

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

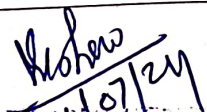
Sr. 36/2024/SoS/BT/SCM/2024

July 01, 2024

NOTIFICATION

For smooth running and functioning of various activities of this School, the Staff Council of the School of Studies in Biotechnology has approved following committees for the academic session 2024-25:

| Committee | Chairman | Members |
|---|-----------------------------|--|
| M.Sc. Admission | Prof S K Jadhav | Prof Keshav Kant Sahu Dr Afaqur Quraishi Dr Kamlesh Shukla Dr Nagendra K Chandrawanshi |
| Departmental Research Committee (Biotechnology) | Prof Keshav Kant Sahu | Prof S K Jadhav Dr Afaqur Quraishi Dr Kamlesh Shukla Dr Nagendra K Chandrawanshi |
| Anti-Ragging | Dr Kamlesh Shukla | Dr Afaqur Quraishi Dr Nagendra K Chandrawanshi |
| Time Table Preparation & Attendance Record | Dr Afaqur Quraishi | Dr Nagendra K Chandrawanshi Dr Kamlesh Shukla |
| Annual Budget & Stock Verification | Dr Kamlesh Shukla | Prof Keshav Kant Sahu Dr Afaqur Quraishi Dr Nagendra K Chandrawanshi |
| Assessment & Student Feedback | Dr Nagendra K Chandrawanshi | Dr Afaqur Quraishi Dr Kamlesh Shukla |
| Parent Teacher Meeting | Dr Afaqur Quraishi | Dr Kamlesh Shukla Dr Nagendra K Chandrawanshi |
| Student Excursion & Educational Tour | Dr Nagendra K Chandrawanshi | Dr Afaqur Quraishi Dr Kamlesh Shukla |
| Staff Council | Prof Keshav Kant Sahu | Dr Kamlesh Shukla, Secretary Prof S K Jadhav Dr Afaqur Quraishi Dr Nagendra K Chandrawanshi |
| Department Quality Assurance Cell | Dr Afaqur Quraishi | Dr Nagendra K Chandrawanshi Dr Kamlesh Shukla |
| Grievance & Redress Cell | Prof Keshav Kant Sahu | Prof S K Jadhav Dr Afaqur Quraishi Dr Kamlesh Shukla Dr Nagendra K Chandrawanshi |
| Anti-Sexual Harrasment Cell | Prof Keshav Kant Sahu | Prof S K Jadhav Dr Afaqur Quraishi Dr Kamlesh Shukla Dr Nagendra K Chandrawanshi Dr Shubhra Tiwari |


 Prof. K. K. Sahu
 Head
 SoS in Biotechnology
 Pt. Ravishankar Shukla University
 Raipur-492 010 (C. G.)

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

Sr.37/2024/SoS/BT/SCM/2024

03 August 2024

Minutes of the Meeting

A meeting of the members of the Staff Council of this School has been organized at 03.30 pm today, 03 August 2024, at HoD's Chamber. The following members attended the meeting:

1. Prof Keshav Kant Sahu
2. Prof S K Jadhav
3. Dr Afaqur Quraishi
4. Dr Kamlesh Shukla
5. Dr Nagendra K Chandrawanshi

Proceedings of the meetings are as below:

1. Staff council members approved the minutes of the previous meeting held on 29 June 2024.
2. As in the Head's meeting held on 29 July 2024 below points has been raised by the Vice-Chancellor was discussed.
 - a. All the faculty and research scholars should compulsorily attend NEP workshop.
 - b. The induction program should be organized before 20 August 2024.
 - c. Asked each student to create his or her Academic Bank of Credits (ABC) ID.
 - d. The department should look after the placement of students.
 - e. All the teachers and staff open their accounts in the Samarth portal.

3. Session of 2023-24 feedback & ATR also discussed. Lastly, the Chairman of the department acknowledged all the members for their presence.

4. Attainment report of the session 2022-24 has been discussed.

Members

Prof Keshav Kant Sahu

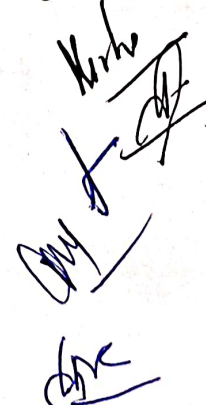
Prof SK Jadhav

Dr Afaqur Quraishi

Dr Kamlesh K Shukla

Dr Nagendra K Chandrawanshi

Signature



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

Sr. 332024/SoS/BT/SCM/2024

21 October 2024

Minutes of the Meeting

The Staff Council Meeting of this School was held on 21 October 2024 at 04:00 pm in the Head's Chamber. The following members were present in the meeting;

1. Prof Keshav Kant Sahu
2. Prof S K Jadhav
3. Dr Afaque Quraishi
4. Dr Kamlesh Shukla
5. Dr Nagendra K Chandrawanshi
6. Dr Jai Shankar Paul
7. Dr Shubhra Tiwari

The meeting started with a welcome note from the Chairman.

Different points were discussed in the meeting proceeding as below:

1. Ongoing research projects should be discussed in the staff council.
2. After December 2024, Samarth portal data can only be used to promote faculties.
3. The department's Annual Report should be uploaded on the website.
4. The website should upload a list of research projects (2016 onwards).
5. Send proposal for visiting Professor if required.
6. The Conuncil Chairman advised Dr Afaque Quraishi to share details of career opportunities with Professor Ninad Bodhankar, Coordinator, Placement Cell, Pt RSU.
7. Discussion has been held regarding the biannual admission of students as per UGC New Delhi.
8. Submit a proposal for the organization of the workshop to Professor Ninad Bodhankar.
9. Dr. N.K. Chandrawanshi intimated the staff council regarding organizing the workshop in collaboration with the Gujrat Biotechnology University, Gujrat and Himedia Laboratory Pvt. Ltd. Mumbai. He also intimated about the organization of the National Seminar on different aspects of medicinal plants and traditional healers.
10. The Chairman advised all the faculties to submit data pertaining to AQAR of 2023-24 without delay.

Lastly, the department's Chairman acknowledged all the members for their presence.

Members

Prof Keshav Kant Sahu

Prof SK Jadhav

Dr Afaque Quraishi

Dr Kamlesh K Shukla

Dr Nagendra K Chandrawanshi

Dr Jai Shankar Paul

Dr Shubhra Tiwari

Signature



Minutes of the Meeting

The Staff Council Meeting of this School was held on 06 December 2024 at 12:30 pm in the Head's Chamber. The following members were present in the meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Dr. Afaqur Quraishi
4. Dr. Kamlesh Shukla
5. Dr. Nagendra Kumar Chandrawanshi
6. Dr. Jai Shankar Paul
7. Dr. Shubhra Tiwari

Below points were discussed in this meeting:

- It was decided that students with attendance more than 60%, will be allowed to attend extra classes (as per their requirement based on the attendance secured) to make up the data required for sitting in the term end examination.
- It was decided that the internal assessment will soon be completed following the recently released regulation of the University.
- The documentation for NIRF and AQAR will be reviewed, and finished asap.
- The status of the responses of the students' feedbacks so far received was discussed.
- After a discussion on the application submitted by Ms Shilpi Abha Toppo, Research Scholar, School of Life Sciences, PRSU, Raipur, it has unanimously decided by the Council that Ms Shilpi will be allowed to keep her *in vitro* cultures only in the Plant Tissue Culture Lab of our School, for their incubation on payment basis; Rs. 2,500.00 per month (which is to be deposited following the similar mode as done by dissertation/project trainees). Moreover, she also has to take care of repairing of electrical fixtures or replacing LED tubes of Plant Tissue Culture Lab as and when required. It has further mentioned that she has to prepare nutrient media, inoculation of samples in the flasks/tubes, etc., in the School of Life Sciences only. It means, SoS in Biotechnology will not provide chemicals, instrumentation, and any other experimental facilities for media preparation, culture inoculation, etc. *Note: This condition should not be used/ quoted as a reference for availing above or any other facility of the School by other student/ entity of PRSU or any other institution.*

Attendees:

Prof. Keshav Kant Sahu

Prof. S.K. Jadhav

Dr. Afaqur Quraishi

Dr. Kamlesh Shukla

Dr. Nagendra Kumar Chandrawanshi

Dr. Jai Shankar Paul

Dr. Shubhra Tiwari

Keshav
06/12/24

Afaqur
6/12/24

Kamlesh
6/12/24

Nagendra
6/12/24

Shubhra
6/12/24

School of Studies in Biotechnology

Pt. Ravishankar Shukla University

Raipur – 492010, Chhattisgarh

Phone: 0771 2263022, Fax: 0771 2262583,

No. 211 /S.o.S. BT/2025

Date: 02.01.2025

Minutes of the Meeting

The Staff Council Meeting of this School was held on 02 January 2025 at 4:00 pm in the Head's Chamber. The following members were present in this meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Dr. Afaqur Quraishi
4. Dr. Kamlesh Kumar Shukla
5. Dr. Nagendra Kumar Chandrawanshi
6. Dr. Jai Shankar Paul
7. Dr. Shubhra Tiwari

Following points were discussed in the meeting:

- ✓ Decision was made to commence M.Sc. IV semester classes from 6 January 2025.
- ✓ Discussions were held regarding allocation of in-house students to their projects to the faculties of the School for the duration of January-June 2025. It has unanimously decided that only five students will be allowed to their projects in the School.
- ✓ Details of the interviews to be conducted for the Ph D Entrance Examination qualified and exempted students of both Biotechnology and Botany, scheduled for 6 January 2025 have been discussed.

Meeting ended with a vote of thanks.

Members

Prof. Keshav Kant Sahu

Prof. S.K. Jadhav

Dr. Afaqur Quraishi

Dr. Kamlesh Kumar Shukla

Dr. Nagendra Kumar Chandrawanshi

Dr. Jai Shankar Paul

Dr. Shubhra Tiwari

[Signatures and dates]

[Signature] 02/01/25

[Signature] 02/01/25

[Signature] 02/01/25

[Signature] 03/01/2024

School of Studies in Biotechnology

Pt. Ravishankar Shukla University

Raipur – 492010, Chhattisgarh

Phone: 0771 2263022, Fax: 0771 2262583,

No. 2324/S.o.S. BT/2025

Date: 12/03/2025

Minutes of the Meeting

The Staff Council Meeting of this School was held on 11 March 2025 at 4:30 pm in the Head's Chamber. The following members were present in this meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Prof. Afaque Quraishi
4. Dr. Nagendra Kumar Chandrawanshi
5. Dr. Jai Shankar Paul
6. Dr. Shubhra Tiwari

Following points were discussed in the meeting:

- Prof. Keshav Kant Sahu, Head of the School, inquired status of syllabus of different papers of both the semesters. In regard, below was informed:

| Name of the faculty | II Semester | IV Semester |
|------------------------------|-------------|-------------|
| Prof. Keshav Kant Sahu | 50% | - |
| Prof. Afaque Quraishi | 40% | 50% |
| Dr. Nagendra K Chandrawanshi | 40% | 45% |
| Dr. Jai Shankar Paul | 50% | 50% |
| Dr. Shubhra Tiwari | 55% | 55% |

- All the faculties were requested to conduct mentor-mentee meeting in due course of time, and frequently.
- The Secretary of Alumni Association informed the council that a meeting of the association may probably be organized on 29 March 2025.
- Prof. Keshav Kant Sahu, provided information about the Science promotion activity to be organized during April 2025.
- Dr. Nagendra Kumar Chandrawanshi, shared details about a workshop to be held at Jagdalpur, on 24-25 March 2025 in collaboration with IBITF, Bhilai, and Shaheed Mahendra Karma Vishwavidyalaya, Bastar.
- Discussions took place about arranging an industrial visit for M Sc students, and it is expected to be finalized soon.

Meeting ended with a vote of thanks.

Members

Prof. Keshav Kant Sahu

Prof. S.K. Jadhav

Prof. Afaque Quraishi

Prof. Kamlesh Kumar Shukla

Dr. Nagendra Kumar Chandrawanshi

Dr. Jai Shankar Paul

Dr. Shubhra Tiwari

Shubhra
12/03/25

[Signature]

Absent

[Signature]

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No. 280 A/S.o.S. BT/2025

Date: 02/04/2025

Minutes of Staff Council Meeting

The Staff Council Meeting of this School was held on 2 April 2025 at 4:00 pm in the Head's room. The following members were present in this meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Prof. Afaqur Quraishi
4. Dr. Nagendra Kumar Chandrawanshi
5. Dr. Jai Shankar Paul
6. Dr. Shubhra Tiwari

Following points were discussed in the meeting:

- Everyone was asked about the current status of the syllabus and practical's of both the semesters.
- Faculties were requested to ensure student participation and timely completion of remaining seminars.
- Members were informed about an upcoming competition to be organized in collaboration with Chhattisgarh Council of Science and Technology (CGCOST) on innovative ideas.
- Everyone was requested to update and complete departmental registers and data as per the requirements of NAAC.
- Information regarding an upcoming workshop on Flow Cytometry was shared, which will be organised by the experts of ThermoFisher Scientific, Mumbai.

This meeting ended with a vote of thanks to all the attendees.

Members

- (1) Prof. Keshav Kant Sahu
- (2) Prof. S.K. Jadhav
- (3) Prof. Afaqur Quraishi
- (4) Prof. Kamlesh K. Shukla **ABSENT**
- (5) Dr. Nagendra K Chandrawanshi
- (6) Dr. Jai Shankar Paul
- (7) Dr. Shubhra Tiwari

School of Studies in Biotechnology

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No. 23A/S.o.S. BT/2025

Date: 29/04/2025

Minutes of Staff Council Meeting

The Staff Council Meeting of this School was held on 29 April 2025 at 4:00 pm in the Head's room. The following members were present in this meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Prof. Afaqur Quraishi
4. Dr. Nagendra Kumar Chandrawanshi
5. Dr. Jai Shankar Paul
6. Dr. Shubhra Tiwari

Following points were discussed in the meeting:

1. **Status of Syllabus and Practical:**
Everyone was asked about the current status of the syllabus and practical's for both the semesters.
2. **Restructuring of Syllabus:**
Prof. Sahu highlighted the decision made in the Board of Studies meeting regarding restructuring of the syllabus. Faculty members were requested to restructure their respective papers and do necessary addition/ deletion wherever they feel to be required. Moreover, changes made has to be mentioned in the Excel Sheet provided by the Academic Section of the University.
3. **Farewell for M.Sc. Students:**
Prof. Sahu informed the faculty members that the farewell party for the IV Sem students has been tentatively scheduled for 17 May 2025 by the II Sem students.
4. **Workshop on Personality Development and Communication Skills:**
Details regarding an upcoming workshop on Personality Development and Communication Skills was shared. The workshop will probably take place in the first week of May.
5. **Attainment Metrics and Test Paper Retention:**
Faculty members were advised to compile and retain data related to attainment metrics for departmental records. Additionally, they were requested to retain copies of test papers as part of the documentation process. It was also suggested that marks be allocated for seminar write-ups as part of the evaluation process.
6. **Notification of Practical Dates:**
Faculty members were requested to notify the dates of practical examinations as soon as possible. This will help in planning and ensuring smooth execution of the practicals.
7. **DST-FIST call for proposal**
The deadline for the DST-FIST call for proposals is 15 May 2025. In this regard, all the faculty members were requested to submit their proposals by 10 May 2025 to Prof AQ Sir (who will serve as SPOC for this task).
8. **MOU with Institute of Pharmacy**
Following the instructions of Honourable Vice Chancellor sir, a MOU will be signed with Institute of Pharmacy, PRSU on 01/05/2025
This meeting ended with a vote of thanks to all the attendees.

Members

- | | | |
|-----------------------------|----------------------------------|---------------------------|
| (1) Prof. Keshav Kant Sahu | (2) Prof. S.K. Jadhav | (3) Prof. Afaqur Quraishi |
| (4) Prof. Kamlesh K. Shukla | (5) Dr. Nagendra K Chandrawanshi | |
| (6) Dr. Jai Shankar Paul | (7) Dr. Shubhra Tiwari | |

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No. 304/S.o.S. BT/2025

Date: 15/05/2025

Minutes of Staff Council Meeting

A Meeting of the Staff Council of this School was held today: 15 May 2025 at 4:00 pm in the Head's Chamber. Following members were present in this meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Prof. Afaqur Quraishi
4. Prof. Kamlesh Kumar Shukla
5. Dr. Nagendra Kumar Chandrawanshi
6. Dr. Jai Shankar Paul
7. Dr. Shubhra Tiwari

The main agenda of the meeting was preparation for the upcoming visit of peer team members of the NAAC. Following points were discussed in the meeting:

- Members were shared in brief about the upcoming presentation of the profile of the School regarding NAAC which is scheduled on 20/05/2025.
- It was emphasized that the collection and up-dation of data regarding NAAC should positively be completed at the earliest possible.
- Everyone was requested to ensure that all the necessary documents and reports related to different criteria's of NAAC should be up-to-date, and properly organized. Standard Operating Procedures (SOPs) for all the laboratory instruments should be displayed and maintained properly.
- Faculties were requested to complete revision of their respective papers, as a meeting of BoS Biotechnology has already been scheduled for 21/05/2025.
- Attainment data for each of the courses should positively be compiled well within the deadline provided by the IQAC.

The meeting ended with a vote of thanks to all the attendees.

Members

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Prof. Afaqur Quraishi
4. Prof. Kamlesh K. Shukla
5. Dr. Nagendra K Chandrawanshi
6. Dr. Jai Shankar Paul
7. Dr. Shubhra Tiwari

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No. 325/S.o.S. BT/2025

Date: 26/06/2025

Minutes of Staff Council Meeting

A Meeting of the Staff Council of this School was held on 26 June 2025 at 4:00 pm in the Head's Chamber. Following members were present in this meeting:

1. Prof. Keshav Kant Sahu
2. Prof. S.K. Jadhav
3. Prof. Afaqur Quraishi
4. Dr. Nagendra Kumar Chandrawanshi
5. Dr. Jai Shankar Paul
6. Dr. Shubhra Tiwari

Following points were discussed in the meeting:

- Prof. S.K. Jadhav requested to arrange for pest control of entire building of the School.
- Dr. N.K. Chandrawanshi informed the council that approximately 40 M.Sc. students from Govt. College, Kurud, and Mata Karma College, Mahasamund, will be coming for their internship, from 30 June - 4 July 2025. This internship is a mandatory part of their curriculum and will be of 30 hours duration. It has been one following a discussion of the chair with VC Sir.
- Council was informed that regular classes of M Sc Third Semester will commence from 7 July 2025. However, after submission of the project reports by the students of M Sc Fourth Semester, their presentations/ Viva-voce evaluations will be scheduled within a week time, if everything goes well.
- In the last meeting of this Council, Prof Shukla Sir asked about his Note-Sheet regarding execution of course work classes of the students of Ph D Botany, in the School. In response, statement of the VC Sir: "I had already discussed this issue with Prof Shukla, hence; you need not to do anything", was communicated to him. (This discussion was unintentionally left to be included in the Minutes of the last meeting, therefore; was mentioned here)

Meeting ended with a vote of thanks.

Members

Prof. Keshav Kant Sahu

Prof. S.K. Jadhav

Dr. Afaqur Quraishi

Dr. Kamlesh Kumar Shukla

Dr. Nagendra Kumar Chandrawanshi

Dr. Jai Shankar Paul

Dr. Shubhra Tiwari

Absent

Shubhra