industry)	Kirane.
6	Mr. Md. Khaleel Akthar	Assistant Professor	VMTW, Hyderabad	Member	
7	Mr.J. Sudhakar	Assistant Professor	VMTW, Hyderabad	Member	
8	Mrs. B. Mounika	Assistant Professor	VMTW, Hyderabad	Member	
9	Mr.M. Swamy	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)**

Minutes of the 3rd Board of Studies (BoS) meeting held on 5th January 2026, 11.30AM at
HOD'S Chamber, VMTW

The Quorum (minimum 40%) was satisfied.

The following members were present:

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

The Chairman 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 and confirmation of the Minutes of Meeting of the 2nd BOS Meeting held on 18th August 2025.

The Chairman-BOS present the Minutes of Meeting of the 2nd BOS Meeting held on 18th August 2025.

The Board reviewed and confirmed the Minutes of the Meeting of the 2nd BOS Meeting held on 18th August 2025. (Annexure-I)

2.0 Approval Items

2.1 Approval of the Syllabus for Indian Knowledge System for VR25-II B.Tech II Semester (CSE(AI&ML), CSE(DS) and IT).

The Chairman-BOS presented the Syllabus of Indian Knowledge System for VR25-II B. Tech II Semester for CSE(AI&ML), CSE(DS) and IT (Attached here with Annexure – II) to the members.

The Board has approved the above syllabus as per JNTUH Syllabus.

Minutes of the Board of Studies (BOS) meeting held on Monday, 5th January 2026

2.2. Approval of the Syllabus for Advanced English Communication Skills Lab for VR24-III B. Tech I Semester (ECE, CSE, CSE (AI & ML), CSE(DS) and IT).

The Chairman-BOS presented the Syllabus of Advanced English Communication Skills Lab for VR24- III B. Tech I Semester (ECE, CSE, CSE(DS) and IT) (Attached here with Annexure – III) to the members.

The Board has approved the above syllabus as per JNTUH Syllabus.

3.0 Any other items with the permission of the Chair

1. Dr. N.V.S. N. Lakshmi (Member, JNTUH NOMINEE) given the following suggestion.

Group Discussion Setup

- Eight round tables are used for group discussions.
- Five microphones per table ensure clear communication.
- Lateral entry students are easily accommodated.

Curriculum Alignment

- Discussion topics are based on SDGs.
- Activities align with the R22 AECS Laboratory syllabus.

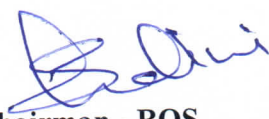
Vocabulary Development

- Cambridge vocabulary software (10 CDs) is used.
- Handouts are provided for guided learning.
- No single prescribed software is followed.

Listening and Reading Skills

- Net etiquette is introduced.
- Short audio and video clips improve listening skills.

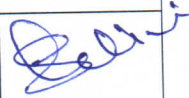
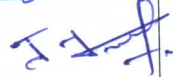
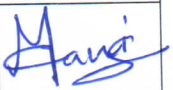
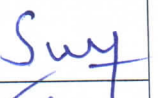
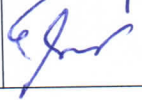
The Board suggested the Chairperson maintain the Academic Quality, Update the syllabus to maintain the Standards of Institution.


Chairman - BOS
(Dr. V. Suzan Shalini)

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Department of English

**Minutes of the 3rd Board of Studies (BoS) meeting held on 5th January 2026, 11.30AM at
HOD'S Chamber, VMTW**

S.No.	Name	Designation	Organization	Position in BoS	Signature
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)	
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7	Mr.J. Sudhakar	Assistant Professor	VMTW, Hyderabad	Member	
8	Mrs. B. Mounika	Assistant Professor	VMTW, Hyderabad	Member	
9	Mr.M. Swamy	Assistant Professor	VMTW, Hyderabad	Member	
10	Dr. R. Sridhar	Associate Professor & HOD-BSH	VMTW, Hyderabad.	Special Invitee	

B.Tech.

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III Year – I Semester

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ADVANCED ENGLISH COMMUNICATION SKILLS LAB

(Common for ECE, CSE, IT, CSE(DS), CSE(AI&ML))

1. Introduction

The introduction of the Advanced English Communication Skills Lab is considered essential at the B.Tech 3rd year level. At this stage, the students need to prepare themselves for their career which may require them to listen to, read, speak and write in English both for their professional and interpersonal communication in the globalized context.

The proposed course should be a laboratory course to enable students to use appropriate English and perform the following:

1. Gathering ideas and information to organize ideas relevantly and coherently.
2. Making oral presentations.
3. Writing formal letters.
4. Transferring information from non-verbal to verbal texts and vice-versa.
5. Writing project/research reports/technical reports.
6. Participating in group discussions.
7. Engaging in debates.
8. Facing interviews.
9. Taking part in social and professional communication.

2. Objectives:

This Lab focuses on using multi-media instruction for language development to meet the following targets:

- To improve the students' fluency in English, with a focus on vocabulary
- To enable them to listen to English spoken at normal conversational speed by educated English speakers
- To respond appropriately in different socio-cultural and professional contexts
- To communicate their ideas relevantly and coherently in writing
- To prepare the students for placements

3. Syllabus:

The following course content to conduct the activities is prescribed for the Advanced English Communication Skills (AECS) Lab:

1. Activities on Listening and Reading Comprehension:

Active Listening – Development of Listening Skills Through Audio clips - Benefits of Reading – Methods and Techniques of Reading – Basic Steps to Effective Reading – Common Obstacles – Discourse Markers or Linkers - Subskills of reading - Reading for facts, negative facts and Specific Details- Guessing Meanings from Context, Inferring Meaning - Critical Reading — Reading Comprehension – Exercises for Practice

2. Activities on Writing Skills:

Vocabulary for Competitive Examinations - Planning for Writing – Improving Writing Skills - Structure and presentation of different types of writing – Free Writing and Structured Writing - Letter Writing – Writing a Letter of Application – Resume vs. Curriculum Vitae – Writing a Résumé – Styles of Résumé - e-Correspondence – Emails – Blog Writing - (N)etiquette – Report Writing – Importance of Reports – Types and Formats of Reports– Technical Report Writing– Exercises for Practice.

1) 2) 3) 

3. Activities on Presentation Skills

Starting a conversation – responding appropriately and relevantly – using the right language and body language – Role Play in different situations including Seeking Clarification, Making a Request, Asking for and Refusing Permission, Participating in a Small Talk – Oral presentations (individual and group) through JAM sessions- PPTs – Importance of Presentation Skills – Planning, Preparing, Rehearsing and Making a Presentation – Dealing with Gloss phobia or Stage Fear – Understanding Nuances of Delivery - Presentations through Posters/Projects/Reports – Checklist for Making a Presentation and Rubrics of Evaluation

4. Activities on Group Discussion (GD):

Functions: Types of GD and GD as a part of a Selection Procedure - Dynamics of Group Discussion- Myths of GD - Intervention, Summarizing - Modulation of Voice, Body Language, Relevance, Fluency and Organization of Ideas – Do's and Don'ts - GD Strategies – Exercises for Practice.

5. Interview Skills:

Concept and Process - Interview Preparation Techniques - Types of Interview Questions – Pre-interview Planning, Opening Strategies, Answering Strategies - Interview Through Tele-conference & Video-conference - Mock Interviews.

4. Minimum Requirement:

The Advanced English Communication Skills (AECS) Laboratory shall have the following infrastructural facilities to accommodate at least 35 students in the lab:

- Spacious room with appropriate acoustics
- Round Tables with movable chairs
- Audio-visual aids
- LCD Projector
- Public Address system
- One PC with latest configuration for the teacher
- T.V, a digital stereo & Camcorder
- Headphones of High quality

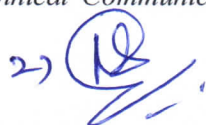
5. Suggested Software: The software consisting of the prescribed topics elaborated above should be procured and used.

- **TOEFL & GRE (KAPLAN, AARCO & BARRONS, USA, Cracking GRE by CLIFFS)**
- **Oxford Advanced Learner's Dictionary, 10th Edition**
- **Cambridge Advanced Learner's Dictionary**
- **DELTA's key to the Next Generation TOEFL Test: Advanced Skill Practice.**
- **Lingua TOEFL CBT Insider, by Dreamtech**

6. Books Recommended:

1. Rizvi, M. Ashraf (2018). *Effective Technical Communication*. (2nd ed.). McGraw Hill Education (India) Pvt. Ltd.
2. Suresh Kumar, E. (2015). *Engineering English*. Orient BlackSwan Pvt. Ltd.
3. Bailey, Stephen. (2018). *Academic Writing: A Handbook for International Students*. (5th Edition). Routledge.
4. Koneru, Aruna. (2016). *Professional Communication*. McGraw Hill Education (India) Pvt. Ltd.
5. Raman, Meenakshi & Sharma, Sangeeta. (2022). *Technical Communication, Principles and Practice*. (4th Edition) Oxford University Press.
6. Anderson, Paul V. (2007). *Technical Communication*. Cengage Learning Pvt. Ltd. New

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7. McCarthy, Michael; O'Dell, Felicity & Redman, Stuart. (2017). *English Vocabulary in Use Series*. Cambridge University Press
8. Sen, Leela. (2009). *Communication Skills*. PHI Learning Pvt Ltd., New Delhi.
9. Elbow, Peter. (1998). *Writing with Power*. Oxford University Press.
10. Goleman, Daniel. (2013). *Emotional Intelligence: Why it can matter more than IQ*. Bloomsbury Publishing.

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INDIAN KNOWLEDGE SYSTEM
(Common for CSE (AI&ML), CSE(DS) & IT)**Course Objectives:**

- To provide a tribute of the rich culture and traditions of Indian knowledge system to students of various disciplines.
- To introduce historical account on the education and scientific literature available in ancient Indian traditions and its connections with ancient Indian Philosophy.
- To give insights about the applications of Bharatiya Jnana Parampara.
- To introduce Indian approach towards health and well-being.
- To elaborate vast contribution of ancient Indian researchers, engineers, scientists and architects to the modern world.

Course Outcomes: The student will learn

- Understand nature, scope and related fields of Indian knowledge system.
- Demonstrate the scientific literature available in ancient Indian traditions.
- Understanding the application of Bharatiya Jnana Parampara.
- Understand Indian approach towards Wellbeing.
- Appreciate vast contribution of ancient Indian researchers, engineers, scientists and architects to the modern world.

UNIT- I**Introduction to Indian Knowledge Systems**

Meaning, Nature, Scope and Salient Aspects of Bharatiya Jnana Parampara - Introduction to Vedas, Upanishads, Vidya, Kala, Jnana, Shastra - Practices and Continuity of Tradition.

UNIT- II**Overview of History of Indian Education and Scientific Literature**

Gurukul System - Role of Sanskrit in Natural Language Processing - Scientific Literature - Vedic Literature - Available Scientific Treatises – Inter linking's.

UNIT- III**Introduction to Scientific Theories from Pure Sciences from Ancient Indian Knowledge Systems:**

Overview of theories from available ancient Indian Literature about Physics, Chemistry and Mathematics - Interlinking's and applications.

UNIT- IV**Introduction to Ancient Indian Wellness Systems**

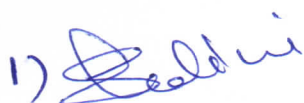
Concept of Wellness – Yoga System - Ayurveda System - Ancient Indian Aesthetics.

UNIT -V**Development of Engineering, Science, Technology & Fine Arts in India**

Various Industries - Silk, Cotton and Ship Building - Evolution of Indian Fine Arts – Cave and Temple Architecture, Vastu - Vidya, Sculpture, Forts and Stepwells, Observatories and Paintings - Music and Naty akala - Cultural Traditions & Folk Arts.

Pedagogy for Teachers: Apart from Classroom Instruction, the following Methods are Suggested.

1. Project based activities and learning.
2. Presentation and case studies.
3. Film screening and book reviews.
4. Visit to historical places, archives Centre, research Centre or library nearby.

1) 2) 3) 

Note: Activities mentioned above are only suggestive. Teacher-educators should encourage students to be innovative.

Suggested Readings:

1. B. Mahadevan, Bhat Vinayak and Nagendra Pavan R.N., (2022) 'Introduction to Indian Knowledge Systems: Concepts and Applications' PHI learning PVT, New Delhi ISBN [9789391818203]
2. Dharmapal (1971) 'Indian Science and Technology in the Eighteenth Century'. Other India Press, Goa.
3. Kapil Kapoor, Singh Avdhesh Kumar, (2005) 'Indian Knowledge Systems' D.K. Print world (P) Ltd. ISBN 10: 8124603367 / ISBN 13: 9788124603369
4. Chakradeo, Ujwala, Temples of Bharat, Aayu Publications, New Delhi, 2024.
5. D.N. Bose, S.N. Sen and B. V. Subbarayappa, A Concise History of Science in India, Indian National Science Academy, New Delhi, 2009.
6. Datta B. and A. N. Singh, History of Hindu Mathematics: Parts I and II, Asia Publishing House, Bombay, 1962.
7. Kapoor, K. (2021), Indian Knowledge System: Nature, Philosophy, Character in Indian Knowledge System, vol. 1, Pub. Indian Institute of Advanced Studies, Shimla
8. Mahadevan, B., Bhat, V.R., Pavana, N. (2022), Philosophical Systems, in Introduction to Indian Knowledge System, Pub. PHI Learning, New Delhi.
9. Mahadevan, B., Bhat, V.R., Pavana, N. (2022), Knowledge: Framework and Classification, in Introduction to Indian Knowledge System, Pub. PHI Learning, New Delhi.

Video Resources:

1. Introductory lectures by Prof. Gauri Mahulikar
2. Introductory lectures by Prof. Kapil Kapoor

Websites:

- <https://iksin dia.org/index.php>
- Official Website of IKS- Indian Knowledge System
- <https://www.youtube.com/watch?v=uKcf-hSlcUE>
- Address by Prof Kapil Kapoor | Indian Institute of Advanced Study (FDP 2021)
- https://www.youtube.com/watch?v=MDJTXNiH2_A
- Mukul Kanitkar on Bharatiya Knowledge System
- <https://www.youtube.com/watch?v=uARMhv97pjk>
- <https://www.youtube.com/watch?v=oTwgf56GbsA>
- Scientific History of India | Mukul Kanitkar Lecture in DTU
- <https://youtu.be/gNJNmPJqXJc?si=WFBbuUT65mLZzpOW>
- Ancient India's Scientific Achievements & Contribution in Mathematics, Astronomy, Science & Medicine

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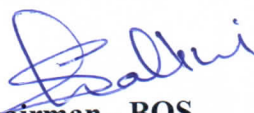


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