

DC Meeting on 12.09.2023 at 2 pm



HOD English

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Date: Sat, Sep 2, 2023, 23:59

Subject: DC Meeting on 12.09.2023 at 2 pm

To: Indranil Acharya Faculty, English <indranil@mail.vidyasagar.ac.in>, Joyjit Ghosh Faculty, English <joyjitghosh@mail.vidyasagar.ac.in>, Jolly Das Faculty English <jollydas@mail.vidyasagar.ac.in>, Debdas Roy Faculty, English <debdasroy@mail.vidyasagar.ac.in>, Hemant Kumar <hemantkumargolapalli@gmail.com>, Shubhendu Shekhar Naskar Faculty, English <shubhendu.sapphire@gmail.com>

Date: 02.09.2023

Dear Colleagues,

This is to inform you that a Departmental Committee meeting will be convened on **12.09. 2023 Tuesday at 2.00 PM** to discuss the following issues.

1. Confirmation of the resolutions of the previous DC meeting(s)
2. *Journal of the Department of English* (vol.17)- final status of peer reviewed articles and reporting on the VUPD resolution about vol.16
3. Students' Feedback Report for 2022-2023 *ATR on website & IQAC by 15/09*
4. Annual Report for 2022-2023 (July 2022 to June 2023)
5. Reporting on UGC SAP-III DRS-I finalization of accounts
6. Discussion on Special Lectures, Field Tour and Workshops
7. Regarding the publication of *Lodha Sabar Jatir Samaj Jiban* and other manuscripts submitted for publication
8. Preparation for Students' Attendance Record *(Tutorial & Int. Assnmt hours)*
9. Miscellaneous *(TJB condolence, EY. for All, Lang. Lab)*

Kindly make it convenient to attend the meeting on the said date and time.

Regards

Indranil Acharya
Professor and Head
Department of English
Vidyasagar University

DC Meeting on 12.09.2023 at 2 p.m.

Members present:

1. P. S. Acharya 12/09/23
2. ~~Dr.~~ 12/09/2023
3. ~~Dr.~~ 12/09/23
4. Debdas Roy 12/09/2023
5. Humant 12/09/23
- 6.

Item No. 1: Resolutions of the previous DC meetings held on 06.07.2023 and 01.08.2023 (Emergency DC) were read and confirmed.

• ATR on the meeting held on 06.07.2023:

- i) Application for approval of Guest Teachers sent to the Hon'ble Vice Chancellor through the Dean, Arts on 07.08.2023 and the final letters were issued on 21.08.2023.
- ii) The timetable and teaching assignments of the odd semester classes were posted on the notice board and the whatsapp groups.
- iii) The internal peer review process of the articles for vol. 17 (2024) was completed on 31.07.2023 and external review completed in August 2023.
- iv) Dr. Debdas Roy fixed the date of international workshop on 17.01.2024 in consultation with the British Council and La Borough University, UK. The format of Ministry of Tribal Affairs, Govt. of India, for research project on Oral History of DNTs was posted in faculty whatsapp group. Mr. Rony Patra was emailed on 08.09.2023 for updating Janalepi Archive.
- v) The HoD contacted Prof. Jafindra Kr. Nayak for special lectures and he confirmed the dates on 28, 29 & 30 November, 2023. The workshop on ENG-105 will be held on 29 Nov. 2023. Email communication was sent to Sahitya Akademi on 11.09.2023 for organising a joint literary meet in Dec./Jan.
- vi) Mr. Shubhandu Shelkar Naskar will take charge as CCAE Coordinator on and from 01.11.2023.
- vii) UG Syllabus Committee meeting was held on 22.07.2023 in the online mode.

- ATR on the Emergency DC meeting held on 01.08.2023:
 - i) The list of external experts for the new PGBOS was sent to the Hon'ble Vice Chancellor through the Secretary, PG Faculty Councils on 03.08.2023.

Item No. 2: Minutes → The members discussed about the final status of articles for vol. 17 of the journal and the HoD reported to the house the decision of VUPD to print 25 copies of vol. 16 of the journal.
Resolution: Resolved that the editorial board members would provide the list of rejected articles by 13/09/23 and the final list of accepted and revised articles (with attachment of the final version of the papers) by 27.09.23. Further resolved that the articles of Prof. Lata Dubey and Dr. Mousumi Sen Bhattacharyya would not be considered for vol. 17 of the journal due to non-compliance of technical requisites.

Item No. 3: Minutes → The faculty members discussed the details of the students' Feedback Report (2022-23) for even semester. It was found that all the teachers have scored 3 and above in all categories. The teachers felt that the students should be equipped with necessary skills for seeking employment after the completion of PG course.
Resolution: Resolved that like the previous years the department will take necessary action to provide advanced references (books, articles, online lectures and e-content) to the students. *The alumni donated one bookshelf and many books for the benefit of present students.

Item No. 4: Minutes → The members discussed various requirements of the Annual Report format and decided to give inputs accordingly.
Resolution: Resolved that individual faculty members would submit their inputs to the HoD by 14.09.23 and the HoD would compile the data and send it to Deputy Registrar (Academic) at an early date after receiving consent of the faculty members.

Item No. 5: Minutes → The HoD reported to the House on the receipt of UGC SAP-III DRS-I finalization of accounts letter.

Resolution: Resolved that the communication received from the UGC be preserved and the same should be communicated to Prof. Sankar Prasad Singh, Coordinator, UGC SAP-III DRS-I in Dept. of English, V.U.

Item No. 6: Minutes → The members discussed the technical issues of special Lectures and workshops. Matter related to Field Trip would be taken up in the next ^{regular} meeting after the commencement of 1st sem. classes as ENG-105 involves field work.

Resolutions: i) Resolved that Dr H.K. Golapalli and Mr. S.S. Naskar would be the coordinators of ENG-105 workshop to be held on 29.11.2023 and necessary approval for organizing the workshop would be taken soon. (Amount of Rs. 15,000/-)

ii) Further resolved that the ICSSR conference-workshop already decided to be held on 17.01.2024 in collaboration with Deptt. of English, V.U. should be taken up with appropriate authorities. The Project Director Dr Debdas Roy would seek approval from ICSSR first and then apply to the Hon'ble Vice Chancellors, V.U. along with the HoD, for necessary approval to hold the event at V.U. and seek permission to use dept. contingency fund (Rs. 10,000/-) for the workshop.

It was also resolved that Dr. Roy would issue formal letters of invitation to the resource persons after receiving necessary permissions.

Item No. 7: Minutes → The members deliberated on the finer issues of the translated text of Lodha Subas Jotir Samoj Tiban and other translation manuscripts submitted by Dr Jolly Das & Ms Anuradha Sen to other esteemed publication houses.

Resolution: Resolved that the final revised manuscript, prepared after incorporating the

suggestions of the esteemed reviewers, would be submitted to VUPD by 30th September, 2023. M/s Alapan, Midnapore will assist in book production (page set up, composing, editing, printing etc.).

Item No. 8: Minutes → The members discussed the issue of students' attendance record in the odd semesters keeping in mind the problems faced during the counting of attendance in the even semesters.

Resolution: Resolved that the faculty members would count the days of internal assessments in terms of teaching hours (06 hours per day of assessment) while counting the total numbers of classes held and attended.

Item No. 9: Minutes → Dr. H. K. Golapalli reported that (Miscellaneous) the 'English for All' classes would begin on and from 19.09.2023.

The HoD reported that the meeting of Language Laboratory Committee would be held in the last week of September 2023.

The DC also decided that Sahitya Mantri, a 3rd Sem. student would represent the department in official events in addition to the CRs Heena Afrin and Ribakar Kuisy.

The DC also resolved to hold the condolence meeting of late Prof. Tapan Tyoti Banerjee on 20th September, 2023.

It was decided that Prof. Indranil Acharya and Prof. Joyjit Ghosh would look after Hall & stage management. Dr. Jolly Das would act as programme coordinator, Dr. Debdas Roy would act as Transport coordinator & Dr. H. K. Golapalli would look after refreshments of guests and alumni.

Tiffin and lunch packets would be provided to the guests, ex-students, retired teachers, volunteers and other dignitaries. The flex would be prepared by M/s Alapan Midnapore.

Confirmed

9-5-23

01/11/2023