

Central University of Punjab

Department of English

Minutes of the Academic and Administrative Committee Meeting

A meeting of the Academic and Administrative Committee of the Department of English was held on March 31, 2022. The following members were present in the meeting:

1. Dr Shahila Zafar, Associate Professor, HoD and Chairperson, AAC
2. Dr Alpna Saini, Professor
3. Dr Vipran Pal Singh, Associate Professor, Convenor AAC
4. Dr Dinesh Babu, Assistant Professor

The following items were discussed in the meeting:

Item 01: To discuss the division of the teaching workload:

Dr Shahila Zafar discussed the division of the teaching workload. The final draft of the workload was prepared after discussion and approved by the AAC.

Item 02: Time schedule for the submission of MA project work:

Dr Dinesh Babu proposed that MA students should submit their project reports two days before the start of ESE and the final presentations should be held two days after the end of the ESE. Additionally it was suggested that the students should submit the final project reports, after incorporation of suggestions, within one week of their presentation. The AAC approved the same.

Item 03: Starting of the remedial classes:

Dr. Prithvi Raj, through an email, had proposed the introduction of remedial classes. The proposal was approved by AAC and it was resolved that Dr. Prithvi Raj should design the curriculum and plan for these remedial classes. Prof. Alpna Saini volunteered to provide necessary assistance for this purpose. The AAC approved the same.

Item 04: Maintenance of the regular attendance and engagement of the classes:

The HoD requested all to maintain regular attendance registers for all classes, and to ensure regular, timetable-wise engagement of classes. The AAC approved the same.

Dr. Dinesh Babu P.
Assistant Professor

Dr. Vipran Pal Singh
Associate Professor

Dr. Alpna Saini
Professor

Dr. Shahila Zafar
Associate Professor & Head

DIA Office

S. No.

Date... 13/4/22

San
Vipran
DIA
13/4/22

Shahila
13/4/22