

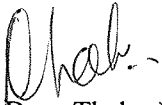
Notice

Date: 13th December, 2018

Place: Valsad

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

13th December, 2018

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 December, 2018

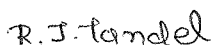
Venue: College Library

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. **Syllabus completion planning for the Second 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.

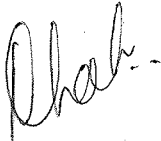
4. Extra activities to improve language proficiency:

- Learning through Teaching project was introduced. It was decided to motivate students to teach the given topics to their classmates.
- It was decided to teach any two topics out of the syllabus related to Communication Skills to all the students in the second term.

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

6. Date of next meeting: It was decided to hold next review meeting on 15th February, 2018.

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



(Dr. Daxa Thakor)

Head

Department of English