

**SIR C R REDDY COLLEGE OF ENGINEERING, ELURU
(AUTONOMOUS)**

Approved by AICTE, New Delhi & Accredited by NAAC & NBA, Permanently Affiliated to
JNTU Kakinada, Vatluru, Eluru, Eluru-District, Andhra Pradesh, India - 534007

FIRST YEAR ENGINEERING DEPARTMENT (ENGLISH)

Meeting of BOS Schedule, A.Y.2025-26

Minutes of meeting of Board of Studies, First Year Engineering Department (English) held on 06-05-2026 at 3:00 P.M. with the following points of agenda.

Venue: Board Room

Meeting held on: 06-05-2026, 3:00 P.M.

Mode of conducting meeting: Zoom online platform

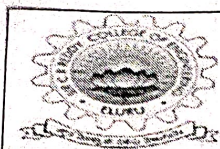
Meeting link:

Join Zoom Meeting

<https://us06web.zoom.us/j/81712419825?pwd=7InCp30nakFixlGkUNwO28x46sG4QL.1>

Agenda:

1. Introduction of members
2. To discuss and finalize the proposed **III B.Tech. II Semester Soft Skills** Lab course of CR -24 Regulations. (**Annexure-A**)
3. To finalize the Evaluation procedure for Continuous Internal Evaluation (CIE) and Semester End Evaluation (SEE) (**Annexure-B**)
4. Ratification of Course Objectives and Course Outcomes for the proposed subjects. (**Annexure-C**)
5. Finalization of Text Books and Reference Books. (**Annexure-D**)
6. Any other item with the permission of the chairman.



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Minutes of meeting of Board of Studies, First Year Engineering Department (English) held on 06-05-2026 at 3:00 P.M with the following Resolutions:

At the outset, the principal of SIRCRRCOE presented his gratitude to the university nominee and other members of BOS and handed over the session to the chairman of BOS.

Resolution-1: Introduction of Members

The BOS chairman welcomed and introduced the eminent professors of BOS Meeting. He briefed them about structure and pattern of the course. The BOS members expressed their appreciation for novel structure of curriculum and content of the course. The chairman of BOS placed the agenda for the deliberation of the members. The following deliberations were made as per the items of circular agenda.

Resolution-2: Finalize of proposed III B. Tech. II Semester Soft Skills Lab course of CR -24 Regulations. (Annexure-A)

Resolved the proposed III B. Tech II Semester Soft Skills Lab course under the CR-24 Regulations were discussed in detail. After considering the inputs from all members, the course was finalized and approved for implementation in the upcoming academic year 2026-27.

Resolution-3: Finalization of Evaluation Procedure for CIE and SEE. (Annexure-B)

Resolved course evaluation procedure, the course shall carry 100 marks and shall be evaluated through continuous assessments during the semester for 30 sessional marks and end examination shall be for 70 marks. Day-to-day work in the class / laboratory shall be evaluated for 30 marks by the concerned teacher based on the regularity/assignments/viva/mid semester test. The end examination shall be conducted for 70 marks by the teacher concerned and an expert were discussed and finalized.

Resolution-4: Ratification of Course Objectives and Course Outcomes, for the Proposed Subjects. (Annexure-C)

Resolved the Course Objectives and Course Outcomes for the proposed subjects were reviewed and ratified.

- Resolved to make certain changes in the Blooms taxonomy levels of the Course Outcomes (COs).
- The Blooms Taxonomy levels have been from K2 TO K5 as directed by respected BoS members.
- Both Lab internal and external assessment questions have been changed from theoretical to practical as suggested by BoS members.
- Every Lab must have two faculty members (30 students per staff member).



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Resolution-5: Finalization of Text Books and Reference Books. (Annexure-D)

Resolved the textbooks and reference books for the III B.Tech. II Semester Soft Skills course was reviewed. The following books were approved as the primary textbooks

Resolution-6: Any Other Item with the Permission of the Chairman

Resolved the additional items raised with the permission of the Chairman were discussed.

The chairman concluded the meeting by summarizing all the agenda points and resolutions and closed with a note of thanks to all members for their suggestions and participation.



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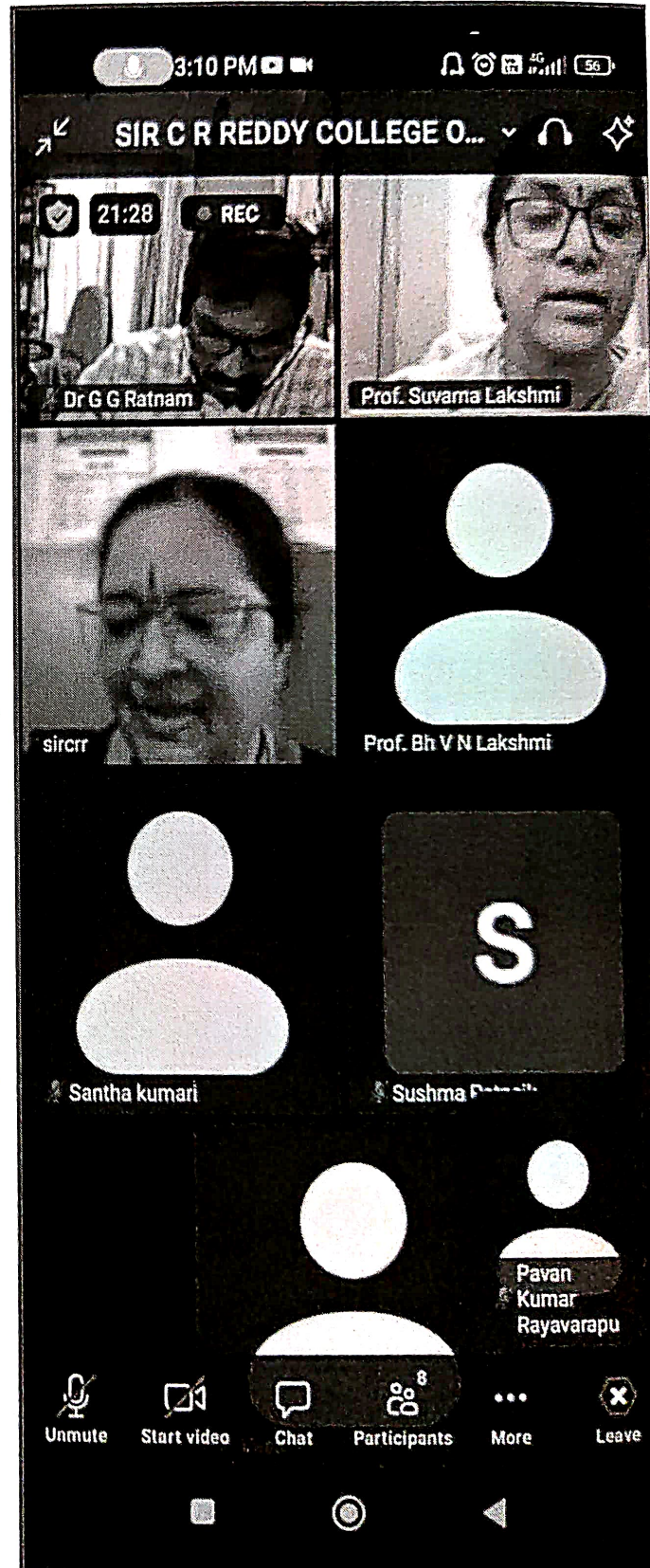
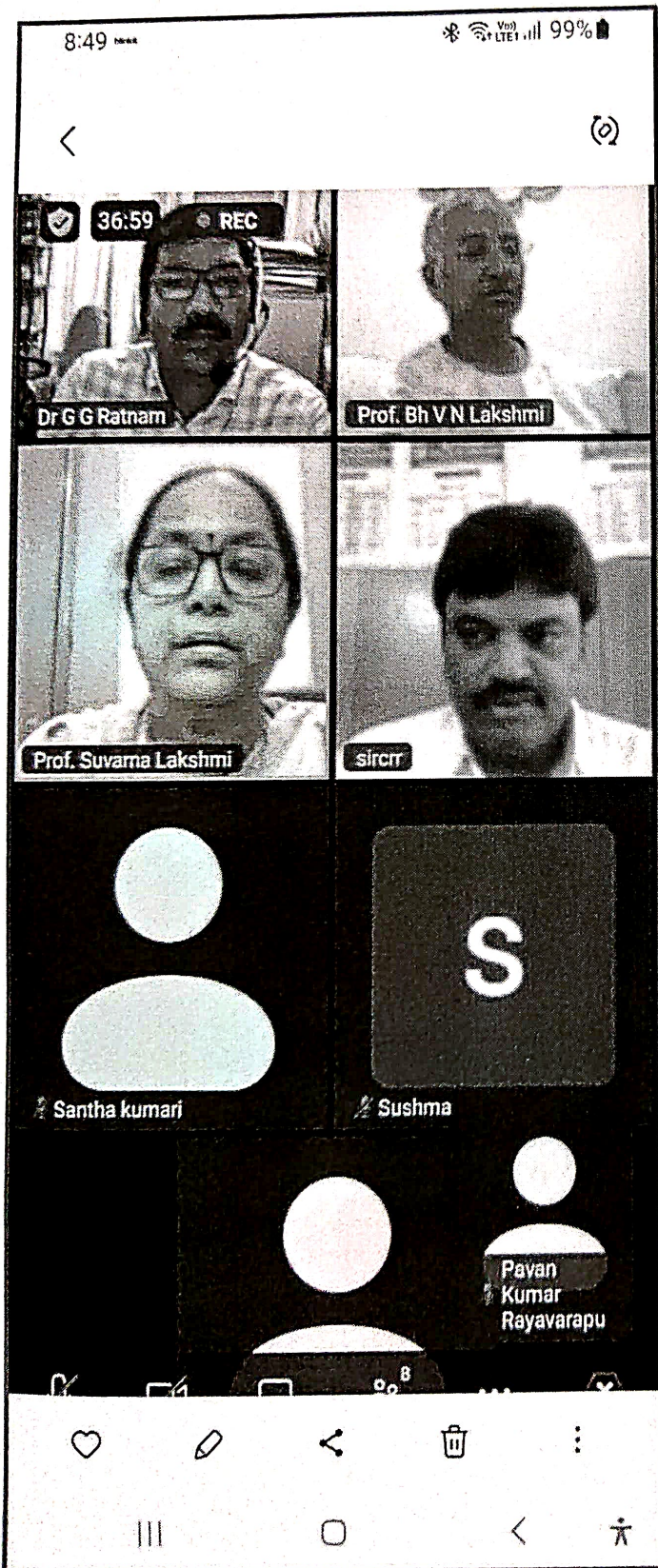
Members Present:

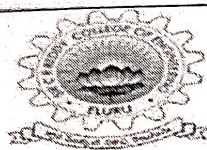
S. N O	Name(s) of the Member (s)/	Designation	Designation in Committee	Signature
1.	Dr. Sk Sadik	Professor & Head, Department of First Year Engineering, Sir C. R. Reddy College of Engineering, Eluru-534007 8096425444 sadikcrrce@gmail.com	BoS-Chairman	<i>Sh Sadik</i>
2.	Dr. G. Suvarna Lakshmi	Professor, EFLU, Hyderabad. suvarnalakshmi@efluniversity.ac.in	Member (University Nominee)	<i>online</i>
3.	Dr. Bh. V. N. Lakshmi	Professor & Head of Department English and Foreign Languages SRKR Engineering College, Bhimavaram drbhvnklakshmi@srkrec.ac.in 9440652526	Member (Subject Expert)	<i>online</i>
4.	Dr. G. G. Ratnam	Professor & HOD Dept of BSH DNR CET ggratnam@gmail.com 9247848665	Member (Subject Expert)	<i>online</i>
5.	Dr. Ravi Chandra Gooruganthu	Vice president (H.R) Tech Mahindra, Hyderabad.	Member (Industrial Expert)	<i>online</i>
6.	Sri Vashidhar Gedela.	Consultant, Data Base Engineering, Dell International Services, Hyderabad - (1990-94- CSE)	Member (College Alumni)	<i>online</i>
7.	Sri A. Srinivas	Assistant Professor, sircrrcoe	Internal Members	<i>A. Srinivas</i>
8.	Mrs. Devi Naga Prasanna B	Assistant Professor, sircrrcoe	Internal Members	<i>B. Naga Prasanna</i>
9.	Sri. R. Pavan Kumar	Assistant Professor, sircrrcoe	Internal Members	<i>R. Pavan Kumar</i>
10.	Mrs. Sushma Patnaik	Assistant Professor, sircrrcoe	Internal Members	<i>Sushma Patnaik</i>
11.	Mrs. Santha Kumari	Assistant Professor, sircrrcoe	Internal Members	<i>S. Santha Kumari</i>
12.	Ms. B. Vihitha	Assistant Professor, sircrrcoe	Internal Members	<i>B. Vihitha</i>



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FIRST YEAR ENGINEERING DEPARTMENT

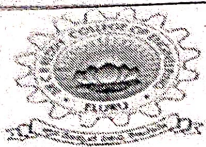
Year/Semester	III B.Tech- II Semesters	L	T	P	C
Regulation Year	CR-24	0	1	2	2
Name of the Subject	SOFT SKILLS				
Branch	III CSE, AI&DS, AI&ML,IT,CS				

Course Objectives:

- To equip the students with the skills to effectively communicate in English
- To train the students in interview skills, group discussions and presentation skills
- To motivate the students to develop confidence
- To enhance the students' interpersonal skills
- To improve the students' writing skills

Course Outcomes:

COs	Statements	Blooms Level
CO1	Integrate critical thinking, workplace readiness, and social intelligence to succeed in today's competitive job market.	K5
CO2	Implement self-management strategies to develop resilience, and goal-oriented behavior in academic and professional environments.	K3
CO3	Use standard grammar structures accurately in both speaking and writing to ensure clear and effective communication in global contexts.	K2
CO4	Demonstrate job-oriented communication and presentation skills that align with current industry standards and digital tools.	K4
CO5	Build and sustain effective interpersonal relationships through empathy, teamwork in diverse professional settings.	K3



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SOFT SKILLS (SYLLABUS)

UNIT – I: Analytical Thinking & Listening Skills: Self-Introduction, Shaping Young Minds - A Talk by Azim Premji (Listening Activity), Self – Analysis, Developing Positive Attitude, Perception.

Communication Skills: Verbal Communication; Non Verbal Communication (Body Language)

UNIT – II: Self-Management Skills: Anger Management, Stress Management, Time Management, Six Thinking Hats, Team Building, Leadership Qualities
Etiquette: Social Etiquette, Business Etiquette, Telephone Etiquette, Dining Etiquette

UNIT – III: Standard Operation Methods: Basic Grammars, Tenses, Prepositions, Pronunciation, Letter Writing; Note Making, Note Taking, Minutes Preparation, Email & Letter Writing

UNIT-IV: Job-Oriented Skills: Group Discussion, Mock Group Discussions, Resume Preparation, Interview Skills, Mock Interviews

UNIT-V: Interpersonal relationships: Introduction, Importance, Types, Uses, Factors affecting interpersonal relationships, Accommodating different styles, Consequences of interpersonal relationships

Text books:

1. Barun K. Mitra, Personality Development and Soft Skills, Oxford University Press, 2011.
2. S.P. Dhanavel, English and Soft Skills, Orient Blackswan, 2010.
3. Raman, M., & Sharma, S. (2015). Technical Communication: Principles and Practice. Oxford University Press.
4. Jain, A. K., Bhatia, P. S. R., & Sheikh, A. M. (2006). Professional Communication Skills. S. Chand Publishing.

Reference books:

1. R.S. Aggarwal, A Modern Approach to Verbal & Non-Verbal Reasoning, S. Chand & Company Ltd., 2018.
2. Raman, Meenakshi & Sharma, Sangeeta, Technical Communication Principles and Practice, Oxford University Press, 2011.

E-resources:

https://swayam-plus.swayam2.ac.in/courses/course-details?id=P_CAMBR_01

Sh Sankar

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2.

4.