



LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

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Ref. No: LIET/ENGLISH/BOS-6/MOM/2026/1

Date: 29 April 2026

DEPARTMENT OF ENGLISH

MINUTES OF THE SIXTH BOARD OF STUDIES MEETING

The Sixth Board of Studies Meeting of the Department of English was held on 29-04-2026 at 11:00 AM in the TBI with the following members to discuss the given agenda.

Members Present:

Subject: ENGLISH

S. No.	Name	Designation	Category	Signature
1.	Ms. Siddiqui Tahseen Fatima	Associate Professor, Dept. of English, LIET	Chairperson	<i>[Signature]</i> 29/4/26
Nominees of Osmania University, Hyderabad				
2.	Dr. B Vijaya	Professor & Head -Department of English, University College of Engineering, Osmania University, Hyderabad	University Nominee	<i>[Signature]</i> 29/4/2026
Experts / Academicians from Outside the Parent University nominated by Academic Council				
3.	Dr. G.V.S. Anantha Lakshmi	Professor and HOD Dept of English and BOS-Chairperson, Anurag University, Hyderabad	Subject Expert-1	<i>[Signature]</i>
4.	Dr. Jacqueline Amaral	Professor & Head Department of Science & Humanities, Vasavi College of Engineering, Hyderabad	Subject Expert-2	<i>[Signature]</i> 29/4/26
Representatives from R&D / Industry / Corporate Sector / Allied areas relating to placements				
5.	Mr. Hasan Zubair	Delivery Partner, Financial Services, IBM, Hyderabad	Industry Representative	<i>[Signature]</i>
6.	Mr. Syed Shujaiddin	Business Development Manager, TATA Capitals, Hyderabad	Alumnus	<i>[Signature]</i>
Faculty members from each specialization				
7.	Mrs. Reshma Bushra Ghouri	Associate Professor in English, LIET	Internal Member	<i>[Signature]</i>
8.	Dr Wasim Ahmad Sheergojri	Assistant Professor in English, LIET	Internal Member	<i>[Signature]</i>
9.	Dr. Sarwar Ahmad Wani	Assistant Professor in English, LIET	Internal Member	<i>[Signature]</i>
10.	Dr.Sajad Ahmad Bhat	Assistant Professor in English, LIET	Internal Member	<i>[Signature]</i>
11.	Ms. Afshan Jabeen	Assistant Professor in English, LIET	Internal Member	<i>[Signature]</i>
12.	Ms. Parveen Suraiya	Assistant Professor in English, LIET	Internal Member	<i>[Signature]</i>



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13.	Ms Humera Nafees	Assistant Professor in English, LIET	Internal Member	
14.	Ms. Asra Jabeen	Associate Professor in English, LIET	Internal Member	
15.	Ms. Sultan Shahezadi	Assistant Professor in English, LIET	Internal Member	
16.	Ms. Humera Noor	Assistant Professor in English, LIET	Internal Member	
17.	Ms. Nazeema	Assistant Professor in English, LIET	Internal Member	
18.	Ms. Sumaiya Kalim	Assistant Professor in English, LIET	Internal Member	
19.	Ms. Umme Salma	Assistant Professor in English, LIET	Internal Member	

The Meeting was conducted as per the schedule to discuss the agenda given below.

AGENDA:

1. Introduction of the new BOS Members to the faculty and vice versa.
2. Confirmation of last BOS minutes of meeting held on 20-06-2025 at 11:30 am.
3. Action taken report on last BOS minutes held on 20-06-2025.
4. Approval of Courses & Syllabi of LR-26 for the academic year 2026-27.
 - i. English for Professional Communication (B.E-I Year)
 - ii. Effective Communication Skills Lab (B.E-I Year)
 - iii. Universal Human Values (B.E-I Year)
 - iv. Indian Constitution (B.E-I Year)
 - v. English for Technical Communication (B.E-II Year)
 - vi. Soft Skills & Employability Skills Lab (B.E-II Year)
5. Approval & Ratification of Question Paper Setters, Examiners & Evaluators of B.E-I Year
6. Suggestions on Innovative Teaching Learning Process, Evaluation, Research & Development and Extension Activities.
7. Any other point with the permission of chair.

Item No. 1: Introduction of the new BOS Members to the faculty and vice versa.

Deliberation: The BOS Chairperson English welcomed the members of the Board of Studies, Principal, Dean-I Year and other faculty members to the meeting for the approval of the above courses and syllabi for the academic year 2026-27

- BOS Chairperson introduced the BOS members to the Principal and Dean-I Year, LIET and the faculty members of the department introduced themselves to the honorable University Nominee, Subject Experts, Industry representative and the Alumnus.

① ④ ⑧ ⑫ ⑯ Humera Noor
 ② ⑤ ⑨ ⑬ ⑰ Nazim
 ③ ⑥ ⑩ ⑭ ⑱



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- The BOS Chairperson further presented the brief profile and achievements of the department.
- The BOS Chairperson presented the English department course syllabi for LR-26 (I & II - B.E.) to the Board of Studies members for the approval of LR-26 courses and syllabi for the academic year 2026-27.

Resolution: Noted and Approved

Item No. 2: Confirmation of last BOS minutes of meeting held on 20-06-2025 at 11:30 a.m.

Deliberation: BOS Chairperson presented all the Minutes of the last meeting in the presence of all the members of the BOS and the minutes were verified and confirmed.

Resolution: Noted and Approved

Item No. 3: Action taken report for the previous BOS minutes of meeting held on 20-06-2025.

Deliberation: BOS Chairperson presented the Action Plan taken up on the Minutes of the last BOS meeting held on 20-06-2025 as mentioned in tabular column below.

S.No	Points Discussed	Action Plan Taken
1.	University Nominee suggested the following points: Sanctioned and approved the syllabus.	The sanctioned and approved syllabus is implemented for A.Y.2025-26
2.	External Member -1 suggested the following points: Approved the syllabus.	The sanctioned and approved syllabus is implemented for A.Y.2025-26
3.	External Member-2 suggested the following points: Approved the syllabus.	The sanctioned and approved syllabus is implemented for A.Y.2025-26
4.	Corporate Sector nominee has suggested the following: Approved the syllabus.	The sanctioned and approved syllabus is implemented for A.Y.2025-26
5	Alumni has suggested the following: Approved the syllabus.	The sanctioned and approved syllabus is implemented for A.Y.2025-26

Resolution: Noted and Approved

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Item No. 4: Discussion and approval of Courses & Syllabi of LR-26 for the academic year 2026-27

- i. English for Professional Communication (B.E-I Year)
- ii. Effective Communication Skills Lab (B.E-I Year)
- iii. Universal Human Values (B.E-I Year)

Deliberation: The Chairperson-BOS presented detailed syllabi of “English for Professional Communication, Effective Communication Skills Lab, Universal Human Values and Indian Constitution” B. E- I year, of LR26 Regulation to be adopted for the academic year 2026-27, after elaborate discussion, BOS members suggested the following points:

1. University Nominee suggested to give 3 credits for “English for Professional Communication” and 1 credit to “Effective Communication Skills Lab”. And 1 credit to be given to “Universal Human Values”.
2. University Nominee accepted and advised to replace unimportant topics with Indian Knowledge System in the course syllabi of “Universal Human Values”
3. University Nominee advised to take approval of Indian Constitution course syllabi from the Academic Council Meeting.
4. Subject Expert-1 advocated to divide the activities into units in “Effective Communication Skills Lab”.
5. Subject Expert-2 suggested to write first the name of the book which covers maximum topics in theory and laboratory courses syllabi.
6. Subject Expert-2 also recommended to give 1 credit to “Universal Human Values” and change the order of textbooks in the suggested readings.
7. Industry Expert put forward to include some activities which depicts Inter-cultural Awareness in “Effective Communication Skills Lab”.

Resolution: Noted and approved

The Members after thorough discussion, approved the Syllabi of “English for Professional Communication, Effective Communication Skills Lab & Universal Human Values.

The detailed approved syllabi of “English for Professional Communication, Effective Communication Skills Lab and Universal Human Values” are given in Annexure-I, II & III.

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Item No. 5: Discussion and Approval of detailed course syllabi of LR 26 B. E- II year.

Course Name: English for Technical Communication

Course Name: Soft Skills & Employability Skills Lab

Deliberation: The Chairperson-BOS presented detailed syllabi of “English for Technical Communication and Soft Skills & Employability Skills Lab” B. E- II year of LR26 Regulation, after elaborate discussion, BOS members suggested the following points:

1. University Nominee recommended to use the book ‘Effective Technical Communication’ written by M. Ashraf Rizvi for the course and syllabi of “English for Technical Communication”.
2. Subject Expert-1 confirmed the marks of laboratory courses and suggested to change only 20% of the syllabi from the University.
3. Subject Expert-1 appreciated the suggestions given by Industry Expert and suggested to replace Activities with Units in the laboratory syllabus.
4. Subject Expert-2 advised to change the sequence of the references as per the topics covered in the syllabus.
5. Subject Expert-2 also prescribed to prepare course objectives and course outcomes based on Bloom’s Taxonomy Active verbs.
6. Subject Expert-2 suggested to include Inter-cultural Awareness topics in “Soft Skills & Employability Skills Lab”.
7. Industry Expert put forward to include Inter-cultural Awareness topics in Laboratory course syllabi.

Resolution: Noted and Approved

The Members after thorough discussion, approved the Syllabi of “English for Technical Communication & Soft Skills & Employability Skills Lab”.

The detailed approved syllabi of “English for Professional Communication & Soft Skills & Employability Skills Lab” are given in Annexure-IV & V.

Handwritten signatures and initials of BOS members, numbered 1 through 19, are present at the bottom of the page.



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Item No. 6: Approval & Ratification of Question paper Setters, Examiners & Evaluators of B.E I, & II year of LR-26.

Deliberation: The Chairperson of BoS Presented the List of Question paper Setters, Examiners & Evaluators of B.E I, II, III & IV Semesters [English department related courses] of LR-24, after elaborate discussion, BOS members suggested the following points:

1. Members appreciated the list of List of Question paper Setters, Examiners & Evaluators of B.E I, II, III & IV Semesters [English department related courses].

Resolution: Noted and Approved

All the members have approved and ratified the same.

Item No.7: Suggestions on Innovative teaching learning process, Evaluation, Research and Development of English language.

Deliberation: BOS members suggested Innovative teaching learning process, Evaluation, Research and Development of English Department and suggested to conduct and attend FDPs, Awareness Programmes to publish research articles in Web of Science and Scopus Indexed Journals, etc.

Resolution: Noted and Approved

The Dean-I year acknowledged the suggestions provided by the BOS members, expressed gratitude for their acceptance of the invitation and participation in the meeting, and officially concluded the session.

BOS Chairperson thanked all the members for the suggestions towards improvement.

The BOS Chairperson expressed gratitude to the BOS members for their time in approving the courses & syllabi. She also thanked the Deans, HODs, faculty members, Principal, and the Management for their support, guidance, and encouragement.

The meeting was concluded with the approval of University Nominee and consensus of all BOS Members.

Prof. Siddiqui Tahseen Fatima
Chairperson – Board of Studies
Department of English

Lords Institute of Engineering and Technology [A]

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ANNEXURE-I

Course code	Course title					Core/Elective	
U26EN101/201	English For Professional Communication (Common to all Branches)					Core	
Pre-requisites	Contact Hours Per Week				CIE	SEE	Credits
	L	T	D	P			
	3	-	-	-	40	60	3

Course Objectives

To expose the students to:

1. Understand the total content and underlying meaning in the context.
2. Identify the text to develop language competency.
3. Develop vocabulary among the students.
4. Practice the grammar skills involved in writing sentences and short paragraphs.
5. Write paragraphs, letters, narrative pieces, reports, etc.

Essential Course Outcomes

On successful completion of this course, the students would be able to:

1. Study and write the content meaningfully.
2. Restate the given texts and respond with precision accurately.
3. Demonstrate proficiency in vocabulary to enrich communication effectively.
4. Build grammar structures while writing sentences and paragraphs coherently.
5. Apply knowledge of diverse writing forms—paragraphs, letters, reports, and narratives confidently.

Desirable/Advanced Course Outcomes:

1. Analyze the language connectors and transitional Signals for different types of writing thoroughly.
2. Synthesize complex texts into clear, relevant written responses effectively.

UNIT-I

Reading: O' Henry, 'After Twenty Years'

Vocabulary: Word Building – Prefixes, Suffixes, Root words, Collocations

Grammar: Articles, Prepositions

Writing: Formal/Official Letter Writing

UNIT-II

Reading: Kamala Das, 'My Mother at Sixty-six'

Vocabulary: Word Formation – Blending, Acronyms

Grammar: Concord

Writing: Paragraph Writing-Structure & Development

UNIT-III

Reading: Amberish K. Diwanji, 'Dabbawallahs: Mumbai's Best Managed Business'

Vocabulary: Homophones, Homonyms, Homographs

Grammar: Punctuations

Writing: Basics of Report Writing

UNIT-IV

Reading: Anna Funk, 'A Swarm of Cyborg Insects'

Vocabulary: One Word Substitutes

Grammar: Tenses

Writing: Essay Writing

UNIT-V

Reading: A. G. Gardiner, 'The Rule of the Road'

Vocabulary: Idioms, Phrases

Grammar: Common Errors in English

Writing: Blog Writing

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Suggested Readings:

1. Raman, Meenakshi & Sharma, Sangeeta. (2022). *Technical Communication: Principles and Practice* (3rd ed.). Oxford University Press, New Delhi
2. Rizvi, Ashraf, M. (2024). *Effective Technical Communication*, (3rd ed.) Tata McGraw Hill
3. Kumar, Sanjay & Lata, P. (2018). *Communication Skills: A Workbook*, (1st ed.) Oxford University Press
4. Board of Editors, (2026). *Communicative English and Employability Skills*, Orient Black Swan.
5. McCarthy, M & O'Dell, Felicity. (2017). *English Vocabulary in Use*, (3rd ed.) Cambridge University Press.
6. Yule, George. (2019). *Oxford Practice Grammar*, Oxford University Press, Oxford.
7. Kumar, Suresh, E., Sreehari & Savithri, J., (2009). *Effective English*, (1st ed.) Pearson, India.

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③ Garud

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⑤ Udairaj

⑥ S.d. shija

⑦ Alina

⑧ Imaad

⑨ Kanishh

⑩ Adarsh

⑪ Abhinav

⑫ Adarsh

⑬ Adarsh

⑭ Adarsh

⑮ Adarsh

⑯ Humaira Nadeem

⑰ Nag

⑱ Alina

⑲ Adarsh



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ANNEXURE – II

Course code	Course title					Core/Elective	
U26EN1L1/2L1	Effective Communication Skills Lab (Common to all Branches)					Core	
Pre-requisites	Contact Hours Per Week				CIE	SEE	Credits
--	L	T	D	P			
	-	-	-	2	25	50	1
Course Objectives To expose the students to: 1. Develop attentive listening skills for effective comprehension in varied contexts. 2. Build foundational phonetic knowledge for clear and intelligible pronunciation. 3. Enhance oral communication abilities in introducing, describing, narrating, and directing. 4. Foster interactive competence through role play, JAM, group discussions, and debates. 5. Strengthen public speaking and presentation skills for academic and professional settings. Essential Course Outcomes On successful completion of this course, the students would be able to: 1. Understand spoken English effectively using active listening strategies. 2. Apply phonetic principles confidently to produce accurate pronunciation. 3. Introduce, describe, and narrate clearly across personal, social, and professional contexts. 4. Engage constructively in group activities such as discussions, debates, and role plays. 5. Demonstrate impactful speeches and formal presentations with clarity and confidence. Desirable/Advanced Course Outcomes: 1. Lead and moderate discussions, debates, and role plays inclusively and coherently. 2. Design and deliver persuasive, engaging, and polished presentations.							

Unit-I: Listening for comprehension: Definition, importance, process, types, listening effectively

Unit-II: Phonetics: Definition, classification, organs of speech, phonetic symbols

Unit-III: Conversational Skill: Self introduction & introducing others, giving information, instructions, direction

Unit-IV: Describing: Person, object, place

Unit-V: Narrating experience, events, opinion

Unit-VI: Role Play: Importance, tips, role play on different situations

Unit-VII: JAM: Definition, importance, rules, dos and don'ts

Unit-VIII: Group Discussion: Importance, characteristics, tool for selection, strategies

Unit-IX: Debate: Introduction, why debate, debate formats (oxford, parliamentary, panel, technical symposium), rules of engagement and etiquette

Unit-X: Public Speaking: Importance, speech structure & organization, voice & delivery, non-verbal communication

Unit-XI: Formal Presentation: Importance, types, stages of a presentation, visual-aids in presentation

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Suggested Readings:

1. Rizvi, Ashraf, M. (2024). *Effective Technical Communication*, (3rd ed.). Tata McGraw Hill.
2. Bala Subramaniam, T.A. (2022). *Text book of English Phonetics for Indian Students*, (3rd ed). Macmillan Publishers India.
3. Raman, Meenakshi & Sharma, Sangeeta. (2022). *Technical Communication: Principles and Practice*, (4th ed.). Oxford University Press, New Delhi.
4. Tyagi, Kavita & Misra, Padma. (2011). *Advanced Technical Communication*. New Delhi, PHI Learning.
5. Mohan, Krishna & Singh, N., P. (2015). *Speaking English Effectively*, (2nd ed.) Trinity Press.

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ANNEXURE – III

Course code	Course title						Core/Elective
U26EN103/203	Universal Human Values (Common to all Branches)						Core
Pre-requisites	Contact Hours Per Week				CIE	SEE	Credits
	L	T	D	P			
--	1	-	-	-	40	60	1

Course Objectives
To expose students to:

- 1.Grasp value education’s role in personal and social growth.
- 2.Embrace universal values like truth, peace, non-violence, and compassion.
- 3.Practice cyber ethics by safeguarding privacy and behaving responsibly online.
- 4.Apply professional ethics to stay accountable, competent, and trusted.
- 5.Understand Indian Knowledge Systems, their scope and relevance to sustainable development.

Essential Course Outcomes
On successful completion of this course, the students would be able to:

1. Understand the importance of value education and use self-exploration for personal growth.
2. Integrate human values into daily life and decision-making.
3. Identify cyber risks and practice safe, responsible digital behavior.
4. Exhibit professional ethics and its codes, stay accountable, and build public trust.
5. Explain IKS, compare knowledge types, and apply them to modern sustainability.

Desirable / Advanced Course Outcomes:

1. Address ethical challenges like disparities, rights, and global conflicts with a holistic approach.
- 2.Promote cyber ethics by managing privacy risks and practicing secure digital behaviour.

UNIT I: Introduction to Value Education

Value education, definition, concept and need for value education, the content and process of value education, basic guidelines for value education, self-exploration as a means of value education, happiness and prosperity as parts of value education.

UNIT II: Universal Human Values

Introduction to Truth, Peace, Non-Violence, Righteous Conduct, Compassion and Service, Practicing, learner's experience, Case Studies

UNIT III: Cyber Ethics and Privacy in the Digital Age

Understanding cyber ethics, defining privacy, privacy in the digital age, cyber safety and responsible digital behaviour, legal and ethical issues in cyberspace

UNIT -IV: Professional Ethics

Value based life and profession, personal & professional accountability, competence in professional ethics, issues in professional ethics – the current scenario, maintaining public confidence and understanding ethical codes.

UNIT V: Indian Knowledge Systems

Definition, Concept and Scope of IKS, traditional knowledge vis-a-vis indigenous knowledge, traditional knowledge vs. western knowledge, Town planning and architecture- Construction, Health, wellness and Psychology-Medicine, Agriculture, United Nations Sustainable development goals.

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Suggested Readings:

1. Gaur. R.R., Sangal. R, Bagaria. G. P. (2023). *A Foundation Course in Value Education*, (3rd ed.). Excel Books.
2. Krishnamacharyulu, C. S. G., & Ramakrishnan, L. (2025). *Universal Human Values*, (1st ed.). Himalaya Publishing House.
3. R. Subramanian. (2024). *Professional ethics*, Oxford University Press India.
4. Anand, R. (2025). *Foundation Course in Universal Human Values and Professional Ethics*, (1st ed.). CBS Publishers & Distributors.
5. Spinello, R. A. (2022). *Cyber Ethics: Morality and Law in Cyberspace*, (7th ed.). Jones & Bartlett Learning.
6. Tavani, H. T. (2022). *Ethics And Technology: Controversies, Questions, and Strategies for Ethical Computing* (6th ed.). Wiley.
7. Kapoor, K., Singh, Kumar, A., (2005). *Knowledge Traditions and Practices of India, (Vol.1)*, DK Print World (P) Ltd.

① <u>Am</u>	⑥ <u>Solshuja</u>	⑪ <u>Har</u>	⑬ <u>Humayun</u>
② <u>Amir</u>	⑦ <u>Plains</u>	⑫ <u>S</u>	⑭ <u>Nap</u>
③ <u>Gamb</u>	⑧ <u>Amir</u>	⑬ <u>X</u>	⑮ <u>Calcutta</u>
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ANNEXURE – IV

Course Code	Course Title					Core / Elective
U26EN301	English For Technical Communication [Common to all branches]					Core
Prerequisite	Contact Hours Per Week				CIE	SEE
	L	T	D	P		
--	2	-	-	-	40	60

Course Objectives

To expose students to:

1. Understand the principles, features, and scope of technical communication.
2. Apply formats and styles of official correspondence in professional contexts.
3. Develop competence in report and manual writing using appropriate techniques.
4. Utilize digital communication tools and protocols effectively and ethically.
5. Interpret and present information transfer between verbal and non-verbal modes with clarity.

Course Outcomes

On successful completion of this course, the students would be able to:

1. Demonstrate precision, relevance, and format in technical communication tasks consistently.
2. Compose professional correspondence such as emails, letters, and proposals accurately.
3. Design structured reports and technical articles adhering to publication ethics systematically.
4. Apply digital platforms for networking, conferencing, and professional communication effectively.
5. Summarize the data between verbal and non-verbal forms and deliver impactful presentations confidently.

Desirable/Advanced Course Outcomes

1. Integrate advanced strategies across academic, interdisciplinary, and global professional contexts.
2. Design and evaluate documentation critically with clarity, innovation, and ethical compliance.

UNIT-I

Definition and Features of Technical communication: Definition, Types and Process of Communication, Definition and features of technical communication (precision, relevance, format, style, use of visual aids), Difference between general writing and technical writing, Types of technical communication.

UNIT-II

Technical Writing-I (Official correspondence): Emails, IOM, Business letters (Requisition, Complaint, Inquiry, Order), Business Proposals, Preparation of Minute of Meeting.

UNIT-III

Technical Writing-II: Format, Features, Types of Reports (Feasibility report, Project report), Technical Articles (format, style, publication ethics), Statement of Purpose (SOP)

UNIT-IV

Digital Communication: Writing for Digital Platforms: social media (academic/professional purpose), key principles and strategies; Professional Networking; Video conferencing skills, Online meeting protocol and etiquettes; AI tools and ethical use

UNIT-V

Information Transfer and Presentations: Non-verbal (graphs, tables, flow chart, pie chart, tree diagram, pictogram) to verbal (writing), Verbal (written) to non-verbal, Important aspects of oral and visual presentations.

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Accredited by NBA | Accredited 'A' grade by NAAC | | Certified by ISO

Suggested Readings:

1. Rizvi, Ashraf, M. (2024). *Effective Technical Communication*, (3rd ed.) Tata McGraw Hill.
2. Raman, Meenakshi & Sharma, Sangeeta. (2022). *Technical Communication: Principles and Practice* (3rd ed.). Oxford University Press, New Delhi.
3. Mohan, Krishna, Banerji, Meera. (2017). *Developing Communication Skills*, (2nd ed.) Trinity Press
4. Konar, Nira. (2022). *Communication skills for Professionals*. (3rd ed.) New Delhi, PHI Learning.
5. Sharma, R. C., & Mohan, Krishna. (2017). *Business Correspondence and Report Writing: A Practical Approach to Business & Technical Communication* (4th ed.). Tata McGraw Hill Education. New Delhi.
6. Tyagi, Kavita & Misra, Padma. (2011). *Advanced Technical Communication*. New Delhi, PHI Learning.

① Y. Srinivas ⑥ Sd. Shiva ⑪ A. Srinivas ⑫ P. Srinivas
② G. Srinivas ⑦ R. Srinivas ⑬ S. Srinivas ⑭ N. Srinivas
③ B. Srinivas ⑧ S. Srinivas ⑮ S. Srinivas ⑯ P. Srinivas
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ANNEXURE – V

Course code	Course title					Core/Elective	
U26EN3L1	Soft Skills & Employability Skills Lab [Common to all branches]					Core	
Pre-requisites	Contact Hours Per Week				CIE	SEE	Credits
	L	T	D	P			
-	-	-	-	2	25	50	1

Course Objectives

To expose the students to:

1. Apply soft skills at professional level.
2. Foster leadership skill with a mature outlook for effective functioning at work front.
3. Develop confidence through interpersonal skills.
4. Exhibit their ability and skills to write Resume/CV and cover letter.
5. Boost the skills of group discussion and interview.

Course Outcomes:

On successful completion of this course, the students would be able to:

1. Utilize soft skills at the professional level effectively.
2. Function in multidisciplinary settings efficiently by applying leadership skills.
3. Build confidence through interpersonal skills consistently.
4. Write resumes/CVs and cover letters comprehensively.
5. Enhance group discussion and interview skills perfectly.

Desirable/Advanced Course Outcomes

1. Integrate leadership and interpersonal skills to excel in diverse professional contexts.
2. Critically design and evaluate career communication with clarity, confidence, and ethical focus.

Unit-I: Soft Skills

Introduction to Soft Skills and Types; Time Management, Team work

Unit-II: Leadership Skills

Decision Making, Critical Thinking, Conflict Resolution, Adaptability Skills

Unit-III: Interpersonal Skills

Stress Management, Emotional Intelligence, Business Cultural Dynamics, Presentation Skills

Unit-IV: Job Skills

Resume/CV writing, Cover letter writing

Unit-V: Interview Skills

Dynamics of Group Discussion, Types; Interview, Types, Interview Etiquettes, Mock Interviews,

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1. Rizvi, Ashraf, M. (2024). *Effective Technical Communication*, (3rd ed.). Tata McGraw Hill.
2. Bhardwaj, Kumkum. (2019). *Fundamentals of Business Communication*, Wiley, India.
3. Kapoor Shikha. (2020). *Personality development and Soft Skills-Preparing for Tomorrow*, Wiley India.
4. Raman, Meenakshi & Sharma, Sangeeta. (2022). *Technical Communication: Principles and Practice*, (4th ed.). Oxford University Press, New Delhi.
5. Board of Editors, (2026). *Communicative English and Employability Skills*, Orient Black Swan.
6. Koneru, Arun. (2017). *Professional Communication*, Tata McGraw-Hill Publishing Company Ltd, New Delhi.
7. Mitra K. Barun. (2016). *Personality Development and Soft Skills*, Oxford University Press.
8. Tyagi, Kavita & Misra, Padma. (2011). *Advanced Technical Communication*, New Delhi, PHI Learning.

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