

To
The DC Members
Department of Microbiology

Date: 22.10.2021

Dear Sirs,

A DC meeting will be held on 25.10.2021 at 2 PM to discuss about the following agenda:

Agenda:

1. Finalization of class routine
2. Syllabus distribution
3. Miscellaneous

You are requested to attend the said meeting.

Regards,

Nandini Ghosh


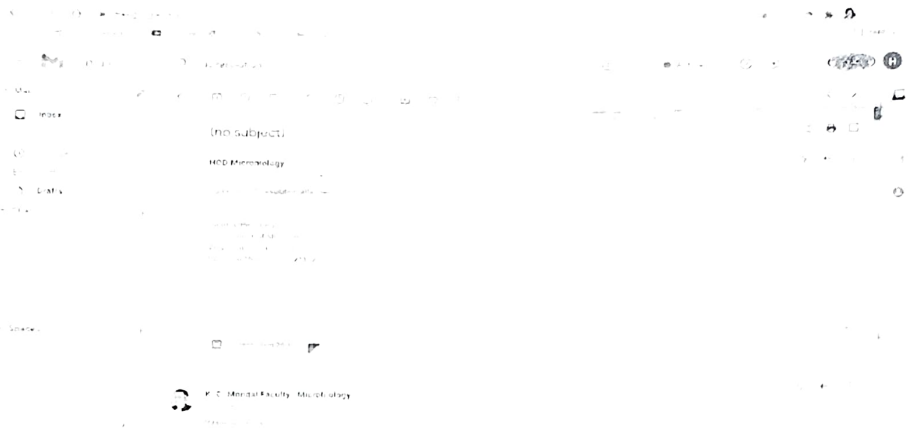

(DR. NANDINI GHOSH)

TIC

Dept. Of Microbiology

Minutes of the meeting of Departmental Committee of Microbiology held on 25.10.2021 at 2 PM through online

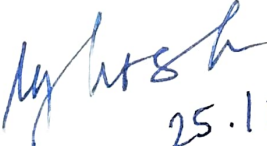
Members present:

1. Dr. Nandini Ghosh, TIC	
2. Prof. K.C. Mondal	
3. Dr. Suman K Halder	

Dr. Nandini Ghosh, TIC, presided over the meeting.

The following resolution was taken unanimously:

1. The class routine has been finalized and the syllabus has been distributed among the existing faculty members.
2. DC decides that one contractual/guest teacher is required immediately to take some of the classes of 1st and 3rd semester as the faculty strength is very low to run the department. DC endorses the TIC to communicate with the University authority to facilitate the process of recruitment of the contractual/guest teacher following University norms. DC also requests the TIC to communicate with the University authority for the fulfilment of vacant posts of the department.
3. A protein purification machine purchased from DST SERB project of Dr. Nandini Ghosh will be installed at the laboratory of the 1st floor.
4. One parent teacher and a student teacher committee meeting will be held on 2nd November, 2021. DC endorses the TIC to communicate with the students and parents and perform necessary action.
5. DC decides that Department of Microbiology can organize an international webinar in collaboration with other departments within December, 2021. DC endorses the TIC to communicate with the authority and Head of other departments to take necessary action.


25.10.21