



# VIDYASAGAR UNIVERSITY

MIDNAPORE ❖ WEST BENGAL ❖ PIN 721102

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Ref. No.....

Date .....

12.04.2016

## Notice

A Departmental Committee meeting will be held in Practical lab (Coordinators sitting place, near office) on *18.04.2016 at 2.00 p.m.* to consider the following agenda. All faculty members are requested to attend the same.

Coordinator

Department of Microbiology

### Agenda:

1. Confirmation of proceedings of last meeting.
2. Progress of curriculum and internal assessment of 2<sup>nd</sup> semester and 4<sup>th</sup> Semester.
3. Result for Ph.D. course work.
4. Purchase of chemical and glass goods.
5. Miscellaneous.

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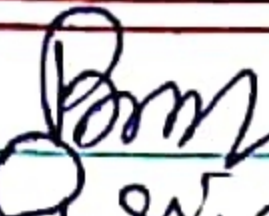

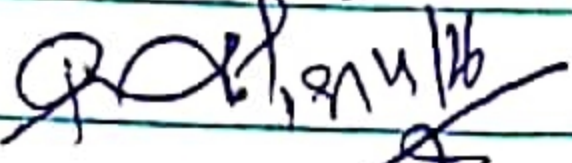
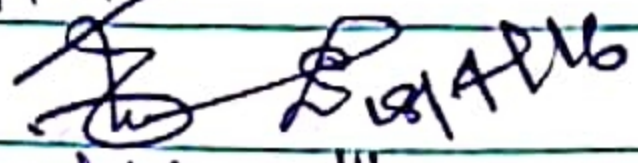
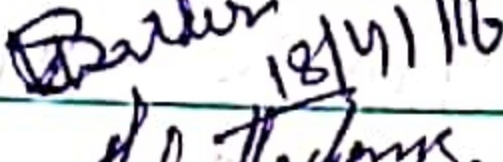
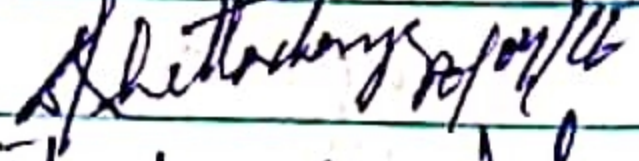
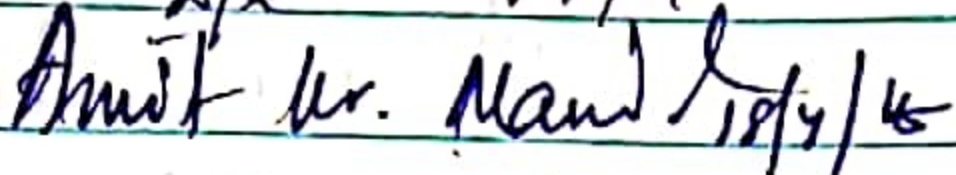
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Departmental Committee meeting held on 18.04.2016  
at 2-00 p.m.

### Members Present:

1. Dr. Deledulal Banerjee Coordinator:  18/04/2016
2. Prof. B.R. Pati  18/04/16
3. Dr. K.C. Mondal  18/04/16
4. Dr. P.K. Das Mohapatra  18/04/16
5. Dr. S.R. Halder  18/04/16
6. Mr. D.C. Bhattachariya  18/04/16
7. Mr. A.K. Mandal  18/04/16

### Resolutions:

1. Resolutions of D.C. meeting held on 05.04.2016 and in continuation on 12.04.2016 were confirmed.
2. Uncovered parts of syllabus assigned to Dr. S.M. Mandal was distributed to the faculty members except Prof. B.R. Pati and Dr. K.C. Mondal as they are not willing to take the same. Progress of curriculum of 2<sup>nd</sup> and 4<sup>th</sup> semester and internal assessment of the same was reviewed and all concerned are requested to complete their portions in due time.
3. As paper 104 of Ph.D. course work was not evaluated as per regulation of Vidyasagar University so co-ordinator is requested to issue a notice to submit review work etc properly signed by the candidate and the supervisor and recommendation in sealed envelop from the supervisor, ~~on~~ or before 22/04/2016. The notice to be displayed in departmental notice board. All faculty members are requested to inform the same to the candidates they are in touch with. Members of D.C will meet again to scrutinize and or evaluate papers of course work on 25/04/2016.

4. Co-ordinator informed the D.C that as per list prepared in Dec, 2015 orders for chemicals, glass goods etc were issued by Finance office. Regarding maintenance of stock and entering items ~~items~~ in stock register co-ordinator informed that it was not properly maintained. Technical assistant Mrs. Upasana Chatterjee was asked before D.C. to enlighten about the issue. She informed before D.C. that ~~some~~ items listed in stock book are not actually available in stock. Some of the purchased items were not ~~be~~ entered in stock registers. D.C. showed concern in the issue. ~~That~~ Mrs. Upasana Chatterjee informed that it ~~is~~ this was happened before her joining and during her maternity leave. Mr. Debesh C. Bhattacharjya and Dr. Suman Kr. Halder is requested to look into the matters and inform the co-ordinator about the present status.

5. Prof B. R. Pati informed the D.C. that he is interested to submit books issued in his name for departmental library from Central library. D.C. resolved that books may be submitted to central library from departmental library by Prof. B. R. Pati. Any one of other willing faculty member is requested to take this responsibility, no one showed their willingness.

Dr