

DEPARTMENT OF ENGLISH
BA (H) English, 1st YEAR, 1st SEM

Minutes of meeting conducted for stakeholders on 25/10/23

A meeting of the class committee of BA(H) English, 1st year, 1st semester was held on 25 October at 10:30 am in classroom no. 105, 1st floor with the following faculty members and students regarding rules and regulation for smooth running of course and classes, scheme of examination, co-curricular activities etc.

Class in-charge : **Ms. Surabhi**
Class Committee Chairperson : **Dr. Tulika**

Faculty teaching:

S. No.	Subject Code	Subject Name	Faculty Name
1.	23ENBA101	Introduction to the study of Literature	Ms. Riya
2.	23ENBA102	Introduction to the study of Poetry	Ms. Soni Tripathi
3.	23PSBA103/23ESBA 103	Political Concepts and Values/ Basic Micro Economics	Mr. Deepak Tomar/ Ms. Pooja Dabbas
4.	23AEC101	Functional English	Ms. Banani Barman
5	23MDC404	INTERIOR DECORATION	Mr. Rohit
6	23SS151	Effective Communication Skills	Mr. Anmol Poddar
7	23VAC102	Indian constitution & Polity	Mr. Pragat Chauhan

Points Discussed in the meeting (in Tabular form)



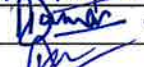




S.No.	Subject Code	Syllabus Coverage	Teaching Learning	Assignment evaluation	Other points
1	23ENBA101	Unit 1-2	Satisfactory	Yes	
2	23ENBA102	Unit 1-2	Satisfactory	Yes	
3	23PSBA103/23ESBA103	Unit 1-2	Satisfactory	Yes	
4	23AEC101	Unit 1-2	Satisfactory	Yes	

5	23MDC404	Unit 1-2	Satisfactory	Yes	
6	23SS151	Unit 1-2	Satisfactory	Yes	
7	23VAC102	Unit 1-2	Satisfactory	Yes	

Student Representatives:

All the students were present in the class.

For the effectiveness of meeting following faculties also attended the meeting to better understand and resolve the students' problems.

S. No.	Faculty Name	Signature
1	Ms. Riya	
2	Ms. Soni Tripathi	
3	Mr. Deepak Tomar/ Ms. Pooja Dabbas	
4	Ms. Banani Barman	
5	Mr. Rohit	
6	Mr. Anmol Poddar	
7	Mr. Pragat Chauhan	

Points Discussed:

1. Academic Performance:

- Discussion on student grades and performance metrics.
- Identifying students who may need additional support or intervention.

2. Student Feedback:

- Review of student's feedback.
- Addressing concerns or suggestions raised by students.

3. Upcoming Events:

- Planning and organization of academic or extracurricular events.
- Assigning roles and responsibilities for event management.


 Class In-charge


 HOD (English)