

Sreenivasa Institute of Technology and Management Studies, Autonomous, Chittoor.

Minutes of the Board of Studies held on 08-08-2020 at (10.00A.M) regarding Communication and Soft Skills Lab that is going to be introduced for III. B.Tech I-Semester common to all Branches.

Members attended for the Meeting

Subject	Name and Designation	Role
Communication And Soft Skills Lab	Dr. P.Ramesh Kumar Principal, SITAMS, Chittoor.	
	Dr.H.Umamahesvari, Professor & HOD Department of Science & Humanities, SITAMS, Chittoor.	BOS Chair Person
	Dr.V.B.Chitra , Professor & Head, Department of English, JNTUA College of Engineering, Anantapuramu . 9441215579 Email: chitravb1@gmail.com	University Nominee
	Dr. P.Kusuma Harinath Professor & Head, Department of English, S.V.University, Tirupathi 9441480170 Email: pkusumaharinath@gmail.com	External Subject Expert-I
	Dr.J.Anil Premraj Associate Professor , Department of English, VIT University, Vellore 7639473566 Email: anilpremraj.j@vit.ac.in	External Subject Expert-II
	Dr.V.N.Sudheer Assistant Professor Department of Science & Humanities, SITAMS, Chittoor.	Internal Subject Expert-I
	Mr.S.Riyaz Ahamad Assistant Professor Department of Science & Humanities, SITAMS, Chittoor.	Internal Subject Expert-II
	Mr.N.R.ThulasiPrasad Assistant Professor Department of Science & Humanities, SITAMS, Chittoor.	Internal Subject Expert-III

BOS meeting was started sharply at 10.00 A.M through the Zoom App link with the meeting ID: 77634808125. At the beginning, The Department of Science and Humanities HOD, Dr.H.Umamaheswari welcomed our College Principal Dr.P.Ramesh Kumar besides, all the External Members and all the Internal Members. After welcoming, she gave a power point presentation regarding the action taken about the earlier BOS held in the year 2018 (R18) regulation of I B.Tech & I MCA.

Further, she asked the internal member Dr.V.N.Sudheer to present the syllabus prepared by the English Faculty regarding Communication and Soft Skills Lab that is going to be handled for all the III B.Tech I - semester students of SITAMS.

After presenting the syllabus by Dr.V.N.Sudheer, all the three external members gave their suggestions/observations to make the following changes.

Suggestions and Observations:

1. The first and foremost suggestion gave by the external members that instead of keeping Communication and Soft Skills Lab only in the III B.Tech I-Semester, asked to divide for some branches in the First Semester and for Some branches in the Second semester such that work load can be divided equally for the existing faculty without going for additional recruitment and further suggested that it can reduce work load burden on the faculty.

2. **Dr.V.B.Chitra (University Nominee)** suggested that according to AICTE, try to introduce the subject Universal Human Values for II year B.Tech students. Further she asked to introduce situational dialogues in the topic no: 5 Functional English.

3. Course Objectives (COS) must be according to the blooms taxonomy that too especially for English subject, it will be only from CO1 to CO6 (not more than that).

4. **Dr.P.Kusuma Harinath (External Subject Expert-I)** suggested to rearrange the sequence of syllabus from topic no.3 to the Last one. Further, he asked to mention some of the reference books such **GRE , TOEFL**, that is useful for the students for doing higher studies as well as for writing competitive exams such that students can get awareness in using those books as well as to cultivate reading comprehension habit.

5. **Dr.Anil Premraj (External Subject Expert-II)** suggested introducing some of the self learning soft skills topics such as **Leadership Skills, Stress Management, and Time Management** in the Lab syllabus such that students can develop entrepreneurship awareness among them.

Finally the meeting was completed exactly at 10.40 A.M. by conveying Vote of Thanks through Dr.V.N.Sudheer.

