



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

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SCHOOL OF SCIENCE AND HUMANITIES

DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

Minutes of the Virtual BOS Meeting (UG –B.E/B.Tech/UG/PG) meeting held on 6th July, 2021 at 3.00 pm in Zoom (ID- 817 1085 9794 and Passcode- 009182) Sathyabama Institute of Science and Technology, Chennai.

The agenda of the meeting are as follows

1. Discussion on the syllabus to be implemented for 2021 batch learners.
2. Discussion on the scheme for conduction of online classes.

Points Discussed

1. The Technical English syllabus, SHSA1105 approved by the BOS members and academic council during BOS meeting held for the period Jan 2021 – May 2021 will be implemented for all I year B.E/B.Tech Programme 2021 – 2024 batch.
2. BA English and MA English syllabus approved by the BOS members and academic council during BOS meeting held for the period Jan 2021 – May 2021 will be implemented for the BA English and MA English programme from [2021 – 2024] batch.



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3. The theory and practical classes and examination conducted through online mode was satisfactory to the students. Due to the current Covid-19 situation, the management has decided to conduct online classes and online examinations for students. The Evaluation Scheme and norms followed during the period Jan 2021- May 2021 will be continued with the approval of the members without any change.

Members Present:

S.No.	Name of the Staff	Members	Signature
1.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS member	
2.	Dr. S. Armstrong, Professor & Head Department of English University of Madras Chepauk Campus, Chennai	BOS member	
3.	Dr. Mercy Gnana Gandhi Professor in English	Member	
4.	Dr. J. Amutha Monica	Member	
5.	Dr. Sowmiya. L.M	Member	
6.	Dr. Lizy.V	Member	
7.	Mr. Senthil Kumar. S	Member	
8.	Ms. Dorris Lourdes	Member	
9.	Mr. Arun	Member	



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SCHOOL OF SCIENCE AND HUMANITIES

DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

Minutes of the Virtual BOS Meeting (UG –B.E/B.Tech/UG/PG) meeting held on 15th February 2022 at 2:00 P.M., in Zoom (ID- 817 1085 9794 and Passcode- 009182) Sathyabama Institute of Science and Technology, Chennai.

The agenda of the meeting are as follows:

1. Both online and offline classes will be conducted for the students.
2. Examinations are to be conducted online.

Points Discussed

1. Due to the current Covid-19 situation, the management has decided to conduct both offline and online classes for the students. Students those who are willing to attend the offline classes are permitted after they are twice vaccinated. The rest of the students are allowed to continue the classes in online mode.
2. Examinations are to be conducted online due to the pandemic situation. The Evaluation Scheme and norms followed during the period Jan 2021- May 2021 will be continued with the suggestion of the members without any change.



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Members Present

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1.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS member	
2.	Dr. S. Armstrong, Professor & Head Department of English University of Madras Chepauk Campus, Chennai	BOS member	
4.	Dr. J. Amutha Monica	Member	
5.	Dr. Sowmiya	Member	
6.	Dr. Lizy	Member	
7.	Mr. Senthil Kumar. S	Member	
9.	Mr. Arun. G	Member	
10	Dr. Jayakumar P	Member	
11	Dr. Sufina K	Member	
12	Dr. Akshara Govind. U.S	Member	
13	Ms. Kavitha. S	Member	



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MINUTES OF THE BOARD OF STUDIES MEETING

Minutes of the Virtual BOS Meeting (UG –B.E/B.Tech/UG/PG) meeting held on 24th June 2022 at 11:00 A.M., in Zoom (ID- 817 1085 9794 and Passcode- 009182) *Sathyabama Institute of Science and Technology*, Chennai.

The agenda of the meeting are as follows

1. Learning with digital tools are to be implemented
2. Provision of LMS is appreciated.
3. Suggested shifting back to offline examination for all the UG –B.E/B.Tech/UG/PG students.

Points Discussed

1. As the students are comfortable with online learning and digital tools, implementing a blended learning of offline lecture method with digital tools are suggested by the board members.
2. When the usage of LMS in submitting assignment and Quiz and for providing e-materials for the learners is elaborated, the board members appreciated the technology.
3. The board members suggested the members to have a discussion with the Controller of examination and the management to shift back to offline examination UG – B.E/B.Tech/UG/PG students.



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Members Present

S.No	Name of the Staff	Members	Signature
1.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS member	
2.	Dr. S. Armstrong, Professor & Head Department of English University of Madras Chepauk Campus, Chennai	BOS member	
4.	Dr. J. Amutha Monica	Member	
5.	Dr. Sowmiya	Member	
6.	Dr. Lizy.V	Member	
7.	Mr. Senthil Kumar. S	Member	
9.	Mr. Arun. G	Member	
10	Dr. Jayakumar P	Member	
11	Dr. Sufina K	Member	
12	Dr. Akshara Govind. U.S	Member	
13	Ms. Kavitha. S	Member	



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DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

Minutes of the Virtual BOS Meeting-2020 (UG –B.E/B.Tech/B.A/MA) meeting held on 10th June, 2020 at 3.30pm in zoom (ID- 817 1085 9794 and Passcode- 009182) Department of English, Sathyabama Institute of Science and Technology, Chennai.

The agenda of the meeting are as follows:

1. Discussion on the Scheme for conduction of online classes.
2. Discussion on the evaluation scheme for online examination.

Key points Discussed:

1. Due to the current Covid-19 situation, the management has decided to conduct online classes and examinations for students. The Scheme, norms and suggestions for conducting the online classes are discussed and formulated by the guidance of BOS members. All theory courses of BA English and MA English are decided to conduct through online mode.

2. Evaluation Scheme:

For Each course: The following Scheme should be conducted, evaluated and calculated for internal marks (CAE) and External marks (ESE)



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A. Internal Marks–50 Marks (Assignment–15 Marks + Quiz –5 Marks+

CAE– 30Marks)

Assignment 1 – Unit 3 – 15 Marks

Pattern: Part-A- MCQ – $5 \times 1 = 5$ Marks

Part-B- Short answers – $5 \times 1 = 5$ Marks

Part-C- Long answers – $1 \times 5 = 5$ Marks

Assignment II – Unit 5 – 15 Marks

Pattern: Part-A- MCQ – $5 \times 1 = 5$ Marks

Part-B- Short answers – $5 \times 1 = 5$ Marks

Part-C- Long answers – $1 \times 5 = 5$ Marks

Quiz I – Unit I and Unit II

Pattern: 30 MCQ questions – 5 Marks

Quiz II – Unit III and Unit IV

Pattern: 30 MCQ questions – 5 Marks

Continuous Assessment Examination – I (CAE-I) – Unit I and Unit II – 30

MarksPattern:

Part-A – $5 \times 2 = 10$ Marks

Part-B – $2 \times 1 = 20$ Marks

Continuous Assessment Examination – II (CAE-II) - Unit III and Unit IV – 30

MarksPattern:

Part-A – $5 \times 2 = 10$ Marks

Part-B – $2 \times 10 = 20$ Marks

A. External Marks – 50 Marks:

The end semester examination will be conducted through online mode.

Pattern:

Multiple Choice Questions (MCQ) – 20 questions – $20 \times 1 = 20$

MarksFill in Blanks (FIB) – 10 questions – $10 \times 1 = 10$ Marks

Descriptive – 2 questions – $2 \times 10 = 20$ Marks

Conclusion:

As per recommendation by the members, the syllabuses for all the courses are continued

without any major corrections for the academic year 2020 – 2021 and the classes are



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conducted in online mode. The BOS members are satisfied with the evaluation scheme and will be implemented for the period July 2020 – Dec 2020.

Members Present:

S.No.	Name of the Staff	Members	Signature
1.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS member	
2.	Dr. S. Armstrong, Professor & Head Department of English University of Madras Chepauk Campus, Chennai	BOS member	
3.	Dr. Mercy Gnana Gandhi Professor in English	Member	
4.	Dr. J. Amutha Monica	Member	
5.	Dr. Sowmiya. L.M	Member	
6.	Dr. Lizy. V	Member	
7.	Mr. Senthil Kumar, S	Member	
8.	Ms. Dorris Lourdes	Member	
9.	Mr. Arun. G	Member	



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DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

Minutes of the Virtual BOS Meeting-2020 (UG –B.E/B.Tech/B.A/MA) meeting held on 21st July, 2020 at 12.00 pm in Zoom, (ID- 817 1085 9794 and Passcode- 009182) Department of English, *Sathyabama Institute of Science and Technology*, Chennai.

The agenda of the meeting are as follows

1. Revision of syllabus is needed for B.E/B.Tech Technical English course
2. Revision of syllabus is needed for UG General English and BA and MA English Courses.

Points Discussed

1. The Members felt that B.E/B.Tech Syllabus for SHSA1101 Technical English requires a revision of syllabus for 2021 Batch. The revised syllabus will be processed in the next BOS meeting.
2. The Members felt that the BA English requires a revision of syllabus for 2021 – 2024 batch students. The revised syllabus will be processed in the next BOS meeting.



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Members Present:

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1.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS member	
2.	Dr. S. Armstrong, Professor & Head Department of English University of Madras Chepauk Campus, Chennai	BOS member	
3.	Dr. Mercy Gnana Gandhi Professor in English	Member	
4.	Dr. J. Amutha Monica	Member	
5.	Dr. Sowmiya. L.M	Member	
6.	Dr. Lizy. V	Member	
7.	Mr. Senthil Kumar. S	Member	
8.	Ms. Dorris Lourdes	Member	
9.	Mr. Arun. G	Member	



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MINUTES OF THE BOARD OF STUDIES MEETING

Minutes of the Virtual BOS Meeting-2021 (UG –B.E/B.Tech/UG/PG) meeting held on 20th April, 2021 at 9.00 a.m. in Zoom, (ID- 817 1085 9794 and Passcode- 009182) Department of English, Sathyabama Institute of Science and Technology, Chennai.

The agenda of the meeting are as follows

1. The changes in Technical English Syllabus for 2021 batch is reviewed.
2. The changes in General English Syllabus for 2021 and syllabuses for BA and MA English for 2021 batch are reviewed.

Points Discussed

1. The board considered the scheme and syllabus for first year B. E., B. Tech courses- Technical English - from the academic year 2021-2022. The Board went through the report/recommendations of the expert committee on the syllabus. The Board considered the scheme and syllabus for Technical English. The External member suggested inclusion of ICT tasks in the assessment procedure. It has been suggested that Internal Assessment can include online task completion.
2. The board suggested to continue the scheme and syllabus for UG course, Science, Arts, Law and Commerce groups from the academic year 2021-2022.
3. The board suggested to continue the scheme and syllabus for UG Course, BA English literature from the academic year 2021 onwards. The Board advised to make some minor changes related to primary



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textbooks, prominent writers and periodical alignment of the units. The Board went through the report/recommendations of the expert committee and commended the same. The Board suggested minor modification in the scheme and syllabuses.

Resolved that the revised syllabuses for UG stream- BA English Literature for the academic year 2021-22 onwards to be accepted.

4. The Board suggested to continue the scheme and syllabus for PG Course-MA English Literature from the academic year 2021-2022 onwards. The Board went through the report/recommendations of the expert committee. The Board suggested minor modification in the scheme and syllabuses.

Scheme for conduction of online classes:

The theory and practical classes and examination conducted through online mode was satisfactory to the students. Due to the current Covid-19 situation, the management has decided to conduct online classes and online examinations for students. The Evaluation Scheme and norms followed during the period July 2020- Dec 2020 will be continued.

Members Present:

S.No.	Name of the Staff	Members	Signature
1.	Dr. T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna university, Chennai	BOS Member	
2.	Dr. S. Armstrong, Professor & Head Department of English University of Madras Chepauk Campus, Chennai	BOS Member	



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3.	Dr. Mercy Gnana Gandhi, Professor in English	Member	<i>S. Mercy Gnana Gandhi</i>
4.	Dr. J. Amutha Monica	Member	<i>J. Amutha Monica</i>
5.	Dr. Sowmiya. L.M	Member	<i>L.M. Sowmiya</i>
6.	Dr. Lizy. V	Member	<i>✓ Lizy V</i>
7.	Mr. Senthil Kumar. S	Member	<i>Senthil Kumar</i>
8.	Ms. Dorris Lourdes	Member	<i>Dorris Lourdes</i>
9.	Mr. Arun.G	Member	<i>Arun G</i>



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MINUTES OF THE BOARD OF STUDIES MEETING

A meeting of the Board of Studies of the Department of English was held on 15.04.2019 at 11.00am in the Library, Sathyabama Institute of Science and Technology, Chennai.

The agenda for the meeting was as follows:

1. Discussion on the total credits offered for BA and MA English courses.
2. To moderate Outcome Based Education (OBE) to the learners.
3. Programme outcomes and course outcome are to be included.

Points Discussed

1. Total credits for MA English Programme are 68 for overall marks of 1800 including projects, internships and elective courses and total credits for BA English Programme are 106 for overall marks of 3100 including Laboratory, projects, intern and elective courses.
2. The Board suggest to frame the courses Outcome Based Education (OBE) with relevant COs
3. It is discussed to develop POs and PEOs and PSOs for the Undergraduate and Postgraduate Programmes further.



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2	Dr. S. Armstrong Professor & Head, Department of English University of Madras, Chepauk Campus, Chennai	BOS member	
3	Dr. Pushpa Nagini Sripada Professor, Department of English, Sathyabama Institute of Science and Technology Chennai	Member	
4	Dr. Mercy Gnana Gandhi	Member	
5	Dr. Avinash Manohar	Member	
6	Dr. Amutha Monica,	Member	
7	Ms. Sathiya Priya	Member	
8	Mr. Richard	Member	
9	Mr. Tamilselvan,	Member	
10	Dr. Sowmiya L.M.	Member	



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DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

A meeting of the Board of Studies of the Department of English was held on 05.08.2019 at 1.30 pm in the Mini Auditorium, Admin Block, First Floor, Sathyabama Institute of Science and Technology, Chennai.

The agenda for the meeting was as follows:

1. To promote an Objective Based Education (OBE)
2. To incorporate OBE, corresponding COs, POs and PEOs and PSOs for the Undergraduate and Postgraduate Programmes are drafted.

Points Discussed:

1. As per the previous Board meeting, the Postgraduate MA English Literature, and Undergraduate BA English Literature Programmes are aimed at delivering an Objective Based Education. 28 Theory courses, 1 laboratory, 1 internship and 1 project are crafted for Undergraduate programme and 16 Theory courses, 1 laboratory, 1 internship and 1 project are crafted for Postgraduate programme to deliver OBE with relevant Course Outcomes.
2. According to the suggestion given by the board in previous Board meeting six POs, four PEOs and three PSOs are included to steer the learners to be career ready.



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Members Present:

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2	Dr. S. Armstrong Professor & Head, Department of English University of Madras, Chepauk Campus, Chennai	Bos Member	
3	Dr. Pushpa Nagini Sripada	Member	Pushpa Nagini S.
4	Dr. Mercy Gnana Gandhi	Member	S. Mercy Gnana Gandhi
5	Dr. Avinash Manohar	Member	
6	Dr. Amutha Monica,	Member	
7	Ms. Sathiya Priya	Member	
8	Mr. Richard	Member	
9	Mr. Tamilselvan,	Member	
10	Dr. Sowmiya L.M.	Member	L.M. Sowmiya
11.	Mr. Senthil Kumar	Member	



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DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

A meeting of the Board of Studies of the Department of English was held on 04.04.2018 at 10.00am in the Library, Sathyabama Institute of Science and Technology, Chennai.

The agenda for the meeting was as follows:

1. To consider the continuation of the Curriculum and syllabuses for MA English, BA English programmes from the academic year 2018 -2019.
2. To consider the continuation of the Curriculum and syllabi for Technical English and General English 2018 -2019.

Points Discussed

1. The board considers the continuation of the scheme and syllabus for UG COURSE - BA ENGLISH LITERATURE from the academic year 2018 -2019.

The Board advised to make some minor changes related to primary textbooks, prominent writers and periodical alignment of the units. The Board went through the report/recommendations of the expert committee. The Board considered the scheme and syllabuses for, with some minor modifications.

Resolved that the revised syllabuses for UG stream- BA English Literature for the academic year 2019-20 be accepted.



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2. The board considers the continuation of the scheme and syllabus for PG COURSE - MA ENGLISH LITERATURE from the academic year 2018 -2019.

The Board went through the report/recommendations of the expert committee the same. The Board considered the scheme and syllabuses with minor modifications.

3. The board considers the continuation of the scheme and syllabus Technical English and General English from the academic year 2018 -2019. The Board went through the report/recommendations of the expert committee the same. The Board considered the scheme and syllabuses with minor modifications.

MEMBERS PRESENT

S.No	Name of the Staff	Members	Signature
1.	Dr.T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna University, Chennai	BOS member	
2.	Dr. S. Armstrong Professor & Head Department of English University Of Madras Chepauk Campus, Chennai	BOS member	
3.	Dr. M. Sundareshwari, Dean, Faculty of Science and Humanities Sathyabama University, Chennai	Member	



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4	Dr. Pushpa Nagini Sripada	Member	Pushpa Nagini Sripada
5	Dr. C. L. Shilaja	Member	CL Shilaja
6	Mr. Richard Jagadeesan	Member	RJ
7	Dr. Avinash Manohar	Member	Avinash
8	Dr. Mercy Gnana Gandhi	Member	S. Mercy Ann Gandhi
9	Dr. J. Amutha Monica	Member	J. Amutha Monica
10	Ms. Sathiya Priya	Member	Sathiya Priya
11.	Dr. Sowmiya L.M	Member	LM-Sowmiya



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MINUTES OF THE BOARD OF STUDIES MEETING

A meeting of the Board of Studies of the Department of English was held on 30.07.2018 at 10.00 am in the Library, Sathyabama Institute of Science and Technology, Chennai.

The agenda for the meeting was as follows:

1. To remark on the continuation of the Assessment Pattern for UG and PG Courses.
2. Appreciation of Board of Studies Members and Academic Experts who contributed to prepare syllabuses.

Points Discussed

1. A 3-hour assessment for a total of 80 Marks comprises of Part A (10x2=20) and Part B (6x10=60) is confirmed by the Board.
2. Appreciation of Board of Studies members and Academic Experts who contributed to prepare syllabuses

The Chairperson reported the members about the efforts of all the members of Board of Studies Members and Experts in preparation of new syllabus for the academic year 2018 -2019.

It was resolved as under,

“Resolved that the Appreciation of Board of Studies members who contributed to prepare and to revise the syllabus be noted.”

3. Any other item with the permission of Chair



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The Members Opinion Sought on the National Workshop to be conducted for teaching faculty of English, and also the Conference to be conducted by the Department in the next academic year- 2018 -2019.

There being no other matter, the meeting was concluded with a vote of thanks to the chair.

MEMBERS PRESENT

S.No	Name of the Staff	Members	Signature
1.	Dr.T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna University, Chennai	BOS member	
2.	Dr. S. Armstrong Professor & Head Department of English University Of Madras Chepauk Campus, Chennai	BOS member	
3.	Dr. M. Sundareswari, Dean, Faculty of Science and Humanities Sathyabama University, Chennai	Member	
4.	Dr. Pushpa Nagini Sripada	Member	
5.	Dr. C. L. Shilaja	Member	
6.	Mr. Richard Jagadeesan	Member	
7.	Dr. Avinash Manohar	Member	
8.	Dr. Mercy Gnana Gandhi	Member	
9.	Dr. J. Amutha Monica	Member	
10.	Ms. Sathya Priya	Member	
11.	Dr. Sowmiya L.M	Member	



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SCHOOL OF SCIENCE AND HUMANITIES

DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING

A meeting of the Board of Studies of the Department of English was held on 07.04.2017 at 10.00 am in the Mini Auditorium, Admin Block, First Floor, Sathyabama University, Chennai.

The agenda for the meeting was as follows:

1. To remark on the continuation of the Curriculum and syllabuses for MA English from the academic year 2017 -2018
2. Confirmation of the Curriculum and syllabuses for BA English from the academic year 2017 -2018.

Points Discussed

- To confirm the scheme and syllabus for UG COURSE - BA ENGLISH LITERATURE from the academic year 2017 -2018.
- The Board advised in the choice of primary textbooks, prominent writers. The Board went through the report/recommendations of the expert committee and agreed the same. The Board suggested some minor modifications in the scheme and syllabuses.
- Resolved the syllabuses for UG stream- BA English Literature for the academic year 2017-18 be accepted.
- To consider the continuation of the scheme and syllabus for PG COURSE - MA ENGLISH LITERATURE from the academic year 2017 -2018.
- The Board went through the report/recommendations on the syllabus of the expert committee. The Board suggested minor modifications and considered to proceed the further process of the scheme and syllabuses with minor modifications.

Conclusion

The Board suggested UG Course BA English to be started from the academic year 2017 to 2018 and to continue the PG Course MA English for the year 2017 to 2018.



SATHYABAMA UNIVERSITY

(Established under Section 3 of UGC Act, 1956)

JEPPIAAR NAGAR, RAJIV GANDHI SALAI, 600 119

www.sathyabamauniversity.ac.in



MEMBERS

Members Present

The following Members were present in the meeting

S.No	Name of the Staff	Members	Signature
1.	Dr.T. Shrimathy Venkatalakshmi Professor & Head, Department of English, Anna University, Chennai	BOS member	
2.	Dr. S. Armstrong Professor & Head Department of English University Of Madras Chepauk Campus, Chennai	BOS member	
3.	Dr. M. Sundareshwari, Dean, Faculty of Science and Humanities Sathyabama University, Chennai	Member	
4.	Dr. Pushpa Nagini Sripada	Member	
5.	Dr. C. L. Shilaja	Member	
6.	Mr. Richard Jagadeesan	Member	
7.	Dr. Avinash Manohar	Member	
8.	Dr. Mercy Gnana Gandhi	Member	
9.	Dr. J. Amutha Monica	Member	
10.	Ms. Sathiya Priya	Member	



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SCHOOL OF SCIENCE AND HUMANITIES

DEPARTMENT OF ENGLISH

MINUTES OF THE BOARD OF STUDIES MEETING - 27th July 2017

A meeting of the Board of Studies of the Department of English was held on 27.07.2017 at 11.30 am in the Library of the University, Sathyabama University, Chennai – 119.

The agenda for the meeting was as follows:

1. Appreciation of Board of Studies Members and Academic Experts who contributed to prepare syllabuses

Points Discussed

- Perusal of the minor modification which is done in UG syllabus as per the suggestion given in the previous board meeting held on 07.04.2017.
- Appreciation of Board of Studies members and Academic Experts who contributed to prepare syllabuses
- The Chairperson reported the members about the efforts of all the members of Board of Studies Members and Experts in preparation of new syllabus for the academic year 2017 -2018.

Conclusion

The academic experts are appreciated for successfully carrying on the PG course and for introducing the UG course.



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