

## Notice

18<sup>th</sup> February, 2017

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 20<sup>th</sup> February, 2017 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

18<sup>th</sup> February, 2017

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

18<sup>th</sup> February, 2017


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. **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.**

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 by Dr. Daxa Thakor.**
  - one paper is presented in National Seminars.
6. **Date of next meeting:** It was decided to hold next review meeting on 20<sup>th</sup> June, 2017.
7. **Vote of thanks:** Prof. B.T. Patel expressed vote of thanks.



(Prof. B.T. Patel)

Head

Department of English