

## Notice

24<sup>th</sup> June, 2016

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 25<sup>th</sup> June, 2016 at 11:30 a.m. in the Library. Please make it convenient to remain present in the meeting.

Thanking You!



(Prof. B.T. Patel)

Head

Department of English

## Agenda

Meeting of the Department of English

24<sup>th</sup> June, 2016

Valsad

1. Call to order
2. Reading of the minutes of the previous meeting.
3. Syllabus completion planning for the first term.
4. Extra activities to improve language proficiency.
5. Publication of Research papers and participation in Seminar/ Conferences.
6. Date of next meeting.
7. Vote of thanks.

## Minutes

Meeting of the Department of English

24<sup>th</sup> June, 2016

Venue: College Library

### Members Present:

Prof. B.T. Patel (Head of the Department)



Dr. Daxa Thakor (Associate Professor)

1. **Call to order:** Prof. B.T. Patel, Head of the Department called the meeting to order.
2. **Approval of the Minutes:** The minutes of the previous meeting presented by Dr. Daxa Thakor was approved.

### 3. Syllabus completion planning for the first term:

**It was decided to complete the syllabus by the end of July as follows:**

**F.Y.B.Com:** 1<sup>st</sup> Prose lesson, first 2 Poems and Paragraph writing from section 3.

**S.Y.B.Com:** 1<sup>st</sup> Prose lesson, first 2 Poems and Business letter-1 from unit: 3.

**T.Y.B.Com:** 1<sup>st</sup> Prose lesson, 1<sup>st</sup> Poem and Interview from Language section.

**It was decided to complete the syllabus by the end of August as follows:**

**F.Y.B.Com:** 2<sup>nd</sup> Prose lesson, 3<sup>rd</sup> Poem and Letter Writing from section 3.

**S.Y.B.Com:** 2<sup>nd</sup> Prose lesson, 3<sup>rd</sup> Poems and Notice, Agendas and Minutes from unit: 3.

**T.Y.B.Com:** 2<sup>nd</sup> Prose lesson, 2<sup>nd</sup> Poem and Group Discussions from Language section.

**It was decided to complete the syllabus in September as follows:**

**F.Y.B.Com:** 3<sup>rd</sup> Prose lesson and revision with paper solutions of the previous university exams.

**S.Y.B.Com:** 3<sup>rd</sup> Prose lesson and revision with paper solutions of the previous university exams.

**T.Y.B.Com:** 3<sup>rd</sup> Prose lesson and revision with paper solutions of the previous university exams.

**4. Extra activities to improve language proficiency:**

It was decided to teach any two topics out of the syllabus related to Communication Skills to all the students in the first term.

**5. Publication of Research papers and participation in Seminar/ Conferences.**

It was decided to publish research papers in reputed peer reviewed / referred / UGC care listed journals, Research articles in ISBN numbered books and participate in seminars and conferences.

**6. Involvement of the Faculty in Extra and Co-Curricular Activities.**

- Prof. B.T. Patel shoulders responsibility of the Chairman/ Moderator at T.Y.B. Com Examination of our University for the subject Written And Spoken Communication Skills and also a member of English Board of Studies.
- Prof. Dr. Daxa Thakor has been acting as the Chairman of Cultural Committee and Women Development Cell, N.H. Times Bhitpatra and Book Review Program for Students; NSS Program Officer and a Member of The Library Committee.

**7. Date of next meeting:** It was decided to hold next review meeting on 13<sup>th</sup> September, 2016.

**8. Vote of thanks:** Prof. B.T. Patel expressed vote of thanks.



(Prof. B.T. Patel)

Head

Department of English