

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

Neerja
Khanna

Dr. Pooja Khanna

Dr. Manju

Manju

Dr. Sunita Dhankhar

Sunita

Dr. Neerja Nagpal

Neerja Nagpal

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.**

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 in partnership with G20 Presidency Summit.

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. These competitions will be in partnership with G20 Presidency Summit.

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= Rs 1000

Miscellaneous expenses= Rs 500

Total=Rs 4500

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

Following teachers attended the ~~staff~~ 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 Sunita Dhankar *Sunita*

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.

Minutes of the Meeting Department of English

Date: May 3, 2023

Time: 1 pm

Venue: Staffroom

Attendees:

1. Prof. Neerja Deswal
2. Mrs. Neerja Nagpal
3. Prof. Pooja Khanna
4. Prof. Neenu Kumar
5. Prof. Sunita Dhankhar
6. Dr. Manju

Neerja
Neerja Nagpal
Khanna
Deswal
Sunita
Manju

Agenda:

1. Preference for Off Days
2. Distribution of New Syllabus
3. Introduction of Optional Papers
4. Allocation of Classes

Proceedings:

1. Preference for Off Days:
 - The meeting began with a discussion on the preferred off days for the upcoming academic year.
 - It was suggested that Saturday or Monday should be considered as the off day.
 - After considering the options, the attendees all faculty members submitted their preference to the TIC
2. Distribution of New Syllabus:
 - The new syllabus based on the National Education Policy (NEP) was distributed among the attendees.
 - The TIC informed the department about the key changes and updates in the NEP syllabus.
3. Introduction of Optional Papers:

Neerja
Prof. NEERJA DESWAL
TIC (2022-23)

(1)

PTO

- The department discussed the options to be introduced for the current semester.
- It was decided to introduce the following GE papers:
 - ELTL
 - EF
 - DELS
 - DC

4. Allocation of Classes:

- It was agreed that the allocation of classes would be based on the options filled by the students through Google Forms.
- A Google Form would be created to collect students' preferences for the GE papers they would like to enroll in.
- The faculty members would be assigned classes based on the preferences indicated by the students in the Google Forms.

The meeting concluded with a note of appreciation for all attendees and their valuable contributions.

Minutes recorded by:

Department of English

(2)

Neeja
TIC (2022-23) Prof. Neeja Deswal

Minutes of the Meeting Department of English

Date: June 16, 2023

Venue: Staffroom

Attendees:

1. Prof. Neerja Deswal

2. Ms. Neerja Nagpal

3. Prof. Pooja Khanna

4. Prof. Neenu Kumar

5. Prof. Sunita Dhankhar

6. Dr. Manju

Agenda:

1. Academic Calendar of Events
2. Internal Assessment Projects
3. Preparation for NAAC Visit
4. Suggestions for Library Purchases

Proceedings:

1. Academic Calendar of Events:

- The meeting commenced with a discussion on the academic calendar of events for the upcoming semester.
- Prof. Neerja Deswal presented a tentative schedule of important dates, such as examinations, IA deadlines, and cultural events.
- The attendees provided their input and suggestions for the calendar, including the inclusion of guest lectures and workshops.

2. Internal Assessment Projects:

- The department discussed the implementation and evaluation of internal assessment projects for the current semester.
- The TIC shared the guidelines and assessment criteria for the projects.
- It was decided that each faculty member would provide clear instructions and topics for the projects to the students in their respective classes.

Neerja

PROF NEERJA DESWAL (1)
TIC (2022-23)

PTO

- The submission deadlines and evaluation process would be communicated to the students, ensuring transparency and fairness in the assessment.

3. Preparation for NAAC Visit:

- The department addressed the preparation for the upcoming NAAC (National Assessment and Accreditation Council) visit.
- Prof. Deswal informed the attendees about the required documentation and data to be compiled for the visit.
- Each faculty member was assigned specific tasks related to collecting and organizing the necessary information.
- A timeline was established to ensure timely completion of the preparations before the NAAC visit.

4. Suggestions for Library Purchases:

- The meeting included a discussion on suggestions for purchasing books and resources for the departmental library.
- The TIC encouraged faculty members to recommend books, journals, and online resources that would enhance the department's collection.
- Attendees shared their suggestions based on the curriculum, emerging research trends, and student requirements.
- It was decided that the suggestions be compiled and a consolidated list be submitted to the library committee for further consideration and procurement.

The meeting concluded with a note of appreciation for all attendees and their valuable contributions.

Minutes recorded by:

Department of English

(2)

Neerja
Prof. Neerja Deswal
TIC (2022-23)

An online meeting of English department was held on 10th July, 2023. Link of the meeting was :

Department Meeting

Monday, 10 July · 11:00am – 12:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/rss-sysj-ecz>

Agenda: Handing over of In-charge ship to Prof Neelu

Meeting was attended by

Prof Neerja Deswal, TIC (2022-23)

Prof Neelu, TIC (2023-24)

Prof Pooja Khanna

Prof Neenu Kumar

Dr. Sunita Dhankar

Dr. Manju

Mrs Neerja Nagpal

The meeting commenced at the designated time with the presence of Prof. Neerja Deswal, Prof. Neelu, and other members of the English Department.

Handing over of In-charge responsibilities:

Prof. Neerja Deswal, the outgoing In-charge for the academic year 2022-23, expressed her gratitude to the department for their cooperation and support throughout her tenure.

She formally handed over the charge to Prof. Neelu and wished her success in her new role.

Prof. Neelu thanked Prof. Neerja Deswal for her contributions and expressed her commitment to fulfilling the responsibilities of the In-charge position.

The meeting concluded on a positive note, marking a smooth transition of responsibilities. The department expressed their appreciation for Prof. Neerja Deswal's leadership and extended their support to Prof. Neelu for the upcoming academic year.