



Minutes of the Meeting of the Department of English

Date: July 26, 2023

Agenda:

Discussion on the Activity Schedule for the New Session

Organization of Reading Week to Promote Reading Habits

Orientation of New Students

Proceedings:

The meeting of the English Department faculty was convened by Dr. Deepti Pajni, the Head of Department, to outline the activity schedule for the upcoming session. Among the various activities discussed, special emphasis was placed on organizing a Reading Week to instill a culture of reading, particularly among Honors students.

The faculty engaged in a detailed discussion regarding the logistics and objectives of the Reading Week, highlighting its importance in nurturing a love for literature and improving language skills. It was agreed upon that the Reading Week would be a collaborative effort, involving both faculty members and students.

Additionally, the meeting addressed the orientation process for new students. Ideas were exchanged on how to effectively introduce incoming students to the department and its academic expectations. Strategies to create a welcoming and supportive environment for new students were discussed, including mentorship programs and orientation sessions. The meeting ended at 11.00 am

Attendees:

Dr. Deepti Pajni (HoD) *D Pajni*

Dr. Gitanjali Mahendra *g mahendra*

Ms. Snigdha Bhatt *Snigdha*

Ms. Charu Mukherjee *Charu*

Ms. Annette James *Annette James*

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Principal
St. Bede's College
Shimla



Minutes of the Department Meeting

Date: February 7, 2024

Agenda:

Attendance Registers Completion

Discussion on Student Performance in Minor Tests

Conduct of Retests for Failed Students

Attendance Concerns and Addressing Shortcomings

Proceedings:

The meeting of the English Department faculty was convened by Dr. Deepti Pajni, the Head of Department, on February 7, 2024 at 10:30 AM. Dr. Pajni initiated the meeting by emphasizing the importance of maintaining accurate attendance records. She requested all faculty members to ensure timely completion of attendance registers both online and in physical registers.

A significant portion of the meeting was dedicated to discussing the performance of students who had failed in minor tests. It was decided that retests would be conducted for these students to provide them with an opportunity to improve their grades. The faculty engaged in a constructive dialogue to ensure that appropriate support and guidance would be extended to these students to facilitate their academic progress.

Furthermore, concerns were raised regarding students whose attendance fell short of the required criteria but had attended minor tests. The faculty deliberated on strategies to address attendance-related issues and promote better compliance with attendance policies among students.

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Ms. Osheen

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