



VIDYASAGAR UNIVERSITY
DEPARTMENT OF BOTANY AND FORESTRY
MIDNAPORE-721102: WEST BENGAL

16.07.2019

NOTICE

A departmental committee meeting will be held on 18.07.2019 at 12.30 pm in the chamber of HOD to discuss on the following agenda.

The faculty members are cordially requested to participate in the said meeting.

Prakash Karmakar 16/7/19

Prakash Karmakar
Teacher-in-charge
Department of Botany & Forestry
Vidyasagar University
Midnapore-721102

Agenda:

1. Confirmation of the proceedings of the last meeting;
2. Departmental data for preparation of Self Study Report (SSR) for 4th cycle of NAAC;
3. Matter regarding the evaluation of teachers by the students;
4. PhD course work examination 2018;
5. Departmental annual purchase;
6. Miscellaneous.

AK
14/7/19

Seen
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RB 17/7

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J
14/7/19

WS
17/7/19

A departmental committee meeting was held on 18.07.2019 at 12.30 pm in the chamber of HOD.

Members present:

1. Dr. P. Karmakar (TIC) - Ramakar 18/07/19
2. Prof. A. K. Mondal - A.K. Mondal 18/7/19
3. Mr. R. K. Bhakat - RB, 18/07/19
4. Dr. A. K. Nandi - AN, 18/7/19
5. Dr. D. Banerjee - DB, 18/7/19
6. Dr. N. Banerjee - NB, 18/7/19
7. Dr. G. Biswas - GB, 18/7

Resolutions of the meeting held on 18.07.2019 in the chamber of HOD.

1. Resolutions of the meeting held on 04.06.2019 were confirmed.
2. Faculty members were requested to provide their academic and other related data to HOD for preparation of Self Study Report (SSR) for 4th cycle of NAAC. During SSR preparation faculty members will sit together in the chamber of HOD.
3. Matter regarding evaluation of teachers by the students, Dr. P. Karmakar is requested to provide recent reading materials to the students after completion of the course.
4. PhD course work examination 2018 will be held during September 2019.
5. Faculty members are requested to provide list of chemicals, glass goods etc. to HOD for the departmental annual purchase.
6. Chemical Balance of Rs. 500.00 (approx.) per piece will ^{be} purchased for each faculty member of the department from the annual purchase grant.
7. Under miscellaneous item Dr. Nilanjana Banerjee placed a letter to the committee for availing child care leave (CCL) during 14.08.19 to 30.08.19 (17 days) due to half-yearly examination of her son. The committee noted the matter and forwarded to Hon'ble Vice-Chancellor for his kind consent.

The meeting is ended with thanks to the chair.

Ramakar 18/7/19