

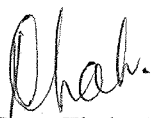
Notice

13th February, 2019.

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 15th February, 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

13th February, 2019

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

15th February, 2019

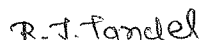
Venue: College Library

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. **Review of the Syllabus completion of the Second term:**

It was observed that as per the syllabus completion planning in the Second term, syllabus is completed in all the classes by both the faculties.
4. **Review of the Extra activities done in the Second 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:** Punctuation and the Use of Capital Letters, Spelling rules and Enriching Vocabulary.
 - S.Y.B.Com:** Import-Export Correspondence and Agency Correspondence.
 - T.Y.B.Com:** Advertisement Listening and Reading Comprehension Skills.
5. Publication of Research papers and participation in Seminar/ Conferences.
6. **Date of next meeting:** It was decided to hold next review meeting on 21st June, 2019.
7. **Vote of thanks:** Dr. Daxa Thakor expressed vote of thanks.

(Dr. Daxa Thakor)

Head

Department of English