

## DEPARTMENT OF ENGLISH

### NOTICE:

Dept. of English

A meeting of the faculty of the English department would be held on 3.8.20 through Google-Meet, the link will be sent 15 minutes before the meeting.

Agenda: Workload and planning of Online classes

Minutes of the meeting.

A Department meeting was held online at 11 a.m. on 3rd August 2020 to discuss the workload for 2020-21. As the classes were to be held online, it was decided that the duration of class would be for one hour and not more than three classes per day would be conducted. Most of the regular activities were to be down-sized because of the pandemic so the focus will be more on academics and the syllabi could easily completed. The meeting was attended by four members of the faculty-

Ms. Anuja Sharma ( HoD) *A Sharma*

Dr. Deepti Pajni *DP*

Dr. Gitanjali *gitanjali*

Ms. Megha Katoria *M Katoria*

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NOTICE: A meeting of the Department would be held on March 7, 2021 at 11 a.m in the Dept. Room.

Agenda: Online teaching and department workload for 2021

Meeting on March 7, 2021

The Dept. faculty met at 11 a.m. in the college to discuss the positives and negatives of the online teaching during the pandemic session. It was concluded that though the classes were very satisfactory and the syllabus could be thoroughly completed but class activities were limited only to one or two presentations.

The workload for the upcoming session 2021-22 was also discussed and distributed.

The meeting ended at 11.30.

Members present:

Anuja Sharma -HoD - *Asharma*

Deepti Pajni *DP*

Gitanjali Mahendra *G Mahendra*

Monica Bhatnagar *Monica*

Megha Katoria - *Katoria*