



# OFFICE OF THE HEAD DEPT. OF MICROBIOLOGY

## Subharti Medical College

Recognized by Govt. of India, Ministry of Health & Family Welfare, Govt. Letter No. U.12012/69/96-ME(P)  
Website: medical.subharti.org, e-mail: medical@subharti.org, Ph.: 0121-3055000 (Extn: 2118), Telefax: 0121-2439127, 2439067  
A constituent college of

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY**

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ref No: - SMC/Micro/2016.../706


Date: 10.10.2016

### Notice

A meeting of Board of Studies has been scheduled on 12-10-2016 at 8:30 AM in HOD office of the Department of Microbiology.

Following are agenda items for the same:

1. **Agenda Item No. 1** : To confirm the minutes of the Board of Studies meeting held on 14.12.2015.
2. **Item No. 2** : To report action taken on the minutes of the Board of Studies meeting held on 14.12.2015.
3. **Item No. 3** : To review the Panel of External & Internal examiners for M.Sc course in Microbiology.
4. **Item No. 4** : To review the Pattern of question paper for M.Sc. examination.
5. Any other items with the permission of the Chairperson.

  
**Dr. Molly Madan**  
Prof. & Head  
Deptt. of Microbiology

Copy to:

1. The Principal, SMC
2. Dr. Molly Madan
3. Dr. Anita pandey
4. Dr. Amit Garg
5. Dr. V.K.Sharma
6. Dr. Vivek Agwan
7. Dr. Bhaskar Thakuria
8. Dr. Sanjiv Ahuja
9. Dr. Vandana Sardana
10. Dr. Ritu Kansal

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Ref No: - SMC/Micro/2016. /716

Date: 17.10.2016

#### Minutes of Meeting of Board of Studies

A meeting of Board of Studies was held on 12-10-2016 at 8:30 AM in HOD office of the Department of Microbiology.

Following members attended the meeting.

1. Dr. Molly Madan *Mh*  
Chairperson professor  
H.O.D Microbiology
2. Dr. Anita pandey *Anita*
3. Dr. Vivek Agwan *Agwan*
4. Dr. Bhaskar Thakuria *B*
5. Dr. Sanjiv Ahuja *Sanjiv*
6. Dr. Vandana Sardana *Vandana*
7. Dr. Ritu Kansal *Kansal*

#### External Experts

1. Dr. V.K.Sharma *VK Sharma*  
Professor  
Department of Microbiology  
Muzaffarnagar medical college
2. Dr. Amit Garg *Amit Garg*  
Associate Professor  
Department of Microbiology  
LLRM, Meerut

At the onset, the Chairperson BoS welcomed all the members and thanked outside expert for sparing their time. The items were taken up as per agenda.

1. **Agenda Item No. 1** : To confirm the minutes of the Board of Studies meeting held on 14.12.2015.  
(The members confirmed the minutes)
2. **Item No. 2** : To report action taken on the minutes of the Board of Studies meeting held on 14.12.2015.  
(The members noted the action taken)
3. **Item No. 3** : To review the Panel of External & Internal examiners for M.Sc course in Microbiology.  
(As per annexure-1)
4. **Item No. 4** : To review the Pattern of question paper for M.Sc. examination.  
(As per annexure-2)
5. Any other items with the permission of the Chairperson.
6. **Non agenda Items.**

*Mh*  
Dr. Molly Madan  
Prof. & Head  
Deptt. of Microbiology

Copy to:

1. The Principal, SMC
2. All the members mentioned above



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Ref No: - SMC/Micro/2017/1137

Date: 22.12.2017

### Action Taken Report (ATR)

ATR on minutes of meeting held on 12.10.2016 at 8:30 am in the HOD office in the Department of Microbiology office.

S. No.	Agenda Item	Decision	Outcome/Result
1	Confirmation of last board of studies meeting held on 12.10.2016	The members Confirmed the minutes	--
2	ATR of previous minutes of meeting held on 12.10.2016	The members noted the action taken	--
3	To review the Panel of External & Internal examiners for M.Sc course in Microbiology.	Discussed and finalized	Approved
4	To review the Pattern of question paper for M.Sc. examination.	Pattern of question paper for M.Sc. examination was reviewed among all faculty members.	Approved

Dr. Anita Pandey  
Prof. & Head  
Deptt. of Microbiology

### Copy to:

1. The Principal, SMC
2. Dr. Anita pandey
3. Dr. Amit Garg
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5. Dr. Bhaskar Thakuria
6. Dr. Sanjiv Ahuja
7. Dr. Vandana Sardana
8. Dr. Kalpana Chauhan
9. Dr. Ritu Kansal