



Indranil Acharya Faculty, English <indranil@mail.vidyasagar.ac.in>

## DC Meeting on 02.05.2023

1 message

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

Tue, Apr 25, 2023 at 11:25 AM

To: "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>, "Indranil Acharya Faculty, English" <indranil@mail.vidyasagar.ac.in>

Date: 25.04.2023

Dear Colleagues,

This is to inform you that a Departmental Committee meeting will be convened on **02.05.2023 Tuesday at 2.00 PM** to discuss the following issues. One important issue is added for discussion.

1. Confirmation of the resolutions of the previous DC meeting
2. SAP-DRS-II related payment issue
3. Journal (reporting on Volume 16 and discussion on Volume 17)
4. Formation of Departmental Purchase Committee
5. Academic Calendar (dates of internal assessment) and students' performance
6. Reporting on Special Lecture, parent-teacher meeting and student-teacher meeting
7. Publication of *Lodha Sabar Jatir Samaj Jiban* and other translation projects and workshops
8. Miscellaneous (*RAC, Journal list, special officers list of experts, study leave of SSN, drama club*)

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

Regards

Indranil Acharya

Professor and Head

Department of English



DC Meeting on 02.05.2023 at 2 p.m.

Members present:

1. P. S. Acharya 02/05/2023
2. Singh 2/5/2023
3. Jolly Das 02/05/2023
4. Seobdas Roy 2/5/23
5. Venant 2/5/23
6. S. P. 2/5/23

Item No. 1: Resolutions of the previous DC meetings held on 15.02.2023 and 17.03.2023 (emergency DC) were read and confirmed.

• ATR on the meeting held on 15.02.2023:

i) The HoD wrote to the Registrar about hiring service of scholars in the Dept. of Library and Info. Science for cataloguing the books and journals in the SAP-DRS library on 23.02.2023. No response has yet been received. Follow-up action is being taken for the hiring of 02 scholars.

ii) The HoD emailed the revised timetable for even semester classes (2<sup>nd</sup> & 4<sup>th</sup>) to the PG Secretary on 22.02.2023.

iii) The HoD emailed the A&AR to the Director, IQAC on 24.02.2023. He also sent an email to the Hon'ble Vice Chancellor to consider the proposal of the faculty members to court the revenue (if any) earned from the uploaded YouTube lectures in the VU YouTube channel as part of Consultancy.

iv) The HoD emailed the UG Secretary about holding a second syllabus revision workshop on 26.02.2023. On 20.03.2023, he replied that the workshop would be held later to consider the implementation of NEP 2020 at the UG level.

v) The HoD contacted Prof. Jatin Nayak for the Special Lecture. As he was busy in Delhi, Dr Mahendra K. Mishra was invited. He delivered special lectures on 29.03.2023.



ATR on the Emergency DC meeting held on 17.03.2023:

i) A formal prayer to the Hon'ble Vice Chancellor for approval of the printing of 05 copies of the UGC-CARE Journal of the Department of English, Vol. 16, 2023 was sent by the HoD on 17.03.2023 after the emergency DC meeting. Later, it was approved and one printed copy of the journal was sent to UGC-CARE at Pune University. It was delivered on 28.03.2023. The 03 more copies were given to the Hon'ble Vice Chancellor, the Director, IQAC and the Central library. The department has one copy.

Item No. 2: Minutes → Prof. Joyjit Ghosh, Deputy coordinator, SAP-DRS II, informed the members about the payment made to various stakeholders. He also mentioned that an amount of Rs. 1,28,577/- is still pending and 02 booksellers and 01 vendor are yet to receive the payment. He said that the Hon'ble Vice Chancellor had also been informed of this fact. The HoD informed the house of his verbal interaction with the Accounts Officer. He informed that the SAP-DRS II payment issue had been included in the agenda of the Finance Committee meeting scheduled to be held next week. Resolutions: Resolved that the HoD would get the updates from the Finance Officer after the FC meeting.

Item No. 3: Minutes → The HoD reported the members on the recently published volume 16 (2023) of the Journal of the Department of English. The authors and other interested persons are asking for printed version of the journal to VVPD and the editor. The Special Officer, on behalf of VVPD, informed the HoD that an amount of Rs. 25000/-, already earmarked for printing the journal, would be placed for approval in the next EC meeting. The members also discussed the technical details of the next volume (vol. 17, 2024) of the journal.



They agreed on the timeline and instructions for the authors.

Last date of submission of abstracts: 18.05.2023

Date of communication of selected abstracts: 31.05.2023

Last date of submission of papers with declaration & bio-note: 30.06.23

The authors should strictly follow 8th edition of MLA Handbook and send the abstract & paper to the designated email address: editor\_english@mail.vidyasagar.ac.in

The abstract should have maximum 300 words (inclusive of title and keywords) and the final papers should strictly maintain the range of 4000-5000 words.

Resolutions: Resolved that the HoD would get the updates from the Special Officer regarding the printing of more copies of the journal from the allotted amount.

Further resolved that the chief editor would take necessary action for uploading the efp of vol. 17 of the journal on the university website by 04.05.2023 and he would mail the efp, format for evaluation of abstract, keywords and the list of authors published in vol. 16, 2023 to all the in-house editorial board members immediately.

It was further resolved that Prof. Rebecca J. Manning of Indiana University, USA be requested to be an editorial board member of the journal. The chief editor would also take steps to hire a technical editor to check the technical fitness of the articles after the mandatory plagiarism check.

Item no. 4 → Minutes: The members discussed the formation of the Departmental Purchase Committee vide notification received from the Registrar.

Resolution: Resolved that the following members would be selected in this committee:

1. HoD → chairman & convener
2. Prof. Joyjit Ghosh & Mr Shubhendu Shekhar Naskar - Member
3. F.O. or his nominee - Member
4. The PG Secretary - Member
5. Dr Babdas Roy (PI) - Member



Item No. 5: Minutes → The members discussed the academic calendar received from the PG Secretary. The following dates of internal assessments for even semester students were determined by them.

- 22.05.2023 (first half) 4<sup>th</sup> Sem Day → JG, DR & HK
- 23.05.2023 (~~first~~ <sup>first</sup> half) 4<sup>th</sup> " " → IA, JD & SSN
- 22.05.2023 (~~second~~ <sup>second</sup> half) 4<sup>th</sup> Sem CCAE → JG, DR & HK
- 23.05.2023 (second half) 4<sup>th</sup> " " → IA, JD & SSN
- 06.06.2023 (first half) 2<sup>nd</sup> Sem Day → JG, DR & HK
- 07.06.2023 (first half) 2<sup>nd</sup> " " → IA, JD & SSN
- 06.06.2023 (second half) 2<sup>nd</sup> " CCAE → JG, DR & HK
- 07.06.2023 (second half) 2<sup>nd</sup> " CCAE → IA, JD & SSN
- 08.06.2023 (first half) 2<sup>nd</sup> " CBCS Day → AB & NS
- 08.06.2023 (second half) 2<sup>nd</sup> " CBCS CCAE → Debasmita Tripathy

Resolutions → Resolved that the HoD would collect topics for internal assessment <sup>& ENG-405</sup> from other teachers and post them on students groups by 10.05.2023.

The assessments will be conducted by the teachers with their tutorial groups.

Further resolved that the students' performance in ~~with~~ ~~the~~ first semester exams will be analysed immediately after the publication of results and necessary action be taken in consultation with the Controller of Examinations.

Item No. 6: Minutes → The HoD apprised the members of the details of Special Lectures delivered by Dr Mahendra Kumar Mishra on 29.03.2023. He also informed the faculty members about the proceedings of the Parent-Teacher meeting and Student-Teacher meetings. The inputs received from parents and students were discussed.

Resolution → Resolved that Dr Mahendra Kumar Mishra be requested to send an invited article on Folklore for vol. 17 of the journal apart from the already received invited article of Prof. M. Mani Meitei. Further resolved that the HoD would send



letters to the concerned officers to address the infrastructural problems reported by the students.

Item no. 7: Minutes → Prof. Joyjit Ghosh reported that the manuscript of the English translation of Lodha Sabar Jatir Samaj Tiban would be ready by 10.05.2023 or so. The HoD also reported that the English translations of Anil Ghoshai's novels by Dr Jolly Das and Ms Anuradha Sen would be sent to Dr. Nirmal Kanti Bhattacharjee of Niyogi Books for consideration. The HoD also reported the members about the phone call of Mr Nalini Bera regarding the English translation project of his novel Subarnarenu Subarnarekha to be coordinated by Dr. V. Ramaswamy.

Resolutions → Resolved that the final manuscript of Lodha Sabar Jatir Samaj Tiban be submitted to the Chairman VUPD (the Hon'ble Vice Chancellor) by 12.05.2023 or so. Further resolved that the HoD would request Mr Nalini Bera to talk to Dr. V. Ramaswamy regarding the English translation project since involvement of multiple translators might lead to unevenness of English translation.

Item No. 8: Miscellaneous:

- i) The range of dates for holding RAC meeting was finalized - between 09.06.2023 and 20.06.2023. The supervisors were asked to fix the dates in consultation with external experts.
- ii) The members suggested the inclusion of a few subject-specific journals to be sent to the Librarian for purchase.
- iii) The letter of Special Officer to send a list of experts from within the state and outside the state was discussed and a list was prepared with inputs from all DC members.
- iv) The request of Mr Shubhendu Shakhare Naskare to forward his application for a 8-week Study Leave for the submission of his Ph.D. thesis to the Registrar, was considered and approved by the DC members.
- v) A Drama Club under the guidance of Mr S.S. Naskare would be formed.