



Green University of Bangladesh



Meeting Minutes (5th of 2022), Department of English

Meeting Minutes of Weekly Academic Committee Meeting (5th of 2022) of the Department of English held on 04/02/2022 (Friday) at 11:00 am, at room number C-402.

Introduction:

The weekly academic meeting of the Department of English on 04/02/2022 was presided over by Prof. K. M. Wazed Kabir, Chairperson of the Department of English. The Chairperson of the Department of English welcomed all the faculty members and the DCO present in the meeting. The following agenda came into discussion. The following describes the decisions:

Agenda Items:

1. Review of the decisions of the previous 4th meeting of Department of English
 2. Selection of mentors for CC & PC
 3. Submission of course file
 4. How to make the students more serious about viva-voce
 5. Fixing a date for Library orientation program
 6. Translation Magazine
 7. Farewell Program
 8. Discussion on routine
 9. Redistribution of responsibilities among faculty members
 10. Arranging Faculty Committee Meeting in consultation with the honorable Dean
 11. Forming expert panel and fixing course coordinators
 12. Assigning faculty members for Self-Study courses
 13. Fixing a date for thesis proposal submission
 14. Miscellaneous
-

Discussion and Decisions of Agenda of the (5th of 2022) Meeting:

SL.	Agenda Items	Decisions	Responsible Persons	Implementation Status
1	Review of the decisions of the previous 4th meeting of Department of English	<p>Discussions: The meeting reviewed the issues of the previous academic weekly meeting. The Chairperson inquired into the implementation status of the decisions.</p> <p>Decisions: All faculty members and the DCO were instructed to implement the decisions of the previous Meeting.</p>	All Faculty Members and DCO	Implemented
2	Selection of mentors for CC & PC	<p>Discussions: The meeting discussed on selection of mentors for CC & PC.</p> <p>Decision: The meeting decided that Ms. Serajum Munira will propose names for the required mentors for Spring 2022 in the next weekly meeting.</p>	Ms. Serajum Munira, Assistant Professor and Director of Language Center	In progress

3	Submission of course file	<p>Discussions: The meeting discussed about submission of course file documentation.</p> <p>Decision: The meeting decided that all the faculty members will submit their course file documentation for Fall 2021 within 24 February 2022.</p>	All Faculty Members	In progress
4	How to make the students more serious about viva-voce	<p>Discussions: The meeting discussed about how to make the students more serious about viva-voce.</p> <p>Decision: After the discussion, major recommendations have been taken into account.</p>	All Faculty Members	In progress
5	Fixing a date for Library orientation program	<p>Discussions: The meeting discussed on fixing a date for Library orientation program.</p> <p>Decision: The meeting decided a tentative date for Library orientation program on 16 February 2022 at 4:30 pm.</p>	Ms. Aklima Akter, Lecturer	In progress
6	Translation Magazine	<p>Discussions: The meeting discussed about Translation Magazine.</p> <p>Decision: First deadline for the students to submit their translations will be 13</p>	Mr. Ashik Istiak, Senior Lecturer and Ms. Aklima Akter, Lecturer	In progress

		February 2022 and after incorporating teacher's review their final submission deadline will be 18 February 2022.		
7	Farewell Program	<p>Discussions: The meeting discussed about Farewell Program.</p> <p>Decision: The meeting decided that depending on the COVID situation the program will take place online or off-line tentatively in the first week of March 2022.</p>	Mr. Ashik Istiak, Senior Lecturer	In progress
8	Discussion on routine	<p>Discussions: The meeting discussed on routine.</p> <p>Decision: The meeting decided that all feedback will be incorporated in the routine and circulated among the faculty members and the students.</p>	Mr. Md. Golam Mohiuddin, Assistant Professor and Program coordinator	In progress
9	Redistribution of responsibilities among faculty members	<p>Discussions: The meeting discussed about redistribution of responsibilities among faculty members.</p> <p>Decision: The meeting distributed the responsibilities among the faculty members. It was decided that Ms. Sayma Raian will be responsible for Library and Departmental documentation. Ms. Umme</p>	<p>Ms. Sayma Raian, Lecturer</p> <p>Umme Hani M Joher, Lecturer</p> <p>and</p> <p>Farhat Binte Alam, Lecturer</p>	In progress

		Hani M Joher will be responsible for Deputy Club Moderater PC and writing meeting minutes of the weekly meetings. Ms. Farhat Binte Alam will be responsible for Annual report and incharge of PC.		
10	Arranging Faculty Committee Meeting in consultation with the honorable Dean	<p>Discussions: The meeting discussed about arranging Faculty Committee Meeting in consultation with the honorable Dean.</p> <p>Decision: The meeting decided that honourable chairperson of the department will contact the honourable Dean and fix a meeting schedule.</p>	Mr. Md. Golam Mohiuddin, Assistant Professor and Program coordinator	In progress
11	Forming expert panel and fixing course coordinators	<p>Discussions: The meeting discussed about Farewell Program.</p> <p>Decision: The meeting decided that all the faculty members of the same course section will sit together and synchronize their course plan.</p>	All Faculty Members	In progress
12	Assigning faculty members for Self-Study courses	<p>Discussions: The meeting discussed about assigning faculty members for Self-Study courses.</p> <p>Decision: The meeting assigned faculty members for Self-Study courses.</p>	Mr. Md. Golam Mohiuddin, Assistant Professor and Program coordinator	In progress

13	Fixing a date for thesis proposal submission	Discussions: The meeting discussed about fixing a date for thesis proposal submission. Decision: The meeting decided that tentative date will be 10 February 2022.	Mr. Md. Golam Mohiuddin, Assistant Professor and Program coordinator	In progress
14	Miscellaneous	Nothing was discussed.		

As there were no other issues to be discussed, the meeting ended with the vote of thanks to and from the Chairperson.

Attendance Sheet

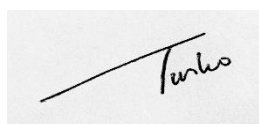
Meeting Number 05 (05/2022), Date: 04/02/2022

Time: 11:00 am., Venue: C-402

SL	Name of the Faculty Members	Designation	Attendance (P/A)	Signature
1.	Mr. 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	Senior Lecturer	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. Shariya Mahima	DCO	P	

Minutes prepared by:



Ms. Syeda Masnuna Rumi
Lecturer, Department of English

Approved by:



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

Copy to:

Honorable Vice Chancellor, GUB

Honorable Pro- Vice Chancellor, GUB

Honorable Registrar, GUB

Honorable Dean, Faculty of GBS, LAW, Arts and Social Sciences.

Program Coordinator, Dept. of English

All Faculty members, Dept. of English

Department Coordination Officer, Department of English