
Fwd: Minutes of the Department Meeting Held on 03/09/2024

3 messages

Ratna raman <ratnaraman@svc.ac.in>

8 September 2024 at 11:05

To: Faculty Department of English SVC <facultyenglish@svc.ac.in>

----- Forwarded message -----

From: **Dr. Manvi Singh** <manvi@svc.ac.in>

Date: Tue, Sep 3, 2024 at 8:35 PM

Subject: Minutes of the Department Meeting Held on 03/09/2024

To: Ratna raman <ratnaraman@svc.ac.in>

Dear Prof. Ratna,

I hope this email finds you well. I am sharing the minutes of the meeting held on 3rd September 2024. I request you to review the minutes and share it with the rest of the department. If there are any modifications or additions needed, please feel free to make them.

A meeting of the English Department was held on 3rd September 2024 at 12:45 PM. The following members attended the meeting :

Attendees:

1. Prof. Ratna Raman
2. Prof. Rina Ramdev
3. Dr Amrita Sharma
4. Dr Pooja Sharma
5. Dr Manvi Singh
6. Debarati Sen
7. Aman Nawaz
8. Nishant
9. N. Tejaswini
10. Dr Ritika Singh

Agenda:

1. Discussion on the new update regarding the General Elective (GE) courses.
2. Announcement of student representatives for the department.
3. Distribution of tutorship among faculty members.

1. The department discussed the new update concerning the General Elective (GE) courses. It was decided that all mandatory GE courses will be offered in the even semester. For the first semester, the department will offer **Indian English Literature** as the GE course.
2. Dr Manvi Singh pointed out the need for the department to officially announce the student representatives and to document this information. The department acknowledged this and decided to take the necessary steps to ensure the official announcement and documentation.
3. The timetable committee rereviewed the number of students assigned to each tutor to ensure fair distribution.

The meeting concluded with the department agreeing on the above resolutions.

Dear Colleagues,

would like to add that the new updates for the GE are as follows

WE are offering the mandatory GE in the first semester. All other mandatory GEs will be offered in the even semesters.

Students already in the second and third year of the course will get to offer mandatory GEs in their 7th and 8th semesters. This will ensure that they will have enough opportunities to make up the total number of mandatory GEs across disciplines. This is a decision taken by the college since it involves all the departments.

SEC 2-O doesnot involve an exam at the end of term. This has been the process since the previous semesterm as has been reiterated on whartsappgroup.

Would like to record my grateful thanks to Nikhil Yadav and Ritika Singh for preparing the the department workload for 2024-2025 , to Nikhil Yadavfor doing MA admissions when I was away from college and to Nishant and Nikhil for their substantial support during the BA admissions process. which would have been onerous otherwise. It was a well received surprise each time to arrive at the portal to discover Nishant had quickly attended to all the stragglng entries that cropped up, after the first round of admissions. Thank you Debarati Sen for monitoring and following up on the admissions process from a higher place and offering timely advice. Many thanks also to Manvi Singh, Pooja Sharma and Amrita Sharma for setting up a equitable mentor mentee list (although I suspect the first years will now need to be added,) and for their unflinching work to set up the AQAR details for the faculty.

Thanks again to Ritilka for shouldering the Timetable-Committee work and to Pooja and Tejaswini for chipping in. Possibly, collective work would have given us a headstart and enabled us to bring down timetable reshufflings. Aman Nawaz and Tejaswini have finetuned the timetable and sent it on to the principal. Thank you for this Aman and Tejaswini.

Colleagues in the English Department on receiving their copies may please sign on their individual tmetables and forward it on to the college timetable committee and to the principal.

While the minutes have been placed online,a copy will be available for everyone to sign, in the next week.

Queries, observations and objetions may be please raised in hard copy.

Also, a thank you to Nikhil, Ritika and Manvi for keeping the minutes.

Regards,

Ratna Raman

(Teacher-in Charge) June 2024- 2025

Aman Nawaz <aman@svc.ac.in>

8 September 2024 at 18:14

Cc: Faculty Department of English SVC <facultyenglish@svc.ac.in>

Hi Manvi,

thanks for sharing the minutes. But i can't recall us discussing about the Class Representative issue.

Thanks.

[Quoted text hidden]

Dr. Manvi Singh <manvi@svc.ac.in>

8 September 2024 at 19:52

To: Aman Nawaz <aman@svc.ac.in>

Cc: Faculty Department of English SVC <facultyenglish@svc.ac.in>

Dear Aman,

We did discuss the issue pertaining to the documentation of student representatives in relation to the office bearers of the English Literary Association. The minutes do not include any reference to Class representative issues.

Thanks

Dr. Manvi Singh
Assistant Professor
Department of English
Sri Venkateswara College
University of Delhi, India