

MINUTES OF THE MEETING

Department of English

Mata Sundri College for Women

A meeting of the Department of English was held through Google Meet on Thursday, 9 September, 2021, at 7.00 pm using the meet id <https://meet.google.com/idr-srkw-eha>.

The following members were present:

Dr. Chandra Chatterjee

Dr. Kiranjeet Sethi

Dr. Suprita Jha

Ms.Praveshika Mishra

Ms.Divya Pradhan

Dr. Manisha Mathur

Ms. Hema Sen

Ms.Menka Ahlawat

Ms.Meenu Chaudhary

Ms. Gurpreet Kaur

Ms.Shweta Duseja

Dr. Priyadarshini Bhattacharya

Dr.Ritu Saluja

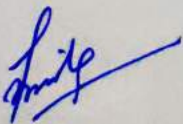
The minutes of the meeting are as follows:

1. The meeting began with the welcome of a new member Dr. Ritu Saluja to the department.
2. Teacher incharge, Ms. Praveshika Mishra informed the members that they all are required to be present in the college every Tuesday. She also informed that same day 3rd year students could be permitted to come to the college for tutorials in small groups .. All Covid protocols would be duly followed.
3. Ms. Mishra also informed the tentative dates and schedule for the virtual Inter College Literary Fest to be organised by English Department in the last week of September,2021.The following events were proposed:

Spun Intended

Stage on Fire

Book Anatomy



Metamorphosis.

Ms. Mishra requested the members to volunteer to judge and coordinate the events. Some members volunteered for the same. It was told that an amount of 12000/- got approved for the fest.

4. It was decided that the in charge of Research Mentoring would be Dr. Chandra Chatterjee. Ms. Gurpreet Kaur would take care of Peer Mentoring. A suggestion to hold some activities for Teacher Mentoring was given.

5. The teacher in charge apprised the members of the activities to be planned for the new academic session. Some suggestions were- Book or Story Reading Club, Lectures by Experts, Film or Theatre Festival.

6. The next proposal was to start a Short Term Course. A few suggestions came up on this.

7. The teacher in charge also expressed the wish to engage the department in a Community Outreach Activity where teachers and students from other schools could be involved.

8. The last proposal was to initiate a Digital Library for the department to facilitate teachers and students with question papers and study material.



Praveenika Mishra

TIC

Deptt. of English

IQAC Minutes Meetings. November 23, 2021

A meeting of the IQAC with the Principal Prof. Harpreet Kaur and all members of Department of English was held on November 23, 2021 at 11:45 PM in the Principal's room. Following are the Minutes of the Meeting:-

The Principal Prof. Harpreet Kaur commenced the meeting by welcoming all the members. She then stated that the Department has to procure the minutes of all the department meetings that were held in last five years.

Prof. Kaur instructed the Teacher In-charge Ms. Praveshika Mishra to gather a team of department teachers to make PowerPoint Presentations for work done in last five years. The focus of the PPTs should be on student participations and learning outcome.

Principal Prof. Kaur instructed that Department of English page on the college website should be updated with details of all the events. This includes updating the profile of the department, individual data of the teachers, activities of the Literary Society and E-Journal. She suggested that youtube links and newspaper excerpts specific to events of English Department can also be highlighted.

Prof. Kaur stated that student interaction is very essential in the present time and all teachers should take relevant steps to achieve the same. She also suggested that students should be encouraged to submit group projects to further promote interaction and active participation.

All department teachers were told to regularly communicate with students through their official email ids.


Ms. Praveshika Mishra was asked to make a department specific technical team comprising two teachers and two students.

Dr. Lokesh Gupta stated that a few English Dept. teachers would be needed for final editing of the NAAC report. Following names were suggested:-

Dr. Chandra Chatterjee
Dr. Kiranjeet Sethi
Ms. Shweta Duseja

Prof. Kaur stated that a review meeting with the Department would be scheduled within two weeks to discuss the progress on the matters discussed in the present meeting.

There being no other matter the meeting to an end.


Praveshika Mishra
TIC
Department of English

Department of English,

Mata Sundri College

Meeting Minutes

25'11'2021

A meeting of the Department of English was held on 25th November, 2021 at 5:00 PM with the Teacher-in-Charge, Ms. Praveshika Mishra where all the members of the department were present except Dr. Manisha Mathur.

Following are the Minutes of the Meeting:

1. Ms. Praveshika Mishra commenced the meeting by welcoming all the members. She then stated that the Department has to procure the minutes of at least three department meetings per year for the last five years. She asked Dr. Kiranjeet Sethi and Dr. Suprita Jha to share newspaper clippings and videos of events held during their respective inchargeships.
2. Ms. Mishra formed a team of two Department teachers, namely Dr. Ritu Saluja and Ms. Gurpreet Kaur to make PowerPoint presentations for work done in last five years. She also made a Technical Team with two teachers, namely Ms. Shweta Duseja and Ms. Hema Sen and asked them to appoint two students to work with them.
3. These two teams were given the task of completion of Departmental data on the website with the help of department members. All the teachers were asked to update their individual profiles on the website.
4. Ms. Mishra emphasized on the relevance of student interaction in times of online teaching to create a culture of inclusivity and urged all the teachers to take relevant steps to achieve the same.
5. The department discussed about continuing Intensive Remedial English Classes for non-fluent learners of English.
6. Following suggestions were made by the faculty members to upgrade the departmental page on the college website:
 - a. Include all the editions of Verbo Incendium.
 - b. Upload soft copies of the books in the syllabus.
 - c. Incorporate a Students' Corner where students can share their feedback and responses about the events they participated in the college and outside.
 - d. Include names of distinguished alumni from the Department.
 - e. Write ups by superannuated teachers about their experience in college.
 - f. Inclusion of the papers published by the faculty.
 - g. Upload group projects done via academic mentoring.
 - h. Add list of college/university toppers and the list of students who made it to MA (English).
7. The meeting ended with discussion around the DCE papers to be offered to Semester 6 students wherein all the teachers were asked to go through the syllabus and accordingly give their preferences for the coming semester that would begin in the first week of January.

There being no other matter the meeting was brought to an end.