

## Emergency DC Meeting on 14.11.2022 at 7 pm



**HOD English** <hod\_english@mail.vidyasagar.ac.in>

Fri, Nov 11,  
11:04 PM

to English, Jolly, English, Hemant, English, English

Dear Colleagues,

An emergency DC meeting is convened on 14.11.2022 at 7 p.m. to discuss the budget estimates of 2022-23 and 2023-24 of the Department of English under various heads of expenditure. Kindly make it convenient to attend the meeting.

The circular and the budget allocations for the Department of English are attached herewith for your perusal.

The link to attend the meeting will be shared soon.

Regards

Indranil Acharya

Professor and Head

Department of English

Vidyasagar University

Emergency DC Meeting <sup>held</sup> on 14.11.2022 at 7 p.m.  
Meeting link: [meet.google.com/qun-rwup-ydz](https://meet.google.com/qun-rwup-ydz)

### Members Present:

1. G. S. D. D. 14/11/22
2. J. S. D. 14/11/22
3. Jolly Das 14/11/22
4. S. S. D. D. 14/11/22
5. Hemant 14/11/22
6. R. S. D. 14/11/22

### Minutes:

In this meeting the members discussed in detail the revised budget estimate of 2022-2023 and fresh budget estimate for 2023-2024. The members proposed revised budget estimate for 2022-23 for the following heads:

- i) Guest Teacher  $\rightarrow$  20,000/-
- ii) PRGs  $\rightarrow$  90,000/-
- iii) special lecture Extension lecture  $\rightarrow$  20,000/-
- iv) Repair & maintenance of equipment (anti-virus & upgradation)  $\rightarrow$  20,000/-
- v) 15,000/- for journal printing to be considered for printing of books/monographs

The members also proposed fresh budget estimate for 2023-24 under the following heads:

- i) Field study tour  $\rightarrow$  40,000/- (also including UEA joint field study),
- ii) Seminar/Workshops 25,000/-
- iii) Travel Grant: 02 international, 02 national & 02 neighbouring countries;
- iv) Publication grant: 30,000/-
- v) Visiting Professor/Fellow  $\rightarrow$  20,000/-
- vi) computer maintenance  $\rightarrow$  20,000/-
- vii) Books & Journals  $\rightarrow$  40,000/-
- viii) Lab equipment (upgrading the Language Lab consoles etc.)  $\rightarrow$  70,000/-
- ix) Any other item  $\rightarrow$  annual maintenance & upgradation of the digital archiver Tanalipi (bill to be collected from the vendor and submitted to the F.O.)

### Resolution:

Resolved that the HoD would send item wise requirements of the department for revised budget estimate of 2022-23 and fresh budget estimate of 2023-24 to the Finance Officer within the due date with explanatory notes to be attached to certain budgetary heads.

Confirmed in the DC meeting held on 07.12.2022  
G. S. D. D. 07/12/22