

# MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	DCZ/III/14
তারিখ / Date	1/7/2014

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

১। 1.	<i>Perhade</i>	৮।	১৫। 15.
২। 2.	<i>...</i>	৯। 9.	১৬। 16.
৩। 3.	<i>...</i>	১০। 10.	১৭। 17.
৪। 4.	<i>...</i>	১১। 11.	১৮। 18.
৫। 5.	<i>...</i>	১২। 12.	১৯। 19.
৬। 6.	<i>Halder 1.7.14.</i>	১৩। 13.	২০। 20.
৭। 7.	<i>Shanyo 1.7.14.</i>	১৪। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
1.	The charge of H.O.D, Zoology is being handed over from Prof. S.K. Chakraborty to Prof. J.K. Kundu on the forenoon of 1.7.14. in the present ongoing meeting.
2.	The presentation for SAP on behalf of Zoology dept. to UGC shall be leaded by Prof. S.K. Chakraborty, assisted by Prof. J.K. Kundu. In case of exigency, Prof. B.C. Patra may be considered as reserve representative. Besides, all faculty members are requested to extend maximum support for the best preparation of SAP report.
3.	Academic emphasis should be paid to student practical classes and the technical staff are required to take full responsibility & manifest their presence.
4.	DC meetings are resolved to be called on 1st & 3rd Tuesdays of every month, as feasible. For the time being next meeting is scheduled on 8th July 2014.
5.	As per notice, Questions for M.Sc. Entrance 2014 are to be supplied to HOD within 1 or 2 days with the help of Mr. B. Mandal. The final selection shall be made on 4.7.14. by the present faculty members & forwarded.
6.	1 departmental laptops, shall be kept in the HOD almirah for everyone's convenience, whose keys should be in repository of HOD, 1 faculty & Mr. K. Ghosh (with log book) <small>4 as LCD Director</small>
7.	The new provisional routine for M.Sc. Sem. III shall start from 3.7.14.
8.	Bathroom of HOD chamber to be repaired via Univ. Engineer.
9.	Guest teacher list to be finalised in the next meeting & sent for approval.

নং / No.

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10. Required number of punch files, Antivirus softwares & a monitor (missing) for Zoology department are to be procured with the financial aid of D.D.E, V.U.

*[Signature]*  
1/7/2014