

মিটিং নং / Meeting No.	250/DC/12/18
তারিখ / Date	14.11.18

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

স্থান / Place	+10D Chamber
সময় / Time	2.00 pm.

১। 1.  
২। 2.  
৩। 3.  
৪। 4.  
৫। 5.  
৬। 6.  
৭। 7.

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৮। 8.  
৯। 9.  
১০। 10.  
১১। 11.  
১২। 12.  
১৩। 13.  
১৪। 14.১৫। 15.  
১৬। 16.  
১৭। 17.  
১৮। 18.  
১৯। 19.  
২০। 20.  
২১। 21.

নং / No.

রেজল্যুশন / Resolution Adopted

1. With respect to resolutions of last meeting, some were confirmed whereas few tasks are pending.
2. Tasks pertaining to booklist for library, renovation of Bio-diversity museum, language control measures by assigned teachers are yet to be accomplished. Whereas Annual report, official diary and NBE information have been despatched.
3. The faculty members decide to visit the venue of old museum in order to verify the remaining electrical appliances belonging to Zoology department, which may be requested for procurement at new museum room.
4. DC very realises the need of proper and complete stock management for Zoology. Prof. DC opines to check inventory of recently purchase 50 new wooden lab tools and others wish to monitor chemicals and instruments. For this exhaustive work, the department urgently needs a regular laboratory staff. The need of any suitable staff in place of Mr. T.K. Goswami (vide previous prayer letter no VU/Pg/200/112/2018) may be approached once again to hon'ble VC.
5. Regarding maintenance of dept. before NAAC, initiatives are to be taken collectively by faculty members as follows: -  
(a) Cleaning and oiling of all ceiling fans → University

Engg. has been approached verbally

- (b) Washing of all curtains by sets - by sweeper
- (c) Microscope maintenance by authorised service providers - under the supervision of Mr B. Mandal.
- (d) Setting up of degradable and non-degradable waste - disposal bins within lab. → under Prof. B.C. Patra
- (e) No animals should be kept/suared inside dept

6. With ref. to previous letter no. 108-11 dtd 10.7.18, as per Hon'ble VC's not being able to approve additional space of Parasitology special presently, an unused laboratory harbouring  $\beta$ -counter occupied by Prof. B.C. Patra is being unanimously allotted as the laboratory for said special. Concerned faculty Mr. B. Mandal may subsequently take action regarding renovation for proper use.

7. The letter appealed by Prof. S.K. De for urgent need of sitting space (ref. no. VC/PG/200/155/2018 dtd 9.11.18.) is placed before DC. As such DC has no objection and is being forwarded to the development officer for necessary action.

8. Misc. - Initiatives are being taken for speedy upload of resolutions of Dept. meetings.

9. The meeting ended with thanks to the chair.

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