

CSSR & SRRM DEGREE & PG COLLEGE
AUTONOMOUS

Re-Accredited with 'A' Grade by NAAC(Cycle-II)

Permanently Affiliated to Yogi Vemana university- Kadapa

13/521 Reddy Colony, Kamalapuram, YSR District -516289

BOARD OF STUDIES
DEPARTMENT OF ENGLISH

2024-2025

SEMESTERS - I

Dated:31-07-2024

Meeting-I

CONTENTS

1. Members of Board of Studies (Proceedings)
2. Invitation Letter
3. Agenda & Minutes of Meeting
4. Course Structure
5. Syllabus with Course Outcomes
6. Question Paper Pattern
7. Model Question Paper
8. Assessment of Internal & External Examination
9. Panel of Examiners & Question Paper setters

CSSR & SRRM DEGREE & PG COLLEGE**AUTONOMOUS****Re-Accredited by NAAC with A Grade**

Permanently Affiliated to Yogi Vemana University

Recognized Under 2(F) & 12(B) of UGC Act 1956



13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.

Date: 25-07-2024

PROCEEDINGS OF THE PRINCIPAL**Present: Dr.G. Vinod Kumar M.Sc., Ph.D., Principal**

The Board of Studies for Department of English has been constituted by the Principal of CSSR & SRRM Degree & PG College (A), Kamalapuram as per UGC autonomous 2023 regulations of BoS for the period of three years i.e., 2024-2025 to 2026-2027 with the following members.

Sl. No.	Category	Name	Designation	Position in BoS
1	In charge of the Department	B. Ashok	Head	Chairperson
2	Faculty Members	D. Vinay Kumar	Lecturer	Member
3	Two Experts from Outside the Parent University nominated by Academic Council	Mr.S.M.D. Hakeem Department of Humanities & Sciences Annacharya Institute of Technology and Sciences Kadapa Ph.:7013846501 Email: hakeemcssr@gmail.com	Assistant Professor	Subject Expert
4		Mr. A. Sreenath Department of English Sri Venkateswara Degree & PG College Ananthapuram Ph:9440384307 Email: srinathbut1971@gmail.com	Lecturer	Subject Expert
5	One Expert Nominated by Vice Chancellor	Prof.P. Padma Department of English Yogi Vemana University Ph:9441150022 Email: puttadm@yvu.edu.in	Professor	Subject Expert
6	One representative from Industry/ Corporate allied areas nominated by the Principal	Dr.S. Subhqtahin Travel Maniac Ph:9966868181	Industrialist	Member
7	Alumni nominated by the Principal	N. Lakshmi Narasimha Assistant Professor Department of Humanities & Sciences Annacharya University, Rajampeta Ph:6301197560 Email: marellanarasimha123@gmail.com	Alumni	Member

G. Vinod
PRINCIPAL 25/7/24

CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

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13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.

Dr G Vinod Kumar, M.Sc., Ph.D.**Principal****Ph: 9014064906****Date:29-07-2024**

To
The Members BoS
Department of English

Respected Sir/Madam,

Sub: CSSR & SRRM Degree & PG College (A), Kamalapuram
Department of English-Board of Studies – Ist Meeting for the academic
year 2024-2025.

The Board of Studies Ist Meeting, Department of English is scheduled
to be held on **31st July, 2024** in the department of English. Hence all the
members are requested to attend the meeting without fail.

Copy Enclosed:
Principal Proceedings

G. Vinod 29/7/24
PRINCIPAL
CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

Board of Studies Department of English Minutes of Meeting

The Board of Studies meeting in English held in the Department of English, CSSR & SRRM Degree & PG College (A), Kamalapuram discussed the following agenda.

Agenda:

- 1.To discuss and approve semester-I syllabus and the corresponding credits for all courses with CBCS framework.
- 2.To review the Course Outcomes for the Semester -I Syllabus.
- 3.To approve the procedure relevant to both internal and external examinations.
- 4.To discuss the pattern and model of question paper.
- 5.To approve names for the panel of question paper setters and examiners.
- 6.Departmental activities/events
- 7.Any other points.

Minutes of Meeting:


The Board of Studies members discussed and resolved the following points in the meeting held on 31 July 2024.


1. All the committee members thoroughly discussed and suggested some changes in the syllabus of I semester.
2. The members of the BoS approved the Course Objectives prepared by the department.
3. The board unanimously agreed and approved the procedure and scheme of internal and external examination patterns.
4. The members approved the question paper pattern and the model question papers for following papers.
5. The board verified and approved the proposed panel of question paper setters and examiners.
6. The board suggested the department to organize developmental activities like seminars/workshops/FDPs for both faculty and students.
7. The board also suggested the department to conduct activities for development of various skills among the students.

Signatures of the members present:

1. B. Ashok
2. V. J.
3. P. P. V.
4. S. S.

5. S. H. D. H.
6. S.
7. M. E. M.


Chairman
CHAIRMAN
BOARD OF STUDIES
ASSISTANT PROFESSOR


Principal
Principal
CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P.

Course Structure for Four-Year Honours Courses of B. A/B. Com/B. Sc/B.B.A

Year	Semester	Course	Paper Code	Title of the Course	No. of Hrs/Week	No. of Credits	CIA	SEE	TOTAL
I	I	1	ENG101	A Course in Communication & Soft Skills	4	3	30	70	100
		2	SC102	Communication Skills	2	2	-	50	50

1. B. Asha
2. Veng
3. P. Prer
4. Suresh
5. S.M.D. Hakan
6. P.
7. N. L. Nandan

SYLLABUS
SEMESTER-I
W.e.f 2024-2025

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

Theory

Credits: 3

4 Hrs/Week

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 every day 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. Process of Listening
- c. Types of Listening
- d. Barriers to Listening
- e. 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. Inter-personal, Intra-personal and Public Speaking 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 Textbook 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 &Pushpa Lata, Oxford University Press,2016.

Activities:

- Make the students listen to news excerpts.
- Watch interviews and speeches on YouTube.
- Role plays on formal and informal conversations.

1. B. Asha

2. V. J.

3. P. P. P.

4. S. S.

5. S. H. D. H.

6. J.

7. N. L. N.

SKILL COURSE
w.e.f. AY 2023-24
SEMESTER-I
COMMUNICATION SKILLS

Theory

Credits: 2

2 Hrs/week

Course Objectives & Outcomes:

Upon the completion of the course the students will be able to:

- Understand the nature importance of communication.
- Learn the process involved in communication.
- Develop interview skills.
- Acquire presentation skills.
- Effectively play their roles in group discussions.
- Enhance the skills of public speaking.

Course Content:

UNIT-I

BASICS OF COMMUNICATION

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

UNIT-II

PRESENTATION SKILLS

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions

UNIT- III

INTERVIEWS AND GROUP DISCUSSIONS

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts

Recommended Activities:

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentations in seminars.

References:

- Working in English, Jones, Cambridge
- Business Communication, Raman -Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjane Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge

1. B. Asha

2. V. J.

3. P. P. Prasad

4. S. Srinivas

5. S. M. D. Hakeem

6. J.

7. N. L. Narasimha

Board of Studies
Department of English

The following replacements were made in the syllabus for the academic year 2024-2025 in the Board of Studies meeting held on 31st July, 2024.

Year	Semester	Title of the Paper	Unit	Existing Topic	Changed Topic	Reason for changing
I	I	A Course in Communication & Soft Skills	I	---	Process of Listening (Added)	These topics will be useful in gaining comprehension on listening skills.
I	I	A Course in Communication & Soft Skills	V	Interpersonal Skills	Inter-personal, Intra-personal and Public Speaking Skills	The newly added two topics are relevant and important for the current job market.

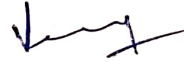
The above modifications were discussed and approved in the BoS meeting by all the members.

Signatures of the Members:

1. B. Ashok, Chairman, BoS



2. D. Vinay Kumar, Internal Faculty Member



3. Prof. P. Padma, Subject Expert (University Nominee)



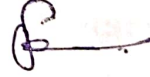
4. A. Sreenath, External Subject Expert



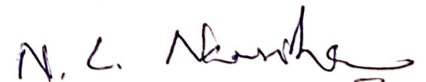
5. S. Md. Hakeem, External Subject Expert



6. Dr. S. Subhatakin, Industrialist



7. N. Lakshmi Narasimha, Alumni



SEMESTER-I

W.e.f 2024-2025

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

70 Marks

No	Topic	No of questions	No of questions to be answered	Weightage
1	UNIT-I	4	2	10
2	UNIT-II	4	2	10
3	UNIT-III	5	5	20
4	UNIT-IV	8	4	20
5	UNIT-V	4	2	10
Total		25	15	70

SKILL COURSE

SEMESTER-I

COMMUNICATION SKILLS

50 Marks

S. No	Topic	No of questions	Weightage
1	Unit-I	3	30
2	Unit-II	3	30
3	Unit-III	4	40
Total		10	100

Note Answer any five questions out of 10 questions 5X10=50 Marks

1. B. Ashu

2. Kavya

3. P. Pooja

4. Sneha

5. S.H.D. Hakeem

6. J. J.

7. K. K. K.

Model Question Paper for Sem End Examination
B.A./B.Sc./B.Com/B.B.A DEGREE EXAMINATION
FIRST SEMESTER
A COURSE IN COMMUNICATION AND SOFT SKILLS

Time: 3 Hr.

Max. Marks: 70

I. Answer any TWO of the following questions.

- (a) Why is listening important?
- (b) Explain the process of listening.
- (c) What are the traits of a good listener?
- (d) Enumerate and explain the various types of listening.

(2 x 5 = 10)

II. Answer any TWO of the following questions.

- (a) Describe various vowel sounds of English.
- (b) What are the different kinds of intonation?
- (c) What is contrastive word stress? Explain it with examples.
- (d) Identify the sound of the underlined part of the following words.
i) Character (ii) Foot (iii) Toil (iv) Phonetics (v) Father

(2 x 5 = 10)

III. Answer any TWO of the following questions.

- (a) Mention the six traits that a leader should have, according to A.P.J. Kalam
- (b) What does Barack Obama say about his victory in the American presidential election?
- (c) How does Dr. A.P.J. Abdul Kalam plan for an energy-independent India?
- (d) What were the goals that Obama wanted to achieve?

(2 x 5 = 10)

IV. Answer any TWO of the following questions.

- (a) What are the different ways of greeting?
- (b) Introduce yourself as the host for the College Day Celebrations.
- (c) Introduce your friend to your sister.
- (d) How do you greet your friend who is going abroad for higher studies?

(2 x 5 = 10)

V. Answer any TWO of the following questions.

- (a) What are the benefits of "SWOC" analysis?
- (b) Explain the importance of a positive attitude. How can we develop it?
- (c) Describe the qualities needed to develop emotional intelligence.
- (d) List the key elements of effective public speaking.

(2 x 5 = 10)

IV. Change the following sentences as directed:

(a) Fill in the blanks with the appropriate Articles:

(4x 1=4)

(i) _____ paper is made from trees.

(ii) Bhanu is _____ young research scholar.

(iii) _____ honesty is the best policy.

(iv) Raj is _____ union leader.

(b) Fill in the blanks with appropriate Verb forms:

(4x 1=4)

(i) The news _____ (be) unclear.

(ii) Every boy and girl _____ (attend) the function.

(iii) My daughter _____ (write) a book on medicine now,

(iv) The Collector _____ (meet) the flood victims yesterday.

(c) Fill in the blanks with suitable Prepositions:

(4x1=4)

(i) Many people took advantage _____ low prices offered by the new shop.

(ii) The Chief Minister was thankful _____ everyone who helped in the campaign.

(iii) This site is suitable _____ the factory.

(iv) Shyam goes to college _____ foot.

(d) Fill in the blanks with the appropriate Question Tags:

(4x1=4)

(i) Let's go to the cinema, _____?

(ii) Close the window please, _____?

(iii) Don't blame others for everything, _____?

(iv) I am very happy now, _____?

(e) Write English words for the following phonetic transcriptions:

(4x1=4)

(i) /'tʃerɪʃ/

(ii) /meɪl/

(iii) /ə'pɪə/

(iv) /'rɪðəm/

1. B. Ashw

2. V. V. V.

3. P. P. P.

4. S. S. S.

5. S.H.D. Hakeem

6. P. P. P.

7. N. L. N.

Model Question Paper Semester End Examinations for Skill Course

B.A./B.Sc./B. Com/B.B.A DEGREE EXAMINATIONS

FIRST SEMESTER
COMMUNICATION SKILLS

Time: 2 Hr.

Max. Marks: 50

Answer ANY FIVE of the following questions.

(5 x 10 = 50)

1. Write a note on nature, importance and principles of Communication.
2. Describe the process of communication in detail.
3. What are the barriers of communication? Mention any three strategies for effective communication.
4. What are the steps to be followed to make a good presentation?
5. Write a note on the role of non-verbal communication in presentation.
6. What are the best visual aids for a presentation?
7. Discuss the different types and stages of interview.
8. Explain in detail the Do's and Don'ts in an interview.
9. What is Group Discussion? What are the roles of a group discussion?
10. What are the functions of Group Discussion?

1. B. Ashw

2. ↓

3. P. P. P.

4. S. S. S.

5. S.M.D. Hakeem

6. J. J.

7. N. L. N.

INTERNAL ASSESMENT (30 MARKS) (CIA)

The internal assessment will be conducted twice a semester in the below mentioned pattern.

CIE	Internal I	Internal II
Mid Examination	20 M	20 M
Seminar/Assignment/Group Discussion/Poster Presentation	5 M	5 M
NSS/NCC/Yoga/Sports/Clean & Green Activities	5 M	5 M
Grand Total	30 M	30 M

The duration of the internal examination will be 1 hour.

SEMESTER END EXAMINATIONS (70 MARKS) (SEE)

The semester end examinations will be conducted for 70 marks and the duration will be 3 hours.

First Internal Model Question Paper
B.A./B.Sc./B. Com/B.B.A DEGREE INTERNAL EXAMINATION-I
FIRST SEMESTER
A COURSE IN COMMUNICATION AND SOFT SKILLS

Time: 1 Hr.

Max. Marks: 20

I. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) Why is listening important?
- (b) Explain the barriers to listening.
- (c) What are the traits of a good listener?
- (d) Enumerate and explain the various types of listening.

II. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) Describe various vowel sounds of English.
- (b) What are the different kinds of intonation?
- (c) What is contrastive word stress? Explain it with examples.
- (d) Identify the sound of the underlined part of the following words.
 - i) Character (ii) Foot (iii) Toil (iv) Phonetics (v) Father

Second Internal Model Question Paper
B.A./B.Sc./B.Com/B.B.A DEGREE INTERNAL EXAMINATION-II
FIRST SEMESTER
A COURSE IN COMMUNICATION AND SOFT SKILLS

Time: 1 Hr.

Max. Marks: 20

I. Answer any TWO of the following questions.

(2 x 5 = 10)

- (a) Mention the six traits that a leader should have, according to A.P.J. Kalam
- (b) What were the goals that Obama wanted to achieve?
- (c) What are the benefits of "SWOC" analysis?
- (d) Describe the qualities needed to develop emotional intelligence.
- (e) Evaluate the importance of interpersonal skills.

II. Answer any ALL of the following questions.

(a) Choose the correct option and fill in the blanks.

(4 x ½ = 2)

- i. One of my brothers _____ (work/works) in the U.S.A.
- ii. My brother and sister _____ (has/have) a house in Mumbai.
- iii. Our principal _____ (live/lives) near our college.
- iv. Neither of the players _____ (was/were) given the prize.

(b) Fill in the blanks with suitable articles.

(4 x ½ = 2)

- i. Abdul Kalam is _____ extraordinary man.
- ii. _____ apple _____ day, keeps the doctor away.
- iii. Ram is _____ honest man.
- iv. I saw _____ one-eyed man.

(c) Fill in the blanks with suitable prepositions.

(4 x ½ = 2)

- i. We should not feel superior _____ others.
- ii. He is good _____ English, but poor _____ Mathematics.
- iii. Mother is _____ the kitchen.
- iv. We celebrate Independence day _____ 15th of August every year.

(c) Add question tags to the following. (Rewrite the complete sentence)

(4 x 1 = 4)

- i. I am very happy now, _____
- ii. Seeta is a very good girl, _____
- iii. He was very busy yesterday, _____
- iv. Ravi always thinks positively, _____

LIST OF THE QUESTION PAPER SETTERS

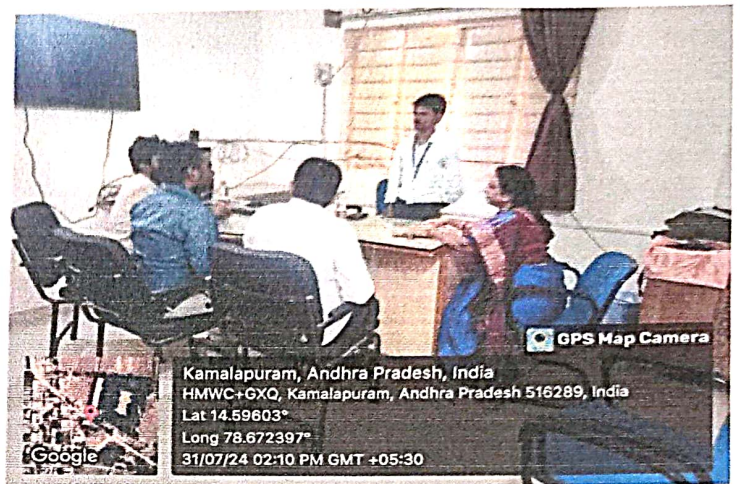
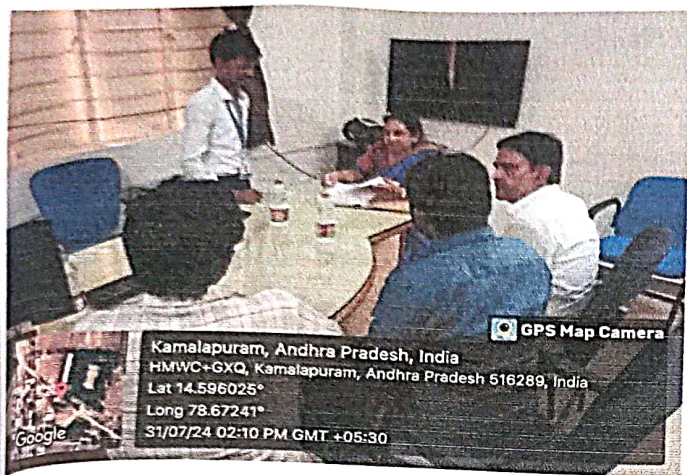
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3.	S.M. Basha Lecturer in English	Lepakshi Degree College, Proddatur	9441637601	kmbasha2007@gmail.com
4.	T. Aravind Lecturer in English	GDC, Vempalli	9866888159	aravind08208@gmail.com
5.	S. Chand Basha Lecturer in English	GDC, Rajampeta	9866999859	chanbashama@gmail.com
6.	KV Ramana Lecturer in English	GDC, Rajampeta	9441549369	ramanakv70@gmail.com
7.	Dr B. Sreenivasulu Principal	GDC, Pulivendula	9441457667	drbslvrsdc@gmail.com
8.	Dr. P. Srinivasa Reddy Asst. Professor	Geetams University, Vizag	9700950003	spydala@gitam.edu
9.	Dr. Y. Sreenivasulu, Asst. Professor (Sr.)	Vellore Institute of Technology Deemed to be University Vellore	9652362949	yadamalas2011@gmail.com
10.	Dr M V Sulochana Lecturer in English	GDC, Porumamilla	9490632323	sashibindhu123@gmail.com

List of the Examiners

Sl. No	Name & Designation of the faculty	Institutional Address	Mobile No.	E-mail id
1	G.V. Rajeswari Devi Lecturer in English	S.V. Degree College, Kadapa	8639221581	prasad.devi05@g.mail.com
2	P. Lakshmi Devi Lecturer in English	Vikas Degree College, Kadapa	9948807217	lakshmidvipalla1@gmail.com
3	D. Manjula Lecturer in English	Sri Vaishnavi Degree College, Rajampeta	7893053688	dmanula123@gmail.com
4	Dr. S. Nagendra, Lecturer in English	GDC, Jammalamadugu	9440481100	departmentoenglish8@gmail.com
5	P. Babu Ravichandra Lecturer in English	GDC, Pourmamilla	9949828876	chandraravi597@gmail.com
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7	G.P.Asha Latha Lecturer in English	SKR & SKR Degree College (A) Kadapa	9000886357	ashalatha.gp@gmail.com
8	D. Sudheer Lecturer in English	Srinivasa Degree College Jammalamadugu	9676227414	sudheerdulam007@gmail.com
9	S.Suchendra Lecturer in English	S.P Degree College Jammalamadugu	8555969341	suchi01@gmail.com
10	K.V.S. Sravan Lecturer in English	Sri Hari Degree College Kadapa	9708856241	sravansri@gmail.com

Pics - Board of Studies in English Meeting-I (2024-2025)

DATED:31-07-2024



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Recognized Under 2(f) & 12(B) of UGC Act 1956



13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.

Department of English

2024-2025

Members Present for the Board of Studies:

Sl. No.	Name	Designation	Position in BoS	Signature
1	B. Ashok	Head	Chairperson	
2	D. Vinay Kumar	Lecturer	Member	
3	Mr.S.M.D. Hakeem Department of Humanities & Sciences Annamacharya Institute of Technology and Sciences_Kadapa Ph.:7013846501 Email: hakeemcssr@gmail.com	Assistant Professor	Subject Expert JNTU Ananthapur	
4	Mr. A. Sreenath Department of English Sri Venkateswara Degree & PG College Ananthapuram Ph:9440384307 Email: srinathbut1971@gmail.com	Lecturer	Subject Expert S.K. University	
5	Prof.P. Padma Department of English Yogi Vemana University Ph:9441150022 Email: puttadm@yvu.edu.in	Professor	Subject Expert University Nominee	
6	Dr.S. Subhqtahin Travel Maniac Ph:9966868181	Industrialist	Member	
7	N. Lakshmi Narasimha Assistant Professor Department of Humanities & Sciences Annamacharya University, Rajampeta Ph:6301197560 Email: marellanarsimha123@gmail.com	Alumni	Member	