

Notice

10th September, 2018

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 12th September, 2018 at 11:30 a.m. in the Library. Please make it convenient to remain present in the meeting.

Thanking You!



(Prof. Dr. Daxa Thakor)

Head

Department of English

Agenda

Meeting of the Department of English

10th September, 2019

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

12th September, 2018

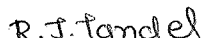
Venue: College Library

Members Present:

Dr. Daxa Thakor (Head of the Department)



Prof. Reena Tandel (Ad-hoc Faculty)



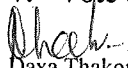
1. **Call to order:** Dr. Daxa Thakor, Head of the Department called the meeting to order.
2. **Approval of the Minutes:** The minutes of the previous meeting presented by Dr. Daxa Thakor was approved.
3. **Review of the Syllabus completion of the first term:**

It was observed that as per the syllabus completion planning in the first term, syllabus is completed in all the classes by both the faculties.
4. **Review of the Extra activities done in the first term to improve language proficiency of the students.**
 - Learning through Teaching project was introduced. Students actively participated in it.
 - To sharpen the Communication Skills, following out of syllabus topics were introduced to the students:

F.Y.B.Com: Tenses, Models, Conjunctions and prepositions, Conditionals, Active and Passive voice and Direct-Indirect Speech.

S.Y.B.Com: Official letters, Bank correspondence and Insurance Correspondence.

T.Y.B.Com: Public relations letters and Letters to the editors.
5. **Publication of Research papers and participation in Seminar/ Conferences by Dr. Daxa Thakor.**
 - One Research Paper is Published in peer reviewed journal.
6. **Date of next meeting:** It was decided to hold next review meeting on 15th December, 2018.
7. **Vote of thanks:** Dr. Daxa Thakor expressed vote of thanks.


(Dr. Daxa Thakor)

Head

Department of English