

## DC Meeting - 134

- 1) Prof. Debidas Ghosh
- 2) Dr. Sandip Chatterjee
- 3) Dr. Chandra Mallick
- 4) Dr. Surojit Das

22/11/19  
29/11/19  
27/11/2019  
29.11.19

### Agenda of DC meeting:

- 1) confirmation of the resolution of previous meeting
- 2) discussion of NAAC preparation and information from IQAC
- 3) Missing of mouses and keyboard from departmental instrument laboratory
- 4) lack of look after the general maintenance and cleanliness of laboratories
- 5) missing of Rs. 6500 from HOD's almirah
- 6) lack of maintenance of stock book and store related matter
- 7) departmental sign board replacement
- 8) disposal of departmental garbage, waste and out of order instrument.
- 9) Miscellaneous.

- 1) Resolution of previous meeting confirmed.
- 2) NAAC preparation Discussion of NAAC progress of the department ~~is~~ discussed in the meeting to highlight the outcome from the departmental activities. Stress management andat coding regard NAAC questionnaire will be conduct among students by the faculty members.
- 3) Missing of Mouses, computer accessories, ~~Rs. 6500~~ from ~~from~~ departmental instrument centre was noted and DC decided to inform the

25/11/19

29/11/2019

29/11/19

29/11/19

- to Hon'ble Vice Chancellor Sir
- matter through TIC of the department
- 4) Missing of Rs/- 6500 from HOD/TIC's admission noted in DC and DC decided to inform the Hon'ble Vice-Chancellor Sir ~~and~~ regarding the matter.
  - 5) DC also discussed the lack of <sup>sincere</sup> look after <sup>by</sup> the staffs of the department towards the general maintenance and cleanliness of the laboratory.
  - 6) Stock register maintenance is not performed properly by the staffs and the matter is noted in the meeting. ~~It~~ <sup>errors</sup> These anomalies were detected out by the faculty members during checking of Stock book and store (departmental). Staffs are informed for immediate correction and rectification of the errors.
  - 7) DC resolved that two sign board will be ~~not~~ required. Major sign board will be written with department name and short name of running courses. Directional sign board will also include the name of Dept. and course name in short. This matter will be informed to the DO of the University.
  - 8) DSE instrument kept in the department is ready to be handed over ~~the~~ DCNM, ~~as~~ as per the ~~self~~ request of the Director, DSE.
  - 9) Disposal of garbage/out of order instruments will be ~~to~~ detect out. And will be sent to the Authority of the University will be requested to take necessary action for the disposal of the above materials.
  - 10) CND evening course under CAFE started in 2019 July. This course is accompanied with diverse field of biochemistry practical. DC decided resolved that a request will be sent to the Director,

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
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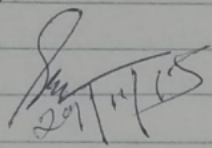
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



CCAT course by the Co-ordinator Prof. Abidus Ghosh for the approval of purchase of instruments and chemicals from the fund of this course. IC noted ~~that~~ a budget for the purpose. It was decided that Rs/- 1,40,000 (about approx) will be demanded for instrument and Rs/- 60,000 will be requested for chemicals.

11) IC ends with vote of thanks to the members of the department.

  
25/11/15

  
29/11/15

  
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