

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

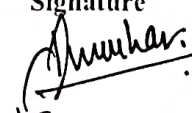

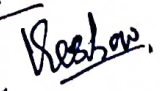

April 30, 2019

Staff Council Meeting of School of Studies in Biotechnology (month – April 2019), has been organized at 2.00 pm today on April 30, 2019 at HoD Chamber. Following members attended the meet:

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|--|-----------|
| 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:

1. Staff Council members approved the previous meeting minutes, which was conducted on March 30, 2019.
2. Prof S.K. Jadhav, Head of the Department, requested to all faculty members to complete their course curriculum of M.Sc. II and IV semesters.
3. Prof S.K. Jadhav had participated in the Head meeting at VC chamber on April 26, 2019. He has informed the agenda of that meet to the council members:
  - The M.Sc. semester exams (II & IV) will schedule May 20, 2019 onwards.
  - In the light of the upcoming University Foundation Day's celebration, the department will make a brochure about the department. The responsibility is given to Dr. Nagendra Kumar Chandrawanshi and Dr. Jaishankar Paul.
  - Department Performance Index for the session 2017-18 will be prepared by Prof Keshav Kant Sahu for its submission to IQAC. Similarly, regarding the Placement, Consultancy and Feedback related information will compile by Dr. Afaqur Quraishi and Dr. Nagendra Kumar Chandrawanshi.
4. Further, Prof Keshav Kant Sahu will prepare two proposals for Seminar/Conference. The proposals will be submitted to Project section authority of the University within eight days.
5. Prof. S.K. Jadhav, Head has informed that the M.Sc. II and IV semester practical exams are scheduled on May 6 and 11, 2019.
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	Absent