MINUTES OF THE ORDINARY MEETING OF THE BOARD OF STUDIES 

An Ordinary Meeting of the Board of Studies of the Department of English was held on 09.10.2010 at 10.00 a.m. in the Seminar Library of the Department of English, AMU.

The following members were present:

1. Prof. S. N. Zeba (In the Chair)
2. Prof. Mohd. Zahid (Assigned Member)
3. Prof. Sohail Ahsan
4. Prof. Asif Shuja
5. Dr. Seemin Hasan
6. Dr. Kausar Husain
7. Dr. Samina Khan
8. Dr. Raashid Nehal
9. Dr. Rashmi Attri
10. Dr. Sami Rafiq
11. Dr. Shahla Ghausri
12. Dr. Ayesha Munira
13. Dr. M. Amirullah Khan
14. Dr. Akber Joseph A. Syed
15. Mr. Sajidul Islam
16. Prof. Iffat Ara (Women’s College)
17. Dr. Nikhat Taj (Women’s College)
18. Dr. Shagufta Imtiaza (Women’s College)
19. Ms. Rubina Iqbal (Women’s College)
20. Dr. Munira T. (Women’s College)

The following business was transacted:

(1) Confirmation of the Minutes of the Board of Studies held on 14.05.2010.
(2) The appointment of Examiners and Moderators for the Undergraduate and Postgraduate courses for the session 2010-11 was considered and approved (Appendix I)

(3) **Under Any Other Item** the followings matters were discussed:

(i) The issue of evaluation of Compulsory English scripts was discussed. In view of the shortage of faculty, excessive numbers of scripts (700 – 800) are evaluated by a single teacher which is a very difficult task. The Board was of the opinion that this matter be brought to the notice of the Controller and scripts be equally distributed amongst the evaluators. It was also decided that a request be made to the Controller, keeping in view the singular case of the Department of English, to permit the appointment of Guest Faculties as co-examiners for evaluating the Compulsory English scripts of B.A./B.Sc./B.Com I Year and II Year courses.

(ii) The Board discussed and approved that instead of two sessionals, one sessional test and one viva voce exam be conducted by the teacher concerned for both B.A./B.Sc./B.Com I year and II year Compulsory English courses. This was considered useful as it also gives the students an opportunity to show their communicative ability. The viva voce will be conducted by the teacher concerned in the class room itself.

(iii) The application of Ms. Zainab Sarwat, Research Scholar in the Department of English, with a request for partial modification was considered and approved. Her earlier topic was “Development of Self Learning Materials for Teaching Writing Skills in Open and Distance Learning Mode”. The modified topic as approved by the Board now is “Assessing Self Learning Materials for Writing Tasks in Open and Distance Learning Mode (ODL)”.

(iv) The application of Mr. Sajidul Islam for submitting his Ph.D. thesis as a teacher candidate was considered and recommended.

(v) The letter of Prof. Iffat Ara regarding her research scholar, Ms. Gulnaz Fatima was discussed, and it was decided to defer the matter to the next Board of Studies.
(vi) With reference to a circular of the Controller D. No. 1631/ADMS., dated 27.09.2010, the subject of the Diploma and Certificate of Proficiency in German and French courses was discussed. Since these two courses stand discontinued for the past several years due to non-availability of Faculty, it was decided to convey the same status to the Controller of Examinations and Admissions for inclusion in the Guide to Admissions 2011-12.

(vii) The decision taken in a meeting of the teachers teaching MA (ELT) held on 23.09.2010 was reported to the Board, whereby Dr. Raashid Nehal will be the Coordinator for Practice Teaching in MA (ELT) III Semester and Dr. Kausar Husain will be Coordinator for Project Work in MA (ELT) IV Semester. The matter was ratified by the Board.

(viii) The Board put on record its appreciation of the election of Dr. M. Asim Siddiqui, as Member of Academic Council, AMU, from the Reader’s category with the highest number of votes and Dr. M. Amirullah Khan as a Member of Academic Council, AMU from the Lecturer’s Category with the second highest number of votes.

The meeting came to an end with a vote of thanks by the Chairman

(Prof. S. N. Zeba)
Chairman