



**School of English  
Gangadhar Meher University  
Sambalpur**

**Proceedings of the Board of Studies meeting held on 16-09-2020 at 11:00 a.m. through Google Meet.**

A meeting of the Board of Studies for the School of English was convened through online mode (Google Meet) on 16-09-2020 at 11:00 a.m. The following members were present in the virtual meeting:

1. Dr. Anjali Tripathy, Head of the Department
2. Prof. Ashok K. Mohapatra
3. Prof. Sabita Tripathy
4. Prof. Kalidas Mishra
5. Dr. Kamdeb Sahu
6. Dr. Bishnupriya Hota
7. Dr. Lily Sahu
8. Dr. Sambit Panigrahi
9. Dr. Nirjharini Tripathy
10. Dr. P. Muralidhar Sharma
11. Mr. Brahmananda Padra
12. Ms. Jharana Rani Dh. Majhi

The following recommendations were collectively made by the experts and members:

- i. The names of paper-setters, moderators and examiners for all semesters of U.G. (Arts, Science, Commerce), P.G., M.Phil, and Ph.D. coursework were recommended and approved for the session 2020-21.
- ii. The Board recommends no changes in the existing P.G. syllabus.
- iii. The Board recommends no changes in the existing M. Phil. syllabus.
- iv. The Board approved the M. Phil Semester-I syllabus as the syllabus for Ph.D. coursework for the session 2020-21 as per the practice of GM University.
- v. The Board approved the SEC-II syllabus ("Soft Skills") designed by the faculty of the School of English.

*AS*

18.9.2020

*Sambit Panigrahi*  
16.9.2020

*P. Muralidhar Sharma*  
16-09-2020

*Nirjharini Tripathy*  
16.09.2020

*Anjali Tripathy*

H.O.D, Department of English  
G.M. University  
Sambalpur

16.9.2020

*Lily Sahu*  
16.09.2020

*Jharana Rani Dh. Majhi*  
16.9.2020

## SEMESTER IV

### English SEC II: Soft Skills

Credit: 4, Full Marks 100 (Mid Term 20 + End Term 80)

#### Introduction:

This paper seeks to introduce the English Honours Students to the areas of Soft Skills including positive attitude, developing communication skills (reading, writing, speaking, listening), emotional intelligence, teamwork and leadership that will enable them to be skilled individual necessary to deal with the demands of the job orientated world.

#### Unit 1: Introducing Yourself

- i. Introduction to Soft Skills
- ii. Self-Discovery and Developing Positive Attitude
- iii. Forming Values and Improving Perception

#### Unit 2: Developing Communication Skills

- i. Effective Communication Skills Basics (Reading, Writing, Speaking, Listening)
- ii. Business Communication Skills (Letter, Report, Memos)
- iii. Advanced Communication skills (presentation, speech, debate, group discussion)

#### Unit 3: Emotional Intelligence

- i. Body Language, Etiquette and Manners
- ii. Pre Interview Preparation Technique: Writing CV/Resume
- iii. Characteristics of Job Interview and Answering Strategies

#### Unit 4: Teamwork and Leadership

- i. Aspects of Team Building
- ii. Skills and Need for Teamwork
- iii. Characteristics and Role of Team Leader

#### Reference Books:

1. *English and Soft Skills*. S.P. Dhanavel. Orient Blackswan.
2. *Soft Skills: Know Yourself and Know the World*. Dr. K. Alex. S. Chand.
3. *Personality Development and Soft Skills*. Barun K. Mitra. Oxford.
4. *Communication Skills*. Sanjay Kumar and Pushpa Lata. Oxford.

*[Signature]*  
4-7-20

*[Signature]*  
04-07-2020

B. Padma  
04-07-2020  
Therav  
04.7.2020  
Nirpatky  
04-07-2020  
Anupatky  
4-7-2020

*[Signature]*  
4-7-2020

## BOARD OF STUDIES

From: Ashok Mohapatra (mohaashok@gmail.com)

To: anjali1tripathy@yahoo.co.in

Date: Saturday, 19 September, 2020, 8:00 am IST

To Dr Anjali Tripathy, H.O.D  
Department of English ,  
G.M. University

Dear Dr Anjali Tripathy

I received the minutes of the meeting of the Board of Studies of the School of English, G.M. University, Sambalpur, held online on 16.00.2020, which you sent as an attachment. I hereby approve them.

Yours sincerely

Ashok K Mohapatra

Dr Ashok K Mohapatra  
Professor,  
Department of English  
Sambalpur University

Re: Approval of the Minutes of the Board of Studies meeting held on 16-09-2020

From: Sabita Tripathy (sabita.tripathy33@gmail.com)

To: anjali1tripathy@yahoo.co.in

Date: Saturday, 19 September, 2020, 8:33 pm IST

Dear Dr Tripathy,  
HOD, English, GMU,

I approve the minutes of the Board of Studies Meeting held on 16th September 2020.

With best wishes,

Sabita Tripathy,  
Professor of English,  
Sambalpur University.

On Thu, 17 Sep 2020, 7:50 pm anjali tripathy, <[anjali1tripathy@yahoo.co.in](mailto:anjali1tripathy@yahoo.co.in)> wrote:

Respected Madam,

Thank you very much for your participation in the Board of Studies meeting of the School of English, Gangadhar Meher University, Sambalpur held on 16-09-2020 at 11:00 a.m. through Google Meet. I attach the minutes of the meeting for your kind approval.

Please, share your account details for the online transfer of the sitting charges.

Best regards,  
Anjali Tripathy

**Dr Anjali Tripathy**  
**Associate Professor and Head**  
**School of English**  
**Gangadhar Meher University, Sambalpur, Odisha**

**Phone: 9439391977**

**E-mail: [anjali1tripathy@yahoo.co.in](mailto:anjali1tripathy@yahoo.co.in)**



Re: Approval of the Minutes of the Board of Studies meeting held on 16-09-2020

From: Kamdeba Sahu (kamdebasahu8@gmail.com)

To: anjali1tripathy@yahoo.co.in

Date: Friday, 18 September, 2020, 1:57 pm IST

Dear Prof(Madam) Tripathy,

I received your mail regarding the minutes of the meeting of the Board of Studies of the school of English,G.M.University,Sambalpur held online on 16 Sept.2020 which you sent as an attachment file.After carefully going through the minutes,I express my approval for the same.

Regards,

Kamdeba Sahu

On Thu, 17 Sep 2020, 19:53 anjali tripathy, <[anjali1tripathy@yahoo.co.in](mailto:anjali1tripathy@yahoo.co.in)> wrote:

Respected Sir,

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Please, share your account details for the online transfer of the sitting charges.

Best regards,  
Anjali Tripathy

**Dr Anjali Tripathy**  
**Associate Professor and Head**  
**School of English**  
**Gangadhar Meher University, Sambalpur, Odisha**

**Phone: 9439391977**

**E-mail: [anjali1tripathy@yahoo.co.in](mailto:anjali1tripathy@yahoo.co.in)**



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Gangadhar Meher University  
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(Kalidas Misra)

Member, Board of Studies

M Endorsement to the minutes discussed on the Board of Studies meeting on  
16-09-2020

From: Bishnupriya hota (bishnupriyahota123@gmail.com)

To: anjali1tripathy@yahoo.co.in

Date: Friday, 18 September, 2020, 9:22 am IST

Dr.Anjali Tripathy  
H.O.D ,School of English  
G.M.University  
Sambalpur

Sub: Endorsement to the minutes discussed on the Board of Studies meeting on 16-09-2020  
Madam,

I received the minutes of the meeting of the Board of Studies of the School of English, G.M.University  
,Sambalpur held online on 16.09.2020 which you sent as an attachment file.I express my approval for the same.

Bishnupriya Hota  
Retd.Reader in English  
Member Board of Studies



Meeting details

People (12)



Add people



Anjali Tripathy (You)



Ashok Mohapatra



Bishnu Priya Hota



brahma padra



Jherana Rani



Kailas Misra



Kamdeba Sahu