



# Malla Reddy Engineering College

## (AUTONOMOUS)

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)  
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

To  
The Director,  
MREC,  
Secunderabad - 500100.

Sir,

**Sub: Request to approve the constitution of BOS - Dept. of English for the Academic Year 2020-21 Reg.**

The following are the proposed Board-of-Studies members for the Department of English for the AY 2020-21. Request you to approve the same.

S. No	Name of the Member	Designation & Official Address	Subject Specialization	Contact No.	Mail ID	Category
1	Dr. TV Surendranatha Reddy	Prof., & Head Dept. of English	English	9440361207	enghod@mrec.ac.in	Chairman- BOS
2	Prof.V.Parvathi	Asso. Prof., Dept. of H&SS JNTUHCE	English	9392535628	parvathivudumula@jntuh.ac.in	University Nominee
3	Prof. T.Vijay Kumar	Professor, Dept. of English, OU	English	9392472934	tvk2k4@gmail.com	Subject Expert Member (External)
4	Prof. D. Murali Manohar	Professor Department of English. HCU	English	9908569272	dmmpsh@gmail.com	Subject Expert Member (External)
5	Mr.Nitesh	Tech.Mahindra	HR	8978314010	nitesh.ariga@techmahindra.com	Industry Expert
6	Dr.P.Sreehari	Assoc. Prof., Dept. of English, MREC (A)	English	9849750721	Sreehari125@gmail.com	Faculty Member (Internal)
7	Mr. T.Jeevanandam	Asst. Professor, Dept. of English, MREC (A)	English	9666402264	jeeva.154@gmail.com	Faculty Member (Internal)
8	Dr.B.Kondal	Asst. Professor, Dept. of English, MREC (A)	English	9440106092	boko0891@gmail.com	Faculty Member (Internal)
9	Mr K Ajay Kumar	Technical Engineer ECIL,Hyderabad	EEE	871246312	ajaykumarbathini@gmail.com	Alumni (MR12)

Dr. TV Surendranatha Reddy  
Chairman - BOS





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Lr.No: MREC (A)/BOS-English: 2020-21/Invitation/01

15-07-2020

To  
Dr. V. Parvathi  
Professor, & HOD  
Dept. of Humanities and Sciences,  
JNTU, Hyderabad,

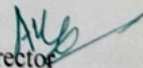
Madam,

Sub: Meeting of the Board of Studies for English for the academic year 2020-21

It is pleasure to invite you for the meeting of the Board of Studies for English for the academic year 2020-21. It is scheduled at 11-00am on 20<sup>th</sup> July, 2020(Online). We request you to make it convenient to attend the meeting.

### AGENDA:

1. Action Taken Report (ATR) on previous BoS Meeting in A.Y 2019-20
2. Review of English subjects of B. Tech & MBA MR20 regulations course schema and syllabus.
3. Suggestion and review of panel for Paper setters, and examiners for examinations.
4. Suggest methodologies for innovative teaching and evaluation techniques.
5. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

  
Director

Dr.A. Ramaswami Reddy  
Malla Reddy Engineering College  
(Autonomous)

Copy to:

1. Registrar, JNTUH
2. P.A. to the Vice -Chancellor, JNTUH
3. Director (AAC), JNTUH





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NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

Lr.No: MREC (A)/BOS-English: 2020-21/Invitation/03

15-07-2020

To  
Dr. D. Muralimanohar  
Professor & HOD.  
Department of English.  
University of Hyderabad  
Hyderabad.

Sir,

Sub: Meeting of the Board of Studies for English for the academic year 2020-21

It is pleasure to invite you for the meeting of the Board of Studies for English for the academic year 2020-21. It is scheduled at 11-00am on 20<sup>th</sup> July, 2020 (Online). We request you to make it convenient to attend the meeting.

### AGENDA:

1. Action Taken Report (ATR) on previous BoS Meeting in A.Y 2019-20
2. Review of English subjects of B. Tech & MBA MR20 regulations course schema and syllabus.
3. Suggestion and review of panel for Paper setters, and examiners for examinations.
4. Suggest methodologies for innovative teaching and evaluation techniques.
5. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

Director

Dr.A.Ramaswami Reddy  
Malla Reddy Engineering College  
(Autonomous)

Copy to:

1. Registrar, JNTUH
2. P.A. to the Vice-Chancellor, JNTUH
3. Director (AAC), JNTUH.





# Malla Reddy Engineering College

## (AUTONOMOUS)

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad. Accredited by NAAC with 'A' Grade (1<sup>st</sup> cycle)  
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.)

Lr.No: MREC (A)/BOS-English: 2020-21/Invitation/02

15-07-2020

To  
Prof. T. Vijay Kumar  
Department of English  
Osmania University  
Hyderabad.

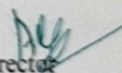
Sir,

Sub: Meeting of the Board of Studies for English for the academic year 2020-21

It is pleasure to invite you for the meeting of the Board of Studies for English for the academic year 2020-21. It is scheduled at 11-00am on 20<sup>th</sup> July, 2020 (Online). We request you to make it convenient to attend the meeting.

### AGENDA:

1. Action Taken Report (ATR) on previous BOS Meeting in A.Y 2019-20
2. Review of English subjects of B. Tech & MBA MR18 regulations course schema and syllabus.
3. Suggestion and review of panel for Paper setters, and examiners for examinations.
4. Suggest methodologies for innovative teaching and evaluation techniques.
5. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

  
Director

Dr.A.Ramaswami Reddy  
Malla Reddy Engineering College  
(Autonomous)

Copy to:

1. Registrar, JNTUH
2. P.A. to the Vice-Chancellor, JNTUH
3. Director (AAC), JNTUH.



# MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

Maisammaguda, Dhullapally, Secunderabad-500100



## Department of English

### BOARD OF STUDIES

20-07-2020

The Board of Studies meeting for the Department of English was convened on 20-07-2020 in the Placement Cell (Via online), Mall Reddy Engineering College (Autonomous), Hyderabad.

The Agenda of the meeting is as follows.

#### AGENDA

1. Review and Revision of English subjects of B. Tech & MBA, course schema and syllabus.
2. Suggestion and review of panel for Paper setters, and examiners for examinations.
3. Suggest methodologies for innovative teaching and evaluation techniques.
4. Suggestion of any activity related to research, teaching, extension and other academic activities in the department/college.

University Nominee

(Prof.V.Parvathi)

Subject Expert

(Prof. T.Vijaykumar)

Subject Expert

(Prof. D. Murali Manohar)

Industry Expert

( Mr. Nitesh )

Member

( Dr P Sreehari)

Member

( Dr. B Kondal)

Member

( Mr. T.Jeevanandam )

Alumni

(Mr. K Ajay Kumar)

Chairman - BOS

( Dr. T. V. Surendranatha Reddy)



# MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

Maisammaguda, Dhullapally, Secunderabad-500100



## Department of English

Date: 20-07-2020.

The Board of Studies meeting for English was held in the Placement Cell on 20.07.2020 at 10:30 AM, Malla Reddy Engineering College (Autonomous).

The following members attended to review and revise on matters such as Course Schema and Syllabus of MR 20 regulations and other points as per agenda.

S. No	Name of the Member	Designation & Official Address	Category	Signature
1	Dr. T. V. Surendranatha Reddy	Prof., & Head Dept. of English	Chairman- BOS	
2	Prof. V. Parvathi	Professor . & HOD Dept. of Humanities and Sciences. Hyderabad . JNTUHCE	University Nominee	online
3	Prof. T. Vijay Kumar	Prof. T. Vijay Kumar Department of English Osmania University Hyderabad.	Subject Expert	online
4	Prof. D. Murali Manohar	Professor & HOD. Department of English. University of Hyderabad Hyderabad.	Subject Expert	online.
5	Mr. Nitesh	HR, TechMahindra	Industry Expert	
6	Dr. P Sreehari	Assoc. Prof.	Faculty Member	
7	Dr B.Kondal	Asst. Prof.	Faculty Member	
8	Mr. T.Jeevanandam	Asst. Prof.	Faculty Member	
9	Mr. K Ajay Kumar	Technical Engineer ECIL, Hyderabad	Alumni	K. Ajay Kumar

(Chairman, BOS)



## MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

### MINUTES OF BOS MEETING

The Board of Studies (BOS) meeting held at 11.00 am on 20<sup>th</sup> July, 2020 in the conference room, Placement Cell, MREC. The following members were present during the meeting.

S. No	Name of the member	Designation
1.	Dr T V Surendranath Reddy	Chairman
2.	Prof. V Parvathi	University Nominee
3.	Prof. T Vijay Kumar	Subject Expert
4.	Prof. D Murali Manohar	Subject Expert
5.	Dr. P Sreehari	Faculty Member
6.	Dr B Kondal	Faculty Member
7.	Mr T Jeevanandam	Faculty Member

Dr T V Surendranath Reddy, Dean and HoD of English chaired the meeting. He greeted welcomed all the members to the BOS meeting.

At the outset, the chairperson briefed the members about the academic activities in the Department of English. He also explained about the newly introduced courses and their syllabuses. The members of BOS expressed their appreciation and satisfaction about the academic activities. Later, the agenda of the meeting was taken up for the discussion. The following issues were discussed during the meeting:

#### Issue No I:

For the approval of the syllabus of I B Tech English. After the discussion among the members of the BOS, the following modifications were suggested.

- It was recommended that there were slight modifications in vocabulary and reading skills order in the course syllabus.
- It was also suggested that to modify the order of grammar items in modules.
- It was suggested that writing skills topics order was finalized and approved.
- It was recommended that to include two short stories, two essays and one speech in the syllabus.

All the members agreed to the above points and approved the syllabus with these modifications.



**Issue No II:**

To consider and approve the syllabus of I B Tech, English Language (EL) Lab. The chairperson introduced the English Language Lab syllabus to the members. All the members approved the syllabus without any modifications.

**Issue No III:**

For the approval of the syllabus of Gender Sensitization (GS). It was approved by all the members as it is.

**Issue No IV:**

To consider and approve the syllabus of III B. Tech. English Presentation and Communication Skills (EPCS) Lab. All the members of BOS approved the syllabus with minor modifications.

**Issue No V:**

To approve the syllabus of open elective I - Interpretation of Language and Analytical Writing (ILAW). All the members approved the syllabus without any modification.

**Issue No VI:**

To approve the syllabus of open elective II –Academic and Research Writing. The members of BOS approved the syllabus without any modification.

**Issue No VII:**

To approve the syllabus of open elective III –English Language Skills. The BOS recommended adding the two topics i.e. Book review and Film review in Module V (Review Writing) in the course. The members of BOS approved the syllabus with these modifications.



"Dr Parvathi. V" <parvathivudumula@yahoo.com>

Mon, July 27, 2020,  
10:40:21 AM

to me

I have seen the entire syllabus of, the theory and laboratory of English, Two Laboratory and Three Electives. They are in perfect order

Approved of Proposed Syllabus ,  
Dr Parvathi. V

On Sat, 25 July 2020, 16:12 Mrec English Department, <enghod@mrec.ac.in> wrote:  
Sir/Madam,

We conducted BOS-English meeting in the month of July. After making modifications as suggested by the members, the syllabus has been prepared. AS it is not possible to meet the members personally in this pandemic situation, I request you to give E-approval for the syllabus/Minutes of meeting.

Regards

Dr. T. V. Surendranatha Reddy  
Head of the Department  
Chairman, Board of Studies  
Department of English  
Malla Reddy Engineering College (Autonomous)  
Secunderabad.

Mob: 9440361207

Mail: [tvsnreddy27@mrec.ac.in](mailto:tvsnreddy27@mrec.ac.in)





Mrec English Department <enghod@mrec.ac.in>

---

### E-approval for the syllabus/Minutes of Meeting

Vijay Kumar Tadakamalla <tvk2k15@gmail.com>

Wed, July 29, 2020 at 1:42 AM

To: Mrec English Department <enghod@mrec.ac.in>

Cc: "Dr Parvathi. V" <parvathivudumula@yahoo.com>, "Dr.D MuraliManohar" <dmmmpsh@gmail.com>

Dear Dr Reddy

Thank you for the syllabus and sorry for the delayed response--it just slipped my mind. Please treat this email as my approval of the syllabus. I just have one suggestion. Consider changing 'Periods' to 'Hours' or 'Hrs' in the open electives.

Best wishes

Vijay KUMAR

\*\*

Dr Vijay KUMAR Tadakamalla  
Director, Hyderabad Literary Festival

<tvk2k15@gmail.com>

Tel: (M) +91 9392472934

[Quoted text hidden]





Mrec English Department <enghod@mrec.ac.in>

to me

July 30,  
2020, 11:01 AM

----- Forwarded message -----

From: **Dr.D MuraliManohar** <dmmpsh@gmail.com>  
Date: Thursday, July 30, 2020  
Subject: E-approval for the syllabus/Minutes of Meeting  
To: Mrec English Department <enghod@mrec.ac.in>

Approved.

D.Murali Manohar

On Tue, 24 July 2020, 16:12 Mrec English Department, <enghod@mrec.ac.in> wrote:  
Sir/Madam,

We conducted BOS-English meeting in the month of July. After making modifications as suggested by the members, the syllabus has been prepared. AS it is not possible to meet the members personally in this pandemic situation, I request you to give E-approval for the syllabus/Minutes of meeting.

Regards

**Dr. T. V. Surendranatha Reddy**  
**Head of the Department**  
**Chairman, Board of Studies**  
**Department of English**  
**Malla Reddy Engineering College (Autonomous)**  
**Secunderabad.**

**Mob: 9440361207**

**Mail: tvsnreddy27@mrec.ac.in**



# MALLA REDDY ENGINEERING COLLEGE

(Autonomous)

Maisammaguda, Dhullapally, Secunderabad-500100

## Department of English

23-07-2020

### **Board of Studies meeting held on 20.07.2020 at 11:00 AM**

The Board of Studies meeting for the Department of English was conducted on 23.11.2019 at 11:00 AM in the conference hall, Mall Reddy Engineering College (Autonomous), Hyderabad.

#### **Action Taken Report (ATR) on BoS Meeting for the AY 2020-2021**

The previous Board of studies meeting in AY2020-2021 was held on 20 July, 2020. The following are the resolutions made in the meeting and corresponding action taken are as follows:

**Resolution 1:** The members of the suggested to modify the order of grammar items in modules.

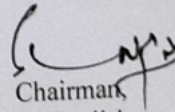
**Action Taken:** The order of the grammar topics of various modules has been changed as per the instructions given by the members of the committee.

**Resolution 2:** The committee advised to include two Short stories, two Essays and one Speech in addition to Poems in the syllabus of I B.Tech.

**Action Taken:** Followed the guidelines given by the members of the board.

**Resolution 3:** The members of the committee recommended to add the topics, 'Book review' and 'Film review' in the Module V of "English Language Skills" subject.

**Action Taken:** The topics, 'Book review' and 'Film review' have been included in the syllabus as per their suggestion.

  
Chairman,  
BoS, English



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