



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade.

Department of Humanities and Social Sciences

Board of Studies Meeting

Date: May 10, 2019

ndh

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Contents

- Minutes of the BOS meeting (Copy) - (Please file the original separately)

SYLLABUS

- Syllabus of First and Second Semesters (B.E)
- Syllabus of Third and Fourth Semesters (B.E)
- Syllabus of First and Second Semesters (MBA,MCA)
- Syllabus of Third and Fourth Semesters (MBA,MCA)

NEW HORIZON COLLEGE OF ENGINEERING

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Accredited by NBA

Department of Humanities and Social Sciences

HSS- BOARD OF STUDIES MEETING

- **Welcome and Introduction of all Members of the Board by Chairman, BOS-HSS Board**
- **Agenda 1 Discussion on syllabus for**

I/II SEMESTER- B.E

- 1. Essential English (19HSS 171)**
- 2. Professional communication (19HSS271)**
- 3. Constitution of India and professional Ethics (19HSS 172/272)**

III/IV SEMESTER B.E.

- 1. Life skills for Engineers (19HSS322/422)**

M.B.A/M.C.AH

- 1. Life Skills for Professionals (19MCA16)**
- 2. Managerial Communication (19MBA17)**
- 3. Life skills seminar (19MCA36)**
- 4. Corporate Interface and Professional Development (19MBA26)**

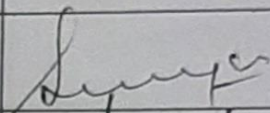
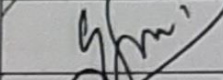

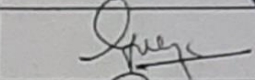
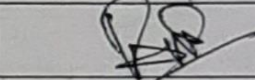
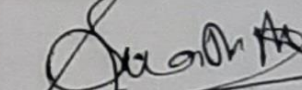
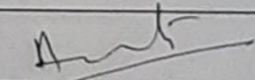
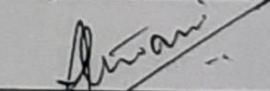
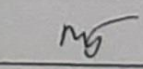
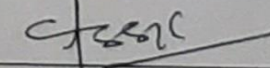
- **Agenda 2 Discussion on Scheme and syllabus including Cos, Pos, CIE, SEE, Text and Reference Books.**
 - **Agenda 3 Finalization of syllabus along with incorporations of Recommendations and suggestions**
 - **Agenda 4 Summarizing the Minutes of the Meeting**
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1	Members of the Board of Studies	
2	Welcome and Introduction of all Members of the Board by Chairman, BOS- HSS Board	
3	<p>Discussion on syllabus for</p> <p>I/II SEMESTER- B.E</p> <ul style="list-style-type: none"> • Essential English (19HSS171) • Professional Communication (19HSS271) • Constitution of India and Professional Ethics(19HSS172 / 19HSS272) <p>III/1V SEMESTER B.E.</p> <ul style="list-style-type: none"> • Life Skills for Engineers (19HSS322/422) <p>M.B.A/M.C.A</p> <ul style="list-style-type: none"> • Life Skills for Professionals (19MCA16) • Managerial Communication (19MBA17) • Life skills seminar (19MCA36) • Corporate Interface and Professional Development (19MBA26) 	
4	Recommendations of the Board	
5	Syllabus finalization and Approval	
6	Vote of thanks by Chairman of BOS	

Sl. No	Category	Nomination of the committee	Name of the person
1	Head of the Department	Chairperson	Dr. Sowmya Narayanan, HOD Centre for Life Skills and Lifelong Learning NHCE (Life Skills)
2	Internal members (Experts) at different level with different specialization	Member	
		1	Dr. Gurucharan Singh Executive Director, HRD, NHCE
		2	Ms Suneetha V Sr.Lifeskills Trainer, (Life Skills), NHCE
		3	Devranjan Chatterjee Lifeskills Trainer, (Life Skills), NHCE
		4	R L Gangadara Murthy Lifeskills Trainer, (English), NHCE
		5	B Ramesh Lifeskills Trainer, (English), NHCE
		6	Ms.Vijaya A Asst.Professor, BSH, NHCE(CIP)
		7	Ms Swati Mathur Life Skills Trainer (Life Skills) NHCE
3	Subject expert from outside the college nominated by Academic Council	Member	
		1	Ms Anupama B N Asst.Professor, School of Arts & Humanities, Reva University
		2	Dr.Ammita S Self Employed Distinct You
4	Experts from outside the college nominated by Vice Chancellor	Member	
5	Representative from Industry / Corporate sector / allied area related to placements, nominated by Academic Council	Member	
		1	Kamal Artwani Head, Talent Acquisition, Rakuten India
6	Post Graduate meritorious alumni nominated by Principal	Member	
		1	Chirag Kashyap Director and CEO - Bigger Why Mobility Solutions Pvt.Ltd
7	Co-opted members	1	Ms Manisha Joshi Sr.Executive HR

LIST OF MEMBERS PRESENT

Sl. No.	Name & Affiliation	Contact number	Signature
1.	Dr. Sowmya Narayanan, HOD Centre for Life Skills and Lifelong Learning, NHCE (Life Skills)	99523 89818	
2.	Dr. Gurucharan Singh Executive Director, HRD, NHCE	9008509999	
3.	Ms Suneetha V Sr. Lifeskills Trainer, (Life Skills), NHCE	8105085063	
4.	Devranjan Chatterjee Lifeskills Trainer, (Life Skills), NHCE	9874118882	D. Chatterjee
5.	R L Gangadara Murthy Lifeskills Trainer, (English), NHCE	9035017173	
6.	B Ramesh Lifeskills Trainer, (English), NHCE	9786767266	
7.	Ms. Vijaya A Asst. Professor, BSH, NHCE(CIP)		
8.	Ms Swati Mathur Life Skills Trainer (Life Skills) NHCE	9900088536	
9.	Ms Anupama B N Asst. Professor, School of Arts & Humanities, Reva University	9449462259	Anupama BN
10.	Dr. Ammita S Self Employed (Distinct You)	9980394645	
11.	Kamal Artwani Head, Talent Acquisition, Rakuten India	9985744935	
12.	Chirag Kashyap Director and CEO - Bigger Why Mobility Solutions Pvt. Ltd	9739005952	Chirag
13.	Ms Manisha Joshi Sr. Executive HR	9900078044	
14.	Dr Anusuya Devi HOD 1 st Year, NHCE	9916661012	

WELCOME ADDRESS BY THE CHAIRMAN OF BOS AND INTRODUCTION OF MEMBERS

Minutes

Chairperson of the Board, Dr. Sowmya Narayanan, HOD Centre for Life Skills and Lifelong Learning. Welcomed all the members of HSS -BOS. She introduced Dr. Dr. Gurucharan Singh, Executive Director, HRD, NHCE and Ms. Anupama B N Asst.Professor, School of Arts & Humanities, Reva University, Dr. Ammita S Self Employed, Mr.Kamal Artwani , Head, Talent Acquisition, Rakuten India, Mr. Chirag Kashyap Director and CEO - Bigger Why Mobility Solutions Pvt. Ltd , and all internal Board members. The agenda for the HSS-BOS meeting was then introduced and then open forum for individual subject deliberations was initiated

RECOMMENDATIONS OF THE BOARD

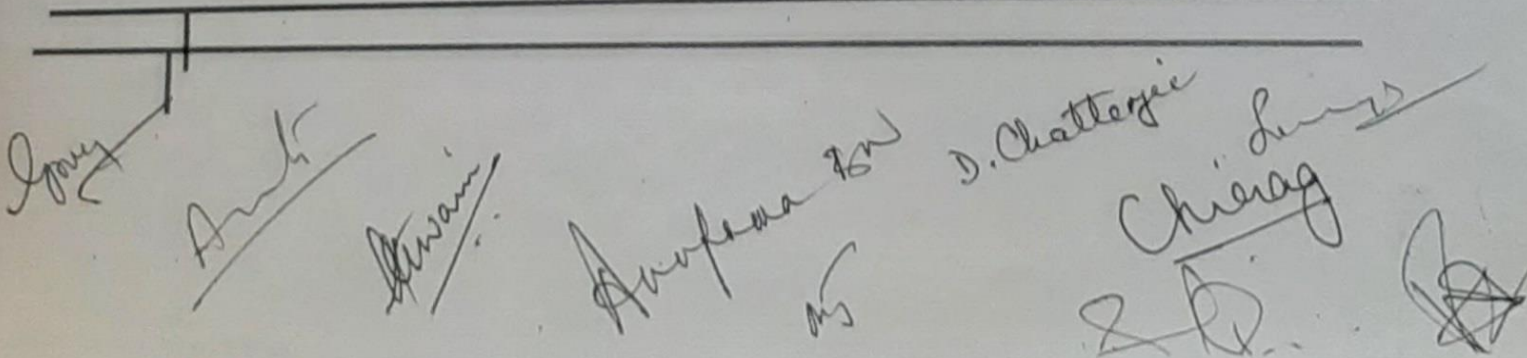
Syllabus discussed and following recommendations were drafted.

Essential English

Deletions:	Additions:
<p>Grammar: Jumbled Sentences Direct, Indirect Speech</p> <p>Writing: Essay Writing Creative Writing</p>	<p>Speaking Activities: Social Graces, Meeting people for the first time Talking about self and others Talking about Routines, Likes and Dislikes Language of Comparing and Contrasting People and Things</p> <p>Reading: Sub-skills Paraphrasing ideas and concepts Summarising lengthy texts.</p> <p>Writing Skills: Expansion of Ideas Practising Grammar Exercises through Worksheets.</p>

Essential English: Changes Proposed in the BOS Meeting held on 10.05.2019

- 1) Additions, deletions and modifications have been made to the existing syllabus of 2018-19. the proposed syllabus for 2019-20 has been accepted by the BOS members as practical, useful and meet the course objectives.
- 2) This subject needs to be offered to the entire 20 batches of 1 year BE as it would enable the students to pay attention, give due importance to learning and enhancing their language competencies and understanding Professional communication at the basic level.
- 3) It was suggested by the members that the minimum number of hours of training for the course be enhanced from the current 22 hours to 36 hours.
- 4) This should be a common course for both the Physics and Chemistry cycle students during the first semester of Engineering, as the minimum basic grammar, vocabulary and language function requirements are addressed in this course. This base would enable the students appreciate better the importance of language sub-skills proposed in the next level course "Professional Communication".
- 5) The members of BOS were of the unanimous view that setting up of a language lab will facilitate putting to practical use, the classroom learning.
- 6) The language lab should also have provision for setting bench mark tests to assess the progress of individual students on their learning.
- 7) Each session can be extended up to 2 hours, to enable speaking and writing activities related to the day's topic/s.
- 8) A work book with writing exercises to be introduced, as involving the students in writing exercises reinforces the learning.
- 9) The present MCQ question pattern for CIE and SEE to be dispensed with as it really does not one's language proficiency. Hence a better question pattern to be adopted to test reading and writing skills.



Minutes of Professional communication

RECOMMENDATIONS OF THE BOARD

Syllabus discussed and following recommendations were drafted.

Professional Communication

Deletions	Additions
Reading Module (Shifted to Functional English)	Grammar: Active and Passive Voice (from Essential English)
Writing Skills: Expansion of Ideas (Shifted to Functional English) Report / Review Writing	Speaking Skills: Asking for and Giving Directions Expressing Opinions Agreeing and Disagreeing Sequencing

Professional Communication: Changes Proposed in the BOS Meeting held on 10.05.2019

1. Few additions, deletions and modifications have been made to the existing syllabus of 2018-19. The proposed syllabus of 2019-20 has been accepted by the BOS members.
2. The BOS members are of the opinion that, the course should be spread across all semester by continuing it till the 6th semester. The continuity in the programme would help students hone their communication skills and perform creditably in Group Discussion and Personal Interview during the campus recruitment drives.
3. The duration of each session could be extended to 2 hours from one hour.
4. The three CIEs can be modified as follows: 2 theory based CIEs and one to assess speaking skills. After discussing the enormity of the task, the members were of the view that, it can be implemented for the SEE replacing the theory part, as is being done for Life Skills with 3rd and 4th semester students.
5. Lecturers from MBA can be asked to handle one or two sessions on Corporate Management styles, so that Engineering students can relate the course to workplace requirements.

Prady
Aravind
S. Anand Arupana
MS
Prady
Aravind
D. Chatterjee
Chirag

Minutes of Constitution of India and professional Ethics

Below mentioned are the points discussed during BOS meeting

- 1.Changes in the Course outcomes (should be reduced to 2 Cos)
- 2.recent Amendments should be included
- 3.In the RBT levels, level 3 (apply) should be increased

Bloom's Category	Test
Marks	50
Remember	30
Understand	10
Appl.	10

- 4.Activity based teaching should be implemented.

Janak
Anand

Anil

Anupama B
M

D. Chatterjee Chirag

R

Minutes of , Managerial Communication

RECOMMENDATIONS OF THE BOARD

..... Syllabus discussed and following recommendations were drafted.

Managerial Communication

Deletions	Additions
Speaking Skills: Mother Tongue Influence , Accent	Speaking Skills: Body Language Talking about Work and Profession Meeting Clients for the First Time and Interacting Addressing Internal Meetings Presenting Projects and Products Group Discussion Negotiating, Evaluating Comparing and Contrasting Things Agreeing/Disagreeing Suggesting and Expressing Opinions Writing Skills: Practising Grammar Exercises through Worksheets.

Managerial Communication 1

Changes Proposed in the BOS Meeting held on 10.05.2019

1. A work book with writing exercises to be introduced, as involving the students in writing exercises reinforces the learning.
2. The three CIEs can be modified as follows: 2 theory based CIEs and one to assess speaking skills. After discussing the enormity of the task, the members were of the view that, it can be implanted for the SEE replacing the theory part, as is being done with 3rd and 4th semester students.
3. Case studies can be brought in as part of classroom training to develop proficiency in expressing different points of view.
4. The COs can be limited to 4 as CO5 and CO6 are subsumed in CO4.

Handwritten signatures:
Sanyal
Anwar
Shankar
Anand
Anand
Chatterjee
Cheng

RECOMMENDATIONS OF THE BOARD

Syllabus discussed and following recommendations were drafted.

Life Skills for Professionals

Deletions	Additions
Nil	Speaking Skills: Meeting People for the First Time and interacting Expressing Opinions Agreeing and Disagreeing

Life Skills for Professionals

Changes Proposed in the BOS Meeting held on 10.05.2019

- 1) The course should be made a mandatory and more practical due to the relevance of the subject in the present corporate scenario. This would enable the students to pay attention, give due importance to learning and enhancing their language competencies.
- 2) Focus needs to be given to speaking activities and everyday expressions

Spandhy
Amk
Anwar
Anupama B
D. Chatterjee
Chirag
Amr

Minutes of Life skills for Engineers

RECOMMENDATIONS OF THE BOARD

Syllabus discussed and following recommendations were drafted.

LIFE SKILLS FOR ENGINEERS:

1. The first module to be Goal Setting. Students to take up the semester completion as the foremost short term goal. Teachers to moderate their progress throughout the semester.
2. Ownership – Industry experts to stress upon self-motivation.
3. Grooming and Etiquette – add Personal branding and Image management
4. Self-Awareness – More emphasis to be given to emotional intelligence
5. GD and Articulation – Paragraph analysis for communication evaluation.

Handwritten signatures and initials:
Ank
D. Chatterjee
Chirag
MS
R

CORPORATE INTERFACE AND PROFESSIONAL DEVELOPMENT:

1. The first module to be Goal Setting. Students to take up the semester completion as the foremost short term goal. Teachers to moderate their progress throughout the semester.
2. Self-Awareness – More emphasis to be given to emotional intelligence
3. Grooming and Etiquette – add Personal branding and Image management
4. Self-Management to include Adaptability in place of Change Management
5. Add Problem solving in module Thinking Skills
6. Ownership – Industry experts to stress upon self-motivation.
7. GD and Articulation – Paragraph analysis for communication evaluation.
8. Proposed to merge two subjects Corporate Interface and Life Skills for Managers which had common objectives.

Long
Anwar

Anshu

Anupama B
MS

D. Chatterjee

Chirag

[Signature]

CORPORATE INTERFACE AND PROFESSIONAL DEVELOPMENT:

1. The first module to be Goal Setting. Students to take up the semester completion as the foremost short term goal. Teachers to moderate their progress throughout the semester.
2. Self Awareness – More emphasis to be given to emotional intelligence
3. Grooming and Etiquette – add Personal branding and Image management
4. Self Management to include Adaptability in place of Change Management
5. Add Problem solving in module Thinking Skills
6. Ownership – Industry experts to stress upon self motivation.
7. GD and Articulation – Paragraph analysis for communication evaluation.
8. Proposed to merge two subjects Corporate Interface and Life Skills for Managers which had common objectives.

Pranav *K* *S* *Rathore* *h*

LIFE SKILLS SEMINAR

1. The first module to be Goal Setting. Students to take up the semester completion as the foremost short term goal. Teachers to moderate their progress throughout the semester.
2. Self Awareness – More emphasis to be given to emotional intelligence
3. Grooming and Etiquette – add Personal branding and Image management
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