

School of English
Gangadhar Meher University, Sambalpur

Board of Studies, 2022-23

Proceeding of the Meeting

A meeting of the Board of Studies for the session 2022-23 was convened by the School of English on 02-03-2023 at 3:00 P.M. to discuss the existing syllabi of UG, PG and PhD (Course work) Courses.

Members Present:

Prof. Asim Ranjan Parhi, PG Department of English, Utkal University

Dr. Anjali Tripathy, HoD, School of English, GM University

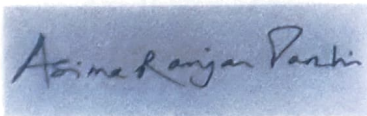
Dr. P. Muralidhar Sharma, Assistant Professor

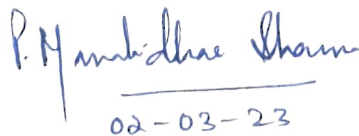
Mr. Brahmananda Parada, Assistant Professor

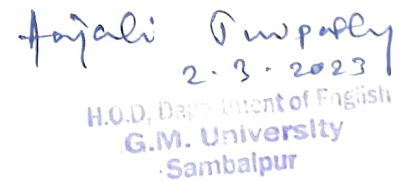
Recommendations:

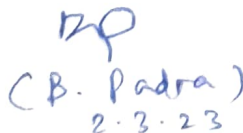
1. The board decided to make no changes in the existing syllabi of UG, PG and PhD (Course work) Courses since extensive revisions were made in the previous Board of Studies meeting.
2. The complete list of question setters, examiners and moderators for UG, PG, and PhD course work prepared by the department was approved.
3. The board approved the syllabus of the proposed value added course on "Professional Writing."

The meeting ended with a vote of thanks.




02-03-23


2.3.2023
H.O.D, Department of English
G.M. University
Sambalpur


2.3.23

Subject Re: BoS, 2022-23
To: [anjali tripathy <anjali1tripathy@yahoo.co.in>]
From asim parhi <asim.parhi@gmail.com>
Date Fri, 3 Mar 2023 at 7:31

Thank you Madam. I endorse it and shall send my e signature if it is required. Else you may attach this mail as my approval.

Sincerely
A R Parhi

Dr. Asima Ranjan Parhi
Professor and Head
PG Department of English
Utkal University, Vani Vihar
Bhubaneswar-751004
Odisha, India

On Fri, 3 Mar 2023, 07:09 anjali tripathy, <anjali1tripathy@yahoo.co.in> wrote:
Respected sir,

I am sending the minutes of the Board of Studies meeting for your kind approval.

Thanking you.

Sincerely,
Anjali Tripathy
Head, School of English
GM University, Sambalpur

Sent from Yahoo Mail on Android

Anjali Tripathy
2.3.23

**School of English
Gangadhar Meher University
Amruta Vihar, Sambalpur**

Add-on Course

Introduction to Professional Writing

Course Structure:

- Duration of the course: 3 months
- Total hours: 30
- Credits: 3
- Fees: Rs 2000
- Mode: Blended mode
- Eligibility: Graduate in any discipline

Course Coordinators: Dr. Anjali Tripathy & Dr. P. Muralidhar Sharma

Add-on Course: Introduction to Professional Writing (3 credits)

Course Outline

Course Objectives:

The objective of the course is to:

1. Train the students with the fundamental skills in writing, drafting and editing etc., that, of course, are the fundamental constituents of excellent and effective writing.
2. Prepare the students towards becoming better professionals in content writing, editing, etc., this skill would also create better employment opportunities for them.

Course Contents:

Unit-1: Importance of effective writing skills, The process of writing, The essentials of good writing: Coherence, Cohesion, Unity of thought

Anjali Tripathy

Unit-2: Introducing business communication, Memos, Notices, Circulars, Advertisements, Business letters, Agenda, Resolutions, Minutes of a meeting, Composing E-mails, Reports, Cover letter and Resume

Unit-3: Introduction to Technical Writing, The Mechanics of Writing: Spelling, Consistency, Punctuation, Writing Research Papers, language and style, MLA norms for writers of research papers, Preparing the list of works cited

Scheme of Evaluation:

- Written annual exam: 50 marks (questions will be of objective type, i.e. mcqs/ fill-in-the-blanks/answer in one word and short answer-type)
- Project: 50 marks (students will submit a research paper in not more than 3500 words on a topic of their choice)

Course Learning Outcomes (CLOs):

After studying this paper, the students will be able to:

CLO-1: Demonstrate better expertise in the fields of content writing, editing, etc.

CLO-2: Generate better employment opportunities for themselves.

CLO-3: Develop themselves as good and effective communicators both in speech and writing activities.

CLO-4: Generate an ability to become better leaders through the inculcation of good professional communication skills.

CLO-5: Develop themselves as well-trained and well-articulated professionals.

Suggested Readings:

Elufiede, Oluwakemi, et al. *Enhancing Writing Skills*. Information Age Publishing, 2016.

Gurdon, Martin. *Write On*. New Holland Publishers, 2008.

MLA Handbook. 8th ed., MLA, 2016.

Raman, Meenakshi and Prakash Singh: *Business Communication*. Oxford, 2012.

Rizvi, M. Ashraf. *Effective Technical Communication*. Tata McGraw-Hill, 2005.

Arjuna Prasad

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