

Notice

3rd December, 2015

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 5th December, 2015 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

5th December, 2015

Valsad

1. Call to order
2. Reading of the minutes of the previous meeting.
3. Syllabus completion planning for the second 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

5th December, 2015

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 December as follows:

F.Y.B.Com: 1st Prose lesson, first 2 Poems and Dialogue Writing from section.3.

S.Y.B.Com: 1st Prose lesson, first 2 Poems and Business letter-II from unit: 3.

T.Y.B.Com: 1st Prose lesson, 1st Poems and Presentation from Language section.

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

F.Y.B.Com: 2nd Prose lesson, 3rd Poem and Report Writing from section 3.

S.Y.B.Com: 2nd Prose lesson, 3rd Poems and Summarizing from unit: 3.

T.Y.B.Com: 2nd Prose lesson, 2nd Poem and Reviews from Language section.

It was decided to complete the syllabus in February as follows:

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

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

T.Y.B.Com: 3rd Poem and revision with paper solutions of the previous university exams.

4. Extra activities to improve language proficiency:

Students were asked to prepare and share power point presentation on the topics they like, review the movies they watch and book they read in the classroom.

5. Publication of Research papers and participation in Seminar/ Conferences by Dr. Daxa Thakor.

- Two Research papers are published in Peer Reviewed and Referred Journals.
- One research paper is included in the Seminar proceeding published by Smt. B.M. Mahavidhyalaya , Nagpur.
- one paper are presented in National Seminars.

6. Date of next meeting: It was decided to hold next review meeting on 22nd December, 2015.

7. Vote of thanks: Prof. B.T. Patel expressed vote of thanks.



(Prof. B.T. Patel)

Head

Department of English