

School of Studies in Biotechnology
Pt. Ravishankar Shukla University
Raipur 492 010, Chhattisgarh

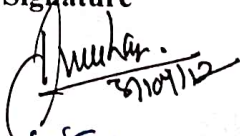




January 31, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on January 31st, 2017 at HoD Chamber. Following members attended the meet:

- | | |
|--|-----------|
| 1. Prof. S.K. Jadhav, Chairman | - Present |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaqur Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Present |

Following matters have been discussed during this meeting:

1. Chairman of the Council has inquired about progression of current Semesters from all the faculty members.
2. Members have informed regarding participated to Dr. APJ Abdul Kalam, Quality Education Abhiyan, in reference to visit assigned schools as per the schedule between January 27th to February 6th, 2017.
3. Dr. Afaqur Quraishi has shared about proposed Excursion Tour for M.Sc. students and Research Scholars, possibly at the end of the Feb 2017.
4. Dr. Nagendra Kumar Chandrawanshi, Secretary, Alumni Association of SoS in Biotechnology, informed about the organizing Alumni Meet-2017, on February, 04th 2017, at 02.00 PM. Before the Alumni Meet, Badminton and Carom-board competition will also be organized on February 3rd 2017, at 2.00-5.00 PM in the campus.
5. A vote of thanks has been given by the Chairman, Staff Council to conclude the meeting.

| Members | Designation | Signature |
|--------------------------------|-------------|--|
| Prof. S.K. Jadhav | Chairman |  31/01/17 |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  31/01/2017 |
| Prof. Keshav Kant Sahu | Member |  31/01/17 |
| Dr. Afaqur Quraishi | Member |  31/01/17 |
| Dr. Kamlesh Shukla | Member |  31/01/17 |

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Date _____
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March 01, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on March 01st, 2017 at HoD Chamber. Following members attended the meet:

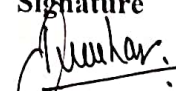




- | | |
|--|-----------|
| 1. Prof. S.K. Jadhav, Chairman | - Present |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaqe Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Present |

Following matters have been discussed during this meeting:

1. Members of the Staff Council have intimated about the progression of allotted syllabi up to February, 2017, for M.Sc. II and IV semesters:

| Name of the faculty | Class | Completion Status (%) |
|------------------------------|----------|-----------------------|
| Prof. SK Jadhav | M.Sc. IV | 50 |
| Prof. Keshav Kant Sahu | M.Sc. IV | 40 |
| | M.Sc. II | 50 |
| Dr. Afaqe Quraishi | M.Sc. IV | 50 |
| | M.Sc. II | 50 |
| Dr. Kamlesh Shukla | M.Sc. IV | 50 |
| | M.Sc. II | 50 |
| Dr. Nagendra K Chandrawanshi | M.Sc. IV | 40 |
| | M.Sc. II | 40 |

2. Dr. Afaqe Quraishi informed about forthcoming three-days Excursion Tour of M.Sc. students and Research Scholar to Vizag, from 5th to 7th March 2017.
3. Head of the department, Prof. S. K. Jadhav has informed that about UTD Annual Festival- Aagaz-2017, which will be organized at University premise and scheduled from March 6th to 10th, 2017. Further, intended that most of the students of the school will participate in the event.
4. A vote of thanks has been given by the Chairman, Staff Council to conclude the meeting.

| Members | Designation | Signature |
|--------------------------------|-------------|--|
| Prof. S.K. Jadhav | Chairman |  |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  |
| Prof. Keshav Kant Sahu | Member |  |
| Dr. Afaqe Quraishi | Member |  |
| Dr. Kamlesh Shukla | Member |  |

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March 30, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on March 30th, 2017 at HoD Chamber. Following members attended the meet:

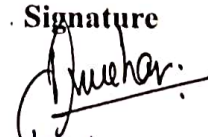




- | | |
|--|-----------|
| 1. Prof. S.K. Jadhav, Chairman | - Present |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaqur Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Absent |

Following matters have been discussed during this meeting:

- Members of the Staff Council have been intimated about the progression of allotted syllabi up to March 2017, for M.Sc. II and IV semesters:

| Name of the faculty | Class | Completion Status (%) |
|------------------------------|----------|-----------------------|
| Prof. SK Jadhav | M.Sc. IV | 75 |
| Prof. Keshav Kant Sahu | M.Sc. IV | 60 |
| | M.Sc. II | 70 |
| Dr. Afaqur Quraishi | M.Sc. IV | 75 |
| | M.Sc. II | 75 |
| Dr. Kamlesh Shukla | M.Sc. IV | 75 |
| | M.Sc. II | 75 |
| Dr. Nagendra K Chandrawanshi | M.Sc. IV | 75 |
| | M.Sc. II | 75 |

- Prof. Keshav Kant Sahu informed about the forthcoming one-day workshop on "Opportunities and Entrepreneurship in Biotechnology" which will be held at SoS Biotechnology, on March 31, 2017, jointly organized by SoS Biotechnology and Chhattisgarh Biotechnology Promotion Society, Govt. of Chhattisgarh, Raipur.
- A vote of thanks has been given by the Chairman, Staff Council to conclude the meet.

| Members | Designation | Signature |
|--------------------------------|-------------|---|
| Prof. S.K. Jadhav | Chairman |  |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  |
| Prof. Keshav Kant Sahu | Member |  |
| Dr. Afaqur Quraishi | Member |  |
| Dr. Kamlesh Shukla | Member |  |

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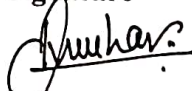

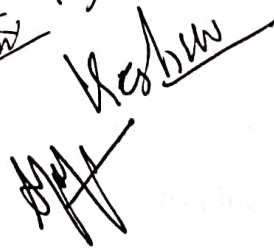


April 29, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on April 29th, 2017 at HoD Chamber. Following members attended the meet:

- | | |
|--|-----------|
| 1. Prof. S.K. Jadhav, Chairman | - Present |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaqur Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Present |

Following matters have been discussed during this meeting:

1. Members of the Staff Council intimated the completion of allotted syllabus of the M.Sc. II & IV semesters.
2. Staff council has also decided that the M.Sc. Practical Examination will be conducted on May 3, for Lab courses 03 & 08 and May 6, for Lab Courses 04 & 07.
3. Council has also decided that the Council Secretary Dr Nagendra Kumar Chandrawanshi, will be act as Secretary for the next session too.
4. The council has decided that M.Sc. 4th Semester Dissertation should be submitted up to last week of June 2017.
5. Members of the Staff Council have also discussed on Letter from Grant Section, Later no. 2610/Grant Cell/2017, date 18/04/2017.
6. A vote of thanks has been given by the Chairman, Staff Council to conclude the meet.

| Members | Designation | Signature |
|--------------------------------|-------------|--|
| Prof. S.K. Jadhav | Chairman |  |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  |
| Prof. Keshav Kant Sahu | Member |  |
| Dr. Afaqur Quraishi | Member |  |
| Dr. Kamlesh Shukla | Member |  |

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July 31, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on July 31st, 2017 at HoD Chamber. Following members attended the meet:

- | | |
|--|-----------|
| 1. Prof. S.K. Jadhav, Chairman | - Present |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaqur Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Present |

Following matters have been discussed during this meeting:

1. Admission Committee has informed about that the M.Sc. I Semester 2017, admissions. Due to the unavailability of candidates for the vacant four ST category seats; these seats have been converted to UR on 31st July 2017 and filled subsequently. Thus, all the 20 seats have been filled now.






2. Members of the Staff Council have intimated about their allotted syllabi progression of the M.Sc. I & III semesters:

| Name of the faculty | Class | Syllabi Progression Status |
|---------------------------|-----------|----------------------------|
| Prof S K Jadhav | M.Sc. III | 25% |
| Prof Keshav Kant Sahu | M.Sc. I | 25% |
| Dr Afaqur Quraishi | M.Sc. I | 25% |
| | M.Sc. III | 25% |
| Dr Kamlesh K Shukla | M.Sc. I | 20% |
| | M.Sc. III | 20% |
| Dr Nagendra Chandrawanshi | M.Sc. I | 20% |
| | M.Sc. III | 20% |

3. Prof Keshav Kant Sahu has proposed to organize a National Conference during December-January of this session and a Workshop too, during August-September.
4. Dr Afaqur Quraishi also proposed to organize a one Guest Lecture. Speaker would be from the Biotech Industry.
5. The Departmental Budget has been discussed in the meet and decided that the budget, purchases and related activities will be discussed in the Council before any final decision.
6. Head of the Department directed all the members to visit SWYAM web portal of MHRD and formulate their proposals for submission to the Administration Office of the university; as informed by the university during the meeting of HoDs.
7. Dr Kamlesh Shukla proposed in the meeting for more transparent and active participants to all staff members, including non-teaching members, because they are equally contributed in departmental growth.
- The above cited matter, Chairman informed to Council members, the house meeting is only for faculties and all are agreed.

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8. A vote of thanks has been given by the Chairman to conclude the meet.

| Members | Designation | Signature |
|--------------------------------|-------------|---|
| Prof. S.K. Jadhav | Chairman |  |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  |
| Prof. Keshav Kant Sahu | Member |  |
| Dr. Afaque Quraishi | Member |  |
| Dr. Kamlesh Shukla | Member |  |

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August 31, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 02.00 pm today on August 31st, 2017 at HoD Chamber. Following members attended the meet:

1. Prof. S.K. Jadhav, Chairman - Present
2. Dr. Nagendra Ku. Chandrawanshi, Secretary - Present
3. Prof. Keshav Kant Sahu, Member - Present
4. Dr. Afaqur Quraishi, Member - Present
5. Dr. Kamlesh Shukla, Member - Present

Following matters have been discussed during this meeting:

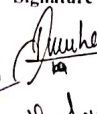




1. Members of the Staff Council have intimated about their allotted syllabi progression of the M.Sc. I & III semesters:

| Name of the faculty | Class | Syllabi Progression Status | Test Conducted |
|---------------------------|-----------|----------------------------|----------------|
| Prof S K Jadhav | M.Sc. III | 60% | |
| Prof Keshav Kant Sahu | M.Sc. I | 50% | 2 Unit Test |
| Dr Afaqur Quraishi | M.Sc. I | 50% | 1 Unit Test |
| | M.Sc. III | 40% | 1 Unit Test |
| Dr Kamlesh K Shukla | M.Sc. I | 40% | 1 Unit Test |
| | M.Sc. III | 50% | 1 Unit Test |
| Dr Nagendra Chandrawanshi | M.Sc. I | 40% | 1 Unit Test |
| | M.Sc. III | 40% | 1 Unit Test |

2. Members of the council have participated to Sarva Shiksha Abhiyan Mission-2017 Phase-I. All the members visited their allotted Govt. Primary and Middle Schools.
3. HoD remind that the Swachh Bharat Abhiyan must be conducted regularly, and monthly reports should be submitted to General Admin of the university. Dr. Kamlesh Shukla stated to Council as per notification (2998/Gen. Adm./Swachhata/F-65/2017 dated 10/08/2017) the cleanliness drive may be conducted all weekends; further added that the mandatory schedules (first and last weekend) must be followed by the whole department and the remaining two weekends are optional.
4. Prof Keshav Kant Sahu has informed regarding chemical purchase for session 2017-18 that only two faculties have submitted their required chemical lists within the given time. Further added that those chemicals will be purchased first that are required for the conduction of practical classes and remaining budget will be used to purchase individual requirement of the faculty members. All the purchases will be discussed in the council.
6. The council has also discussed on Instrument budget and Chairman of the Council, directed to all faculties for submission of their required equipment list with details information to the Chairman of Purchase Committee, up to September 5, 2017.

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7. Prof Keshav Kant Sahu proposed to purchase a new PCR as repairing cost of the existing PCR is too high. And at this cost, a new and upgraded PCR can be purchased. All the members have agreed to start the process of this purchase.
8. Similarly, the Council members have discussed on infrastructure budget. The members are agreed to renovate teacher cum research laboratories.
8. Prof S K Jadhav and Dr. Nagendra Kumar Chandrawanshi have intimated about the submission of their individual project proposals to DST (SERB) under the Empowerment and Equity Opportunities for Excellence in Science (EMEIQ) scheme.
9. A vote of thanks has been given by the Chairman to conclude the meet.

| Members | Designation | Signature |
|--------------------------------|-------------|---|
| Prof. S.K. Jadhav | Chairman |  |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  |
| Prof. Keshav Kant Sahu | Member |  |
| Dr. Afaqur Quraishi | Member |  |
| Dr. Kamlesh Shukla | Member |  |

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September 27, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on September 27nd, 2017 at HoD Chamber. Following members attended the meet:

- | | |
|--|-----------|
| 1. Prof. S.K. Jadhav, Chairman | - Present |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaque Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Present |

Following matters have been discussed during this meeting:

1. Staff council members approved previous meeting minutes, which was conducted on August 31, 2017.
2. Members of the Staff Council have intimated about their allotted syllabi progression of the M.Sc. I & III semesters:

| Name of the faculty | Class | Syllabi Progression Status |
|---------------------------|-----------|----------------------------|
| Prof S K Jadhav | M.Sc. III | 75% |
| Prof Keshav Kant Sahu | M.Sc. I | 75% |
| Dr Afaque Quraishi | M.Sc. I | 75% |
| | M.Sc. III | 60% |
| Dr Kamlesh Shukla | M.Sc. I | 75% |
| | M.Sc. III | 60% |
| Dr Nagendra Chandrawanshi | M.Sc. I | 60% |
| | M.Sc. III | 75% |

3. Prof SK Jadhav, Head of the Department, intimated to the council about the *Swachh Bharat Abhiyan*, and mentioned that the cleanliness drive would remain to continue. In this connection, an awareness programme will be proposed in the premises. Poster and Quiz competitions will be organized on October 6 & 7, 2017 under the supervision of Dr Afaque Quraishi and Dr Kamlesh Shukla, respectively.
4. Prof SK Jadhav proposed an Interactive Session that will be scheduled on October 7th, 2017, for Research scholars and M.Sc. students. The speaker will be Dr Rohini Nair, an alumnus of the Department and a Postdoctoral Fellow at San Raffaele Scientific Institute, Milan, Italy.
5. Prof S K Jadhav has proposed to organize a National-level Seminar during the mid of January 2018.
6. Prof Keshav Kant Sahu has also proposed to organize a Workshop that will be scheduled between mid of October to November 2017.
7. Dr. Kamlesh Shukla intimated to Council that he would like to purchase an AC for his sitting cum lab. The Chairman of the council asks him to seek permission from the University Administration.

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- 8 Dr. Afaqur Quraishi intimated to the council about imbalance electricity flow from transformer may cause damage to the instruments of the department. The Chairman asked him to launch complain to the electricity board. *asked to launch*
9. A vote of thanks has been given by the Chairman and concludes the meet.

| Members | Designation | Signature |
|--------------------------------|-------------|--------------------|
| Prof. S.K. Jadhav | Chairman | <i>[Signature]</i> |
| Dr. Nagendra Ku. Chandrawanshi | Secretary | <i>[Signature]</i> |
| Prof. Keshav Kant Sahu | Member | <i>[Signature]</i> |
| Dr. Afaqur Quraishi | Member | <i>[Signature]</i> |
| Dr. Kamlesh Shukla | Member | <i>[Signature]</i> |

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October 28, 2017

Staff Council Meeting of School of Studies in Biotechnology has been organized at 01.30 pm today on October 28th, 2017 at HoD Chamber. Following members attended the meet:



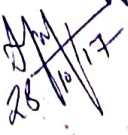
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|--|------------|
| 1. Prof. S.K. Jadhav, Chairman | - On leave |
| 2. Dr. Nagendra Ku. Chandrawanshi, Secretary | - Present |
| 3. Prof. Keshav Kant Sahu, Member | - Present |
| 4. Dr. Afaqur Quraishi, Member | - Present |
| 5. Dr. Kamlesh Shukla, Member | - Absent |

Following matters have been discussed during this meeting:

- Staff Council members approved a previous meeting minutes, which was conducted on September 27th, 2017.
- Members of the Staff Council have intimated about their allotted syllabi progression of the M.Sc. I & III semesters:

| Name of the faculty | Class | Syllabi Progression Status |
|---------------------------|-----------|----------------------------|
| Prof S K Jadhav | M.Sc. III | - |
| Prof Keshav Kant Sahu | M.Sc. I | 85% |
| Dr Afaqur Quraishi | M.Sc. I | Revision |
| | M.Sc. III | Revision |
| Dr Kamlesh Shukla | M.Sc. I | - |
| | M.Sc. III | - |
| Dr Nagendra Chandrawanshi | M.Sc. I | 75% |
| | M.Sc. III | 90% |

- Prof Keshav Kant Sahu has intimated to the council that the University will apply for the "Institution of Eminence". In this connection, matters have been discussed and it is decided that every faculty will submit his proposal in the prescribed format and Council will compile it finally within the stipulated time schedule.
- The council also approved the list of e-journals required for the department which will be submitted to Librarian, Pt. Sundarlal Sharma Library, Pt. RSU University for the year 2018; as per his e-mail dated 11th Oct 2017.
- A vote of thanks has been given by the Chairman and concludes the meet.

| Members | Designation | Signature |
|--------------------------------|-------------|--|
| Prof. S.K. Jadhav | Chairman | |
| Dr. Nagendra Ku. Chandrawanshi | Secretary |  |
| Prof. Keshav Kant Sahu | Member |  |
| Dr. Afaqur Quraishi | Member |  |
| Dr. Kamlesh Shukla | Member | |

Staff Council discussed Minutes (Para 1.) was held at SoS in Biotechnology, date on 05/12/2014. These are following consideration point for preparation to upcoming NAAC visit program.

(A) Teaching Component

1. Teaching Class room facility
2. Smart Class
3. Furniture
4. Cleanliness
5. Washroom
6. Attendance
7. Feedback in Staff Council /Analysis
8. Teaching regularity
9. Time-Table in website
10. Weekly teaching plan
11. Provide study material
12. Student support
13. Course content progression
14. Remedial classes
15. Tutorial classes

(B) Research Component

1. Project each faculties
2. Project linked with NCNR
3. Objective linked with NCNR
4. Publication only in Standard or Impact Journal