



Fwd: Department Meeting Minutes

1 message

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To: Meenakshi Bharat <mbharat@svc.ac.in>, Rina Ramdev <rinaramdev@svc.ac.in>, Ratna raman <ratnaraman@svc.ac.in>, Nikhil Yadav <nikhilyadav@svc.ac.in>, Debarati Sen <debarati.sen@svc.ac.in>, Pooja Sharma <ps.poojasharma@svc.ac.in>, Ritika Singh <ritikasingh@svc.ac.in>, Aman Nawaz <aman@svc.ac.in>, Nishant <nishant@svc.ac.in>, Rupleena Rupleena Bose <rbose@svc.ac.in>, "Dr. Amrita Sharma" <amritasharma@svc.ac.in>, "Dr. Manvi Singh" <manvi@svc.ac.in>, "N. Tejaswini" <ntejaswini@svc.ac.in>

Dear All,

A meeting of the English Department was held on 13th June 2024 at 11.00am. The following members attended the meeting:

- 1) Ratna Raman
- 2) Meenakshi Bharat
- 3) Amrita Sharma
- 4) Pooja Sharma
- 5) Rina Ramdev
- 6) Nikhil Yadav
- 7) Debarati Sen
- 8) Aman Nawaz
- 9) Nishant
- 10) N. Tejaswini
- 11) Manvi Singh

Below are the discussion topics and the resolutions adopted by the Department:

- 1) It was decided that the incumbent TIC will keep the minutes of the Deptt Meeting henceforth. The minutes will be circulated on the Email as has been the practice before.
- 2) Discussion regarding setting up of the various Departmental Committees for the academic year 2024-25.
 - a) Mosaic - i) Dr. Pooja Sharma ii) Dr. Ritika Singh
 - b) ELA - The entire Department would be a de facto member of the ELA. Core Committee Members are: i) Dr. Rina Ramdev ii) Nishant iii) Aman Nawaz iv) N. Tejaswini

It was decided that the entire department would be privy to any talks/ seminars/conferences/ events well beforehand and would be regularly called for ELA meetings.

Whosoever is organising the talk/seminar/conference will be the chief signatory for all office/accounts related documents. Any other of the core committee members could be co-signatory.

Mosaic will have the participating committee members sign all Mosaic related documents.

- 3) It was decided that the Admin Office should intimate the composition of all classes including the class lists within a month of the beginning of the academic term to allow the time table committee to make informed decisions.

The Time Table Committee for 2024-25 comprises: i) Dr. Ritika Singh ii) Aman Nawaz iii) Dr. Pooja Sharma iv) N. Tejaswini

- 4) The Admission Committee for 2024-25 comprises: i) Dr. Nikhil Yadav ii) Nishant iii) Dr. Manvi Singh

- 5) IQAC Committee for 2024-25 comprises: i) Dr. Pooja Sharma ii) Dr. Manvi Singh iii) Dr. Amrita Sharma

- 6) The Alumni Committee for 2024-25 comprises: i) Dr. Manvi Singh ii) N. Tejaswini iii) Debarati Sen

- 7) Regarding the SEC/ VAC internal evaluations it was decided that the four teachers engaging the BA Prog III would distribute the answer scripts of SEC VI amongst themselves

VAC evaluations would be done by the respective teachers/tutors who have engaged IInd and IVth Semester VAV. They are i) Nishant ii) N Tejaswini iii) Dr. Ritika Singh iv) Dr. Nikhil Yadav v) Dr. Meenakshi Bharat vi) Dr. Ratna Raman vii) Dr. Rupleena Bose

The hard copy of the minutes was duly signed by all attending members.