

Date 7 Jan 16

Page:

TRA
EDGE

7 Jan 2016.

Meeting of the Department was conducted. Syllabus for the forthcoming semester was discussed. Outcome of Remedial Classes for weak students was discussed that commenced in the month of December for the students of B.A. III. It was decided to lay more stress on the weaker students. As the earlier planned Competitions could not be conducted due to the lack of response from the students. It was proposed to conduct some other competitions in the coming month. Also, it was decided to conduct remedial classes for the students of B.A. II who had had reappear in their English (compulsory) semester II exam.

Ms Deepika Gupta

Ms Harleen Kaur Harleen

Ms Anneet Kaur Anneet Kaur

Ms Khushneel Kaur Khushneel Kaur

Ms Rupinder Kaur Rupinder Kaur

Ms Ritu

Ms Ruchi

Ruchi

Teacher Sign.

Date: 1 Feb 16

Page:

XTRA
EDGE

1 Feb 2016

Meeting of the teachers teaching Post Graduate classes was conducted to discuss the assignments to be given to students.

It was decided to ask students to prepare Power Point Presentations on the topics assigned by respective teachers. Groups of 5-5 students were formed and topics for all groups were decided on various subjects.

Also it was decided to show movie 'Dell's House' to the students of M.A.T Semester II for a better understanding of the prescribed text.

Ms Deepika Gupta

Ms Harleen Kaur

Ms Rupinder Kaur

Ms Amneet Kaur

Ms Khushneel Kaur

Teacher Sign,

Agenda of the Dept. meeting was to assign duties for the forthcoming session. Timetable and classes were allotted to the teachers. Division of syllabus according to MST I and II was discussed. It was decided to conduct An Orientation of the students of M.A. (English) and students of literature B.A. I, II, III.

Class Co-ordinators for the session 2016-17

M.A. (English) I - 2105 Ms Anneet Anneet Kaur

M.A. (English) II - Ms Harleen Harleen

B.A. I - Ms Khushneel^{Khush} Ms Seerat

B.A. II - Ms Sukhwinder. @K

B.A. III - Ms Ruhi. Ruhi

B. Com - Ms Rupinder / Ms Suman

Activity Co-ordinators - Ms Ruhi, Ms Harleen, Ms Khushneel^{Khush}

Time - Table - Ms Deepika @fulk

Date: 9 Aug 2016

Page:

TRA
EDGE

An orientation programme for the students of M.A.(English) and B.A.-I, II, III of Literature was conducted. All the teachers of the Dept. were present. After the orientation meeting of the staff members took place in which future activities of the Dept. were discussed. Problems regarding any clashes in the timetable were sorted out.

Deepika

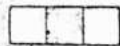
Sukhvirinder
Gaur

Pooja

Shruti

Shubh

Shruti



Teacher Sign.

21/09/16

Date:/...../.....

Page:

XTRA
EDGE

15 September 2016

Agenda of the Meeting: Results of 1st MSTs

First MSTs of the session were conducted from 1st Sep - 9 Sep 16. Results of the students of various classes were discussed with the teachers. It was decided to identify weak students and lay special stress on them. Activities like Group-Discussion, Power Point Presentations, Seminars to be conducted were discussed.

Deepika Gupta - Deepika

Khushneel Kaur - Khushneel

Ruhi Dhuria - Ruhi Dhuria

Sukhvinder Kaur - Sukhvinder Kaur

AMNEET KAUR - Amneet Kaur

SEERAT BRAR - Seerat Brar

Sumampreet Kaur - Sumampreet Kaur

Harleen Kaur - Harleen Kaur

Teacher Sign.

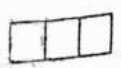
26 November, 2016

A staff meeting was held to plan departmental activities for the next semester. A list of proposed activities including Declamation contest Extension lecture etc. was prepared. The proposal of a lecture on Grammar and Writing skills, (for all classes) was also discussed.

Harleen Kaur - Harleenkaur
Sukhwinder Kaur - Sukhwinder

A meeting of the department was held to discuss the syllabus for Mid-Semester Tests. It was decided that 75% syllabus of M.A. (English) - I and II, and of Elective Eng of B.A. - I, II and III will be covered in the tests. However, the syllabus of Eng Comp. of B.A. - I, II and III will be 100%. The teachers unanimously decided to set each other's papers (MSTs) for a comprehensive evaluation of the students.

Harleen Kaur - Harleen Kaur
Khushneel Kaur - Khushneel Kaur
Sukhwinder Kaur - Sukhwinder Kaur



A meeting of the department was held to discuss the syllabus of the classes. Time-table was planned and classes were allotted to the respective teachers. It was decided to conduct an orientation programme for M.A I & M.A II, B.A I, B.A II and B. III (Literature).

Classes co-ordinators for the session 2017-

M.A-I (Eng) - Ms. Khushneel, Ms. Harleen.

M.A-II (Eng) - Ms. Sukhvinder

B.A-I - Ms. Sukhvinder, Ms. Seerat, Ms. Heeta

B.A-II - Ms. Sukhvinder, Khushneel, Ms. Raman, Khushneel.

B.A-III - Ms. Raman, Khushneel, Seerat

B. Com. - Ms. Rupinder-Kaur.

A staff meeting was organised to plan the departmental activity. An "Essay Writing Competition" was proposed. Different duties were assigned to the students and teacher guided them.

- Haaleen Kaur -
- Sukhvinder Kaur - (Sear)
- Khushmel Kaur - (Sear)
- Reeta Garg - (Sear)
- Seerat Bhan - (Sear)

Agenda of the Meeting "Exhibition" was planned based on the syllabus of literature of graduation and Post graduation classes. 5 Groups of 5-5 students each participated in this exhibition.

Hadeen Kaur - Kaur
Sukhvinder Kaur - Kaur
Reeta Garg - Garg
Khushmeel Kaur - Kaur
Seerat Brar - Brar

A staff meeting was held to discuss any departmental activity. Extension lecture by Dr. Parkmyet Romana was decided to be held on the topic "Literary Criticism".

Sukhvirinder Kaur - ~~Skaur~~

Reeta Garg - ~~Reeta~~

Ichshmeel Kaur - ~~Ichshmeel~~

Secrat Brar - Secrat Brar

Ravneet Kaur -

Ramandeep Kaur - Ramandeep.

August 2019

Date :/...../.....

Page:

XTRA
EDGE

In the beginning of the session, syllabus was discussed and subjects were distributed

A special 8:15 session on the lines of Cambridge Empower was set and activities were planned for the upcoming session.

Functional English classes were planned to be taken by the subject teacher on every Wednesday. These classes are only for the students of Ist Sem.

Ms. Reeta Garg - Reeta Garg

Ms. Khushmel Kaur -

Ms. Rupinder Kaur - Rupinder Kaur

Ms. Seerat Brar - Seerat Brar

Ms. Dalisha Bhatia - Dalisha

Ms. Roopam Kaur - Roopam

November 2019

Date:/...../.....

Page:

XTRA
EDGE

Plan was laid to help student score better
Remedial classes were planned.

On 12th February, a departmental activity
has been organised, a visit has been
organised to Deaf & Dumb school.

Functional English classes for the students
of IIIrd year (VI sem) will be held.

Ms. Khushmeel Kaur

Ms. Rupindia Kaur

Ms. Reeta Garg

Ms. Seerat Bhai

Ms. Aalisha

Ms. Roopam

February 2020 (10.02.2020)

Date:/...../.....

Page:

XTRA
EDGE

A meeting was held to discuss the e-resources and project which is mandatory as per the NAAC's new guidelines. The ideas for research paper were discussed. Effective ways of producing clips were also discussed.

Ms. Reeta Garg - ~~Garg~~

Ms. Rupindia - ~~Rupindia~~

Ms. Seerat Kaur - ~~Seerat Kaur~~

Ms. Roopanjit Kaur - ~~Roopanjit Kaur~~

Ms. Anusha Bhatia - ~~Anusha~~

Ms. Shalini - ~~Shalini~~



Teacher Sign.

Aug 2020 (06.08.2020)

A meeting was held by the teachers who have joined and will be joining in order to conduct an International workshop on developing vocabulary in collaboration with Cambridge Univ. Press, London. Along with the same knowledge was given about CAE course which is an advance Language Proficiency course.

Ms. Aashish - Aashish

Ms. Reeta Garg - Reeta Garg

Ms. Rupinder Kaur - Rupinder Kaur

Ms. Seerat - Seerat

Mr. Roopam - Roopam

21 Sep 2020

Date:/...../.....

Page:

XTRA
EDGE

A meeting was held to check the smooth functioning of online classes as well as to inform the staff members about the exams which will also be conducted online.

Further, the activities of this semester which are already conducted were revisited for any pending work.

A discussion regarding remedial classes, functional English classes was also done with every Wednesday all the concerned teachers will train the students for better language proficiency.

Ms. Anusha - Anusha

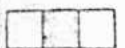
Ms. Reeta Garg - Reeta Garg

Ms. Rupinder.

Ms. Seerat - Seerat Bhan

Ms. Roopam - Roopam Khan

Ms. Janel - Janel



Teacher Sign.

3 November, 2020.

A meeting was conducted with the new recruit Ms. Jasdeep Kaur who joined when Ms. Rupinder left for her Maternity leave. All the classes were handed over to her along with the register.

The books as well as help books were also handed over to her, including with the schedule.

Zoom link and relevant information was further given.

Ms. Dalshia - *[Signature]*

Ms. Jasdeep Kaur - *[Signature]*

A meeting regarding the MSTs was held to inform the points discussed in the meeting held for the HODs.

The tentative date and time for the exams are 16th Nov, 2020 & 10:00 AM - 1:00 PM respectively. The exams will be conducted online and the answer sheets have to be submitted within an hour either offline or via email.

Although the department does have an email, another one specially for exams will be created by Ms. Halushia.

Classes for first year will be conducted normally.

Classes for M.A English will commence from 09th Nov, 2020.

Ms. Halushia - Halushia

Ms. Keeta Garg - Garg

Ms. Seerat Brar - Seerat Brar

Ms. Roopam - Roopam

Ms. Tameer - Tameer Sharma

Ms. Jasdeep - Jasdeep