



Green University of Bangladesh



23rd Meeting Minutes of 2022, Department of English held on 17 June 2022 at 10:30 am in room number C-402

Agenda:

1. Review of the GAMCC meeting
2. Review of the Minutes of 22nd weekly academic meeting, 2022
3. Discussion on permanent campus' weekly meeting topics
4. Possibility of establishing a board for showcasing student's creative works at the department
5. Incorporating the feedback of higher management in proposed curriculum
6. Assigning self-study courses to teachers
7. Discussion on student's registration of Summer 2022
8. Miscellaneous

At the very outset, the Chairperson of the English Department, Prof. K. M. Wazed Kabir welcomed the honorable members and thanked them for attending the meeting. Afterwards, Ms. Umme Hani M. Joher, Lecturer of the English Department, initiated the discussion as per the agenda.

Discussions and Decisions of Agenda of the (23rd of 2022) Meeting:

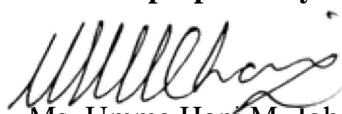
SL.	Agenda Items	Decisions	Responsible Persons
1.	Review of the GAMCC meeting	Discussions: The meeting reviewed the issues of the GAMCC meeting. Decisions: The chairperson briefed about the discussions covered in the GAMCC meeting.	All Faculty Members and DCO
2	Review of the Minutes of 22 nd weekly academic meeting, 2022	Discussions: The meeting reviewed the issues of the previous academic weekly meeting. The Chairperson inquired into the implementation status of the decisions. Decision: All faculty members and DCO were instructed to implement the decisions of the previous meeting.	All Faculty Members and DCO
3	Discussion on permanent campus' weekly meeting topics	Discussions: The meeting discussed the issues covered in the weekly meeting of permanent campus. Decision: The meeting shed lights on the micro bus and classroom development and vending machine issues of the permanent campus.	Ms. Farhat Binte Alam, Lecturer

4	Possibility of establishing a board for showcasing student's creative works at the department	<p>Discussions: The meeting reflected on the possibilities of establishing a board for showcasing student's creative works at the department.</p> <p>Decision: The meeting positively agreed to the fact that the student's creative work should be displayed on a board. Furthermore, the meeting also decided the place for establishing the board in the corridor of room no 502 & 503. However, for all these beautification supervision, the meeting formed a committee of 4. The members are: 1) Mr. Md. Shamim Mondon, 2) Mr. Zohorul Islam, 3) Ms. Munira Nawar, and 4) Ms. Umme Hani M. Joher.</p>	<p>Mr. Md. Shamim Mondol, Assistant professor</p> <p>Mr. Zohorul Islam, Lecturer</p> <p>Ms. Munira Nawar, Lecturer</p> <p>Ms. Umme Hani M. Joher, Lecturer</p>
5	Incorporating the feedback of higher management in proposed curriculum	<p>Discussions: The meeting discussed about incorporating the feedback of higher management in proposed curriculum.</p> <p>Decision: The meeting reflected on the information that the comments gathered from the advisor sir has been incorporated and edited. Nevertheless, few of the comments need to be discussed with the advisor sir and then incorporate again.</p>	All faculty members
6	Assigning self-study courses to teachers	<p>Discussions: The meeting discussed about assigning self-study courses to teachers.</p> <p>Decision: The meeting announced and informed about the courses to the faculty members who will be taking the self-study session of those courses.</p>	Mr. Md. Golam Mohiuddin, Assistant professor, and Program Coordinator
7	Discussion on student's registration of Summer 2022	<p>Discussions: The meeting discussed about the student's registration of Summer 2022.</p> <p>Decision: The meeting requested all the faculty members to be more serious about the advising, especially for the freshers of 222 batch.</p>	Mr. Md. Golam Mohiuddin, Assistant Professor and Program coordinator
8	Miscellaneous	<p>Discussions: The meeting discussed about couple of issues in miscellaneous like: Drama,</p>	All faculty members

		<p>Permanent campus PC, Activity report, and Comparison with ten other private universities.</p> <p>Decision: The meeting confirmed about the drama practice which is going smoothly under the supervision of Mr. Ashik Istiak. Moreover, the meeting also confirmed that the desktop and the desk no 7 is allocated for the English department faculty members. Furthermore, the activity report and the points for the private university comparison for GAMCC presentation were also discussed in the meeting and the meeting finalized that these issues will be discussed with the VC sir immediate after the meeting.</p>	
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As there were no other issues for discussion, the meeting ended with a “vote of thanks” to and from the Chairperson.

Minutes prepared by:



Ms. Umme Hanif M. Joher
Lecturer, Department of English

Approved by:



Prof. K. M. Wazed Kabir
Chairperson, Department of English

Copy to:

Honorable Vice Chancellor, GUB
Honorable Advisor, GUB
Honorable Registrar (Acting), GUB
Honorable Dean, Faculties of LAW, Arts and Social Sciences.
Program Coordinator, Dept. of English
All Faculty members, Dept. of English
Department Coordination Officer, Department of English

Attendance Sheet

Meeting Number 23 (23/2022), Date: 17/06/2022

Time: 10:30 am., Venue: Room number C-402

SL	Name of the Faculty Members	Designation	Attendance (P/A)	Signature
1.	Prof. K. M. Wazed Kabir	Professor and Chairperson	P	
2.	Ms. Serajum Munira	Assistant Professor and Director of Language Center	P	
3.	Mr. Md. Shamim Mondol	Assistant Professor	P	
4.	Mr. Md. Golam Mohiuddin	Assistant Professor and Program coordinator	P	
5.	Mr. Ashik Istiak	Assistant Professor	P	
6.	Ms. Syeda Masnuna Rumi	Lecturer and Assistant Program coordinator	P	
7.	Ms. Aklima Akter	Lecturer	P	
8.	Ms. Munira Nawar	Lecturer	P	
9.	Mr. Md. Zohorul Islam	Lecturer	P	
10.	Ms. Sayma Raian	Lecturer	P	
11.	Ms. Farhat Binte Alam	Lecturer	P	
12.	Ms. Umme Hani M Joher	Lecturer	P	
13.	Ms Eshita Jahan Shampa	DCO	P	