



VIDYASAGAR UNIVERSITY

MIDNAPORE ❖ WEST BENGAL ❖ PIN 721102

Phone : (03222) 276554 :: 276555 :: 276557 :: 276558 :: 262297

Ref. No.....

Notice

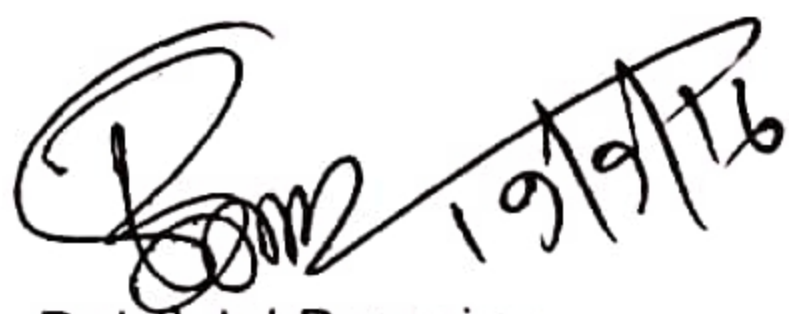
Date ...19/9/16..

Dear Colleagues

Departmental committee meeting will be held in the department on 20.09.2016 at 2-00 p.m. to consider the following agenda.

Agenda:

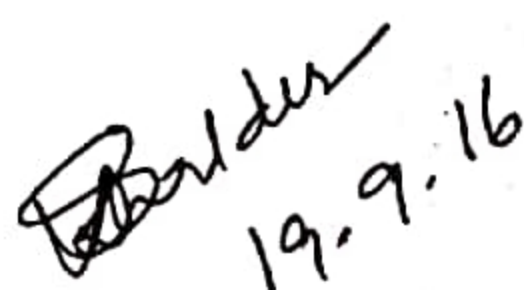
1. Progress of curriculum.
2. Class routine.
3. List of chemicals etc for purchase.
4. Publication of proceeding book.
5. Miscellaneous.

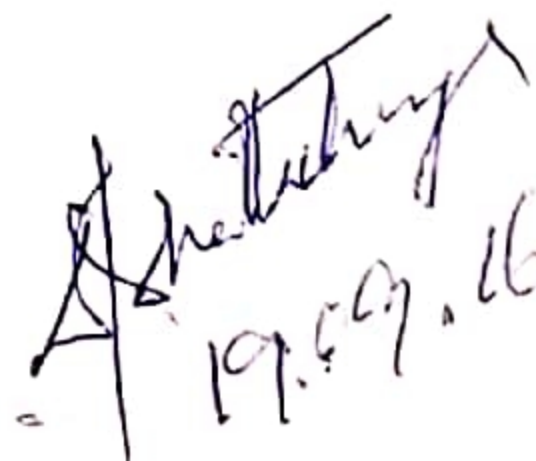

19/9/16

Dr. Debdulal Banerjee
Coordinator
Department of Microbiology


20/9/16


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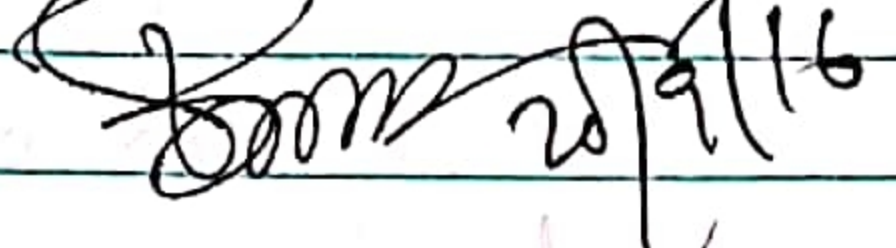
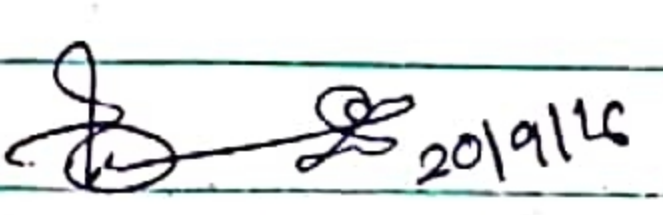
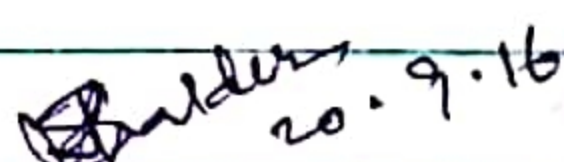
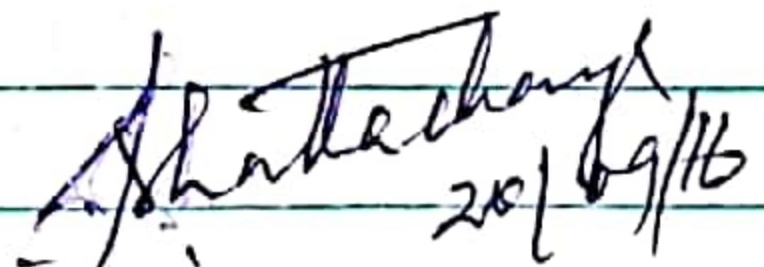

20/9/16

Fax : (91) 03222, 275329, 264338

e-mail: vidya295@mail.vidyasagar.ac.in // website: url : <http://www.vidyasagar.ac.in>

Departmental committee meeting held on 20.09.2016.

Members Present:

1. Dr. Debedulal Banerjee.  20/9/16
2. Prof. B. R. Pati. — Absent —
3. Dr. K. C. Mondal. — Absent —
4. Dr. P. K. Das Mohapatra.  20/9/16
5. Dr. Sunam Kr. Haldar.  20.9.16
6. Mr. Devesh C. Bhattacharya.  20/9/16
7. Mr. Amit K. Mandal: Amit Kr. Mandal

Resolutions:

1. Proceeding of last meeting were confirmed.
2. Progress of curriculum was discussed, different papers covered by faculty members were reported. As Prof. B. R. Pati and Dr. K. C. Mondal was absent in the meeting, co-ordinator is requested to collect information for the same from them. Faculty members ensures that they will cover syllabus in time and internal examination/evaluation will be taken as per schedule.
3. Class routine with minor changes was accepted.
4. List of chemicals prepared for purchase will be sent to suppliers for quotations.
5. Proceeding book will be published. As the process running slowly all faculty members

will take part and editorial board member and coordinator will communicate with the editorial board members for early decision on papers and process may be completed by faculty members in a week time.

5. Under miscellaneous following resolutions were taken

- a) For repairing and installation of AC and light, Co-ordinator, BIF will be requested.
- b) Telephone (intercom) available in department be moved to appropriate place for official work and extension may be done in distant parts of the department.
- c) For extension lecture list of proposed resource person be submitted to coordinator along with justification of lecture.
- d) Regarding Ph.D. committee members of the department, a request to be sent to Hon'ble vice chancellor for re-stuffing of members of the committee.
- e) Key for almirah left by Dr. S. M. Mondal remains with Prof. B. R. Patil be collected by co-ordinator for its utilization and shifting for other purposes.
- f) Teachers evaluation by students sheets for year 2015 are not with the faculty members, and they were not present during the evaluation process. The evaluation was done by Head, Dept of Microbiology. The matter may be informed to higher authority.
- g) Movement of unauthorised persons be restricted in the department.
- h) Laboratory & class rooms should be locked after ~~so~~ end of classes in each day.