

13/6/2022

The Department of English convened a meeting on 13/6/2022 in JKC Lab at 11:00 AM to discuss the following agenda and unanimously passed the Resolutions.

Agenda

1. Preparation of Action plan
2. Preparation of Annual Curricular plan
3. Allotment of Classes
4. Revision of Study Material

Resolutions:-

It is resolved to prepare action plan for the academic year 2022-23 based on tentative academic Schedule.

It is resolved to prepare Annual Curricular plan for the Academic year 2022-23

It is resolved to allot classes Semester-wise as per the Timetable given by IQAC

It is resolved to prepare and revise Study Material for the Second Semester General English

Signatures

T. Helithipbini
H. K. K. K.



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1/7/2022

The Department of English convened a meeting on 1/7/2022 at Department of English at 11:00 AM to discuss the following agenda and unanimously passed the resolutions

Agenda

1. Conduct of Mid Examination-I
2. Remedial coaching to Slow learners
3. Documentation of Academic Audit Records

Resolutions:-

It is resolved to prepare Question paper for Mid Examination-I and Conduct of Exam as per the Schedule.

It is resolved to conduct Remedial Coaching to Slow learners so as to enable them get ready for ensuing examinations.

It is resolved to document Records for Academic Audit as per the formats given by CCE.

Signatures

T. Alethiprithi
H. Revathi



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11/8/2022

The Department of English Convened a meeting on 11/8/2022 in JKC Lab at 4.00pm to discuss the following agenda and unanimously passed the resolutions

Agenda

1. Review on completion of Syllabus
2. Review on Academic Audit Records
3. Preparation of Mid-Examination-II question paper
4. Conduct of Remedial Coaching
5. Organise Guest Lecture

Resolutions:- It is resolved to complete the Syllabus by the end of August 2022.

It is also resolved to update the documentation of Academic Audit Records as per the formats given by CCE. It is also resolved to Organise Guest Lecture. It is also resolved to prepare Mid-Examination-II Question Paper covering III, IV, V units from General English Syllabus.

It is also resolved to Conduct Remedial Coaching to Students to make the Students to feel at ease for the ensuing Examinations.

Signatures

T. M. K. Gabriel
H. R. R. R.

[Signature]

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7/9/2022

The Department of English convened a meeting on 7/9/2022 @ Department of English at 4:00 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda

1. Organise Guest Lecture on Interview Skills
2. Conduct of Remedial Coaching
3. Conduct of Mid-Examination-II
4. Conduct of Grand Test in last week

Resolutions:

It is resolved to organise Guest Lecture on Interview Skills by inviting Smt. Neeraja, Head of the Department of English, SPW US & PG College as a part of functional MOU.

It is resolved to continue Remedial Coaching to Slow, Moderate and Advanced learners.

It is resolved to conduct Mid-Examination-II as per the Academic Schedule and prepare Question paper for it.

It is also resolved to conduct Grand Test to the Students in the last week of September

Signatures:

1. T. P. L. G. P. R. C.
2. M. R. S. H.



PRINCIPAL
Govt. Degree College (W)
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7/9/2022

The Department of English convened a meeting on 7/9/2022 @ Department of English at 4:00 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda

1. Organise Guest Lecture on Interview Skills
2. Conduct of Remedial Coaching
3. Conduct of Mid-Examination-II
4. Conduct of Grand Test in last week

Resolutions:

It is resolved to organise Guest Lecture on Interview Skills by inviting Smt. Neeraja, Head of the Department of English, SPW UG & PG College as a part of functional MOU.

It is resolved to continue Remedial Coaching to Slow, Moderate and Advanced learners.

It is resolved to conduct Mid-Examination-II as per the Academic Schedule and Prepare Question paper for it.

It is also resolved to conduct Grand Test to the Students in the last week of September

Signatures:

1. T. R. Lathiprakash
2. M. R. R. R.



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10/10/2022

The Department of English convened a meeting on 10/10/2022 @ Department of English at 4.00pm to discuss the following agenda and unanimously passed the resolutions.

Agenda

1. Updation of Records
2. E-Content preparation for LMS
3. Online Course on Saylor.org
4. Bridge Course to First years

Resolutions:

It is resolved to update Departmental Records for NAAC/Audit Purpose

It is resolved to prepare E-Content as per the proceedings of the Commissionerate of Collegiate Education.

It is resolved to complete/pursue Online Course on Saylor.org on English as Second language?

It is also resolved to conduct Bridge Course to first year Students in the last week of ~~November~~^{October}.

Signatures

1. T. Lelethi Gabriel
2. H. Ramesh



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2/11/2022

The Department of English convened a meeting on 2/11/2022 @ Department of English at 4:00pm to discuss the following agenda and unanimously passed the resolutions.

Agenda

1. Commencement of classes to first year
2. ICT / Virtual class
3. Induction programme
4. publish Research Article
5. Bridge Course to first years

Resolutions

It is resolved to commence classes to first year Students as per the Academic Schedule.

It is resolved to prepare PPT Slides for Teaching using ICT Technology.

It is resolved to conduct Induction Programme and Sensitise the Students on CSP, Internships & ITC Trainings

It is resolved to write & publish research article in UGC Care List Journals / peer Reviewed Journals. It is also resolved to conduct Bridge course to first years from

Signatures

1. P. K. K. K. K.
2. H. K. K.



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5/12/22

The Department of English convened a meeting on 5/12/22 @ Department of English at 4:00 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda

1. Review on Syllabus Completion
2. Documentation of Records - CIA & Activities
3. Conduct of Mid-Examination-2 (First Semester)
4. Conduct of Co-circular activities

Resolutions:

It is resolved to complete the syllabus in on time as per the Academic Schedule. Review on Syllabus is done & planned to recoup classes in January for Revision.

It is resolved to document records for Continuous Internal Assessment and Activities Report.

It is resolved to prepare Question paper and Conduct Mid-Examinations for First Semester.

It is resolved to conduct Co-Circular Activities as per CIA & assess the performance of the Students.

Signatures

1. T. Helith Gabriel

2. M. Renuka

J. Leary

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250.000

The Department of English

shop

1. Revision
2. Class Tests
3. Tasks to Slow/Moderate/Advanced learners
4. Seminars/Project work

Resolutions :-

It is resolved to conduct Continuous revision of lessons, grammar.

It is also resolved to conduct class Tests unit-wise and assess their performance.

It is also resolved to assign tasks to Slow/Moderate/Advanced learners as per their performance to improve their Subject Knowledge to score more marks.

It is also resolved to conduct Seminar/Project work to Students for this Semester

Signatures

1. P. Pelit Gabriel

A. Leary

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11/2/2023
Time: 10.00 Am

Departmental Meeting Convened
on 11/2/2023 at Jkc Lab to discuss the
following agenda and unanimously
passed the resolutions.

Agenda

1. Conduct of Classroom Seminars to I & II year
2. Conduct of Quiz to II year Students
3. Spell Bee Test to I year Students
4. Posting of Internal marks & CIA
5. Inauguration of Jkc Batch-I

Resolutions

It is resolved to
conduct Classroom Seminars to
I & II year Students and document/
assess the performance as per CIA.

It is resolved to conduct
Quiz Competition to II year Students
and documentation of record.

It is resolved to conduct
Spell Bee Test to I year Students to
improve their Spellings.

It is also resolved to
Post Internal marks in the CIA
Register

It is also resolved to
inaugurate Jkc Batch-I

[Signature]

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4/3/2023
12:00 pm

On 4/3/2023 in the English Department to discuss the following agenda and unanimously passed the resolutions.

Agenda

1. Revision
2. Preparation of Lms Video - Podcast - Audio
3. Extension Lecture
4. Updation Of Records
5. Admission Campaign

Resolutions

It is resolved to conduct Revision for Semester End Examinations for I & II Semester Students.

It is resolved to prepare
loss video into Audio in podcast
as per the instructions of CCE.

It is also resolved to give Extension Lecture at Kalankari Centre on "Employment ~~Centre~~ Opportunities in Service Sector" as per the request of the Centre.

It is resolved to update records of the Department.

It is also resolved to go for admission in nearby college. Truly

T. Helett Gabriel
H. Perachi

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11/4/2023,
10.00 Am,

Departmental Meeting
convened on 11/4/2023 in the department
to discuss the following agenda and
unanimously passed the resolutions.

Agenda

1. Commencement of Classes for II Semester
2. Preparation of Curricular plan, Action-plan
3. Preparation of Department Time Table
4. ICT enabled Teaching

Resolutions

It is resolved to
commence classes for II Semester
English Class as per-Academic Calendar.

It is resolved to prepare
Curricular plan, Action plan of the
Department.

It is resolved to prepare
Department Time Table.

It is also resolved to
implement in this Semester ICT
enabled Teaching effectively.

Signatures

T. V. L. S. S. S. S.
A. R. S. S. S.


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