



VIDYASAGAR UNIVERSITY

MIDNAPORE ❖ WEST BENGAL ❖ PIN 721102

Phone : (03222) 276554 :: 276555 :: 276557 :: 276558 :: 262297

Ref. No.....

NOTICE

Date ...12/6/2025

This is to notify all the faculty members that a Departmental Committee Meeting will be held on 16.06.2025 at 2pm in the office of the undersigned to discuss the following agenda:-

1. Confirmation of the Proceedings of the last meeting.
2. To discuss the agenda set by Hon'ble VC in this meeting with the heads dated 10.6.2025.
3. To discuss the letter sent by DSW.
4. Fixation of date for conducting Ph.D. Committee Meeting in July 2025.
5. Time Table for 3rd Semester Classes.
6. Visiting faculty letter.
7. Misc. - i. Seminar adjustment.
ii. Teachers' evaluation ATR.
iii. MOOC course.

A. Gupta
12/6/25

Pujawee Chatterjee
12/6

HEAD

Department of Sociology

Vidyasagar University

Midnapore-721102

West Bengal, India

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Departmental Committee Meeting

16.6.2025

Members Present -

1. Pujasree Chatterjee 16/6/2025
- 2.
3. Samita Gupta 16/6/25

HOD took the chair.

Agenda 1:

1. Confirmation of the Proceedings of the last meeting dated 28.5.2025 and emergency meeting dated 30.5.2025.

Agenda 2: In the meeting held on 10th June, 2025, Hon'ble Vice Chancellor has set the following detailed agenda -

1. Communicative English for all - vc has requested every department to conduct a spoken English course. The faculties can take support from Dr. Hemant and Prof. Joyjit Ghosh of English Dept. for this purpose.

It is resolved that we have already organised an add on course on NAO Management in the session January to June 2025 and another course on Spoken English and Personality Dev. in the March to June 2024 session.

Therefore, the DC resolved to organise another course in the next session after 1st semester joint.

Basic

- ii. Computer Knowledge - This course will be supported by the Departments of Computer Science and Computer Centre.

The DC resolved to organise an Add-on Course on Computer skill for the 3rd semester students in the months of August to October 2025. Course Coordinators will be Dr. Pujasree Chatterjee and Anvita Gupta.

- iii. Skill Development Course - It is informed in the meeting that Skill Development Centre ~~is~~ has been formed. Dr. Nilanjana Das Chatterjee and Prof. Sankar Kumar Roy are the coordinators. Any information regarding add-on courses should be percolated through this centre. All departments will have to organise at least one add on Course.

- iv. NET/SET/gate Coaching - It has been advised in the meeting that at least one class should be allotted for NET/SET/gate in the time-table and regular mock tests needs to be organised. Dean & Prof. Indranil Acharya will monitor this.

The DC resolved to take this matter into consideration in the upcoming time-table. It is also resolved to take support of the Research Scholars of the department in this regard as well as qualified alumni.

- v. Alumni Meet - Hon'ble VC has advised to the departments to invite alumnus of the departments to interact with the current students to motivate them. Also, an alumnus meet or reunion will have to be organised at least once a year. The departments can take support of Dr. Prabhask Singh and Prof. Madhumangal Pal for this purpose.

DC resolved to organise an alumni meeting within next year March 2026.

- vi. Training and Placement - This will be supported by Dean of Students Welfare Dr. Ashok Kumar and Dr. Sandeep San, Special Officer.

DSW has sent a letter in this regard on 11.6.25.

The DC has resolved to appoint Dr. Pujavati Chatterjee as the placement coordinator of the department.

- vii. Adjunct Prof / Prof. of Practice - The names has already been given through Dean along with a short cv.

- viii. Instruments for repairing - This has to be divided into two heads of new purchase or repairing of existing items. This has to be sent along with a quotation.

ix. New Course Proposal - It has sent through DC → P. G. Secretary → Registrar EC → Court. It is essential to send syllabus, proposal, budget, routine for the course. We need to organise new courses.

x. Interdisciplinary studies and Research
A centre for Interdisciplinary Studies and Research will be formed which will look after all these.

Ms. Anurita Gupta has proposed to organize a 6 month certificate course on 'Teaching Learning in Higher Education through ICT'.

Hon'ble vc has advised the department to consider these detailed agendas along with their regular teaching, learning, evaluation and other departmental responsibilities.

Agenda 3: This has already been discussed in the previous agenda.

Agenda 4: Ph.D. Committee Meeting will be organised in the month of July 2025 as per the convenience of the external members.

Agenda 5: Time table will be prepared by Dr. Pujarini Chatterjee.

Agenda 6: The letter for inviting visiting faculty in the department has been placed. Ms. Anvita Gupta has placed the tentative expenditure for this purpose. The honorarium to be paid to the fellow has been decided to be Rs. 5000 for a one week lecture (Rs 5000 x 10 days)

Agenda 7:

- i. Seminar adjustment has been placed in the DC for consideration.

Resolved that the said income and expenditure has been accepted in the DC.

- ii. ATR on Feedback - As per the mail send by IGAC regarding Feedback Analysis Report and Action Taken Report (ATR) on teacher evaluation for the academic session 2024-25, DC has discussed the following.

Dr. Pujawar Chatterjee has received an average score of 4.51 in 2nd sem and an average score of 4.30 in the 4th sem.

Dr. Chatterjee has received a lowest score of 4.39 on Regularity of classes in the 2nd sem and 4.23 in the Thorough Covering of syllabus in the 4th sem. Accordingly, Dr. Chatterjee will work on these scores.

Mrs. Anvita Gupta has received an average score of 4.17 in 2nd sem and

an average score of 3.61 in the 4th semester.

Ms. Gupta has received a lowest score of 4.06 on quality of lecture in the 2nd sem and a lowest score of 3.4 on style of presentation in the 4th sem.

Since Dr. Asmita Bhattacharyya is not available in the DE today, her scores will be discussed in the next meeting. Then the copy of the ATR will be mailed to the IGAC.

iii. MOOC Course:- As per the mail of the POI Secretary, we are opting a course on 'Environmental Sociology' offered by Prof. Satyapriya Routh hosted by Osmania University. Level: POI, Weeks: 12, Credit: 4. This has been informed to the POI Secretary for necessary action.

Meeting ended with thanks to the Chair.

Pujavati Chatterjee
16/6/2025

HEAD
Department of Sociology
Vidyasaheb Mahavidyalaya
Midc, Chhatrapati Sambhajinagar
Ward - 1, Chhatrapati Sambhajinagar

10.06.2025

Detailed Agenda:

1. Communicative English for All
2. Basic Computer Knowledge
3. Skill Development Course
4. NET/SET Coaching
5. Alumni Meet
6. Training & Placement
7. Adjunct Professor/Professor of Practice
8. Instruments for Repairing
9. New Course Proposal
10. Interdisciplinary Studies & Research

Date: 11/06/2025

To,

The HOD/ TIC

Department of Sociology

Subject: Nomination of Departmental Placement Coordinator

Dear Sir/Madam,

To enhance the scope of employment of our students a meeting of Training & Placement Committee has been convened.

A resolution was passed in the meeting of the Training & Placement Committee, chaired by the Hon'ble Vice-Chancellor, that each department shall appoint a faculty member as the Placement Coordinator. The appointed coordinator will maintain liaison with the Training & Placement Committee.

You are kindly requested to send the name and contact number of the Placement Coordinator of your department at the earliest. Your cooperation in students' interest is highly solicited.

Yours Sincerely,


DSW, VU



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Department of Sociology
Paschim Medinipur, West Bengal, India -721102
Phone: 91 - 03222 - 298-265

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16.06.2025

To
The Finance Officer,
Vidyasagar University
Midnapore

Sub: ~~Request~~ ^{Release} of fund for Seminar

Sir,

The Department of Sociology has received Hon'ble Vice Chancellor Sir's kind approval and a fund of Rs.8,500 for organizing an Online Seminar on the theme 'Gender and Society' on 11.06.2025.

I have not taken any advance for this purpose and hence I am placing before you the ~~expenditure~~ with all the original vouchers and documents for your kind consideration and release of fund.

Statement of Expenditure:-

Sl. No.	Expenditures	Amount	Voucher Numbers
1.	Honorarium to 2 speakers Rs.1500 x 2	Rs.3000	1,2
2.	Flex, Printing and Stationary	Rs.980	3
3.	Tea and Refreshment	Rs.3,315	4
	Total	Rs.7,295	

Please release the fund at the earliest possible.

Thank You
Pujasree Chatterjee
Dr. Pujasree Chatterjee
Assistant Professor & Head,
Department of Sociology
Vidyasagar University
16/6/2025

Finance Department V.U.
Received but Contents not Verified
Diary No. 287 Date 02/06/2019
Time 4:50 Signature

Honorable Vice Chancellor Sir
I'm humbly forwarding the
application of M.D. Sociology proposing
a Visiting Fellow in Soc Dept for the
session, 2023-26. It appears that the
Department has a practice to
invite such Visiting Fellows. Further
the Department has an active share
of faculty members. So her proposal
may be favourably considered.

Regards
A. Saha
5.6.25

There is no provision
for visiting fellow-
ship students. How-
ever, the diploma and
the transcript
of the student's



Vidyasagar University
Department of Sociology
Paschim Medinipur, West Bengal, India -721102
Phone: 91 – 03222 – 276554/276555 (Extension 487)

To,
The Hon'ble Vice Chancellor
Vidyasagar University

19.06.2025

Through Finance Officer

Sub: Tentative expenditure for visiting faculty in Sociology Department

Serial No	Item	Expenditure in Rs.
1	Flight fare from Guwahati to Kolkata and return	10000
2	Car fare Tejpur University to Guwahati and return	8000
3	Car fare from Kolkata airport to V.U and return	5000
4	University Rangamati guest house charges (Rs. 1000X6=6000)	6000
5	Food	4000
6	Honorarium	5000
7	Misc	1000
Total		39000

Pujasree Chatterjee
19/6/25