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SUBJECT : _____ SCHOOL / COLLEGE : _____

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St. Philomena's College (Autonomous) Mysore-570 015

Board of Studies Meeting Minutes

Subject: Functional English

Lefhak

Date:.....

Date:.....

PROCEEDINGS OF THE BOARD OF STUDIES MEETING.

SUBJECT: FUNCTIONAL ENGLISH

DATE : October 04, 2011

TIME : 10.30 am

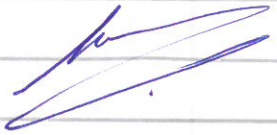
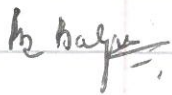
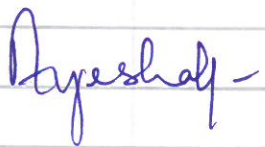
PLACE : SPC (Awb) Mysore

AGENDA : The Syllabus.

1. To approve the Syllabus and the Scheme of Teaching and Examination for three year six semester course from the academic year 2011 onwards.
2. To approve the Syllabus and the Scheme of Teaching and Examination for three year six semester Career Oriented Add on Course in from the academic year 2011 onwards.
3. Blue Print of the Question Paper for all the six semesters for the above courses.
4. Any other matter - (With the permission of the Chairperson).

Date:.....

The Members present for the meeting

SL. NO.	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Rev. Fr. LESLIE MORAS	HOD & CHAIRMAN	
2.		UNIVERSITY NOMINEE	
3.	PROF. SHRIDEVI	COLLEGE NOMINEE	
4.	PROF. B. N. BALAJEE	PROFESSOR.	
5.	AYESHA HAQUE	LECTURER.	

The Syllabus for Functional English for all semester was discussed.

Suggestions for details to be ~~spelt~~ set clearly were noted.

A balanced substitute of alternate content in case of lack of trained teachers was suggested.

Date:.....

To cater to a large number of students specially from different parts of India and from over twenty foreign countries, Alternate English is introduced. With the intention of improving their Reading, Writing and Critical Response.

The Syllabus was studied with suggestions for minor changes.

PTO

Date:.....

BoS Held on 24th March 2014 Date:

With support for conservation
the culture was studied
critical response.

Members Present

Signature

① Prof. BN Balofee

~~to be~~

② prof normal - c. prateck
K sou. myose

Neelam

⑤ Prof. P.N. Sridhar
Maharaja's College, Mysore

ABSENT

(4) Prof. Yashodha Nayappa
Dorim English YCM
Mysore-5

K. Methode Navjafz

Curriculum for functional English in force was

discussed. It was resolved to continue the

Existing syllabus for the academic year 2014-15.

B. Bafu

8. Department of Functional English

2013-2014

1	Prof. Balajee B. N	Chairman
2	Prof.P.N.Sridevi, HOD, Dept. of English, Maharaja's College, Mysore	University Nominee
3	Prof. Nirmala C.Prakash, KSOU, Manasagangothri, Mysore 570'006	Member
4	Dr. Yeshodha Nanjappa HOD of English, Yuvaraja's College, Mysore -5	Member

Date:.....

The Members present at the
BOS Meeting on 20th March 2015

Sl No	Name of the member	Designation	Signature
1	Rev. Fr. Leslie Moraes	Principal	
2	Mary Piousaieps	CHAIRPERSON	Sep 20/3/15
3	Asst Prof of English	SPC, Mysore	
3	Garvin Jude Wilson	Asst Prof of English, Maharaja's College Mysore	Garvin Wilson
4	Nataraju. A	Asst Prof of English	Muktagangothi Mysore
5	Sr. Christia Laura	Asst Prof of English	SPC Mysore

The Fractional English Syllabus for 6 Semesters for the academic year 2016 was revised by the board and the following changes have been incorporated:

- a) All papers excluding Paper IX will have a theory exam of 60 marks with Internal Assessment for 20 marks (10 marks for assessment

Date:.....

and 10 marks for Test) with a practical examination for 20 marks (10 for written and 10 for Viva Voce)

- b) Some additions were made to the already existing syllabus to make it clear and specific including allocation of marks for each unit as well as instructions.
- c) It was suggested that the III Semester students be taken to a visit to the radio station since they are being introduced to broadcasting in this paper and likewise a visit to the language lab of a central government agency for students of IV Semester.
- d) Keeping with the present trend, the board introduced an exclusive unit on The Internet and the Electronic media for V Semester. (Paper 6)
- e) The members of the Board also recommended the use of Phonetics for Indian students by T. Bala-Subramanian as a text for the students of fractional English.

Sep
20/3/15
Chairperson
Lekha 229

Date:

Proceedings of the Board of Studies Meeting in Functional English

Subject: Functional English

Date: 16th March 2016

Time: 10.30 a.m

Place: Teachers' Lounge, St. Philomena's College, Mysore

1. Agenda: 1. Deliberations and approval of revised Syllabus for the academic year - 2016-17 onwards. The Syllabus for Functional English is revised and approved by the Board of Studies. Some additions were made already existing Syllabus to make it clear and specific including allocation of marks for each unit as well.

2. Approval of the panel of examiners for the academic year 2016 - 2017.

1. Prof. Anita Braggs, Maharaja's College
2. Prof. Yeshoda Nayappa, Yuvaraja's
3. Prof. Venkatesh - P. Yuvaraja's College
4. Prof. Gavin Wilson, Maharaja's College
5. Prof. Nataraju. A., Open University
6. Ms. Sehan Pooviah, Interact

Date:

3. Format of the Question Paper: As we are preparing and going for Question Bank Scheme. A model question paper will be prepared and approved by the board.

Sl No	Names of the members of the Board	Designation	Signature
1	Mary Punidavalli - S Asst Prof of English St. Philomena's College Mysore	CHAIRPERSON	Sep
2	Rudramuni. M. H Prof of English, Dos University of Mysore Manasagangothri Mysore	University Nominee	m h
3	Gavin Jude Wilson Asst Prof of English Maharaja's College Mysore	College Nominee	Gavin Wilson
4	Nataraju. A Asst Prof of English Karnataka State Open University Mysore	College Nominee	Nataraju

Mary Punidavalli. S.
Head of the Department of English (UG)
St. Philomena's College (Autonomous)
Bannimantap
Mysore-570 015

Date:.....

Proceedings of the Board of Studies Meeting in Functional English

Venue - Dept of Functional English

Date: 28th March 2017

Time: 11. a.m

Subject: Functional English

1 Agenda! Deliberations and approval of revised syllabus for the academic year 2016-17 onwards. The functional English syllabus is revised and reviewed by the Board of Studies. Some additions and deletions were made to the already existing syllabus. to make it clear and specific including allocation of marks for each unit.

2. Approval of the panel of examiners for the academic year 2016-17

1. Prof. Anita Briggs - Maharaja's College
2. Prof. Yeshoda Narappa - Yuvaraja's College
3. Prof. Venkatesh. P. - Maharaja's College
4. Prof. Gavin Jude Wilson - Maharaja's College
5. Prof. Nataraju. A. - KSOV
6. Prof. Vijay Boratti - DOM
7. Prof. Suhas Pooviah

Date:.....

3. Besides the Question Bank Scheme is Continued

4. Members present for the Meeting

Sl.No	Names	Designation	Signature
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1	Mary Punithavel	CHAIRPERSON	Sep
	HOD, Dept of English & Functional English		
	St. Philomena's College		
	Mysore - 15		

2	Prof. Redramuni. M. H.	CHAIRPERSON, DOSR in English	Nominee
	University of Mysore		
	Mysore		

3	Prof. Gavin Jude Wilson	College	Nominee
	Asst Prof, Dept of English		
	Maharaja's College		
	Mysore		

4	Prof. Nataraju. G.	College	Nominee
	Asst Prof, Dept of English		
	KSOV, Muktaganjoli		
	Mysore		

Date:.....

Proceedings of the Board of Studies Meeting in Functional English

Venue - Dept of Functional English

Date - 13th June 2018

Time - 10. a.m

Subject - Functional English

1. Agenda: Deliberations and approval of revised Syllabus for the academic year 2018 onwards. The functional English Syllabus is revised and reviewed by the Board of Studies. Some additions and deletions were made to the already existing Syllabus to make it relevant and specific including allocations of marks for each unit.

2. Approval of the panel of examiners for the academic year 2018-2019

- i) Prof. Anita Briggs - Maharaja's College
- ii) Prof. Yeshoda Nairappa - Maharaja's
- iii) Prof. Arundhati Mala - JSS College
- iv) Prof. Veakatesh - Maharaja's
- v) Prof. Gavin Jude Wilson - Maharaja's
- vi) Prof. Nataraju A - KSOU
- vii) Prof. Vijay Boralli - University
- viii) Dr Chaitra - Maharaja's College

Date:.....

3. Besides the Question Bank Scheme is continued to be in process.

Members present for the meeting.

Sl. No Names Designation Signature

1. Rev. Fr. Leslie Moras Chairperson
Episcopal Vicar
General for
Education
Mysore

2. Prof. June Gane Special
former Professor Invitee
of Functional
English
St Philomena's
College, Mysore

3. Prof. Arundhati Mala College
Associate Professor Nominee
JSS College, Doty Road
Mysore
Arundhati mala.m

4. Prof. Anita Briggs University Absent
Associate Professor Nominee
of English
Maharaja's College
Mysore

Date:.....

5 Prof. Yeshoda Naajappa
Associate Professor College Absent
Of English P.A. Centre Nambar
Yuvaraja's College
Mysore

Date:.....

Proceedings of the Board of Studies Meeting
in Functional English.

Venue :- Room Number - 18A

Date :- 23rd June, 2020

Time - 10: AM

Subject - Functional English.

- 1 Agenda: Deliberation and approval of Revised Syllabus for the Academic Year - 2020 onwards. The Functional English Syllabus is revised and reviewed by the Board of Studies. Some additions and deletions were made to already existing Syllabus to make it relevant and specific including allocation of marks for each unit.
- 2 Besides the Quarter Bole Scheme is continued to be in place.
- 3 There is no changes in the existing Syllabus. The changes are to be implemented only from the next academic year 2021 onwards.

Ref-

Head, Department of English:
St. Philomena's College (Autonomous)
MYSURU-570 015

Cchairperson

Date:.....

MEMBERS PRESENT FOR THE MEETING

Sl. No.

NAME

1. MS. MARY PUNDAVALI
Head, Dept of Functional English
St. Philomena's College
Mysore.

CHAIRPERSON

Self

2. Prof. RUDRAMUNE MH.
DOS, In English
Manasagangothri
University of Mysore

UNIVERSITY

NOMINEE

(Owing to the covid19
they are unable to come
but furnished
(phone) suggestions)

MEMBER

K.R. H. 1th.
23-6-2020

3. Prof. MANJUNATH K. R.
Head, Dept of English
Mahajana's College
Jayalakshimpuram,
Mysore

MEMBER

Owing to the covid19
pandemic, they are
unable to come but
furnished their
phone suggestions
MEMBER

4. Prof. Seikamth
Asst Prof of English
UGOJ, Mukthagangothri
Mysore

Owing to the
pandemic unable
to attend

5. Rev. Fr. LESLIE MORAS
Episcopal Vicar
Rel. Principal
St. Philomena's College

Mr. WILLIAM JOSEPH
Asst. Prof
St. Philomena's College
Mysore.

MEMBER

(Self)

Ms. KABIRANI
Asst. Prof
St. Philomena's College
Mysore

MEMBER

Abhinav Nigam

Ms. CLARENCE V. FERNANDES
Asst. Prof
St. Philomena's College
Mysore

MEMBER

Self

Ms. DEVIND KISPOTTA
Asst. Prof
St. Philomena's College
Mysore.

MEMBER

Devind

The teachers who were unable to attend the
meeting have furnished their suggestions
that the existing syllabus is excellent
Self

Head, Department of English
St. Philomena's College (Autonomous)
MYSURU-570 015

(Chairperson)

but advanced topics are covered.
They have opined that the students
have a better career by studying
this wonderful syllabus. It helps
the students to build their personali-
ty.

Lokhik 229

Date:.....

Prof. Rudramuni opined that the students have a better job opportunities if they opt for this combination. Prof. Srikanth in his message through phone opined that it is an excellent syllabus and to carry on with it as it benefits the students in communication skills and adopt a competitive spirit. Fr. Leslie Moras has also opined that the students will be able to build their communication skills by studying this syllabus. Prof. Rudramuni also suggested to take some tutorial classes in his telephonic call.

Head, Department of English
St. Philomena's College (Autonomous)
MYSURU-570 015

Date:.....

DEPARTMENT OF FUNCTIONAL ENGLISH

SL NO	NAME OF FACULTY	DESIGNATION
1	MS. MARY PUNIDAVALLI. S HOD, St. Philomena's College, Mysore	Chairperson
2	PROF. RUDRAMUNI M.H. DOS In English, Manasagangothri,	University Nominee
3	PROF. MANJUNATH K R Head, Dept of English	College Nominee Relevant Education Field
4	PROF. SRIKANTH Asst. Prof Of English, KSOU, Mukthagangothri MYSORE	College Nominee Relevant Education Field
5	Rev. Prof. LESLIE MORAS Former Principal & Professor of English Episcopal Vicar For Education, Bishop's House, Mysore	College Nominee Relevant Education Field
6	MR. WILLIAM JOSEPH.J	Member
7	MR. ARVIND KISPOTTA	Member Faculty of the Dept- SPC
8	SR. VIMAL ANGELINE	Member Faculty of the Dept- SPC
9	MR. ALWIN PAVAN G	Member Faculty of the Dept- SPC

Date:.....

PROCEEDINGS OF THE BOARD OF STUDIES MEETING IN FUNCTIONAL ENGLISH.

VENUE - NAAC ROOM
DATE - 21/02/21
TIME - 11:00 AM.
SUBJECT - FUNCTIONAL ENGLISH.

Agenda: Deliberation and approval of
Functional English Syllabus.

The Functional English Syllabus was
revised in the 2018 for IV & V Semesters.
as it was suggested by the board the
same concepts will be continued
for the mentioned two years with
the change of one topic in the final
year paper. Instead of Internship one
more project work will be continued.
As it was suggested that should
few correction to be made in
the question bank to elevate
the standard of the Question Papers.

As we are into the new syllabus
through "New Education Policy"
we will be following the
syllabus prescribed by the university
without any changes this year.

Date:.....

The meeting was concluded by
suggestions and remarks given by the
committee members.

Board Of Studies UG Department of FUNCTIONAL ENGLISH

Name of the Faculty	Designation	Address	Signature
Mr. William Joseph J	Chair person	HOD St Philomena's College Mysuru	<i>William</i>
Prof. Rudramuni M H	University Nominee	Professor of Mathematics Manasagangothri Mysuru	
Prof. Manjunath K R	College Nominee	Head, Department of English	<i>K.R. Manjunath</i>
Prof. Srikanth	College Nominee	Asst. Prof of English, KSOU, Mukthagangothri, Mysore	<i>Srikanth</i>
Rev. Prof Leslie Moras	College Nominee	Former Principal Professor of English Episcopal Vicar For Education, Bishop's House, Mysore.	
Mr. Arvind Kishore Potta	Member	Faculty of the Dept - SPC	<i>Arvind</i>
Sr. Vimal Angeline	Member	Faculty of the Dept - SPC	<i>Vimal</i>
Mr. Alwin Pawan	Member	Faculty of the Dept - SPC	<i>Alwin</i> Left College

Date:.....

PROCEEDINGS OF THE BOARD OF STUDIES MEETING IN FUNCTIONAL ENGLISH BOARD

VENUE: NAAC ROOM

DATE : 19 DEC, 2022

TIME : 10: AM

SUBJECT : FUNCTIONAL ENGLISH

Agenda: Deliberation and approval of
Functional English Syllabus

With the introduction of NEP in the year 2020 and considering the number of credits for the Functional English subject the committee decide to retain the NEP syllabus without any change in the syllabus. Regarding the number of credits that has to be prepared by the internal and the external idea of internship for student was not approved in this meeting as it would be offered by the other department in the 4th sem of B.A.

Suggestion was given by the committee to offer O.E Paper with was offered by the committee. Syllabus keep the through to retain the chapter and not to learn the core of functional English.

Meeting was concluded by the suggestion and opinion given by the department and committee.

Date:.....

Board of studies UG Department of Functional English

Name of the Faculty	Designation	Address	Signature
Dr. VANAMALA	CHAIRPERSON		S.M. Varanasi
Prof. GANON JUDE WILSON	MEMBER		ganon
Dr. SRIRAMTHI	MEMBER		
Mr. William Joseph	member		William
Arvind Kripotter	member		Arind
Sri. Vinod	Member		

Date:.....

PROCEEDINGS OF THE BOARD OF STUDIES MEETING IN FUNCTIONAL ENGLISH.

VENUE: NAAC ROOM

DATE: 24. Sept 2024

TIME: 10:00 AM

SUBJECT - FUNCTIONAL ENGLISH.

Agenda: Approval of Functional English
Syllabus.

Meeting was started with the Segent and
suggestion of securing the syllabus as it
was the intention of SEP. But the
committee member disapproved the idea
of securing the syllabus as there
no reasonable student were admitted
for the Functional English Board

Committee decided to input not to
clear the draft and to later
with by introducing OE Paper if
the Mark available in the sem table.

ST. PHILOMENA'S COLLEGE (AUTONOMOUS)

Bannimantap, Mysore, Karnataka,
India-570015

Department of English

Members of Board of Studies - Functional English

Held on 24 Sep, 2024

Name	Designation	Signature
Mr. William Joseph	Chairman	<i>W. Joseph</i>
Prof. Vanamala	Member	<i>S.M. Vanamala</i> 24/9/24
Dr. Srikanath	Member	
Dr. Parashuram Murthy G	Member	<i>Parashuram</i>
Mr. Arvind Kispotta	Member	<i>Arvind</i> 24/9/24
Sr. Vimal Angeline	Member	<i>Angeline</i>
Mr. Johnson	Member	<i>Johnson</i>
Ms. Roopa	Member	<i>Roopa</i>
Ms. Jenifer Priya	Member	<i>Jenifer</i> 24/9/24

Date:.....

PROCEEDINGS OF THE BOARD OF STUDIES IN FUNCTIONAL ENGLISH

VENUE: NAAC ROOM

DATE: 26 JUL, 2025

TIME: 10:30 AM

SUBJECT: Functional English

Agenda: Discussion of the Functional English Syllabus

The 1st, 2nd, 3rd and 4th, 5th and 6th Syllabus were discussed and approved by the Board of Studies. During the present academic year 2025-26, no students opted for the Functional English Course. However, the course remains in continuance for future academic years.

1. Suresh Pavaiah
Head, Department of English
Chairperson
St. Philomena's College (Autonomous)
Mysore.
Suresh Pavaiah
26.7.25

2. Dr. S.M. Varanola
Das in English
University Nominee
Sri M. Vishveshwaraya PG Center
Tubinakere, Mandya.
S.M. Varanola
26/7/25

Date:.....

3. Dr. G. Parashura Murthy
Associate Professor.
Department of English
Member.
Materani Science College,
Mysore.

[Signature]

4. Dr. Srikanth
Assistant Professor.
Department of English.
Member.
KSOU, Muktha Gangotri
Mysore.

ABSENT.

5. Mr. Arvind Kispotta
St. Philomena's College (Autonomous) Mysore
Assistant Professor.
Member.
Mysore.

6. Mr. William Joseph J
Assistant Professor
St. Philomena's College (Autonomous), Mysore
Member.
Mysore.

[Signature]