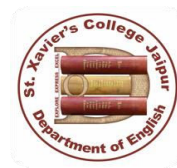




St. Xavier's College Jaipur

(Affiliated to the University of Rajasthan, Jaipur)
Accredited with A Grade by NAAC (First Cycle, 2024)
An ISO 14001:2015 Certified Institution



Ref: SXCJ/ENG/ACAD/2025-26/1

Date: 8 July 2025

NOTICE

DEPARTMENT OF ENGLISH

Department Meeting

This is to inform all members of the department of English that there will be a department meeting at 10.45 am on 9 July 2025 in Room No 37.

The **agenda** is as follows:

1. Welcoming all back after summer vacations
2. Outlining of roles and responsibilities of members of the department
3. Congratulating members for their achievements/ appointments
4. Status of admissions and strategies
5. CIA marks update (formats)
6. Bridge course – approval of revised syllabus and discussion on the timeline
7. Paper allocation for the odd semester
8. Sharing information about students (Sahil, Anuj, Soumya)
9. Mentor-mentee file/ format
10. Positive Reinforcements for attendance

You all are requested to be present in the same.

Head

Department of English

Ref: SXCJ/ENG/ACAD/2025-26/1

Copy forwarded to for information and necessary action:

- Principal's Office, St Xavier's College Jaipur
- Vice Principal, St Xavier's College Jaipur
- All Faculty Members, Department of English, St Xavier's College Jaipur
- Coordinator, Website Committee, St Xavier's College Jaipur

"To create men and women for others"

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