

A meeting of the DC was held on 19/8/14 at 4:40 pm at the chamber of HOD to discuss the following agenda

### Agenda:

- ① Wall magazine
- ② Self assessment report.
- ③ Millipore water system
- ④ Ph.D course work
- ⑤ Student's evaluation form
- ⑥ Faculty information in website (updated).
- ⑦ Junk removal
- ⑧ HOD room orientation
- ⑨ Paper, book display
- ⑩ Syllabus of Ph.D course work and departmental profile
- ⑪ Misc.

### Members present:

- ① Prof. A. Roy (HOD/Chairperson) \* Secy 19.8.14
- ② Prof. P. C. Ghose \* Secy 19.8.14
- ③ Prof. Chandandeepa Ghosh
- ④ Dr. Sujata Moiti (Choudhury) Absent
- ⑤ Dr. Sandip Kr. Sinha \* Secy 19.8.14
- ⑥ Dr. Sumana Sankhal Absent.

### Resolution:

- ① The proceeding of the last meeting is confirmed.
- ② Dr. Sandip Kr. Sinha and Prof. C. Ghosh are entrusted to publish wall magazine before MOK visit at 2nd August '14.
- ③ Self assessment report will be produce with 20 days.
- ④ Millipore water system will be purchase from UGC infrastructure grant. (discounted amount of 57,000/-)
- ⑤ Ph.D course work class will be extend for 3 day for 22, 25, 26th August '14.
- ⑥ Student's evaluation form will be submitted by students in presence of respective faculty members.

11/2/20  
14-21/20

7) All faculty are requested to incorporate the all faculty information in the University web-site, as soon as possible.

8) Junk removal: All faculty & staffs are requested to take initiative to remove all the junk (Bio-junk, E-junk, General junk) materials including all manuscripts to the Controller section.

9) Two chairs of HOD room will be transfer to office room and another to Biochemistry room. Then a sofa set and tea table will be replace there.

10) Paper & Book display: All the faculty members are requested to display their books and publications during time of MOK visit at HOD room.

11) Two copies of revised PhD course work syllabus and departmental profile (updated) will be produce at the time of MOK visit.