



Estd.1981

# Bapatla Engineering College

(Autonomous)

Mahatmaji Puram, BAPATLA-522102, Guntur (Dt.), A.P., INDIA

*Sponsored by the Bapatla Education Society*

Approved by AICTE :: Affiliated to Acharya Nagarjuna University

Dr P.V.N. Malleswara Rao  
Asst. Professor & Head  
Department of English

Ref: BEC/BOS/English/26

Date: 04<sup>th</sup> May, 2026

## Meeting of the Board of Studies

It is resolved in the meeting of all Deans and HoDs held on 29<sup>th</sup> April, 2026 to conduct the meeting of the Board of Studies in the department of English on 07<sup>th</sup> May, 2026 (Thursday) at 10.30AM via online mode. The agenda for the meeting will be as follows:

1. To review and approve the R-24 syllabus of Soft Skills (Lab) in the fifth and sixth semesters of the B.Tech.
2. Any other matters, with the permission of the chair.

*[Signature]* 4/5/26

Dr P.V.N. Malleswara Rao  
Head & Chairperson, BOS  
Department of English  
HOD - English & Communication  
Bapatla Engineering College  
Bapatla - 522 102, A.P. India

### Copy to

1. Dr. G. Chenna Reddy, Professor, Dept. of English, Acharya Nagarjuna University
2. Dr. Ravichand Mandalapu, Professor & Head, Dept. of English, Siddhartha Academy of Higher Education (Deemed to be University)
3. Dr. Ramya Devi Bommanaboina, Assistant Professor of English, Dept. of HSS, National Institute of Technology Warangal
4. Dr. Prasanthi Meruga, HR Manager, Glucksort Private Limited
5. Hareesh Kumar Bapatla, Director, Glucksort Private Limited
6. All internal faculty members, Dept. of English, Bapatla Engineering College.

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**Bapatla Engineering College: Bapatla -522102(Autonomous)**  
**Approved by AICTE :: Affiliated to ACHARYA NAGARJUNA UNIVERSITY**  
**Department of English**

**Ref: BEC/A/English/BOS/26**

**Date: 07<sup>th</sup> May, 2026**

**Minutes of the Meeting of the Board of Studies (BOS)**

The meeting of the Board of Studies (BOS) for the department of English was held on 07<sup>th</sup> of May, 2026 through online mode (MS Teams) at 10.30 AM.

**Members Present in the Meeting**

1. Dr P.V.N. Malleswara Rao, Chairperson & Head, Department of English
2. Dr G. Chenna Reddy, Professor, Department of English, Acharya Nagarjuna University, Guntur, A.P., India.
3. Dr Ravichand Mandalapu, Registrar & Head, Department of English, Siddhartha Academy of Higher Education (Deemed to be University), Vijayawada, A.P., India
4. Dr. Ramya Devi Bommanaboina, Assistant Professor of English, Dept. of HSS, National Institute of Technology Warangal, Telangana.
5. Dr Prasanthi Meruga, HR Manager, Glucksort Private Limited
6. Mr. Hareesh Kumar Bapatla, Director, Glucksort Private Limited
7. Dr C. Venkata Lakshmi, Assistant Professor, Bapatla Engineering College (A)
8. Mr. K. Kalyan Kumar, Assistant Professor, Bapatla Engineering College (A)
9. Dr K. Venkata Lakshmi, Assistant Professor, Bapatla Engineering College (A)
10. Dr Sk. Shabreen Sultana, Assistant Professor, Bapatla Engineering College (A)
11. Mr. K. Tambi Babu, Assistant Professor, Bapatla Engineering College (A)
12. Dr K. Usha Rani, Assistant Professor, Bapatla Engineering College (A)
13. Dr N. Sudheer Kumar, Assistant Professor, Bapatla Engineering College (A)
14. Ms. K. Mownika, Assistant Professor, Bapatla Engineering College (A)

### Proceedings of the Board of Studies Meeting

Dr P.V.N. Malleswara Rao, Chairperson of the Board of Studies and Head, Department of English, welcomed all the members to the meeting of the Board of Studies. The members deliberated on the agenda items and resolved the following.

#### Minutes of the Meeting:

1. Dr P.V.N. Malleswara Rao, Chairperson, BoS, presented the proposed syllabus for the Soft Skills course under the R-24 regulation for III B.Tech students of V and VI semesters.
2. Dr Ravichand Mandalapu suggested reviewing the Program Outcomes in the CO-PO-PSO mapping matrix. He recommended applying PO1, as it relates to engineering knowledge, and removing PO8 and PO11, as they pertain to ethics and project management, which are not reflected in the syllabus topics.
3. Dr Ravichand Mandalapu also recommended including software tools, website links, and relevant activities in the reference section of the syllabus.
4. Dr Ravichand Mandalapu suggested removing the topic "Time Management," as its objectives are adequately covered under "Goal Setting".
5. Dr Ramya Devi Bommanaboina recommended including "Conflict Management" in the syllabus and suggested removing "Oral Presentations" from 3<sup>rd</sup> module.
6. Dr Ramya Devi Bommanaboina further suggested completing the topic Interview Skills earlier in the semester and conducting mock interviews from the beginning of the course to provide students with continuous practice.
7. Dr G. Chenna Reddy appreciated the Department of English for including the topic "Emotional Intelligence" in the syllabus and suggested teaching it through a pragmatic approach.
8. Dr Prasanthi Meruga and Mr. Hareesh Kumar Bapatla commended the Department of English for selecting right topics that are highly relevant and beneficial for students in the current context.
9. It was resolved that the Chairperson is authorized to finalize the model papers, appoint paper setters, and nominate examiners for the courses offered by the Department.

*P.V.N. Malle* #15/26

(Dr P.V.N. Malleswara Rao)

Chairperson, BOS &

Head, Department of English

HOD - English & Communication

Bapatla Engineering College

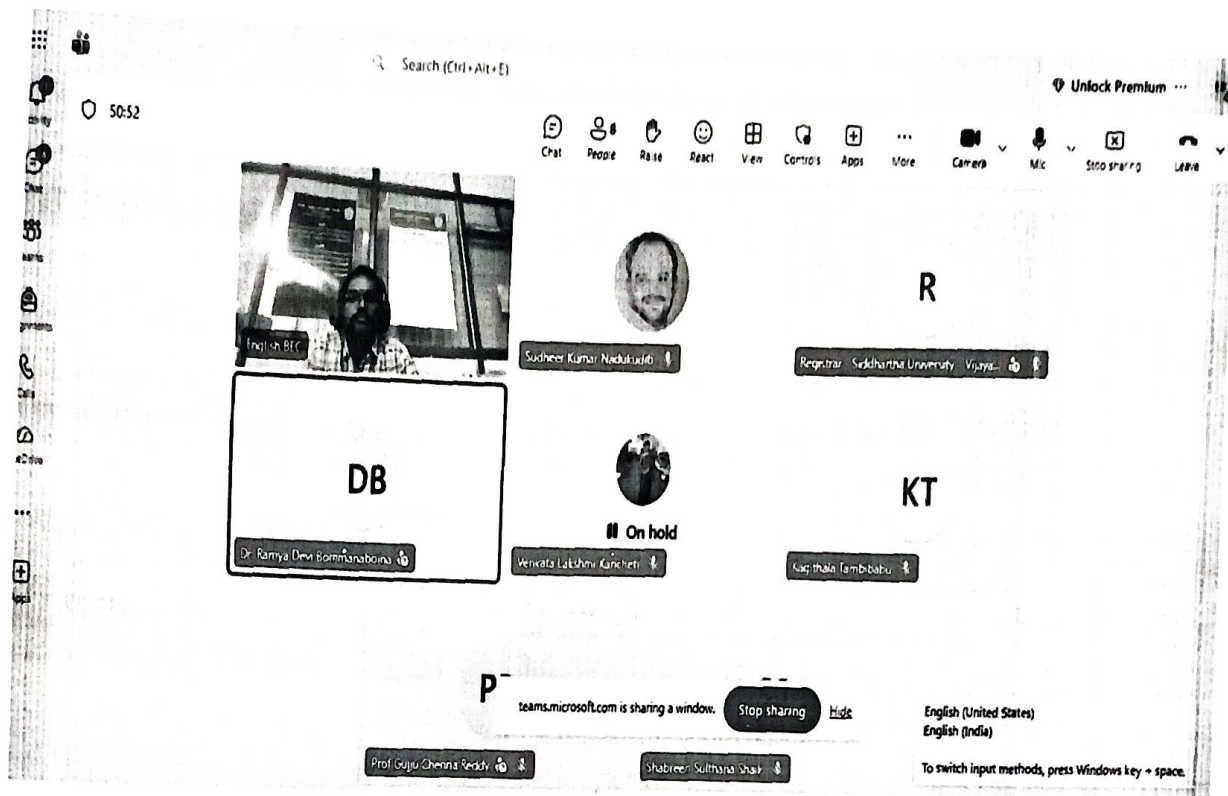
Bapatla - 522 102, A.P. India

Copy to

1. The Principal, Bapatla Engineering College (A)
2. Members, Board of Studies

**Members Present in the Board of Studies Meeting on 07<sup>th</sup> May, 2026**

| S. No | Name and Address                                                                                                                  | Signature                 |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1     | Dr P.V.N. Malleswara Rao, Chairperson, BOS & Head, Dept. of English, Bapatla Engineering College                                  | <i>P.V.N. Malle</i>       |
| 2     | Dr G. Chenna Reddy, Professor in English, Acharya Nagarjuna University                                                            | Online                    |
| 3     | Dr Ravichand Mandalapu, Registrar & Head, Department of English, Siddhartha Academy of Higher Education (Deemed to be University) | Online                    |
| 4     | Dr Ramya Devi Bommanaboina, Asst. Professor, Dept. of HSS, National Institute of Technology, Warangal                             | Online                    |
| 5     | Dr Prasanthi Meruga, HR Manager, Glucksort Private Limited                                                                        | Online                    |
| 6     | Mr. Hareesh Kumar Bapatla, Director, Glucksort Private Limited                                                                    | Online                    |
| 7     | Dr C. Venkata Lakshmi, Assistant Professor, Bapatla Engineering College (A)                                                       | <i>C. Venkata Lakshmi</i> |
| 8     | Mr. K. Kalyan Kumar, Assistant Professor, Bapatla Engineering College (A)                                                         | <i>K. Kalyan Kumar</i>    |
| 9     | Dr K. Venkata Lakshmi, Assistant Professor, Bapatla Engineering College (A)                                                       | <i>K. Venkata Lakshmi</i> |
| 10    | Dr Sk. Shabreen Sultana, Assistant Professor, Bapatla Engineering College (A)                                                     | <i>Shabreen Sultana</i>   |
| 11    | Mr. K. Tambi Babu, Assistant Professor, Bapatla Engineering College (A)                                                           | <i>Tambi Babu</i>         |
| 12    | Dr K. Usha Rani, Assistant Professor, Bapatla Engineering College (A)                                                             | <i>K. Usha Rani</i>       |
| 13    | Dr N. Sudheer Kumar, Assistant Professor, Bapatla Engineering College (A)                                                         | <i>Sudheer Kumar</i>      |
| 14    | Ms. K. Mownika, Assistant Professor, Bapatla Engineering College (A)                                                              | <i>Mownika</i>            |



| Soft Skills Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                          |                       |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------|
| (Skill Enhancement Course - III)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                          |                       |      |
| III B.Tech - VVI Semester (Code: 24 - S0160)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                          |                       |      |
| Practicals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3 Hours/Week (17-27)                                                                                                                                     | Continuous Assessment | #    |
| Final Exam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3 Hours                                                                                                                                                  | Final Exam Marks      | / 60 |
| Pre-Requisite: None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                       |      |
| Course Objectives: Students will be able to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                          |                       |      |
| <ul style="list-style-type: none"> <li>To make the engineering students aware of the importance, the role and the creation of soft skills through interaction, knowledge acquisition, demonstration and practice.</li> <li>To understand how to manage conflict effectively in a working environment and employability setting.</li> <li>Actively participate in group discussions / interviews and prepare &amp; deliver Presentations.</li> <li>Function effectively in multi-disciplinary and heterogeneous teams through the knowledge of teamwork, stress management and leadership quality.</li> </ul> |                                                                                                                                                          |                       |      |
| Course Outcomes: Students will be able to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                          |                       |      |
| CO1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Use appropriate body language in social and professional contexts.                                                                                       |                       |      |
| CO2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Demonstrate EI and life skills by managing stress, setting goals, and effectively organizing time in real-life situations.                               |                       |      |
| CO3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Develop and deliver structured presentations using appropriate verbal and non-verbal techniques while applying cognitive skills for innovative thinking. |                       |      |
| CO4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Demonstrate employability skills to perform effectively in group discussions, interviews, and team environments.                                         |                       |      |

| 2. Conflict Management                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Business Presentation and Cognitive Skills                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>a. Preparing effective Presentations - Power Point Presentations - Power Presentation Image presentations</li> <li>b. Cognitive Skills: Lateral and Creative Thinking</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. Employability Skills                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>a. Group Discussion</li> <li>b. Team Building</li> <li>c. Interviewing</li> <li>d. Interview Skills</li> </ul>                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| References:                                                                                                                                                                                                             | <ol style="list-style-type: none"> <li>1. Personality Development and Soft skills (Second Edition), Ram K. Mishra, Oxford University Press 2016</li> <li>2. The Dictionary Book of Body Language, Adam &amp; Barbara, Pinter International 2004</li> <li>3. English for Adolescents, Lisa Mithalpathy, Cambridge University Press 2013</li> <li>4. The 7 Habits of Highly Effective People, Stephen R. Covey, St. Martin's Press 2014</li> <li>5. Covey, James, Atomic Habits: An Easy &amp; Proven Way to Build Good Habits &amp; Break Bad Ones, Random House India, 2018</li> <li>6. Dr. Bhanu, Advanced Soft Thinking Skills, Dorland ed., Penguin Books, 2001</li> </ol> |
| References:                                                                                                                                                                                                             | 1. IISD Soft Digital Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |