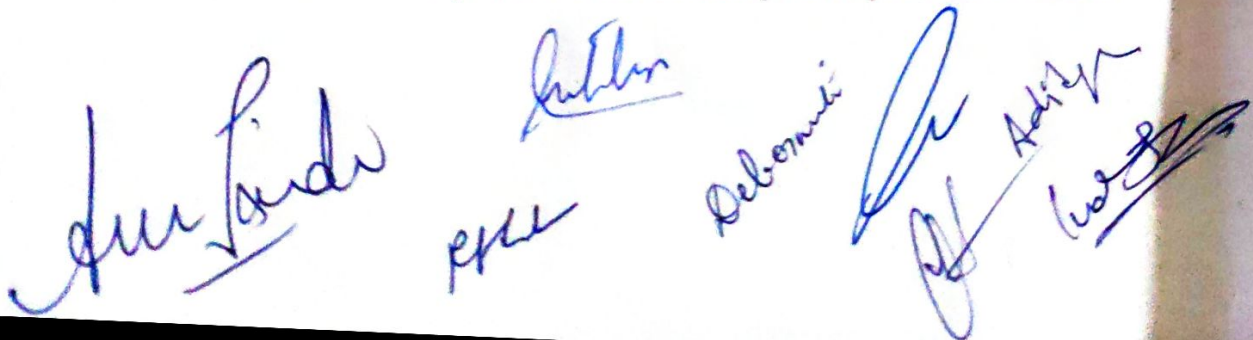


Budget Head	
Funds to be generated through sponsorship, registration/grant-in-aid etc, if any	LITERATI Students' Festival (S.No.3) Any additional expenses beyond the designated Rs. 20,000/- will be met through sponsorship money.

### Department of English: Action Taken Report

1. A department meeting was conducted on 8-02-2020 to communicate the tasks and timelines of activities to be carried out by the department, as per the instructions of the IQAC.
2. The Student Faculty Meeting in the department was conducted on 11-02-2020. The class representatives for this semester are: Anitrayee and Gaurav for semester II, Twinkle Marwah and Faiz Khan for semester IV and Mansi Sehrawat and Anamika for semester VI. They were asked for feedback on the general state of teaching learning and course progression. The students reported that the course progression was satisfactory. However, they did express concern over workload that was unallocated as yet. With Manjari Chaturvedi's appointment, some of this workload is now on track.
3. As part of the industry interface initiative, an interaction with two alumni of the department who are now digital content creators, was organized on the 17<sup>th</sup> of January. Garima Kaul and Prapti Elizabeth interacted with students, shared their work, explained the functioning of the digital content industry, and also gave pointers to those interested in pursuing this field.
4. The college webpage has been updated with information about the department, annual reports of the department from previous years, and updated resumes of 11 out of 15 teachers. CVs of the other teachers are awaited.
5. Six teachers of the department of English enrolled in the FDP for e-learning and content creation. Consequently, eight teachers will have active presence on the MOOC portal by the end of January.
6. An ELPC workshop for students of BA Programme was held on February 12 by Gunatasha Tulsii. Prem Kumari Srivastava and Gitanjali Chawla.
7. A short term English Language Course for Professional Success in collaboration with the Abdul Kalam Centre is all set to start from February 17. The resource persons for this course will be Prem Kumari Srivastava, Guntasha Tulsii and Indrani Dasgupta.
8. An educational trip for the students of the department has been planned from 21-25 February. All the paperwork for it is already in place.
9. The Meet the Author Series event was held on 5 February, 2020. Mona Sinha and Gitanjali Chawla were the coordinators of the event. Eminent writer Madhavi Reddy addressed the students about her work and her journey as a creative writer.
10. The Annual Lecture Series has being planned for 28<sup>th</sup> February, where Professor Nishat Zaidi from the department of English, JMI will lecture the students on Indian Literature..
11. The department conference is on track for the last week of March. Shilpa Gupta is the convener of this year's conference on "Representations of Disability in Literature and Film".
12. Shilpa Gupta is also the convener of an FDP on 'Soft Skills and Emotional Development' which will be scheduled in April, since it does not require the presence of students.



7.	7-Day FDP  (Shilpa Gupta and Guntasha Tulsi)	April 23-30	representations of disability or the lack thereof. This conference is expected to draw participants from diverse national as well as international academic circles.  An FDP on "Soft Skills and Emotional Intelligence" is being planned during the month of April. The FDP will focus on the pedagogic aspect of soft skill development and nurturing emotional intelligence, especially in terms of English language and literature teaching in Indian universities.	It enables teachers and students to interact with some stellar names within the academia and also to learn more about the work of other colleagues in similar areas.  This FDP, will help with adjusting focus on the tools and methods of imparting basic language and soft skill training to students, while taking cognizance of their emotional makeup, factoring in the entire complex of contextual, social, economic and cultural aspects that learners inhabit.  This will be a learner centric endeavour.	Self-financed by participants
8.	Faculty Student Research Seminar Series  (Anupama Jaidev & Prem K Srivastava)	20-21 Jan	FSRSS is a monthly seminar series at our department, involving presentations by one teacher and one student on their areas of interest.	FSRSS enables teachers as well as students to come together in a interchange of ideas, interests and academic scholarship.	Self-financed
9.	Centre for Performing Arts and Cultural Studies  (Vinod Verma)	On-going programme	CPACS works with students on various projects involving theatre, performance and multimedia platforms.	CPACS offers a platform to students for creative expression, while guiding them in terms of craft, sensibilities and critical engagement.	5000
10.	ELPC	12	The English Language	ELPC helps a large number	*5000

Anu Loden  
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S.No	Particulars	Estimated Expenditure
1	Hospitality (Food & Refreshment)	600
2	Prize Money/Gifts	---
3	Transportation	---
4	Memento/Honorarium	---
5	Printing/Stationary/Advt	2200
6	Miscellaneous Expenditure	200
7	Total	---
		3000

S.No.3	LITERATI: Students' Festival	Estimated Expenditure
1	Hospitality (Food & Refreshment)	5000
2	Prize Money/Gifts	13000
3	Transportation	---
4	Memento/Honorarium	---
5	Printing/Stationary/Advt	1000
6	Miscellaneous Expenditure	1000
7	Total	20000

No.4	Annual Lecture Series	Estimated Expenditure
1	Hospitality Food & Refreshment	3500
2	Prize Money/Gifts	---
3	Transportation	1000
4	Memento/Honorarium	2000
5	Printing/Stationary/Advt	300
6	Miscellaneous Expenditure	500
7	Total	7000

No.5	Department Educational Trip/ Excursion	Estimated Expenditure
1	Hospitality (Food & Refreshment)	15000

1. Side  
 2. Main  
 3. Memento  
 4. Advt  
 5.

	BA Programme students (Guntasha Tushi)	February	Proficiency Course aims to help students with basic listening, speaking and communication skills needed for effective communication in the professional space.	of students with basic fluency and proficiency in English, thereby boosting their confidence and helping them adapt better for the challenges in the professional space.	(Out of the BAP student fund)
11.	English Language Course for Professional Success Level:2  (Prem Kumari Srivastava, Guntasha Tushi and Indrani Dasgupta)	17 February onwards	ELCPS is a short term proficiency course in collaboration with the Abdul Kalam Centre	This course aims to focus on spoken English and soft skills. Specific attention will be provided for different career options.	Self-financed

**Annexure-I**

S.No.1	Meet the Author Series	Estimated Expenditure
1	Hospitality (Food & Refreshment)	
2	Prize Money/Gifts	1800
3	Transportation	---
4	Memento/Honorarium	1000
5	Printing/Stationary/Advvt	2500
6	Miscellaneous Expenditure	200
7	Total	500
		6000

S.No.2	Meet the Alumni Series	Estimated Expenditure

*Umesh Kumar*

*Prachi*  
*Sharma*

*Debonmati*

*[Signature]*

*[Signature]*

*[Signature]*

	Subodh Kumar and Aditya Premdeep)		mettle, talents and skills as well as to engage and interact in groups.	departments and colleges too. That in itself is objective achieved.	
4.	Annual Lecture Series  (Prem Kumari Srivastava and Gitanjali Chawla)	28 February	For the annual lecture series, we invite a prominent academic to lecture on any important aspect/strand of academic, theoretical discourse. The purpose is to help students with the contemporary important issues, as well as current developments within the literary academic field.	The objective is to help students map the academic field, one bit at a time, with the best minds in the discipline. It helps to students to engage with various aspects of academic research.	7000/-
5.	Departmental Trip/ Excursion  (Sangeeta Mittal and Debosmita Paul)	Feb 21-25	A much anticipated event, the department educational trip draws considerable interest and participation, as we take students to carefully considered destinations of historic, cultural, social and literary significance.	The departmental educational field trip allows students to have a first-hand experience of cultural/ historical/ social landscapes that generally lie outside their individual experience. As a collective activity, it also encourages bonding and enlivens group dynamics.	45000/-
6.	2-Day National Conference  (Shilpa Gupta and Debosmita Paul)	March 23-24	A two day national conference on "Representation of Disability in Literature and Film" is to be held in March. The conference, 5 <sup>th</sup> in the series of annual national/ international conferences since 2013, will hope to create space for dialogue and the imperative academic conversation on the politics of cultural	Conference note awaited.**  The national/ international conference helps the department to register interventions in the ongoing academic output from colleges and universities.  Significantly, it is often initiated by individual teachers, but ultimately shapes up as a collective venture.	1,25,000/-  *Only 60,000 sought from the department fund

**DEPARTMENT OF ENGLISH**  
**PROPOSAL FOR UPCOMING EVENTS AND ACTIVITIES IN 2019-2020**

Sr. No.	Name of the Activity	Tentative Dates	Objectives	Expected Outcome	Expenditure proposed as per Annexure-I
1.	Meet the Author Series  (Mona Sinha and Gitanjali Chawla)	February 5	The objective of the 'Meet the Author Series' is to provide students the opportunity of interacting with a creative writer of national/ international repute.	To nurture creative talents and aspirations among students by bringing them in contact with famous and successful creative writers willing to share the course of their journeys.	6000/-
2.	Meet the Alumni  (Charu Arya)	January 17	'Meet the Alumni' typically involves an interactive session with 2-3 alumni who are now successful in diverse fields, ranging from academics to publishing to PR to journalism.  The alumni discuss their interests, talents, skill acquisition, further education and overall career trajectories, as well as the specific skill sets required in their fields.	These sessions enable students to visualize possibilities for their own future. They aim to encourage and inspire to consider the diverse range of career options that can and indeed do follow the BA (Hons) course in English Literature.	3000 -
3.	LITERATI Students' Festival  (Indrani Dasgupta, Nabanita Deka,	Dates as per college allocation	Cultural event of the department for students, consisting of a host of activities and competitions such as poetry slam, literary quiz, enactments, creative writing, etc. The objective is to enable the students to explore their	This much anticipated event with the sheer variety of competitions and activities it contains, is expected to give a platform to the diverse creative talents and aspirations of our students. Students participate in this in large numbers, from across other	20000.-

*Indrani Dasgupta*

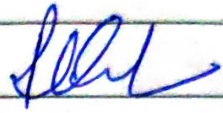

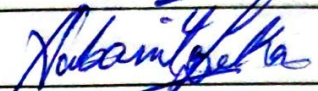


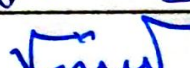

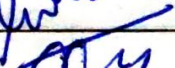
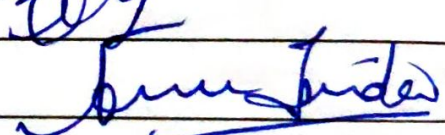
*Nabanita Deka*

*Debormita*

*Aditya*

## Dept Meeting

Meeting was held on 25 July 2019 to discuss departmental activities/events in the current academic session of 2019-20.

- |                          |   |
|--------------------------|---|
| 1. Pram Kumari Sivistara |    |
| 2. Usha Gupta            | <del>Usha</del>   |
| 3. Supadh Kumar Upadhyay | <del>Supadh</del>   |
| 4. Mona Sinha            |    |
| 5. Nabarita Saha.        |     |
| 6. Aditya Premdeep       |     |
| 7. Indrani Das Gupta     |    |
| 8. Vinod Verma           |   |
| 9. Dr. Guatade           |  |
| 10. Cham Anya            |  |
| 11. Anupama Jaiswal      |  |

Minutes of the online department meeting of August 10, 2020

Agenda: Department activities over the next academic year and event responsibilities

Members present:

1. Shilpa Gupta
2. Prem Kumari Srivastava
3. Mona Sinha
4. Gitanjali Chawla
5. Sangeeta Mittal
6. Indrani Das Gupta
7. Debosmita Paul
8. Nabanita Deka
9. Aditya Premdeep
10. Guntasha Tulsi
11. Anupama Jaidev

- Subodh Kumar Upadhyay informed that he could not attend the meeting because he was still driving due to an inadvertent delay.

Minutes:

It was generally agreed that teachers in charge of various events during the calendar year will continue with their respective responsibilities wherever possible.

All the events and their timelines were discussed in detail.

Prem Kumari Srivastava and Gitanjali Chawla will handle the Annual Lecture Series. The event would be planned after first year admissions around late September or early October. The possibility of inviting an international scholar was also discussed.

Mona Sinha agreed to organize the Meet the Author event. This would be sometime in November. Again the accent this time would be on internationally acclaimed author/s.

It was agreed that there should be a deadline for floating proposals for bigger projects like FDP and conference. It was unanimously agreed that the last date for the final CFP in these cases would be October 31 so as to allow adequate time for preparation as well as for exploring collaborations, partnerships, affiliations etc.

Gitanjali Chawla suggested that we submit the budget keeping in mind both the possibilities of all events being essentially online, as well as being organized in the physical space of the college premises, just in case.

Sangeeta Mittal pointed out that even if there is a resumption of college functioning in the physical space, it would be worthwhile to consider keeping several important events online, considering the various advantages of the online mode.

It was agreed that online or a combination approach could be considered for various activities.

Shilpa Gupta observed that it had been decided last time that the opportunity of leading the conference would be offered to those who had not led the conference before. This was endorsed by all.

Gitanjali Chawla reminded the house that when Shilpa Gupta had pitched the last conference, Guntasha Tulsi and Indrani Dasgupta had also been ready with their proposal. It was agreed that they could be at the helm of the conference this time.

For FDP, it was decided that proposals could be pitched by whoever wished to, and if more than one proposals were to emerge, they could be staggered over the next few academic terms. Sangeeta Mittal and Prem Kumari Srivastava emphasized the need to take up emerging areas in terms of the new LOCF syllabus. Shilpa Gupta also reminded the

*(Handwritten signatures)*



1.	Annual Lecture Series	GC, PKS	Jan	
2.	Meet the Alumni	CA	Feb	4,000/- (Honorarium & miscellaneous)
3.	Meet the Author Series	MS	Mar	4,000/- (Honorarium & miscellaneous)
4.	Heritage Walk	SM		6000/- (Honorarium @ 2000 per author)
5.	Departmental Trip/ Excursion	SM, DP		
6.	Centre for Performing Arts and Cultural Studies	VV	Ongoing	8,000/-
7.	FDP	----	April end	Self financed
8.	2-Day National Conference	----	Mar/ June	50,000/- (honorarium and publication)
9.	LITERATI	IDG, GT, SK, ND	April	26,000/- (prize money)
10.	Student-Faculty Seminar Series	PKS, AJ	Monthly	Self financed
11.	Book Challenge/ Panel Discussion/ Meet the Artist	SM, SG		5,000/- (Honorarium)
12.	Online magazine	IDG, ND, DP, AP, CA		3000/-
13.	ELPC workshop and ELPC short term course	PKS, GT, IDG	Jan	3000/- (prize money)
14.	Total			

*Debarshi*

*Literati*

Others:

Digital Archive for NAAC GC, -----

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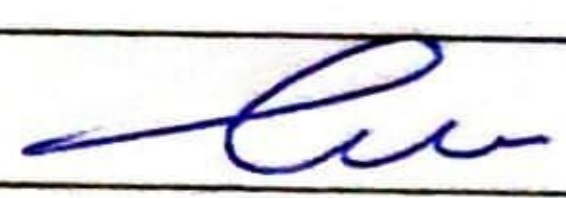


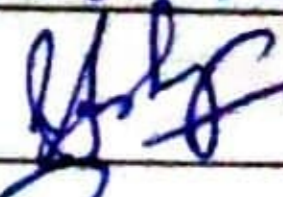
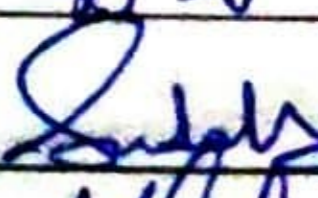

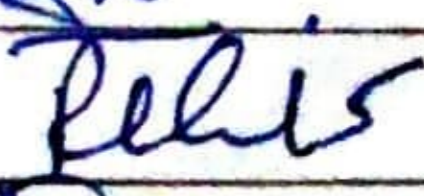
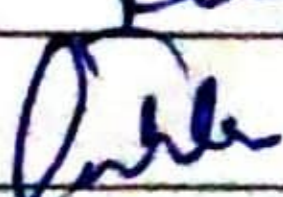
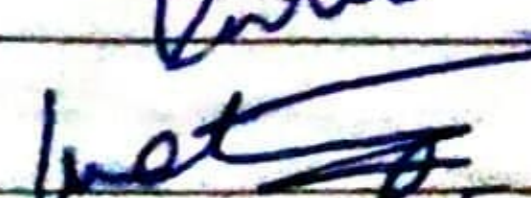

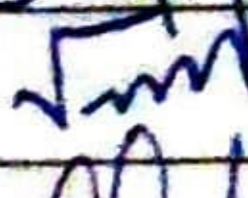

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Meeting of the department of English on  
 24 December 2018 at 1:30 p.m. in Room  
 No. 125.

Agenda:

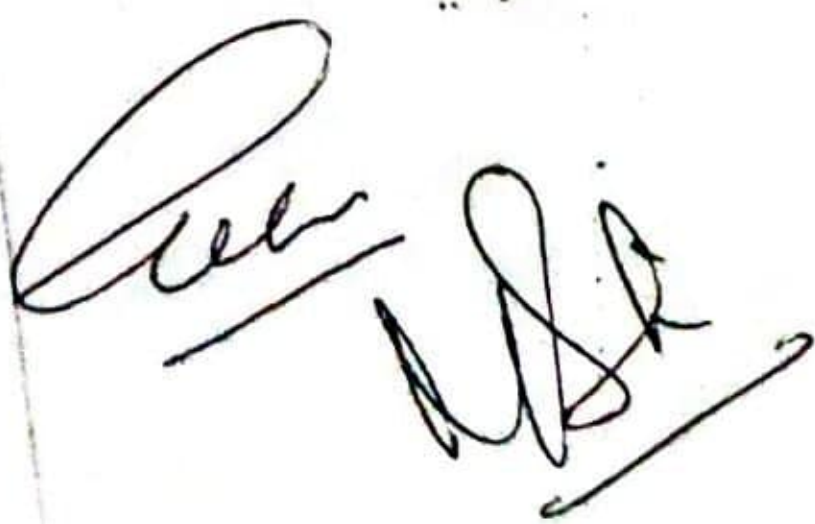
1. Confirmation of the minutes of meeting held on 18 Dec 2017
2. Proposal for ELPC (English Proficiency classes) as asked by the Principal vide letter no. MAC/57/Misc/ATK/2017/41/02
3. Dept trip
4. Any other matter

Following members were present:

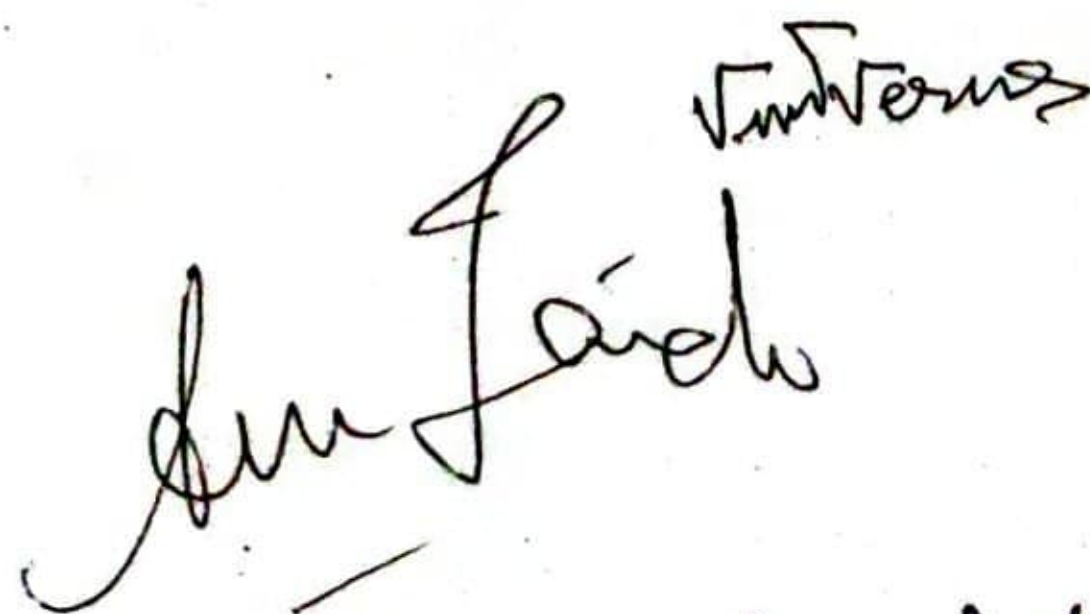
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|-----|------------------------|---|
| 1.  | Chiranjali Chatterjee  |  |
| 2.  | Sangeeta Mittal        |  |
| 3.  | Ashwini                |  |
| 4.  | DEBOSMITA PAUL         | Debosmita Paul.   |
| 5.  | Mani P. Jigga          |  |
| 6.  | Subroto Kumar Upadhyay |  |
| 7.  | Mona Sinha             |  |
| 8.  | Prem Kumar Sinha       |  |
| 9.  | Dr. Guntesha           |  |
| 10. | Udham Das Gupta        |  |
| 11. | Anupama Loida          | Anupama Loida   |
| 12. | SHILPA GUPTA           |  |
| 13. | VINDY VERMA            |  |
| 14. | Cham Anja              |  |

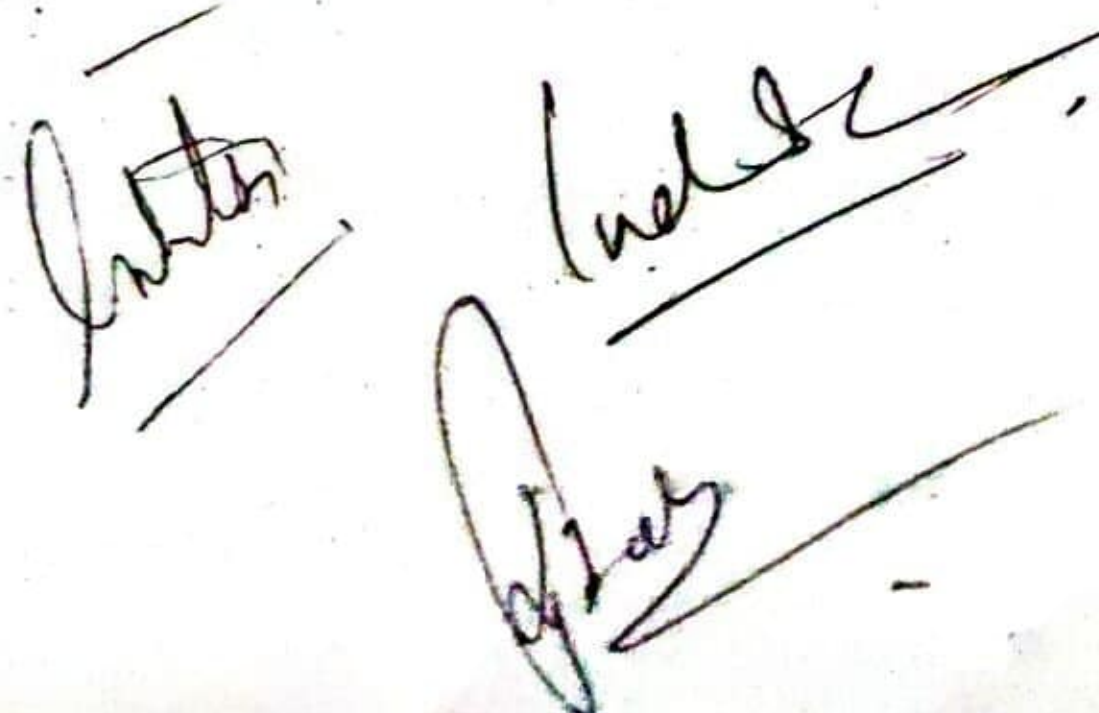
Minutes of the Meeting of Department of English held on 24/01/2018

- 1) With reference to the first item on the agenda regarding the English Proficiency Classes for Competitive Examinations, it was suggested that first we need to conduct a survey on the different types of examinations which require proficiency in English and the nature of questions being asked in these examinations. To start with, a google form was proposed which would enable the department to suggest future plan of action regarding the nature, the function and the feasibility of these classes.
- 2) With reference to the second item on the agenda regarding the Department Educational trip, it was decided that a group of students from all the three years along with teachers would leave for Udaipur in the last week of January-2018.
- 3) In other items it was proposed that 'Literati', the annual Department literary fest organized by the students would be held in the month of February 2018. Teacher co-ordinator for the same would be Indrani Das Gupta. The budget allocated for this fest was Rs. 25000/-
- 4) Also, it was decided to not organize a National Seminar this year and instead a Faculty Development Program on Travel Writing was proposed. This FDP would be held in the month of February 2018 whose convenor would be Dr. Sangeeta Mittal.



Debanshi Paul,





will be requested to send a list of newly published books other publications also need to be read out.

2. Upcoming event - ELPC Workshop. 2 day workshop. 23/24 Feb. Giteyab Chawla & Guntasha Talsi

Meet the Alumni - 2nd week of Feb. Dr Chaur idhya (Gautam Chaurby & Abhijit) Literati - March.

FDP - Opinions will be sought from people who wish to do it.

Conference - Guntasha and Indrani had earlier pitched in for a conference. So they have the right to organise it.

FSRSs - Online paper submission presentations.

~~Indrani~~ Roster of teachers who want present their ideas.

- Debasmita Paul
- Aditya Premdeep
- PKRKS
- Hem Kumar
- Aditya
- (Name Swika)
- Nabanita Datta
- Chaitanya
- Tulsi
- Amrinder

# Department Meeting (11:45am)

## Agenda:

1. Requisition of new books for the library for the upcoming semester.
2. Upcoming events & activities in Feb / March / April
3. Any other matter.

- |                          |  |
|--------------------------|--|
| 1. Mona Saha             |  |
| 2. Subodh Kumar Upadhyay |  |
| 3. Chamr Ayya            |  |
| 4. Ms SHILPA GUPTA       |  |
| 5. Dr. Gunisha           |  |
| 6. Ms. Nabanita Saha     |  |
| 7. Dr. Debasmita Paul    |  |
| 8. Indrani Das Gupta     |  |
| 9. Anupama Jaisw         |  |
| 10. Prem Kumari Sinha    |  |
| <del>11. Anusmita</del>  |  |
| 11. Sangeeta Mittal      |  |
| 12. Ananya Das           |  |

## Minutes -

1. Regarding requisition of new books, it was told that Worldview publication

Minutes of the Meeting of Department of English held on 20/07/2017

- 1) **Discussion regarding Internal Assessment:** It was resolved that efforts should be made in terms of effecting strategies to improve the test and assignment scores of the students. This could range from conducting quizzes, seminars, presentations, class assignments, open book tests, and GD. Instead of awarding the marks based on a single assignment or test, it was resolved to conduct multiple tests/assignments over the course of the semester by the teachers teaching the respective papers and to mark the best score of those tests or the average of those scores. However, flexible approach was also proposed in terms of execution of different mechanisms and it was decided that the onus should lie with the teachers of the respective papers to bring in the desired improvement in the internal assessment marks of the students. It was resolved to award at least minimum pass marks to assignments/tests while a maximum score of 8 to 8.5 marks should be awarded to deserving assignments/test papers on the basis of excellence in writing skills, organisation of answer, and research. Outstanding assignments may be awarded 9 marks.
- 2) **Papers-in-charge:** It was resolved that for every paper in a given semester, there shall be papers- in-charge who shall collect the attendance and assignment/test marks from other teachers teaching the same paper. It was resolved that these teacher in-charges would collate the attendance data and assignment/test marks and submit the documents in the office as and when required, while keeping a xerox copy of the same at the TIC's unit for future reference. (List attached)  
Dr. Subodh and Brian would obtain the list of students both honours and Programme in the precribed proforma for submission of attendance and Internal Assessment.
- 3) **Departmental Academic Calendar:** The following calendar was prepared and responsibilities allocated after discussion.
  - i) **Annual Lecture Series** (preferably before 15<sup>th</sup> August): Dr. Prem Kumari Srivastava and Dr. Charu Arya
  - ii) **Film Festival with Panel Discussion** (September) : Dr. Anupama Jaidev and Brian. This was recommended to be shown in the month of September in the Auditorium. The proposed scheme was that two films in the morning and two films in the afternoon would be shown while a panel discussion on the same will be held in between.

1/3  
Ashwini &  
Kishan Lal  
DEBOSMITA  
Rebena  
Subodh  
Brian  
Prem  
Anupama  
Charu  
Arya

Minutes of the meeting of the department of English held on Wednesday, 30th August, 2017 at 1:30 p.m. in Room No. 125.

1. Confirmation of the minutes of the meeting held on 23 August, 2017- The minutes of the meeting held on 23 August 2017, which were previously circulated by email were confirmed by members of the department.

2. Preparation of list of eminent personalities/ academicians/ researchers to be invited by the department in the current academic year- After due deliberation, it was decided that the following eminent academicians and researchers will be invited during the academic year 2017-18. This list was tentative and subject to the availability. The list of invited speakers during the proposed conference would be added later.

S. No	Name of the Invited Speaker	Designation/ Affiliation	Proposed Event
1	Prof Savita Singh	Professor & Director, School of Gender and Development Studies, IGNOU	Annual lecture Series
2.	Prof Krishna Kumar	Former Director, NCERT	Workshop on English language Proficiency
3.	Dr. Bharat Gupta	Retired, University of Delhi- Theatre Theorist.	FDP on Media and Communication
4.	Prof. Ojesh Pratap Singh	Professor & Head, Dept of Music, University of Delhi	FDP on Media and Communication
5.	Dr Sharan K Limbale	Author, Poet, Literary Critic	FDP on Media and Communication
6.	Ms Meenakshi Vinay Rai	Film maker	Meet the author/ film maker
7.	Dr Nidhi Trehan	Fellow, Institute of Social Sciences	Meet the author/ film maker
8.			Conference*

\*A 2-day National Conference will be organised in the month of February 2017. Eminent Speakers and Researchers will be invited according to the core theme of the conference. Details will be deliberated upon and finalised by October 2017. Three such conferences have been organised by the Department of English in the last three years. Annual Lecture Series has been an annual feature of the department since 2010 and Meet the author series since 2015.

3. Details of Faculty Development programme to be organised by the Department- Members agreed that a 3-day Faculty Development workshop on 'Media and

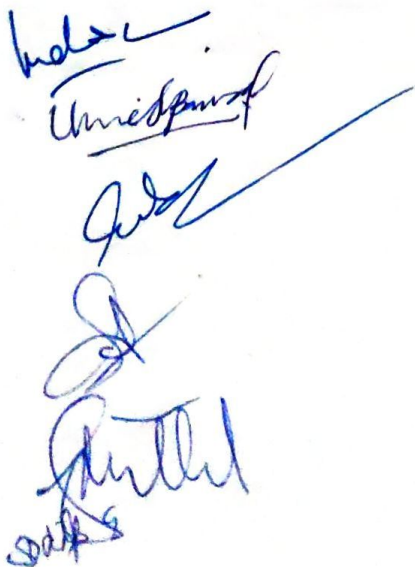
Communication Skills' would be organised by Vinod Verma along with members of the department in the second week of October. Details of this workshop will be provided by Vinod Verma.

Dr Guntasha Tulsii offered to organise a one day workshop on English Language Proficiency in the month of October. This workshop would be open for both students of B.A.(Hons) English and B.A Programme. Details of this workshop will be submitted by Guntasha Tulsii.

**4. Any other matter-**

- A. **Projector in Room 101-** Dr Chawla informed that a letter of complaint regarding the Projector had been submitted to the administration and Mr Vinay and Mr Prince were looking into the matter.
- B. **Attendance-** The papers in charge were asked to collate and submit attendance of July & August to the office by September 5, 2017 and were reminded to keep a copy.  
Papers in charge were also reminded to submit a list of those short of attendance to Dr Charu Arya for remedial measures.
- C. **Result analysis-** Dr Sangeeta Mittal and Dr Prem Kumari Srivastava reported that the analysis would be more meaningful if the internal assessment data of those with ER was provided. Dr Subodh Kumar was requested to procure the same.

Debesmita Paul.

A series of five handwritten signatures in blue ink, stacked vertically. The signatures are stylized and difficult to read, but they appear to be the names of the individuals mentioned in the text above.



individual students or conducting classes on special days or to engage students in tutorials for addressing their specific needs. To increase the motivation level of the students for such classes, it was proposed to provide certificates for the same.

2/3

- 5) Dr. Gitanjali Chawla informed that the admission process for Unreserved category is complete and 6 seats were filled above the requisite vacancies available. She also informed that withdrawals amongst General candidates are still possible. In OBC, SC and ST categories 3 seats each are still vacant.

- 1) Ashwini
- 2) Indrani
- 3) DEBOSMITA Debnath
- 4) Subhojit
- 5) Subhojit
- 6) Anshu
- 7) NSE
- 8) Anshu
- 9) Anshu
- 10) Anshu
- 11) Anshu

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- iii) **Educational/Cultural Excursion** (October): Dr. Sangeeta Mittal
- iv) **Annual Conference** (February) : Convenor - Vinod Verma, Organizing Secretary - Dr. Debosmita Paul, Treasurer - Shilpa Gupta, Joint Treasurer - Dr. Subodh Kumar
- v) **Literati and Meet the Author** (March): Indrani Das Gupta (In-Charge), Team members - Dr. Guntasha, Ashwathi.
- vi) **Heritage Walk** (February) prior to the Annual Conference: Dr. Sangeeta Mittal
- vii) **Election of the members of the 'Active' Society** (July): Dr. Prem Kumari Srivastava and Dr. Guntasha
- viii) **Preparation of Department Budget**: Dr. Gitanjali Chawla, Dr. Sangeeta Mittal, Dr. Anupama Jaidev.
- ix) **Departmental Library**: Indrani, Ashwathi, Brian and Active Society members.
- x) **24 Book Challenge**: Shilpa Gupta. This event would work towards shaping a reading culture amongst students of different disciplines.

17. Administration  
 18. Debosmita Paul  
 19. Debosmita Paul  
 20. Subodh Kumar  
 21. Guntasha  
 22. Ashwathi  
 23. Brian  
 24. Mkh  
 25. Indrani Das Gupta  
 26. Prem Kumari  
 27. Gitanjali Chawla  
 28. Anupama Jaidev  
 29. Sangeeta Mittal

4) To improve and streamline the efficiency and the productivity of the Department, three new committees were formed. These were as follows:

- a) **Department Attendance Committee** which will look into the issues of those students whose attendance is below 66%. In-charges: Dr. Charu Arya and Shilpa Gupta. The in-charges will collect the details of students who are short of attendance from the respective papers-in-charge
- b) **Department Result Analysis Committee: which** will look into mapping and analysis of the results of students of past years so as to generate data not only for record purposes but also, as a procedural in-house mechanism for further improvement in the results of the students. In-Charges: Dr. Prem Kumari Srivastava and Dr. Sangeeta Mittal
- c) **Department Remedial Committee:** This would be created by using the analysis of the Result Committee to identify the students who are weak in spoken and written forms of English language. In-charges: Dr. Charu Arya and Dr. Guntasha. It was resolved that this committee would devise means to improve the linguistic skills of the students either through mentoring

budget could be used up for other departmental curricula based workshops/talks/lectures etc.

- 8) **Department Trip/Excursion** would be held around January/February 2019. The in-charge for this event would be Dr Sangeeta Mittal. Last academic session, the budget for this event was Rs 45,000/- and it was suggested to allot the same amount this session as well.
- 9) **B.A (Programme):** This year, it was recommended that two activities be held exclusively for the B.A. (prog) students. The budget allotted for these two activities/events was Rs 10,000/- from the BA Programme fund. The first activity to be held would be an ELP (English Language Proficiency) workshop and the in-charge for this event would be Dr Guntasha K Tulsi. The second event proposed was to invite an expert who could discuss on the possibilities and potentialities of English language within a professional environment. Tentatively, it was also proposed that these students could have a feel of theatre first hand by taking them to watch plays.
- 10) **Orientation of the First Semester** students: Few topics for the same were decided. The topics so discussed would enable the students to feel more comfortable with the course, the syllabi, and the examination pattern followed by Delhi University. These introductory topics would be a broad overview on how to approach English literature at the undergraduate level. **Dr Anupama Jaidev would prepare the schedule and inform faculty and students.**
- The topics and the faculty members in-charge of the same are as follows:
- I. English Honours- An Introduction along with Attendance and Internal Assessment rules- Dr Charu Arya
  - II. Periods of English Literature: A Chronological Timeline (Political, Social and literary)
    - i) From Norman Conquest to Romantic Literature - Dr Gitanjali Chawla
    - ii) Victorian Literature till 2000s - Ms Indrani Das Gupta
  - III. Understanding Genres and Conventions - Dr Guntasha Tulsi
  - IV. Literary Canon: Critiques and Assumptions - Dr Prem Kumari Srivastava
  - V. Introduction to European Classical Literature - Ms Mona Sinha
  - VI. Introduction to Indian Classical Literature - Mr Vinod Verma
  - VII. Literature and Society - Dr Anupama Jaidev
  - VIII. Reading Literary Criticism - Ms Shashi, Mr Aditya Premdeep and Ms Indrani Dasgupta

IX. Academic Writing/ Writing for an Assignment - Dr Sangeeta Mittal

11) Any other matter:

- i) It was decided that for all papers, at least two class assignments/presentations/quizzes must be conducted and the best score out of these assignments/presentations would be so chosen.
- ii) No home assignment would be considered for evaluation.
- iii) The maximum score for the internal tests to be conducted would be of 75 marks and for duration of three hours.
- iv) The tests would be held before the mid-semester break.
- v) All faculty will submit lecture plan for the semester within a week from the commencement of the session.
- vi) Faculty to submit a copy of the proposed quizzes for their papers

Premdeep

ul. Chaw

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Minutes of the Meeting of Department of English held on 25/06/2018

The department's academic activities/calendar was discussed for the session 2018-2019.

Proposed activities are as follows:

- 1) **Annual Lecture Series** which would be held sometime around February 2019. The in-charge for this event would be Dr Prem Kumari Srivastava. Last year the budget for this event was Rs 8000/-. An increase in the budget was sought subject to availability of funds.
- 2) **Meet The Author Series** would be held as and when national/international authors, scholars, critics are available. The in-charges for this event would be Ms Mona Sinha and Dr Anupama Jaidev.
- 3) **Meet the Alumni**: It was also proposed that a new series of Meet the Alumni could be initiated which would allow the students to interact and explore possible professional avenues with their seniors. The in-charge for this event would be Dr Charu Arya. And it was recommended that both these events could be held together as a two-day event leading to a wider exploration of literary ideas and a deliberation on professional opportunities and challenges.
- 4) **Two -day National Conference** would be held on the theme "Indian Popular Fiction" sometime around September 2018 or February/March 2019. The in-charge for this event would be Dr Gitanjali Chawla. It was proposed to allot Rs 60,000/- for this event.
- 5) **Heritage Walk** would be held just before the National Conference in accordance with the theme proposed for the conference. It was decided to organize this heritage walk within the allotted budget for the conference. The in-charge for this event would be Dr Sangeeta Mittal.
- 6) **Literati**, the Department's annual literary event would be held in February 2019. The in-charge for this event would be Ms Shashi P. Tigga. Last academic session, the budget for this event was Rs 25,000/- and it was suggested to allot the same amount this session as well subject to availability of funds.
- 7) **Centre for Performing Arts**: It was suggested to seek the details of the proposed activities/events lined up by Centre for Performing Arts for this academic session from Mr Vinod Verma and accordingly use the budget of Rs 7000/- allotted for it. In case there are no particulars provided on the events organized by this Centre. the same

A meeting of the department of English was held on May 24, 2016 at 11:00 am to discuss the academic and co-curricular activities calendar for the session 2016.

Members attending the meeting:  
Sangeeta Mittal  
Anu Jindal  
Chau Anja  
Shilpa Gupta

Pritika  
S. Jindal  
[Signature]  
24/5/16

Vinit Verma  
24/5/16

MINUTES

1. Academic Calendar and co-curricular activities as attached.
2. It was also resolved to seek funding/ fee revision for activities and centres as yet without due allocated funding.

Subash  
24/5/16

Vinit Verma  
24/5/16  
Anu Jindal  
24/5/16

[Signature]  
24.5.16

Event	Details	No. of student participants	Date	Expenditure	
Department of English Annual Lecture Series	As decided in Department	All B A (H) English students, others interested. (100 minimum)	Last week of September, 2016	8000	<p>Honorarium, conveyance, stationery, venue preparation.</p> <p>of Institute Annual Lecture Series for students providing the platform to interact with eminent scholars, thinkers, teachers and critics.</p>
2. Centre For Performing Arts and Cultural Studies (CFPACS) Theatre Production, Cinema and Culture Club, and Exposure to Performing Arts	Intra-college	All B A (H) English students, others interested. (100 minimum)	Throughout the Year Activity. Date of Theatre Production tentatively October, 2016	7000 from Department Fund as of current status. Seeking more funds as advised by College.	<p>Workshops, Posters, Prize Money, Stationery</p> <p>CFPACS is a Centre conducted by the Department for engaging students in Theatre and Culture appreciation activities as well as development of personality and communication skills through them.</p>
3. Excursion	Mumbai/Madhya Pradesh	All B A (H) English students (30 minimum)	3 days, 2 nights. January/February, 2017	Rs. 45,000- Rs. 60,000 as 50% funding (Rest funding from students)	<p>Transportation, lodging, food, sightseeing</p> <p>These locations (either, which is more feasible) have been chosen as the venue for excursion for their historical and cultural</p>
					<p>The students will be exposed to the rich heritage of</p>

4.	<b>National/ International Film Festival</b>	Literature and Cinema	All B A (H) English students and others interested. Inter-college participation as well.	November, 2017	Rs. 50000. Rest funding from other sources.	Event logistics	these and mento by teachers to carry out group projects on relevant topics. It is proposed to attempt collaboration on the organisation of this event which will orient students to the meaningful exchange between the two mediums.
5.	<b>Day Trip</b>	Heritage Walk	All B A (H) English students. (100 approx)	March, 2017	10000	Transportation, tickets, refreshments	It is proposed to continue this feature from last year and take the students through evocative spaces of the city like for example, a walk that traverses the 1857 mutiny in Delhi city.
6.	<b>Book Challenge and Meet the Artist</b>	24 Books Challenge and Book Reading/ Meet the Artist event	All B A (H) English students, others interested. (100 minimum)	24 Books Challenge from July to July, event March, 2017	8000	Honorarium, conveyance, refreshments, stationery, venue preparation.	feature through which students get a peek into the creative process whereby they feel inspired to follow into those illustrious they get to see the life, the person, the demands