

A meeting of the faculty of English Department was held on 24 July 2023 at 12.30 AM to discuss about the Academic calendar of the Department for the session 2023-24, the work load, distribution of time table etc.

The following members were present:

1. Mrs. Neeraj Kapan (convenor)
2. Dr. Rakesh Rana ✓
3. Dr. Binte Thakur ✓
4. Dr. Mahi Yogesh Malvi
5. Mrs. Charu Ahluwalia Chauhan
6. Mr. Ajay Kumar ✓
7. Mrs. Rithe Ahluwalia ✓

### Minutes of the Meeting:

1. The convenor, Mrs. Neeraj Kapan welcomed all the faculty members during the first meeting of the department in the new session 2023-24 & congratulated them for completing the respective assignments during the admissions till date (session 23-24)
2. The new time table was discussed & distributed among the faculty.
3. The <sup>clerk</sup> ~~clerk~~ were given to Dr. Mahi & Mrs. Rithe as Mr. Ajay & Mrs. Charu had taken them in the previous semester.
4. The faculty was also appraised about the M.A. English <sup>admission</sup> schedule for the session 23-24 1st sem. which was decided in an earlier meeting on the same day & their respective duties.
5. It was decided that all the teachers

on the commencement of classes will conduct orientation programmes for the fresh students UG/PG & in all their respective courses, discuss about the objectives & course outcomes as well as discuss about the relevance of the programmes in the context of job prospects in different fields.

6. Besides the coverage of syllabi, other academic activities will be organised by the faculty for enhancing students communication skills, soft skills as well as critical/analytical skills that will benefit them in their future endeavors.

7. At least 3 Mentoring sessions will be organised for DSC I students during the session.  
Reported by

N. K. K.

N. K. K.  
Convener

A meeting of the Department of English was held on 2<sup>nd</sup> March 2024 at 11:30 A.M. to discuss about the time-table of M.A. classes, distribution of P.G. Courses/papers, preparations for the NAAC and distribution of B.Voc classes.

The following faculty members were present:

1. Dr. Shefali (Convener) ✓
2. Dr. Rakesh Rana ✓
3. Dr. Binta Thakur ✓
4. Dr. Mehi Yogesh Mehi ✓
5. Mr. Ajay Kumar ✓
6. Mrs. Richa Ahluwalia ✓

Minutes of the meeting:

1. After discussions with the faculty members, the time-table of M.A. classes (Semester II and IV) was finalized keeping in view the time-table of undergraduate classes.
2. Courses/papers of M.A. classes were also decided and distributed as follows:

MA II Semester

1. History of English Lit.: — Dr. Rakesh Rana ✓  
Nineteenth & Twentieth Centuries (6)
2. Romantic and Victorian Poetry — Dr. Binta Thakur (6)
3. Growth and structure of English Language — Dr. Shefali (6)
4. ~~MA II~~ Modern Fiction — Dr. Mehi Yogesh (6)

M.A. IV Semester

1. Contemporary Literary Theory — Dr. Rakesh Rana }  
Dr. Mehi Yogesh } in  
Mr. Ajay Kumar } chairing  
Mrs. Richa Ahluwalia }

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| 2. Drama                         | Mr. Ajay Kumar (6)   |
| 3. Indian Writing in Translation | Dr. Ufali<br>Dr. Rakesh Rana<br>Dr. Binta Thakur } In charge |
| 4. Indian Writing in English     | Mrs. Richa Diksharia (6)                                     |

3. It was also decided in the meeting that the faculty would keep the relevant documents of the courses / programme they attended during the session in a file and would also maintain a record of the outgoing students. The departmental activities would be properly documented keeping in view the NAAC Peer Team visit.
4. B.Voc. classes were allotted to Dr. Mahi Yogesh and Mr. Ajay Kumar.
5. As decided in the previous meeting, the film-viewing sessions for the M.A. classes were held. This helped in developing critical / analytical skills of the students. More such sessions would be held in future.
6. It was also decided that the P.G. students would be given more exposure to other areas which are related to their subjects as well, for example, they would be encouraged to attend seminars/webinars on IPR, Research Methodology etc.

Reported by

Dr. Shilpi  
(Convener)

DATE 20/5/24

A meeting of the faculty of English Department was held on 20th May 2024 at 11.30 A.M. The agenda of the meeting was to discuss about the departmental preparations for the forthcoming NAAC Peer Team Visit etc.

The following teachers were present in the meeting:

- ① Dr. Shefali
- ② Dr. Rakesh Rana
- ③ Dr. Binita Thakur
- ④ Dr. Mahi Yogesh
- ⑤ Mr. Ajay Kumar
- ⑥ Mrs. Richa Shrivastava

Minutes of the meeting:

1. It was decided in the meeting that Mr. Ajay Kumar and Mrs. Richa Shrivastava will work on the departmental presentation for the NAAC.
2. The faculty members were asked to donate books for the needy students. A record of the books would be maintained. These books would be kept in the departmental almirah.
3. Mrs. Richa Shrivastava would maintain the student progression register.
4. Assignments would be given to the P.G. students. Presentations / class seminars would also be conducted.
5. Films based on the literary novels were shown to the students and the discussions were also carried out.
6. The teachers were asked to maintain their attendance register.
7. As Mrs. Neeraj Kapoor had donated books of English literature for the reference section and also a cupboard to keep the books on the occasion



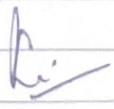
A meeting of the English Department was held on 15/6/2024 in the IQAC Room at 12:30 p.m. The agenda of the meeting was to review the various activities<sup>of 2023-24 term</sup>, schedule of the previous session, planning for the coming session, preparing the calendar and discuss the time-table.

The following members were present in the meeting:

1. Dr. Rakesh Rana
2. Dr. Binita Thakur
3. Dr. Mahi Yogesh Mishra
4. Mr. Ajay Kumar
5. Mrs. Richa Bhunia

Minutes of the meeting:

1. Academic Calendar would be prepared and shared in the group. (Session 2024-25)
2. As the course of the previous classes was completed well in time, it was decided that at least two Saturdays would be assigned for the remedial classes. As no record of the remedial classes was kept in the previous session, from the session 2024-25, all such classes would be documented properly.
3. The time-table would be finalised after the re-opening of College after the Summer-break
4. The teachers would continue with their preparations for NAAC Peer Team visit and would prepare the department presentation during the summer vacation.

 (Stefali)