



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

## Regular DC meeting on 15.02.2024

1 message

Thu, Feb 8, 2024 at 9:26 AM

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

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: 07.02.2024

Dear Colleagues,

This is to inform you that a Departmental Committee meeting will be convened on 15.02.2024 Thursday at 1 PM to discuss the following agenda.

1. Confirmation of the resolutions of the previous DC meeting
2. *Journal of the Department of English* (vol.17)- UGC CARE letter and uploading on the university website
3. Consideration and finalization of the even semester timetable
4. New nomenclature of the department - future plan of action
5. The email of Dr Jolly Das in connection with the ENG-305 exam on 02.02.2024
6. Miscellaneous

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 15.02.2024

### Members Present:

1. ~~Prof. A. K. Das~~ 15/02/24
2. ~~Prof. S. K. Das~~ 15/02/24
3. Jolly Das 15/02/2024
4. Seladas Roy 15/2/24
5. Anant 15/2/24
6. ~~Prof. P. K. Das~~ 15/2/24

Item No. 1: Resolutions of the previous DC meetings held on 02.01.2024 and 16.01.2024 were read and confirmed.

• A.T.R. on the meeting held on 02-01.2024:

i) Volume 17 (2024) of the Journal of the Deptt. of English was uploaded on the university website w.e.f. 18.01.2024.

The soft <sup>copy</sup> of reviewer's certificate would be sent to the chief editor by Mr. Adapan for circulation among faculty members.

Registrar furnished his details for e-ISSN of the journal.

ii) Letters for Guest Teachers & CDOE teachers were sent to Hon'ble V.C. through PG Secretary on 01.02.2024.

iii) Field Study Tour (Day) was held on 09 & 10 Jan. 2024 & that of CCAT was held on 07.02.2024.

iv) The IESSK conference was held successfully on 17-01.2024.

v) The HoD discussed the matter of saving campus days and cuts with the Registrar on 09.02.2024. The Registrar advised the HoD to inform the departmental alumni to take necessary steps and make payments for medical advice and medical expenses.

vi) The add-on course prepared by Dr. Jolly Das was submitted to the Director IQAC with a reading list on 08.02.2024.

## ATR on the Emergency DC on 16.01.2024

The admission of Ms Jeeva Bakhtiyar was regularised on the basis of the approval of the Hon'ble Vice Chancellor and her internal assessment was conducted.

Item No. 2 - Minutes → The UGC-CAPE letter was discussed. The HoD reported that the articles of Vol. 17 (2024) of the journal had already been uploaded on the university website.

Resolution → Resolved that the DOI would be assigned to all the articles as and when received. It will be reflected in all the relevant places.

Item No. 3 : Minutes → The even semester timetable was considered by the faculty members.

Resolution → Resolved that the current timetable for even semesters would come into effect from 15.02.2024,

Item No. 4 : Minutes → New nomenclature of the department was noted in the meeting.

The members also discussed a letter from IIT Kgp, Dept. of Linguistics 09.02.24 requesting the HoD to send 10 students for workshop <sup>at IIT</sup> on 20.02.2024.

Resolution: Resolved that the Deptt. would prepare a list of 10 competent 4<sup>th</sup> sem. students to attend the workshop at IIT Kgp.

Item No. 5 : Minutes → The email of Dr Jolly Das was discussed by all the faculty members. All the members felt that there should be a clear policy for conducting the final exams

in the absence of the HoD.

Resolution: The HoD would send an official email to the concerned colleague who would be in charge of the relevant exam on that day.

The appointed officer-in-charge will have the discretion to take necessary actions for conducting the exam smoothly.

Item No. 6: Miscellaneous: Minutes → The DC discussed the issue of Coordinatorship of the add-on course offered by Dr. Jolly Das.

Resolution: Resolved that Dr Jolly Das would act as the Coordinator of the add-on course on "Art of Speaking".

Mr Shubhendu Shekhar Naskar reported that he would participate in an ~~Orientation~~ Programme Refreshers Course conducted by NBU from 16<sup>th</sup> February 2024 to 1<sup>st</sup> March 2024.