**Online Department Committee Meeting**

An emergency Department Committee meeting is convened on 01.10.2020 at 6.30 p.m. The notice for the meeting was made via WhatsApp (Group: ‘Faculty Department of English’) on date.

**Faculty Members present:**

Dr. Jolly Das

Prof. Indranil Acharya

Prof. Joyjit Ghosh

Mr. Hemant Kumar Golapalli

Mr. Shubhendu Shekhar Naskar

Dr. Jolly Das took the chair of the meeting as the HOD. The meeting was held through the google meet URL: <https://meet.google.com/ccq-hodw-odw> at 6.30 p.m. on 01.10.2020.

**Agenda**

1. The release of Prof. Debashis Bandyopadhyay from Vidyasagar University on 30.09.2020.

2. Re-allotment of examiners for those courses allotted to him.

3. Misc.

**Resolutions**

1. Dr. Jolly Das has informed the Faculty present about the release of Prof. Debashis Bandyopadhyay from Vidyasagar University on 30.09.2020.

2. No courses for M.A. have been allotted to Prof. Bandyopadhyay in the Day Session. Of those allotted to him for the Evening Session the following re-allotments have been made:

Course No. ENG-305: Dr. Ujjwal Kumar Panda

Course No. ENG-401: Mr. Bisweswar Chakraborty

3. Receiving answer-scripts (as email attachments / from the VU portal sent by the COE’s office). The matter was discussed with the COE’s office. Resolved that the COE be requested that each mail could have attachments of one single course in order to facilitate the examiners’ downloading them for evaluation.

4. Online Department Committee Meetings to be entered in the Resolution Register in the Department when the University reopens.

5. The status of assignments of Prof. Debashis Bandyopadhyay needs to be ascertained.

6. UGC SAP-DRS: Dr. Jolly Das had to give the former Coordinator, Prof. Debashis Bandyopadhyay, an undertaking that he has handed over to her all charges of the SAP-DRS. Dr. Das has sent an email dated 30.09.2020 to the Registrar, Vidyasagar University that it has not been possible for her to take stock of documents and materials in the SAP-DRS owing to the restricted access to the Department and University for the COVID pandemic. There should be a detailed record in the stock register which requires stock-taking and closure since the SAP-DRS project has come to an end on 31.03.2020.

7. Prof. Joyjit Ghosh gives an update on the closure of the UGC SAP-DRS project. The Progress Report was sent with all information to the UGC. From 2014-15 to 2019-20 the audited accounts have been sent to the UGC. The Receivable Amount has been requested to the UGC since the grant is awaited. Prof. Indranil Acharya has informed that he had visited the UGC, on behalf of the Department of English, to make enquiries about the awaited grant and he was assured by the authorities there that the amount spent and justified would be disbursed.

The meeting ends with thanks to and from the HOD.

Jolly Das

HOD