

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

DC Meeting

Dated: December 16, 2019

Member Present:

1. Dr. Subhas Chandra Saha
2. Dr. Sutanu Dutta
3. Ms. Susmita Bala
4. Dr. Rajendra Prosad Ghosh
5. Dr. Sanchita Pramanik

Signature

Subhas chandra saha 16/12/2019
Sutanu Dutta 16/12/19
Susmita Bala 16/12/19
Rajendra Prosad Ghosh 16.12.19
Sanchita Pramanik 16/12/2019



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Ref. No. : VU/DE/HOD/DC/20/2019

Dated: December 12, 2019

DC MEETING

A departmental committee (DC) meeting will be held on December 16, 2019 (Monday) at 3-00 pm in the chamber of the HOD Electronics, VU to discuss on the following matters. All Hon'ble members are requested to be present in the meeting. A kind cooperation from all members is highly solicited.

Agenda:

1. To discuss on the preparation of Even Semester Routine 2019.
2. To discuss on the feedback received on the external academic audit.
3. To discuss on the keys of no use.
4. Miscellaneous.

Subhas chandra saha
(SUBHAS CHANDRA SAHA)

SPramanik
12/12/2019

Rajendra Prosad Ghosh
12.12.19

নং / No.

রেজল্যুশন / Resolution Adopted

Resolution of the DC meeting dated 16-12-2019

1. Discussed on the preparation of even semester routine. The courses are assigned to the respective teacher as follows:

Semester -II

Course No.	Course Title	Name of the Faculty
ELC-201	Signals and systems	Dr. Sanchita Pramanik
ELC-202	Semiconductor device	Dr. Sutanu Dutta
ELC-203	Digital electronics and introduction to digital communication	Ms. Susmita Bala
ELC-204	Introduction to electronics and electronics waste material management (CBCS)	Dr. Subhas Chandra Saha
ELC-295	Digital electronics lab (Practical)	Dr. Rajendra Prosad Ghosh
ELC-296	Semiconductor device lab (Practical)	Dr. Sutanu Dutta

Semester -IV

Course No.	Course Title	Name of the Faculty
ELC-401	Microwave and power electronics	Dr. Rajendra Prosad Ghosh
ELC-402	Microprocessor and its applications	Dr. Subhas Chandra Saha
ELC-403	Control systems and instrumentations	Ms. Susmita Bala
ELC-404	Optical communication and information processing	Dr. Sanchita Pramanik
ELC-405	Microprocessor lab (Practical)	Dr. Subhas Chandra Saha
ELC-406	Project work/Industrial training	All departmental faculty members and/or outside experts.

2. Discussed with all faculty members about the feedback received on the external academic audit held on December 11, 2019.
3. Requested all faculty members to inform about their functional keys and if there be any unused keys with them.
4. Miscellaneous item:
 - i) On the telephonic request of Dean of Students of Welfare, VU to the HOD, the DC suggested the names to be the members of Student grievance redress committee as follows:
 - a) Dr. Subhas Chandra Saha, Head
 - b) Ms. Susmita Bala, Faculty Member
 - c) Mr. Soudipta Jana, Student of Semester III
 - ii) A point about the modification of the present MSc in Electronics syllabus was raised. In this case Dr. Sanchita Pramanik, Ms. Susmita Bala, Dr. Sutanu Dutta and Dr. Subhas Chandra Saha suggested to place the syllabus in the proper forum for necessary modifications. Dr. Rajendra Prosad Ghosh informed to house that no modification is required in his teaching courses.

There was no other item to discuss.

S Bala
16/12/19

SPramanik
16/12/2019

Rajendra Prosad Ghosh
16.12.19

Sutanu Dutta
16.12.19

Subhas chandra saha
16/12/2019