

Date : 02/12/2019

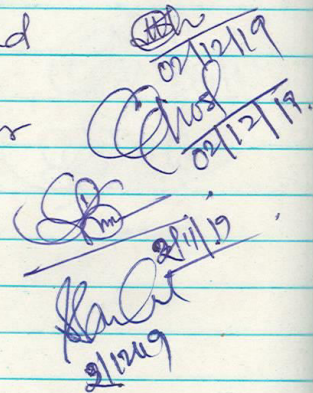
A meeting of Departmental Committee was held in the HOD chamber on 02/12/2019 at 3 pm.

Agenda :

- ① Confirmation of the proceedings of the last meeting
- ② ~~Alterations~~ Reunion of Alumni association
- ③ Misc.

Members :

- ① Prof. Sujata Maithi (Chondhury), Head
- ② Prof. Chandradipa Ghosh, member
- ③ Dr. Sandip Sinha, member
- ④ Dr. Sumana Sarkhel, member

  
02/12/19  
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Resolutions :

- ① The proceedings of the last meeting was confirmed.
- ② A organizing committee for the reunion of the past and present students of this department had been formed.  
The proposed date for the reunion was 27<sup>th</sup> December, 2019.

Dr. Monoj Chakraborty had given his consent to come in this reunion as chief guest.

(3) ~~Some~~ Discussion was done for some points on NAAE visit at IQAC office.

(4) 'The <sup>registration</sup> fees for the reunion' ~~was~~ — this was also discussed and ~~it~~ was fixed.

(5) ~~Registration~~  
An SB account will be opened by the name of president, organizing Sec. and treasurer of the Reunion organizing committee.

- President — Prof. Sujata Maiti (Chondhri)
- Organising Secretary — Dr. Sumana Sarkhel, Dr. Sujaya Dey
- Treasurer — ~~Dr.~~ Prof. Chanddips Ghosh, Dr. Sandip & Kr. Sinha.

Any three of the abovesaid office bearers ~~will be~~ will be able to open the account.

(6) ATR : Students feed back report has been thoroughly discussed in the DC meeting and suitable measure will be taken.  
~~to~~ ~~remove~~ ~~all~~ ~~the~~



Date : 08/11/2019

A meeting of Departmental Committee was held in the HOD chamber on 08/11/2019 at 3. pm.

Agenda :

- ① Confirmation of the proceedings of the last meeting
- ② Alterations in the Exam schedule of ~~the~~ and  
3rd Sem
- ③ Discussion on purchase of chemicals and glass goods.
- ④ Misc.

Members :

- ① Prof. Sujata Nairi (Choudhury), Head 8/11/19
- ② Prof. Chandradipa Ghosh, member 8/11/19
- ③ Dr. Sandip Sinha, member, 8/11/19
- ④ Dr. Sumana Sarkhel, member

Resolutions :

- ① The proceedings of the last meeting was confirmed.
- ② Exam schedule of <sup>PG</sup> 3rd Sem theory and practical has been shifted to ~~the~~ another dates.
- ③ Purchase of chemicals, glass goods and animals will be done at the session of 2019-20 according to the following criteria.

Animals — 25,200  
Glass goods — 15,051  
Chemicals for  
General Practical — 14,733

For each special paper (A, C, E) the distribution of money for chemicals will be around <sup>Rs.</sup> 35,000.00 and Rs. 10,000 will be given to Biophysics special paper for this session 2019-'20.

Distribution to Sp. papers:

A. Microbiology & Immunology — <sup>Rs.</sup> 35,374.99 (~~35~~) (CC)  
C. Biochem., Mol. Endo & R. Physio — Rs. 35466.82 (CMC)  
E. Biophysics & Electrophysiology & S. Bio. — Rs.  
₹ 23829.64 (SKS)  
23414.00 (SS)

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Total — Rs. 1,74,000.00

~~SKS~~  
8/11/2019

24/2019

Date: 13/8/2019

A meeting of Departmental Committee was held in the room of the HOD on 13/8/2019 at 4 pm.

### Agenda

1. ~~Confirmation~~ Confirmation of the proceeding of the last meeting

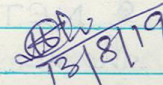
~~2. Com~~

2. Discussion on the action after VC visit

3. Misc.

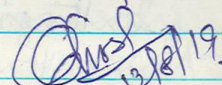
### Members :

1. Prof. Sujata Maili (Choudhury), Head

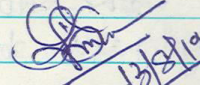
  
13/8/19

Dr.

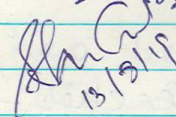
2. Prof. Chandradipa Ghosh, member

  
13/8/19

3. Dr. Sandip Kr. Sinha, member

  
13/8/19

4. Dr. Sumana Sankhel, member

  
13/8/19

### Resolutions

(\*) The proceedings of the last meeting is confirmed.

(\*) From Teacher-Parent meeting on <sup>(3rd Sem & 1st Sem)</sup> 13/8/19

1. Special classes ~~should~~ be increased for NET/SET/GATE exams.
2. PG syllabus up-gradation for NET/SET/GATE ~~also~~ may be done.
3. Extension classes/special lectures to be increased.
4. Hostel facility to be provided for the students coming from distance places.

### \* Teacher-Student (3rd Sem)

ATR: The faculty members have discussed about the meeting. Last year we have revised the syllabus. The faculty members ~~also~~ will take care of the special classes regarding NET/SET/GATE exams. Another problem have been discussed and application for extension and special lectures will be sent to VC through Dean, Sc. faculty. For Hostel facility, the University authority will be informed.

\* Teacher-Student (3rd Sem) meeting was held on 05.08.19 and the resolutions have been taken:

- ① Basic instruments to be increased for practical classes,
- ② To upgrade the computers in computer laboratory and
- ③ LCD (wall mounted) projectors to be
- ④ Wi-Fi connections to be

ATR : The faculty members discussed about the resolution of the T-S meeting. A list of instruments has been enlisted according to the demand of the students. Application will be sent to the VC for the purchase of the instruments and to upgrade the computers and to repair the wall-mounted LCD projectors and to provide sufficient animals for practical classes.

(\*) Departmental diary will be introduced according to the advice of the authority.

(\*) <sup>The faculty members</sup> We regularly maintain our department log book.

(\*) Garbage management is maintained in our department regularly and our garbage management-system has been accepted by University authority previously.

(\*) Time table ~~will be~~ has been corrected according to the direction of university authority by giving the name of the smart classroom.

(\*) Course objectives and outcome will be ~~with~~ written within 10 days and it will be submitted.



(\*) The secretary of the departmental Alumni association has been ~~to~~ informed to arrange meeting and to take initiatives to raise their funds and to ~~per~~ perform other activities of the alumni.

(\*) ~~for RUSA fund~~ A discussion ~~to~~ have been done among the faculty members for preparing a list of instruments for daily practical classes of the running students.

(\*) For RUSA fund, a list of instruments have been prepared by the four faculty members.

~~13/08/19~~  
13/08/19

Date : 27/8/2019


A meeting of departmental committee was held in the HOD chamber on 27.8.2019 at 4 pm.


### Agenda

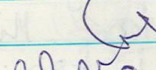
1. Confirmation of the proceeding of the last meeting.
2. RUSA grant-
3. Distribution of chemicals in department
4. Misc.

### Members :

1. Prof. Sujata Mishra (Choudhury), Head
2. Prof. Chandadipa Ghosh, member
3. Dr. Sandip Kr. Sinha, member
4. Dr. Sumana Sarkhel, member

  
27.8.2019

  
27/8/19

  
27/8/19

### Resolutions :

- \*1. The proceedings of the last meeting is confirmed.
- \*2. A <sup>project-</sup> proposal to be prepared for the RUSA grant- mentioning specific equipments which will be utilized in the project, by giving proper justification.

- (\*) 3. The expenditure of the annual budget will be ~~done~~ prepared. a) 20-25% <sup>of the total budget</sup> will be provided for animals.
- b) Chemicals for general Practical classes - 5-10%.
- c) The surplus money will be distributed equally to the special paper practicals.
- d) This year, Biophysics sp. paper will get extra Rs. 10,000.00 from the total budget.

4. (\*) The histology, experimental and biochemistry practical rooms should be renovated prior NAAC visit. The practical rooms may be decorated in such a way by which practical related classes can be taken in the aforesaid practical rooms.

(\*) Regular sweeping is not occurring in the department. So it will be informed to the concerned authority.

(\*) Notice will be circulated for remedial classes.

(\*) Ph.D. Coursework will be started from 9<sup>th</sup> September, 2019. It will be notified in the departmental notice board.

~~(\*)~~  
27/8/19





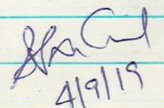
Date : 03/09/2019

A meeting of department committee was held in the HOD chamber on 03/09/2019 at 4 pm

### Agenda

1. Confirmation of the proceedings of the last meeting.
2. RUSA grant project proposal
3. Misc.

### Members :

1. Prof. Sujata Maiti (Choudhury), Head  4/9/19
2. Prof. Chandradipa Ghosh, member —
3. Dr. Sandip Kr. Sinha, member 
4. Dr. Sumana Sarkhel, member  4/9/19

### Resolutions :

- ① The proceeding of the last meeting is confirmed.
- ② RUSA grant project proposal ~~of~~ ~~all~~ will have to submit by all faculty members of this department on 9th

September, 2019.

\*3. Report-format of RAC meeting ~~is~~  
has been discussed by the faculty  
members and will be implemented  
in future.

~~\*~~

4. The progress report of the research  
work of the research scholar has  
been shown to the faculty members  
and it will be implemented.

~~ATW~~  
03/09/2019

23/2019

Date: 1

7/2019

A meeting of the Departmental  
was held in the room of the traittee  
16/07/2019 at 4 pm. on

### Agenda

1. ~~Contingency~~ Confirmation of the proceeding of the last meeting
2. Contingency
3. DST-FIST Project
4. Visit to VC
5. Misc.

### Members

1. Prof. Sujata Naiti (Choudhury) Head
2. Prof. Chandradipa Ghosh, Member
3. Dr. Sandip Kr. Sinha, Member
4. Dr. Sumana Sarkhel, Member

*[Signature]*  
16/7/2019

*[Signature]*  
16/7/19

*[Signature]*  
16/7/19

*[Signature]*  
16/7/19

### Resolutions:

1. The proceedings of the last meeting is confirmed, after ~~some~~ modification of the last <sup>Resolution</sup> RAC report have to send to Registrar.  
The Charge of

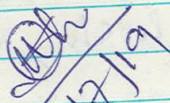
is handed over to the Head of <sup>the</sup> Dept.

3. DST will visit the Department for the DST-FIST project (2003-2008). A questionnaire have to be filled up before their visit.

4. The letter which was sent to VC through the Dean, Sc., will be sent to VC directly regarding the Physiology Lab adjacent to USIC.

§

5. For the visit to VC, Dr. Sumana Sarkhel will provide the papers which include all relevant points regarding VC-visit for NAAC.

  
10/7/19



Date : 17/10/2019

A meeting of departmental committee was held in the HOD chamber on 17/10/2019 at 1-30 pm.

### Agenda

1. Confirmation of the proceedings of the last meeting
2. Guest-teacher related problem
3. Misc.

### Members :

1. Prof. Sujata Maiti (Choudhury), Head SM  
17/10/2019
2. Prof. Chandradipa Ghosh, member CG
3. Dr. Sandip Kr. Sinha, member SS  
17/10/19
4. Dr. Sumana Sarkhel, member SS  
17/10/19

### Resolutions :

- (\*) The proceeding of the last meeting is confirmed.
- (\*) Guest-teacher related problem is discussed in DC meeting. We will request VC to allow no ~~to~~ ~~some~~ some guest-teachers.

The faculty members are ~~not~~ requested to take some extra classes to manage the problem. But we are at the end of the semester classes. So, it is quite impossible to manage the problem.

The submission of

\* The DC welcomes the project proposal of Prof. Chandradipa Ghosh as principal Investigator, Dept. of Human ~~and~~ Physiology w to DST-DBT, Govt of West Bengal 'Gabeshanay Bangla - 2019'. The title of the project is :

"Molecular characterization of virulence properties of community associated MRSA from West Bengal and assessment of anti-biofilm potential and fruit and leaf extracts of *Aegle marmelos*."

The name of the co-<sup>PI</sup> investigator is Dr. Anil Karmakar, Dept. of Physiology, Tamralipta Mahavidyalaya, Tamluk.

\* For RUSA - Grant - Proposal, we have selected a title and details of the proposal has been discussed.

(\*) The DC welcomes the submission of the project proposal of Dr. Sumana Sarkhel as principal investigator, Dept. of Human Physiology VU to DST-DBT, Govt of West-Bengal 'Gabeshanay Bangla' - 2019. The title of the project is :

"Epidemiological studies on spider envenomations and toxicological studies on spider venom from selected districts of West Bengal."

(\*) The DC welcomes the submission of the project proposal of Prof. Sujata Maiti (Chondhury) as principal investigator, Dept. of Human Physiology, VU to DST-DBT, Govt. of West-Bengal (Gabeshanay Bangla) - 2019. The title of the project is:

"Development of cost-effective targeted drug delivery of folate receptor-mediated naringenin nano-conjugate for lung cancer patients of West Bengal."

The name of the Co-PI is Dr. Madhubanti Bepari, Dept. of Physiology, Midnapore College (Autonomous), Midnapore.

~~Dr~~  
17/10/2019

Date: 17/12/2019

A meeting of Departmental Committee was held in the HOD chamber on 17/12/2019 at 3 pm.

### Agenda:

- ① Confirmation of the proceedings of the last meeting
- ② ~~Rev~~ Discussion on the International Seminar of this department.
- ③ Revised ~~to~~ date of Reunion (departmental)
- ④ Misc.

### Members:

① Prof. Sujata Maiti (Chondhury), Head

*[Signature]*  
17/12/19

② Prof. Chandradipa Ghosh, member

*[Signature]*  
17/12/19

③ Dr. Sandip Sinha, member

*[Signature]*

④ Dr. Sumana Sarkhel, member

*[Signature]*  
17/12/19

### Resolutions:

① The proceedings of the last meeting was confirmed ~~of~~ except ~~of~~ the issue of reunion as the reunion ~~of~~ has been rescheduled.

② An international <sup>conference</sup> seminar ~~will~~ be held

According to the advice of our Hon'ble Vice-Chancellor.

on 21st and 22nd January, 2020.  
At the 2nd day i.e. on 22nd January  
9th departmental reunion was proposed to  
be occurred.

office bearers of the  
\* The organizing committee of the International  
seminar were proposed :

~~President~~ Chief patron — Prof. Ranjan Chakrabarti,  
Hon'ble Vice Chancellor  
VU

President ~~Chairperson~~ — Prof. Subrata Kr. De,  
Dean of Science., VU  
vice-president — Prof. Prakash Ch. Dhara.

International Advisory Committee — Prof. G.L. Dunbar  
(to be proposed/decided  
later)

National Advisory Committee — (to be decided  
later)

organizing Secretary — Prof. Sujata Maiti (Chondhuni)

Jt. organizing Secretary — Prof. Chandradipa Ghosh

Treasurer — Dr. Sandip Kr. Sinha

Assistant Treasurer — Dr. Sumana Sarkhel.

\* A brochure will be ~~will~~ prepared immediately  
for this conference.

\* A new ~~at~~ <sup>joint</sup> Bank Account (SB) have to  
be <sup>open</sup> ~~the~~ <sup>name</sup> for ~~the~~ <sup>ensuing</sup> International seminar  
~~ICP#FCPAS-2020~~ by ~~the~~ <sup>"ICPHY-2020"</sup>

The name of the account holders are

1. Snijata Maikā (Chondhury)
2. Chandradipa Ghosh
3. Sandip Kr. Sinha.

⊛ A new organizing committee with different sub committee was formed.