



VIDYASAGAR UNIVERSITY

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Ref. No.

Date

18.10.2016

Notice

A Departmental Committee meeting will be held in Practical lab (2nd floor) on **20.10.2016 at 02.00 p.m.** to consider the following agenda. All faculty members are requested to attend the same.

Coordinator

Department of Microbiology

Agenda:

1. Confirmation of proceedings of last meeting.
2. Progress of curriculum and internal assessment.
3. QCAMT course.
4. Bioinformatics Infrastructure Facility (BIF).
5. Evaluation of teachers by students.
6. Invited/ Special Lecture
7. Miscellaneous.

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Departmental Committee meeting held on 20/10/2016

Members Present:

1. Dr. Deledulal Banerjee: ~~Ban~~ 20/10/16
2. Prof Bikas R. Pati: - Absent -
3. Dr. Keshab C. Mondal: - Absent -
4. Dr. Pradeep Kr. Das Mohapatra: ~~P~~ 20/10/16
5. Dr. Suman K. Halder: ~~S~~ Halder 20/10/16
6. Mr. Debesh C. Bhattacharya: ~~D~~ Bhattacharya 20/10/16
7. Mr. Amit Kr. Mandal: Amit Kr. Mandal 20/10/16

Resolutions.

1. Proceedings of last meeting held on 20/09/2016 were confirmed.
2. Faculty members confirmed that they will complete the allotted curriculum in time and internal assessments were taken and marks were displayed.
3. Regarding SCAMT course, Prof B. R. Pati and Mr. Amit Mandal was requested to ensure at least 70% presence of each student in the class, otherwise they will not be allowed to sit in examination. D.C. noted poor attendance of SCAMT students.
Following guest teachers will be requested to take classes of SCAMT from the fund available for the purpose:
 - i) Dr. Ambika Banerjee.
 - ii) Dr. Prasanta Maity.
 - iii) Dr. Partha Bandyopadhyay.

iv) Prof. D.C. Sen

v) Dr. Akhter Hossain.

Books may be purchased from available fund of QCAUT, each faculty member may recommend about Rs 10,000 books for the same.

One day tour to Industry visit at Emami Limited and one day tour to Britannia Ltd. will be held for QCAUT students. Mr. A.K. Mandal will ~~take~~ accompany with students.

For class room D.O. will be requested by co-ordinator for necessary action.

④ For smooth running of Bioinformatics Infrastructure Facility (BIF), ~~co-ordinator~~ BIF was requested to make advertisement for the post of studentship, trainisheep and Research Assistant immediately. Necessary steps to be taken by him immediately for ~~recr~~ recruitment of those positions. An advisory committee may be prepared for regular monitoring of BIF Centre.

⑤ Faculty members were requested to collect forms ~~from~~ of evaluation of teachers by students for their evaluation before end of each semesters.

⑥ For invited / special lectures in the department following names were recommended.

i) Prof. Debabrata Das, Dept of Biotechnology, IIT, KGP (Paper-304).

- ii) Prof. Amit Das, Dept. of Biotechnology, IIT, KGP
(Page 103 B)
- iii) Prof. Hrudyanath Thakoi, Dept of Biotechnology,
North Orissa University (102-B)
- iv) Prof. Madhusudhan Das, Dept of Zoology, Calcutta
University (301-A)

7. Under miscellaneous

- a) Regarding BOS of Microbiology, P.G. secretary will be requested to rearrange the external members, travel arrangement of experts be made as per ~~univ~~ university norm.
- b) Dr. P.K. Das Mohapatra was requested to help Co-ordinator for preparation of I&AC documents.
- c) Mr. A.K. Mandal was requested to inform faculty members about their merge-scheme classes well ahead so that they can get time for preparation of same.
- Dm