

### **Minutes of the Departmental Council meeting held on 03<sup>rd</sup> August 2015**

**Faculty Members present:** Prof. S. Nazareth, Prof. S. K. Dubey, Dr. S. Garg, Dr. L. Charya, Dr. P. D'Costa, Dr. M. Naik, Dr. Varada Damare, Dr. Gauri Achari, Dr. Sanika Samant, Dr. Trelita De'Souza.

Dr. L. Charya was requested to officially function as Asst. Secretary for the Department Council, and to be responsible for preparing the draft minutes in absence of Dr. Priya.

#### **Confirmation of minutes of the previous meeting:**

Minutes of the DC meeting held on 06<sup>th</sup> July 2015 were confirmed.

#### **Matters arising from the minutes:**

*Visiting faculty for Marine Microbiology programme:* Dr M.Naik had submitted the list of visiting faculty  
*PC for spectrofluorimeter:* Dr. S. Garg reported that the PC with the software is nonfunctional; the other PC is already being used for Spectrophotometer, and another port would need to be purchased. However, it was decided that the other PC should be specific for the spectrophotometer, as it is used frequently. Dr. S. Garg was asked to check the PCs brought from the library for use for the spectrofluorimeter.

*Micropipettes:* Dr. Priya was requested to give the details of micropipettes she had suggested, to Deepa, for further action.

#### **Agenda:**

##### **1. Academics**

##### **(a) Review of the teaching program**

The teaching program and ISAs are continuing, as per schedule.

The HoD reminded the faculty to make suitable alternate arrangements when unable to attend.

The HoD reiterated that the combination of options taken by students should make total of 80 credits. Dr. L. Charya and Prof S. K. Dubey were requested to be incharge for this, for Microbiology and Marine Microbiology respectively.  
(Attn: Drs. S.K. Dubey, L. Charya)

##### **(b) Visiting faculty for Marine Microbiology programme**

The list submitted by Dr M. Naik was discussed. It was decided to invite faculty for specialized topics. Dr M.Naik is required to give number of lectures under each topic.  
(Attn: Dr. M. Naik)

##### **(c) Course for Field Trip**

Drs. L. Charya and V. Damare, S. Samant and G. Achari were reminded to initiate the administrative process and contact the various institutes/companies, for conducting the field trips in Semester 3 for Microbiology and Biochemistry respectively, and Drs. P.D'Costa and M.Naik for Marine Microbiology, Semester 4, which could also start in Semester 3 along with the other groups.

(Attn: Drs. L. Charya, S. Samant)

##### **(d) Syllabus for Ph.D. Programme course work**

Prof S. K. Dubey and Dr. S. Garg submitted draft of syllabus for paper I of Ph. D. Entrance exam. The syllabus was discussed and changes to be incorporated as suggested.

The syllabus for paper II is to be prepared by the guide and submitted to DRC.

##### **(e) Ph.D. Entrance Exams**

Dr. S. Garg had been requested to be in charge of preparing the Question Paper, after obtaining contributions from faculty. Accordingly, he prepared 3 sets comprising objective and subjective questions. The exam will be conducted by the University on 12-14th Aug 2015. The faculty members for evaluation shall include permanent and tenure track faculty of the department, namely, Drs. S. Nazareth, S. K. Dubey, S. Garg, L. Charya, P. D'Costa and M. Naik. It was decided that after the exam was held, individual faculty members would prepare the model answers for questions allotted to each for evaluation, in preparation for the evaluation.

**(f) Training of students to answer NET of CSIR/UGC**

A team of faculty members: Drs. S. K. Dubey, S. Garg, P. D'Costa and V. Damare, who have themselves successfully answered NET were requested to conduct training sessions for students to prepare for NET; Dr. S. Garg would be in charge. Sessions could be conducted 1.30-2.00 pm. (Attn: Dr. S. Garg)

**(g) Faculty Seminars**

Seminars to be delivered by all the recently joined faculty on their research outcome, will be held every Monday other than first Monday of the month/day assigned to DC meeting, at 12.30-13.00 commencing from 17<sup>th</sup> August. Dr. M. Naik will be the first speaker followed by Drs L. Charya, P. D'Costa, V. Damare, G. Achari, S. Samant and T. D'Souza.

**2. Department Activities**

**(a) Meeting with GU Estate Division, GSIDC, Architect, HoDs of Biology Departments (E block)**

The HoD informed that the meeting initially scheduled for 20/07/15 was postponed to 24/08, which was again postponed (30min beyond scheduled time) to 30/08, which was apparently cancelled without intimation.

**(b) Workload of teachers: Semesters I & III**

HoD had forwarded a copy of the workload for the present academic semesters I & III, indicating the teaching workload, together with numbers of dissertation and PhD students as applicable, of each faculty member, which was accepted.

**3. Any other matter**

(a) Transport: The HoD informed that no list of students has been submitted, despite 3 reminders, for favour of requesting the University to process for transport facility arrangement from Panjim to Bambolim via Donapaula and via Bambolim, and they have expressed that they are able to reach on schedule. The faculty should therefore not permit students to enter late for the lectures/practicals; any student who is late shall be required to obtain a letter from his/her parent/guardian to explain the reason for reaching late.

(b) Practicals requiring demonstration of instruments per kind favour of Department of Chemistry: HoD reminded that although microbiology faculty state that this has not been feasible, when the Chemistry Department had been approached for students of Biochemistry Programme, they offered to give full explanation and demonstration of all instruments on National Science day (28 Feb) which is held as an Open Day at University; accordingly, respective Microbiology faculty were informed to send the students. However, it was observed that apart from some students of Biochemistry, the opportunity was not availed of. In future, the faculty responsible, must ensure that due efforts are made for the practical curriculum to be completed.

*S. Nazareth*  
26/8/15  
(Prof. S. Nazareth)

Head, Department of Microbiology

confirmed at DC meeting on 7/9/15

Sandesh - Garg.

Costa

Charya

Charya

7/9/15

7/9/15

7/9/15

Damare  
07/09/2015

## Minutes of the Departmental Council meeting held on 7<sup>th</sup> September 2015

**Faculty Members present:** Prof. S. Nazareth, Prof. S. K. Dubey, Drs. S. Garg, L. Charya, P. D'Costa, M. Naik, V. Damare, G. Achari, S. Samant, T. De'Souza.

The HoD welcomed the members and wished all for the occasion of Teacher's day, requesting the faculty to take the teaching vocation seriously, and commending them for all the efforts they do make.

### **Confirmation of minutes of the previous meeting:**

Minutes of the DC meeting held on 03<sup>rd</sup> August 2015 were confirmed.

### **Matters arising from the minutes:**

**Credit options:** Since there was no feedback from Prof. S.K. Dubey (Mar Microbiol) & Dr. L. Charya (Microbiol), the HoD looked into the matter and found that some of the Marine Microbiology students did not have the required credit options and so discussed with Dr. P. D'Costa that the deficit of 1 credit for a round figure of 80 credits could be filled in by taking Research Methodology of Microbiol Programme.

Other points arising from the previous minutes were taken up in the agenda of the day, as no feedback had been provided.

### **Agenda:**

#### **1. Academics**

##### **(a) Overview of the teaching programme**

- **Course Options:** Dr. L. Charya informed that 1 Microbiology student wanted to drop Microbial Technology and opt for Portuguese Level 3. It was decided that as there is a clash of the Portuguese Course classes with Microbiology Practical Courses, this could not be considered; she should continue with her original choice of Microbial Technology or opt for Extremophilic Microorganisms. Dr. L. Charya should inform her accordingly.

Dr. G. Achari and Dr. S. Naik were requested to confirm that all students of M.Sc. Biochemistry Programme had the required 80 Credits.

(Attn: Dr. L. Charya, and Drs. G. Achari and S. Naik)

- **Evaluation ISA 1:** Most of the evaluations had been completed and shown to the students, the HoD requested that all evaluated booklets of ISA1 be shown to the students before Ganesh break.

(i) **Visiting faculty for Marine Microbiology programme:** Dr. M. Naik informed that Dr. A. C. Anil, Dr. S. Mitbavkar, Dr. R. Naik, Dr. M. Majik and Dr. P. Morajkar have confirmed their availability to give lectures to M.Sc. students in October. Dr. M. Naik was requested to immediately prepare the note for approval regarding this matter. The HoD suggested that a 1 day seminar could be arranged for all/most of speakers (preferably Saturday), depending on their availability. This could also be put in the M.Sc. Marine Microbiology Innovative Programme report. Dr. P. D'Costa was requested to arrange for booking of the seminar hall for the event on the day decided for the seminar.

(Attn: Dr. M. Naik, Dr. P. D'Costa)

(ii) **Course for field trip:** A trip to ICAR was scheduled, but further trip to another Industry on the same route, in the afternoon, could not be planned as it was inconvenient. The HoD advised that Companies/Industry should always be contacted first for dates, as they have greater strictures and regulations; Research Institutes can be fitted in as per routes. The programme must be drawn up urgently.

(Attn: Drs. L. Charya and S. Naik)

(iii) **Schedules for SEA I & III (Nov 2015):** Drs. L. Charya, V. Damare, G. Acharya and S. Naik had been requested a week earlier to prepare by 10<sup>th</sup> Sep, the SEA schedule for Sem I and III for the M.Sc. Microbiology, Marine Microbiology and Biochemistry Programmes. The draft must be circulated to the teachers before the Ganesh break for confirmation and any changes, if required. However, it would not be possible to finalize it as the dates for SEA for Courses from other Departments was obtained. Dr. L. Charya was requested to enquire about the dates, so that the same could be finalized before the next DC meeting.

(Drs. L. Charya and G. Achari)

(iv) **Schedule for Semester II & IV (2015-16):** Drs. P. D'Costa (Marine Microbiology), L. Charya (Microbiology) and S. Naik (Biochemistry) were requested to prepare the schedule for Semesters II & IV and circulate to the teachers for confirmation before the next DC. It was decided that the afternoon session could start at 13:30 – 16:30 hrs, except on Mon which will be 14:00 – 17:00 hrs, in order to accommodate the DC meetings and faculty Seminars.

(Attn: Drs. P. D'Costa, L. Charya and S. Naik)

(v) *Conduct of dissertation viva*: HoD noted that it would not be physically possible for the entire DC to examine the presentations of 54 students, of which some of the topics under Biochemistry Programme would not come under the expertise of Microbiology Faculty. It was therefore discussed that the viva for Biochemistry could be conducted by Prof S. Nazareth (Coordinator, Biochemistry), together with the other 2 temporary faculty of the Programme, all of whom are guides for dissertations in Biochemistry; the invited teachers who are guides on the Programme, will be part of the viva process, but not of the DC evaluation team. The other faculty each have students from both Microbiol and Mar Microbiol Programmes, and will therefore evaluate all the 34 students under these two Programmes; Prof. S. Dubey will be required to coordinate in absence of the Head. It would be advisable in the next academic year, for students to be assigned to the faculty Programme-wise. The Head would confirm from concerned authorities, if this procedure could be followed. (Attn: HoD)

(vi) *Academic audit*: It was suggested the 2<sup>nd</sup> or 3<sup>rd</sup> week of October (any date in October after the 12<sup>th</sup>) for the academic audit, pending receipt of the circular from CoE on the subject.

**(b) Ph.D. programme**

(i) *Ph.D. course paper*: Prof. S. Dubey submitted a hard copy of the revised syllabus, as indicated by him.

(ii) *Ph.D. students annual seminar*: The HoD reminded that all PhD students are required to present seminars annually on their research work; for all students registered under OB-9A, the Dean is the Chairperson.

**(c) Training of students to answer NET**

The HoD informed that as nothing had progressed with regard to training of students to answer NET, HoD requested Dr. V. Damare to coordinate and conduct classes for students, along with Dr. P. D'Costa. The classes started on 1<sup>st</sup> September 2015 and will be conducted from 17:00 – 17:30 hrs, on Mon-Tues by Dr. P. D'Costa, and on Wed-Thurs by Dr. V. Damare. The classes were open to Research students and faculty. Students of M.Sc. Biotechnology and Zoology had also requested for permission to attend these classes. However, it was thought good to restrict to students of the Microbiology Department who were already sufficient in number.

**2. Department Activities**

**(a) Purchase of instruments:**

Order for autoclaves (2) and incubator shaker are in process. Quotations for a refrigerator have been received and need to be processed. Induction cookers will be purchased for M.Sc. laboratory.

**(b) Meeting with GU Estate Division, GSIDC, Architect, HoDs of Biology Departments (E block):**

The GSIDC has agreed to undertake construction of a cold room, gas lines for the M.Sc. laboratory and ACs for Biochemistry laboratory and classroom, which HoD has been pursuing.

**(c) Request for support staff:**

The HoD informed that she has requested for an office assistant and lab assistant for the department, giving a detailed account of workload.

**3. Any other matter**

*Laboratory keys*: Copies of keys for Research Laboratory 3, under the charge of Prof. S.K. Dubey and Dr. S. Garg, were made by their students, and of Faculty Room by Dr. S. Garg without informing the HoD and seeking the necessary permission of administrative authorities, as required. The HoD will accordingly have to appraise the authorities of the same.

The key of the instrumentation room is on Pramod's name, and must be returned. (Attn: Dr. S. Garg)  
It was further noted that only two of the three keys to the HoD's office have been handed over to the present HoD.

*S. Nazareth*  
01/10/2015  
(Prof. S. Nazareth)  
Head, Department of Microbiology

Minutes were confirmed at meeting on 5/10/15

*Sandeep Garg*  
5/10/15

*Damare*  
05/10/2015

*P*  
5/10/15

*Phanuja*  
05/10/2015

*Pramod*  
5/10/15

*Barla*  
28/10/15

*Barla*  
5/10/15