

Department of English Central University of Punjab

Subject: Minutes of the Curriculum Development Committee (CDC) meeting

A meeting of the Curriculum Development Committee (CDC) of the Department of English was held on 04.02.2020 at 12 noon in the Office of the HoD. The following members were present in the meeting:

- Dr. Alpna Saini, Professor, HoD and Chairperson, CDC
- Dr. Shahila Zafar, Associate Professor, Coordinator, CDC
- Dr. Vipin Pal Singh, Associate Professor
- Dr. Dinesh Babu P., Assistant Professor,
- Dr. Prithvi Raj, Assistant Professor

Following items were discussed in the meeting:

1. To discuss the organisation of CDC
2. To discuss restarting separate PhD for linguistics
3. To discuss the changes in syllabus of MA and PhD

Item 2020:01

To discuss the organisation of CDC

The Department of English reconstituted its Curriculum Development Committee and Dr. Shahila Zafar was nominated as the next Coordinator of the Committee.

Item 2020:02

To discuss restarting separate PhD English (with Specialization in Language Studies)

It was resolved that a separate PhD for students opting for specialization in Language Studies can be offered as this discipline requires a different approach from a PhD English. The committee approved the proposal.

Item 2020:R2:03

To discuss the changes in syllabus of MA and PhD

Changes in the curriculum of MA and PhD programmes were discussed extensively and it was resolved that Vipin Pal Singh and Dr. Dinesh Babu P. will jointly rephrase the curriculum of PhD and Dr. Shahila Zafar and Dr. Prithvi Raj will jointly rephrase the curriculum and syllabi of MA, in consultation with and with contribution from the other faculty members of the department.

Dr. Prithvi Raj

Dr. Dinesh Babu P.

Dr. Vipin Pal Singh

Dr. Shahila Zafar

Dr. Alpna Saini

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Department of English
Central University of Punjab

Subject: Minutes of the Academic and Administrative Committee meeting

A meeting of the Academic and Administrative Committee of the Department of English was held on 05.02.2020 at 12 noon in the Office of the HoD. The following members were present in the meeting:

- Dr. Alpa Saini, Professor, HoD and Chairperson, AAC
- Dr. Shahila Zafar, Associate Professor, Coordinator AAC
- Dr. Vipam Pal Singh, Associate Professor
- Dr. Dinesh Babu P., Assistant Professor
- Dr. Prithvi Raj, Assistant Professor

Following items were discussed in the meeting:

1. To discuss the industry representative in BoS
2. To discuss the organisation of AAC
3. To discuss the changes in syllabus
4. To purchase a PC and table for Dr. Dinesh Babu P.

Any other agenda with the approval of chair

Following items were discussed in the meeting:

Item 2021-01

To discuss the industry representative in BoS

After an extensive discussion, it was decided that one industry representative from the publishing industry will be nominate to the BoS of the Department of English

Item 2021:02

To discuss the organisation of AAC

The Department of English reconstituted its Academic and Administrative Committee (AAC) and Dr. Shahila Zafar was nominated as the next Coordinator of the AAC.

Item 201:03


To discuss the changes in syllabus

A detailed discussion on restructuring the syllabi took place and it was resolved that new syllabi for some courses will be designed by the faculty members assigned those courses.

Item 201:04


To purchase a PC and a table for Dr. Dinesh Babu P.

Dr. Dinesh Babu P. requires a new PC and a table as his old PC is non- functional, and his old table broken, and both need to be replaced. The AAC recommends the purchase of both a new PC and a table for Dr. Dinesh Babu.


Dr. Prithvi Raj


Dr. Dinesh Babu P.


Dr. Vipam Pal Singh


Dr. Shahila Zafar


Dr. Alpha Saini


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10/2/2024

Department of English

Date: August 18, 2021

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

A meeting of the Academic and Administrative Committee of the Department of English was held on **18.08.2021** at 12:15 pm. The following members were present in the meeting:

1. Dr. Shahila Zafar, Associate Professor, HoD and Chairperson, AAC
2. Dr. Alpna Saini, Professor
3. Dr. Vipin Pal Singh, Associate Professor, Convener AAC
4. Dr. Dinesh Babu P., Assistant Professor,
5. Dr. Prithvi Raj, Assistant Professor

The following items were discussed in the meeting:

Item 2021:01: Reconstitution of AAC and CDC

As Dr. Shahila Zafar has been appointed as the Head of the Department, she was nominated as the ex-officio chairperson of the AAC and CDC.

Dr. Vipin Pal Singh was nominated as the convener of both the AAC and CDC.

The AAC approved the nominations.

Item 2021:02: Final decision on allotment of supervisors for 3rd semester

A list prepared for the allotment of supervisors for the 3rd semester students for their project work as presented.

The list was approved by all the members.

Item 2021:03: Departmental activities for the next semester

It was recommended that a schedule for the department level activities (invited talks, workshops) be prepared within a week.

The proposal was approved by all members.

Item 2021:04: Increasing the number of PhD seats for Dr. Alpna Saini

Prof. Alpna Saini had requested for an increase in the PhD seats offered by the department for the upcoming session.

The AAC approved her request for the said increase.

Item 2021:05: Nominations for Board of Studies

Nominations from the members for the next BoS were sought. All members made their nominations. It was decided that a final list will be prepared and forwarded to the concerned authorities.

The AAC approved the decision.

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Item 2021:06: Status of ICSSR research project proposals

All members of AAC informed that they were in the process of preparing their research proposals and will submit the same on time.

Item 2021:07: Nomination of Dr. Prithvi Raj as Faculty Coordinator of English Literary Society
Dr. Prithvi Raj was nominated as the next Faculty Coordinator of English Literary Society for one year.

All members approved the nomination.

Item 2021:08: Staff requirement for the Department of English

It was observed by the members that the Department of English is one of the three departments sharing the services of a single DEO, unlike other departments where two departments share a DEO. With the increase in the number of students as well as the number of faculty members, there is an urgent requirement for a DEO exclusively attached with the Department of English as the amount of administrative tasks has increased exponentially.

The AAC requested that the services of a DEO attached exclusively to the department of English be provided for more efficient execution of administrative work.

Item 2021:03: Purchase of books recommended by different faculty members

It was decided that a list of important books will be prepared by all faculty members and sent to the University library for purchase.

The same was approved by the AAC.



Dr. Prithvi Raj
Assistant Professor



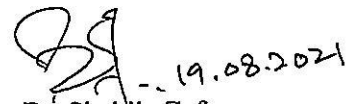
Dr. Dinesh Babu P.
Assistant Professor



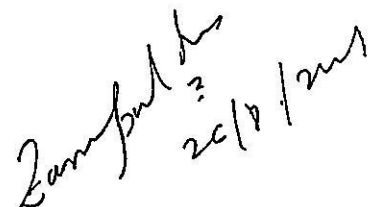
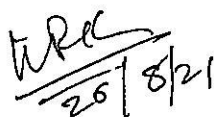
Dr. Vipin Pal Singh
Associate Professor



Dr. Alpna Saini
Professor



Dr. Shahila Zafar
Associate Professor & Head



Department of English

August 31, 2021

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

A meeting of the Academic and Administrative Committee of the Department of English was held on 31.08.2021 at 11:00 AM. The following members were present in the meeting:

1. Dr. Shahila Zafar, Associate Professor, HoD and Chairperson, AAC
2. Dr. Alpna Saini, Professor
3. Dr. Vipin Pal Singh, Associate Professor, Convener AAC
4. Dr. Dinesh Babu P., Assistant Professor,
5. Dr. Prithvi Raj, Assistant Professor

The following items were discussed in the meeting:

Item 01: Finalization of distribution of courses for semesters I & III

The distribution of courses for semesters I & III were finalized after a discussion between the AAC members.

The AAC approved the final distribution of courses.

Item 02: Requirement of study space and furniture for PhD students

As all PhD candidates of the department are on campus now, they need study space and furniture (table+ chair) for their research work.

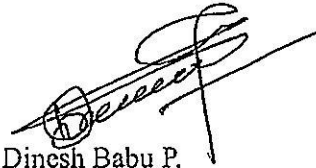
The AAC decided that a request be made to the competent authority for the provision of the study space and furniture for the research scholars of the English department.

Item 03: Purchase of a UPS for Dr. Shahila Zafar

As Dr. Shahila Zafar is in need of a UPS for her computer, the AAC approved the purchase of the same.



Dr. Prithvi Raj
Assistant Professor



Dr. Dinesh Babu P.
Assistant Professor



Dr. Vipin Pal Singh
Associate Professor



Dr. Alpna Saini
Professor



Dr. Shahila Zafar
Associate Professor & Head

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Department of English

October 07, 2021

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

A meeting of the Academic and Administrative Committee of the Department of English was held on **07.10. 2021** at 03:00 PM. The following members were present in the meeting:

1. Dr. Shahila Zafar, Associate Professor, HoD and Chairperson, AAC
2. Dr. Alpna Saini, Professor
3. Dr. Dinesh Babu P., Assistant Professor
4. Dr. Prithvi Raj, Assistant Professor

The following items were discussed in the meeting:

Item 2021:01: Eligibility for admission of foreign students to PhD

The AAC discussed the eligibility of international candidates for admission to PhD English (ref.: Email by Central University of Punjab, Students Division, dated Oct. 6, 2021).

The members unanimously agreed that both the applicants were not eligible for Ph.D. English as they did not have MA in English, an eligibility criterion for admission to PhD English as per the Prospectus for the current semester. Moreover, their post-graduation is from the faculty of Education and not the faculty of Languages.

However, the AAC members observed that in the future such applications may be considered for Ph.D. English (Applied Language Studies) after due deliberations on it. This programme was not offered in the current semester but can be offered in the future.

Additionally, the AAC recommended that foreign candidates for Ph.D. courses in the department of English be considered for admission only after a formal interview to assess their linguistic and academic aptitude for the programme.

Item 2021:02: Preparation of department calendar

It was recommended that an academic calendar for the department be prepared. AAC approved the same.

Item 2021:03: Alumni Representative in English Literary Society

Dr. Prithvi Raj, Coordinator, English Literary Society proposed that an alumni representative be included in the Society.

AAC approved the same.

Item 2021:04: Student Coordinators for of English Literary Society

Dr. Prithvi Raj, Coordinator, English Literary Society, proposed the names nominated by students for society coordinators as follows:

- Anwesa Nanda and Radhika N. for MA IIIrd semester
- Suraj Soni for PhD

The names were approved by the AAC members.

Item 2021:05: Magazine by the English department

Dr. Prithvi Raj proposed that an annual magazine be published by the Department wherein creative and critical pieces in English can be published. The magazine will be called The Ornate Circle.

The AAC approved the proposal.

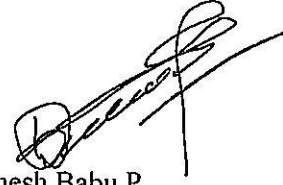
Department of English

Item 2021:06:Requirement of paper reams

Dr. Prithvi Raj, Prof. Alpna Saini, Dr. Dinesh Babu, and Dr. Shahila Zafar require paper reams.
The AAC approved the purchase of the same.



Dr. Prithvi Raj
Assistant Professor



Dr. Dinesh Babu P.
Assistant Professor



Dr. Alpna Saini
Professor



Dr. Shahila Zafar
Associate Professor & Head

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Department of English

October 25, 2021

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

A meeting of the Academic and Administrative Committee of the Department of English was held on 25.10.2021 at 03:00 PM. The following members were present in the meeting:

1. Dr. Shahila Zafar, Associate Professor, HoD and Chairperson. AAC
2. Dr. Alpa Saini. Professor
3. Dr. Vipin Pal Singh, Associate Professor
4. Dr. Dinesh Babu P., Assistant Professor
5. Dr. Prithvi Raj, Assistant Professor

The following item was discussed in the meeting:

Item 2021:01: Purchase of cartridges for Prof. Alpa Saini's Printer

Since the black ink cartridge of the HP – Printer - 2515 has exhausted, new cartridges are required. The approximate cost of cartridges is Rs 2000/ An amount of Rs. 2000 for the above-cited purchase was required.

The purchase was discussed and approved by the AAC

Dr. Prithvi Raj
Assistant Professor

Dr. Dinesh Babu P.
Assistant Professor

Dr. Vipin Pal Singh
Associate Professor

Dr. Alpa Saini
Professor

Dr. Shahila Zafar
Associate Professor & Head

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Central University of Punjab

Department of English

Subject: Minutes of the Academic and Administrative Committee meeting.

A meeting of the Academic and Administrative Committee of the Department of English was held on 02-12-2021 at 1:30 pm. The following members were present in the meeting:

1. Dr Shahila Zafar, Associate Professor, HoD and Chairperson, AAC
2. Dr Alpna Saini, Professor
3. Dr Vipam Pal Singh, Associate Professor, Convenor AAC
4. Dr Dinesh Babu, Assistant Professor
5. Dr Prithvi Raj, Assistant Professor

The following items were discussed in the meeting:

Item 01: A lecture by Prof. M.N. Thakur

Dr. Prithvi Raj proposed a lecture by Prof. M. N. Thakur in December 2021.
The AAC approved the same.

Item 02: Proposal for a two-day conference and a workshop

Dr Vipam Pal Singh proposed to organise a two-day conference in February 2022 and a workshop in March 2022.
The AAC approved the same.

Item 03: An invited lecture by Prof Gurupadesh Singh

Dr Shahila Zafar proposed an invited lecture by Prof Gurupadesh Singh.
The AAC approved the same.

Item 04: Duties for PhD scholars

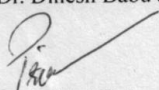
It was suggested that the PhD scholars of the Department, as per UGC norms for Junior Research Fellowship, be assigned duties of mentoring MA students w.r.t. different aspects of academic research.
The AAC approved the proposal.


Item 05: Preparing List of topics unexplored areas of study in English

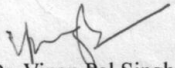
Dr Prithvi Raj suggested that a list be prepared of hitherto unexplored spaces of literature like African Literature, Caribbean Literature and Latin American Literature so that experts in the area can be invited to deliver lectures/ talks or conduct workshops on the same.
The AAC approved the proposal.

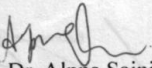
Item 06: Preparing List of student placement:

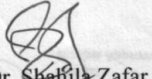
Dr Dinesh Babu was requested to prepare a list on job placement/ higher education status of the students of the department by the end of December 2021.
Dr. Dinesh Babu agreed to do the same by the given date.


Dr. Prithvi Raj
Assistant Professor


Dr. Dinesh Babu P.
Assistant Professor


Dr. Vipam Pal Singh
Associate Professor


Dr. Alpna Saini
Professor


Dr. Shahila Zafar
Associate Professor & Head

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Zafar
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Prithvi

07.12.2021