

Notice

20th June, 2019

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 21st June, 2019 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

20th June, 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

21st June, 2019

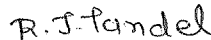
Venue: College Library

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. **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: 1st Prose lesson, first 2 Poems Dialogue writing from section 3.

S.Y.B.Com: 1st Prose lesson, first 2 Poems and Questionnaire from unit: 3.

T.Y.B.Com: 1st Prose lesson, 1st Poem and Interview from section: 3.

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

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

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

T.Y.B.Com: 2nd Prose lesson, 2nd Poem and Presentation from section: 3.

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

F.Y.B.Com: 3rd Prose lesson, Paragraph Writing from Functional writing 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 Prose lesson and revision with paper solutions of the previous university exams.

4. Extra activities to improve language proficiency:

- Learning through Teaching Project was introduced. It was decided to allot selected text book topics to the students to prepare PPT Presentation and explain each slide in the classroom.
- 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.

9. 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.

6. Date of next meeting: It was decided to hold next review meeting on 16th September, 2019.

7. Vote of thanks: Dr. Daxa Thakor expressed vote of thanks.



(Dr. Daxa Thakor)

Head

Department of English