

Department of English

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

First meeting of the reconstituted Academic and Administrative Committee of the Department of English was held on 14.08.2019 at 12:30 PM in the office of the HoD. The following members were present in the meeting:

1. Dr. Alpna Saini, HoD and Chairperson, AAC
2. Dr. Dinesh Babu P., AP
3. Dr. Shahila Zafar, AP

Following items were discussed in the meeting:

Item 2019:R1:01

Constitution of AAC

In the previous month, Department of English was established. AAC of the new Department was constituted with Dr. Alpna Saini as Chairperson, Dr. Dinesh Babu P. as the convener of AAC till next academic session i.e. June 2020 and Dr. Shahila Zafar as member.

Item 2019:R1:02

Requirement of HDMI Cable for Room AC-100

Since there is no HDMI cable attached to the projector in Room AC-100, it is not possible to use the projector. The use of projector is essential to teaching. Therefore AAC resolved to purchase a new HDMI cable. The approximate cost of the cable is Rs 1000.

Item 2019:R1:03

Constitution of CDC

In the previous month, Department of English was established. CDC of the new Department was constituted with Dr. Alpna Saini as Chairperson, Dr. Dinesh Babu P. as the convener of CDC till next academic session i.e. June 2020 and Dr. Shahila Zafar as member.

Item 2019:R1:04

Reconstitution of School Board

The file for reconstitution of School Board was sent to the Vice Chancellor who has requested to suggest names of "some members of Sahitya Academy and some Awardees of Sahitya Academy" for inclusion into School Board. The issue was discussed and following names in the field of English literature were suggested:

1. Prof. K. Satchidanandan
(Poet, Critic and Translator)
Former Secretary, Sahitya Akademy, New Delhi

There was no other item on the agenda.

Dr. Shahila Zafar

Dr. Dinesh Babu P.

Dr. Alpna Saini

See
VVP
21/9/19
HO

Department of English
Central University of Punjab

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

The Second meeting of the Academic and Administrative Committee of the Department of English was held on 17.09.2019 at 11 am in the office of the HoD. The following members were present in the meeting:

1. Dr. Alpna Saini HoD and Chairperson, AAC
2. Dr. Dinesh Babu P., AP and Convener
3. Dr. Shahila Zafar, AP

The following items were discussed in the meeting:

Item 2019:R2:01

To discuss the plan for conducting Invited Lectures

In the academic calendar of Department of English, it was noted that Invited lectures/expert lectures will be organised from October 1 to October 15. The following experts were finalised in the meeting to be approached for invited lectures.

1. Prof Rana Nayar
2. Prof. Rabinder Power

Item 2019:R2:02

To discuss the synopsis pre-presentations of 3rd semester students

In the 3rd semester, MA English students have to prepare a seminar regarding their synopses for Project dissertation in the final semester. AAC resolved that a pre-synopsis presentation will be held on 30.9/19 and 1/10/19. Students will be required to present their proposals followed by discussion.

Item 2019:R2:03

To evaluate the progress of students of 1st and 3rd semester

The progress of students was also discussed academically as well as socially and certain issues related to students' participation and involvement were discussed and resolved.

Item 2019:R2:04

Request for the purchase of a UPS and an office chair by Dr. Shahila Zafar

Dr. Shahila Zafar has requested for the purchase of a UPS (approx. cost Rs.4000/-) for her office computer and an office chair (approx. cost Rs. 5000/-) as her existing chair is malfunctioning. The AAC recommended the purchase of the UPS and the office chair from the department budget.

There was no other item on the agenda.

Dr. Shahila Zafar

Dr. Dinesh Babu P

Dr. Alpna Saini

DAM
2100
1.10.19

Seen per 21/10/19