

**School of Social Sciences and Languages**

**Department of English**

**Minutes of the Meeting**

**[1] Date: 18.08.2020 Time: 12:00 PM**

**[2] Members Present:**

List attached

**[3] Agenda:**

1. Fall 2020-21 Academic Activities

2. Any other matter.

**[4] Chairperson:** The HoD, English

**[5] Points discussed:**

1. Dr. Sarika Gupta, HoD English has started by briefing the agenda of the meeting.
2. She reminded the faculty members about the daily updation of students’ attendance in VTop as Fall Semester of academic year 2020-21 for the UG & PG seniors’ batch and PG freshers’ batch are in progress. She added that any discrepancy in attendance should be modified and updated within a week’s time.
3. She further asked the faculty members to conduct all internal assessments according to the set rubrics for the respective courses.
4. She further briefed upon the departmental accomplishments of the previous academic year (2019-20).
5. She informed the faculty members about the activity calendar and departmental targets for the academic session 2020-21 such as quality research work and procurement of funded projects and consultancy work. She also requested the faculty members to send their proposals for organising events like seminars, workshops and guest lectures.
6. She further told that Dr. Karthikeyan will be the coordinating and sharing information on upcoming project opportunities.
7. She reminded about the ongoing arrear oral exams and requested the nominated faculty members to perform their roles as observers in the same.

Meeting adjourned at 12:45 pm.

**[6]** Attendance sheet enclosed

Minutes recorded by Organized by Approved by

**Dr. Preethi Dr.Sarika Gupta Dr.G.Velmurugan**

Asst. Prof., English HoD, English Dean, SSL