



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

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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-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 I – Unit 3 – 15 Marks

Pattern: Part-A- MCQ – 5x1 = 5 Marks

Part-B- Short answers – 5x1 = 5 Marks

Part-C- Long answers –1x5 = 5 Marks

Assignment II – Unit 5 – 15 Marks

Pattern: Part-A- MCQ – 5x1 = 5 Marks

Part-B- Short answers – 5x1 = 5 Marks

Part-C- Long answers –1x5 = 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 – 5x2 = 10 Marks

Part-B – 2x1=20 Marks

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

MarksPattern:

Part-A – 5x2 = 10 Marks

Part-B – 2x10 = 20 Marks

A. External Marks – 50 Marks:

The end semester examination will be conducted through online mode.

Pattern:

Multiple Choice Questions (MCQ) – 20 questions – 20x1 = 20

MarksFill in Blanks (FIB) – 10 questions – 10x1 = 10 Marks

Descriptive – 2 questions – 2x10 = 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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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:

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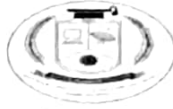
Minutes of the Virtual BOS Meeting-2021 (UG –B.E/B.Tech/UG/PG) meeting held on 20th April, 2021 at 9.00 a.m. in Zoom, (ID- 817 1085 9794 and Passcode- 009182) Department of English, Sathyabama Institute of Science and Technology, Chennai.

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 S</i>
8.	Ms. Dorris Lourdes	Member	<i>Dorris Lourdes</i>
9.	Mr. Arun.G	Member	<i>Arun G</i>