

Notice

12th September, 2016

Valsad

This is to kindly inform you that the first Departmental meeting is going to be organized on 13th September, 2016 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

12th September, 2016

Valsad

1. Call to order
2. Reading of the minutes of the previous meeting.
3. Review of the Syllabus completion of the first term.
4. Review of the Extra activities done in the first term to improve language proficiency of the students.
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

13th September, 2016

Venue: College Library

Members Present:

Prof. B.T. Patel (Head of the Department) *B.T. Patel*

Dr. Daxa Thakor (Associate Professor) *Dhak*

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 first term:**

It was observed that as per the syllabus completion planning in the first term, syllabus is completed in all the classes by both the faculties.
4. **Review of the Extra activities done in the first 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: Tenses, Models, Conjunctions and Prepositions, Conditionals, Active and Passive voice and Direct-Indirect Speech.

S.Y.B.Com: Official letters, Bank correspondence and Insurance Correspondence.

T.Y.B.Com: Public relations letters and Letters to the editors.
8. **Publication of Research papers and participation in Seminar/ Conferences by Dr. Daxa Thakor.**
 - Four Research papers are published in Peer Reviewed and Referred Journals.
 - Two papers are presented in National Seminars.
5. **Date of next meeting:** It was decided to hold next review meeting on 5TH December, 2016.
6. **Vote of thanks:** Prof. B.T. Patel expressed vote of thanks.



(Prof. B.T. Patel)

Head

Department of English