

DC Meeting on 15.02.2023

External

Inbox



HOD English

Wed, Feb 8, 6:08 PM (17
hours ago)

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

Dear Colleagues,

This is to inform you that a Departmental Committee meeting will be convened on 15.02.2023 Wednesday at 2.00 PM to discuss the following issues.

1. Confirmation of the resolutions of the previous DC meeting
2. SAP-DRS-II related financial issues
3. Assignment distribution and timetable for the PG even semester courses
4. Matter related to the IQAC activities in department
5. UG Workshop- second phase
6. Miscellaneous (ENG 105 date 28/29)

Kindly attend the meeting on the said date and time.

Regards

Indranil Acharya

Professor and Head

Department of English

DC Meeting on 15.02.2023 at 2 p.m.

Members Present:

1. Prof. A. V. 15/02/2023
2. Joyjit 15/02/23
3. Jolly Das 15/02/2023
4. Debdas Roy 15/02/2023
5. Hemant 15/2/23
6. SRF 15.02.23

Item No. 1: Resolutions of the previous DC meeting held on 07.12.2022 were read and confirmed.

• ATR on the meeting held on 07.12.2022:

i) The HoD and the Dy. Coordinator of SAP-DRS II sent a letter to the Hon'ble Vice-Chancellor on 13.12.22 for the payment of arrears amount to the vendor maintaining Javalipi archive. The amount was paid subsequently.

Another meeting was convened on 15-02-23 to discuss the issue of utilization of funds under SAP-DRS II within 31.3.2023.

ii) The revised course 111 has been offered to the Ph.D. scholars since December 2022. Mr S. N. Hore, the SRF, has been conducting academic sessions with the scholars since December 2022. The HoD wrote to the Finance Officers for the replacement of the lock and key system in the Seminar library & DRS room on 08.02.23. The system was changed in seminar library on 15.02.23.

iii) The PG BOS meeting and the moderation meeting were conducted in January 2023 after receiving new notification from the Controller of Examinations & PG Secretary.

iv) The first phase of editing Lodha Sabar Jatin Sanj Tibar was completed in January 2023. Prof. Joyjit Ghosh would submit the final manuscript to VUPD by 31.03.2023.

v) The final manuscript of the Journal of the Dept. of English vol. 16, 2023 was submitted to VUPD on 26.12.2022 with a request to assign DOI to the articles.

vi) Dr. Debdas Roy, Mr H.K. Gilapalli & Mr S. S. Naskar attended the CDOE workshop held during 27-29 Dec. 2022.

Item No. 2 → Minutes: The members discussed various issues related to SAP DRS II utilization of funds - payment to ⁰²JRFs, students of neighbouring institutes, purchase of books & journals, cataloguing of books in SAP library and reading facility for students & scholars.
Resolution: Resolved that the process of purchase of books and journals for DRS library and payment to the students of neighbouring institutes be completed by 31st March 2023 and each faculty would submit a book list worth 15-20 thousand rupees. Further resolved that the HoD would write to the Registrar for hiring the service of the scholars of Lib. & Info. Science for the cataloguing of the books in SAP DRS library.

Item No. 3 → Minutes: Distribution of teaching assignments amongst the teachers, GTs & JRFs was discussed and the timetable was finalized.

Resolution: Resolved that the HoD would send the revised timetable to the PG Secretary by February 2023 and Dr Sudip Das & Dr Ujjwal Panda (Guest Teachers) would continue in the ^{evening} semester.

Item No. 4 → Minutes: The outcomes of the ^{IAAC} meeting with the HoDs & IAAC coordinators in the depts. were discussed. The AQAR details were also discussed keeping in mind the last date of 20.2.2023. The issue of considering the revenue generated by the uploaded faculty lectures on the VU YouTube channel as consultancy was also taken up for discussion.

Resolution: Resolved that the HoD would send the AQAR report to the IAAC after including the inputs from the faculty. Further resolved that the HoD would write to the authorities for considering revenue generated by the uploaded YouTube lectures as part of consultancy.

Item No. 5 → Minutes: The proposal of holding the second phase of the UG syllabus revision workshop was discussed. It was felt that the workshop was * semesters on the basis of the approval of the Hon'ble VC previously.

necessary for the addition of reference lists to the courses and consideration of some suggestions given by the college teachers in the first workshop.

Resolution: Resolved that the HoD would communicate to the UG secretary the probable date of holding the second workshop preferably in a college around 21/22 March 2023.

Item No. 6 Miscellaneous:

- i) The dates of holding the ENGI-105 ^{for Day & CCAE} evaluation were confirmed - 28/02/23, 01/03/23 and 10/03/23.
Classes will not be held on 28/02/23 for semester-IV students as all the rooms will be occupied for evaluation.
- ii) Organising Extension lectures in March 2023 was also discussed. Resolved that the HoD would contact Prof. Jatin Nayak of Utkal University for this lecture.
- iii) Resolved that the NSS Unit no. 11 of the Dept. of English would take special initiatives to celebrate International Mother Language Day on 21.02.2023 under the supervision of Dr. Seladas Roy, the Programme Officer.

Confirmed
in the DC meeting
held on 02.05.2023

Dr. Seladas Roy
02/05/23