




Minutes of Meeting held on
17/07/2017


The department of English organized the meeting of the odd semester on 17/07/2017 under the guidance of HOD

The minutes of the meeting are given as below:-

- ① minutes of previous meeting were discussed
- ② Lesson plan should be displayed on the Notice board.
- ③ Remedial classes for weak students
- ④ To prepare students for Academic fest, Youth festival and other Inter-college Activities.
- ⑤ To complete syllabus before 10 Nov 2017
- ⑥ Internal assessment as per University norms.

Following ^{members} were present :-

- ① Dr. Seemant (HOD) 
- ② Dr. Sarika. 
- ③ Dr. Sumita. 


HOD
DR. Seemant
Dept. of English
Kanya Mahavidyalaya
KhalKhoda
Sonapat.




Minutes of Meeting held on
17/07/2017

The department of English organized the meeting of the odd semester on 17/07/2017 under the guidance of HOD

The minutes of the meeting are given as below:-

- ① minutes of previous meeting were discussed
- ② Lesson plan should be displayed on the Notice board.
- ③ Remedial classes for weak students
- ④ To prepare students for Academic fest, Youth festival and other Inter-college Activities.
- ⑤ To complete syllabus before 10 Nov 2017
- ⑥ Internal assessment as per University norms.

Following ^{members} were present :-

- ① Dr. Seemant (HOD) 
- ② Dr. Sarika. 
- ③ Dr. Sumita. 


HOD

DR. Seemant
Dept. of English
Kanya Mahavidyalaya
KhalKhoda
Sonipat.

Minutes of Meeting held on
1st JAN 2018

The department of English organized the meeting of the even semester on 1st JAN 2018 under the guidance of HOD.

The minutes of the meeting are given as below:-

- ① The minutes of the Previous meeting were discussed.
- ② Prepare Lesson plan for the even semester and display on the board.
- ③ Discussed the Remedial classes for weak students.
- ④ To complete syllabus before 16th April 2018
- ⑤ To collect assignments from individual students.
- ⑥ The meeting ended with the Vote of thanks of HOD and other members by Dr. Sumita.

Following Members were present:-

- ① Dr. Seemant (HOD)
- ② Dr. Sarika.
- ③ Dr. Sumita *Sumita*

HOD
Dr. Seemant
Dept. of English
Kanya Mahavidyalaya
Khatkhoda.

Minutes of Meeting held on
16/07/2018.

The department of English organized the meeting of the odd semester on 16/07/2018 under the guidance of HOD. The minutes of the meeting are given as below :-

- ① Minutes of the previous meeting were discussed.
- ② Lesson plan should be displayed on the Notice board.
- ③ Regular class tests and on the spot tests should be given.
- ④ Assessment strictly as per University norms.
- ⑤ To prepare students for Inter-college activities.

Following members were present:

- ① Dr. Seemant (HOD) Seemant
- ② Dr. Sanku gupta Sanku
- ③ Dr. Sumita Sumita
- ④ Mr. Sumit Sumit

Seemant
HOD
Dr. Seemant
Dept. of Eng.
Kanya Mahavidyalaya,
Kharkhoda, seripat

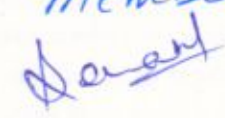



Minutes of Meeting held on
1/01/2019


The department of English organized the meeting of the even semester on 01/01/2019 under the guidance of HOD.

The minutes of the meeting are given as below:-

- ① The minutes of the previous meeting were discussed.
- ② Prepare and display lesson plan for even semester.
- ③ It was suggested that the syllabus of the even semester should be completed before 10th April 2019.
- ④ Internal assessment as per University norms.
- ⑤ The meeting ended with the Vote of thanks of HOD and other members by Dr. Saika.

Following members were present:-

- ① Dr. Seemant (HOD) 
- ② Dr. Saika 
- ③ Dr. Sumita 
- ④ Mr. Sumit 


HOD
Dr. Seemant
Dept. of Eng
Kanya Mahavidyalaya
Kheukhoda.

Minutes of Meeting held on
16/07/2019.

The department of English organized the meeting of the Odd Semester on 16/07/2019 under the guidance of HOD Dr. Seemant.

Following members were present for the meeting.

- ① Dr Seemant (HOD) Seemant
- ② DR. Sarika Sarika
- ③ Dr. Sumita Sumita
- ④ Mr. Sumit. Sumit

The minutes of the meeting are given as below:-

- ① The minutes of the previous meeting were read and approved by all the members.
- ② It was suggested by Dr. Seemant that lesson plan should be displayed on the notice board within a week.
- ③ It was decided in the meeting that regular class tests and on the spot tests should be given.

- (4) It was suggested that the syllabus of first term should be completed before Diwali break.
- (5) It was decided that Internal assessment should be given as per University guidelines.
- (6) The meeting ended with the vote of thanks of HOD and other members by Dr. Saika.

Seemant
HOD

DR. Seemant.
Dept. of English
Kanya Mahavidyalaya
Khalakhoda, Sonapat