



**SETHU INSTITUTE OF TECHNOLOGY**

An Autonomous Institution

**KARIAPATTI.**

**Department of English**

**Proposed Syllabus**

**UNDER REGULATION-2019**

**07.09.2019**

  
**Chairperson / BOS**  
Chairperson  
Board of Studies  
English  
Sethu Institute of Technology  
Kariapatti - 626 115



# Sethu Institute of Technology (Autonomous)

Pulloor, Kariapatti - 626115.

Minutes of 7<sup>th</sup> Board of studies Meeting in Department of English held on 07.09.2019.

The seventh Board of Studies meeting of the Department of English was held on 07.09.2019 at ICT Smart Class Room, Sethu Institute of Technology, Pulloor, Kariapatti – 626115.

The following members were present:

S.No	Name	Designation	Status	Sign
1.	Dr.R.Naganathan	HoD i/c	Board Chairperson	
2	Mr.S.M.Rajasagar	Asst. Prof (SG)	Member	
3.	Mr.M.Dhanasekaran	Asst. Prof (SS)	Member	
4.	Mr.R.Ramesh	Asst. Prof (SS)	Member	
5.	Dr.S.Ramesh	Asst. Prof (SS)	Member	
6	Ms.Vinola Jerry	Asst. Prof	Member	
7.	Dr.S.Soundiraraj	Prof of English, CEG campus, Anna University, Chennai.	University Nominee	
8.	Dr.V.Revathi	Asst. Prof of English, Thiagarajar College of Arts and Science College, Madurai.	Member - External	
9.	Mr.R.Murali Narasimhan	Quality Head, Elysium Group of Companies, Madurai.	Industrial Expert	
10	Mr. Karthik Sathiamoorthy	Sr. System Administrator IBM, Bangalore	Alumni	

## **MINUTES OF 7<sup>th</sup> MEETING OF BOARD OF STUDIES IN DEPARTMENT OF ENGLISH**

The Chairman welcomed the members and presented the proposed Syllabus to be followed from 2019-20 Batches under Autonomous Regulations-2019 for all B.E. / B. Tech.

### **B.E. / B. Tech. 2019-20 under Autonomous Regulation:**

The Board chairman suggested the new syllabus to the Board of study members to discuss the Syllabus thoroughly offered by the Department of English for B.E./B. Tech which is to be followed from 2019-20 batch under autonomous regulation and offered useful suggestions. The following points have been suggested by the members:

#### **I. 19UGM131 - Induction Programme**

It is introduced as **Mandatory Course** as per the guidelines of **AICTE Model Curriculum**. It is proposed to plan and conduct programme as per the following activities.

S. No	AICTE Suggested programme	Follow up Activities in SIT
1	Physical activity	Zumba - Bokwa Fitness – Yoga – Mediation –
2	Creative Arts	Paintings– Art from waste, Music composition, organic food preparation, Fine Arts, Documentary films. Creative Science contest.
3	Universal Human Values	Guest Lecture by Eminent personality
4	Literary	Elocution - Essay writing Competition - Dance and singing competition
5	Proficiency Modules	Toastmaster club meet through SIT Toastmasters club activities.
6	Visits to local Areas	Vaigai Dam, Theni – VOC Port, Tuticorin - Madurai Radio City, Madurai - Aavin Milk, Madurai.

**The following suggestions have been made by the expert members:**

- ❖ It is recommended to impart trainings from experts in painting, drawing, singing and dancing can be offered to them in which the students are interested in.
- ❖ The content of the paper is discussed, accepted and approved by all the BOS expert members.

#### **II. 19UEN101 - English For Technical Communication. (Common to all B.E / B. Tech)**

The proposed first semester syllabus is submitted with modification for the approval of **Regulation-2019** as per the guidelines of AICTE model curriculum and syllabi to the BOS members. The following points were discussed and given below with modification as per the guidelines suggested by AICTE Model curriculum.

Topic	AICTE Content	SIT Syllabus
Title of the Paper	English	English for Technical Communication
1. Vocabulary Building	1.1 The concept of Word Formation 1.2 Root words from foreign languages and their use in English 1.3 Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives. 1.4 Synonyms, antonyms, and standard abbreviations.	<b>Unit-I</b> Technical Word Formation- Prefix- suffix - Synonyms and Antonyms <b>Unit-II</b> Words from other languages in English <b>Unit-III</b> Same word in different parts of speech <b>Unit-IV</b> Homophones & Homonyms.- Additional

2. Basic Writing Skills	2.1 Sentence Structures 2.2 Use of phrases and clauses in sentences 2.3 Importance of proper punctuation 2.4 Creating coherence 2.5 Organizing principles of paragraphs in documents 2.6 Techniques for writing precisely	<b>Unit-I</b> Tense, Sentence Formation, Formal Letters <b>Unit-II</b> Punctuation rules, paragraph writing- topic sentence- main ideas- free writing, short narrative descriptions <b>Unit-III</b> Job application letter - Transformation of Information (Transcoding) -Additional <b>Unit-IV</b> Creating coherence, Essay writing with proper introduction and conclusion. Giving Instruction (Guidance/Procedure) Additional <b>Unit-V</b> Precise writing, Developing Hints – Report Writing (Industrial, Accidental) Additional
3. Common errors in English	3.1 Subject-verb agreement 3.2 Noun-pronoun agreement 3.3 Misplaced modifiers 3.4 Articles 3.5 Prepositions 3.6 Redundancies	<b>Unit-I</b> Parts of Speech (Preposition, Adverb, Adjective) <b>Unit-II</b> Voice <b>Unit-III</b> Subject-Verb Agreement (Concord) <b>Unit-IV</b> Spot the Errors in English, Avoid Redundancies. <b>Unit-V</b> Articles
4. Nature and Style of sensible writing	4.1 Describing 4.2 Defining 4.3 Classifying 4.4 Providing examples or evidence 4.5 Writing introduction and conclusion	<b>Unit-I</b> Sentence Formation, Formal Letters (Permission/Requisition) <b>Unit-II</b> Punctuation rules, paragraph writing- topic sentence- main ideas- free writing, short narrative descriptions. <b>Unit-III</b> Job application letter – Classification <b>Unit-IV</b> coherence, Essay writing with proper introduction and conclusion, Giving Instruction (Guidance/Procedure) Additional <b>Unit-V</b> Precise writing, Developing Hints - Report Writing (Industrial, Accidental) Additional
5. Writing practices	5.1 Comprehension 5.2 Précis Writing 5.3 Essay Writing	<b>Unit-I</b> Story rewriting (Skimming and Scanning) <b>Unit-III</b> Transformation of Information (Transcoding) Additional <b>Unit-IV</b> Essay writing <b>Unit-V</b> Precise writing
6. Oral Communication	(This unit involves interactive practice sessions in Language Lab) • Listening Comprehension • Pronunciation, Intonation, Stress and Rhythm • Common Everyday Situations:	<b>Unit-I</b> Formal and informal conversations and comprehension. Telephonic Conversations Additional <b>Unit-II</b> Pronunciation rules with Stress pattern

	Conversations and Dialogues <ul style="list-style-type: none"> <li>• Communication at Workplace</li> <li>• Interviews</li> <li>• Formal Presentations</li> </ul>	<b>Unit-III</b> Speaking on Narrating daily events <b>Unit-IV</b> Intonation and preparing dialogue on various formal and informal situation <b>Unit V</b> Formal Presentation and Mock Interview
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**The following suggestions discussed in the meeting:**

- It is suggested to conduct activity like role-play for speaking skills.
- It is recommended that internal marks can be awarded for Listening, Speaking and consequent manuscripts may be submitted for the activities.
- IELTS/TOFEL/BEC components may be introduced to the students.
- Web resources may be included for improving students' skills.
- The members suggested changing the 5<sup>th</sup> course outcome as write reports on various purposes instead of present reports.
- The BOS members discussed the content given in the syllabus and after including the modification suggested by the members, the syllabus is approved for further process.

S. No	Sem	Suggested by Experts	Action Taken
1	I	To conduct activity like role-play for speaking skills	Speaking on Narrating daily events is included in Unit-III.
2	I	Changing the 5 <sup>th</sup> course outcome as write reports on various purposes instead of present reports	Accepted and changed as instructed.
3	I	IELTS/TOFEL/BEC components to be introduced	Already included some components, in future, maximum implementation may be done.

**Percentage of Change:**

The percentage of changes in syllabus **19UEN101 - English For Technical Communication** is **20%**, compared with previous Regulation – 2015, in each unit approximately.

**III. 19UEN201 - Communication Skill for Professionals (Common to all B.E / B. Tech)**

The Board Chairman suggested the new innovative and useful syllabus, also based on the Students' and Faculty members' feedback, our college SIT has Toastmaster club-I, II and Gavel club for faculty members and students respectively. Toastmaster facilitates the teachers and students to hone their communication, leadership skills, listening skills and Public speaking skills. With the previous experience and knowledge of these clubs, we would like to provide practical course in English with One and Half (1.5) Credit in II semester. This course will provide:

- A supportive, innovative and inspired learning platform

- The students to develop communication, leadership skills and Time management skill
- They can develop listening skills, self-confidence and personal growth.

The above **19UEN201 - Communication Skill for Professionals** shall be conducted as skill development course with minimum instructions and a lot of practice sessions. The assessment for the course can be done similar to the Technical Seminar which is being followed in higher semester classes.

**The following suggestions have been made by the expert members:**

- All the members expressed their satisfaction regarding the syllabus and said that it may be done as Trial and Error methods at the beginning, later it may be improved further developments.
- One to one communication with faculty is suggested to improve the students speaking skills in order to bring holistic knowledge in students' communication skills
- In order to motivate the students to speak in front of the class, they are given with day-to-day activities as speaking part. (Ice Breaking)

S.No	SEM	Suggested by expert members	Action Taken
1	2	One to one communication with faculty is suggested.	Presentation and exchanging personal information were included in the syllabus.
2	2	To motivate the students to speak in front of the class, they are given with day-to-day activities as speaking part.	All the expected speaking activities were fulfilled in the syllabus.

**New Courses Introduced**

Course Code	Course Name
19UEN201	Communication Skills for Professionals
19UGS633	Interpersonal Skills Laboratory

**The following suggestions discussed in the meeting:**

- The new innovative syllabus, under Regulation-2019, has been submitted to the BOS members for approval.
- The practical session like one to one communication and extempore presentation are included.
- With all due modification and suggestion given by the expert members, the syllabus is finally approved by the BOS members.
- The evaluation pattern for this lab course was discussed and given approval as shown in Table-1 given below:

**Table-1****Internal Assessment plan**

<b>S. No</b>	<b>Criteria</b>	<b>Marks</b>
1	Submission of 5 Project scripts	5x2= 10 marks
2	Prepared speech based on the Projects <i>(Manuscripts to be submitted)</i>	5x5= 25 marks
3	Performance in other major Roles	5x3= 15 marks
	<b>Total</b>	<b>50 marks</b>

**External Assessment plan**

<b>S. No</b>	<b>Criteria</b>	<b>Marks</b>
<b>Prepared speech based on the oral projects (5-7 minutes)</b>		
1	Confident, Eye Contact, Body Language	5 marks
3	Content and clarity	20 marks
4	Command over Language	15 marks
5	Error free language	10 marks
	<b>Total</b>	<b>50 marks</b>

Internal	=50 marks
External	=50 marks
Total	=100 marks
Minimum Pass Mark	=50 marks

- **The classification of all English courses under regulation 2019 based on the categories of Employability and skill development was presented to the board by the chairperson.**

## DEPARTMENT OF ENGLISH

UG PROGRAMMES						
S.no.	Sem	Course Code	Name of the Subject	Programme	Core/ Elective	Credit
1	I	19UEN101	English for Technical Communication(Except CSBS)	Common to All Branches(EXCEPTCSBS)	Core	2
2	II	19UEN201	Communication Skills for Professionals	Common to All Branches	Core	1.5
3	V	19UGS532	Soft Skills Laboratory	Common to All Branches(EXCEPTMECH,CIVIL,ECE,BME,BT)	Core	1.5
4	VI	19UEN951	Speak Better, Write Better	Common to All Branches	Open Elective	3
5	VII	19UEN952	English For Competitive Exam	Common To All	Open Elective	3
6	V	19UGS532	Soft Skill and Communication Laboratory	Common toALL Branches(EXCEPT CSE,IT,EEE,CSBS,AI,CSD,A	Core	1.5
7	VII	19UEN732	INTERPERSONAL SKILLS LAB	Common toALL Branches	Core	1.5
8	VII	19UEN633	INTERPERSONAL SKILLS DEVELOPMENT LAB	CSE,EEE,IT,AGRI,CSBS,AIDS,CSD	Core	1.5
9	V&VI	19UGR972	GERMAN FOR ENGINEERS	Common To All	OE	
10	V&VI	19UJN973	JAPANESE FOR ENGINEERS	Common To All	OE	
11	V&VI	19UFR971	FRENCH FOR ENGINEERS	Common To All	OE	



- The list of question paper setters and the external evaluators of English department were discussed and given approval.
- Ms. R. Ramesh Asst. Prof. thanked the members for their contribution and suggestions in framing the curriculum and syllabi for B.E./B.Tech., Science and Humanities-English to be followed from 2019-20 under Autonomous Regulation 2019.