

## Meeting 25

Dated : 10th of July, 2017.

That the induction programme of the 1st Semester Students will be on 17th of July, 2017 at 10:30 am was decided. The attendance of all 1st, 3rd and 5th Semester for the month of July, 2017 will have to be published by 5th of August, 2017. The new faculty member, Madam Sukla Singha, was introduced to the department. It was also decided that Sr. Marina will be taking G1 classes, along with Madam Sukla, beside helping out with the foundation classes.

Signatures :

By: 10/7/17  
M  
10/7/17

## Meeting 26.

Dated : 18th of August 2017.

It was decided in the meeting that:

- 1) The Question Papers of the respective subjects for the 1st sessional examination will have to be submitted by 30th of August, 2017.

- 2) The cultural programme for the NAAC peer team visit will be organised by the department in collaboration with the program co-ordinator.

- 3) Father Shazi's birthday celebration will be held on the 25th of August, 2017, Friday. This celebration will be organised and co-ordinated by Sr. Mariet, in association with students of the department.

Signatures :

By: 18/8/17.

## Meeting 27.

Dated : 20<sup>th</sup> of September, 2017.

1) The department will be organizing an International Seminar on 9<sup>th</sup> - 10<sup>th</sup> of November, 2018. The last date for sending the abstract would be 10<sup>th</sup> of October, 2018 and that for the paper is 30<sup>th</sup> of October, 2018. Selected abstracts will be notified by 16<sup>th</sup> of October, 2018.

2) The official mail id for seminar is :  
hccenglish<sup>dept</sup>@gmail.com.

It will be accessed by the faculty, for the selection of abstracts.

3) The accomodation of outstation candidate will be arranged at Asha, Holy Cross, Just, Holy Cross.

Signatures :

Depr.

## Meeting 28

Dated: 30th of October, 2017

- 1) There will be 2 international speakers, namely, Mr. Harunur Khan, from Dhaka & Dr. P. Baburaj, from Bhutan.
- 2) The Keynote Speaker will be Dr. Prantik Banerjee. There will be a Skype presentation from US. There are 3 other invited speakers from India.
- 3) We have received a total of 58 papers, out of which 45 have been selected for presentation.
- 4) The Registration Desk will be managed by Sir Rajesh, along with the students.
- 5) The inaugural program & valedictory program will be held in auditorium & there will be 9 sessions, - 3 parallel sessions, thrice - 1 on day 1 & 2 on day 2.

Signatures:

Ray  
30/10/17

## Meeting 29.

Dated : 17th of November, 2017.

1) The faculty appreciated one another for the successful completion of the International Seminar.

2) Madam Subla will be leaving the dept.

3) Semester exams will begin in the first week of Dec, so checklist will have to be signed by the students & sent to the university.

Signatures :

Prof. 17/11/17

17/11/17

## Meeting 30

Dated : 02/05/2018



Venue : Principal's Chamber

- 1) It was decided in the meeting, attended by Principal, Vice-Principal, Academic Dean & members of the Dept., that the minimum internal marks for every student should be 8.
- 2) No sixth semester student will be held back from writing examinations on either account of less attendance & or any other issue.
- 3) Remedial classes, if required, can be arranged during the study break for the students, with proper documentation.
- 4) If there is a possibility for buying some textbooks for the library, authority will notify us.
- 5) The Dept. requested the authority for a big cupboard, more space & a separate computer for the department.
- 6) The last date for the submission

of 6th sem answerscripts & marks list is of 4th of May & that of 2nd & 4th sem is 9th of May.

- 7) The students of the 2nd & 4th Semesters, having less attendance & will not be permitted to write their semester exams.
- 8) Madam Elemi invited us for her wedding ceremony.

Signatures:

- 1) Reyzi 2/5/18
- 2) Sr. Marina B.S  
2/5/18
- 3)  2/5/18
- 4)  2/5/18

# Meeting - No. 1.

Date : 30/01/2019

The department had met to discuss the upcoming activities of the current semester :

- 1) The 6th semester project titles have to be finalised as soon as possible.
- 2) The syllabus was divided amongst the faculty members.
- 3) The departmental picnic will be organised in the month of February tentatively, for the 6th Sem & 4th Sem students.
- 4) The new titles have to be bought during the bookfair, for updating the existing stock of books.

Signatures :

Preraj . 30/1.  
Dipak 30/1.  
Shash 30/1.



## Meeting No. 2

Date : 28/02/19

- It was discussed in the meeting that:
- 1) The last date for the submission of 6th sem project work will be 31st of March, 2019 & might be extended, as per the requirements of the students.
  - 2) The attendance % list for the two months of Jan & Feb, 2019 has to be published.
  - 3) Question Papers for the upcoming session needs to be prepared.

Signatures:

Devs 28/02/19  
Bijl 28/2/19  
Ash 28/2/19

## Meeting No. 3

Date : 09/04/2019

The department met to discuss some of the essentials from the HODs meeting held on the 9th of April, 2019:

- 1) The project viva of the 6th sem students are scheduled to be conducted from 23rd to the 26th of April, 2019. So, two groups would be organised, with 2-3 faculty in each group, to assess the performance of the students.
- 2) Final attendance record of the students need to be calculated & kept ready for the semester.
- 3) Buses are sent for election, so there will be no classes on 10th & 11th of April, 2019.
- 4) It was also decided that students having less attendance for the semester will have to go through remedial measures, as was instructed by the Principal in the HOD's meeting.

Signatures : Rey. 9/4/19.  
B.V. 9/4/19  
Shobh 9/4/19.

## Meeting No. 4.

Date : 25/07/2019

This was the first meeting of the new academic session of 2019-2020, where,

1) we welcomed the two new faculty members to our team & we also warmly welcomed mam Eleni Debbarna, for joining back after the maternity leave period.

2) The syllabus for the semester was distributed amongst the members of faculty.

3) The selection test for the new batch of students would be conducted sometime in the next month.

4) we decided to continue with orientation sessions for the 1st semester students as and when needed.

Signatures :

Pray : 25/7/19.

By : 25/7/19.

Shob : 25/7/19.

## Meeting No. 5

Date : 06/08/2019

It was discussed in the meeting that:

- 1) the faculty members will go to their respective classes and talk to the students about the forthcoming graduation day program.
- 2) Those students who fail to be present on the Graduation Day will have to report to the Vice-Principal for their absence.
- 3) The Selection Test for the 1st semester students will be conducted on the 13th of August, 2019.
- 4) It was decided in the meeting that following the advice of the Principal, no attendance will be given to those students who are late by 20 minutes for a given class. However, students should be allowed to attend the particular class, without hassle.

Signatures:

Princ. 6/8/19

Princ. 6/8/19

Shah 6/8/19.

## Meeting No. 6

Date : 09/09/2019

It was decided in the meeting that:

- 1) The Academic Workbook that we are supposed to maintain, should be updated & kept ready for inspection.
- 2) The department exhibition, organised by the 5th & 3rd semester students of the department will be held on the 13th of this month.
- 3) The attendance record for the last 3 semesters have to be kept ready for display, before the puja holiday begins.
- 4) The sessional exam for this semester will be conducted in the last week of this month. So question papers are to be kept ready.

Signatures :

Yezu. 9/9/19

B. H. 9/9/19

Chosh 9/9/19.

## Meeting No. 7.

Date : 28/11/2019.

The department met to discuss the activities of the upcoming semester. The following are the academic plans:

- 1) A special lecture on North-East literature will be organised.
- 2) The Students' Workshop, for the 6th sem students will be conducted sometime in the month of February, 2020.
- 3) A tentative community service to one of the neighbouring villages will be organised.
- 4) A field trip to the Bookfair and or a picnic will be planned out.
- 5) A board work, to be undertaken & supervised by the faculty members.
- 6) The class supervisors for the respective groups have been decided.

Signatures:

Rey  
28/11/19  
Ajiz 28/11/19  
Rosh 28/11/19.

## Meeting No. 8

Date: 20/1/2020

The department had its scheduled meeting with the Principal, Dr. Fr. Benny K. John, CSC, to discuss the activities of the new session & semester.

It was discussed that:

- 1) The new attendance record books will be maintained & so names need to be written down in them & so marked.
- 2) The Students' Workshop will be held towards the end of February, 2020.
- 3) The proposed boardwork, to be taken up by the 4th & 6th sem students are monitored.
- 4) Departmental picnic dates need to be finalised.

Signatures:

*[Signature]*  
20/1/2020

*[Signature]*  
20/1/2020

*[Signature]*  
20/1/2020

## Meeting No. 9.

Date : 05/03/2020

A department meeting was held with the Principal, in the Principal's office to discuss the following details:

- 1) The boardwork, to be undertaken & prepared for the display, by the students will be permitted & the board outside F1-09 can be used for the time, unless a separate board is ready.
- 2) A visit to the bookfair, along with the students have been proposed.
- 3) Attendance % for the students can be displayed together for the 2 months of Jan - Feb 2020.

Signatures:

Prin. 5/3/2020  
Prin. 5/3/2020