

মিটিং নং / Meeting No.	200/DC/6/18
তারিখ / Date	26.4.18.

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	HOD Chamber
সময় / Time	11.20 a.m.

১। 1.	Ralder	৮। 8.	Srenay 28/4/18	১৫। 15.
২। 2.	Jude 26/4/2018	৯। 9.	Sumit 26/4/2018	১৬। 16.
৩। 3.		১০। 10.		১৭। 17.
৪। 4.		১১। 11.		১৮। 18.
৫। 5.		১২। 12.		১৯। 19.
৬। 6.		১৩। 13.		২০। 20.
৭। 7.		১৪। 14.		২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
1.	The resolutions of previous meeting were confirmed.
2.	Latest syllabus edited after further revisions by all have been compiled by SA and BM. The copy of it are being forwarded to each faculty member via e-mail - who are requested to proof-read the same at the earliest, so that it may be re-submitted to the PG Secretary in due time.
3.	Department notes the smooth running of Ph.D. course work.
4.	Staff members are requested to regularly check the inbox file kept at HOD's table to keep themselves updated. An Alumni diary is also started and kept on table for enriching the established ex-students database.
5.	The blank folder provided by IQAC cell, is being distributed to all faculty members along with direction notice so that they may provide hard copy of documents accordingly.
6.	Faculty members are also requested to contribute 10 questions MCQ each for preparation of PG Entrance Questionnaire by 6th May.
7.	Add-on course on behalf of department of Zoology is resolved to be on Wildlife Documentation Photography with SA as course coordinator. The write-up shall be sent very soon.
8.	With reference to letter no. VU/CE/PG/772/2018 from Controller of Examination, the issue of constituting 'Departmental Exam committee' was placed in DC, where it was resolved that apart from <sup>(1)</sup> HOD as the chairman of the board constituted of 5 members, one faculty from each special paper background will be a part of the committee as:-

নং / No.

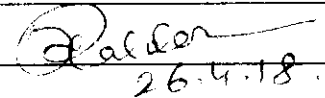
রেজল্যুশন / Resolution Adopted

- ① HOD/TIC → Dr. Priyanka Halder.
- ② Prof. S.K. Chakraborty → Ecology spl.
- ③ Prof. J.K. Kundu → Genetics spl.
- ④ Prof. B.C. Patra → Fishery spl.
- ⑤ Mr. Biplab Mandal → Parasitology spl.

The departmental committee importantly, resolves to unanimously request Hon'ble Vice-Chancellor to accommodate Dr. Sagar Acharya, for his expertise on several other units in the syllabi and Prof. S.K. De for his valuable experience in the field - in the Examination committee to keep positive spirit of the 7-member department and also benefit of the students.

9. Mr. B. Mandal so far existed as coordinator of student-teacher committee. The DC also nominates him as the coordinator of Parent-teacher committee and is requested to arrange for a meeting as per norms within a month.

The meeting ended with thanks to the chair.

  
26.4.18.