

Date: 26.12.2023

Dear Colleagues,

This is to inform you that a Departmental Committee meeting will be convened on 02.01.2024 Tuesday at 12 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)- publication timeline, reviewer's certificate and e-ISSN
3. Even semester teaching assignments distribution
4. Field Study Tour for Day and CCAE students
5. ICSSR approved one-day conference-cum-workshop in the department on 17.01.2024
6. Alumni Association collaboration about campus dogs and cats
7. Miscellaneous (JRF issue) (Add-on course JD)
15/01/24

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 02.01.2024

Members Present:

1. Prof. ~~Das~~ 02/01/2024
2. Joyanta 2/1/24
3. Jolly Das 02/01/2024
4. Subhas Das
5. Himant 2/1/24
6. RMP 02/01/2024

Item No. 1: Resolutions of the previous DC meeting held on 01.11.2023 were read and confirmed.

• ATR on the meeting held on 01.11.2023:

(i) M/s Alapna, Midnapore printed 06 copies of volume 17 (2024) of the Journal of the Department of English for display in Kolkata International Book Fair, 2024. Mr. S. S. Naskar checked the citation pattern of 24 articles and submitted in November, 2023. Professor Jon Cook, Professor Basabi Fraser, Professor Fakrul Alam and Dr. Catherine Simpson were inducted in the editorial board of volume 17 (2024) of the Journal of the Dept. of English.

(ii) Dr H. K. Golapalli and Mr. S. S. Naskar successfully organised ENGE-105 Workshop on 29.11.2023 and utilized the advance amount of Rs. 15,000/-

The field study tours to Paschim Medinipur and Jhargram districts were successfully organised on 09 & 10 January, 2024. The allocated amount of Rs. 50,000/- had been utilized for this purpose. The field study tour of CAE students would be organized in February, 2024.

(iii) Professor Tatindra Kumar Nayak delivered special Lectures for the PG and Ph.D. students on 28, 29 & 30 November, 2023. The advance amount of Rs. 25,000/- had been adjusted and unspent amount refunded.

(iv) The ICSSR approved conference was successfully organized by the Department of English, V.U. on 17.01.2024 in collaboration with British Council, Kolkata. Dr. Debdas Roy, the convener, made a crucial contribution to organise the programme along with other faculty members, research scholars and student volunteers.

(v) Ph.D. entrance viva-voce was held over a period of three days - 06/12/23, 07/12/23 & 08/12/23. Some JRFs were also considered for selection as per need.

(vi) Regular classes were held on 04.11.23 and 05.11.23 Saturday and Sunday before Convocation. 3rd Prof. Arindam Basu Roy Memorial Lecture was also successfully organized.

Item No. 2: Minutes → The members discussed the publication timeline, reviewer's certificate and e-ISSN of the journal (Vol. 17, 2024). The HoD reported that the e-ISSN page was under construction.

Resolutions → The Vol. 17 (2024) of the Journal of the Department of English will be launched on the website by the end of January 2024.

It was also resolved that the reviewer's certificate would be prepared by M/s Adalaw.

Further resolved that the Registrar's details would be furnished for e-ISSN.

Item No. 3: Minutes → The members considered the teaching assignments of the permanent teachers, guest teachers, CDOE teachers and JRFs for second and fourth semester classes. Assignment distribution for the new 405 course was also made.

Resolution: Resolved that Dr. Sudip Kumar Das and Dr. Uttam Jena will act as Guest Teachers

in the forthcoming even semesters.
Further resolved that proper steps will be taken for the issue of appointment letters to the Guest Teachers and CDOE teachers (Mr. Rony Patra and Mr. Debabrata Modak)

Item No. 4: Minutes → The members discussed the dates of field study tour for ENG-105 (both day & CCAE). There were some changes due to the absence of Prof. Joyjit Ghosh (medical ground) and Mr. S.S. Naskar (university assignment to Hyderabad). Tutorial wise attendance sheet was also prepared. Questionnaire was also shared in the whatsapp group.

Resolution → Resolved that the field study tour of the 1st semester Day students would be conducted on 09 & 10 January, 2024. The field study tour of CCAE students would be held in first week of February, 2024.

Item No. 5: Minutes → ICSSR approved one-day conference in the ~~workshop~~ Department of English on 17.01.2024 was considered and detailed programme schedule was developed.

Resolution: Resolved that the Hon'ble Vice Chancellor would inaugurate the international conference (hybrid mode) on 17.01.2024 in the presence of Prof. Wilson of La Borough University, U.K.

Item No. 6: Minutes → The members considered an application submitted by Mr. Sanju Bera, Secretary of the departmental alumni association, for a collaborative programme to save campus cats and dogs.

Resolution → Resolved that the proposed collaboration with the departmental alumni association would come into effect only after receiving the Registrar's approval.

Item No. 7: Miscellaneous:

Dr. Jolly Das reported to the house that she had developed a new add-on course entitled "Art of Speaking" with a 30-hour package with classes to be held every week. The HoD would forward the syllabus to the Directorate, IQAC after receiving the structures from Dr. Jolly Das.

There was also a discussion on the duties and responsibilities of the Junior Research Fellows. It was resolved that the new JRFs will assist the Head of the Department in academic administration after they join the department. The two old JRFs will continue to take classes, take the responsibility of the seminar library and come to the department on regular basis. All the new JRFs would also maintain a four-day-week formula.

The meeting ended with thanks to and from the chair.