

ASD Government Degree College for Women (A), Kakinada
Department of English

Agenda:

1. To approve the list of courses offered by the department, Courses focusing on employability/ entrepreneurship/ skill development and Courses integrating crosscutting issues/SDGs in the curriculum.
2. To approve the Learning Objectives and Course Outcomes.
3. To discuss and approve the implementation of Outcome Based Education.
4. To approve the curriculum, blueprint and model papers for I & II General English courses under CBCS single major for 2025-26 admitted batch (I, II, III semesters) as per NEP 2020.
5. To approve the curriculum, blueprint, and model paper Certificate/Value-added Course offered by the Department.
6. To approve the additional inputs incorporated into courses offered (wherever it is felt necessary).
7. To approve the Examination pattern for the courses for I & II years (2025-26 admitted batch).
8. To approve the Continuous Internal Assessment (CIA) pattern.
9. To approve the assessment pattern for the external examination.
10. To approve assessment process for Community Service Project, Short-term and semester internships.
11. To discuss and approve the feedback mechanism of the department.
12. To encourage the students to complete at least one MOOC on SWAYAM/NPTEL Platform during the period of study.
13. To approve the departmental action plan for 2025-2026 including Induction Programme, Bridge Course, Remedial Coaching, Cocurricular, Extracurricular and Extension activities.
14. To approve the best practices of the department.

15. To approve the list of examiners and paper setters for the academic year 2025-26.
16. Any other item with the permission of the chair.

ASD Government Degree College for Women (A), Kakinada
Department of English
Resolutions of BOS meeting 2025-26 A.Y.

The of Board of Studies meeting in **English** is held through video conferencing on 25-08-2025 at 11.00 A.M to discuss the agenda points and to approve the course structure, Learning Objectives, Course Outcomes, syllabus, Blueprint, Model question papers, additional inputs in the curriculum, Best practices, Certificate Course offered by the Department, Action Plan of the department, Continuous Internal Assessment pattern (CIA) and Semester End examination Pattern, OBE etc.

Resolution 1

It is resolved to offer the following courses, to approve the list of courses focusing on employability/ entrepreneurship/ skill development and Courses integrating cross-cutting issues/SDGs in the curriculum during 2025-2026 academic year.

GENERAL ENGLISH IN THE ACADEMIC YEAR 2025-26			
Name of the Department: - ENGLISH			
S.No	YEAR	Title of the course	Focus on employability/ entrepreneurship/ skill development
1	2025-26	English Bridge-I: Life Skills	The syllabus focuses on employability, entrepreneurship, and skill development. It trains students in resume writing, interviews, teamwork, problem-solving, and

			creative thinking, while also encouraging an entrepreneurial mindset for career growth.
2	2025-26	English Bridge-II: Communicate and Connect	The syllabus focuses on employability, entrepreneurship, and skill development through activities like group discussions, presentations, and professional writing. It also trains students in teamwork, leadership, problem-solving, and digital communication, helping them prepare for jobs, higher studies, or starting their own ventures.
3	2025-26	English Bridge-III: Global Future	The syllabus focuses on employability, entrepreneurship, and skill development by improving advanced communication, cross-cultural understanding, critical thinking, and leadership. It encourages creativity, innovation, and adaptability, helping learners succeed in careers or entrepreneurial paths in a global environment.
4	2025-26	Business writing	The syllabus highlights employability, entrepreneurship, and skill development through training in drafting emails, reports, proposals, resumes, and other business documents. It also develops clarity, accuracy, and professionalism in writing, helping students succeed in jobs, business ventures, and future careers.

(b) Courses integrating crosscutting issues/SDGs in the curriculum

S.No	Course	Course content addressing Cross cutting issues/SDGs	Cross-cutting issues/SDGs addressed
	English Bridge-I: Life Skills	A Flowering Tree: A Woman's Tale Night of the Scorpion – Nissim Ezekiel An Astrologer's Day – R. K. Narayan Essay: Thinking out of the Box	Gender Sensitization/ Human Values

	English Bridge-II: Communicate and Connect	Half a Rupee Worth” – R.K. Narayan “Once upon a Time” – Gabriel Okara “The Gift of the Magi” – O. Henry “How I Taught My Grandmother to Read” – Sudha Murty “The Secret of Work” – Swami Vivekananda Notices, Agendas, and Minutes	Human Values & Professional ethics
	English Bridge-III: Global Future	E-mail Writing, Resume and Cover Letter, After Twenty Years by O’Henry, Time Management, Attitude, Social Consciousness, Emotional Intelligence	Human Values & Professional ethics
	Business writing	Characteristics of good business writing, Common challenges and misconceptions, professional environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication. Writing persuasive and professional business letters, Responding to inquiries and complaints effectively.	Professional ethics

Resolution 2

- It is resolved to approve the Learning objectives and Course outcomes of General English

Resolution 3

- Resolved to approve the implementation of Outcome Based Education (OBE) by assessing the student performance by direct and indirect methods.

Resolution 4

- Resolved to approve the curriculum, blueprint, and model papers for I, II & III semester General English courses for 2025-2026 admitting batch.

Semester VI: - Semester Internship

Resolution 5

- Resolved to approve the curriculum, blueprint, and model paper for the Certificate/ Value added course “Mastering English Conversation” offered by the department for the year 2025-26.

Resolution 6

Resolved to approve the additional inputs incorporated into various courses which are felt necessary for enhancing the understanding of students over the course concerned and these additional inputs shall not be considered for evaluation purposes and the students should be guided to learn these topics through various online and offline resources in addition to classroom instruction.

MODIFICATIONS IN THE BOS in Semesters I, II & III SEMESTER SYLLABUS 2025-2026

[illegible]

				“If” – Rudyard Kipling From Unit-II	“Once upon a Time” – Gabriel Okara		By replacing “ <i>If</i> ” with “ <i>Once upon a Time</i> ”, turns focus from prescriptive ideals to reflective self-awareness, encouraging learners to think about authenticity and human connection in their own lives.
3	ENG	English Bridge-III: Global Future	III	Strategies for effective listening From Unit-I	Types of Listening	20%	Replacing “ Types of Listening ” gives learners a clearer framework to recognize <i>different purposes of listening</i> —such as critical, empathetic, appreciative, and informative listening. This classification helps students understand <i>why</i> we listen in varied contexts before practicing <i>how</i> to listen, making the learning more structured and practical.
				The Best Investment I Ever Made- A.J.Cronin From Unit -III	After Twenty Years by O’Henry		‘ After Twenty Years ’ introduces learners to a lively short story marked by suspense, character contrast, and a surprising twist. It sustains interest, highlights themes of friendship, duty, and fate, and strengthens students’ skills in plot analysis and appreciation of irony.

Resolution 7

Resolved to approve the Examination pattern for all courses for I & II years (2025-26 admitted batches).

- a) Each theory subject is evaluated for 100 Marks out of which 60 Marks through semester end examination and internal assessment would be for 40 Marks. The minimum pass mark for external examinations is 21 marks (35%), but as a whole student should obtain 40% marks (40 out of total 100 marks) to pass the subject.
- b) Multi-disciplinary courses (MDC) and Skill Enhancement Courses (SEC) and Certificate/ Value added courses are evaluated for 50 marks out of which 10 marks are be allotted for continuous internal assessment and 40 marks for semester end examination. The minimum pass mark for semester end examination is 16 marks (35%), but as a whole student should obtain 40% marks (20 out of total 50 marks) to pass the subject.

Resolution 8

Resolved to approve the Continuous Internal Assessment pattern for 2025-26 admitted batch.

CIA structure for regular courses (2025-2026 admitted Batch):

- CIA is done for 50 marks out of which 35 marks are allotted for Mid examinations and 15 marks for Cocurricular/ Extracurricular activities.
- In each semester two mid examinations are to be conducted. The question paper consists of 5Marks (2 Out 3 questions), 2Marks (5 out of 7 questions) and 1 Mark Questions (10 out of 10 questions).
- I mid examination is to be conducted for 30 marks and the marks obtained by the student should be scaled down to 20 marks.
- II mid examination is to be conducted for 30 marks and the marks obtained by the student should be scaled down to 15 marks.
- Out of 15 marks allotted for cocurricular/ extracurricular activities, 5 marks are given for assignment, 5 marks for seminar and 5 marks for clean and green (2023-24 and 2024-25 admitted batches).
- For 2025-26 admitted batch, instead of Clean & Green, 5 marks will be given for Quiz/study project.

- 2025-26 admitted students should complete Project work in the subjects and semesters specified below.

II Semester: Telugu/Hindi/Sanskrit

III Semester: English

IV Semester: Major Subject

V Semester: Minor Subject

- As 40 marks are allotted for internal assessment, these 50 marks are to be scaled down to 40 marks.

I Mid	II Mid	I Mid Scaled down to	II Mid Scaled down to	Total	Assignment	Seminar	Clean & Green/ Quiz/ Study Project	Total	Scaled down to
30 M	30 M	20 M	15 M	35 M	5 M	5 M	5 M	50 M	40 Marks

Multi-disciplinary courses (MDC) and Skill Enhancement Courses (SEC): for continuous internal assessment, for the allotted 10 marks, five assignments should be submitted by the students and each assignment to be evaluated for 2 marks.

For **Certificate courses / Value added courses**, Continuous Internal Assessment is for 10 marks for which regularity of the student, classroom performance to be considered for the evaluation.

Resolution 9

Resolved to approve assessment pattern for the semester-end theory examination for 2025-26 admitted batch.

The model question paper adopted for semester-end examinations consists of:

- **For Regular courses:** (2025-2026 admitted batch)

External examination is conducted for 60 Marks.

Section- A consisting of 8 Short answer questions out of which the student should

answer any five, each question carrying 4 marks.

Section- B consisting of 5 Essay questions with internal choice, one question from each unit carrying 8 marks.

The composition of the question paper is as per the blueprint given.

- **Multi-disciplinary courses (MDC) and Skill Courses (SEC) 2025-2026 admitted batch):**

External examination is conducted for 40 Marks.

Section- A consisting of 6 Short answer questions i.e., two questions from each unit, out of which the student should answer any four, each question carrying 4 marks.

Section- B consisting of 3 Essay questions with internal choice, one question from each unit carrying 8 marks.

- **For certificate courses / Value added courses (40 Marks):**

Section- A consisting of 12 very short answer questions (four questions from each unit), out of which the student should answer ten, each question carrying 2 marks.

Section- B consisting of 6 Short answer questions (Two from each unit), out of which the student should answer any **four**, each question carrying 5 marks.

Resolution 10

- Resolved to approve assessment process for Community Service Project, Short-term internship and Semester Internship in following manner.

Community Service Project will be taken up after the I year (2025-26 ad. Batch) II semester end examinations or the summer vacation in the intervening 1st and 2nd years of study for a minimum of 80 hours duration. The assessment is to be conducted for 50 marks. The number of credits assigned is 1. Later the marks are to be converted into grades and grade points to include finally in the SGPA and CGPA.

The weightage shall be:

Socio-economic Survey	10 Marks
Project Survey	10 Marks
Survey analysis and report	20 Marks
Project Presentation	10 Marks

Short-term Internship shall be undertaken by 2024-2025 admitted students in the intervening summer vacation between the 2nd and 3rd years or after the II-year IV semester

end examinations. There will be only internal evaluation for this internship. The assessment is to be conducted for 100 marks and the credits assigned are 4. The marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightage shall be:

Project Log	20%
Project Implementation	30%
Project report	25%
Presentation	25%

Semester internship shall be for the entire 6th Semester; the student shall undergo **Apprenticeship / Internship / On the Job Training**. The assessment for the VI Semester long apprenticeship is for **200 marks and credits assigned are 12**. The assessment for this internship / on the job training will be both internal and external. **Internal assessment will be for 25% of marks** which is continuous and assessed by the internal examiner based on the performance of the student. **External assessment is for 75% marks** done by the external examiner by evaluating the Project Presentation made by the student after she reports back to the College, and the grade given by the industry /enterprise / organization where the student does her internship. The marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightage shall be:

Internal Assessment Component	Max. Marks	Marks Awarded
Project Log	10	
Project Implementation	20	
Project Report	10	
Presentation	10	
TOTAL	50	
External Assessment Component	Max. Marks	Marks Awarded
Performance Assessment by the External examiner, converting the grades awarded by the industry, enterprise, etc	100	
External Viva Voce	50	
Total	150	
Grand Total	200	

Resolution 11

- Resolved to approve the feedback mechanism of the department. It is resolved to collect feedback on the Curriculum from Students, Alumni, Teachers, and industry at the end of each semester. The feedback is to be analyzed and used for the improvement of the curriculum in the succeeding Board of Studies and for the improvement of teaching, learning and evaluation process. Feedback analysis and action taken reports should be placed on the institutional website. Feedback is to be collected both in online and offline modes.

Resolution 12

- Resolved to encourage the students to complete at least one MOOC on SWAYAM/NPTEL Platform during the period of study.

Resolution 13

- Resolved to approve the proposed Departmental action plan for 2025-26 including Co-curricular, extracurricular and extension activities. It is resolved to conduct an Orientation/ Induction programme and a Bridge Course for newly admitted students and Remedial Coaching for slow learners identified based on their performance in mid-semester as well as semester-end examinations.

Resolution 14

- Resolved to approve the best practices of the Department.
 1. Awareness on biodiversity conservation & preservation.
 2. Hands on training – field trips to local labs & farms

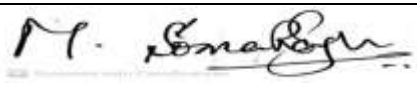
Resolution 16

- Resolved to approve the list of examiners and paper setters for the academic year 2025-26.

Resolution 17

- Resolved that the chairperson, BoS is authorized to take up necessary amendments, changes, additions, and others as and when required as per the instructions of the University or APSCHE or based on the feedback from stakeholders in consultation with the controller of examinations if necessary.

Approval of BoS resolutions by the committee

S.No	Name with Designation and Address	Designation	Signature
1	Dr.P.Sanjotha	Chairperson	
2	Dr.M.Somaraju	University Nominee	
3	Dr.C.V.S Ravindranadh	Subject Expert	
4.	Dr. Ravi Rani	Subject Expert	
5.	Ms.S.Shanthi Rajasri	Alumni Member	
6.	Dr.P.Shanthi	Faculty of the Department	
7	B.Neethu Prathyusha	Faculty of the Department	