

A meeting of the DC was held on 04/08/2015 at 03.00 pm at the chamber of the HOD to discuss the following agenda

**Agenda:**

1. Confirmation of last meeting.
2. CBCS system-Syllabus.
3. Departmental purchase.
4. Miscellaneous.

**Members present:**

1. Professor Chandradipa Ghosh (HOD)
2. Professor S. Roy (Member)
3. Professor P.C. Dhara (Member)
4. Dr. Sujata Maiti Choudhury
5. Dr. Sandip Kumar Sinha
6. Dr. Sumana Sarkhel



**Resolution:**

- No. 1: Proceedings of last meeting is confirmed.
- No. 2: The faculty members are requested to submit the optional paper syllabus and rest of the modified syllabus within September 16<sup>th</sup>, 2015.
- No. 3: Dr. Sujata Maiti Choudhury and Dr. Sandip Kumar Sinha along with Mr. Anup Barman will be involved in the Departmental Purchase Committee.
- No. 4: HOD room keys will be kept separated from other keys.