

## DC Meeting on 31.08.2022 at 2 PM

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HOD English <hod\_english@mail.vidyasagar.ac.in> Wed, Aug 24, 6:36 PM (20 hours ago)

to English, Jolly, English, Hemant, English

Dear Colleagues,

Please note that a Departmental Committee meeting will be convened on 31.08. 2022 Wednesday at 2 PM to discuss the following issues.

1. Confirmation of the resolutions of the previous DC meeting
2. Approval of Guest Teachers and CDOE teachers for Odd Semester teaching
3. Finalization of Accounts of UGC SAP- DRS I & II
4. VU-UEA Joint Teaching- Students' Session in September and Research Project Funding
5. UG change of syllabus, conducting workshop and other relevant issues
6. Translation and publication projects of the department
7. Miscellaneous (Journal)

Kindly make it convenient to attend the meeting.

Regards

Indranil Acharya

Professor and Head

Department of English

DC Meeting on 31.08.2022 at 2 p.m.

Members present:

1. Prof. Jolly Das 31/8/22
2. Joyanta 31/8/22
3. Jolly Das 31/08/2022
4. Debdas Roy 31/08/2022
5. Hemant 31/8/22
6. RMP 31/8/22

Item No. 1: Resolutions of the previous DC meeting held on 19.07.2022 were read and confirmed.

• A TR on the meeting held on 19.07.2022:

- i) The UG secretary was communicated about the decision of the DC on 02.08.2022.
  - ii) The final draft of the PPT for departmental presentation before the Hon'ble Vice-Chancellor was shared on 01.08.2022.
  - iii) All the required data were incorporated into the academic audit reports of 2019-20 & 2020-21 and sent to the ~~Prof.~~ Director IQAC Registrar (Academic) on 26.07.2022.
  - iv) The Annual Report (April 2021 - June 2022) was mailed to the Deputy Registrar (Academic) on 04.08.22 after including the <sup>relevant</sup> data.
  - v) The supervisors of Ibtis Showvik Harayan Hoser sent a panel of experts on 22.07.22 and it was later approved by the Hon'ble Vice-Chancellor. The viva-voce was held on 22.08.22 for upgradation.
  - vi) Mrs H.K. Golapalli placed his observations on the translated manuscript in the DC meeting on 31.08.2022. He was requested to circulate the observations among the other faculty members.
  - vii) Miscellaneous: Mrs Shubhonda Shalakar Naikar completed the process of similarity check by 27.07.2022.
- b. Prof. Ashok Mahapatra and Dr. Debdas Roy would add two invited articles for an anthology of 10 articles to be published by a reputed publishing house.

Item No. 2 → Minutes: The names of 02 Guest Teachers and 02 CDOE teachers were discussed in the meeting for

teaching in the Odd Semester classes in 2022-23 session.  
Resolution: Resolved that the list be sent to the Hon'ble Vice-Chancellor through the Dean, Faculty of Arts & Commerce for necessary approval.

Item No. 3 → Minutes: The Deputy Coordinator SAP DRS-II informed the members about the finalization of accounts of DRS-II by the UGC. However, he mentioned that the accounts of DRS-I are yet to be finalised as the UGC has not yet received the settlement of certain unspent amount including inadmissible expenditures under the Non-Recurring head. The HoD also referred to the recent communication of the UGC regarding the final settlement of accounts.

Resolution: The DC would request the ~~Registrar~~ university authority to kindly communicate the matter of the finalization of accounts of grants for DRS-I to the "Programme Coordinator DRS-I" as the UGC had made him the first recipient in its recent communication.

Item No. 4 → Minutes → The members discussed in detail the VU-UEA students' session on 20th September in the online mode. Six presenters were identified for the session. The research funding opportunities mentioned by the faculty members of UEA were also discussed.

Resolutions: Resolved that the 06 students would make mock-presentations on 14th September and Prof. Joyjit Ghosh would coordinate the students' event.

It was also resolved that the faculty members of the UEA be requested to share the details of the format of application of various international funding agencies.

Item No. 5 → Minutes: The changes in UG syllabus and the probable date(s) of workshop were discussed by the members.  
Resolution: Resolved that the workshop for UG syllabus revision be held on 13.09.2022 with not more than

two teacher representatives from a college.

Item No. 6 → Minutes: Mr Hemant K. Golapalli pointed out some problems in the translation of the book Lodha Sabote Jatir Samoj Tiban.

Resolution: Resolved that Mr Golapalli would circulate the observations among the teachers and they would edit the translated matter accordingly.

Item No. 7: Miscellaneous:

i) The progress of the external review process was considered. It was decided that the extended last date for the completion of the review process would be 15.09.2022. The authors would be given ten days for revising the articles and re-submit. It was also decided to hold a review meeting on 16<sup>th</sup> or 17<sup>th</sup> Sep. 2022.

ii) It was decided that the official ~~chat~~ Facebook page of the Dept. of English be linked to the department email ID; instead of any personal email ID.

Confirmed in the DC meeting  
held on 19.10.2022

Jit Kalyan