



# VIDYASAGAR UNIVERSITY

MIDNAPORE ❖ WEST BENGAL ❖ PIN 721102

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Ref. No.....

Date .....

05.09.2016

## Notice

A Departmental Committee meeting will be held in Practical lab (2<sup>nd</sup> floor) on 06.09.2016 at 03.30 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. Contingency bills.
3. Repairing of instruments.
4. Short term training programme.
5. Update of departmental information in University website.
6. Miscellaneous.

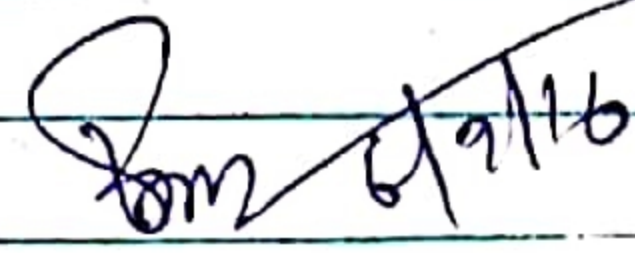

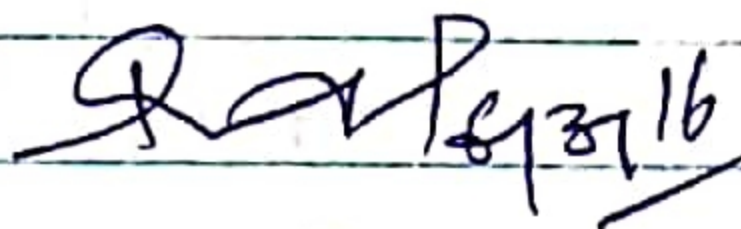
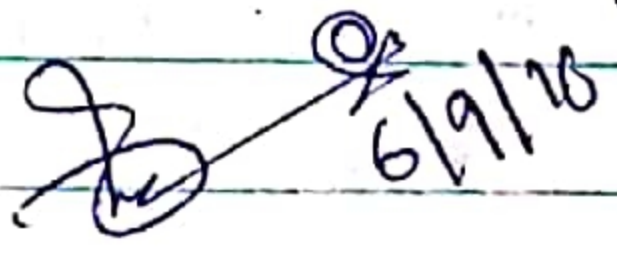
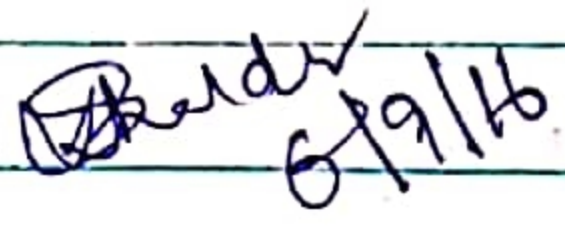
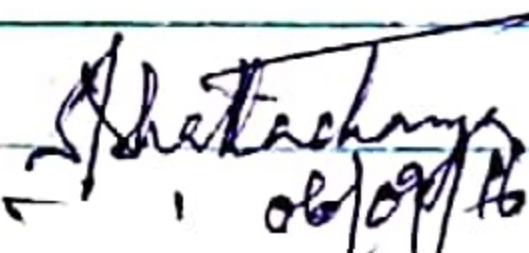
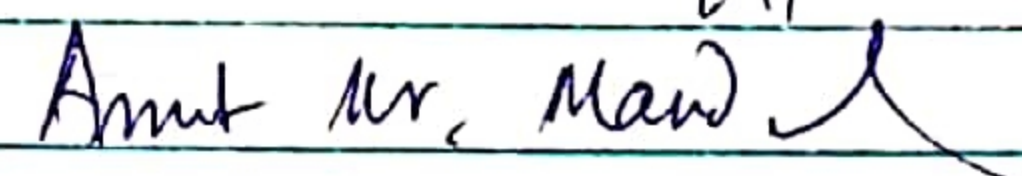
(If possible pl. change the time schedule)

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Departmental committee meeting held on 06.09.2016.

Members Present:

1. Dr. Sebedulul Banerjee.  6/9/16
2. Prof. Bikas R. Pati.  6/9/16
3. Dr. Keshab C. Mondal.  6/9/16
4. Dr. P.K. Das Mohapatra.  6/9/16
5. Dr. Suman Kr. Halder.  6/9/16
6. Mr. Devesh C. Bhattacharya.  6/9/16
7. Mr. Amit K. Mandal.  Amit Mr. Mandal

Resolutions:

1. Confirmation of proceedings of last meeting held on 28/07/2016 was done.
2. Contingency bill of Rs 2508 (VI-Vs) for April to July, 2016 was approved. Lab contingency bill of Rs 4000 in one bill 11 items were approved.
3. Repairing bill of Rs 800 (from Srabanti electronics) is approved. Bill of Rs 3500 (from instrumentation india) is approved.
4. Short term training programme submitted earlier to DBT by the Department is considered. Date will be fixed later on in D.C. Revised application may be submitted.

5. D.C noted the formation of class committee. (Student teachers committee) with following members.

- ① Dr. Debedulal Banerjee. (Coordinator)
- ② Dr. Pradeep Kr. Das Mohapatra. (Asst Prof, Co-ordinator)
- ③ Esha Roy (3rd Semester Student)
- ④ Souvik Manna (3rd Semester Student)
- ⑤ Anupam Mondal (1st Semester Student)
- ⑥ Aishwarya Singha (1st Semester Student)

1st Student teachers committee meeting held on 18.08.2016. Co-ordinator informed D.C about suggestions made by the students.

6. Faculty members were requested to update their individual informations in University website (Faculty information system). Co-ordinator will take necessary arrangement for updating departmental webpages.

7. Under miscellaneous agenda it was discussed that almirah kept in class room and in corridors be shifted to individual faculty room and/or in office room (for office almirah).

Instruments kept in corridors be placed in newly prepared outside laboratory of 2nd floor. Prof B. R. Pati will be requested to enlighten D.C. about the position of fund for GCANT.