

A meeting of the Department of English was held on 15th May 2017 at 1 pm. regarding introduction of GE courses for the academic year 2017-18.

Minutes

1. The department decided to introduce the following GE courses.

- | | |
|---|--------------------|
| I Sem - Language, Literature & Culture | } BA (P)
Sem V |
| II Sem - Contemporary India: Women & Empowerment | |
| III Sem - Gender & Human Rights Readings on Indian Diversities & Literary Movement | } BA (P)
Sem VI |
| IV Sem - Academic Writing & Composition | |

Following members were present:

1. Dr. Manita Sharma, Principal Manita
2. Dr. Sumita Dhankhar Sumita
3. Dr. Neerja Deswal Neerja
4. Dr. Neena Saxena Neena
5. Dr. Manju Manju

BA (P)
Sem VI

Meeting of Department of English Regarding allocation of students based on subject combination

- 1) A meeting of the department of English was held on 29th January 2018 to discuss the problems being faced in division of sections.
- 2) This problem has arisen as this year the section division has been done based on subject combination of students.
- 3) It was decided to request the time-table committee to resolve this issue at the earliest as the classes of students were being impacted.
- 4) The department also decided that henceforth the division of sections should not be based on subject combinations and the old system of section division be followed.

English Deptt.

1. Dr.Pooja Khanna

2. Ms.Neerja Nagpal

3. Dr.Neel ~~Gupta~~

Neelu

4. Ms.Neerja Deswal

Neerja

5. Dr.Neenu Kumar

Neenu
29/1/2018

6. Dr.Neena Saxena

7. Dr.Sunita Dhankhar

Sunita
29/1/2018

8. Ms.Manju

Manju

Time Table Committee:

The Principal
Achiti Mahavidyalaya
Bawana (University of Delhi)



(Adm) / Convenee
Time Table
Committee
It is an urgent
matter and
should be
resolved at the
earliest

Subject: Submission of January 2018 attendance record of
Dept. of English

Dear Ma'am,

Manju
02.02.2018

This is regarding the submission of attendance by department of English for the month of January. This semester the confusion regarding the allocation of students for different sections based on subject combinations still persists. The same was intimated to time-table committee also. Fresh data of students has been provided by the admin on 31st Jan 2018. Kindly allow the department some extra time for compilation of the attendance.

Thanking you.

Yours faithfully

(Manju)
(Manjita Shankhar) TIC Department of English
Keemar

(ALFENLI KEEMAR) ENG. DEPT.

Manju
(Dr. Manju)
Neeraja

Neeraja Neelam Neelu

Meeting of Department of English Regarding NAAC

A meeting of the department of English was held on 13th Feb 2018 regarding the filling up of the relevant details of the mail received from the college.

It was informed the annexure I & II need to be filled up and submitted by Monday. The same was mailed to all the members of the faculty.

The department felt that one person should be assigned for replication of the data from the NAAC committee for an error free work.

Members present:

Dr Pooja Khanna	<u>Khanna</u>
Dr Neenu Kumari	<u>Neenu</u>
Dr Manjiv	<u>Manjiv</u>
Dr Sumita Dhanuka	<u>Sumita</u>
Dr Neelu Gupta	<u>Neelu</u>
Dr Neeraj Nagpal	
Dr Neeraj Deswal	[CC]
Dr Neera Saxena	

July - Nov 2019

Semester I, III V

Minutes of the Meetings

Meeting of the Department of English was held on 23/7/2019 at 11:30 A.M in the staff room.

Agenda: Division of sections
Proposed new syllabus
Preparation of lesson plans

- * It was decided that sections for B.A. (P) 1st year would be made only after 31st July, 2019 when clarity is received from the department of English, University of Delhi. The sections can only be divided if the new pattern of division on the basis of percentage of marks is followed or the old pattern of having studied English in class XII, X or VII.
- * A letter is also being written to the Principal regarding preparation of lesson plans which is likely to get deferred till further clarification from the Department of English, University of Delhi.
- * New syllabus cannot be implemented till clarification for the same can be received from the Department of English, University of Delhi.

Members present:

Dr. Kaja Thanna

Ms. Neerja Naypal

Dr. Neelu

Dr. Neerja Deswal

Dr. Neelu Kumar

Dr. Sunita Dheekar

Dr. Neelna Saxena

Dr. Manju

Khanna
23/7/19

Neelu

Neelu
23/7/2019

Saxena
Neelna Saxena

Meeting of the Department of English held in the staff room on 20/7/2019 at 11:45 A.M. Agenda: Discussion about the timetable

Respective timetables were handed over to the faculty. There was discussion about the timetables. It was decided that mutual exchange would be permitted as per the convenience of the respective teachers.

Members present:

Dr. Roja Channa

~~Ms.~~ Neeraja Nagpal

Dr. Neelu

Dr. Neeraja Deswal

Dr. Neenu Kumar

Dr. Sunila Shankar

Dr. Neena Saxena

Dr. Manju

Pranvi

Neeraj

Neeraj

Neeraj

20/7/19

20/7/19

Manj

Department of English

held on 1st Aug '19

Minutes of the meeting

at 11 am -

Agenda: Deliberation on Syllabus Revision
and Section Division

1) Transfer of Teachers in charge ship.

* The faculty members decided ~~that~~ since there was no official communication from the Dept of English with regards to the revision of syllabus for the Ist year students, the division of sections would be put on hold till the ambiguity is cleared.

* Since the LOF changes would be applicable only for students enrolled in the academic session 2019-20, the division of classes for III semester students will commence with immediate effect. The section-wise division was shared with the present division.

* It was also decided that the Principals be officially informed about the merging of sections of Dr Neenu Kurian who temporarily consented to share Dr Sarathi Shankaran's load during the period of her medical leave.

* It was decided that the Principal be requested to conduct interview

against Dr Murgu who is awaiting to proceed on CIL

* The official in charge ship was handed over by Dr Manje to Dr Pooja Khanna w.e.f. 1st Aug 2019. Important Documents were also handed over. It was agreed that Dr Manje would take over the in-charge ship from 1st Aug 2020. The faculty members approved of the mutual exchange.

* The Chair informed the Teacher-in-Charge that the CCL of Dr Manje has been sanctioned by the Governing Body.

However, she would only be permitted to proceed on leave once the appointment is made against her.

* Though the department has requested for an adhoc against Dr Manje the Chair informed that only a guest would be permitted. The decision came in consultation with the workless Committee.

Department of English
Attendance Sheet

Meeting held on 1st Aug 2019 at 11. am.

AGENDA: Deliberation on Syllabus Revision
and Section Division

: Transfer of Teacher in - chargeship.

Meeting attended by:

DR. Neeraja Deswal Neeraja

Dr Neeraja Nagpal On leave
Dr Neelam

Dr Neenu Kumar Neenu
18/8/19

Dr Neena Saxena

Dr Sunita Shankaran On leave

Dr Manjiv Manjiv

Dr. Pooja Khanna Pooja

Department Of English

Minutes of the meeting held on 27/8/19
in the staffroom at 11.45 am:-

- Agenda:-
- 1) Discussion of sections for semester I
 - 2) Co-ordination solicited for series of lectures

Members Present:-

Dr Neeraj Deswal Neeraj
Dr Nandu Kumar Nandu 27/8/19
Dr Neera Saxena Neera Saxena
Dr Neeha Neeraj
Dr Sureeta Shankhar
Dr Manju Manju
Dr Pooja Khanna Khanna
Ms Neeraj Nagpal Neeraj Nagpal

* Since no official clarification has been received from the Department, the faculty members decided to commence classes as per the guidelines of the old syllabus.

(Section Division enclosed)

* It was informed that since there was no fund allocated to the Dept of English, a series of lectures

Department Of English
Section Division for B.A. (Prog)
Semester I

ENGLISH A₁ : Roll Numbers 1346 to 1419

Teacher: Dr. Pooja Khanna

A₂ : Roll Numbers 1420 - 1490

Teacher: Ms. Neeraja Nagpal

A₃ : Roll Numbers 1491 - 1563

Teacher: Dr. Neena Saxena

A₄ : Roll Numbers: 1564 onwards

Teachers: Dr. Neeraja Saxena /
Dr. Manju

English B : Teacher: Dr. Neelam

Please meet your teachers as per the
time-table.

Khanna
POOJA KHANNA

2/1/2020

Department of English

NOTICE

Students of BA (Prog) II Semester are requested to meet the teachers as per details :

- English A : English Language Through Literature
(Ms. Neeraj Nagpal / Ms. Monica)
- English B₁ : English Fluency
(Dr. Pooja Khanna)
- English B₂ : English Fluency
(Dr. Neeraj Deswal)
- English C₁ : English Proficiency
(Dr. Sunita Dhankhar ~~Dr. N~~)
- English C₂ : English Proficiency
(Dr. Neelu)

Khanna

POOJA KHANNA
TIC

Department of English
Minutes of the Meeting held on
3rd Jan 2020 at 12.30 pm.

Agenda Deliberation on Syllabus /
Section Division for Semester II I II

* The teachers deliberated on the Time Table
and mutual exchanges / changes were

discussed
* The teachers also discussed the syllabus
for the new semester

* Guest appointments of Ms Monika and
Mrs. Shreya against the maternity leave
of Sr. Minya were discussed

* A letter to the Principal was drafted
to ensure speedy decision of sections for

BA (Hog)

* The list of students for GE courses
AIECC sections was handed over

Department of English

Minutes of the meeting held on

3rd Jan 2020 at 12 pm:-

Agenda: Deliberation on Syllabus/
Section Division for Semester II, IV VI

Meeting attended by:-

Dr. Pooja Khanna: Khanna

Dr. Neenu Kumar: Neenu

Dr. Neeraja Deswal: Neeraja

Ms. Neeraja Nagpal: Neeraja Nagpal

Dr. Neena Saxena: Neena Saxena

Dr. Manju

Neeraj

Dr. Neelu

Dr. Sunita Dhankhar:

1st / 01 / 2020

NOTICE

A meeting of the Department of English
is called as per schedule:

Date : 3/1/2020

Venue : Staff Room

Agenda : Deliberation of Syllabus / Section
Division

Kindly make it convenient to attend
the same

Khanna
1/01/2020

Minutes of the meeting held on 6th March 2020
at 10:30 am in the Staff room

Agenda: 1. Deliberation on Data brought by NAAC.
2. Incharge-ship for next academic session

* The tenures of the TIC's for the last five years i.e. from 2014-19 were identified.

* 2014 - 15 Dr. Neeraj Deswal

2015 - 16 Dr. Neenu Kumar

2016 - 17 Dr. Neelu

2017 - 18 Dr. Sumita Bhankhar

2018 - 19 Dr. Neena Saxena.

* The members agreed to compile the data sought by the NAAC team

* It was decided that separate files be prepared (containing segments like Minutes / Notices / Time Tables / Workload / Activities / Reports / Results / Internal Assessment / Achievements etc)

* It was also decided that each TIC for the above period would prepare at least 2 slides PPT to be sent to

NAAC

for 2020 - 21 would be

* The Incharge-ship for 2020 - 21 would be taken over by since Dr Manju

Attendance Sheet

Meeting of the Dept of English held
6th March 2020 at 10:30 am -

Dr Pooja Khanna

Mrs Neeraja Nagpal

Dr Neenu Kumar Number 6/3/20

Dr Neelvi Nishu

Dr Neeraja Deswal

Dr Sunita Dhonkhar ~~Saxena~~

Dr Neena Saxena Neena Saxena

Dr Manju : Maternity leave

4/3/2020

NOTICE

A meeting of the Department of English
is called at 10:30 am on
5th March 2020

- Agenda :
1. Deliberation on NAAC
 2. Inchargeship for 2020-21

Kindly make it convenient to attend.

Khanna

Dr. POOJA KHANNA

Minutes of the meeting of English Department held on 10.08.2020 on Google Meet

A meeting of the Department of English was held at 12.45 P. M. on 10.08.2020 on Google Meet, the link for which was meet.google.com/ppx-dhno-kok

It was attended by all the faculty members of the department.

Agenda:

- Division of Courses
- Timetable sent to the Department of English by the Timetable Committee.

- The Department was informed that we do not have first year due to the non-admission of students because of the current pandemic of Covid 19 virus.
- It was suggested that in the present scenario, the students of GE Sem. III could, maybe, be divided among everyone so that every faculty member would remain engaged.
- It was also informed that an email has been sent to the college administration to provide the list of students of B. A. (P) Sem. III with **the percentage of marks in Class XII as 80% and above for English 'A', 60%-80% for English 'B' and below 60% for English 'C' and to mention the level till which the student has studied English—up to Class XII for English 'A', up to Class X for English 'B' and up to Class VIII for English 'C'** with their email ids and phone numbers. The administration has been requested to get this done at the earliest so that sections can be divided and classes can commence for Sem. III students of B. A. (P).

Members present:

Dr. Pooja Khanna
Ms. Neerja Nagpal
Dr. Neelu
Dr. Neerja Deswal
Dr. Neenu Kumar
Dr. Sunita Dhankar
Dr. Neena Saxena
Dr. Manju

Minutes of the meeting of English Department held on 11.08.2020 on Google Meet

A meeting of the Department of English was held at 12.45 P. M. on 11.08.2020 on Google Meet, the link for which was meet.google.com/fxf-oqns-xny

It was attended by all the faculty members of the department.

Agenda:

- Division of Courses
- Timetable sent to the Department of English by the Timetable Committee.
- The Department was informed that the Timetable committee had merely changed the months and the semester to III and had sent the timetable of the first semester. As a result, it was quite difficult to set timetables for the faculty members of the Department.
- The Department was also informed that an email will be sent to the Timetable committee to sort out the problems faced and adjust the classes according to the working/ off days of the teachers teaching those courses.
- Administration of the college had been contacted to provide the list of students of B. A. (P) Sem. III with the requirements mentioned.
- It was decided that classes of Sem. III will be shared by those faculty members who do not have any such classes till the time the students of Sem. I get admission.
- It was also decided to keep electronic record of all the meetings held and keep sending them to the college email id.

Members present:

Dr. Pooja Khanna

Ms. Neerja Nagpal

Dr. Neelu

Dr. Neerja Deswal

Dr. Neenu Kumar

Dr. Sunita Dhankar

Dr. Neena Saxena

Dr. Manju

Minutes of the meeting of English Department held on 13.08.2020 on Google Meet

A meeting of the Department of English was held at 2.15 P. M. on 13.08.2020 on Google Meet, the link for which was meet.google.com/ham-ipmx-bro

It was attended by all the faculty members of the department.

Agenda:

- Inform the department about the email sent to the Timetable Committee.
 - Inform the department about the email sent to the administration and Principal.
 - Inform the department about the email sent to the Department of Commerce to provide email ids of students.
-
- The Department was informed that an email had been sent to the Timetable committee to look into the matter of problems faced by the Department of English regarding the allotment of classes on the off days of teachers teaching those courses and to rectify the same.
 - The Department was also informed that an email had been sent to the administration and the Principal to provide the list of students of B. A. (P) Sem. III with the requirements mentioned as the earliest so that classes for students could commence.

Members present:

Dr. Pooja Khanna
Ms. Neerja Nagpal
Dr. Neelu
Dr. Neerja Deswal
Dr. Neenu Kumar
Dr. Sunita Dhankar
Dr. Neena Saxena
Dr. Manju

Minutes of the meeting of English Department held on 14.08.2020 on Google Meet

A meeting of the Department of English was held at 1.00 P. M. on 14.08.2020 on Google Meet, the link for which was meet.google.com/hvc-fqtz-czr

It was attended by all the faculty members of the department.

Agenda:

- Inform the department about the email sent to the Timetable Committee.
- Inform the department about the email sent to the administration and Principal.
- The Department was informed that an email had been sent to the Timetable committee to look into the matter of problems faced by the Department of English regarding the allotment of classes on the off days of teachers teaching those courses and to rectify the same. However, there has been no response from the Timetable committee.
- The Department was also informed that an email had been sent to the administration and the Principal to provide the list of students of B. A. (P) Sem. III with the requirements mentioned at the earliest so that classes for students could commence.

Members present:

Dr. Pooja Khanna

Ms. Neerja Nagpal

Dr. Neelu

Dr. Neerja Deswal

Dr. Neenu Kumar

Dr. Sunita Dhankar

Dr. Neena Saxena

Dr. Manju

Minutes of the meeting of English Department held on 17.08.2020 on Google Meet

A meeting of the Department of English was held at 1.00 P. M. on 17.08.2020 on Google Meet, the link for which was meet.google.com/ctz-yhfq-mxk

It was attended by all the faculty members of the department except Ms. Neerja Nagpal. She was unable to join the meeting due to technical glitches. However, she was informed about the proceedings of the meeting telephonically.

Agenda:

- Inform the department about the email sent to the Timetable Committee.
- Inform the department about the email sent to the administration and Principal.

- The Department was informed that an email had been sent to the Timetable committee to look into the matter of problems faced by the Department of English regarding the allotment of classes on the off days of teachers teaching those courses and to rectify the same. However, there has been no response from the Timetable committee.
- The Department was also informed that the TIC had received an email from the administration with the list of students of B. A. (P) Sem. III at 4.02 P. M. on 14.08.2020. The entire list of 451 students was sent when the list should have contained the names and roll numbers of only those students who had not studied English in Sem. I. S. O. (Adm.), Mr. Ashutosh Aggrawal was informed about the same telephonically. He assured that the revised list would be sent on Monday.
- The Department was also informed that emails regarding the above issues had been sent again to the respective departments (administration at 8.46 A. M. on 17.08.2020 and Timetable committee at 9.24 A. M. on 17.08.2020).
- TIC also talked to Mr. Ashutosh Aggrawal regarding the same. He informed that the dealing clerk conveyed that he did not have the list of the students of B. A. (P) Sem. III as it had not been provided to him. S. O. (Adm.) was informed that it is not the duty of anyone to provide the list to the dealing person but that it is his job to procure it. He was also informed that the same would be conveyed to the Principal.
- The Principal was informed about the proceedings telephonically. She was also informed that emails had also been sent to her regarding the same and that Department of English should not be held responsible for not taking classes as the lapse was on the part of administration for not providing the required list of the students of B. A. (P) Sem. III.

Members present:

Dr. Pooja Khanna

Dr. Neelu

Dr. Neerja Deswal

Dr. Neenu Kumar

Dr. Sunita Dhankar

Dr. Neena Saxena

Dr. Manju

Minutes of the meeting of English Department held on 18.08.2020 on Google Meet

A meeting of the Department of English was held at 12.30 P. M. on 18.08.2020 on Google Meet, the link for which was meet.google.com/ugi-dunz-job

Agenda:

- Inform the department about the email received from the administration of the college.
- The Department was informed that an email with the list of students, who have studied Hindi, had been received from the administration on 17th August, 2020 at 3.29 P. M.
- Mr. Ashutosh Aggrawal was contacted telephonically and informed about the same. It was again requested that the complete list of students of B. A. (P) Sem. III, who have to study English, should be provided to the Department of English so that classes can be held. However, he once again informed that the dealing clerk is not ready with the said list. S. O. (Adm.) was informed that it is not the duty of anyone to provide the list to the dealing person but that it is his job to procure it. He was also informed that the same would be conveyed to the Principal.
- In the light of the said list not being provided by the administration, it was decided to sort out the respective students of B. A. (P) Sem. III from the consolidated list and the list of students of Hindi and start with the classes.
- It was shared that the names/ roll numbers of many students do not the lists provided. The Department was informed to keep that information with them so that the same can be conveyed to the administration as and when required.

Members present:

Dr. Pooja Khanna

Dr. Neelu

Dr. Neerja Deswal

Dr. Neenu Kumar

Dr. Sunita Dhankar

Dr. Neena Saxena

Dr. Manju

Minutes of the meeting of English Department held on 19.08.2020 on Google Meet

A meeting of the Department of English was held at 12.45 P. M. on Google Meet, the link for which was meet.google.com/idw-ycty-kzh

Agenda: Inform the department about no communication from the administration.

- The Department was informed that no communication had been received from the administration regarding the list of students of B. A. (P) Sem. III, who have to study English. It was also informed that an email regarding the same would be sent **again** to the administration and the Principle.
- The faculty had sorted out the names and roll numbers of students from the consolidated list and had started taking classes. However, it was shared that names and roll numbers of many students did not figure in the list. Also, there was discrepancy in the allotment of English Language through Literature ('A'), English Fluency ('B'), and English Proficiency ('C') on the basis of marks obtained in English in Class XII. As a result of lack of any proper list of students from the administration, the English Department could not be held responsible for discrepancy of any kind at any point of time.

Members present:

Dr. Neelu

Dr. Neenu Kumar

Dr. Sunita Dhankar

Dr. Neena Saxena

Dr. Manju

Dr. Pooja Khanna and Dr. Neerja Deswal had classes at the time of the meeting.

An online meeting of the Department of English was held on **05.01.2021**.

Agenda: To discuss the allotment of Sem. IV courses.

- The department was informed that classes for English Core Language for B. A. (P), B. Com. (P) and GE B. A. (H) Sem. IV have to be allotted to the faculty.
- The workload has to be distributed among the existing faculty as no guest faculty has been appointed in place of Ms. Neerja Nagpal, who proceeded on study leave on Sept. 9, 2020. As per the workload submitted to the college, there is requirement of two more guest lecturers. The requisition for the same had also been sent to the college.

In the light of the above, following suggestions were made by the faculty:

- The **department is willing to take extra classes**. However, **slots have to be provided by the Timetable Committee** in the light of numerous clashes with the existing classes the faculty is taking. The **faculty can shift classes** but the **availability of students cannot be ascertained**.
- Lists of students for B. A. (P) Sem. IV with correct contact details (working email ids and phone numbers) with division of streaming (English 'A', 'B' and 'C') have to be provided by the college for classes to be held and smooth functioning of the department.
- The work is quite strenuous and more demanding in the online mode. Hence, this would only be a temporary arrangement. The department once again requests for immediate appointment of guest faculty to cater to Ms. Neerja Nagpal's and surplus workload.
- Fewer classes per course could be allotted to ensure that syllabus is covered. However, it is reiterated once again that this would only be a temporary arrangement till further arrangements are made for the smooth functioning of the department.
- The lists of AECC 'A' and 'B', for B. A. (P) Sem. 1, have been prepared by the faculty after a Google form was created. The link for the same was shared with the students. With immense difficulty, lists were created. There are **128 students in AECC 'A'** and **35 students in AECC 'B'**. **The lists cannot be considered authentic as there is no clarity among the students. Google meet allows entry to 100 students/ people. Any number more than 100 cannot be accommodated in a single class. This is another reason why there is urgent need for guest faculty.**
- In the **Generic Elective** Course for B. A. (H) Sem. 1, the number of students has gone up to **68**. It is an uphill task for any teacher to manage so many students from three different courses (BSW- H; B. Com. - H; and Geog. - H).
- In lieu of the aforementioned points, there is **urgent requirement of three guest lecturers** to handle all the courses.
- It is once again reiterated that the **department cannot be held responsible for any lapse or for any discrepancy at any stage**.

Members present:

Dr. Neenu Kumar TIC

Dr. Pooja Khanna

Dr. Neelu

Dr. Neerja Deswal

Dr. Sunita Dhankar

Dr. Neena Saxena

Dr. Manju

Minutes of the meeting of the Department of English

A meeting of the Department of English was held on **20.07.2021** on Google Meet via the link meet.google.com/hgw-mesf-zbm at 11.30 A. M.

Agenda:

To hand over the charge to the new TIC Dr. Manju.

To request for at least one ad-hoc and two guest lecturers to cater to the workload of the Department.

To inquire about the status of starting new courses in the Department.

To discuss the submission of result of toppers in English to the college.

The charge of the Department was formally handed over to Dr. Manju by Dr. Neenu Kumar.

It was discussed that the Department needs at least one ad-hoc (in place of Dr. Neena Saxena, who retired on 30th April, 2021) and two guests to cater to the workload of the Department. The request for the same has been made many times to the college since July 2020. Due to the paucity of extra hands, teachers in the Department have been teaching two-three courses every semester.

The Department is keen to teach new courses. It was discussed that the status of the introduction of English Discipline, English Honours and English as a liberal option in B. El. Ed. should be inquired after. The Department requests the college to expedite the same.

It is humanly not possible for the Department to send the result of the toppers in English in B. A. (P). Not only is the number of students more but the result sent by the University carries only the paper code and the result cannot be taken out from that. The practice had been followed earlier. However, at the time of prize distribution, many students contacted the teachers mentioning that they had topped (any verbal communication can, of course, not be authenticated).

Members present:

Dr. Neenu Kumar—former TIC

Dr. Manju—current TIC

Dr. Pooja Khanna

Ms. Neerja Nagpal

Dr. Neelu

Dr. Neerja Deswal

Dr. Sunita Dhankar

Minutes of the meeting of the Department of English

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Members present:

Dr. Neenu Kumar—former TIC

Dr. Manju—current TIC

Dr. Pooja Khanna

Ms. Neerja Nagpal

Dr. Neelu

Dr. Neerja Deswal

Dr. Sunita Dhankar

On Monday, August 9, 2021, 4:55 PM, Manju Arya <manjuaditi26@yahoo.in> wrote:

Madam

As decided in the meeting of Dept. of English held on 7-8-2021 at 11.30 am on Google meet via the link <https://meet.google.com/sop-mmmm-hcx> , the tentative Academic Calender 2021-22 of the dept. is as follows:

- | | |
|-------------------------------------|-----------|
| 1. Essay writing competition | September |
| 2. Speech writing competition | October |
| 3. Debate & declamation competition | November |
| 4. Collage-making competition | January |
| 5. Poster-making competition | February |
| 6. Slogan-writing competition | March |

The budget for each activity would be around Rs. 2000.

Thanks & Regards
Dr. Manju
Associate Professor
TIC 2021-22
Dept. of English

On Sunday, October 31, 2021, 7:43 PM, Manju Arya <manjuaditi26@yahoo.in> wrote:

Madam

This is to inform you that English department held a meeting on 29th Oct. 2021 at 11.30 am on Google meet through the link <https://meet.google.com/ffw-bgwb-kfs>

The minutes of the meeting are as follows:

1. It was decided that the department would be organising two academic activities in the month of November:
 - a. Poster-making competition for all the students.
 - b. Essay-writing competition for 2nd year students of English.
2. A poster would be created so that the students can be informed about these events.
3. The names of the prize winners would be forwarded to the Prize Distribution Committee for the certificates and cash prizes.

Thanks and regards
Dr. Manju
TIC, Dept. of English

On Monday, December 6, 2021, 10:18 PM, Manju Arya <manjuaditi26@yahoo.in> wrote:

Madam

The department of English held a meeting on 6th Dec. 2021 at 3.30 pm through the Google link <https://meet.google.com/tur-optk-qvq>.

Agenda:

1. Workload of the department
2. Letter from the university regarding introduction of English discipline

Following members were present:

1. Dr. Manju, Teacher-incharge
2. Dr. Pooja Khanna
3. Dr. Neelu
4. Dr. Neenu Kumar
5. Dr. Neerja Deswal
6. Dr. Sunita Dhankhar

The minutes are as follows:

1. As has been the practice in the past, the department has not been provided with B.A.(P) English Core and AECC (A, B and C) lists till date. So it was decided to send a reminder to the college for the same.
2. The department was informed that the introduction of English discipline from academic session 2022-23 was approved by the university.
3. The department expressed concern that a large number of classes that have been allotted to ad hoc and guest teachers (to be appointed by the authority) are not being taken. Despite the best efforts, there is no way that those classes be adjusted by the department as they are already taking their full workload.
4. The department requested that immediate appointment of 1 ad hoc and 2 guest teachers (or 4 guest teachers) be made to ensure that classes can be taken and students don't suffer.
5. The department felt that a meeting be held with the Principal in this regard at the earliest.

Thanks and regards

Dr. Manju
Teacher-incharge, Department of English

On Wednesday, December 22, 2021, 6:23 PM, Manju Arya <manjuaditi26@yahoo.in> wrote:

Madam

This is to inform you that department of English held a meeting on 16th Dec. 2021 through Google meet link <https://meet.google.com/gnu-piay-kje>

Agenda: English discipline subject combinations and its workload

Following members were present:

1. Dr. Manju
2. Dr. Pooja Khanna
3. Dr. Neenu Kumar
4. Dr. Sunita Dhankhar

The minutes are as follows:

1. It was decided that English discipline would like to give the option of four subjects for combination - Psychology, Geography, Maths, Political Science.
2. The workload for English discipline would be as follows:
Sem I - 5 lectures and 2 tutes
Sem II - 5 lectures and 2 tutes
Sem III - 5 lectures and 2 tutes
Sem IV - 5 lectures and 2 tutes
Sem V - 5 lectures and 2 tutes
Sem VI - 5 lectures and 2 tutes

Thanks and regards

Dr. Manju
TIC, Department of English

On Monday, January 17, 2022, 6:47 PM, Manju Arya <manjuaditi26@yahoo.in> wrote:

Madam

This is to inform you that the department of English held a meeting on 14th Jan. 2022 at 11.30 am through Google meet link <https://meet.google.com/zcc-csse-pyy>

Agenda: readjustment of AECC classes owing to non-availability of guest teachers

Members present in the meeting:

1. Dr. Manju
2. Dr. Pooja Khanna
3. Ms. Neerja Nagpal
4. Dr. Neelu
5. Dr. Neerja Deswal
6. Dr. Sunita Dhankhar

Minutes of the meeting are as follows:

1. Dr. Neerja Deswal and Dr. Neelu were requested to take the AECC classes of Geo (H) and BSW along with their B.A. AECC classes till the time the guest teachers join.
2. The internal assessment and evaluation of AECC of Geo (H) and BSW will be taken care of by the guest teachers.

Thanks and regards

Dr. Manju
TIC, Department of English

Sent from Yahoo Mail for iPhone

The Department of English held a meeting on 22nd Feb. 2022 at 11:30 am in the staffroom.

Agenda: Appointment of Guest faculty for the department

Following members were present:

1. Dr. Manju Manju
2. Dr. Pooja Khanna Khanna
3. Dr. Neenu Kumar Neenu
4. Dr. Neerja Deswal Neerja
5. Dr. Sumta Dhankhar Sumta
6. Dr. Neelu Neelu

Following are the minutes:

1. The TIC informed the department that a mail has already been sent to the college requesting the administration to appoint the two guest faculty required by the department.
2. As we are now in the offline mode, it would be difficult to teach more than 50 students in one classroom. It would be against the Covid protocol. So the department requests the administration to appoint two guest faculty as per the requirements of the workload.

On Monday, April 25, 2022, 5:35 PM, Manju Arya <manjuaditi26@yahoo.in> wrote:

Madam

This is to inform you that the department of English in its meeting held on 25th April 2022 through Google meet link <https://meet.google.com/umb-hfcn-gmy> was of the opinion that since all the teachers in the department have their due workload, the need for extra hands should be fulfilled by the guest appointment for which advertisement has already been published, so that students' classes do not suffer. The workload of the department is attached herewith for your reference.

Thanks and regards

Dr. Manju
TIC, Department of English

Sent from Yahoo Mail for iPhone



WORKLOAD OF ENGLISH DEPARTMENT-- SEM. II and SEM. IV --2020-2021.docx
13K

**WORKLOAD OF ENGLISH DEPARTMENT, ADITI MAHAVIDYALAYA,
UNIVERSITY OF DELHI—ACADEMIC SESSION—2021-2022**

COURSE	SEM.	SUBJECT	LECT.	TUTE	SECTION	TOTAL
B. A.(P)	IV	LANG. (‘A’ ‘B’ & ‘C’)	5	4	5	45
B. COM. (P)	IV	LANG. (‘A’ ‘B’ & ‘C’)	5	2	3	21
B. A. (H) & B. COM. (H)	IV	GE	5	2	1	7
B. A. (P)	II	LANG. (‘A’ ‘B’ & ‘C’)	5	4	5	45
B. A. (P)	II	AECC (‘A’, ‘B’)	4	-	3	12
B. COM. (P)	II	AECC ‘A’	4	-	1	4
B. COM. (P)	II	LANG. (‘A’ ‘B’ & ‘C’)	5	2	2	14
B. COM. (H)	II	AECC ‘A’	4	-	1	4
B. A. (H) & B. Com. (H)	II	GE	5	2	1	7

TOTAL WORKLOAD= 159

NUMBER OF TEACHERS—7

WORKLOAD PER PERSON—22.7

Allotted workload per Associate Professor/ Professor according to University of Delhi guidelines—14

$$14*7=98$$

$$\text{Surplus workload} = 61$$

NOTE---One permanent faculty has retired so there is requirement of one ad-hoc lecturer.

NOTE—The department of English would require one ad-hoc and three guest lecturers to cater to the existing workload.

A meeting of English Dept. was held in staff room on 29th June, 2022 at 11:30 am.

Agenda: 1. Handing over of incharge-ship.
2. Workload of Guests.

Following members attended the meeting:

Dr. Neerja Deswal	<u>Neerja</u>
Dr. Pooja Khanna	<u>Khanna</u>
Dr. Manju	<u>Manju</u>
Dr. Sunita Dhankhar	<u>Sunita</u>
Dr. Neerja Nagpal	<u>Neerja Nagpal</u>

1. Dr. Manju handed over the inchargeship to Prof. Neerja Deswal. The dept. was informed that Ms Neerja Nagpal has exchanged her TIC-ship with Prof. Deswal. and she will do it (inchargeship) in 2024-25
2. Workload of both the guests Ms Monica and Ms Adhyasha was discussed in the meeting.
3. It was discussed that dept. should actively co-ordinate with Timetable Committee for a compact timetable, As the schedule of last semester was scattered and impractical.

An online meeting of English Department was held on 19th July, 2022.

Agenda was: Upcoming classes and finalization of off day.

Department Meeting; Tuesday, 19th July, 2022 - 11:15am – 12:15pm

Video call link: <https://meet.google.com/btc-mrje-xzc>

Meeting was attended by Following members:

Prof Neerja Deswal, TIC

Prof Pooja Khanna

Prof Neenu Kumar

Mrs Neerja Nagpal

Dr. Sunita Dhankhar

Dr. Manju

Department discussed following points:

- 1. All the teachers were requested to share their off-day preferences so that the same can be shared with Time table committee timely. Preferences were as follows:
Saturday Off- Prof Neenu Kumar, Prof Neerja Deswal, Dr. Sunita Dhankhar
Monday off- Prof Pooja Khanna, Mrs Neerja Nagpal, Dr. Manju**
- 2. Department discussed that an orientation for the students of new semester should be held on the first day itself. This will help in students finalizing their preferences and classes can be started at the earliest.**
- 3. Department also discussed that once classes of all semesters begin, we should organise inter-class events to engage the students more in the activities.**

An online meeting of English Department was held on 31st October, 2022.

Agenda was: Upcoming 1st semester classes and implementation of GE English language.

Department Meeting; Monday, October 31 · 11:15am – 12:15pm

Video call link: <https://meet.google.com/ejt-mdje-xxc>

Meeting was attended by Following members:

Prof Neerja Deswal, TIC

Prof Pooja Khanna

Prof Neenu Kumar

Dr. Sunita Dhankhar

Dr. Manju

Minutes of the meeting are as follows:

1. It was informed in the meeting that in the 1st semester English dept has opted for 2 VACs and 3 SECs, namely Readings in Indian Fiction, Culture and communication, Business Communication, Communication in Everyday Life and Creative Writing.
2. It was unanimously decided that for BA(P) and B Com (P) 1st year GE language courses, English dept will offer three choices: ELTL I/II, EF I/II and Developing Language Skills I/II
3. It was discussed and decided that once the admissions are over, 1st half of the students should be allotted GE English Language and 2nd half should be given to Hindi/Sanskrit. This will help balance and protect the workload of all three departments.
4. This division will also help in timely start of 1st semester classes. | I

An online meeting of English department was held on 18th Jan, 2023. Link of the meeting was:

English Dept Meeting

Thursday, January 19 · 6:00 – 7:00pm

Google Meet joining info

Video call link: <https://meet.google.com/wuh-efun-opi>

Agenda was: Organizing competitions under Azaadi Ka Amrit Mahotsav in the Republic Day week

Meeting was attended by

Prof Neerja Deswal, TIC

Prof Pooja Khanna

Prof Neenu Kumar

Dr. Sunita Dhankar

Dr. Manju

Ms Neerja Nagpal

The Teacher-in-charge informed in the meeting that Rs 5000 have been allocated to the English Dept by Cultural committee to utilize under Azaadi ka Amrit Mahotsav celebration. Dept has to conduct competitions for students by the end of next week i.e. 28th January, 2023.

After deliberation, English dept decided to organise two competitions: **Essay Writing and Declamation Competition** on 27th January, Friday, 2023. Winners will be given cash prize of Rs 750 (1st prize), Rs 500(2nd Prize) and Rs 250 (3rd Prize) for each competition. Participation Certificates will be given to all the participants.

Topic for Declamation Competition: Role of Indian Youth in Sustainable Lifestyles

Topic for Essay writing: Green Energy: Future of Planet Earth

Finalized Budget is as follows:

1st Prize =Rs 1500 (Rs 750 +Rs 750)

2nd Prize =Rs 1000 (Rs 500+Rs 500)

3rd Prize =Rs 500 (Rs 250 +Rs 250)

Banner (size 8 by 4)= Rs 1000

Miscellaneous expenses= Rs 500

Total=Rs 4500

A meeting of English Dept. was held in Staff room on 29th June, 2022 at 11:30 am.

Agenda : 1. Handing over of incharge-ship.
2. Workload of Guests.

Following members attended the meeting:

Dr. Neeraja Deswal	<u>Neeraja</u>
Dr. Pooja Khanna	<u>Khanna</u>
Dr. Manju	<u>Manju</u>
Dr. Sunita Dhankhar	<u>Sunita</u>
Dr. Neeraja Nagpal	<u>Neeraja Nagpal</u>

1. Dr Manju handed over the inchargeship to Prof. Neeraja Deswal. The dept. was informed that Ms Neeraja Nagpal has exchanged her TIC-ship with Prof. Deswal. and she will do it (inchargeship) in 2024-25
2. Workload of both the guests Ms Monica and Ms Adhyasha was discussed in the meeting.
3. It was discussed that dept. should actively co-ordinate with Timetable Committee for a compact timetable, As the schedule of last semester was scattered and impractical.

A meeting of English Dept was held on 9th Feb, 23 at 11:00 am in staff room.

Following teachers attended the ~~the~~ meeting:

Prof. Neeja Deswal	<u>Neeja</u>
Prof. Pooja Khanna	<u>Khanna</u>
Ms. Neeja Nagpal	<u>Neeja Nagpal</u>
Dr. Sunita Dhankar	<u>Sunita</u>
Dr. Manju	<u>Manju</u>

1. TIC Prof. Neeja Deswal shared that the Inter-class competitions organised by Eng. Dept on 27th Jan, 23 were a big success. There was an overwhelming response from student participants. She thanked her colleagues for their support for the same.
2. Certificates for all the participating students will be distributed soon. Cultural Committee has assured that the dept will get certificates in the coming week.
3. Dept also discussed the completion of mid-semester tests and assignments of all students timely, so that IA can be submitted on the dotted line.

A meeting of English dept was held on 28th Mar, 23
Tuesday at 12:00 pm.

Agenda : 1) Finalize paper for GE(H) 2nd Sem
2) Updation of dept Tab on college website

Following members attended the meeting:

Prof. Neeraja Deswal (TIC) Neeraja

Prof. Pooja Khanna Khanna

Prof. Neelu - Neelu

Dr. Manju Manju

Minutes of the meeting are as follows:

1. Dept. unanimously finalized the paper 'Individual & Society' for 2nd Sem, GE(H) students of B.Com(H), BSW, BHT and BA Geo (H).
 2. TIC, Prof. N. Deswal informed the members that due to imminent NAAC visit, dept Tab needs to be updated on college website. Work was divided as follows:
 - a) Dept Reports & Introduction - Prof. N. Deswal
 - b) Faculty Profiles - Prof. Pooja Khanna
Everyone was requested to provide data to Pooja at the earliest.
 - c) Syllabus - Prof. Neenu Kumar.
- Dept will take stock of the status on 4th April, 2023.

A meeting of English dept was held on 5th April, 2023 at 11:45 am in Staff room.

Agenda: Updation of dept tab on college website

Following members attended the meeting:

Prof Neeja Deswal (TIC) ~~Neeja~~

Prof Neelu ~~Neelu~~

Prof Pooja Khanna ~~Khanna~~

Dr. Sumita Dhankar ~~Sumita~~

Dr. Manju ~~Manju~~

Minutes are as follows:

1. TIC Prof Neeja Deswal shared that department Tabs - reports, faculty profiles, introduction, syllabus, outcome (Bloom's Taxonomy) are duly uploaded on college website.
2. Now, department has to start preparing for NAAC visit. All the TICs between 2017 till 2022 must complete registers of their tenure for NAAC purpose.
3. Department must come together as a team to complete all the pending work.