



YOGI VEMANA UNIVERSITY

Kadapa-516 005, Andhra Pradesh, INDIA
(A State University, Accredited with "A" Grade by NAAC)

Minutes of the BOS meeting in English & Spl. English

Minutes of the BOS meeting in English & Spl. English held on Tuesday, 10th October 2023 at 10.30 am in the Seminar Hall (180), Sir CV Raman Science Block, Yogi Vemana University, Kadapa-516 005.

MEMBERS PRESENT

Board of Studies in English & Spl. English			
S. No.	Name	Designation	Address
1	N. Ramakrishna	Chairman	Lec. in English Govt. Degree College, Pendlimarri
2	S. Chan Basha	Member	Lec. in English, Govt. Degree College, Rajampeta
3	K.V. Ramana	Member	Lec. in English, Govt. Degree College, Rajampeta
4	S. Nagendra	Member	Lec. in English, Govt. Degree College, Jammalamadugu
5	Dr. J. Mercy Vijetha	University Nominee	Associate professor in English, YVU

Agenda:

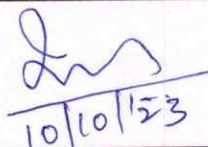
1. Approval of Academic regulations & Standard Operating Procedures (SOP) for 4 years UG Honors program as per NEP-2020
2. Approval of syllabus of English & Spl. English for 4-year UG honors degree with single major subject.
3. Approval of syllabus of subject specific Skill Enhancement courses for B.A. Spl. English, a 4-year UG honors degree with single major subject.
4. Approval of syllabus of Spl. English as minor subject for 4-year UG honors degree with single major subject.

Resolution:

The above agenda is passed

1. It is unanimously resolved to approve Academic regulations & Standard Operating Procedures (SOP) for 4 years UG Honors program with single major subject as per NEP-2020 and to implement from the academic year 2023-24.
2. After thorough discussion, 27 course papers including choice with 84 credits in English & Spl. English as major subject prepared as per APSCHE curriculum credit frame work was unanimously approved by the BOS.
3. After thorough discussion, 8 subject specific Skill Enhancement course papers including choice with 16 credits in Spl. English prepared as per APSCHE curriculum credit frame work was unanimously approved by the BOS.
4. After thorough discussion, 6 course papers with 24 credits in Spl. English as minor subject prepared as per APSCHE curriculum credit frame work was unanimously approved by the BOS.

SIGNATURES OF THE MEMBERS:

Member	Signature
N. Ramakrishna	
S. Chan Basha	
K.V. Ramana	
S. Nagendra	
Dr. J. Mercy Vijetha	 10/10/23



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Programme: GENERAL ENGLISH

(1 & 2 Semesters)

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	A Course in Communication and Soft Skills	4	3
Semester-II	2	A Course in Reading & Writing Skills	4	3

Objectives & Outcomes

By the end of the course the learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in everyday communication.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication.

I. UNIT: Listening Skills

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Listening
- d. Effective Listening

II. UNIT: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

III. UNIT: Grammar

- a. Concord
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question tags

IV. UNIT: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can Barack Obama
- d. Agreeing/ Disagreeing
- e. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Netiquette
- e. Interpersonal Skills

References:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. A Text Book of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari
7. Communication Skills (2nd Edition), Sanjay Kumar & PushpLata, Oxford University Press, 2016.

Activities:

Make the students listen to news excerpts.

Watch interviews and speeches on You Tube.

Role plays on formal and informal conversations.

SEMESTER-II
COURSE 1: A COURSE IN READING & WRITING SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

I. UNIT

Poetry	:1.Ulysses	Alfred Lord Tennyson
Skills	:2. Vocabulary: Conversion of Words	
	:3. One Word Substitutes	
	:4.Collocations	

II. UNIT

Prose	:1. The Best Investment I Ever Made	A.J.Cronin
Non-Detailed Text	:2.Florence Nightingale	Abrar Mohsin
Skills	: 3.Skimming and Scanning	

III. UNIT

Prose	:1.TheNight Train at Deoli	RuskinBond
Poetry	: 2. Stopping by Woods on a Snowy Evening	Robert Frost
Skills	:3.Reading Comprehension (Top Down, Bottom Up and Schema Theory)	
	:4. Note Making/ Taking	

IV.UNIT

Poetry	:1.Night of the Scorpion	Nissim Ezekiel
Skills	:2.Expansion of Ideas	
	:3.Notices, Agendas and Minutes	

V.UNIT

Non-Detailed Text	: 1.An Astrologer's Day	RK Narayan
Skills	:2. Curriculum Vitae and Resume	
	:3. Letters	
	:4.E-Correspondence	

References:

1. Communication Skills (2nd Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,

3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

Activities:

Asking the students to prepare a model resume.

Quiz on one word substitutes.

Collocation pair activity.

Asking the students to read news clippings and make notes.