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DEPARTMENT OF BOTANY & FORESTRY  
VIDYASAGAR UNIVERSITY

MIDNAPORE-721102 :: WEST BENGAL

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Date 28<sup>th</sup> March, 2016

Ref. No.

Notice

A Departmental Committee meeting will be held on 30.3.16 at 12.00 noon in the room of the Head of the department on the following agenda. All faculties of the department are requested to be present in the meeting.

Agenda:

1. Confirmation of the proceedings of last meeting.
2. Departmental purchase of chemicals, glass goods etc.
3. Educational excursion of the students of semester II & IV
4. Misc.

*A. K. Nandi*  
Dr. A. K. Nandi  
Head

*A*  
*28/3/16*

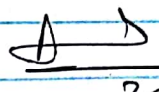

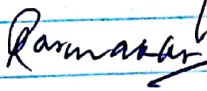

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A Departmental Committee meeting was held on 30.3.2016 at 12.00 noon in presence of the following members.

1. Dr. A.K. Nanda — Arora 30/3/16
2. R.K. Bhakot RB 30/3/16.
3. A.K. Mendel  30/3/16
4. Debedul Banerjee.  30/3/16
5. P. Karanwar  30/3/16
6. Nilanjana Banerjee  30.3.16.

### Resolutions:

1. Proceedings of the last meeting were confirmed.
2. Stock register books are to be made separately for instruments, chemicals, glass and plastic wares and botanical specimens. Items should be entered in alphabetical order.  
Departmental purchases of chemicals and glass wares are to be done regularly.
3. ~~Dr.~~ Excursion for the students of Semester II will be taken care of by Mr. R.K. Bhakot for this year.  
Excursion for the students of Semester IV (Special Paper) will be conducted by the respective teachers.