

AMR/Eng/BOS/2024-25/MOM/1

Date : 24-09-2024

DEPARTMENT OF ENGLISH

MINUTES OF MEETING - BOARD OF STUDIES (BOS)

The Meeting of the Board of Studies of ENGLISH was held on 24th September 2024 at 11.45 AM through online (Zoom Meeting Platform). The following members were attended the online meeting.

S.No	Name of the Member	Designation/occupation	category	Signature
1	Mrs. K G B Gowri	Head of the Department	Chairman	
2	Dr. P Hari Padma Rani	Professor, English Department, School of Social Sciences, Sri Padmavathi Mahila Viswavidhyalayam, Tirupathi	University Nominee	Online (Approval by Mail –dated - 25.09.2024)
3	Dr. Kotti Sree Ramesh	Professor, Adi Kavi Nannayya University	Subject experts outside parent university	Online (Approval by Mail –dated - 25.09.2024)
4	Dr. M Chandramouli	Professor, Sasi Institute of Technology and Engineering, Tadepalligudem		Online (Approval by Mail –dated - 25.09.2024)
5	Mr. V Bhaskar Reddy	Sr. Software Engineering, Capgemini	Industrialist	
6	Dr. G Bhaskar Reddy	H & S HoD	Faculty Members	
7	Mr. M V Rama Rao	Asst. Professor		
8	Mrs. P Usha Rani	Asst. Professor		
9	Mr. M Bhargav	Software Developer Informatics Software Solution	Alumni Member	Online

The Meeting began with chairman, Board of studies extending a warm welcome to all the members of participating in the meeting.

The following points were discussed and approved during the meeting

- The following proposed AMR 24 Course Structure and the detailed syllabi of English related subjects of I-I, I-II were presented, discussed and approved.

1. For Group – A (CSE , EEE)

GROUP –A – COURSES (CSE ,EEE)					
I Year – I SEM					
S.No.	Title	Credits	S. No.	Title	Credits
1	Communicative English	2	6	Communicative English Lab	1
2	Engineering Chemistry/Chemistry/Fundamental Chemistry	3	7	Engineering Chemistry/Chemistry/Fundamental Chemistry Lab	1
3	Linear Algebra & Calculus	3	8	Engineering Workshop	1.5
4	Basic Civil & Mechanical Engineering	3	9	Computer Programming Lab	1.5
5	Introduction to Programming	3	10	Health and wellness, Yoga and Sports	0.5
I SEM - TOTAL CREDITS					20.5
I Year – II SEM					
1	Engineering Physics	3	6	IT Workshop	1
2	Differential Equations & Vector Calculus	3	7	Engineering Physics Lab	1
3	Basic Electrical and Electronics Engineering	3	8	Electrical and Electronics Engineering Workshop	1.5
4	Engineering Graphics	3	9	Data Structures Lab / Electrical Circuits Lab	1.5
5	Data Structures / Electrical Circuit Analysis – I (Branch specific)	3	10	NSS/NCC/Scouts & Guides/Community Service	0.5
II SEM - TOTAL CREDIT					19.5

2. For Group –B (ECE, CE, AGE, Cyber Security)

GROUP –B – COURSES (Cyber Security ,ECE,MECH,CE, AGE)					
I Year – I SEM					
S. No.	Title	Credits	S. No.	Title	Credits
1	Engineering Physics	3	6	IT Workshop	1
2	Linear Algebra & Calculus	3	7	Engineering Physics Lab	1
3	Basic Electrical & Electronics Engineering	3	8	Electrical & Electronics Engineering Workshop	1.5
4	Engineering Graphics	3	9	Computer Programming Lab	1.5
5	Introduction to Programming	3	10	NSS/NCC/Scouts & Guides/Community Service	0.5
I SEM - TOTAL CREDITS					20.5
I Year – II SEM					
1	Communicative English	2	6	Communicative English Lab	1
2	Engineering Chemistry / Chemistry / Fundamental Chemistry	3	7	Engineering Chemistry / Chemistry /Fundamental Chemistry Lab	1
3	Differential Equations & Vector Calculus	3	8	Engineering Workshop	1.5
4	Basic Civil & Mechanical Engineering	3	9	Engineering Mechanics & Building Practices Lab Engineering Mechanics Lab / Network Analysis and Simulation Lab / Data structures Lab	1.5
5	Engineering Mechanics/ Network Analysis/ Data structures (Branch specific)	3	10	Health and wellness, Yoga and Sports	0.5
II SEM - TOTAL CREDITS					19.5

2. Detailed Syllabus of ~~English~~ Communicative English (T) (Annexure -1) , Communicative English Lab (T) (Annexure -2)

ANNEXURE – 1

AMR – 24

COMMUNICATIVE ENGLISH

(Common to All branches of Engineering)

L	T	P	C
2	0	0	2

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 oneself and others.

Reading: Skimming to get the main 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.

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 a 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

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

Textbooks:

1. Pathfinder: Communicative English for Undergraduate 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

ANNEXURE – 2

AMR – 24

COMMUNICATIVE ENGLISH LAB

(Common to All branches of Engineering)

L	T	P	C
0	0	2	1

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:

CO1: Understand the different aspects of the English language proficiency with emphasis on LSRW skills.

CO2: Apply communication skills through various language learning activities.

CO3: Analyze the English speech sounds, stress, rhythm, intonation and syllable division for better listening and speaking comprehension.

CO4: Evaluate and exhibit professionalism in participating in debates and group discussions.

List of Topics:

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

Suggested Software:

- Walden Infotech
- Young India Films

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

The following points were suggested for future possible implementations:

1. Suggested to prepare the course structure for all 4 years of B.Tech.
2. Suggested to make use of autonomy of changing the syllabus upto 20% by the next BoS.
3. Suggested to take feedback from stake holders on change of syllabus and Prepare the same for next BoS Meeting.



A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY
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Vinukonda Road, Petlurivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.



COURSE OBJECTIVES

Communicative English

(Common to All branches of Engineering)

- *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.

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Communicative English Theory Syllabus (AMR-24).

L	T	P	C
2	0	0	2

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
Total	100

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K. Gow
Chairman

BoS – Dept. of English

Copy to:

1. Principal
2. IQAC

Re: Approval of Minutes of BOS Meeting Held on 24-09-2024

From hprmr@yahoo.co.in <hprmr@yahoo.co.in>
To <amrnshd@amreddyengineering.ac.in>
Date 2024-09-25 07:17

Dear Gowri,

After attending online the BoS meeting yesterday and after going through the proposed syllabus, I wish to inform you that we can go ahead with its implementation.

I approve the syllabus and the minutes of the meeting.

Yours sincerely,

P. Hari Padma Rani

Professor

Department of English

Sri Padmavati Mahila University

Tirupati

[Yahoo Mail: Search, organise, conquer](#)

On Tue, 24 Sep 2024 at 3:38 pm, amrnshd@amreddyengineering.ac.in
<amrnshd@amreddyengineering.ac.in> wrote:

Respected Dr. P Hari Padma Rani Garu ,

Please find attached the Minutes of the Meeting (MoM) for the Board of Studies (BOS) session held on 24th September 2024. We kindly request you to review the document and approve the same.

Your confirmation and approval will enable us to proceed with the necessary actions.

Thank you for your time and cooperation. Please feel free to reach out if you have any further suggestions or queries.

Best regards,

Mrs. K G B Gowri

Chairman – BoS

Department of English

A.M.Reddy Memorial College of Engineering and Technology

Re: Approval of Minutes of English Department - BOS Meeting Held on 24-09-

From Ramesh Kotti <ramesh.khotti@fulbrightmail.org>
To <amrnshd@amreddyengineering.ac.in>
Date 2024-09-25 13:57

Madam, As discussed in the meeting I do approve the minutes of the meeting. I wish the d year. As stated, I request the dept. to take professional feedback of the syllabus so that f make necessary changes. Once again, all the best.

regards,

On Wed, Sep 25, 2024 at 12:29 PM <amrnshd@amreddyengineering.ac.in> wrote:

Respected Dr. Kotti Sree Ramesh Garu,

Please find attached the Minutes of the Meeting (MoM) for the Board of Studies (BOS) session held on 24th September 2024 at 11:45 AM. I request you to review the document and approve the same.

Your confirmation and approval will enable us to proceed with the necessary actions.

Thank you for your time and cooperation. Please feel free to reach out if you have any further suggestions or queries.

Best regards,

Mrs. K G B Gowri

Chairman – BoS

Department of English

A.M.Reddy Memorial College of Engineering and Technology

--
Prof. K.Sree Ramesh

Dept. of English

Dean, College Development Council & Dean, Faculty of Humanities & Social Sciences.

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Re: Approval of Minutes of BOS Meeting Held on 24-09-2024

From cmmouli4u@sasi.ac.in <cmmouli4u@sasi.ac.in>

To <amrnshd@amreddyengineering.ac.in>

Date 2024-09-25 09:26

Dear Gowri,

I wish to inform you that I have no objection to the syllabus and you can go ahead with its implementation for the current academic year. I approve the syllabus and the minutes of the meeting.

Regards,

Dr. M Chandramouli,

Professor

Department of English

Sasi Institute of Technology and Engineering,

Tadepalligudem

On Tue, 24 Sep 2024 at 3:38 pm, amrnshd@amreddyengineering.ac.in <amrnshd@amreddyengineering.ac.in> wrote:

Respected Dr. M Chandramouli Garu,

Please find attached the Minutes of the Meeting (MoM) for the Board of Studies (BOS) session held on 24th September 2024 at 11:00 AM. I request you to review the document and approve the same.

Your confirmation and approval will enable us to proceed with the necessary actions.

Thank you for your time and cooperation. Please feel free to reach out if you have any further suggestions or queries.

Best regards,

Mrs. K G B Gowri

Chairman – BoS

Department of English

A.M. Reddy Memorial College of Engineering and Technology