



বিদ্যাসাগর বিশ্ববিদ্যালয়

VIDYASAGAR UNIVERSITY
Department of Chemistry

Dr. Sumita Roy

December 01, 2021

**Proceedings of the Departmental Committee (D.C.) meeting held online on
01.12.2021 at 8 am.**

Members Present:

- (a) Dr. Sumita Roy, Head, Department of Chemistry, in the chair
- (b) Prof. Braja Gopal Bag
- (c) Prof. Ajay Kumar Misra
- (d) Prof. Sudipta Dalai
- (e) Dr. Subal Chandra Manna
- (f) Dr. Maidul Hossain
- (g) Dr. Anirban Basu

Agendas:

1. To confirm the proceedings of the last DC meeting
2. Purchase of lab chemicals for conducting practical of regular PG students.
3. Distribution charge and keys of departmental instrument laboratories.
4. Commencement of the Ph.D. course work.
5. Necessity of lab assistant for conducting practical classes of PG students.
6. Misc.

Resolution:

- (1) The proceedings of the last meeting of the Departmental Committee in Chemistry read and confirmed.
- (2) HoD reported that expected budget for purchasing chemicals for conducting practical classes of regular PG students is ~ Rs 1,80,000/-. She also discussed about the procedure of purchase with the DC members. In this context DC unanimously resolved that the purchase of 1,00,000/- of chemicals will be done on tender basis as per university norm and purchase of Rs 80,000/- will be done directly from vendor maintaining university norm at emergency situation.
- (3) HOD reported to the committee that presently the department has a number of precious instruments which are needed to be maintained properly. She also asked the faculty members to take the charge of the instruments according to their expertise. She also proposed to the DC members that it will be convenient to the members to issue the key of respective instrument labs from HoD office where the keys of instrument labs are kept in a box hanging on the wall.


In this context DC unanimously resolved that the keys of all instrument labs will be kept at HoD office and the distribution of charges of the instruments will be as follows-

- (i) Prof. Ajay Kr. Misra will look after Fluorimeter, Scanning electron microscopy and computer laboratory.
- (ii) Prof. Braja Gopal Bag will look after Scanning electron microscopy, Polarimeter, GC- MS and CD spectroscopy.
- (iii) Prof. Sudipta Dalai will look after the instruments UV spectrophotometer, DSC-TGA-DTA.
- (iv) Dr. Sumita Roy will look after the instrument Rheometer.
- (v) Dr. Subal Chandra Manna will look after the instruments FT-IR, Gel- DOC, UV spectrophotometer and DSC- TGA- DTA.
- (vi) Dr. Maidul Hossain will look after the instruments FT-IR, AFM, Gel- DOC and Isothermal Calorimeter.
- (vii) Dr. Anirban Basu will look after the instrument CD spectroscopy.

(4) HoD informed committee that due to the sake of Ph.D. students the Ph.D. course of this session should be completed at earliest. In this DC unanimously resolved that Ph.D. course work will be completed within Dec, 2021.

(5) HoD reported that the offline practical classes of PG students have already been started on and from 16th Nov, 2021 and there is not a single lab assistant to conduct the said practical classes. It is becoming more difficult day by day by the teachers to conduct practical classes for PG students without any lab assistant. In this situation DC unanimously resolved and requested to the HoD to send an application to the authority regarding the requirement of a lab assistant for smooth running of the practical classes for the PG students.

The meeting ended with vote of thanks of everybody.


Sumita Roy Dalai Anirban Basu Maidul Hossain

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