

## Notice

2<sup>nd</sup> December, 2017

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 4<sup>th</sup> December, 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

4<sup>th</sup> December, 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

4<sup>th</sup> December, 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. **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:** 1<sup>st</sup> Prose lesson, first 2 Poems and Dialogue Writing from section 3.

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

**T.Y.B.Com:** 1<sup>st</sup> Prose lesson, 1<sup>st</sup> Poems and Presentation from Language section.

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

**F.Y.B.Com:** 2<sup>nd</sup> Prose lesson, 3<sup>rd</sup> Poem and Report Writing from section 3.

**S.Y.B.Com:** 2<sup>nd</sup> Prose lesson, 3<sup>rd</sup> Poems and Summarizing from unit: 3.

**T.Y.B.Com:** 2<sup>nd</sup> Prose lesson, 2<sup>nd</sup> Poem and Reviews from Language section.

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

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

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

**T.Y.B.Com:** 3<sup>rd</sup> 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.**

- One research paper is published in Peer Reviewed journal.

**6. Date of next meeting:** It was decided to hold next review meeting on 22<sup>nd</sup> December, 2017.

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



(Prof. B.T. Patel)

Head

Department of English